

**LSU**

**Student Government**

**Governing Documents**

Revised: April 2017

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# LSU Student Government Constitution

*Revised: January 2015*

## Preamble

*We, the students of Louisiana State University and Agricultural and Mechanical College at Baton Rouge, Louisiana, in order to provide an officially recognized student organization to identify and represent student interests; to promote student participation in the overall policy and decision-making processes of the university; to enhance the quality and scope of education at the university; and to promote the general welfare of the Student Body, do hereby adopt and establish this constitution of the LSU Student Government.*

## ARTICLE I: The Student Government

### §1. Title

*Section 1.* The governmental organization of the students of this institution shall be known as the Student Government of Louisiana State University and Agricultural and Mechanical College (LSU) at Baton Rouge, Louisiana.

### §2. Student Representation

*Section 2.* Any and all students, as defined by the regulations of Louisiana State University, will be defined as members of the Student Body. These students are entitled to representation through the Student Government.

### §3. Purpose

*Section 3.* The purposes of the Student Government shall be...

- (A) To represent the concerns and interests of Louisiana State University students;
- (B) To serve as the official advisory body of the students to the university administration, faculty, staff, the LSU Board of Supervisors, the Louisiana Board of Regents, the Louisiana State Legislature, the federal government and the general public;
- (C) To empower the student body by providing a medium through which students may actively engage in issues impacting the Louisiana State University community;
- (D) To provide programs for the betterment and enrichment of the University;
- (E) To preserve and advance the academic and collegiate experience of the student body;
- (F) To contribute to a culture of tradition and pride in Louisiana State University;

### §4. Equal Opportunity Clause

*Section 4.* It is the responsibility of the LSU Student Government to serve all LSU students without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status.

### §5. Governing Structure

*Section 5.* The governing structure of the Student Government shall consist of the following three (3) branches: Executive, Legislative and Judicial.

- (A) No Executive Branch member or Judicial Branch member shall be permitted to serve as a member of the Legislative Branch. No Executive Branch member, paid appointed officer, or member of the Legislative Branch shall be permitted to serve on the University Court.

## ARTICLE II: The Executive Branch

### §1. Executive Power

*Section 1.* The executive power of the Student Government shall be vested in the Student Body President and Vice President.

### §2. Executive Officers

*Section 2.* Executive Officers shall include the Student Body President, the Student Body Vice President and all members appointed to the Executive Staff, as well as all College Council Executive Officers, as prescribed later in this Article.

### §3. Student Body President

*Section 3.* The Student Body President shall have the following powers and responsibilities:

- (A) Serve as the chief executive officer of the Student Government;
- (B) Act as the chief spokesperson of the Student Body;
- (C) Call special meetings of the Student Senate, the President's Cabinet, and the Student Body;
- (D) Serve as an ex-officio member of all committees appointed by him/her;
- (E) Execute all enacted legislation of the Student Senate, report the status of all enacted legislation and address the Student Senate on a regular basis for the purpose of answering questions and for clarification
- (F) Serve on and/or nominate and/or appoint representatives of the Student Body to university committees affecting the activities and lives of the students, with such service and/or nominations and/or appointments made upon the request of the proper university officials;
- (G) Appoint each student member of the Judicial Branch designated as a Presidential appointee with a two-thirds (2/3) approval by the Student Senate;
- (H) To immediately fill any vacancy on the University Court incurred by the graduation, impeachment, resignation, or expulsion of an appointed University Court Justice with a two-thirds (2/3) approval by the Student Senate. This appointee shall serve out the remainder of the term of the vacated position;
- (I) Sign or veto all legislation passed by the Student Senate, provided that such power is exercised within four (4) class days after passage of the legislation in question. If the legislation is not signed or vetoed within this period of time, it shall be considered enacted;
- (J) Submit the Executive Branch Charter to the Student Senate outlining the organization of the Executive Branch, including any officers and their duties, as provided in the Bylaws;
- (K) Serve as the Student Body's representative on the Louisiana Council of Student Body Presidents.

### §4. Student Body Vice President

*Section 4.* The Student Body Vice President shall have the following powers and responsibilities:

- (A) Serve as President in the absence or incapacity of the President;
- (B) Serve as a member of the President's Cabinet;
- (C) Serve as the chair of the College Council Presidents' Commission;
- (D) Assist the President in such executive matters as the President sees fit.

### §5. Executive Staff

*Section 5.* The President shall create an Executive Staff as defined by an Executive Charter.

## **§6. President's Cabinet**

*Section 6.* In accordance with the provisions of the Bylaws, there shall be a President's Cabinet to act in an advisory capacity on matters affecting student welfare.

## **§7. President and Vice President Elections**

*Section 7.* The President and Vice President shall be elected in the Spring semester for a term of one (1) year with a two (2) term maximum. Candidates for these offices shall not be voted on separately.

## **§8. College Councils**

- (A) *Section 8.A.* Every Academic Unit or Division listed in the Student Government Bylaws shall have a College Council, which shall serve to represent the interests of LSU students on the College level. For the purposes of this Constitution, any Academic Units or Divisions represented shall hereafter be referred to as Academic Areas.
- (B) *Section 8.B.* The Executive Officers of College Councils shall include a President, Vice President and three (3) members at-large.
- (C) *Section 8.C. Composition.* Each College Council shall consist of the Executive Officers, who shall be elected in the Spring semester for a one (1) year term.

## **§9. Election Board**

- (A) *Section 9.A.* The Election Board shall be an entity of the Executive Branch and shall report solely to the Student Government Advisor.

# **ARTICLE III: The Legislative Branch**

## **§1. Legislative Power**

*Section 1.* All legislative powers of the Student Government shall be vested in the LSU Student Senate.

## **§2. Abilities by Type of Vote**

*Section 2.* The Student Senate, commensurate with the subsequent provisions of the Constitution and Bylaws, shall have the power to act as follows:

- (A) By a three-fourths (3/4) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may:
  - a. Amend the Rules of Court by its own initiation;
  - b. Amend the College Council Constitution by its own initiation.
- (B) By a two-thirds (2/3) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may:
  - a. Approve Judicial Branch appointments;
  - b. Suspend the Student Senate Rules of Order;
  - c. Override any Presidential veto;
  - d. Remove the Speaker of the Student Senate;
  - e. Impeach any officer of the Student Government;
  - f. Amend the Student Senate Rules of Order, the Bylaws, and the Election Code;
  - g. Approve an amendment to the Rules of Court following the recommendation of a simple majority (1/2) vote of the University Court;
  - h. Approve an amendment to the College Council Constitution following the recommendation of a simple majority (1/2) vote of the College Council Presidents' Commission;

- i. Approve the Student Government Budget and make appropriations.
- (C) By a simple majority (1/2) vote of the Senators present and voting at any duly constituted Student Senate meeting, the Student Senate may:
  - a. Recommend action and express opinion on behalf of the Student Body in all areas of student life;
  - b. Approve any appointments, other than to the Judicial Branch, by the President and/or Speaker requiring Senate approval under this Constitution and Bylaws;
  - c. Create any temporary Student Senate committee and approve any appointments made thereto.

### **§3. Student Senate Meetings and Composition**

- (A) *Section 3.A.* Student Senate meetings shall be held as specified in the Bylaws.
- (B) *Section 3.B.* The Student Senate shall be composed of students representing any Academic Area.

### **§4. Parliamentary Procedure**

*Section 4.* The most recent edition of Robert's Rules of Order Newly Revised shall govern the procedure of the meetings of the Student Senate, except as otherwise provided for in this Constitution, the Bylaws, or the Rules of Order of the Student Senate.

### **§5. Student Senate Apportionment**

*Section 5.* Apportionment of the Student Senate shall be as follows:

- (A) Every Academic Area shall have a base of two (2) Student Senators, regardless of enrollment numbers;
- (B) By the twentieth (20th) class day of each fall semester, the number of Student Senators shall be adjusted so that each Academic Area receives an additional Senator for every five hundred (500) students enrolled without rounding. The Graduate School will receive three (3) dedicated Student Senators. The seats allotted to them, if not filled on the date applications close, shall be opened to the other Academic Areas based on the number of graduate students studying in those fields, and shall be allowed to be filled by undergraduate students.
- (C) Apportionment shall be based on the official university full-time and part-time enrollment figures for that particular fall semester. This apportionment shall be performed by the Speaker of the Student Senate, and must be approved by a two-thirds (2/3) vote of the Student Senate. This apportionment shall become effective upon the call to order of the Student Senate Fall Organizational Session;
- (D) Reapportionment or the discontinuation of any Academic Area shall not affect the term of office of any duly elected and installed member of the Student Senate;
- (E) Half of the total number of Senators from each Academic Area will be elected in the fall semester and half will be elected in the spring semester, for a term of one (1) year. In the event of an odd number of Senators, there shall be one (1) more seat available in the Spring election than in the Fall election.

### **§6. Student Senate Vacancies**

*Section 6.* Student Senate vacancies shall be appointed by the College Councils within the respective Academic Areas as detailed in the LSU Student Government Bylaws.

### **§7. Speaker of the Student Senate**

- (A) *Section 7.A.* The Student Senate shall be presided over by a Speaker of the Student Senate, who shall be elected by a simple majority (1/2) vote of the members of the Student Senate present and voting. Such election shall be by silent ballot.
- (B) *Section 7.B.* The election of the Speaker shall be the next order of business following the installation of the Student Body President at the Student Senate Spring Organizational Session.
- (C) *Section 7.C.* The Speaker's term of office shall run concurrently with that of the Student Body President.
- (D) *Section 7.D.* The Speaker of the Student Senate shall have the following powers and responsibilities:



- a. To preside over meetings of the Student Senate;
- b. To appoint and/or remove the membership and chairmen of all Student Senate Standing Committees with approval of the Student Senate;
- c. To serve as a member of the President's Cabinet;
- d. To serve as President in the event of the incapacity of both the President and the Vice President;
- e. To certify and present all Legislation passed by the Student Senate to the President within two (2) class days of passage;
- f. All other duties as stipulated in the Student Government Bylaws and the Student Senate Rules of Order.

## **§8. Speaker pro tempore of the Student Senate**

- (A) *Section 8.A.* The Speaker pro tempore shall have the following powers and responsibilities:
- a. Serve as Speaker in the absence or incapacity of the Speaker;
  - b. Assist the Speaker in such legislative matters as the Speaker sees fit;
  - c. Serve in any and all capacities as deemed appropriated by the Bylaws.

## **§9. One Vote Per Senator**

- (A) *Section 9.A.* Only members of the Student Senate as defined in this Article may vote; each Senator may cast one (1) and only one (1) vote on any matter under consideration by the Senate.
- (B) *Section 9.B.* Under no circumstances may a Senator cast a vote on behalf of another Senator on the floor.

# **ARTICLE IV: The Judicial Branch**

## **§1. Judicial Power**

*Section 1.* The judicial power of the Student Government shall be vested in the University Court.

## **§2. Judicial Officers**

*Section 2.* Members of the Judicial Branch shall include the Chief Justice, Deputy Chief Justice, all Associate Justices, and any Judicial appointments.

## **§3. University Court**

- (A) *Section 3.A.* The University Court shall be composed of nine (9) Justices, as well as the LSU Dean of Students or his/her designee, who shall be non-voting. The Justices shall be selected as follows:
- a. One (1) Justice appointed by the Student Body President for a one (1) year term with a two-thirds (2/3) approval of the Student Senate present and voting in the Spring Organizational Session;
  - b. Four (4) Justices appointed by the Student Body President for two (2) year terms with a two-thirds (2/3) approval of the Student Senate present and voting in the Spring Organizational Session;
- (B) *Section 3.B.* The University Court and its offices shall be the only entity of the Judicial Branch.

## **§4. Powers of the University Court**

*Section 4.* The University Court shall have the following powers:

- (A) To hear all cases and controversies arising under the Student Government Constitution, Bylaws, and Rules of Order, and to issue judgments upon such cases and controversies. The Court shall have complete

- and exclusive authority to interpret and to give meaning to any Constitutional provision, Bylaw, Rule of Order, or legislative instrument.
- (B) To hear and issue judgments upon all appeals, cases and controversies arising under the Student Government Election Code and elections held by the Election Board.
  - (C) To issue injunctions and to compel any member of the Student Government to appear before it in any case or controversy arising under this section.
  - (D) To elect a Chief Justice by a simple majority (1/2) vote.
  - (E) To recommend by a simple majority (1/2) vote to the Student Senate such changes to the Rules of Court as it deems necessary. The Senate may approve such changes by a two-thirds (2/3) vote of those present at a duly convened meeting. The Student Senate may propose and enact such changes without recommendation from the University Court with a three-fourths (3/4) vote of those present and voting.
  - (F) To hear and to rule upon all cases referred to it by the Vice Chancellor for Student Life or the Dean of Students.

## **§5. Jurisdiction**

*Section 5.* The jurisdiction of the University Court shall be as follows:

In cases arising under Section 4 of this Article, the University Court shall have original and exclusive jurisdiction. Judgments issuing from the University Court in this capacity shall be final, but subject to review by the Dean of Students only if the judgment includes a violation of university regulation excluding Student Government Governing Documents.

## **§6. Administration**

- (A) *Section 6.A.* University Court shall be administered in accordance with the procedures outlined in the Rules of Court.
- (B) *Section 6.B.* Judgments of the University Court shall be expressed in writing and filed in the records of the Court.
- (C) *Section 6.C.* Final judgments shall be sent to the Executive Branch for appropriate action.

# ARTICLE V: Elections

## **§1. Voter Eligibility**

*Section 1.* Students who are registered for at least part-time enrollment status at the time of the election shall be eligible to vote in all elections provided for in this Constitution, except those referenda concerning fees that do not affect them.

## **§2. Candidate Eligibility**

*Section 2.* In order to be eligible for election or appointment to any office under this Constitution, a student must meet all University-mandated requirements of officers of recognized campus organizations. Any exception to this Section must be expressly provided for elsewhere in this Constitution.

## **§3. Elected Officers**

*Section 3.* All officers elected under this Constitution must receive a majority of votes cast in the election, unless as otherwise provided as a special case in the Student Government Election Code.

## **§4. Election Board Composition**

*Section 4.* The Election Board shall report to the Student Government Advisor and shall be composed of the following:

- (A) The Commissioner of Elections, who is a student appointed by the Student Body President through the Executive Charter and approved by the Senate, who shall serve as the chairman;
- (B) At least seven (7) student members appointed by the Student Body President and approved by the Senate. Appointments shall be made in accordance with the Student Government Election Code.

## **§5. Election Board Personnel Restrictions**

*Section 5.* No person who is member of the Election Board may be a candidate in any campus-wide election or hold any other office under the authority of this Constitution or the Bylaws while that person serves on the Board.

## **§6. Election Board Powers**

*Section 6.* The Powers of the Election Board shall include, but not be limited to:

- (A) To conduct, or delegate authority to conduct, all elections of the Student Government;
- (B) To disqualify any candidate(s) found in violation of the Student Government Election Code by a two-thirds (2/3) vote, subject to appeal to the University Court;
- (C) To conduct all other duties defined in the Student Government Election Code.

## **§7. Election Dates**

*Section 7.* Two (2) campus-wide elections shall be held each year, one (1) in the Fall semester and one (1) in the Spring semester on dates as provided for in the Student Government Election Code.

# ARTICLE VI: Terms of Office

## **§1. Assumption of Duties**

*Section 1.* All officers under this Constitution shall assume their duties upon validation of their election, appointment, or succession to office and after they are duly installed as defined in the Bylaws.

## **§2. Procedures for Termination**

*Section 2.* The term of office of any officer provided for in this Constitution may be terminated by means of either of the following procedures:

- (A) Impeachment
  - a. By filing of formal impeachment charges at a regular meeting of the Student Senate by twenty percent (20%) of the standing Student Senate with a minimum of ten Senators;
  - b. By a formal hearing at the next regularly scheduled Senate meeting, to be presided over by the Chief Justice of the University Court (or by the Vice President in case that the Chief Justice is the officer under impeachment); and
  - c. By an affirmative vote for conviction at that Student Senate meeting by two-thirds (2/3) of those Senators present and voting by silent ballot; or
- (B) Recall
  - a. By submission of a petition to the Election Board signed by fifteen percent (15%) of the electorate of the office concerned; and
  - b. By the Election Board setting provisions for a recall election within ten (10) class days after the petition is submitted; and
  - c. By a majority of those voting in the recall election expressing their desire to recall the incumbent.

## **§3. Other Reasons for Termination**

*Section 3.* The term of office of any person elected or appointed under this Constitution and Bylaws shall be terminated upon occurrence of any of the following conditions:

- (A) Upon the installation of his/her duly chosen successor;
- (B) For a member of the Senate whose position has been discontinued, upon the expiration of his/her normal term (i.e. upon the installation meeting held two (2) campus-wide elections after his/her position is normally elected, if the seat in question is a full seat);
- (C) Upon the acceptance of his/her resignation by a two-thirds (2/3) vote of the Student Senate present and voting;
- (D) Upon his/her incapacity to continue in office, to be determined by a two-thirds (2/3) vote of the Student Senate present and voting;
- (E) In addition, for the Student Body President or Vice President, upon acceptance of any paid employment:
  - a. Outside the University during the Fall or Spring semesters; or
  - b. Outside the Baton Rouge Metropolitan Area during any other time;
- (F) For Senate members, upon failure to continue to be enrolled in the Academic Area represented, with the exception of UCAC and UCFY senators, who may enroll in a different Academic Area one (1) or two (2) semesters after their election. For all other Senators who switch Academic Areas, their current term representing the senior college they switched from will be terminated upon the end of that legislative session;
- (G) For College Council members, upon failure to regain active status within four (4) legislative weeks of receiving notification of inactive status;
- (H) Upon failure to meet the University-mandated requirements for officers of registered student organizations;
- (I) For Senate members, upon failure to meet the attendance requirements specified in the Bylaws;
- (J) No candidate may resign from a position and remain eligible to be appointed to the same position in the same semester.

## ARTICLE VII: Operational Funds

### §1. Origin of Funds

*Section 1.* Operational funds for the Student Government shall come from a per capita assessment of the Student Body. The amount of this per capita assessment shall be in accordance with the official University Student Fee Schedule.

### §2. Activity of Funds

*Section 2.* Operational funds for the Student Government shall be deposited by the University in a Restricted Fund Account by the Office of the Bursar. These funds may not be expended in a fiscal year until the Student Government Budget for that fiscal year has been adopted.

### §3. Responsibility of Funds

*Section 3.* The President shall be responsible for all operational funds of the Student Government and shall ensure that all expenditures are in accordance with the provision of the Student Government Budget and the Bylaws to this Constitution.

### §4. Student Government Salaries

*Section 4.* No student fees shall be used to pay the salary of any student member of Student Government, except those expressly restricted in any way by the Student Government Constitution from holding another job.

## ARTICLE VIII: Auxiliary Documents

### §1. Bylaws and Rules of Order

*Section 1.* There shall be a set of Bylaws to this Constitution as well as Rules of Order of the Student Senate, either of which shall require a two-thirds (2/3) vote by the members of the Student Senate present and voting for the amendment.

### §2. Rules of Court

*Section 2.* The Rules of Court shall further specify the procedures and rules of order of the University Court. The Rules of Court may be amended by a two-thirds (2/3) vote of the Student Senate present and voting upon the recommendation of the amendment by a simple majority (1/2) vote of the University Court. The Student Senate may amend the Rules of Court by a three-fourths (3/4) vote by its own initiation.

### §3. The College Council Constitution

*Section 3.* The College Council Constitution specifies the procedures of the College Councils of the University Academic Areas. The College Council Constitution may be amended by a two-thirds (2/3) vote of the Student Senate present and voting upon the recommendation of the amendment by a simple majority (1/2) vote of the College Council Presidents Commission. The Student Senate may amend the College Council constitution by a three-fourths (3/4) vote by its own initiation. Notice of any proposed amendment must be given five (5) class days prior.

### §4. Election Code

*Section 4.* The Student Government Election Code shall specify the procedures for holding Student Government elections, as well as the powers and duties of the Election Board. The Election Code may be amended by a two-thirds (2/3) vote of the Student Senate present and voting; however, such amendment will not go into effect until one (1) semester following passage, not including the Summer Semester.

### §5. Conflicting Documents

- (A) *Section 5.A.* No measure may be enacted which would be in conflict with any provisions of this Constitution.
- (B) *Section 5.B.* No provision may be enacted in any Auxiliary Document which would be in conflict with any provisions of any other Auxiliary Document.

## ARTICLE IX: Amendments

### §1. Proposition by Student Senate

*Section 1.* Amendments to this Constitution may be proposed by any member of the Student Senate.

- (A) Following a period of at least five (5) class days from the date of proposal, amendments may be approved by a two-thirds (2/3) vote of the Student Senate present and voting.
- (B) Any amendments must further be ratified by a majority of the students voting in any campus-wide election of the Student Government.

### §2. Proposition by Student Body

*Section 2.* The privilege of initiative is hereby secured to the Student Body. If a petition signed by at least ten percent (10%) of the Student Body requesting an election for consideration of a constitutional amendment

be presented to the President, an election for the consideration of such an amendment must be held between ten (10) and fifteen (15) class days following the presentation of the petition to the President.

## ARTICLE X: Self-Assessed Student Fees

### §1. Approval by Student Body

*Section 1.* Any proposal to levy, amend, repeal, or otherwise regulate any student self-assessment which affects the entire Student Body must be approved by a majority of the members of the Student Body voting in the Fall or Spring Primary Election.

### §2. Procedure to Place Assessment on Ballot

*Section 2.* Any such proposal may be sent to the Student Body only in either of the following ways:

- (A) By approval of two-thirds (2/3) of the members present and voting of the Student Senate at least five (5) class days after introduction; or
- (B) By petition signed by ten percent (10%) of the membership of the Student Body presented to the President.
- (C) Any such proposal must comply with Louisiana State University System Permanent Memorandum Twenty-Nine (29).

## ARTICLE XI: Area of Application

### §1. The Student Government

*Section 1.* This Constitution and Bylaws, official actions, and rules derived there from shall be the supreme source of student authority and responsibility of the Student Government of Louisiana State University and Agricultural and Mechanical College, Baton Rouge, Louisiana. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the students.

### §2. University Rules and Regulations

*Section 2.* Nothing in this Constitution shall be deemed to supersede the power and authority of the official rules and regulations of the Louisiana State University Board of Supervisors of the Louisiana State University System, the Louisiana Board of Regents, the laws of the State of Louisiana, and the laws of the United States.

## ARTICLE XII: Ratification

### §1. Majority Approval

*Section 1.* This Constitution, Bylaws, Rules of Order, Election Code, the College Council Constitution and Rules of Court shall be ratified upon the President's receipt of at least ten percent (10%) of the Student Body requesting consideration of the new constitution and further after majority approval of the students voting in the election for its ratification.

### §2. Date of Effect

- (A) *Section 2.A.* The provisions of this Constitution and the auxiliary documents listed in Section 1 of this Article shall go into effect immediately upon ratification, with the exception that all current officers of the Student Government shall be allowed to serve out their regular terms.
- (B) *Section 2.B.* All previous Constitutions, Bylaws, and related rules shall then be null and void.



# LSU Student Government Bylaws

*Revised: April 2017*

## ARTICLE I: The Code of Ethics

### §1. Representation

- (A) *Section 1.A.* The Student Government represents the Student Body in two ways; members represent their constituency within the University and represent the Student Body as a whole to those outside of the University.
- (B) *Section 1.B.* Members of the Student Government should represent their constituencies by expressing constituent interests and concerns within the Student Government. Members of Student Government should also serve as university representatives, seeking to positively promote the university through their actions.

### §2. Accountability of the Code

*Section 2.* Members of the Student Government should encourage their colleagues to adhere to the Code of Ethics by holding one another accountable, while also striving to serve as examples to their fellow members. Members should ensure enforcement and demonstrate commitment to the Code.

### §3. The Code

- (A) *Section 3.A.* No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government member.
- (B) *Section 3.B.* No member of the Student Government shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.
- (C) *Section 3.C.* No member of the Student Government shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government. Each member must be able to give a thorough account of all Student Government funds spent by him/her and a thorough inventory of all goods and/or services received.
- (D) *Section 3.D.* Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

### §4. Reading of the Code

*Section 4.* The Code of Ethics shall be read once at the beginning of every session of the Student Senate.

## ARTICLE II: Executive Branch Affairs

### §1. President's Cabinet

- (A) *Section 1.A.* The President's Cabinet shall act in an advisory capacity to the Student Body President in all matters affecting LSU students, and shall include:
  - a. The Vice President;
  - b. The Speaker of the Student Senate;
  - c. The Chief Justice of the University Court;
  - d. President of the Residence Halls Association;



- e. President of the Black Student Union;
  - f. President of the International Student Association;
  - g. Cadet Corps Commander of LSU ROTC;
  - h. Editor-in-Chief of The Daily Reveille;
  - i. Station Manager of KLSU;
  - j. Station Manager of TigerTV;
  - k. President of Interfraternity Council;
  - l. President of Pan-Hellenic Council;
  - m. President of National Pan-Hellenic Council;
  - n. A minimum of Six (6) Presidents of campus organizations, as appointed by the Student Body President;
- (B) *Section 1.B.* The Cabinet shall hold meetings at regular intervals throughout the Fall and Spring semesters, and at least once each semester.
- (C) *Section 1.C.* All appointed members of the President's Cabinet are subject to confirmation by a simple majority vote of the Student Senate present and voting.

## **§2. Notification of Presidential Appointments**

- (A) *Section 2.A.* By the first Student Senate meeting of each month, the President shall transmit to the Speaker of the Student Senate a written list of all persons appointed by the President during the preceding month and the offices or positions to which they were appointed.
- (B) *Section 2.B.* Appointments subject to the approval of the Student Senate are exempt from inclusion on this list.
- (C) *Section 2.C.* All appointments made by the President that are listed as Presidential Appointments in these Bylaws and other Governing Documents must be approved by the Student Senate by a simple majority vote, with the exception of any Judicial Appointments, which require a two-thirds (2/3) vote.

## **§3. Vacancy and Succession of Student Body President and Vice President**

- (A) *Section 3.A.* If there is a vacancy in the office of the Student Body President, the Student Body Vice President shall become President immediately and shall serve out the remainder of the term.
- (B) *Section 3.B.* If there is a vacancy in the office of the Student Body Vice President, the Student Body President shall appoint a successor to finish out the term, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.
- (C) *Section 3.C.* In the event both the offices of the Student Body and Vice President become vacant simultaneously, the Speaker of the Student Senate shall assume the presidency, and shall appoint a Vice President, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

## **§4. Executive Branch Charter**

- Section 4.* Except as otherwise provided for in the Bylaws, the Executive Branch shall be organized by Executive Charter, subject to approval by a simple majority vote of the Student Senate.
- (A) This Executive Charter shall list the various Executive Departments and the positions under them, including any positions which are to receive salary under the Student Government Budget.
- (B) This Executive Charter must be passed before any Executive Branch office appointments can be approved.
- (C) A chief financial officer and a Commissioner of Elections must be included in the Executive Branch Charter.

## **§5. Executive Department Appointments**

*Section 5.* All non-elected members of the Executive Branch shall be appointed by the President, subject to the simple majority approval of the Student Senate.

## **§6. Executive Staff Office Hours**

*Section 6.* All staff who receives salary under the authority of the Executive Branch Charter shall be required to post and maintain office hours.

## **§7. Dismissal of Executive Branch Employees**

*Section 7.* All Executive Staff positions appointed through the Executive Branch Charter may be dismissed by the President only for due cause at his/her discretion.

## **§8. Executive Department Reports to Student Senate**

*Section 8.* All Executive Branch Departments shall orally report to the Student Senate on their activities at least three (3) times per semester.

## **§9. Executive Staff Term Limits**

*Section 9.* All Executive Office Staff shall serve a term concurrent with that of the Student Body President by whom they were appointed.

# **ARTICLE III: Legislative Branch Affairs**

## **§1. Student Senator Duties**

- (A) *Section 1.A.* The primary duty of a Student Senator is to represent the constituency of his/her Academic Area.
- (B) *Section 1.B.* Senators must attend meetings of the Student Senate, meetings of his or her standing committee, and meetings of his or her College Council.
- (C) *Section 1.C.* Senators must attend each Senate Orientation Session, as described in Article III, Section 8 of these Bylaws.
- (D) *Section 1.D.* All members of LSU Student Government (SG) must obtain a minimum of two (2) student outreach points and attend two (2) organization visits per semester.
  - a. One (1) student outreach point is equal to working at one (1) event approved by the Chair of the Student Life, Diversity, and Community Outreach Committee. An organization visit requires a member of SG to attend the meeting of an organization and to inform them of the opportunities and support available through SG.
  - b. Each Senator must obtain their first student outreach point by the third (3<sup>rd</sup>) legislative week, the second by the sixth (6<sup>th</sup>), the third by the ninth (9<sup>th</sup>), and the fourth by the twelfth (12<sup>th</sup>).
    - i. If appointed before the third (3<sup>rd</sup>) legislative week, the Senator must only obtain three student outreach points by the end of the semester.
    - ii. If appointed before the sixth (6<sup>th</sup>) legislative week, the Senator must only obtain two student outreach points by the end of the semester.
    - iii. If appointed before the ninth (9<sup>th</sup>) legislative week, the Senator must only obtain one student outreach point by the end of the semester.
    - iv. If appointed after the ninth (9<sup>th</sup>) legislative week, the Senator is not required to participate in any student outreach events.
  - c. The proposed event must be presented to the Chair and Vice-Chair of the Student Life, Diversity and Community Outreach Committee no later than two (2) days before event takes place.
  - d. Events other than specifically stated Student Outreach Events must be approved unanimously by the Chair and Vice-Chair of the Student Life, Diversity and Community Outreach Committee.
  - e. A Senator must notify an event coordinator that he or she can no longer attend the event with at least twenty-four (24) hours notice if he or she has made an express commitment to attend the event. If notification is not received and a Senator does not fulfill their commitment, the

Senator will be required to obtain an additional Student Outreach point. Extreme medical, weather, and familial instances will be considered by the Speaker.

- f. The member of SG must complete the SO Point form within forty-eight (48) hours following the event.

## **§2. Student Senate Committee Reports to the Executive Branch**

*Section 2.* All Chairs of the Student Senate Standing Committees, or their designee, shall orally report to the Executive Branch on their activities at least three (3) times per semester.

## **§3. Student Senator Code of Conduct**

- (A) *Section 3.A.* All members of the Student Senate should be held to the highest standard of moral conduct both inside and outside of Student Government duties.
- (B) *Section 3.B.* Members of the Student Senate should at all times be attentive during meetings of the Student Senate in order to best represent the interests of their constituents.
- (C) *Section 3.C.* Electronic media devices may not be used while in the Senate chamber unless being used in regards to legislation or to partake in scholarly activities and with the permission of the Speaker.
- (D) *Section 3.D.* Members of the Student Senate should at all times present themselves in a manner appropriate for the Student Senate.
- (E) *Section 3.E.* No buttons, stickers, trinkets, or any campaign paraphernalia may be worn or distributed while a member of Student Government is wearing any article of Student Government apparel. Buttons, stickers, or trinkets may NOT be worn on your person during Student Government functions, including but not limited to any official Student Government meetings and while in Student Government offices.
- (F) *Section 3.F.* The use of any Student Government media for campaigning or soliciting votes is strictly prohibited. These media include, but are not limited to, the Student Government social media or the Student Government email distribution list.
- (G) *Section 3.G.* Any Senator who is not in keeping with the Code of Conduct for Student Senators may be removed from the Senate Chamber by the acting Speaker at the request of any Senator, the Advisor, or by his/her own accord.

## **§4. Composition of the Student Senate**

- (A) *Section 4.A.* The Student Senate shall be composed of students representing the following Academic Areas:
  - a. College of Agriculture
  - b. College of Art & Design
  - c. College of Humanities and Social Sciences
  - d. College of Science
  - e. E.J. Ourso College of Business
  - f. College of the Coast and Environment
  - g. College of Human Sciences and Education
  - h. College of Engineering
  - i. Graduate School
  - j. Manship School of Mass Communication
  - k. College of Music and Dramatic Arts
  - l. University College Center for Advising and Counseling
  - m. University College Center for Freshman Year
  - n. School of Veterinary Medicine
  - o. Paul M. Hebert Law Center

## **§5. Student Senate Vacancies**

- (A) *Section 5.A.* The speaker or Speaker pro tempore of the Senate shall notify the respective College Council of the vacancy within two (2) academic days of the date that the vacancy occurs.

- (B) *Section 5.B.* Any vacancy must be properly advertised with the corresponding application for a minimum of five (5) class days. Proper advertisement shall include a posting on the SG website and at least one of the following
  - a. A posting outside of the Student Government Executive Branch Office or Senate Office
  - b. A broadcast email to the entire University or advertisement in The Daily Reveille
- (C) *Section 5.C.* After proper advertisement of the vacancy as listed above, the College Council of the respective Academic Area may appoint a student from that Academic Area to fill the vacancy by a simple majority
- (D) *Section 5.D.* The appointee shall subsequently be interviewed by the Senate Rules Committee.
  - a. The Rules Committee must take one of the following actions:
    - i. Refer Favorably
      - 1. The appointment shall then undergo approval by the Student Senate at the next regularly scheduled meeting as outlined in the Rules of Order.
    - ii. Take No Action
      - 1. The appointment shall receive no further consideration by the Student Senate.
    - iii. Refer Back to College Council
      - 1. The Chair of the Rules Committee shall notify the College Council of the committee's action and provide the reasoning of the committee in writing within twenty-four (24) hours of the decision.
      - 2. The College Council must reconvene to take further action within five (5) academic days of the above notification. Further action shall consist of the following and only the following:
        - a. A simple majority vote to appoint a new applicant
          - i. This new appointee shall be interviewed by the Rules Committee following the procedure at the beginning of sub-section D.
        - b. A simple majority vote to reconfirm the initial applicant
          - i. The appointment shall be placed in unfinished business for the next regularly scheduled meeting and approved by the Student Senate as outlined in the Rules of Order.
- (E) *Section 5.E.* If ten (10) academic days pass since the Senate's notification of the vacancy to the College Council or five (5) academic days pass since the Rules Committee's notification of referral back to the College Council and the vacancy has not been filled by the College Council, the Speaker or Speaker pro tempore may call a meeting of the current Senators of that Academic Area for the purpose of appointing a student to fill the vacancy.
- (F) *Section 5.F.* The seat shall then be up for election during the next regularly scheduled campus-wide election, regardless of the duration of the originally elected term.

## §6. Removal of Senators

- (A) *Section 6.A.* A member of the Student Senate shall be removed from his/her position on the Student Senate once he/she has accumulated a total of three (3) unexcused absences from regular meetings of the Student Senate per session, three (3) unexcused absences from called meetings of his or her assigned standing committee per session, or three (3) unexcused, consecutive absences or four (4) total, unexcused absences throughout the semester from his/her respective College Council Meetings.
  - a. If a Senator cannot attend the College Council meeting at the set time for any reason, the Senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.
- (B) *Section 6.B.* If a Senator-elect or appointee to fill a vacancy fails to attend the first three (3) meetings of a regular legislative session or three (3) legislative meetings after an appointment is made and is never sworn in as a Student Senator, that seat shall be vacated.
- (C) *Section 6.C.* The Minutes from Student Senate meetings and committee meeting reports shall be used in determining the number of unexcused absences.
- (D) *Section 6.D.* A Senator shall be removed from his/her position on the Student Senate should he/she fail to attend a Senator Orientation Session unless expressly excused by the Senate Speaker. Reasons for excusal shall be the same as for regularly scheduled meetings of the Student Senate.

- (E) *Section 6.E.* If a Senator fails to obtain the required Student Outreach points per semester, the Senator shall be removed from his/her position on Senate unless excused unanimously by the Speaker of the Senate and the Speaker pro tempore.
- (F) *Section 6.F.* These requirements do not apply to Senators representing the Graduate School or Vet School. Each individual Senator representing the Graduate School or Vet School must meet with the Speaker to determine appropriate requirements for the semester based on their academic demand. These requirements must be approved by the Student Government Advisor.
- (G) *Section 6.G.* Other reasons for removal can be found in Article VI, Section 3 of the Student Government Constitution.

## **§7. Student Senate Absences**

*Section 7.* For the purpose of this Article, absences from regular meetings of the Student Senate shall be determined by the following method:

- (A) One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a regular meeting of the Student Senate, unless they are recognized as "present" by the Speaker before the end of Public Input.
- (B) One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of the Student Senate if, and only if, the motion to adjourn passes.
- (C) Absences which fall under the University guidelines for excused absences (PS-22), or pertain to University classes, shall be submitted to the Speaker of the Senate for signature and approval before the next regular Senate meeting after the absence incurred. The excuse will be placed on file with the Senate Secretary and the absence will be noted in the Minutes as "excused."

## **§8. Written Notification of Excessive Absences**

*Section 8.* When a member of the Student Senate has been assessed one and one half (1½) or more absences as defined in Section 7 of this Article, the Secretary of the Student Senate shall send written notification to said member of such fact. Such notification shall be sent within two (2) class days of adjournment of the meeting at which the third half (1/2) absence is assessed.

## **§9. Student Senate Proxies**

- (A) *Section 9.A.* Proxies for members of the Student Senate during any regular or special general Senate meeting shall not be allowed.
- (B) *Section 9.B.* Proxies shall be allowed during any standing or temporary Senate committee meeting.
  - a. The said proxy must be a current Senator who is not a full member of the committee being proxied for.

## **§10. Student Senate Regular, Organizational and Special Sessions**

*Section 10.* The sessions of the Student Senate shall be defined as follows:

- (A) The Student Senate shall be in Regular Session from the first regularly scheduled Student Senate Meeting in the Fall semester, as stated in the Senate Rules of Order, until no later than adjournment on the last regularly scheduled Student Senate Meeting of the Fall semester, and also from the first regularly scheduled Student Senate Meeting of the Spring Semester, as stated in the Senate Rules of Order, until no later than adjournment on the regularly scheduled Student Senate Meeting to be held three weeks prior to the end of classes in the spring semester; however, the Senate shall be in recess during any University holidays. During Regular Session, regular meetings of the Student Senate shall be held weekly. The time and place shall be determined in the Rules of Order of the Student Senate.
- (B) The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the fall regular session until no later than adjournment of that meeting for the following purposes specifically and in the following order:

- a. Installation of newly elected senators
  - b. Appointment of membership and leadership of standing committees.
  - c. Approval of Presidential Appointments
  - d. Approval of Speaker's Appointments
  - e. Approval of any other Executive or Legislative Orders
  - f. Resolutions creating temporary study or action groups and their membership
  - g. Any other legislation submitted that is deemed important and urgent by the Speaker of the Senate, or by subsequent appeal of the decision of the chair by a (1/2) majority vote of the members of the Senate
- (C) The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the spring regular session until no later than adjournment of the second meeting of that session for the following purposes specifically and in the following order:
- a. Installation of newly elected Senators;
  - b. Installation of the newly elected President and Vice President;
  - c. Election of the Speaker;
  - d. Election of the Speaker pro tempore;
  - e. Approval of the Executive Charter;
  - f. Approval of the Student Government Budget;
  - g. Approval of the Presidential Appointments;
  - h. Approval of Speaker's Appointments;
  - i. Appointment of Members and Leadership of Standing Committees;
  - j. Resolutions creating temporary study or action groups and their membership;
  - k. Approval of any other Executive or Legislative Orders;
  - l. Any other legislation submitted that is deemed important and urgent by the Speaker of the Senate, or by subsequent appeal of the decision of the chair by a (1/2) majority vote of the members of the Senate.
- (D) Special meetings of the Student Senate may be held upon 24-hour notice during any Regular Session by:
- a. A majority vote of the Senate at a duly constituted meeting; or
  - b. A petition signed by one third (1/3) of the Student Senate members.
- (E) Special Sessions and/or meetings of the Student Senate may be held upon 24-hour notice by the Student Body President or Speaker of the Senate.
- (F) If legislation is vetoed, but the Senate session that passed said legislation has adjourned sine die, the Senate may reconvene with the membership from that last meeting of the regular session once and only once for only the stated purpose of considering the override of said veto.
- a. The agenda shall be:
    - i. Roll Call
    - ii. Public Input
    - iii. Veto Consideration
    - iv. Petitions, Memorials, and Other Communications
    - v. Adjournment

## **§11. Senate Orientation Session**

- (A) *Section 11.A.* An orientation session for all Senators and Legislative Staff shall be held at the beginning of each semester. All Senators and Legislative Staff shall be required to attend.
- (B) *Section 11.B.* It shall be the purpose of this orientation session to instruct Senators on such subjects as Rules of Order, Student Government Governing Documents, legislation, and any other matters deemed necessary.
- (C) *Section 11.C.* This session shall also serve as a team-building session to encourage senators to work with their fellow Senators in serving the students of Louisiana State University.
- (D) *Section 11.D.* A Senator shall be assigned one full absence for failure to attend the initial orientation session.
- (E) *Section 11.E.* A make-up orientation session shall be held two (2) weeks after the initial session. All Senators that did not attend the initial session must attend.

## ARTICLE IV: Judicial Branch Affairs

### §1. Justice Duties

- (A) *Section 1.A.* It shall be the duty of all members of the Judicial branch to faithfully and impartially interpret the Student Government documents to his/her best ability.
- (B) *Section 1.B.* It shall be the duty of the University Court Justices, once a year, to review all documents of Student Government for the purpose of identifying discrepancies. They shall then suggest possible changes to the documents to either the Chief Justice or any member of the Legislative Branch.
- (C) *Section 1.C.* It shall be the duty of the University Court to hold both the Executive and Legislative Branches accountable for their actions.

### §2. Participation in Student Government Elections

*Section 2.* No member of or candidate for position within the Judicial Branch shall help, assist, serve on, campaign for or advise any Fall or Spring Student Government Campaign or Ticket.

### §3. Appointment of Judicial Branch Staff

*Section 3.* All Judicial Branch staff as determined by the Rules of Court shall be appointed by the Chief Justice and subject to standard appointment approval by the Student Senate.

## ARTICLE V: College Council Affairs

### §1. College Council Bylaws

- (A) *Section 1.A.* Every College Council shall be required to keep an updated copy of their bylaws on file with the Vice President and Speaker pro tempore. Updated copies shall be submitted to the Vice President and Speaker pro tempore whenever changes are made.
- (B) *Section 1.B.* The College Council shall review and update their respective bylaws by the third (3<sup>rd</sup>) academic week of each semester.
- (C) *Section 1.C.* Bylaws for each College Council must exist on file in order for that College Council to be considered active, as outlined in Section 6 of this Article.

### §2. Vacancy and Succession of College Council Officers

- (A) *Section 2.A.* Unless otherwise provided for in the College Council constitution, should the office of President of the College Council become vacant, the Vice President of that College Council shall succeed to the office.
- (B) *Section 2.B.* If the office of Vice President, or any member at-large of a College Council should become vacant, the College Council President shall interview and appoint a person from the Academic Area to fill the vacancy with a simple majority vote of the voting members of the Council.
- (C) *Section 2.C.* If the offices of the President and Vice President of a College Council become vacant simultaneously, the remaining members within the respective College Council will elect a new President and Vice President amongst themselves. Any remaining positions will be filled through the application process from their respective academic area. If there are no remaining members within that College Council, then the Election Board shall conduct an election to fill the vacancies within ten (10) class days.
  - a. The members selected under this provision shall hold the office until the next regularly scheduled election.

### §3. College Council Presidents' Commission

- (A) *Section 3.A.* Each College Council President and the Student Body Vice President shall serve on the College Council Presidents' Commission along with the Student Senate Speaker pro tempore sitting as an ex-officio member.
- (B) *Section 3.B.* The College Council Presidents' Commission will meet for the following purposes:
  - a. Reviewing and amending the College Council constitution;
  - b. To discuss and propose ideas and initiatives;
  - c. To facilitate communication among each of the academic areas;
  - d. Any other matters deemed appropriate by the commission and/or the Student Body Vice-President.
- (C) *Section 3.C.* The Student Body Vice President shall serve as the chair of the College Council Presidents' Commission. The chair will be responsible for scheduling all meetings of the commission and for filing all amendments made to the College Council Constitution in the appropriate offices.
- (D) *Section 3.D.* Two-thirds (2/3) of the presidents shall constitute a quorum.
- (E) *Section 3.E.* The chair of the commission may only vote in the event of a tie.
- (F) *Section 3.F.* Each month the College Council Presidents' Commission will meet at least two (2) times. One unexcused absence is allowed for each College Council President per semester. An excused absence will be determined by the university guidelines Policy Statement No. 22, which will be applied by the chair.
- (G) *Section 3.G.* If a President has three (3) unexcused absences, he/she shall be removed from office by the chair of the College Council Presidents' Commission.
- (H) *Section 3.H.* A proxy may be used to substitute attendance of a president without consequence of an absence. Proxies must be the Vice President or any member-at-large of that respective College Council.

#### **§4. College Council Advisors**

*Section 4.* Each College Council must meet with their respective advisor(s) by the second (2nd) academic week of each semester in order to maintain active status per Section 6 of this Article.

#### **§5. The Semester Plan**

- (A) *Section 5.A.* Each College Council shall prepare a Semester Plan, which shall consist of a basic outline of the programs, initiatives and objectives of the council for the academic semester. The Semester Plan shall serve as a guideline for initiatives, and shall not restrict any council from pursuing additional initiatives or programs.
- (B) *Section 5.B.* The Semester Plan shall be submitted to the Student Body Vice President and the Student Government Financial Coordinator no later than the Third (3rd) Legislative Week and presented to the Student Senate by the Fifth (5th) Legislative Week.
- (C) *Section 5.C.* The Student Body Vice President, with the counsel of the Directors of Student Outreach and Programming, may assist in the formation of the Semester Plan in order to ensure its success.
- (D) *Section 5.D.* The Semester Plan may be amended and submitted to the Student Body Vice President at any time to reflect additional ideas.

#### **§6. Active and Inactive Status**

- (A) *Section 6.A.* College Councils shall either be considered active or inactive under LSU Student Government.
- (B) *Section 6.B.* In order to remain in active status and in good standing with LSU Student Government, College Councils must submit the Semester Plan to the Student Body Vice President and Student Government Financial Coordinator by the Third (3<sup>rd</sup>) Legislative Week and presented to the Student Senate by the Fifth (5<sup>th</sup>) Legislative Week of each semester, must meet with their respective advisor(s), must maintain an updated copy of their respective Bylaws, which shall consist all items delineated in Article VII Section 7:B:1-5 of these Bylaws.
- (C) *Section 6.C.* In the event that a College Council fails to accomplish any duties in the previous paragraph, the council shall be considered inactive, and shall relinquish all rights to funding from Student Government.



- (D) *Section 6.D.* In the event a College Council is deemed inactive and wishes to become active, they must accomplish all duties required by these Bylaws, must meet with the Student Body Vice President, and present themselves to the Senate to be reactivated by a simple majority vote.
  - a. If these tasks are not completed within four (4) legislative weeks of receiving the notification of inactive status, all current elected members of the inactive College Council shall be removed from office. These members shall be replaced in the next regularly scheduled Fall or Spring election

## **§7. Transitional Meetings**

- (A) *Section 7.A.* It is the first order of business of each incoming College Council President to hold a transitional meeting with his/her respective predecessor.
- (B) *Section 7.B.* For the success of the newly elected College Council, transitional documents and a detailed list of successes and failures shall be provided to the new President.
- (C) *Section 7.C.* This meeting must take place upon the conclusion of the former President's term.

## **§8. Council Chats**

- (A) *Section 8.A.* The Council will make itself available once per semester at a time and location on campus chosen at the discretion of the Council.
- (B) *Section 8.B.* The purpose of a Council Chat is to engage students of the college in order to receive feedback and ideas used to shape initiatives for the College.
- (C) *Section 8.C.* These events will be publicized by a required broadcast email to all students of the College.
- (D) *Section 8.D.* Failure to host one Council Chat per semester will result in inactive status for the Council.

# ARTICLE VI: Community Involvement

## **§1.**

*Section 1.* All appointed and elected members of Student Government shall be required to participate in an annually selected community service project.

- (A) This service project shall be a single coordinated effort of the organization as a whole.
- (B) The date and general details of the event shall be provided to members of Student Government by the Organizational Session immediately before the semester in which the event is held.
- (C) The event shall be selected by the Student Body President, Speaker of the Senate, and Chief Justice.
- (D) Approved events must benefit the Baton Rouge and/or surrounding community.
- (E) This event may be a self-generated SG event or a partnership with an existing event or student organization.

# ARTICLE VII: Installation and Appointment of Vacancies

## **§1. Due Installation and Oath of Office**

*Section 1.* Elected members and University Court Justices shall be considered installed upon swearing in by the Chief Justice of the University Court or his/her designee. All other members of the Student Government shall be considered installed upon approval by the Student Senate.

- (A) The Student Body President and Vice President shall be installed during the annual Student Senate Spring Organizational Session, at least five (5) class days from the conclusion of the Spring Election Timetable or any subsequently called Special Election.
- (B) Those members of the Student Senate elected in the Fall shall be installed during the annual Student Senate Fall Organizational Session, regardless of the time at which the Fall election was held. Those

- members elected in the Spring shall be installed during the annual Student Senate Spring Organizational Session just before the Student Body President and Vice President.
- (C) The College Council Presidents, Vice Presidents, and members at-large shall be installed during the annual Student Senate Spring Organizational Session, held five (5) class days from the announcement of the final election results, but no more than ten (10) class days from the last Student Senate meeting of the Spring Semester.
  - (D) All approved University Court Justice appointees shall be installed at the Spring Organizational Session.
  - (E) Any Student Government officer elected or appointed to serve out the remainder of the term of a vacated position shall be installed within the next three (3) regularly scheduled Student Senate meetings following his/her election or appointment.
  - (F) The form for being sworn in shall be as follows:

"With the left hand of the person being sworn in on the Student Government Constitution and these Bylaws, and with his/her right upraised, he/she shall take the following oath:

I (state your full name) -- do solemnly swear (or affirm) -- that I will support the Constitution, Bylaws and all other governing documents-- of the Student Government of Louisiana State University -- and that I will faithfully -- impartially discharge and perform -- all of the duties incumbent upon me -- according to the best of my ability and understanding."

- (G) All elected or appointed members of Student Government previously stated to be sworn in shall sign a written agreement recognizing that they will uphold their oath and THE CODE (Article I, Section 4).
  - a. The Chief Justice shall be responsible for collecting and keeping all agreements.

## **§2. Special Circumstances**

*Section 2.* In the event that any of the meetings scheduled above cannot be held on their normal dates and times, the officers who would have been sworn in at those times shall be considered sworn in.

## **§3. Student Body President-elect and Vice President-elect Access**

*Section 3.* Once the results of the Spring election have been validated, the President-elect and Vice President-elect shall be allowed access to the Executive Office and any files therein for the purposes of developing the Student Government Budget and the Executive Branch Charter.

## **§4. Appointment Vacancies**

*Section 4.* All positions filled through appointment shall require advertisement which must be accompanied by the corresponding application. Applications shall be accepted for a minimum of five (5) class days. Proper advertisement shall include a posting on the SG website and at least one of the following:

- (A) A posting outside of the SG Office
- (B) A broadcast email to entire University
- (C) Advertisement in The Daily Reveille

# **ARTICLE VIII: Financial Organization**

## **§1. Fiscal Year**

*Section 1.* The Student Government shall operate on a fiscal year beginning at 12:01 a.m. on the first day of July of one calendar year and ending at midnight on the last day of June of the following calendar year.

## **§2. Student Government Budget**

- (A) *Section 2.A.* The Student Body President shall submit a proposed Student Government Budget to the Temporary Budget and Appropriations Committee, to be authored by a Senator, for the coming fiscal year to be approved by the Student Senate immediately following his/her installation.
- (B) *Section 2.B.* The projected revenues for the Student Government Operating Budget shall be determined by utilizing Budget and Planning enrollment by the current designated fees.
- (C) *Section 2.C.* The Student Government Budget shall be considered by the Senate as a Student Government Bill, and shall have been adopted for the upcoming fiscal year at or before the beginning of that fiscal year.
- (D) *Section 2.D.* No funds shall be appropriated or expended in a fiscal year unless and until a Student Government Budget for that fiscal year has been adopted.
- (E) *Section 2.E.* During the fiscal year for which a Student Government Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document within the Procedure Handbook, and may be amended by a two-thirds (2/3) vote of the Student Senate. Such amendment shall become effective upon final passage of legislation detailing the amendment. No friendly amendments shall be allowed in amending the Student Government Budget.
- (F) *Section 2.F.* Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Student Senate shall within fifteen (15) class days amend said budget to remove the deficit.
- (G) *Section 2.G.* The Senate Budget and Appropriations Committee and the Executive Director of Finance will review and amend the Student Government Budget each semester to reflect the fourteen (14) day enrollment numbers.
- (H) *Section 2.H.* No more than twelve thousand dollars (\$12,000.00) may be appropriated in the Student Government Budget for total student salaries of the Student Government members during one (1) fiscal year.
- (I) *Section 2.I.* Any student occupying a position with a designated salary in the Student Government Budget shall be paid up to but no more than one-eighth (1/8) of the specified salary per month. The only exception to this rule is if a student does not receive the full one-eighth (1/8) of a particular salary for a particular month during which he/she was on payroll; in this case, the student would be allowed to make up the difference over the next month(s) through supplemental pay. Additional provisions may be provided for in the Student Government Budget.

### **§3. Unrecognized Funds**

*Section 3.* If there are funds present in the Student Government Account that are not already allocated, then said funds shall be available for use in the Student Government Budget, line item Legislative Contingency

### **§4. College Council Funding in the Student Government Budget**

*Section 4.* Funds shall be appropriated in the Student Government Budget to fund the College Councils as follows:

- (A) College Councils shall be appropriated an amount not less than five percent (5%) but not more than fifteen percent (15%) of the money paid by all students to the self-assessed fee for Student Government operational funds. These funds shall be disbursed in the following manner:
  - a. Sixty-five percent (65%) of the total money shall be disbursed to each College Council based on the amount of students enrolled in the Academic Area.
  - b. Thirty-five percent (35%) of the total money shall be disbursed equally among each Academic Area.
- (B) The amount in paragraph A shall be determined from the same source as used in calculating revenues for the Student Government Budget.
- (C) Amounts appropriated to the College Councils shall be appropriated as separate line items by Academic Area.
- (D) The Student Government Executive Director of Finance shall notify the College Council Presidents of the amounts of money designated for that Academic Area by the end of each spring semester.
- (E) Funds not expended by the end of the fiscal year (June 30) will automatically carry over to the next fiscal year's College Council Surplus Account budget.

- (F) The College Council Surplus Account at the end of the fiscal year (June 30) will not carry over to the next fiscal year's Student Government Surplus Account. Those funds shall remain the College Council Surplus Account.
- (G) College Councils shall file a projected, itemized expense report within their semester plan.

## **§5. Executive Director of Finance**

- (A) *Section 5.A.* Executive Director of Finance shall provide reports to the President, Speaker of the Senate and to the Student Senate as follows:
  - a. A written update of all finances of the LSU Student Government each month during regular session of the Student Senate.
  - b. A final written financial account by the last regular session meeting of the LSU Student Senate to report final balances for each academic semester.
    - i. A written breakdown of all Student Government accounts and their balances.
    - ii. To maintain an up-to-date written account of all Student Government financial records in the Student Government office as a matter of public record.
- (B) *Section 5.B.* The Executive Director of Finance shall serve as the Chairperson of the Programming, Support, and Initiatives Fund (PSIF), pursuant to the PSIF Bylaws.
- (C) *Section 5.C.* The Executive Director of Finance is an ex-officio, non-voting member of the Senate Budget and Appropriations Committee.

## **§6. Student Government Financial Coordinator**

- (A) *Section 6.A.* The Student Government Financial Coordinator shall be vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Student Government. The Student Government financial records shall be kept in accordance with University accepted accounting practices and procedures.
  - a. A copy of these records shall be given to the Executive Director of Finance on the 1<sup>st</sup> and 15<sup>th</sup> of each month so to assure accuracy, transparency, and accountability with the Student Body.
- (B) *Section 6.B.* Duties and Responsibilities
  - a. Manage budgets and all financial operations for Student Government
  - b. Monitor and direct expenditures of various subgroups of Student Government and organizations when associated with Student Government funds.
  - c. Work collaboratively with offices within Finance and Administrative Services (FAS) including Purchasing, Travel, Accounting Services, and Procurement.
  - d. Track expenditures and reconcile monthly ledgers for completeness, accuracy, and compliance with University and state regulations; correct discrepancies.
  - e. Provide guidance to the elected leadership of SG in budget development and expenditure protocol.
  - f. Process all financial documents including LaCarte entries, and prepare all purchase orders, requisitions, travel reimbursements, foundation check requests, and deposit transmittals.
  - g. Meet individually with all student organizations receiving Student Government funding, including PSIF or Senate funding.
  - h. Serve as advisor and attend meetings of the allocation committees within Student Government.
  - i. Periodically attend Student Government branch meetings in order to report on financial matters.
  - j. Provide direction and support in the monitoring of budgets, reconciling monthly ledgers, and preparing budget forecast based on previous year's spending.
  - k. Provide direction to the College Council leadership, administrative staff within various colleges, and directly advise the Executive Director of Finance and Assistant Director.
  - l. Become familiar with and able to articulate University policies and procedures to Student Government leaders, committees, and student organizations that receive funds.
  - m. Maintain SG financial records, including minutes, finance bills, working papers and correspondence.

- n. Process payroll and wage employees.

## **§7. Student Government Sponsorship**

- (A) *Section 7.A.* When a project or activity is funded by Student Government, proper public notice, when appropriate, shall be given indicating Student Government's sponsorship.
- (B) *Section 7.B.* For purpose of this Section, proper public notice shall include, but not be limited to inclusion of the name of Student Government or Student Government Logo, in publicity for the funded project or activity.
- (C) *Section 7.C.* If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Student Senate shall notify the President of the fact through the agency of a legislative resolution.
- (D) *Section 7.D.* The awarding of funding by Student Government does not explicitly reflect the views and opinions of Student Government as an organization.

## **ARTICLE IX: Funding Through Programming, Support, and Initiatives Fund**

### **§1.**

*Section 1.* Details regarding funding through Programming, Support, and Initiative Fund are found in the PSIF Bylaws within the procedure handbook.

## **ARTICLE X: Funding Through Student Senate**

### **§1.**

*Section 1.* The Student Senate shall have the authority to distribute funding from the Legislative General Contingency Account, Student Government Surplus Account, and the Student Government Initiatives Account with appropriate approval of the Student Body President.

### **§2. Request for Funding**

- (A) *Section 2.A.* Requests for funding through the Student Senate shall be submitted through the-Student Senate funding application.
  - a. The Student Senate funding application shall be approved through a Student Government Bill through the Temporary Budget and Appropriations Committee in the Spring Organizational Session.
    - i. Amendments to the application must be approved by the Chair of the Budget and Appropriations Committee, the Speaker of the Student Senate, and the Student Government Financial Coordinator.
  - b. The Student Senate funding application shall include at minimum the following:
    - i. Contact information to the:
      - 1. Student Representative
      - 2. Corresponding university advisor.
    - ii. Event information regarding:
      - 1. Travel or programming information
      - 2. Financial information
    - iii. Informational guidelines on how to apply to funding from Senate.
  - c. The first application for funding submitted is the one that will be considered
  - d. A funding request form that must be signed by the Student Government Financial Coordinator and the Executive Director of Finance to verify that the request is

- i. In accordance with university policy
    - ii. In accordance with the Student Government Constitution and auxiliary documents
    - iii. Within the means of the Student Government Budget.
  - e. An attached itemized budget for total cost of request and breakdown of how allotted funds will be spent
  - f. No Student Government Finance Bill (SGFB) shall be brought before the Budget and Appropriations Committee without the completed Student Government Funding Request Application.
- (B) *Section 2.B.* A request for funding will be considered by the Student Senate in the form of SGFB.
  - a. It is the duty of the author of such legislation to guide any student, student organization or university department seeking funding through the funding process and inform said student, student organization or university department of all funding procedures.
    - i. An author of the Finance Bill must be present at the scheduled Budget and Appropriations Committee meeting to supply the committee with adequate and necessary information.
- (C) *Section 2.C.* Each student, student organization, event, or university department appropriated funds by the Student Government shall present a written or oral report to the Student Senate. The written or oral report shall be given no more than two (2) Student Senate meetings after the event for which the funds were appropriated. These reports will be noted by the Secretary in the Senate minutes. The reports shall include the following:
  - a. Attendance at the event
  - b. Success of the event
  - c. Final expense statement
  - d. Problems encountered
  - e. Future plans of the student, student organization, event, or university department
  - f. Method of notification of Student Government sponsorship
- (D) *Section 2.D.* Each student, student organization, event, or university department that is granted funds by the Student Government must give all receipts, paperwork, and any other documentation for the event to the Student Government Financial Coordinator within thirty (30) days of the close of the event and before the end of the fiscal year. (June 30<sup>th</sup>).
- (E) *Section 2.E.* Any failure to comply with paragraph B or C of this Section will automatically result in that the student, student organization, event, or university department being ineligible to receive Student Government funds for one (1) year from the date of the event. It is the responsibility of the Senate Budget and Appropriations Chair to make note of such occurrences and to inform his or her successor.
- (F) *Section 2.F.* Any failure to comply with Paragraph D will result in the expiration of funding.

### **§3. Restrictions on Student Senate Allocation**

- (A) *Section 3.A.* Any full-time student(s), event or organization recognized by Campus Life, seeking funding from Student Senate that may qualify for funding from the Programming Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply for funding through PSIF or ORF before requesting Senate funding. In order to be considered eligible for Senate funding, a student or student organization must meet one of the following criteria:
  - a. An organization, event, student(s), or expenditure finds it does not meet the standing requirements of either PSIF or ORF at the time of the request,
  - b. Submits a formal request to either PSIF or ORF that is deemed ineligible based on the standing requirements of either PSIF or ORF at the time of the request,
  - c. Submits a formal request to either PSIF or ORF and is not awarded funding,
  - d. Is awarded funding that does not fully meet the organization, event, or student(s) needs.
    - i. In the event that funding from the PSIF or ORF committees is awarded, an author of the finance bill will notify the Chairperson of the Budget and Appropriations Committee prior to legislation being considered.
- (B) *Section 3.B.* An organization, event, student(s), or expenditure may only receive one (1) Senate Funding allocation per semester and cannot exceed two (2) Senate funding allocations per academic

- year. An allocation is defined as a sponsored Student Senate Finance Bill accompanied by a Funding Request Form.
- (C) *Section 3.C.* No part time student may request funds from the Student Senate with the exception of graduating seniors.
- (D) *Section 3.D.* The Student Senate will not fund the following:
- a. Alcohol or an event where alcohol is present;
  - b. Clothing and uniforms;
  - c. Charitable donations;
  - d. Decorations for events;
  - e. Salaries, stipends, and scholarship;
  - f. Gift cards or cash awards;
  - g. Retroactive spending.
    - i. Already expensed line items made by the organization
- (E) *Section 3.E.* The following are restricted funding by the Student Senate:
- a. Food and Drink may be funded up to thirteen dollars and zero cents (\$13.00) per student based on anticipated attendance.
    - i. The only exception to this is when funding travel and the cost of food is included in the cost of registration for an event.
  - b. Events funded by the Student Senate cannot charge paid admission to LSU students and must be advertised as such.

## ARTICLE XI: Financial Accounts

### §1. Student Government Surplus

- (A) *Section 1.A.* All remaining funds in Student Government Operating Accounts, with the exception of the College Councils Surplus Account, at the end of each fiscal year are transferred to the Student Government Surplus Account.
- (B) *Section 1.B.* Student senators or the Student Body President may request surplus funds via a Finance Bill (SGFB) or an Executive Order (EO).
- (C) *Section 1.C.* The Account shall be viewed as a Rainy Day Fund that may only be used for non-recurring expenses.
- a. The author of the finance bill or executive order should show proof of reasonable effort at the discretion of the Budget and Appropriations Committee that other funding sources were pursued for the expenditure previously.
  - b. No money shall be appropriated from this account for student travel
  - c. No money shall be appropriated from this account for student organization or department programming and/or events, outside of Student Government.

### §2. Student Government Initiative Accounts

- (A) *Section 2.A.* Student Government Initiatives
- a. Funds from this account may be requested via a SGFB.
  - b. This account may be used for student initiatives and programs.
  - c. No money shall be allocated from this for student travel.
  - d. Funds allocated from this account are limited to be used within the fiscal year they are requested.
- (B) *Section 2.B.* Newspaper Initiative
- a. The account is dispersed by agreement of the Speaker of the Student Senate and the Student Body President.
  - b. This account is to be used to fund the SG Newspaper.

### §3. Student Government Operating Accounts

- (A) *Section 3.A.* All funding is used at the sole discrepancy of this office and can be used on any matter that adheres to the guidelines of the university regulations and the Code of Ethics.
- (B) *Section 3.B.* Executive Departments and President Contingency
  - a. These accounts are under the control of the President, as enumerated in the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- (C) *Section 3.C.* Vice President Contingency
  - a. This account is under the control of the Vice President, as enumerated in the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- (D) *Section 3.D.* Election Board
  - a. This account is under the control of the Commissioner of Elections, as enumerated in the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- (E) *Section 3.E.* Legislative General Contingency
  - a. This account is under control of Student Senate and signature of the President.
  - b. Request for funding must be submitted to the Senate office.
  - c. Any remaining funds in the account will be transferred to the Surplus Account.
  - d. The Student Senate shall not spend more than sixty percent (60%) of the originally budgeted contingency account during the Fall semester as allocated in the Student Government Budget.
- (F) *Section 3.F.* Speaker Contingency and Legislative Accounts
  - a. These accounts are under the control of the Speaker, as enumerated in the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- (G) *Section 3.G.* Judicial Branch Contingency
  - a. This account is under the control of the Chief Justice, as enumerated in the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- (H) *Section 3.H.* College Council
  - a. This is the parent account of all College Council Funding at the beginning of each year.
  - b. Revenues in this account will automatically be distributed to College Councils, as enumerated in the budget bill.

## **§4. Student Government Corporate Sponsorship**

- (A) *Section 4.A.* This account is under the control of the President.
  - a. The Corporate Sponsorship Package, which shall include but not be limited to a list of events, programs, and initiatives where sponsorship money will be spent, must be approved by a majority (1/2) vote of the Student Senate present and voting at the Spring Organizational Session.
  - b. However, any combined expenditure from the Student Government Corporate Sponsorship Account that is not explicitly named and listed on the fundraising packet and other private Student Government accounts shall require notification by the President to the Student Senate at the next regularly scheduled Senate meeting.
  - c. Any remaining funds in this account will be rolled over from year to year.

# **ARTICLE XII: Public Records, Management, and Meetings**

## **§1. Student Government Records**

- (A) *Section 1.A.* All records of the Student Government are hereby declared to be public records.
- (B) *Section 1.B.* All written documentation must be made available to the public within five (5) class days.
 

Written documentation includes, but is not limited to:

  - a. Meeting minutes
  - b. Voting records
  - c. Legislation
  - d. Financial records



## **§2. Public Records**

*Section 2.* The Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall maintain open documentation and abide by Title 44 of the Louisiana Revised Statutes in all matters pertaining to Public Records. Failure to abide by Title 44 will result in the nullification of allocated monies.

## **§3. Review of Legislative, Executive, and Judicial Records**

- (A) *Section 3.A.* Each year the Speaker, President, and Chief Justice shall review the records of each branch of the Student Government -- with each being responsible for the branch in which they serve -- to determine which of the records are no longer current.
- (B) *Section 3.B.* All records from the past five (5) years must be kept on file.

## **§4. Document Notation**

- (A) *Section 4.A.* If the University Courts provides interpretations to any document in the Student Government pursuant to their power under Article IV, Section 4 of the Constitution, a notation shall be inserted within the applicable section of the document to say "See *court case caption* and Docket Number for interpretation of this provision."
- (B) *Section 4.B.* The Chief Justice shall notify the Speaker of the Senate of such notation in writing within one (1) week of the final written majority opinion.

## **§5. Public Meetings**

*Section 5.* The Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall abide by Title 42 of the Louisiana Revised Statutes in all matters pertaining to Public Meetings insofar as all meetings relating to that which is being funded or the funds themselves are considered. Failure to abide by Title 42 will result in the nullification of allocated monies.

## **§6. Executive Session**

*Section 6.* A public body may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given twenty-four hours prior, of two-thirds of its constituent members present. An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by Louisiana Revised Statute R.S. 42:17; however, no final or binding action shall be taken during an executive session. The vote of each member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

# **ARTICLE XIII: Composition of Miscellaneous SG and University-wide Committees**

## **§1.**

*Section 1.* Amendments regarding purpose, student membership or committee composition cannot be made to the external committees listed in Sections 3-9 unless those amendments are reflected in said external committee's governing documents.

## **§2. Summer Planning Committee**

- (A) *Section 2.A.* The purpose of the Summer Planning Committee is to develop a Plan for Student Government for the upcoming year to address issues deemed pertinent to the chair, which will be presented to the Student Senate.
- (B) *Section 2.B.* The Summer Planning Committee shall be made up of the Student Body President and Vice President, the Chief Justice, the Speaker of the Student Senate, the Speaker pro tempore, and three (3) Student Senators elected by the Student Senate in the Student Senate Spring Organizational Session.
- (C) *Section 2.C.* The first order of business of the committee shall be to elect a chair from its membership.

### **§3. Media Board**

- (A) *Section 3.A.* The purpose of the Student Media Board is to support and project a vigorous, socially responsible student media, and to facilitate quality student media at LSU. This includes the approval of the editors of the Daily Reveille, Gumbo, and Legacy and station managers for KLSU and TigerTV. The board also possesses the final authority to reprimand, suspend, or dismiss these appointments if necessary. Finally, the board will hear content complaints and provide feedback to the various student media staffs as needed.
- (B) *Section 3.B.* The Student Body President shall appoint one (1) student to the Media Board, and the Senate shall elect one (1) Senator to the Media Board.
- (C) *Section 3.C.* Appointees must demonstrate an ability to remain objective on all decisions brought before Media Board.

### **§4. Student Required Fee Advisory Committee (SRFAC)**

- (A) *Section 4.A.* The purpose of this committee is to evaluate the student required fees for five key departments that provide services considered essential to the mission of the University. These departments include University Recreation, Student Health Center, Office of Parking and Transportation, Student Media, and the Student Union. The SRFAC is only authorized to recommend adjustments to student fees based on a review of a department's current and future financial condition and not for capital outlay projects. The University President ultimately determines fee increases for each of the five departments included in this process with the appropriate approval from the LSU System Office following a recommendation from the SRFAC. The LSU Board of Supervisors may modify Student Required Fees at any time without advance notice.
- (B) *Section 4.B.* The student members of the committee from Student Government shall be as follows: the Student Body President, the Speaker of the Senate, one Student Senator elected from the membership of the Senate, one undergraduate student appointed by the Student Body President, and one graduate student appointed by the Student Body President.

### **§5. Student Technology Fee Oversight Committee**

- (A) *Section 5.A.* The purpose of this committee is to review and approve the allocation of the Student Technology Fee across campus.
- (B) *Section 5.B.* The Student Technology Fee Plan may be amended following a two-thirds (2/3) majority vote of the Student Senate present and voting.
- (C) *Section 5.C.* The student members of the committee from Student Government shall be as follows: the Student Body President, the Speaker of the Senate, the Graduate School College Council President, and three (3) students appointed by the Student Body President.

### **§6. Courses and Curricula Committee**

- (A) *Section 6.A.* The purpose of this committee is review additions, alterations or eliminations of academic programs on campus.
- (B) *Section 6.B.* The Student Body President shall appoint one (1) student to this committee.

## **§7. General Education Committee**

- (A) *Section 7.A.* The purpose of this committee is to review and approve any changes to the General Education requirements in all curricula.
- (B) *Section 7.B.* The Student Body President shall appoint one (1) student to this committee.

## **§8. Programming Support and Initiatives Fund Committee**

- (A) *Section 8.A.* The purpose of this committee is to award money per the guidelines of the Programming Support and Initiatives Fund Bylaws.
- (B) *Section 8.B.* The Student Body President shall appoint two (2) non-Senators within Student Government, four (4) students, and the Senate shall elect two (2) Senators from within the body.

## **§9. Organizational Relief Fund**

- (A) *Section 9.A.* The purpose of this committee is to award money on the basis of travel.
- (B) *Section 9.B.* The Student Body President shall appoint three (3) students.

## **§10. Parking Appeals Board**

- (A) *Section 10.A.* The Parking Appeals Board shall hear all appeals to the Office of Parking, Transit and Transportation for tickets or tows. The Board shall be chaired by the Chief Justice of the University Court.
- (B) *Section 10.B.* The Speaker of the Senate shall appoint eight (8) students to the Board and the Student Body President shall appoint eight (8) students to the Board.

# **ARTICLE XIV: Temporary Committees/Commissions**

## **§1. Creation by Student Body President or Student Senate**

- (A) *Section 1.A.* All temporary committees or commissions created by the Student Body President shall be established only by written Executive Order, subject to majority approval of the Student Senate.
- (B) *Section 1.B.* All temporary committees or commissions created by the Student Senate shall be established by Resolution, passed by majority vote of the Student Senate.

## **§2. Required Contents of Executive Order or Resolution**

*Section 2.* The Executive Order or Resolution creating a temporary commission/committee shall contain the following:

- (A) Name of the commission/committee;
- (B) Number of members, including:
  - a. If appointed by name, the name of the officers and members; or
  - b. If not appointed by name, the method of selection of the officers and members;
- (C) Beginning date and length of existence of the commission/committee;
- (D) Goals and objectives; and
- (E) Powers, duties, and responsibilities of the commission/committee, and of the officers thereof.

## **§3. Length of Existence**

*Section 3.* Unless a definite length of existence of a commission/committee is stated in the Executive Order or the Resolution creating said commission/committee, it shall continue in existence only for one (1) year from the date that it was approved or passed.

## ARTICLE XV: Delegation

### §1. The Definition and Purpose of a Delegation

*Section 1.* A delegate shall be defined as a member of Student Government, appointed or elected, that will represent a specific group on campus in addition to their academic areas. The representation is currently broken up into Academic Areas within the Student Senate and the Executive Branch through College Council, however, the LSU student is not only defined by their Academic Area and their needs may not involve their Academic classification. The Student Government also represents the students in more facets than just their Academic Areas.

### §2. Requirements in Order to Receive a Delegate

- (A) *Section 2.A.* Any standing group of students may apply for representation from Student Government.
  - a. A standing group of students is defined as an organization recognized by Campus Life, a minority on campus, students of a similar religion, or a group of students with a common cause.
- (B) *Section 2.B.* The standing group must submit a request for a delegate to either the Senate Speaker, Speaker pro tempore, or Chair of the Committee on Student Life, Diversity, and Community Outreach (or its equivalent):
  - a. Name of Group
  - b. Reason for a delegate
  - c. Size of group including roster with signatures of the head officer and advisor.
  - d. Suggested potential delegates
- (C) *Section 2.C.* This request must be done at least once a year
  - a. The group's request shall be reviewed each semester by the Committee on Student Life, Diversity, and Community Outreach (or its equivalent) to ensure that the delegate(s) are able to complete their duties.
- (D) *Section 2.D.* The number of delegates a group of students can be assigned will be proportional to the size of the group.
  - a. There shall be a maximum of one (1) delegate per fifty (50) members of the group.

### §3. Assigning SG Members as a Delegate and their Responsibilities

- (A) *Section 3.A.* When a standing group requests a delegate (or delegates) a joint meeting of the Committee on Student Life, Diversity, and Community Outreach and the Committee on Rules shall be called to select members of SG to serve as that group's delegate, subject to approval of the group seeking delegation, the President, Speaker, and Chief Justice, based on:
  - 1. Similar affiliations or backgrounds
  - 2. Requests made by the group of students
  - 3. Willingness to volunteer by the member.
  - 4. If no delegate can be found based on the previous statements, the group can choose a single member amongst themselves to represent the group during delegate reports.
- (B) *Section 3.B.* The Delegate's duties shall include, but not be limited to:
  - 1. Attending at least one meeting per month of their group of students.
  - 2. Communicating with their group on a biweekly basis.
  - 3. Reporting their constituents' issues at the weekly Senate meetings.
  - 4. Informing the student group of resources within SG and the current issues being discussed in Senate.

## ARTICLE XVI: Websites

### §1. Name and Location

*Section 1.* The Student Government shall have one official website. Its web address shall be [www.sg.lsu.edu](http://www.sg.lsu.edu) or consistent with an address as provided by the administration of the university.

## **§2. Content**

- (A) *Section 2.A.* The host site [www.sg.lsu.edu](http://www.sg.lsu.edu) shall be a portal to each branch of Student Government.
- (B) *Section 2.B.* This site shall be used as the host site for all public access computers purchased through the Student Tech Fee contingency.
- (C) *Section 2.C.* This site shall include the following information:
  - a. General Information & Announcements
  - b. Current editions of the Student Government Constitution, Bylaws and Election Code
  - c. Pages for the: Executive Branch, Legislative Branch, Judicial Branch, College Councils, and Election Board
  - d. An updated calendar of events, including times and locations of said events
- (D) *Section 2.D.* Each of the pages listed in Article XIII Section C3 must contain the following information:
  - a. A listing of all elected officials, staff members, or appointees specific to the branch or area in which they serve and the colleges they represent (if applicable)
  - b. The email addresses for each elected or appointed official and his/her office hours (if applicable)
- (E) *Section 2.E.* The Executive Branch Page must contain:
  - a. An electronic copy of the Executive Charter
  - b. An electronic copy of communication(s) in the form of press release, memorandum, permanent memorandum, policy statement, or advertisement to any LSU Administrator or any member of the LSU Student Body on behalf of Student Government or the Executive Branch.
  - c. An electronic copy of minutes taken from any executive meeting.
  - d. Information on how to apply for PSIF and ORF.
- (F) *Section 2.F.* The Legislative Branch Page must contain:
  - a. An electronic copy of the Rules of Order
  - b. An electronic copy of each piece of legislation filed with the Senate office
  - c. An electronic copy of the approved minutes
  - d. An electronic copy of each vote percentage corresponding with each piece of legislation filed with the Senate office
  - e. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.
  - f. Information on how to receive funding through the Student Government Senate Contingency.
- (G) *Section 2.G.* The Judicial Branch Page must contain:
  - a. An electronic copy of all judicial documents including, but not limited to, opinions, injunctions, complaints, evidence and minutes of Court proceedings.
  - b. An electronic copy of the current Rules of Court.
  - c. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.
- (H) *Section 2.H.* The College Council Page must contain:
  - a. An electronic copy of any minutes taken from a council meeting.
  - b. An electronic copy of the College Council Constitution
  - c. The College Council bylaws from each Academic Area
- (I) *Section 2.I.* The Election Board page must contain:
  - a. An electronic copy of all Election Board returns, complaints, judgments, evidence and minutes of Election Board Hearings.
  - b. Notices of upcoming elections and important dates relevant to Student Government elections.
  - c. When fee referenda are being considered for increase, a complete electronic copy of the current campus entity's budget for the previous three years.
  - d. When the fee referenda being considered is for a new fee, an electronic copy detailing the proposed use of the fee.
  - e. When Constitutional amendments are being considered, an electronic copy of the complete language for said amendment.

### **§3. Approval**

- (A) *Section 3.A.* The General Student Government Website must be approved by the President, Speaker of the Student Senate or Chief Justice prior to any changes of content being published for public view other than general information and announcements.

### **§4. Time Provisions**

- (A) *Section 4.A.* Any announcement of meeting times and location, listed here and above, must be posted two (2) class days before their occurrence.
- (B) *Section 4.B.* Any documents listed here and above resulting from said meetings must be posted five (5) class days after their creation.

### **§5. Compliance**

*Section 5.* Each site shall comply with the rules and regulations set forth by Louisiana State University and these Bylaws.

## **ARTICLE XVII: Words and Phrases**

### **§1. Interpretation**

- (A) *Section 1.A.* Words and phrases in the Student Government Constitution, the Bylaws, the Rules of Order of the Student Senate, legislation, or any other document of the Student Government shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these Bylaws. Final interpretation of all Student Government governing documents shall be the duty of the University Court.
- (B) *Section 1.B.* The phrase “Simple Majority Vote” shall be defined as a vote requiring the affirmation by more than 50% of the eligible, voting members of the appropriate body or committee who are present and voting, excluding those who abstain from a vote.
- (C) *Section 1.C.* Votes requiring approval by two-thirds (2/3) or three-fourths (3/4) of an appropriate body or committee shall be calculated from those members present and voting, excluding those who abstain.

### **§2. Clerical and Typographical Errors**

*Section 2.* Clerical and typographical errors as pertaining to this document shall be disregarded when the meaning is clear.

## **ARTICLE XVIII: Amendments**

### **§1. Student Senate Approval**

*Section 1.* Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Student Senate present and voting at a regular meeting by means of legislation detailing the amendment(s).

# LSU | Student Government

## Legislative Branch: Rules of Order

*Revised: August 2016*

### CHAPTER 1: Rule Technicalities

#### **Rule 1.1. Adoption, Amendments, and Repeal**

A standing rule of the Senate shall be added, amended, or repealed only by a favorable vote of two-thirds (2/3) of voting membership present and voting at a regularly scheduled meeting of the Senate.

#### **Rule 1.2. Suspension of Rules**

No rule of the Senate shall be suspended except by a favorable vote of at least two-thirds (2/3) of the members.

#### **Rule 1.3. Robert's Rules of Order Newly Revised**

On any question of procedure, when these rules are silent or inexplicit, then the most recent edition of Robert's Rules of Order Newly Revised shall be considered as the authority.

#### **Rule 1.4. Interpretation**

The Speaker of the Senate shall interpret and enforce these Rules to the best of his/her ability barring an interpretation made by the University Court through a Judicial Memorandum.

### CHAPTER 2: Officers

#### **Rule 2.1. Titles**

The officers of the Student Senate shall be the following: Speaker, Speaker pro tempore, Secretary, Undersecretary, Parliamentarian, the Sergeant-at-Arms, the Director of Communication, and additional Legislative Staff.

#### **Rule 2.2. Speaker or Speaker pro tempore Vacancy**

- (A) Vacancies in the office of Speaker shall be filled in the manner of the original selection. In the event of a vacancy in the office of Speaker, the election of a new Speaker will be the first order of business at the next regularly scheduled meeting of the Student Senate.
- (B) A vacancy in the office of Speaker pro tempore will be filled in the same manner of the original selection at the next regularly scheduled meeting of the Student Senate.
- (C) If there is a vacancy in both offices at the same time, the Secretary will call a member of the Student Senate to be Acting Speaker who will chair the election of the new Speaker and Speaker pro tempore.

The Speaker or the Speaker pro tempore filling the vacancy will serve a term ending at the conclusion of the Spring Regular Session.

### **Rule 2.3. Speaker or Speaker pro tempore Removal**

- (A) The member holding the office of Speaker may be removed from the office of Speaker during any regularly scheduled meeting of the Student Senate at such time as two-thirds (2/3) of the members of the Student Senate present and voting vote in favor of his/her removal from office. Such vote shall be by secret ballot. A member thus removed from the office of Speaker shall remain a member of the Senate.
- (B) The Speaker pro tempore may be removed from office in the same manner as the Speaker

### **Rule 2.4. Speaker or Speaker pro tempore Election**

- (A) The Speaker of the Senate shall be elected in accordance with Article III, Section 7 of the Student Government Constitution.
- (B) The Speaker pro tempore of the Student Senate shall be elected by the membership of the Senate from among the members thereof in the same manner as the Speaker, as stated in the Student Government Constitution. This election shall be the next order of business following the election of the Speaker during the Spring Organizational Session. The Speaker pro tempore shall serve for a term ending at the conclusion of the Spring Regular Session.

### **Rule 2.5. Definition of Concurrence**

The Speaker and the Speaker pro tempore of the Senate shall serve a term ending at the conclusion of the Spring Regular Session. Concurrence shall be defined as the Speaker and the Speaker pro tempore being elected during the Spring Organizational Session and serving until the conclusion of the following Spring Regular Session.

### **Rule 2.6. Acting Speaker**

The Speaker may call upon a member to assume the duties of presiding officer for a limited period, but in no case shall the period extend beyond adjournment. The member so appointed shall be designated Acting Speaker. In the absence of the Speaker and Speaker pro tempore, the Secretary shall call a member to serve as Acting Speaker.

### **Rule 2.7. Speaker Duties**

- (A) To open the meetings promptly at 6:30 p.m. on Wednesdays during Regular Session;
- (B) To cause the Senate to proceed with its business in the proper order under the rules, if a quorum is present, and to proceed upon each order of business;
- (C) To preserve order and decorum of the Senate;
- (D) To decide all points of order, subject to appeal to the Senate;
- (E) To explain or clarify any rule of procedure upon request;
- (F) To state each motion as it is made;
- (G) To recognize members who seek the floor for the purpose of speaking in debate or otherwise;
- (H) To state and put to vote all questions requiring a vote, and all questions upon which a vote is ordered, and to announce the vote;
- (I) To sign all documents which require his/her signature;
- (J) To appoint the Parliamentarian, Sergeant-at-Arms, Secretary, Undersecretary, Director of Communication and any additional Legislative Staff, subject to approval by the Student Senate;
- (K) To be ultimately responsible for the processing of Senate-approved legislation, and to see that the legislation reaches the Executive Office within two (2) class days of passage;
- (L) To chair the Spring Organizational Session until the election of the new Speaker;



- (M) To do and perform such other duties as may be required by the Constitution and Bylaws of the Student Government.

### **Rule 2.8. Speaker pro tempore Duties**

- (A) At the discretion of the Speaker, to assist the Speaker in his/her duties.
- (B) In the absence of the Speaker, to preside, or to call a member to preside as Acting Speaker.
- (C) To serve as Chairman of the Student Senate Committees on Rules, and to be responsible for maintaining the Governing Documents of Student Government. All updates made to the Governing Documents must be approved by the Speaker of the Senate.
- (D) To prepare and distribute a comprehensive and current list of all persons appointed by the Student Body President, Student Body Vice President, and Speaker of the Student Senate.
- (E) If a vacancy occurs in the office of Speaker, to serve as Acting Speaker until such time as the vacancy can be filled.
- (F) To supervise the activities of the Undersecretary, and insure that Committee Reports are acted upon promptly.
- (G) At the beginning of each week, to inform Senators of the times and place that each standing committee shall meet, and to provide an electronic copy of each legislative instrument to be heard by the committees.
- (H) To perform such other duties or functions and to exercise such other powers as may be prescribed by the Constitution, Bylaws, or action of the Student Senate.
- (I) To plan and execute a Senate Orientation Session at the beginning of each semester for members of the Senate, with help from the Speaker, Legislative Staff, and any other Senators, as deemed necessary.

### **Rule 2.9. Legislative Staff Titles, Elections, Appointments, Resignation and Removal**

- (A) For the purposes of this rule, officer shall be defined as the Secretary and Undersecretary of the Student Senate, appointed by the Speaker and approved by the Senate. For the purposes of this rule, staff shall be defined as the Parliamentarian, the Sergeant at Arms, the Director of Communications, the Director of Development, the Director of Programming, and any additional legislative staff appointed by the Speaker and approved by the Senate.
- (B) The terms of these officers and staff shall run concurrently with that of the Speaker, however, officers shall serve until their successors have been elected and staff shall serve until their dismissal or until their successors have been appointed.
- (C) The Secretary, the Undersecretary, Parliamentarian, the Sergeant at Arms, the Director of Communications, Director of Development, Director of Programming, and additional staff shall be appointed by the Speaker with approval by a simple majority vote of the Senate.
- (D) All officers and staff herein listed shall be non-members of the Senate, except for the Sergeant-at-Arms, Director of Communications, Director of Development, and Director of Programming.
- (E) Any officer or staff member may be removed by a two-thirds (2/3) vote of the Senate.
- (F) The Speaker may dismiss only additional Legislative Staff not specifically named in these rules at will.
- (G) Any officer or staff member herein listed shall give ten (10) class days notice prior to resignation during which time advertisement of these positions shall be made in a campus-wide publication and/or broadcast e-mail through the university. The Senate meeting promptly following the resignation of the staff member or officer and the following week of advertisement and deadline, shall be the meeting during which his/her successor is elected.

### **Rule 2.10. Secretary Duties**

- (A) To be responsible for keeping all papers and records of the Senate and to maintain the minutes of the Proceedings and actions of the Senate and be responsible for their accuracy.
- (B) To announce the receipt of each veto message as received from the Student Body President and to read the same upon the appropriate order of business.
- (C) To make accessible to each member of the Senate a copy of the order of business.
- (D) To report each legislative instrument as it is considered by the Senate.

- (E) To serve as Chief of Staff of the Legislative Branch.
- (F) To execute all proper orders of the Senate.
- (G) To call the roll of the Senate on any matters which the ayes and nays are requested as well as keep proper records of membership attendance.

### **Rule 2.11. Undersecretary Duties**

- (A) To receive and process all legislation in a timely manner.
- (B) To engross all legislation with the action taken and the date of such action taken thereon.
- (C) To perform proofing of all legislation and to provide correctly formatted copies of all legislation to Senate members and the news media upon request and upon the convening of a Senate meeting.
- (D) In the absence of the Speaker, Speaker pro tempore, and Secretary, to call a member to preside over the Senate.
- (E) To maintain files on all legislation including information and data relating to legislation.
- (F) To maintain a legislative journal which contains all minutes, attendance records, and any roll call votes taken.
- (G) To maintain a final legislation binder which contains all signed or vetoed copies of legislation in sequential order.
- (H) To assist the Secretary in the performance of his/her duties.
- (I) To be responsible for the operation and maintenance of any and all electronic devices including but not limited to hardware and software, that may be deemed necessary for the operations of the LSU Student Senate.

### **Rule 2.12. Parliamentarian Duties**

- (A) To advise the Speaker of the Senate concerning parliamentary procedure.
- (B) Upon request, to advise any Student Senate committee.
- (C) To arrange and number the Rules of Order of the Student Senate following any amendment thereto, to affect an orderly and consistent arrangement of the rules.
- (D) To cause updated copies of the Rules of Order of the Student Senate to be printed and made accessible to each member of the Senate once a semester.

### **Rule 2.13. Sergeant-at-Arms Duties**

- (A) To assist the presiding officer in maintaining order in the Senate chamber, and upon the request of the presiding officer, to escort any disorderly Senator or member of the gallery out of the chamber.
- (B) To coordinate and supervise the activities of the Legislative Aides in preparing the chamber for a meeting of the Senate and return it back to its proper order upon adjournment.
- (C) To receive from the Chief of Staff of the Executive branch a list of all officers to report during Executive Officer Reports and provide this list to the presiding officer before the Senate is called to order.
- (D) To obtain a list of all members of the public that wish to address the Senate and provide this list to the presiding officer before the Senate is called to order.
- (E) To ensure that all members of the Student Senate UPHOLD the Code of Ethics found in Article 1 of the LSU Student Government Bylaws.

### **Rule 2.14. Director of Communications**

- (A) To direct all Public Relations of the Student Senate.
- (B) To manage and coordinate all social media of the Student Senate.
- (C) To oversee the updates of the legislative portion of the Student Government website to ensure its continuous accuracy.
- (D) To issue press releases to the Daily Reveille with new developments.
- (E) To prepare a document during each Student Senate meeting detailing the events of the meeting to be presented to the Daily Reveille.
- (F) To develop new and innovative ways to connect with the student population.

- (G) To work with the Executive Director of Communications to communicate with students.

### **Rule 2.15 Director of Development**

- A. To establish and maintain a mentorship program for newly elected and appointed Senators.
- B. To reach out to, assess, and orientate applicants to Senate vacancies.
- C. To assist and advise new Senators in completing Legislative initiatives.
- D. To assist and advise new Senators in reaching out to LSU Administrators regarding Legislative initiatives.
- E. To make accessible to Senators resources that benefit Senators in accomplishing Legislative initiatives.
- F. To assist the Speaker in accomplishing tasks that further benefit the development of Senators.

### **Rule 2.16 Director of Programming**

- A. To ensure cohesive unity among the Senate.
- B. To plan and execute special bonding activities and events for the Senate.
- C. To assist the Speaker in accomplishing tasks related to the cohesion and spiritual unity of the Senate.

### **Rule 2.17. Additional Legislative Staff**

- (A) To serve as assistants to the Speaker and Speaker pro tempore.
- (B) To fulfill any additional acts requested by the Speaker on behalf of the Senate.

## **CHAPTER 3: Legislation**

### **Rule 3.1. Legislative Instruments**

Legislative instruments are defined for these rules as one of the following:

- (A) **BILL**: A binding statement of the Senate that calls for specific actions to be taken, to include but not be limited to:
  - a. Approval of or amendments to the Student Government Budget.
  - b. Amendments to the Bylaws, Rules of Order, Election Code, Rules of Court and the College Council Constitution.
  - c. Impeachment.
- (B) **FINANCE BILL**: A binding statement of the Senate that calls for the specific action of allocating monies of the Student Government.
- (C) **CONCURRENT RESOLUTION**: A binding statement that calls for specific action to be taken concerning appointments or the issuance of a directive, to include but not be limited to:
  - a. Confirmation of Presidential Appointments to a Student Government position.
  - b. Placement of items on a Student Government Election Ballot, including amendments to the Constitution.
  - c. Establishing permanent and temporary committees from the Senate.
- (D) **RESOLUTION**: A non-binding statement of the opinion of the Senate, to include but not be limited to:
  - a. Recommending action or representing opinion on behalf of the Student Body to the University Administration or State Legislature.
  - b. Commending individuals or groups for outstanding service or accomplishment.
  - c. Censure of individuals within Student Government.
- (E) **LEGISLATIVE ORDER**: A binding edict that allows the Speaker of the LSU Student Senate to execute actions pursuant to Senate duties to include but not be limited to:
  - a. Appointing the membership and leadership of the standing committees of the Student Senate.

- b. Appointing the membership of the exterior committees under which the Speaker has jurisdiction to appoint.
  - c. Appointing additional legislative officers and staff, as provided for in Chapter 2 of the Student Senate Rules of Order.
- (F) EXECUTIVE ORDER: A binding edict that allows the LSU Student Body President to execute actions pursuant to executive duties, to include, but not be limited to:
- a. The Executive Charter.
  - b. The establishment of committees from the President.
  - c. Allocation of Corporate Sponsorship funds, when deemed necessary by the SG Bylaws.
  - d. Confirmation of Presidential Appointments to non-Student Government committees

### **Rule 3.2. Profiling of Legislation**

If a piece of legislation is to be presented at a meeting of the Senate during New Business, the preamble of the legislation shall have been delivered to the Speaker, Speaker pro tempore, Secretary, or Undersecretary at [lsusenate@lsu.edu](mailto:lsusenate@lsu.edu), electronically no later than six (6) before the meeting is to convene.

### **Rule 3.3. Numbering of Legislation**

The Undersecretary shall number each piece of legislation as it is filed in accordance with Rule 3.2.

### **Rule 3.4. Consideration and Final Action by the Senate**

The procedure for consideration of properly pre-filed legislation shall be as follows:

- (A) FIRST READING: The purpose of the first reading is to introduce the legislation to the Senators.
- a. The author shall read the legislation as it is introduced in New Business, and questions about it will then be answered. There shall be no debate and the Speaker shall refer the legislation to all appropriate committees.
  - b. A resolution that offers either a condolence or congratulatory message shall be introduced in Unfinished Business and debated and voted upon following questions for the author.
- (B) COMMITTEE: The committee(s) to which the legislation has been referred shall be presented the legislation by the author.
- a. The committees shall discuss the legislation and make suggestions on its form and content.
  - b. The committees then vote to report upon the legislation favorably, unfavorably, or without recommendation.
  - c. A Finance Bill must be accompanied by a Finance Bill Information Form provided by the author and signed by the Student Government Coordinator.
- (C) SECOND READING: If the committee(s) to which the legislation was referred reports the legislation favorably or without recommendation, upon introduction of legislation in Unfinished Business, the author is required to give a reading of the legislation.
- (D) DEBATE:
- a. After the second reading the author of the legislation shall open General Debate with Opening Remarks about the legislation. The Author may then yield the floor to others if needed and answer any questions. Author's opening comments shall be limited to five (5) minutes. Questioning shall be limited to ten (10) minutes.
  - b. During General Debate, the legislation is open for debate and changes may be made.
  - c. With Bills regarding appropriations, if the amount appropriated is increased by amendment of the Senate, the bill shall be returned to committee by the Speaker for reconsideration.
  - d. The ranking member of the committee to which the legislation was referred who voted in favor of the legislation shall explain why he/she and the majority of the committee recommended passage.
  - e. The ranking member of the committee to which the legislation was referred who voted against passage shall explain why the minority of the committee took the action taken.
  - f. Any other Senator who wishes to debate the pending legislation may seek the floor for debate and may yield to questioning from the Senate at completion of his/her remarks. A fixed time of

- ten (10) minutes will be allowed for each senator's recognized turn for debate. A fixed time of five (5) minutes will be allowed for the questioning of each senator's recognized turn for debate.
- g. When all debate is finished the author of the legislation shall be given the floor for Closing Remarks, even when debate has been ended by Calling the Question, in which time the author may yield the floor but no questions may be asked. A fixed time of fifteen (15) minutes will be allowed for the Author's Closing Remarks. When Closing Remarks are finished, the General Debate is finished.
  - h. After Closing Remarks are finished, a vote is taken on the legislation.
- (E) FINAL ACTION: If the legislation is approved by the Senate, the approval is certified by the Speaker and the legislation is forwarded to the Student Body President within forty-eight (48) hours after passage.

### **Rule 3.5. Withdrawal**

Legislation being considered by the Senate may be withdrawn by the author at any time before the final vote.

### **Rule 3.6. Retyped to Include All Amendments**

All legislation passed by the Senate shall be typed by the Undersecretary to include all amendments adopted by the Senate.

### **Rule 3.7. Dilatory Legislation Prohibited**

No dilatory legislation shall ever be allowed for consideration before the Senate.

### **Rule 3.8. Co-Authors of Legislation**

A Senator can become a Co-Author of legislation by any of the following ways:

- (A) If the Author of the legislation agrees to accept that Senator as a Co-Author.
- (B) If the Author of a piece of legislation accepts an offered amendment as friendly, the Senator who offered the amendment will become a Co-Author of that legislation, if they so choose.
- (C) If a Senator insists upon an amendment to a piece of legislation, and that amendment passes, the Senator who insisted upon the amendment will become a Co-Author of that legislation, if they so choose.

### **Rule 3.9. Rights of the Author**

- (A) The Author of a piece of legislation shall be defined as the person whose name appears first on a piece of legislation. Co-Authors shall follow the author's name in alphabetical order.
- (B) The author shall have the following privileges exclusively:
  - a. To assign another Senator to handle a piece of legislation on behalf of the author in his/her absence;
  - b. In the consideration of a veto, the author of the vetoed legislation shall have the first response to the president's veto explanation, and shall be the last person to speak prior to the president's closing comments, regardless if previous question is called;
  - c. In the case of a hostile amendment, the author shall be the first to speak in opposition of the amendment, and shall be the last person to speak in opposition to the amendment prior to the author of the amendment's closing comments, regardless if previous question is called.

### **Rule 3.10. Reconsideration**

- (A) Upon final consideration of any bill, resolution, or concurrent resolution, should the instrument fail to be adopted; the author may make a motion to bring the instrument up for reconsideration. The motion shall be debated and voted upon at the beginning of Unfinished Business in the following legislative week.

- (B) Upon passage of said motion by a simple majority vote, the legislative instrument in instrument in question shall be placed into Unfinished Business for that legislative week.
- (C) No legislative instrument shall be reconsidered if it has been reconsidered once before.

### **Rule 3.11. Consideration of Executive Orders**

The procedure for the consideration of Executive Orders shall be as follows:

- (A) Executive orders shall be read by the President or his designee upon the appropriate order of business, and questions shall be answered.
- (B) The Senate shall debate, and then vote upon the Executive Order, which requires a simple majority approval of the Senate for confirmation.
- (C) Executive Orders may not be amended without the consent of the President.

### **Rule 3.12. Designated Authors of Legislation**

- (A) Only Senators shall physically write any Bills, Resolutions, or Concurrent Resolutions.
- (B) Only the Speaker of the Student Senate shall physically write any Legislative Orders.
- (C) Only the Student Body President shall physically write any Executive Orders.

### **Rule 3.13. Consideration of Legislative Orders**

The procedure for the consideration of Legislative Orders shall be as follows:

- (A) Legislative Orders shall be read by the Speaker or his designee upon the appropriate order of business, and questions shall be answered.
- (B) The Senate shall debate, and then vote upon the Legislative Order, which requires a simple majority approval of the Senate for confirmation.
- (C) Legislative Orders may not be amended without the consent of the Speaker.

### **Rule 3.14. Consideration of Presidential Appointments within Student Government**

- (A) All Presidential Appointments within Student Government must be assigned to a Concurrent Resolution authored by a Senator selected by the Speaker of the Senate.
- (B) The Appointment or the President of the Student Body, in the case that the appointment is unavailable, must be interviewed by the Committee on Rules or the Temporary Committee on Rules.
- (C) This Concurrent Resolution cannot be amended.

## **CHAPTER 4: Order of Business**

### **Rule 4.1. Order of Business**

The order of business of the Student Senate shall be at the discretion of the Speaker of the Student Senate or as follows:

- (A) Call to Order
- (B) Moment of Silence
- (C) Pledge of Allegiance
- (D) Induction of New Senators
- (E) Roll Call
- (F) Public Input
- (G) Reading, Correction, and Adoption of the Minutes
- (H) New Business
  - a. All Bills
  - b. Concurrent Resolutions
  - c. Resolutions
- (I) Committee Reports

- a. Standing Committees
- b. Student Committees established by the Bylaws
- c. Temporary Committees established by Senate Resolution
- (J) Delegate Reports
- (K) Executive Officer Reports
- (L) Judicial Officer Reports
- (M) Unfinished Business
  - a. Consideration of Veto
  - b. Reconsideration
  - c. Concurrent Resolutions that pertain to appointments
  - d. Finance Bills
  - e. Resolutions
  - f. All other Concurrent Resolutions
  - g. All other bills
  - h. Executive Orders
  - i. Legislative Orders
- (N) Legislative Officer Reports
- (O) Advisor Reports
- (P) Petitions, Memorials, and Other Communications
- (Q) Adjournment

## **Rule 4.2. Priority of Business**

- (A) All questions relating to priority of business shall be decided without debate.
- (B) All Executive and Legislative Orders are automatically arranged in Unfinished Business, with the exception of any Executive Orders pertaining to the Corporate Sponsorship funds. Those Executive Orders shall be referred to the Committee on Budget and Appropriations.

## **Rule 4.3. Order of Consideration**

All legislation shall be considered in numerical order.

## **Rule 4.4. Consideration of Appointments to a Senate Seat**

Any vacant Senate seat shall be filled by the respective College Council as outlined in Article III, Section 5 of the Student Government Bylaws. Once the Committee on Rules has referred an appointment to the floor or the College Council has voted to reconfirm the initial appointment upon request of reconsideration by the Committee on Rules, the appointee shall be approved during Induction of New Senators in the following manner:

- (A) The Chair of the Committee on Rules shall give a report of the committee's action. In the event that the appointee is being reconfirmed by the College Council, the President of that College Council shall also give a report of the College Council's action;
- (B) The appointee shall give introductory remarks which shall be limited to 5 minutes;
- (C) The appointee shall yield to and answer questions from the Senate floor which shall be limited to 10 minutes;
- (D) The appointment shall then be open for standard debate. 10 minutes shall be allowed for each Senator's recognized turn to debate. 5 minutes shall be allowed for questioning of each Senator's recognized turn for debate;
- (E) The appointee shall then give closing remarks which shall be limited to 15 minutes;
- (F) The Senate shall then proceed into a vote. Approval of the appointment shall require a simple majority vote.

## **Rule 4.5. Consideration of Vetoed Legislation**

The Senate shall reconsider any vetoed legislation as the first order of business during Unfinished Business of the following meeting.

#### **Rule 4.6. Effect of Adjournment**

If there is an item of legislation being considered for passage by the Student Senate, and the Senate adjourns, then the legislation shall be placed in the category of Unfinished Business and consideration of such item shall be completed before any other instrument may be considered.

#### **Rule 4.7. Time Limit on Public Input**

- (A) Any person signing up for Public Input before a meeting of the Student Senate is called to order shall be allotted a maximum of three (3) minutes in which they may speak.
- (B) Any member of Student Government giving an Executive or Judicial Officer report or any Senator speaking on proposition or opposition of legislation must obtain approval from the Speaker of the Senate prior to the Senate meeting in order to speak during Public Input.

#### **Rule 4.8. Time Limit for Executive and Judicial Officer Reports**

Any member of the Executive or Judicial Branches shall be allowed time to report on the status of their respective branch and office with recognition and introduction by the Speaker of the Senate. A fixed time of five (5) minutes will be allowed for each speaker in Executive and Judicial Officer Reports, and ten (10) minutes each for the Student Body President, Vice President and Chief Justice, or his/her designee.

#### **Rule 4.9. Time Limit for Petitions**

The total time allocated to each individual member or speaker during Petitions, Memorials, or Other Communications is hereby set at three (3) minutes.

### **CHAPTER 5: Amendments**

#### **Rule 5.1. Amendments in Order**

Only one (1) proposed amendment to a legislative instrument shall be in order for consideration at any one (1) time.

#### **Rule 5.2. Friendly Amendments**

There may be a procedure, referred to as a friendly amendment, whereby a proposed amendment to a proposed amendment, or a proposed amendment to a legislative instrument, may be accepted by the author of the said legislative instrument, without the necessity of a vote of the Senate.

#### **Rule 5.3. Germane to Subject**

Every amendment must be germane to the subject of the proposition or the section or paragraph to be amended.

#### **Rule 5.4. Debate on Amendments**

Debate on amendments, not accepted by the author of the legislation as friendly and deemed hostile, is allowed. The author of the amendment will be given the first opportunity to speak on the amendment. Time limits for speeches debating an amendment are hereby set at two (2) minutes each.



## CHAPTER 6: Committees

### Rule 6.1. Standing Committees

- (A) There shall be six (6) standing committees of the Student Senate. Each committee shall be tasked with considering all legislation and other matters which pertain to that committee and those which have been referred to that committee by the Senate.
- (B) The six (6) standing committees of the Senate shall be the following:
  - a. Academic Affairs
  - b. Budget and Appropriations
  - c. Campus Affairs and Sustainability
  - d. Student Auxiliaries and Services
  - e. Rules
  - f. Student Life, Diversity, and Community Outreach

### Rule 6.2. Officers and Membership of Standing Committees

- (A) All officers and members of standing committees of the Senate must be members of the Senate; however, ex-officio members may be provided for elsewhere in these Rules of Order. Unless otherwise provided for in these Rules of Order, no member of the Senate shall serve on more than one (1) standing committee.
- (B) All members of the Senate must be a member of a standing committee.
- (C) The Speaker shall appoint no less than eight (8) members to each standing committee (as defined in Rule 6.1) including the appointment of a Committee Chair and Vice-Chair.
- (D) For the Committee on Rules, the Speaker pro tempore must be the appointed chair. The remaining members of the committee shall be the other five (5) standing committee chairs and a vice-chair. The vice-chair of the Committee on Rules shall be appointed by the Speaker from the general membership of the Senate, but shall not be one of the other five (5) standing committee chairs or other five (5) standing committee vice-chairs.
- (E) In the occurrence that the Senate is not elected to maximum capacity, the standing committees may vary from the predetermined numbers.

### Rule 6.3. Ex-officio Committee Members

All Senate standing committee chairs and members of the Executive Branch shall be responsible for working in cooperation with their respective counterpart(s).

Ex-officio members of the Student Senate standing committees shall include:

- (A) The Director of Academics or an equivalent position or his/her designee shall be an ex-officio, non-voting member of the Committee on Academic Affairs.
- (B) The Director of Athletics or his/her designee shall be an ex-officio, non-voting member of the Committee on Student Auxiliaries and Services.
- (C) The President of the Residence Halls Association or his/her designee, the Director of Transportation or an equivalent position or his/her designee, the Director of Campus Development or an equivalent position or his/her designee, the Director of Sustainability or an equivalent position or his/her designee, and the Director of Technology or an equivalent position or his/her designee, shall be an ex-officio, non-voting member of the Committee on Campus Affairs and Sustainability.
- (D) The chief financial officer or an equivalent position or his/her designee shall be an ex-officio, non-voting member of the Committee on Budget and Appropriations.
- (E) The Speaker of the Student Senate shall serve as an ex-officio, non-voting member of all standing committees.
- (F) The Director of Organization Outreach or an equivalent position or his/her designee, the Director of Student Involvement or an equivalent position or his/her designee, the Director of External Affairs or an equivalent position or his/her designee, the Executive Director of the Greek Board of Directors or his/her

designee, and the Safety Coordinator will be ex-officio, non-voting members of the Committee on Student Life, Diversity and Community Outreach.

## **Rule 6.4. Referral to Standing Committees**

All legislation, except Bills of Impeachment, shall be referred by the Speaker according to the topic matter as hereinafter set forth to one (1) appropriate standing committee listed herein; provided, however that at the time of referral any member may object to the referral and may move to assign the legislation to another committee named in the motion.

- (A) **ACADEMIC AFFAIRS:** To this committee shall be referred, in accordance with the rules, all legislation and other matters relating to the following subjects:
  - a. Academic, educational affairs and programs.
  - b. University faculty, including any matters before the Faculty Senate.
  - c. All matters relating to textbooks.
  - d. Computer-based testing.
  - e. Financial aid.
  - f. Academic issues relating to the Code of Student Conduct.
  - g. Academic calendar.
  - h. All in-class issues, including the electronic use policy.
  - i. Matters relating to LSU Libraries, with the exception of the building hours or maintenance.
  - j. All matters related to service-learning courses.
  - k. All matters related to enrollment.
  - l. Other matters as ordered by the Student Senate.
- (B) **CAMPUS AFFAIRS AND SUSTAINABILITY:** To this committee shall be referred all legislation and other matters relating to the following subjects:
  - a. All matters relating to on-campus housing, including the Residence Halls and Greek housing.
  - b. The construction, demolition, or modification of structures or areas on campus.
  - c. Facility Planning.
  - d. Facility Services.
  - e. The University Master Plan.
  - f. Issues pertaining to sustainability and conservation.
  - g. All issues relating to campus parking, traffic, and transportation.
  - h. All matters relating to campus safety.
  - i. All matters relating to campus lighting.
  - j. Other matters as ordered by the Student Senate.
- (C) **BUDGET AND APPROPRIATIONS:** To this committee shall be referred, in accordance with the rules, all legislation and other matters relating to the following subjects:
  - a. The Student Government Budget Bill.
  - b. Fiscal affairs of the Student Government, including expenditures by the Student Senate.
  - c. Budgetary requirements and procedures.
  - d. Deposit and investment of Student Government funds.
  - e. Except as otherwise stated in these Rules of Order, salaries of Student Government employees.
  - f. Revenue raising and revenue measures generally, both of the Student Government and of the College Councils, including Corporate Sponsorship funds and their allocation.
  - g. Other matters as ordered by the Student Senate.
- (D) **RULES:** To this committee shall be referred all legislation and other matters relating to the following subjects:
  - a. Services of or for the Student Senate, its members and/or its committees.
  - b. All amendments to any governing document, including the Constitution, Bylaws, Rules of Order, Rules of Court, Election Code, and College Council Constitution.
  - c. Elections and Election Board.
  - d. Appointment of persons to office in the Student Government.
  - e. Other matters as ordered by the Student Senate.
- (E) **STUDENT AUXILIARIES AND SERVICES:** To this committee shall be referred all legislation and other matters relating to the following subjects:

- a. All matters relating to athletics, including issues related to student ticketing, Tiger Stadium, priority points, and intramural sports.
  - b. All matters relating to university technology and Information Technology Services.
  - c. Moodle, myLSU and TigerMail.
  - d. LSU Dining, Union Vendors and Chartwells.
  - e. All matters relating to Student Auxiliary Services.
  - f. UREC.
  - g. TigerCASH.
  - h. All matters relating to student fees.
  - i. Other matters as ordered by the Student Senate.
- (F) STUDENT LIFE, DIVERSITY AND COMMUNITY OUTREACH: To this committee shall be referred all legislation and other matters relating to the following subjects:
- a. University disciplinary regulations and all other non-academic matters pertaining to the Student Code of Conduct.
  - b. Cultural affairs and diversity.
  - c. All matters relating to minority, international, and first-generation students.
  - d. All matters relating to retention.
  - e. All matters pertaining to students' constitutional rights and civil liberties.
  - f. Flagship Agenda.
  - g. External affairs of the Student Government.
  - h. Relations between the Student Government and the state government, the city and parish government, other student governments, and national student associations, including, but not limited to the Louisiana Council of Student Body Presidents, the Council of Student Government Associations, the SEC Student Government Conference.
  - i. Volunteer and community services.
  - j. Student groups and organizations.
  - k. Entertainment events and organizations.
  - l. All matters pertaining to Free Speech Plaza.
  - m. All matters pertaining to First Year Experience.
  - n. Other matters as ordered by the Student Senate.

### **Rule 6.5. Committee Duties**

It shall also be the independent duty of each committee each regular session to prepare a strategic plan addressing issues under its purview, due by the third meeting of each regular session. The committee chair shall designate members to conduct research and prepare legislation under the goals of its strategic plan.

### **Rule 6.6. Regular Committee Meeting**

Each standing committee of the Student Senate shall hold regularly scheduled meetings, at least two (2) times a month and in every week in which it is referred legislation. Time and place of the meeting are to be sent in an email via the Student Government listserv and posted on the Senate web site.

### **Rule 6.7. Joint Committee Meetings**

- (A) If any Senator moves for a piece of legislation to be jointly referred to more than one standing committee, and that motion passes the body by a 2/3 vote, a joint committee meeting between the committees involved must be called.
- (B) It shall be the duty of the involved committee chairs to designate a meeting time that works for enough of the committees to constitute a quorum.
- (C) This new joint committee shall act as one committee for the purposes of quorum and the necessary voting percentages. No absences shall be assessed to any Senator that fails to attend this joint meeting, as long as the meeting is at a different time than their original standing committee.
- (D) The presiding chair shall be the Senator of the committee to which the legislation was originally referred, unless they are an affiliated party to the legislation in question.

- (E) Joint Committees shall automatically be formed for the following circumstances and shall involve the following committees:
  - a. Discussion on the entirety of the Student Code of Conduct, involving the Committee on Academic Affairs and the Committee on Student Life, Diversity and Community Outreach;
  - b. Amendments to the Student Technology Fee Plan, involving the Committee on Rules and the Committee on Student Auxiliaries and Services; and
  - c. Amendments to any governing document that involve finances, involving the Committee on Rules and the Committee on Budget and Appropriations.

### **Rule 6.8. Meetings Prohibited while Senate Meets**

No committee can hold regularly scheduled meetings on the same day on which the Senate holds its regularly scheduled meetings.

### **Rule 6.9. Consideration of Legislation**

- (A) No standing committee of the Senate shall consider legislation unless an author is present, unless the Senate directs the committee otherwise.
- (B) The author of the legislation shall be recognized in opening comments followed by questions.
- (C) Any member of the committee may be recognized for debate following questions for the author.
- (D) Once debate has ended or there is a motion for previous question, the author shall give closing comments.
- (E) The committee will proceed with a roll call vote.
  - a. An Aye vote means that the Senator recommends passage or recommends passage with amendments.
    - i. A simple majority of aye votes indicates that it is the opinion of the committee that the legislation should be passed.
  - b. A Nay vote means that the senator recommends against.
    - i. A simple majority of nay votes indicates that it is the opinion of the committee that the legislation should not be passed.
- (F) The legislation is placed into Unfinished Business at the next Regular Session Senate Meeting unless the legislation receives a majority nay votes in the committee.

### **Rule 6.10. Consideration of Appointments**

Rules 6.10 shall refer to all Concurrent Resolutions pertaining to Presidential appointments within Student Government.

- (A) The chair of the committee shall introduce the appointee, including the position he/she is being appointed to.
- (B) The appointee shall give opening comments followed by questions from the committee.
- (C) Any member of the committee may then be recognized for debate.
  - a. The appointee shall be allowed to respond to each debate if he/she so chooses.
- (D) The appointee may then ask questions to the committee and give closing comments.
- (E) Once debate has ended or there is a motion for previous question, the committee will proceed to a roll call vote.
  - a. If more committee members vote in favor of the appointment than those opposed, the Concurrent Resolution shall be placed into Unfinished Business at the next Regular Session Senate Meeting.
  - b. If more committee members vote in opposition of the appointment than those in favor, the Concurrent Resolution shall not be considered at the next Senate Meeting.

### **Rule 6.11. Committee Report**

- (A) Each standing committee shall submit a written report to the Secretary as soon as possible after each committee meeting. The report must list:
  - a. The name of the committee.

- b. The date, time, and place of the committee meeting.
  - c. Names of committee members present, absent, and proxies. Approved excused absences shall be noted as such.
  - d. The number of each piece of legislation and report on it.
  - e. The vote by which such report was determined.
  - f. An update on the committee's progress in meeting its strategic plan.
  - g. A summary of discussion at the last public forum, if one was held since the last meeting of the Senate.
- (B) The chair of the committee shall report on the opinion of the committee with regards to all considered legislation.
- a. The committee chair may report that it is in the opinion of the committee that the legislation should be approved.
  - b. The committee chair may report that it is in the opinion of the committee that the legislation should be approved as amended.
- (C) The report of the committee on each Presidential Appointment shall be one of the following:
- a. Report favorably
    - i. The committee is in favor of the appointment being approved.
    - ii. The Senate will vote to approve or reject the appointment at the next regularly scheduled Senate meeting.
  - b. Report unfavorably
    - i. The committee is opposed to the appointment being approved.
    - ii. The President shall be notified that the appointment will not be placed on the agenda for the next Senate meeting, and that it is the opinion of the committee that he/she appoints another candidate for the position.
- (D) The report of the committee shall be signed by the committee chairman and he/she shall be responsible for the accuracy of the report.

### **Rule 6.12. Committee Hearing**

No legislation shall be reported by a committee unless an open, public hearing on the instrument has first been held by the committee prior to the meeting of the Student Senate at which the report is to be made, with due notice given an opportunity provided for interested persons to testify for or against the proposal, unless the Senate directs the committee to report the proposal at a meeting of the Senate.

### **Rule 6.13. Directing Committee to Report**

- (A) No legislation which was referred to a committee shall be acted upon or considered by the Senate until the committee has reported the same; however, a simple majority of the present and voting membership of the Senate may, by motion, direct a committee to report on the status of legislation, in which case the committee so directed shall report the legislation as directed.
- (B) A simple majority of the members of the Senate present and voting may by motion recall legislation from a committee and discharge the committee from any further consideration of the same, in which case the legislation shall be resubmitted to another committee as specified in the discharge motion.

### **Rule 6.14. Removal for Excessive Absences**

A member of a standing committee shall be removed for accumulating a total of three (3) unexcused absences at the meetings of said committee.

### **Rule 6.15. Proxy Voting**

- (A) Committee members who are unable to attend a meeting shall be allowed to name a single proxy twice (2) per semester, selected from other members of the Student Senate who do not already sit on the same committee as the absent Senator, by giving sufficient notification to the committee chair and either the Speaker or the Secretary.

- (B) The Senator selected as proxy must also notify the committee chair that he/she will attend the meeting. Proxies may stand in for only one (1) committee member per committee meeting.

### **Rule 6.16. Temporary Committees**

- (A) During the annual Spring Organizational Session, the Speaker of the Senate may appoint no fewer than seven (7), but no more than eleven (11), Senators to one and only one (1) of the following temporary committees:
  - a. TEMPORARY COMMITTEE ON BUDGET AND APPROPRIATIONS: To this committee shall be referred the Student Government Budget for the new administration, the allocation of Corporate Sponsorship funds, as well as any legislation dealing with finance.
  - b. TEMPORARY COMMITTEE ON RULES: To this committee shall be referred all Executive Staff, Election Board, and Judicial Branch appointments made by the Student Body President and approved by the Student Senate, as well as any legislation dealing with rules.
- (B) These temporary committees shall meet between the first and last meeting of the Spring Organizational Session in order to hear and approve all referred legislation and appointments.
- (C) The Speaker pro tempore shall be the Chair of the Temporary Committee on Rules.
- (D) The Speaker shall appoint the Chair of the Temporary Committee on Budget and Appropriations.
- (E) Rules in this Chapter regarding absences shall not apply to Temporary Committees.
- (F) The membership of these committees shall be dissolved at the conclusion of the Spring Organizational Session.

## **CHAPTER 7: Quorum and Decorum**

### **Rule 7.1. Quorum**

- (A) A quorum of the Student Senate is defined as a simple majority of the voting membership of the Senate, not including vacant seats.
- (B) The presence of a quorum of the Senate is required for the Senate to transact business; however, a number smaller than quorum may move and vote adjourn, fix the time to adjourn, or recess.

### **Rule 7.2. Quorum Call**

- (A) A quorum call to ascertain whether or not a quorum is present shall be in order at any time excluding a vote.
- (B) When a member of the Senate requests a quorum call, the Secretary shall immediately call roll. If more than fifty percent (50%) of the voting membership answers such roll call, a quorum shall be deemed present.

### **Rule 7.3. Floor of the Senate**

The floor of the Senate is defined as that portion of the room in which the members and officers of the Senate are sitting.

### **Rule 7.4. Admission to the Floor**

- (A) No person, other than the membership and officers of the Student Senate, shall be allowed on the floor of the Senate while the Senate is in session, unless the presiding officer has given the person permission to do so for a given occasion.
- (B) No person shall enter the floor except by the walkway on either side of the walled-off section of the Capital Chamber. Attempted entrance by any other means, including but not limited to: climbing over or breaking through said barricades shall be strictly prohibited. Anyone attempting to do so shall be removed from the Capital Chamber by order of the presiding officer.

### **Rule 7.5. Decorous Language**

Every member shall confine his/herself to decorous language in addressing the Senate.

### **Rule 7.6. Clearing the Room**

- (A) In case of disturbance or disorderly conduct, and after sufficient warning, the presiding officer may, or upon a motion and a simple majority vote of the Senate, shall clear the entire chamber, or any part thereof, of any and all persons causing or creating the disturbance.
- (B) Any person, persons, or groups, may be re-admitted to the Senate's meeting place upon approval of the presiding officer or by a simple majority vote of the Senate.

### **Rule 7.7. Visiting the Speaker's Desk**

While a vote is being taken or counted, no other than a University official shall visit the presiding officer's desk.

### **Rule 7.8. Right to Yield**

Only the person who has the primary possession of the floor may yield to any person in the room.

## **CHAPTER 8: Motions**

### **Rule 8.1. Motions with Effect of Legislation**

No motion which, if adopted, will have the effect of legislation shall be in order at any time.

### **Rule 8.2. Dilatory Motions Prohibited**

No dilatory motion shall ever be entertained by the presiding officer.

### **Rule 8.3. Possession of the Senate**

- (A) When a motion is made, and after the presiding officer has stated it, it must be seconded before it shall be deemed to be in possession of the Senate.
- (B) A motion may be withdrawn by the member who made it at any time before the previous question, or the previous question on the entire subject matter, is moved.

### **Rule 8.4. Motion to Adjourn**

- (A) A motion to adjourn shall always be in order, except when the main question has been ordered.
- (B) The motion to adjourn shall be decided without debate.
- (C) In putting the question on the motion to adjourn, the presiding officer shall inform the Senate of remaining business by indicating the position in the Order of Business.
- (D) The motion to adjourn shall always be voted on only by electronic device.

### **Rule 8.5. Motion to Adjourn or Recess During Legislation**

If a motion to adjourn or to take a recess is made and adopted while legislation, or an amendment thereto, is under debate, then the pending amendments, if any, shall be deemed to have been withdrawn, and the legislation, in the case of the motion to recess, and in the case of the motion to adjourn, shall be considered first when the Senate next returns to that order of business.

## CHAPTER 9: Voting

### Rule 9.1. Required Voting and Vote Records

Votes must be taken and recorded on the final passage of all legislative instruments, convening and adjourning roll call, quorum calls, and amendments or motions to which there is objection by any Senator.

### Rule 9.2. Prohibition of Voting by Non-Members

No person who is not a member with the right to vote shall cast a vote on any matter before the Senate.

### Rule 9.3. Speaker's Vote

The Speaker shall not be required to vote except in the case of a tie.

### Rule 9.4. Ties

In the case of a tie vote, a motion, resolution, or bill is deemed to have failed. If the vote is on an election, ties will result in another ballot after further discussion is allowed.

### Rule 9.5. Putting the Question

- (A) When the time comes for disposal of a question before the Senate, the Speaker or presiding officer shall announce the question.
- (B) The Speaker or presiding officer shall put the question in the following manner: "All those in favor of (question) will vote aye, those opposed will vote nay, and those abstaining will do so."
- (C) After the Senators have voted, the Speaker or presiding officer will announce the vote.

### Rule 9.6. Change of Vote

No member may change his or her vote once the vote has been announced by the Speaker or presiding officer.

### Rule 9.7. Abstentions

- (A) A member may abstain from voting on any motion or Legislative Instrument on which a vote has been ordered.
- (B) For the purposes of determining the number of votes required for said question to pass, abstentions shall be treated as if such member did not vote on said instrument, and abstentions shall not be counted in determining the total number of votes on the question but shall be counted in determining if quorum is present.

## CHAPTER 10: Impeachment Hearing

### Rule 10.1. Required Authors, Introduction, and Classification of Impeachment Bill

- (A) No Bill of Impeachment shall be accepted without at least a total of one (1) author and nine (9) Co-Authors.
- (B) When a Bill of Impeachment is introduced in Regular Session of the Student Senate, it shall be numbered and deemed to have been classified as New Business for the next regularly-scheduled session.
- (C) A Bill of Impeachment shall not be considered by any committee.



## **Rule 10.2. Senate in Impeachment Hearing**

At the next regular meeting after a Bill of Impeachment has been introduced, upon the presentation of the bill during Unfinished Business, the Senate shall be deemed to be in an Impeachment Hearing.

## **Rule 10.3. Presiding Officer**

- (A) Except when the Chief Justice of the University Court is being tried, he/she shall preside over the Impeachment Hearing.
- (B) When the Chief Justice is being tried, the Student Body Vice President shall preside over the Impeachment Hearing.

## **Rule 10.4. Order of Procedure**

The order of procedure at an Impeachment Hearing shall be as follows:

- (A) The presiding officer shall take the chair and call the Impeachment Hearing to order.
- (B) The Author of the Impeachment Bill may present his/her opening statement.
- (C) The accused officer may present his/her opening statement.
- (D) The author of the Bill shall have an opportunity to present his/her evidence, and then take questions from the Senate.
- (E) The accused shall have an opportunity to present his/her evidence, and then take questions from the Senate.
- (F) The Author of the Bill may present his/her closing statements.
- (G) The accused may present his/her closing statements.
- (H) The Student Senate shall move directly into a vote on the Bill of Impeachment. A yes vote is to convict, a no vote is to acquit.
- (I) The presiding officer shall announce the result of the vote.
- (J) If convicted, the presiding officer shall declare the accused removed from office.
- (K) If acquitted, the presiding officer shall declare the defendant exonerated.
- (L) The presiding officer shall step down from the chair and the Student Senate shall return to the next item of Unfinished Business.

## **Rule 10.5. Amendment of Bill of Impeachment**

At any time during which the Senate is in an Impeachment Hearing, the author of the Bill of Impeachment may voluntarily remove any or all of the charges listed in the Bill.

## **Rule 10.6. Vote on Charges by Silent Ballot**

The vote on the Bill of Impeachment shall be by silent ballot.

## **Rule 10.7. Requirement for Vote that Violation was Committed**

A vote to convict shall be rendered by a Senator only if he/she finds evidence clear and convincing after amendments that all charges remaining in the Bill of Impeachment were committed.

## **Rule 10.8. Right of Accused to be Held Inviolable**

All rights of the accused under the Constitution of the United States of America, the Constitution of the State of Louisiana, the Constitution of the Student Government, the Bill of Student Rights, and the Code of Student Conduct, are to be held inviolable.

## CHAPTER 11: Minutes

### **Rule 11.1. Proceedings Entered Therein**

The proceedings of the Senate shall be taken to detail a true and accurate account of the proceedings. Roll calls taken at the beginning and ending of these proceedings must be entered in said Minutes with a detailed account listing members present and absent. Approved excused absences shall be noted as such in said Minutes.

### **Rule 11.2. Votes Entered Therein**

Each vote of the Senate shall be entered in the Minutes together with a concise statement of the question upon which the vote was taken. Each roll call vote shall be entered in the Minutes in such a manner as to list the name of each member voting yes, no, or abstaining or absent.

### **Rule 11.3. Legislative Instruments Entered Therein**

The number of each piece of legislation, along with each action taken on it, shall be entered in the Minutes when the instrument is up for consideration.

### **Rule 11.4. Minutes to be Read**

The Secretary shall read the Minutes in the appropriate order of business, unless by a simple majority vote, the Senate dispenses with the reading thereof.

### **Rule 11.5. Adoption of Minutes**

- (A) Once the Minutes have been read, or after the reading thereof shall have been dispensed with, the Minutes may be corrected, and shall be approved, by a simple majority vote of the Senate.
- (B) No other rule withstanding, once the Minutes have been adopted, they shall be designated as official, and they shall not be amended.

### **Rule 11.6. Dissemination of Minutes**

The Secretary shall disseminate the Student Senate minutes by emailing them to the appropriate people no later than three (3) class days after each meeting. Adopted minutes shall be posted on the Student Government website no later than two (2) class days after their adoption.

## Judicial Branch: Rules of Court

### ARTICLE I: In General

#### §1. Terms of Office

- (A) *Section 1.A.* The terms and conditions of office for officials of the University Court shall be those designated under Article VI of the Student Government Constitution.
- (B) *Section 1.B.* No justice of the University Court may be removed during his/her term of office except for cause after a duly convened impeachment proceeding before the Student Senate, pursuant to Article VI, Section 2 of the Student Government Constitution.
  - a. “Cause” shall include the conviction of an official of a felony; University disciplinary action against the official, which serves to jeopardize the integrity of the Court; and/or consistent failure of the official to properly perform the duties of his/her office.
    - i. Three unexcused absences per semester from any official, constitutionally-mandated University Court meeting or one unexcused absence per semester from any University Court hearing will result in a mandatory impeachment proceeding. All officials of the University Court and Judicial Branch shall be allowed excused absences. Excused absences shall be rendered under the discretion of the Chief Justice and as stated in University Policy Statement 22.
    - ii. Notice of an absence must be submitted to the Chief Justice, at [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu), 24 hours in advance of the missed University Court meeting or hearing. Documentation for excused absences must be submitted to the Chief Justice no later than 24 hours after the missed University Court meeting or hearing.
- (C) *Section 1.C.* All officials of the University Court shall take an oath of office before taking office. This oath shall be administered by the Chief Justice or, if he/she is not available, by the Deputy Chief Justice.
- (D) *Section 1.D.* All members of the Judicial Branch shall notify the Chief Justice, at [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu), of the intent to resign from his/her position. Upon notification, the resigning official must appear before the Student Senate at the next regularly scheduled Senate meeting. The Senate will then consider the resignation and entertain a vote.

#### §2. Rule of Law

- (A) *Section 2.A.* The University Court shall provide an adequate remedy to all complaints filed, not in violation of Governing Documents – which affords equitable, practical, and appropriate relief under the circumstances.
- (B) *Section 2.B.* The University Court shall use all governing documents in making decisions. This shall include the Student Government Constitution, the Student Government Bylaws, all legislative instruments of the Student Senate, all Executive Orders, the Rules of Order, the Rules of Court, the Election Code, all University regulations, and general principles of justice and equity.
- (C) *Section 2.C.* The University Court shall hear information relevant to the case.
- (D) *Section 2.D.* All Student Government statutes, Legislative Instruments, Executive Orders, the Rules of Order, the Rules of Court, and University regulations shall be given a strict construction. Any ambiguous provision shall be interpreted in such a way as to give full meaning and effect to that provision, with reference to the intent of the provision. If the intent of a given provision cannot be determined, the University Court shall use the context of the provision, as well as general principles of justice and equity, to give full meaning to the provision in question.

### **§3. Counsel**

- (A) *Section 3.A.* Any party brought before the University Court has the right to a maximum of two LSU students to serve as counsel. Any party that elects representation by counsel shall be bound to all actions and statements made by said counsel.
- (B) *Section 3.B.* If a respondent has no counsel to represent it but desires counsel, then the Public Defender shall be made available for its defense. No additional counsel may serve while the Public Defender is enlisted.

### **§4. Standing**

- (A) *Section 4.A.* Any aggrieved party, who is an LSU student, must demonstrate to the court a connection to the action on which the complaint is based.
- (B) *Section 4.B.* An aggrieved party must file grounds of standing and conditions under the circumstances as to why that party is impacted within the written brief that is submitted to the Clerk(s) of Court.

### **§5. Prescription (Time Limitation)**

- (A) *Section 5.A.* No case shall be heard by the University Court more than twenty (20) class days after the alleged act, occurrence, or transaction that constitutes the basis of the case.
- (B) *Section 5.B.* Prescription does not apply to days outside of the fall and/or spring semester. Acts alleged to have occurred outside the fall and spring semesters shall be assumed to have occurred on the first day of the immediately following semester.

### **§6. Original Jurisdiction of University Court**

- (A) *Section 6.A.* University Court has original and exclusive jurisdiction over cases referred to it by the Vice Chancellor for Student Life and Enrollment Services or by the Dean of Students, pursuant to Article IV, Section 5 of the Student Government Constitution.

### **§7. Judicial Opinions**

- (A) *Section 7.A.* Any student may request an interpretation of any document within the purview of the University Court without having to file a complaint. The University Court shall meet, deliberate the inquiry, and interpret the meaning of the document within one (1) week of the request. This interpretation shall be delivered to the student in the form of a Judicial Opinion.
- (B) *Section 7.B.* Justices may issue Opinions to any interested party, but not on the behalf of the court, at their own accord.
- (C) *Section 7.C.* All Judicial Opinions adopted by a majority of the University Court shall be included in the Appendix of the Rules of Court.
- (D) *Section 7.D.* The University Court shall refer to all adopted Judicial Opinions in deliberation, but shall not be bound to them in subsequent rulings.

## **ARTICLE II: Judicial Branch Membership**

### **§1. Election of the Chief Justice**

- (A) *Section 1.A.* The Chief Justice shall be elected by a quorum of the members of the University Court no later than five (5) class days prior to the final class day of each fall semester. If the incoming Justices appointed by the Student Body President are not sworn in by the first of May, the remaining eligible Justices will be considered voting members.

- (B) *Section 1.B.* Any duly elected or appointed University Court Justice may nominate himself/herself or may be nominated for the position of Chief Justice.
- (C) *Section 1.C.* The Chief Justice shall serve until a new Chief Justice is elected.
- (D) *Section 1.D.* If the Chief Justice loses his/her seat, resigns from his/her position as Chief Justice, or resigns from his/her seat on the Court for any reason during his/her term of office as Chief Justice, a new Chief Justice shall be elected by a quorum of the remaining justices of the University Court within ten (10) class days of the vacation of the position.
- (E) *Section 1.E.* The Speaker of the Student Senate shall chair the election of the Chief Justice.

## **§2. Responsibilities of the Chief Justice**

- (A) *Section 2.A.* The Chief Justice shall be responsible for arranging regularly scheduled meetings at which all Justices and staff shall be available to conduct official business.
- (B) *Section 2.B.* The Chief Justice shall be responsible for seeing that all Justices and staff are informed of all upcoming hearings and meetings; a quorum of justices must be present at every hearing and meeting.
- (C) *Section 2.C.* The Chief Justice shall assign a Justice to write a majority opinion in every case, or shall reserve the right for himself/herself.
- (D) *Section 2.D.* The Chief Justice shall be responsible for carrying out the various enumerated directives directed toward him/her throughout the Rules of Court.
- (E) *Section 2.E.* The Chief Justice shall serve on all committees as required by the Bylaws. If not available, a designee must be sent in his/her place.
- (F) *Section 2.F.* The Chief Justice shall serve on the President's Cabinet, as required by the Bylaws.
- (G) *Section 2.G.* The Chief Justice shall consult with all Justices to outline hearing procedures prior to any hearing of the University Court.
- (H) *Section 2.H.* The Chief Justice must adhere to all responsibilities outlined in Article II, Section 5 of the Rules of Court.
- (I) *Section 2.I.* The Chief Justice shall assist the Student Body President in conducting interviews for Associate Justice appointments.

## **§3. Acting Chief Justice**

*Section 3.* In the absence of the Chief Justice, the Deputy Chief Justice shall serve as Acting Chief Justice. In the absence of the Chief Justice and Deputy Chief Justice, an Acting Chief Justice shall be elected in the same manner as the Chief Justice.

## **§4. Election of the Deputy Chief Justice**

- (A) *Section 4.A.* The Deputy Chief Justice shall be elected in the same manner as the Chief Justice.
- (B) *Section 4.B.* The Chief Justice shall chair the election of the Deputy Chief Justice.

## **§5. Responsibilities of the Deputy Chief Justice**

*Section 5.* The Deputy Chief Justice shall meet with all parties prior to any hearing of the University Court to address court procedures and any questions. The Deputy Chief Justice shall serve as the official correspondent of the Judicial Branch to any parties in a hearing. The Deputy Chief Justice shall assist the Chief Justice in all responsibilities of the University Court as needed. The Deputy Chief Justice shall serve as Acting Chief Justice in the absence of the Chief Justice. The Deputy Chief Justice must adhere to all responsibilities outlined in Article II, Section 5 of the Rules of Court.

## **§6. Responsibilities of the Associate Justices**

- (A) *Section 6.A.* Associate Justices shall be responsible for attending meetings or hearings called to order by the Chief Justice.

- (B) *Section 6.B.* Associate Justices shall adhere to attendance policies as stated in Article I, Section 1§B of the Rules of Court.
- (C) *Section 6.C.* All Associate Justices of the University Court must attend at least two (2) Senate or Executive Staff meetings and two (2) Student Outreach Events per semester. Student Outreach Events shall be determined at the discretion of the Chief Justice. Proof of attendance shall be sent to the Clerk(s) of Court by [sgclerk@lsu.edu](mailto:sgclerk@lsu.edu) no later than forty-eight (48) hours after the event was held.
  - a. Any staff member of the Judicial Branch can submit a request for approval for any outside event to [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu) at least two (2) days prior to the event.
- (D) *Section 6.D.* All Associate Justices must demonstrate knowledge of all Student Government Governing Documents and impartiality throughout their term of office.
- (E) *Section 6.E.* No member of or candidate for position within the Judicial Branch shall help, assist, serve on, campaign for or advise any Fall or Spring Student Government Campaign or Ticket.
- (F) *Section 6.F.* Each Justice shall be assigned to attend and report on at least one of the following Student Government Meetings at the next regularly scheduled Judicial Branch meeting.
  - a. Student Senate Meeting
  - b. Executive Branch Staff Meeting
  - c. Programming, Support, and Initiatives Fund Meetings
  - d. College Council Presidents' Cabinet Meetings
- (G) *Section 6.G.* Each Justice shall be trained as a University Hearing Panelist (UHP) in conjunction with the Office of Student Advocacy & Accountability and must serve on at least three (3) panels per semester.
  - a. Justices may also be trained as Alternative University Hearing Panelists (AUHP) or Residential Life Panelists (RLP). These panels shall serve as viable substitutes to participation in a UHP.

## §7. Quorum

- (A) *Section 7.A.* Two-thirds (2/3) of the number of Justices eligible to hear any complaint shall constitute the quorum of the University Court.
- (B) *Section 7.B.* Any action taken by University Court without quorum present shall be null and void, excluding the issuance of an injunction by the Chief Justice or any two Justices in conjunction or the issuance of a Judicial Opinion.

## §8. Judicial Staff

- (A) *Section 8.A.* The Chief Justice of the University Court shall appoint at least one Clerk(s) of Court, at least one Judicial Aide, a Public Defender, and a Solicitor General. The Clerk(s) of Court, Judicial Aide(s), Solicitor General and Public Defender shall be full-time LSU students; they must demonstrate knowledge of all Student Government Governing Documents and impartiality before being appointed.
  - a. The Clerk(s) of Court shall be responsible for receiving and forwarding all complaints filed with the Court and for keeping the records of the Court as the official archivist. The Clerk(s) shall also be responsible for obtaining and recording attendance of all members of the Judicial Branch at Student Outreach Events, Senate or Executive Staff meetings and all Judicial Branch meetings and University Court hearings.
  - b. The Judicial Aide(s) shall be responsible for assisting the Clerk(s) of Court, Public Defender, and Solicitor General, as well as all University Court Justices in administrative and clerical matters. If there is/are no Judicial Aide(s), the Chief Justice or his/her designee(s) will assist in the administrative and clerical matters.
  - c. The Public Defender shall be responsible for providing counsel to any student brought before the University Court as a respondent if requested.
  - d. The Solicitor General shall be responsible for acting as an independent investigator and advocate of students' rights. The Solicitor General shall perform the following duties:
    - i. Investigate potential violations of the Student Government Code of Ethics, as defined in the Student Government Bylaws.
      - 1. An investigation may be initiated upon the request of any concerned LSU student.

2. A complaint filed with the University Court shall conform to the template found in the Appendix to this document and shall be made available to the complainant by the Clerk(s) of Court or the Judicial Aide(s).
3. Any concerned LSU student may submit an investigation request form to [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu).
4. The Chief Justice must notify the Solicitor General of the investigation request within two (2) class days of receipt and the Solicitor General must report the status of the investigation to the Chief Justice and all involved parties every five (5) class days until the investigation is complete.
  - ii. The Chief Justice of the University Court must authorize all requests for investigation.
  - iii. Report the findings of an investigation in writing to all involved parties.
  - iv. Report the findings of an investigation at the next regularly scheduled meeting of the Student Senate following the conclusion of the investigation.
  - v. Assist the Student Senate during impeachment proceedings upon the request of any of the authors of the Bill of Impeachment in question.
  - vi. Petition the Court to issue an injunction in cases where no individual petitioner comes forward.
- e. The Clerk(s) of Court, Judicial Aide(s), Public Defender, and/or Solicitor General may be removed for cause from his/her position by a two-thirds (2/3) vote of the University Court.
- f. All staff members of the Judicial Branch must attend at least one (1) Senate or Executive Staff meeting and two (2) Student Outreach Events per semester. Student Outreach Events shall be determined at the discretion of the Chief Justice. Proof of attendance shall be sent to the Clerk(s) of Court, at [sgclerk@lsu.edu](mailto:sgclerk@lsu.edu), no later than forty-eight (48) hours after the event was held. Failure to adhere shall result in removal from his/her position by a two-thirds (2/3) vote of the University Court.
  - i. Any staff member of the Judicial Branch may submit a request for approval for any outside event to [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu) at least two (2) days prior to the event.

## ARTICLE III: General Procedures

### §1. Complaints

*Section 1.* All causes of action pursued in the University Court shall be initiated by the filing of a Notice of Complaint with the Clerk(s) of Court.

- (A) A complaint filed with the University Court shall conform to the template found in the Appendix to this document and shall be made available to the complainant by the Clerk(s) of Court or the Judicial Aide(s).
- (B) The Clerk(s) of Court shall assign a docket number to the case and notify the Chief Justice of the pendency of action within one (1) class day of receiving a filed complaint.
- (C) Within three (3) class days of receiving a filed complaint from the Clerk(s) of Court, the Chief Justice shall notify the University Court, the Student Body President, the Speaker of the Student Senate, the Student Government Advisor, the complainant, and the respondent of the pendency of action and shall arrange a date, time and location for the hearing to be held.
- (D) The Chief Justice shall notify the Clerk(s) of Court and the University Court of the date and time of the hearing. Within twenty-four (24) hours, the Clerk(s) shall forward this information to the complainant and the respondent by official LSU e-mail.
- (E) The University Court shall hear all hearings within seven (7) class days of the filing of a Notice of Complaint.
- (F) If a case arises from a Student Government Election, the hearing involving that case shall be held within twenty-four (24) hours of the filing of a Notice of Complaint with the Clerk(s) of Court.

### §2. Posting Requirements

- (A) *Section 2.A.* The Clerk(s) of Court shall provide the complainant with a citation, which shall contain:
  - a. A list of the charges and/or claims brought against the respondent.
  - b. The date, time, and location of the scheduled proceedings.

- c. The penalties for failure to appear before the Court, including default judgment, and suspension and/or expulsion from office.
- (B) *Section 2.B.* After receiving notification from the Chief Justice, the Clerk(s) of Court shall also post a notice of the hearing on the LSU Student Government website. The notice shall contain the names of the parties, date, location, and time of the proceedings.

### **§3. Briefs**

- (A) *Section 3.A.* Both parties to a case and any interested parties may file briefs with the Clerk(s) of Court. The Clerk(s) of Court must receive briefs no later than twenty-four (24) hours prior to the commencement of a hearing.
- (B) *Section 3.B.* In the event of an election hearing, briefs must be submitted no later than six (6) hours prior to the hearing.
- (C) *Section 3.C.* Briefs must conform to the template provided to both parties by the Clerk(s) of Court. The template can be found in the Appendix of this document. The brief submitted to the Clerk(s) of Court shall not exceed eight (8) typed pages.
- (D) *Section 3.D.* If supplementary evidence is not included with the brief, it may be presented at the hearing with a majority (1/2) vote of the justices.
- (E) *Section 3.E.* The Clerk(s) of Court, or the Judicial Aide(s) acting under the direction of the Clerk(s) of Court, shall distribute copies of all briefs to parties present before the Court, including the Chief Justice, all University Court Justices, the respondent, the complainant, and counsel.
- (F) *Section 3.F.* The Chief Justice reserves the right to deny the admission of excessive briefs.

### **§4. Transcription of Proceedings**

- (A) *Section 4.A.* All proceedings of the University Court shall be recorded with an audio device provided by the Judicial Branch. Parties may access the recording upon request to the Chief Justice. Anything recorded during the hearing will be submitted to the Judicial Branch's archive.
  - a. Any interested parties shall contact the Chief Justice at [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu) to request access to the recordings. Access must be granted within two (2) class days of the request. The meeting to access the recordings shall occur in a Student Government office in the Student Union during official University hours; the recordings shall not be distributed. The Chief Justice or his/her Judicial Branch designee must be present during the meeting.
- (B) *Section 4.B.* The Clerk(s) of Court shall present a thorough written summary of the testimony and arguments produced during the hearing via email over SGV1 and on the hearings page of the Student Government website.

## **ARTICLE IV: Hearings**

### **§1. Order of Proceedings**

- (A) *Section 1.A.* The Chief Justice shall call a hearing to order and shall verify that all relevant parties are present.
- (B) *Section 1.B.* The Chief Justice or his/her designee in accordance with Article IV, Section 2 of the Rules of Court, shall administer the oath or affirmation of truth.
- (C) *Section 1.C.* The Clerk(s) of Court shall entertain any motions from the parties, in accordance with Article IV, Section 3 of the Rules of Court.
- (D) *Section 1.D.* The Court shall hear opening and closing arguments from both parties, and the Court shall also hear the examination and cross-examination of all witnesses.
- (E) *Section 1.E.* The Chief Justice shall dismiss all parties from the room and deliberation shall begin.
- (F) *Section 1.F.* The Court shall reconvene and announce its decision after deliberation has ended.
- (G) *Section 1.G.* The Chief Justice shall then adjourn the Court.
- (H) *Section 1.H.* The verdict of the University Court shall be posted the official Student Government website.



## §2. Oath or Affirmation of Truth

- (A) *Section 2.A.* An oath or affirmation of truth shall be administered to all participating parties and witnesses prior to motions and arguments in every University Court hearing.
- (B) *Section 2.B.* The Chief Justice or his/her designee shall administer the oath or affirmation of truth.
- (C) *Section 2.C.* The form for the oath or affirmation of truth shall be as follows:

"With the left hand of the person being sworn in on the Student Government Constitution and Rules of Court, and with the person's right hand upraised, he/she shall state the following oath or affirmation:

I [state your full name] – do solemnly swear (or affirm) – that I will tell the truth, the whole truth, and nothing but the truth – as the Code of Student Conduct of Louisiana State University dictates."

## §3. Motions

*Section 3.* At the commencement of proceedings, the Clerk(s) of Court shall entertain any motions from the parties. If necessary, the Court shall hear arguments and testimony on the motions. The Chief Justice may limit the time allotted for arguments and testimony.

- (A) At any time after the commencement of proceedings, the Chief Justice shall entertain any motions.
- (B) The University Court shall recognize ten (10) motions but is not limited to recognizing only these motions which, if granted, shall have the effect of delaying or dismissing the case, as appropriate:
  - a. Motion for Continuance
    - i. Allows for the Court to continue hearing the case at a later time.
    - ii. Continuances are granted only if valid grounds exist that justify the postponement of the action.
    - iii. If a continuance is granted, the Court will set its duration with regard to the rights of both parties and impose any necessary restrictions.
  - b. Motion for Dismissal on the Grounds of Lack of Subject Matter Jurisdiction
    - i. Allows for the Court to dismiss a case outside the realm of authority.
  - c. Motion for Dismissal on the Grounds of Lack of Standing on the Part of the Complainant
    - i. Reference Article I, Section 4 of the Rules of Court.
  - d. Motion for Dismissal on the Grounds of Prescription
    - i. Reference Article I, Section 5 of the Rules of Court.
  - e. Motion for Dismissal on the Grounds of Previous Judgment
    - i. Allows for the Court to dismiss a case based on the previous judgment of the case at hand.
  - f. Motion for Default Judgment
    - i. Allows for the judgment in favor of the complainant when the respondent has not responded to a complaint or has failed to appear before the court of law.
    - ii. The failure to take action is the default.
    - iii. The default judgment is the relief requested in the party's original petition.
  - g. Motion for Summary Judgment
    - i. Allows for the Court to decide the case in whole or part based on the interpretation of the University Court.
    - ii. A Summary Judgment shall rule that no factual issues remain to be tried, and therefore, a cause of action or all causes of action in a complaint can be decided upon certain facts without trial.
    - iii. The University Court shall accept a Motion for Summary Judgment only if all necessary factual issues are settled or are so one-sided that they need not be tried.
  - h. Motion for Intervention of Interested Parties
    - i. Allows for the Court to define individuals who possess material information relevant to the case at hand.
  - i. Motion for Recusal
    - i. Reference Article VI of the Rules of Court.
  - j. Motion for Supplementary Evidence

- i. Allows the Court to consider additional evidence after the submission of the brief.
- (C) A Motion for Continuance may be issued prior to the commencement of the University Court proceedings provided that the motion is submitted in writing before the convening of the case at hand and is signed by the party submitting the motion.
- (D) The parties may not waive the Motions on the Grounds of Lack of Subject Matter Jurisdiction, Lack of Standing on the Part of the Complainant, or On the Grounds of Prescription. If the parties fail to make these motions when applicable, the Chief Justice may make and grant them himself/herself.
- (E) A Motion for Default Judgment may be issued if the respondent fails to appear at a duly convened hearing after having been notified.
  - a. In response to a Motion for Default Judgment, the Chief Justice shall order the complainant to present his/her case. At the close of complainant's case, the University Court may enter a default judgment. The judgment shall then be forwarded to the Clerk(s) of Court.
  - b. Upon receiving a default judgment, the Clerk(s) of Court shall post a notice informing the respondent that a default judgment has been entered. This posting shall be done in accordance with Article III, Section 2 of the Rules of Court.
- (F) A Motion for Recusal requires that the University Court temporarily adjourn until such a time (which shall not exceed one (1) class day) that the motion can be heard by eligible Justices of the University Court.

#### **§4. Opening and Closing Arguments**

- (A) *Section 4.A.* The complainant(s) and respondent(s), along with any of their counsel, who have filed briefs with the Clerk(s) of Court may present opening and closing arguments to the University Court after all motions have been ruled upon.
- (B) *Section 4.B.* The Chief Justice may limit the length of time allotted for opening and closing arguments at his/her discretion provided that each party shall be allowed an equal amount of time to present arguments.
- (C) *Section 4.C.* Any party may waive its right to an opening and/or closing argument.

#### **§5. Witnesses**

- (A) *Section 5.A.* Parties may present witnesses whose testimony supports their respective cases, provided that the oath or affirmation of truth is administered to the witnesses prior to testimony.
- (B) *Section 5.B.* Parties shall have the right to cross-examine all witnesses.
- (C) *Section 5.C.* The Chief Justice may limit the time to examine and cross-examine witnesses, provided that each party has an equal amount of time. This additional time shall not be included in the total time the Chief Justice affords to all parties.
- (D) *Section 5.D.* The Chief Justice may compel any member of Student Government, either elected or appointed, to appear in court as a witness, and may also compel any LSU student, faculty, or staff member to appear in court as a witness.
- (E) *Section 5.E.* Any member of Student Government, either elected or appointed, who fails to appear before the University Court when so compelled may face penalties as specified in Article V of the Rules of Court.

#### **§6. Questions from the Bench**

- (A) *Section 6.A.* Any University Court Justice may question the parties at any time during the proceedings for purposes of clarification.
- (B) *Section 6.B.* Any time spent answering questions from the bench shall not be included in the total amount of time allotted by the Chief Justice to all parties.
- (C) *Section 6.C.* If any party objects to the questions of any University Court Justice, they shall make an oral objection. Such objections shall be ruled on by the Chief Justice at the time of objection and placed on record by the Clerk(s) of Court.

## **§7. Deliberation and Judgment**

- (A) *Section 7.A.* At the close of arguments, the hearing shall recess for deliberation.
  - a. Only members of the Judicial Branch and the Student Government Advisor shall be admitted into deliberation.
  - b. The Chief Justice may poll the justices at any time during deliberation.
- (B) *Section 7.B.* Deliberation shall end when a majority (1/2) of the justices constituting quorum agree to either grant the relief requested, grant a relief agreed upon by the University Court, or to deny the relief requested. Deliberation shall not exceed three (3) class days. Concentrated study period, finals week, and University-sanctioned holidays shall not be included in the tabulation of time spent in deliberation.
- (C) *Section 7.C.* When a decision has been reached, the Court shall reconvene in open session. The decision of the University Court shall be announced to the parties by the Chief Justice, along with the reasons for the decision. The ruling of the University Court is final and cannot be appealed.
- (D) *Section 7.D.* The Chief Justice shall assign a Justice to write a majority opinion of every case, or shall reserve the right for himself/herself. All judgments, together with the opinion of the University Court, shall be forwarded to the Clerk(s) of Court within five (5) class days of the oral judgment.
- (E) *Section 7.E.* Any Justice may write a concurring or dissenting opinion at his/her discretion, which should be filed separately with the Clerk(s) of Court.
- (F) *Section 7.F.* Upon receipt of the judgment and opinion, the Clerk(s) of Court shall forward copies to the Student Body President for Executive action and to the Dean of Students. Additional copies shall be filed in the Court archive and posted on the Student Government Website under the hearings page.
- (G) *Section 7.G.* If the judgment is returned by the Dean of Students for correction as to University regulation (excluding Student Government documents), the Court shall reconvene at the order of the Chief Justice. The Court shall resume its deliberations and reconsider its findings, as recommended.
- (H) *Section 7.H.* The Chief Justice shall preside over all deliberations of the University Court.

## **ARTICLE V: Failure to Appear**

### **§1. Definition**

*Section 1.* A respondent has failed to appear before the Court when, after proper notification via LSU e-mail, he/she does not make an appearance, in person or by counsel, at a duly convened proceeding of the University Court.

### **§2. Penalties**

- (A) *Section 2.A.* If a Student Government official, elected or appointed, knowingly fails to appear before the University Court, he/she may be suspended or removed from his/her position within Student Government.
- (B) *Section 2.B.* The decision to suspend or remove a Student Government official shall be made only by the University Court and shall be executed by the Student Body President or the Student Government Advisor, as appropriate.

### **§3. Process of Suspension or Removal**

- (A) *Section 3.A.* If the official has failed to appear before the University Court, the Chief Justice, or two Associate Justices in conjunction, may begin the process of suspension or removal.
- (B) *Section 3.B.* The Chief Justice shall set a date for a hearing, which is to take place no later than three (3) class days from the date he/she failed to appear, regarding the suspension or removal.

### **§4. Suspension or Removal Hearing**

- (A) *Section 4.A.* If the official appears before the University Court at the appointed time, he/she shall be allowed to present his/her rebuttal to the charges.

- (B) *Section 4.B.* If the official fails to appear before the University Court at the appointed time, the Court shall adjourn immediately for deliberation.
  - a. Only members of the Judicial Branch and the Student Government Advisor shall be admitted into deliberation.
- (C) *Section 4.C.* In deliberation, the University Court shall decide whether the failure of the official to appear was reasonably excusable under the circumstances.
- (D) *Section 4.D.* If the official's failure to appear is found to be inexcusable by a majority (1/2) of the Justices, the Chief Justice shall forward an order of suspension or removal to the Student Body President or the Student Government Advisor for immediate action. If the official fails to appear before the University Court in the matter of his/her failure to appear, the University Court may issue a judgment for removal.

## ARTICLE VI: Recusation

### §1. Rule

- (A) *Section 1.A.* Any Justice of the University Court shall recuse himself/herself from participation in a case if he/she believes that, by virtue of his/her relationship or close association with any of the parties to the case, he/she is unable to decide the case impartially.
- (B) *Section 1.B.* Recusal made by the justices or either party and their counsel may be requested at any time during the hearing.
  - a. A justice's refusal to recuse him/herself is subject to challenge if the aggrieved party believes that a justice who participated in deciding the aggrieved party's case should have recused himself/herself.

### §2. Related parties

- (A) *Section 2.A.* Related parties include, but are not limited to:
  - a. Anyone legally related to a party of the case before the Court, in a direct line of ascendance, descendants, or collaterals within the first degree.
  - b. Anyone whose name appears on a ticket or other campaigning material or is/was a member of campaign staff with a party of the case before the Court, for the current semester.
  - c. Anyone who has publicly announced his/her support of a party to the case before the Court. Public announcement is defined as:
    - i. A letter of support to any periodical.
    - ii. Distributing campaign materials of a party of the case.
    - iii. Announcing said support in student organization meetings, social networking websites, e-mail, text messaging, or any other form of communication at the discretion of the University Court.

### §3. Challenges

- (A) *Section 3.A.* The University Court shall have original and exclusive jurisdiction in cases arising under this article and, therefore, shall proceed according to the procedures specified in Article I, Section 6 of the Rules of Court.
- (B) *Section 3.B.* Only members of the Judicial Branch and their adviser shall be admitted into the challenge hearing.
- (C) *Section 3.C.* If a University Court Justice is the subject of the challenge, the Chief Justice shall dismiss that justice from hearing the challenge. If the Chief Justice is the subject of the challenge, he/she shall dismiss himself/herself from hearing the challenge and the Deputy Chief Justice shall serve as Acting Chief Justice.
- (D) *Section 3.D.* Any justice that is the subject of a challenge shall have the right to defend himself/herself in the same manner as a respondent and shall retain all the rights and privileges guaranteed to him/her granted under Article I, Section 2 of the Rules of Court.

- (E) *Section 3.E.* If a majority of the justices find that the challenged justice should have recused himself/herself and his/her failure to do so may have affected the outcome of the case, a new trial or hearing shall be ordered on behalf of the aggrieved party.

## ARTICLE VII: Injunctions

### §1. Definition and Issuance

- (A) *Section 1.A.* The University Court possesses the power to issue injunctions, pursuant to Article IV, Section 4§ C of the Student Government Constitution.
- (B) *Section 1.B.* An injunction is an order, issued in the name of the University Court and executed by the Executive Branch, which requires a Student Government official to do the following:
- a. Temporarily cease and desist any activity or practice until such a time as a full hearing can be held regarding the case or controversy; or,
  - b. Grant to petitioner such relief as is requested on a temporary basis until such a time as a full hearing can be held on the case or controversy.

### §2. Procedure for an Injunction by the University Court

- (A) *Section 2.A.* The Chief Justice or any two (2) Justices in conjunction may issue injunctions.
- a. An injunction from the University Court shall conform to the template found in the Appendix to this document, and shall be submitted to the Clerk(s) of Court at [sgclerk@lsu.edu](mailto:sgclerk@lsu.edu).
  - b. The Clerk(s) shall notify the Chief Justice at [sgjudicial@lsu.edu](mailto:sgjudicial@lsu.edu) and all interested parties of the injunction as soon as possible, but in no case more than twenty-four (24) hours after the receipt of the injunction.
  - c. Injunctions may be issued against any Student Government election, Student Government official function, Student Government official in his/her capacity, or any legislative and/or executive instrument.
- (B) *Section 2.B.* Justices of the University Court shall neither enjoin any action of the Student Government nor any member of the Student Government in instances where no petitioner has requested such action.
- (C) *Section 2.C.* Injunctions may only be effective for a maximum of three (3) consecutive class days. Any injunction purporting to have effect for a longer period is null and void.
- (D) *Section 2.D.* A petition for an injunction may be included in the complaint filed by the complainant with the Clerk(s) of Court.
- a. The Injunction Petition Form can be found in the Appendix to this document.
- (E) *Section 2.E.* The Chief Justice or any two (2) justices, in conjunction, need not convene a hearing in order to consider a petition for injunction. The injunction may be issued on the basis of the complaint alone.

### §3. Burden of Petitioner

- (A) *Section 3.A.* Injunctions shall not be issued unless the petitioner is able to demonstrate that immediate, irreparable harm will result without injunctive relief.
- (B) *Section 3.B.* An injunction is to be considered an extraordinary remedy.

## ARTICLE VIII: Administration

### §1.

- (A) *Section 1.A.* Judicial Opinion shall issue all administrative matters of the University Court this includes, but is not limited to, all Judicial Staff appointments, resignations, and expenses. All Judicial Opinions are issued by the Chief Justice and are public record. Each Judicial Opinion, as well as all injunctions,

issued within the last academic week of the semester shall be read publicly at the next regularly scheduled meeting of the Student Senate.

- (B) *Section 1.B.* If a vacancy occurs on the University Court the Student Body President may fill it immediately.
- (C) *Section 1.C.* Each justice shall serve office hours per academic week in the Judicial Branch Office at the discretion of the Chief Justice.
  - a. The Deputy Chief Justice will keep record of all office hours.

## ARTICLE IX: Amendments

*Section 1.* Any official of the University Court may recommend amendments to this document. Review of this document must occur at least once per academic year. If a majority of the justices of the University Court approve the amendment(s) in question, the Chief Justice shall forward a typed copy of the changes to the Speaker of the Student Senate for a vote. If the Student Senate approves the amendment(s), it shall become effective immediately but will not affect any complaint filed prior to the revision.

## ARTICLE X: Interpretation

*Section 1.* The Rules of Court shall be strictly interpreted with reference to the precise terms of the document whenever possible. If a provision is ambiguous or leads to absurd consequences in its application, it shall be interpreted in terms of expediency, fair play, and equal justice to all parties.

## APPENDIX

- (A) The documents are as follows:
  - a. Brief Template
  - b. Complaint Document
  - c. Investigation Request
  - d. Injunction Notification
  - e. Injunction Petition
  - f. Subpoena Document
  - g. Appeal Document
- (B) These documents will be posted on the Hearings page of the Student Government website ([www.sg.lsu.edu/hearings](http://www.sg.lsu.edu/hearings)).
- (C) Judicial Opinions and Rulings issued by the University Court

# LSU | Student Government

## College Councils Constitution

*Revised: August 2016*

### Preamble

*We the college councils of Louisiana State University and Agricultural and Mechanical College at Baton Rouge, Louisiana, in order to provide an officially recognized student organization to identify and represent student interests in the individual colleges; to enhance the quality of education; to provide a forum for discussion among the students and faculty; to help promote Student Government activities and events; and to provide opportunities for interaction between students and the community do hereby adopt and establish this constitution of the LSU Student Government College Councils.*

### ARTICLE I: Name

#### §1.

*Section 1.* The name of these organizations will be Student Government College Councils at Louisiana State University. The College Councils shall be recognized by the following names, and be representative of their respective Academic Areas: College of Agriculture College Council, College of Art and Design College Council, E.J. Ourso College of Business College Council, School of the Coast and Environment College Council, College of Engineering College Council, Graduate School College Council (also known as Graduate Student Association or GSA), College of Human Sciences and Education College Council, College of Humanities and Social Sciences College Council, Manship School of Mass Communication College Council, College of Music and Dramatic Arts College Council, College of Science College Council, University College Center for Advising and Counseling College Council, University College Center for Freshman Year College Council, and School of Veterinary Medicine College Council.

(A) The Graduate Student Association (GSA) shall operate under its own constitution as a department of Student Government. An updated copy of this constitution shall be kept on file with both the Student Government Vice President and Speaker Pro Tempore of the Student Senate.

(B) The GSA shall elect its officers as stipulated in its constitution.

### ARTICLE II: Purpose

The purpose of the College Councils is two-fold. First, they shall serve to unify the students, faculty, and staff of each college, and facilitate events for college cohesion. Second, by serving on committees as assigned by the deans of the respective academic areas and serving in the roles to which they were elected, the college councils will serve as liaisons among the faculty, students, and Student Government representatives.

## ARTICLE III: Membership

### §1. Active

*Section 1.* Active membership to each Council includes but is not limited to the Student Government elected student officers of each College Council, including the President, Vice President, and At-Large Members; the Student Government Senators of each College, appointed members chosen by the College Council, and any additional officers as the College Council President dictates.

### §2.

*Section 2.* Members, with the exception of Senators, may be removed from the College Council if they do not comply with Student Government regulations, including those College Council Rules described in the addendum of this constitution, or miss a total of three meetings in one semester.

### §3.

*Section 3.* The College Council President shall appoint one member at large to serve on the Organization Outreach Committee under the Director of Student Outreach.

## ARTICLE IV: Officers and their Election

### §1.

*Section 1.* The duties of the officers mentioned in Article III, Section 1 are as follows:

- (A) All members of the Council are required to attend council meetings, council hosted events, and any meeting or event deemed mandatory by the Student Government Vice President given at least two weeks notice. Any absence from a meeting or mandatory event will count as an absence unless the member can provide a PS-22 excuse.
- (B) All Council members are required to have three student outreach points per semester. Student outreach events eligible for points are those events outside of the Council events and duties.
- (C) The President shall preside at all meetings of the Council; shall perform such other duties as may be prescribed in the Constitution or are assigned by the membership of the Council; and shall coordinate the work of the officers of the Council and of any special or standing committees formed by the Council. The President shall serve as a voting member of the Council.
- (D) The Vice President shall act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President will also be responsible for the coordination of any special or standing committees and shall oversee the reports of the Chairs in the inability of the Chair to attend a meeting. The Vice President shall also perform other duties as may be incumbent upon the office or as assigned by the President of the College Council. The Vice President shall serve as a voting member of the Council.
- (E) The three (3) At-Large members shall perform any duties as the incumbent upon the office or assigned by the President of the College Council and shall be voting members of the Council. The Member at Large who serves on the Organization Outreach Committee shall serve as the liaison between the College Council and the organizations within each Academic Area.
- (F) The Senators shall act as liaisons between the College Council and the LSU Student Senate; shall consult with the College Council on current legislation and other legislative matters. Senators shall serve as voting members of the Council.
- (G) The faculty, staff, or administrative advisor may be appointed by the College Council. The Dean of each Academic Area shall serve be informed of the chosen advisor. The advisor shall serve as a resource for college councils. The advisor, or his/her designee, should attend regular College Council meetings and other Council events as necessary. The advisor shall serve as an ex-officio member of the Council.
- (H) Any additional officer/member shall be charged with duties as seen fit by the President.



## §2.

*Section 2.* Officers shall be elected by ballot annually during the Student Government elections. Officers shall assume their official duties upon election and shall serve for a term of one year. Previous officers will serve the rest of the semester in which elections took place to assist with transitioning and finish outstanding programming.

## §3.

*Section 3.* Should the office of President of a College Council become vacant, the Vice President of that College Council shall succeed to the office. If the office of Vice President, Member-at-Large of a College Council should become vacant, the College Council President shall appoint a person from the Academic Area to fill the vacancy, based on a majority vote of the existing College Council. If a Senate seat becomes vacant, the College Council shall appoint a student from their college to fill the vacancy as detailed in the Student Government Bylaws. If the offices of the President and Vice President of a College Council become vacant simultaneously, the remaining members within the respective College Council will elect a new President and Vice President amongst themselves. Any remaining positions will be filled through the application process from their respective Academic Area. If there are no remaining members within a College Council, then the Election Board shall conduct an election to fill the vacancies.

## §4.

*Section 4.* Any officer of a College Council in violation of the Council's Purpose or Constitution may be removed from office by the following process:

- (A) A written request by at least three (3) members of the College Council or as otherwise stated in the Council's Bylaws and,
- (B) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak and,
- (C) A two-thirds (2/3) vote of active members or of members in good standing is necessary to remove the officer or,
- (D) Being absent from a total of three meetings or mandatory events in one semester.
- (E) Failing to obtain three student outreach points for one semester.

## ARTICLE V: Standing and Special Committees

### §1.

*Section 1.* Standing committees may be created by the College Councils as required to promote the purposes and interest of the Councils. The Chair of each of the standing committees shall be appointed by the President of the Council and approved by a simple majority vote of the Council. The term of office for the Chair shall be a term set by the College Council President.

### §2.

*Section 2.* The Chair of each committee shall present plans of work to the Council; however, no work shall be undertaken without the approval of a simple majority vote of the Council. Any vacancies occurring in the Chairmanship of a committee shall be filled by another member of the Council.

### §3.

*Section 3.* The President of the Council shall be an ex-officio member of all committees.

## ARTICLE VI: Meetings

### §1.

*Section 1.* Fifty (50) percent of the active members, as stated in Article III, Section 1, present shall constitute a quorum for the transaction of business in any meeting of the College Council.

### §2.

*Section 2.* The Presidents of each established College Council of LSU shall have at least two (2) meetings each month of the academic year in order to discuss and propose ideas and initiatives and to facilitate communication among each of the Academic Areas, except during the Summer Semester.

## ARTICLE VII: Amendment Process

Amendments to this Constitution may be proposed to the Student Senate by a simple majority vote of the College Council Presidents Cabinet. The Student Senate may then approve said amendment by a two-thirds (2/3) vote of senators present and voting. The Student Senate may also amend this Constitution by its own initiation by a three-fourths (3/4) vote of senators present and voting.

## ARTICLE VIII: Further Rules and Regulations

### §1.

*Section 1.* The College Councils shall be empowered to establish other rules and regulations included in the addendum of this constitution as seen fit by the College Council. These rules and regulations can be established with a two-thirds vote of the College Council. These rules and regulations include:

(A) General policy for the operation of the college council.

(B) Additional provisions for election of officers and representatives of the following College Councils:  
Graduate School College Council (GSA), Law School College Council, and the Honors College Council.

(C) Other provisions seen fit by the College Council.

### §2.

*Section 2.* No College Council Rule may overturn, supersede, or undermine any part or section of this Constitution, the Student Government Constitution, or the Student Government Bylaws.

## ARTICLE IX: Ratification

### §1.

*Section 1.* This Constitution shall be ratified by the methods stated in the previous College Council Constitutions. If no Constitution is available, two-thirds (2/3) vote of the College Council shall be sufficient to ratify this Constitution.

### §2.

*Section 2.* The provisions of this Constitution shall go into effect immediately upon ratification, with the exception that all current officers of the Student Government shall be allowed to serve out their regular terms;

all previous College Council Constitutions, Bylaws, and related rules pertaining to the governance of the College Councils of Louisiana State University shall then be null and void.

# LSU | Student Government

## Finances

### Student Government Budget

A BILL TO APPROVE THE STUDENT GOVERNMENT BUDGET.

#### PARAGRAPH 1: REVENUES AND ESTIMATED REVENUES

The following revenues and estimated revenues and resources are the total operational funds for the Student Government for the fiscal year 2017-2018.

Total Projected Full-Time Enrollment		Amount of Fee	
Summer 2017	4,988	\$0.95	\$4,738.60
Fall 2017	27,213	\$2.20	\$59,868.60
Spring 2018	24,426	\$2.20	\$53,737.20
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$118,344.40</b>

#### PARAGRAPH 2: EXECUTIVE BRANCH

##### Section 1: EXECUTIVE SALARIES

These funds are appropriated to the control of the Student Government President, subject to notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows and in accordance with Article VI Sections 7 & 8 of the Student Government Bylaws:

- |                   |            |
|-------------------|------------|
| 1. President      | \$4,300.00 |
| 2. Vice President | \$3,500.00 |

<b>Total Executive Salaries</b>	<b>\$7,800.00</b>
---------------------------------	-------------------

##### Section 2: STUDENT GOVERNMENT COORDINATOR

These funds are appropriated to the control of the Student Government President, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

- |                       |             |
|-----------------------|-------------|
| 1. Coordinator Salary | \$18,750.00 |
|-----------------------|-------------|

2. Coordinator Benefits \$7,200.00

**Total Appropriations for Coordinator \$25,950.00**

**Section 3: EXECUTIVE OPERATIONAL EXPENSES**

These funds are appropriated to the control of the Student Government President, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

1. Telecommunications and Ethernet Services \$6,400.00  
2. Office Supplies \$1,500.00  
3. Mail Services \$75.00  
4. Copy Supplies \$2,000.00

**Total Executive Operational Expenses \$9,975.00**

**Section 4: EXECUTIVE CONTINGENCY**

These funds are appropriated to the control of the Student Government President, Vice President, Executive Staff, and SEC Exchange Planning Committee, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

1. Presidential Contingency \$5,000.00  
2. Vice Presidential Contingency \$2,500.00  
3. General Contingency \$7,721.00

**Total Executive Contingency \$15,221.00**

**TOTAL EXECUTIVE BRANCH EXPENDITURES \$59,696.00**

**PARAGRAPH 3: LEGISLATIVE BRANCH**

**Section 1: LEGISLATIVE BRANCH**

These funds are appropriated to the control of the Speaker and Student Senate, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

1. Speaker's Contingency \$1,000.00  
2. General Contingency \$29,148.40

**Total Legislative Leadership Contingency \$30,148.40**

**TOTAL LEGISLATIVE BRANCH EXPENDITURES \$30,898.40**

**PARAGRAPH 4: JUDICIAL BRANCH**

**Section 1: CHIEF JUSTICE’S CONTINGENCY**

These funds are appropriated to the control of the Student Government Chief Justice, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

- |                                |          |
|--------------------------------|----------|
| 1. Chief Justice’s Contingency | \$100.00 |
| 2. Updated SG Bylaw Binders    | \$50.00  |

**Total Contingency Expenses \$150.00**

**TOTAL JUDICIAL BRANCH EXPENDITURES \$150.00**

**PARAGRAPH 5: PROGRAMMING**

**Section 1: EXECUTIVE PROGRAMMING FUND**

These funds are appropriated to the control of the Student Government President, subject to the notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

- |   |             |
|---|-------------|
| 1. SGSE/Groovin’ Budget                     | \$11,000.00 |
| 2. Philanthropy Budget                      | \$100.00    |
| 3. Freshman Leadership Council (FLC) Budget | \$1,500.00  |
| 4. Parking Forgiveness                      | \$1,500.00  |

**Total Executive Programming Expenses \$14,100.00**

**TOTAL PROGRAMMING EXPENDITURES \$14,100.00**

**PARAGRAPH 6: COLLEGE COUNCILS**

**Section 1: RESERVES FOR COLLEGE COUNCILS**

These funds are appropriated to the control of the College Councils of the Student Government, subject to their respective Bylaws and notification of the Director of Finance and Chair of the Committee on Budget and Appropriations. These funds shall be expended as follows:

	65% population-based	35% Base Funding	Total Funds
1. Agriculture	<b>\$446.06</b>	\$350.00	<b>\$796.06</b>
2. Art & Design	<b>\$248.29</b>	\$350.00	<b>\$598.29</b>
3. Business	<b>\$686.83</b>	\$350.00	<b>\$1,036.83</b>
4. Coast & Environment	<b>\$30.45</b>	\$350.00	<b>\$380.46</b>

5. Engineering	<b>\$1,410.57</b>	\$350.00	<b>\$1,760.57</b>
6. HSE	<b>\$647.78</b>	\$350.00	<b>\$997.78</b>
7. HSS	<b>\$973.10</b>	\$350.00	<b>\$1,323.10</b>
8. Graduate School	<b>\$1,090.62</b>	\$350.00	<b>\$1,440.62</b>
9. Law School	<b>\$195.62</b>	\$350.00	<b>\$545.62</b>
10. Mass Communication	<b>\$184.87</b>	\$350.00	<b>\$534.87</b>
11. Music & Dramatic Arts	<b>\$123.25</b>	\$350.00	<b>\$473.25</b>
12. Science	<b>\$481.18</b>	\$350.00	<b>\$831.18</b>
13. UCAC	<b>\$904.31</b>	\$350.00	<b>\$1,254.31</b>
14. UCFY	<b>\$2,174.43</b>	\$350.00	<b>\$2,524.43</b>
15. Veterinary Medicine	<b>\$152.63</b>	\$350.00	<b>\$502.63</b>

**Total Reserves for College Councils** **\$15,000.00**

**TOTAL APPROPRIATIONS FOR COLLEGE COUNCILS** **\$15,000.00**

**TOTAL ESTIMATED EXPENDITURES** **\$118,344.40**

**PARAGRAPH 7: APPENDIX**

These funds are not included in the Student Government budget but still operate under Student Government.

**Section 1: Sustainability Fee**

Sustainability Fee is collected on a semesterly basis, and is controlled by the sustainability committee and approved by the director of finance and the financial coordinator.

	<b>PREDICTED FULL-TIME ENROLLMENT</b>	<b>FEE AMOUNT</b>	<b>TOTAL</b>
SUMMER 2017:	4,988	\$1.00	\$4,988.00
FALL 2017	27,213	\$2.00	\$54,426.00
Spring 2018:	24,426	\$2.00	\$48,852.00

**TOTAL ESTIMATED REVENUES** **\$108,266.00**

**Section 2: Testing Materials Fund**

The Testing Materials Fund is collected on a semesterly basis, and is controlled by the president and approved by the director of finance and the financial coordinator.

	<b>PREDICTED FULL-TIME ENROLLMENT</b>	<b>FEE AMOUNT</b>	<b>TOTAL</b>
SUMMER 2017:	4,988	\$0.25	\$1,247.00
FALL 2017	27,213	\$0.25	\$6,803.25
Spring 2018:	24,426	\$0.25	\$6,106.5

**PARAGRAPH 1:** THEREFORE, BE IT ENACTED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THE AFOREMENTIONED AMENDMENTS TO THE STUDENT GOVERNMENT BUDGET BE ADOPTED.

**PARAGRAPH 2:** THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS ( $2/3$ ) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.



# LSU | Student Government

## Student Government Election Code

*Revised: August 2016*

### ARTICLE I: Purpose and Intent

#### §1. Purpose

*Section 1.* This code shall provide for the rules and conduct of all LSU Student Government Elections.

#### §2. Equal Protection

*Section 2.* This code is intended to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office.

#### §3. Accountability of the Election Code

*Section 3.* All interested, potential, and filed-candidates, tickets, their affiliated staff, and volunteers shall be held responsible to the contents of this code.

### ARTICLE II: Governance of Elections

#### §1. Governing Body

- (A) *Section 1.A.* Student Government Elections shall be governed and facilitated by the Election Board.
- a. This Election Board shall be advised by and report solely to the Student Government Advisor.

#### §2. Election Board

- (A) *Section 2.A.* Appointments to the Election Board
- a. As stated in Article V, Section 4B of the Student Government Constitution, there shall be at least seven (7) members of the Election Board.
  - b. All members of the Election Board shall be appointed by the Student Body President and approved by the Senate.
  - c. Members shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
  - d. If a vacancy occurs on the Election Board, the seat must be appointed by the Student Body President and approved by the Senate.
    - i. This appointment shall serve the remainder of the vacant term to which he/she was appointed.
- (B) *Section 2.B.* Responsibilities of the Election Board
- a. To govern and facilitate all Student Government elections;
  - b. To remain neutral and unbiased in all elections;
    - i. No member of the Election Board shall help, assist, serve on, or campaign for any Student Government campaign, ticket, or candidate.
  - c. To be responsible for educating candidates;

- i. Hosting a minimum of one informational meeting to inform all potential candidates of tickets, their structure, function and responsibilities before the first week of the election timeline.
  - d. To disqualify any candidate if he/she meets any of the criteria for automatic disqualification;
  - e. To remain in constant contact with the Student Government Advisor;
  - f. To work with the Student Government communications staff to ensure high voter turnout;
  - g. To reach out to students to raise awareness on potential candidacy and elections;
  - h. To hold voting stations on campus during election days; and
  - i. To attend all meetings of the Election Board
    - i. Three (3) unexcused absences from Election Board meetings shall result in automatic removal from the Election Board.
  - j. Members of the Election Board shall not be involved in any other capacity within Student Government.
    - i. Election Board members wishing to seek another office within Student government must resign immediately before seeking the new office.
- (C) *Section 2.C. Quorum*
- a. The Election Board shall not conduct business without the presence of a quorum.
  - b. A quorum of the Election Board shall consist of the presence of a simple (1/2) majority of its members including the Commissioner of Elections. In the absence of the Commissioner of Elections, quorum shall consist of the presence of two-thirds (2/3) of its membership.

### **§3. Election Board Officers**

- (A) *Section 3.A. Commissioner of Elections*
- a. Appointment and Vacancies
    - i. The Commissioner of Elections shall be appointed by the Student Body President and approved by the Senate.
    - ii. The Commissioner of Elections shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
    - iii. In the event of a vacancy of the Commissioner of Elections, the Vice Commissioner shall become the Commissioner of Elections and the Election Board shall elect a new Vice Commissioner of Elections amongst remaining members of Election Board. The Student Body President shall then appoint a new Election Board member to be approved by the Senate.
  - b. Responsibilities
    - i. To serve as the Chairman of the Election Board and to supervise all election personnel;
    - ii. To remain impartial to any candidates or tickets participating in any election;
    - iii. To execute the provisions of the Student Government Constitution relative to elections and all provisions of this Election Code;
    - iv. To have the authority to expend such funds as appropriated to the Election Board's use, with the approval of the Election Board by simple majority vote;
    - v. To meet with the Information Technology Services (ITS) and establish guidelines for online voting procedure a minimum of one (1) month prior to filing;
    - vi. To submit a calendar with the days of the election time frame two (2) weeks prior to the first day of filing to the Student Senate;
      - 1. This calendar shall be kept between the Commissioner of Elections, the Election Board, and the appropriate adviser(s) until the Student Senate has been informed.
    - vii. To issue a report to the Student Senate each week during the election time frame;
    - viii. To administer special elections;
    - ix. To ensure that the Board presents a defense if any of their decisions are appealed or if a complaint is filed against the Board; and
    - x. To submit a report to the Student Government Advisor at the end of each Fall, Spring, and Special election.
      - 1. This report shall contain a review of the election, positive and negative aspects of the election, ideas to improve the following elections, performance of the members of the Election Board, and any other comments.

- xi. To transmit all votes for the disqualification of a candidate or ticket to the Clerk(s) of Court.
- c. Accountability of Commissioner
  - i. The Commissioner of Elections shall be responsible for upholding the Election Code and executing all decisions of the Election Board.
  - ii. The Election Board may overrule any action of the Commissioner of Elections by a two-thirds (2/3) vote of those present and voting.
  - iii. Should the Commissioner of Elections fail to uphold his/her responsibilities, he/she shall be removed from office by the Student Body President with approval of a two-thirds (2/3) vote of the Senate present and voting.
  - iv. Commissioner of Elections shall report to the Student Government Advisor and shall be subject to removal by the Student Body President.
- (B) *Section 3.B. Vice Commissioner of Elections*
  - a. Appointment and Vacancies
    - i. The Vice Commissioner of Elections shall be appointed by the Student Body President and approved by the Senate.
    - ii. The Vice Commissioner shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
    - iii. In the event of a vacancy of the Vice Commissioner, the Election Board shall elect a new Vice Commissioner amongst remaining members of the Election Board.
  - b. Responsibilities
    - i. To serve as the Vice Chairman of the Election Board;
    - ii. To serve at the discretion of the Commissioner;
    - iii. To assist the Commissioner in his/her duties;
    - iv. To serve as the Commissioner of Elections in the absence of a Commissioner;
    - v. To remain impartial to any candidates or tickets participating in any election.
- (C) *Section 3.C. Election Board Secretary*
  - a. Appointment
    - i. One member of the Election Board shall be elected by the members of the Board to serve as the Secretary.
  - b. Responsibilities
    - i. To keep minutes during all meetings.

## ARTICLE III: Election Timetable

### §1. Order of Events

*Section 1.* The election time frame shall consist of five (5) consecutive or non-consecutive academic weeks. If the election consists of non-consecutive academic weeks, it may not exceed seven (7) academic weeks and may not deviate from the weekly order of events as prescribed below beginning no sooner than the third (3rd) week of class in a semester and ending no later than the twelfth (12th) academic week of class in a semester. The order of events for any campus-wide election, not including special elections and the elections for the consideration of a referendum brought by petition or constitutional amendment, shall be as follows:

Week 1: Monday: Ticket heads will register the ticket name  
 Monday & Tuesday: Pre-filing, Election Informational Meeting(s)  
 Wednesday-Friday: Filing Period

Week 2: Monday: Posting of Qualified Candidates  
 Tuesday-Friday: Mandatory Meeting and Ticket Registration

Week 3: Monday-Friday: Active Campaigning

Week 4: Monday: General Election  
 Tuesday: Financial and monetary contribution reports filed  
 Wednesday: Complaints Due and General Election Results  
 Thursday: Validation of General Election Results  
 Thursday – Friday: Active Campaigning for run-off election

Week 5: Monday: Run-off Election

Tuesday: Financial and monetary contribution reports filed

Wednesday: Complaints Due and Run-off Election Results

Thursday: Validation of Run-off Election results

## **§2. Selection of Election-Related Dates and Deadlines**

- (A) *Section 2.A.* The Election Board shall be in charge of setting all dates of the election-related events listed in Section 1 of this Article subject to any further provisions of the Election Code. All deadlines and dates that are relative to filing, campaigning, and election days for the Fall and Spring Student Government Elections shall be declared by the Commissioner of Elections no later than the second (2<sup>nd</sup>) academic week of the semester of the election in question.
- (B) *Section 2.B.* The election time frame shall consist of five (5) academic weeks beginning with the first day of pre-qualifying, and ending two (2) class days after the final election results have been announced.
- (C) *Section 2.C.* Once the dates have been set and publicly announced before the Student Senate, the Commissioner of Elections will immediately deliver this information to Student Media, the Student Body President, the Speaker of the Student Senate, and the Chief Justice of the University Court.

## **§3. Announcement of Elections**

- (A) *Section 3.A.* The Commissioner of Elections shall:
  - a. Issue a press release to be posted on the Student Government website at least five (5) class days prior to the opening of the pre-filing period for the Fall and Spring elections; and,
  - b. Issue appropriate widespread campus announcements, which may include but not be limited to broadcast emails, a letter to the editor, or advertisements in the campus newspaper at least three (3) class days prior to the opening of the pre-filing period for the Fall and Spring elections.
- (B) *Section 3.B.* The announcement shall list the following:
  - a. Positions to be filled in the election
  - b. Dates for the opening and closing of both pre-filing and filing.
  - c. Time and place that a person may pre-file and file for office;
  - d. Dates of the General Election and any run-off; and
  - e. Name and contact information of the Commissioner of Elections.
- (C) *Section 3.C.* The Commissioner of Elections shall hold at least two (2) Potential Candidate Informational Meetings for any and all interested students before the pre-filing period opens. These meetings must be advertised to the Student Body. The purpose of these meetings is to give a simple explanation of Student Government, the responsibilities of each branch, an overview of campaigning and campaigning practices, and a general election timeline in order to increase interest in positions and reach out to more potential candidates.

## **§4. Election Informational Meetings**

*Section 4.* The Commissioner of Elections shall hold Election Informational Meetings during the week of pre-file, filing, and qualifying. The purpose of these meeting will be to provide a simple explanation of basic campaigning guidelines, and a general election timeline, in hopes of fully educating all prospective candidates on basic election practices. This meeting is not mandatory for prospective candidates, and at least two shall be offered per semester. Copies of this Election Code shall be made available to prospective candidates at these meetings.

## **§5. Pre-Filing**

- (A) *Section 5.A.* A student shall have the option to pre-file for an election to ensure he/she meets all stipulations outlined in Section 7 of this Article for the sought office before the period of filing begins. Students who are deemed qualified will be filed and qualified, unless the student returns during the filing period to file for a different position; students who are deemed unqualified for the seat he or she had

- intended to register for will be notified and be given the opportunity to file for a different position for which they are qualified during the filing period.
- (B) *Section 5.B.* A two (2) day class period for pre-filing shall be opened on the first academic week of the election timeframe.
  - (C) *Section 5.C.* Each student choosing to pre-file must submit a Pre-Filing Form to the Election Board on these two (2) class days from 9:00AM until 4:30PM. This form may be turned in to the Elections Board by the student interested in filing for office. This form shall include
    - a. The student's name;
    - b. The student's LSU identification number;
    - c. The Academic Area in which the student is enrolled;
    - d. The office sought.
    - e. Ticket affiliation, if any
  - (D) *Section 5.D.* An Election Board member shall ask the student filing if they are interested in forming a ticket.
    - a. If the student then indicates their interest in registering a ticket through pre-filing, a member of the Election Board shall contact them by the end of filing to inform them of how a ticket can be formed.
    - b. This information shall not be shared with anyone other than the Election Board.
  - (E) *Section 5.E.* The Commissioner of Elections shall deliver these reports to the Student Government Advisor, who shall process the requests and notify the Commissioner of Elections of the results no later than the first (1<sup>st</sup>) day of filing.
  - (F) *Section 5.F.* The Commissioner of Elections shall post these results outside the Student Government Executive Office, the Senate Office, and the Student Government website as soon as they received and no later than the first (1<sup>st</sup>) day of filing.
  - (G) *Section 5.G.* After the first candidate has pre-filed, no changes may be made to the number of half-seats in the election due to resignation of a current Senator.

## §6. Filing

- (A) *Section 6.A.* A person shall file as a candidate by:
  - a. Filing his/her intention for candidacy, in person, by completing registration with the Election Board during the filing period; and,
    - i. No one may file on behalf of a student that is not himself/herself.
    - ii. Official LSU picture ID must be presented at the time of filing.
  - b. Verifying his/her eligibility by the Election Board.
- (B) *Section 6.B.* A three (3) class day period for filing shall be opened on the second academic week of the election timeframe. Any student may file an intention of candidacy form provided by the Election Board for the office he/she seeks from 9:00 A.M. to 4:30 P.M. during these days.
- (C) *Section 6.C.* Once a student has filed for a certain office or race, he/she is able to refile for a different office or race as long as the filing period has not closed. A student may not be filed for more than one office or race at any one time. Once the filing period has closed, a student may not refile for a different office or race. The only exception applies to President/Vice President candidates and is as follows:
  - a. Candidates for Student Body President and Vice President shall both be listed together on the ballot and identified as to which office each candidate seeks. If, after the close of filing, a candidate for Student Body President or Vice President has not qualified, has been disqualified, or has withdrawn, then the remaining candidate may submit the name of a replacement candidate to the Commissioner of Elections, and this replacement candidate must be qualified by the Commissioner of Elections by 4:30 P.M. on the fifth (5<sup>th</sup>) class day preceding the General Election. The remaining candidate will also have the discretion to refile as either President or Vice President upon selecting their replacement candidate.
- (D) *Section 6.D.* In the event that a candidate wishes to refile for a different position, the most recent filing form will be considered valid.
- (E) *Section 6.E.* If a candidate successfully pre-files for a position, he or she is automatically filed for that position and, therefore, does not have to file during the designated filing period.
- (F) *Section 6.F.* Any student may request from the Election Board the name of any other student(s) who has already filed for candidacy for any position.

## §7. Qualifying

- (A) *Section 7.A. Candidate Eligibility*
- a. A qualified student is any full-time student that is in accordance with all Campus Life mandated requirements for officers of recognized campus organizations.
  - b. For all Senate and College Council positions, a candidate must be enrolled at the time of filing in the Academic Area which he/she is seeking to represent, with the exception of the Graduate School, Paul M. Hebert Law Center, or School of Veterinary Medicine.
    - i. Students seeking a Senate or College Council position in the Graduate School, Paul M. Hebert Law Center, or School of Veterinary Medicine must have applied and received provisional or full acceptance prior to the filing process of the election in question in order to run for that position.
    - ii. Proper acceptance documentation must be presented to the Student Government Commissioner of Elections at the time of filing to ensure candidate eligibility.
  - c. If any clerical errors arise on behalf of the University, the Commissioner of Elections shall consult the University Registrar and approve members to run in their appropriate Academic Area or for their desired position on a case-by-case basis.
  - d. No Senator can file or run for another seat within the LSU Student Senate until the final semester of their current term unless proof of change of Academic Area can be presented to the Commissioner of Elections. Proof of Academic Area must be provided by the University Registrar.
- (B) *Section 7.B.* After the closing of the filing period, the Commissioner of Elections shall submit the appropriate information for each potential candidate to the Student Government Advisor for verification.
- (C) *Section 7.C.* If a student has pre-filed with the Election Board as outlined in Section 4 of this Article, the Commissioner of Elections shall not submit their information for verification, and shall list those students as eligible.
- (D) *Section 7.D.* Once the Student Government Advisor reports back to the Commissioner of Elections, he/she shall report to the Election Board with a listing of filed candidates, and whether or not each is qualified.
- (E) *Section 7.E.* After any amendments and final approval by the Election Board, the official list of qualified candidates will be posted outside of the Student Government Executive Office, Student Senate Office, and the Student Government website. This shall occur no later than noon (12:00PM) on the second (2<sup>nd</sup>) class following the closing of the filing period. Appeals to the qualifying of candidates may be filed during this time.
- a. The Commissioner of Elections shall notify all candidates who fail to qualify and give reason for disqualification.
  - b. Appeals pertaining to academics and discipline should be addressed to the Student Government Advisor.
  - c. All other appeals should be made to the Commissioner of Elections and the Election Board.

## §8. Mandatory Meetings

- (A) *Section 8.A.* All candidates, excluding those running for re-election for the office currently held, must attend a meeting appropriate to the office they are pursuing. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations. All meetings will be held on the (2<sup>nd</sup>) week of the election timeline and a copy of this Election Code shall be made available to all candidates in attendance.
- a. Executive Staff Meeting
    - i. All candidates running for President or Vice President must attend one (1) Executive Staff Meeting. At the conclusion of this meeting, the President and Vice President shall provide a basic explanation of their positions to the candidates.
  - b. College Council Informational Meeting

- i. All candidates running for a College Council position must attend one (1) College Council Informational Meeting. This meeting shall be conducted by the chairman of the College Council Presidents Commission or his/her designee and should provide an explanation of basic College Council practices, such as holding meetings, expending funds, contacting administrators, and appointing vacancies.
  - c. Senate Procedure Instruction Course
    - i. All candidates running for the Student Senate must attend one (1) Senate Procedure Instruction Course. This meeting shall be conducted by the Senate staff and volunteer Senators and should be run as a “mock” Senate meeting, providing exemplification of the meeting agenda items and explanations of parliamentary procedure. Senatorial duties will also be outlined at this meeting.
- (B) *Section 8.B.* Each of these meetings is to be attended by either the Commissioner of Elections or a member of the Election Board to ensure that the candidate stays for the meeting’s entirety. Upon arrival, candidates must sign in with the Commissioner of Elections or member of the Election Board and also present a valid form of picture identification.
- (C) *Section 8.C.* In the event that candidates are unable to attend one of the mandatory scheduled instructional courses or meetings, the candidate must notify the Commissioner of Elections before their mandatory scheduled meeting. If an extenuating circumstance as determined by the Election Board occurs on the night of a meeting which causes a candidate to be unable to attend, the candidate must provide a written excuse to the Commissioner of Elections within two (2) class days of the mandatory scheduled meeting. In any case where the candidate becomes excused, the appropriate meeting chair shall work with the Commissioner of Elections to determine alternate arrangements for the candidate. Multiple meetings can be held if deemed necessary.
- (D) *Section 8.D.* There should be ample time during a meeting to answer any questions candidates may have about their potential positions.
- (E) *Section 8.E.* If a candidate does not attend their appropriate meeting, they will be disqualified and therefore no longer considered a candidate.

## §9. Ticket Registration

- (A) *Section 9.A.* Each ticket shall select a Ticket Representative who shall serve as the liaison between the Election Board, the Commissioner of Elections, and the organized ticket.
- (B) *Section 9.B.* The Ticket Representative's duties shall be to provide the Commissioner of Elections with the Ticket Registration Form the Monday of the first (1<sup>st</sup>) week of the election timeline and confirm the entire ticket roster no later than one (1) academic week after the end of filing in order to register the ticket with the Election Board.

## §10. Campaigning

- (A) *Section 10.A.* There shall be no Active campaigning until the third week of the election timetable.
  - a. Active Campaigning is defined in Article VI of this code,
- (B) *Section 10.B.* Passive campaigning may be done at any point before or during this election timetable and shall not be restricted to any timeline.
  - a. Passive campaigning is defined in Article VI of this code.

## §11. General Election

- (A) *Section 11.A.* Fall Election
  - a. The General Election for the appropriate Student Senators shall be held each year on the Monday of the fourth (4<sup>th</sup>) academic week of the election time frame.
- (B) *Section 11.B.* Spring Election
  - a. The General Election for the Student Body President, Student Body Vice President, the appropriate Student Senators, College Council officers, shall be held each year on the Monday of the fourth (4<sup>th</sup>) academic week of the election time frame.

## **§12. General Election Results**

*Section 12.* Regardless of complaints or appeals, the unofficial results of the General Election shall be announced by the Commissioner of Elections in an appropriate campus location after 4:30 P.M. on the Wednesday after the General Election.

## **§13. Validation of General Election Results**

*Section 13.* If no complaints or appeals are registered by 4:30 P.M on the Wednesday of the fourth (4<sup>th</sup>) academic week of the election time frame, all election results shall be deemed final.

## **§14. Run-off Election**

(A) *Section 14.A.* Except as otherwise provided in this Election Code, if no candidate in the General Election receives a plurality of votes of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a Run-off Election.

(B) *Section 14.B.* The Run-off Election shall be held on the Monday and Tuesday of the fifth (5<sup>th</sup>) academic week of the election time frame.

(C) *Section 14.C.* Provisions for ties are included in Article IV of this code.

## **§15. Run-off Election Results**

*Section 15.* Regardless of complaints or appeals, the unofficial results of the Run-off Election shall be announced by the Commissioner of Elections in an appropriate campus location after 4:30 P.M. on the Wednesday after the Run-off Election.

## **§16. Validation of Run-off Election Results**

*Section 16.* If no complaints or appeals are registered by 4:30 P.M on the Wednesday of the fourth (4<sup>th</sup>) academic week of the election time frame, all election results shall be deemed final.

# ARTICLE IV: Voting

## **§1. Ballots**

(A) *Section 1.A.* Candidates shall appear on the ballot in a randomly generated order determined by the Election Board.

- a. Student Body President and Vice President shall not be voted on separately; they shall be listed together.
- b. Ticket affiliation shall be listed next to the names of each candidate registered with a ticket.
- c. Independent candidates shall be noted as “Independent.”

## **§2. Voting Identification**

*Section 2.* Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Student Body Constitution, Bylaws, or other applicable rules entitles him/her to vote.

## **§3. Voting Requirements**

*Section 3.* An eligible voter must agree to the LSU computer use policy and the Code of Student Conduct in order to access the voting application upon login to “Moodle”.



## **§4. Online voting**

*Section 4.* Students may vote from any voting apparatus with access to the internet using “Moodle” or voting stations provided by the Election Board.

## **§5. Voting Times**

*Section 5.* The voting application on Election Day, including referendum-only elections, shall be accessible from 12:01 A.M. until 11:59 P.M.

## **§6. Voting Application**

*Section 6.* Format and structure used by the Information Technology Services (ITS) for online voting must be approved by the Election Board.

## **§7. Voting Stations and Locations**

- (A) *Section 7.A.* A voting location, except public computer labs, shall be defined as a voting apparatus provided by the Election Board and used by an individual other than the owner.
- (B) *Section 7.B.* No organized voting locations shall be allowed except those administered by the Election Board.
- (C) *Section 7.C.* The Commissioner of Elections shall list the locations of Election Board administered voting locations outside of the Student Government Office three (3) class days prior to any election.
- (D) *Section 7.D.* The Election Board establish and operate on-campus voting stations on Election Days. These voting stations shall have at least one (1) member of the Election Board present at all times.

## **§8. Votes to Win General Election**

- (A) *Section 8.A.* In order to win the General Election, a candidate must receive a plurality of votes in addition to meeting a percentage threshold of the total vote.
- (B) *Section 8.B.* For example, if there are two (2) seats available, a candidate would need to get more than twenty five percent (25%), a plurality of votes, to win outright.
- (C) *Section 8.C.* The vote threshold required to win is determined by dividing one hundred (100) by the number of seats available, and then dividing that number by two (2).
- (D) *Section 8.D.* If more candidates reach the percentage threshold needed than there are seats open, then the candidate(s) that receive the highest number of votes shall be declared the winner(s).
  - a. For example, if three (3) people are running for two (2) seats and all three (3) attain the plurality of votes needed, then the two (2) candidates with the most votes are the winners in the General Election.
- (E) *Section 8.E.* If a candidate is disqualified after the ballot is finalized, any vote cast for that candidate will still be tallied in the total votes used to determine the plurality of votes.

## **§9. Determination of Run-off Election**

- (A) *Section 9.A.* If all seats are not filled in the General Election, then for each remaining seat the next two (2) highest vote recipients will run in the Run-off Election.
  - a. For example, if four (4) seats are contested and only two (2) contested receive a plurality of votes plus one (1), then the remaining two (2) seats will be determined by placing the next four (4) highest vote recipients in the run-off elections.
- (B) *Section 9.B.* The winner(s) of the Run-off Election shall be determined by whoever receives the most votes regardless of percentages. The only exception to this rule is listed in Article IV, Section 10, of this code.

## **§10. Ties**

*Section 10.* Ties shall be handled as follows:

- (A) If there are only two (2) candidates in the General Election and the election results in a tie, then the election shall be rerun in the Run-off Election.
- (B) If a tie occurs in the General Election that affects which candidates will proceed to the Run-off Election, all tied candidates in question will proceed.
- (C) If a Run-off Election results in a tie, then the tied candidate who received the most votes in the General Election shall be the winner.
- (D) If a Run-off Election results in a tie, and the tied candidates received the same number of votes in the General Election, then the Election Board shall conduct a special election between the tied candidates.

## **§11. Voter and Petition Fraud**

- (A) *Section 11.A.* Voter fraud shall be considered casting a ballot on behalf of any individual other than oneself.
- (B) *Section 11.B.* Petition fraud shall be considered signing a petition on behalf of any individual other than oneself.
- (C) *Section 11.C.* Candidates found guilty of voter and/or petition fraud by the Election Board will be subject to:
  - a. Disqualification and/or
  - b. A report filed with the Student Government Advisor of such action for review of potential violations of the Student Code of Conduct.
- (D) *Section 11.D.* Non-candidate students or groups found guilty of voter and/or petition fraud by the Election Board will be reported to the Student Government Advisor for review of potential violations of the Student Code of Conduct.
- (E) *Section 11.E.* Elections containing fraud shall be examined by the Election Board, and subject to appeal, and said action must be submitted in writing or by e-mail to all candidates involved within eight (8) hours of said action.
- (F) *Section 11.F.* Appeals to an Election Board decision regarding voter and/or petition fraud will be made directly to the University Court.

## **ARTICLE V: Tickets**

### **§1. Definition of Ticket**

- (A) *Section 1.A.* A ticket is recognized.
  - a. Tickets are not required to have a Presidential/Vice Presidential candidate(s).
  - b. A ticket may not register more candidates than seats available in the given election.
  - c. The ticket representative must transmit a list of staff members and candidates upon registering with the Election Board. These individuals shall be held responsible for this code as per Article I, Section 3.
  - d. Candidates cannot be listed on multiple tickets.
  - e. Tickets must account for the total amount of expenditures as defined in Article VII.
  - f. Tickets as a whole may be held responsible to infractions of this code, except in cases where only particular candidates or volunteers have been found to be in violation of this code.

### **§2. Ticket Organization and Preparation**

- (A) *Section 2.A.* Ticket organization can include, but is not limited to the following stages:
  - a. Private discussions of prospective candidacy and ticket formation;
  - b. Selecting and forming a campaign staff; and
  - c. Brainstorming ideas, strategies, slogans, and colors.
- (B) *Section 2.B.* Ticket preparation can include, but is not limited to the following stages:
  - a. Collecting financial contributions;

- b. Holding campaign staff meetings;
- c. Sharing platform ideas and issues with the campaign staff;
- d. Recruiting candidates;
- e. Reserving rooms for ticket meetings;
- f. Holding initial ticket meetings with candidates affiliated with the ticket;
- g. Designing, ordering, or receiving campaign materials.

### **§3. Ticket Registration**

*Section 3.* The Ticket Representative shall provide the Commissioner of Elections with the ticket name on the first Monday of the first (1<sup>st</sup>) week of the election timeline. The Ticket Representative shall confirm the ticket's roster of candidates no later than one (1) academic week after the end of filing. Candidates registered with a ticket will waive responsibility for submitting individual financial forms and instead be included in the ticket financial form.

### **§4. Non-Recognized Tickets**

- (A) *Section 4.A.* Only a ticket that is registered and recognized by the Election Board as a ticket may operate as such.
- (B) *Section 4.B.* Any group or affiliation of candidates that act as a ticket without being recognized as such, and utilize the privileges granted to a ticket, primarily those of collective finances and commonly recognized materials and organization, will be held in violation and subject to penalties from the Election Board.
  - a. Collective finances shall be defined as, but not limited to, two or more candidates and/or tickets jointly expending monetary contributions that were originally give to separate candidates or tickets.
  - b. Commonly recognized materials shall be defined as, but not limited to, two or more candidates and/or tickets jointly producing campaign materials that do not clearly identify each individual or candidate as members of the separate tickets originally denoted at the time of ticket registration.

## **ARTICLE VI: Campaigning Practices**

### **§1. Definition of Campaigning**

- (A) *Section 1.A.* Campaigning is any activity by a candidate or ticket member that is intended or likely to affect how a voter casts a ballot. This includes the placement of any signs or the like on display and the solicitation of the vote of any LSU student.
- (B) *Section 1.B.* For the purposes of this Election Code, campaigning shall be divided into passive and active campaigning.
  - a. Passive campaigning includes but is not limited to:
    - i. Announcing or discussing potential candidacy and/or ticket name in print, broadcast, public forum, or any other media;
    - ii. Seeking endorsement (excluding financial contributions) or voter support for a campaign at an official meeting of a registered student organization;
    - iii. Wearing apparel, buttons, stickers, and/or similar items explicitly reflecting an affiliation with a candidate or ticket;
    - iv. Posting signage;
    - v. Disseminating any campaign material via social media;
    - vi. Surveys and petitions should be limited to efforts to get student feedback, not to highlight individual initiatives or solicit any votes including asking people to like or follow on social media.
  - b. Active campaigning includes but is not limited to:

- i. Distributing campaign materials (other than private distribution to campaign staff, as designated in Article V Section 1, and affiliated candidates) to potential voters.

## **§2. On-Campus Campaigning Rules and Regulations**

- (A) *Section 2.A.* Campaigning does not include reporting by media outlets of any referendum, petition, recall, or constitutional amendment.
- (B) *Section 2.B.* List-Serves and E-Mails
  - a. Before and during campaigning, members of a private campaign list-serve run by candidates or campaign staff, including and limited to staff, volunteers, and candidates, are considered willful participants and therefore may receive any email concerning candidacy, ticket issues, and other information.
  - b. During passive and active campaigning, the leader of any student organization, whose organization is not affiliated with Student Government and is registered with the University, may be contacted by any candidate or ticket affiliate for the sole purpose of requesting to speak at that organization's meeting to seek its endorsement.
- (C) *Section 2.C.* Social Media
  - a. Social Media shall be defined as any web-based or mobile-based applications that use highly accessible and communication techniques for social interaction.
  - b. Social Media may be used by any campaign.
- (D) *Section 2.D.* Prohibition on Interference with Education
  - a. Campaigning must not interfere with the educational life of the University. This includes but is not limited to the posting of campaign signs and/or posters in classrooms, and writing on chalkboards or similar devices.
  - b. No campaigning shall be allowed inside any University building or within twenty (20) feet of any entrance to a University building.
    - i. Specifically exempt are candidate and ticket organizational meetings and meetings of registered student organizations, or events authorized by a building coordinator.
  - c. Active Campaigning within twenty (20) feet of the Quadrangle is prohibited except during Election Day.

## **§3. Prohibited Methods of Campaigning**

*Section 3.* The following methods of campaigning may not be used:

- (A) Decorating any vehicle without the express consent of the owner;
- (B) Any method that violates university or state policy, including those concerning mass e-mail;
- (C) Sending potential voters unsolicited electronic messages through Moodle or Simplicity;
- (D) Utilizing the Student Government logo or any logo of any organization that has not explicitly endorsed a candidate or ticket;
- (E) Any method that uses a voting apparatus or interferes with a person using a voting apparatus;
- (F) Actively campaigning within twenty (20) feet of an Election Board Polling Station;
- (G) Actively campaigning within or twenty (20) feet from the entrance of a University Building.
  - a. The entrance to a university building is defined as the entrance to a complex as a whole.
- (H) Utilizing the LSU name or any past or present LSU logo.

## **§4. Campaigning Ethics**

- (A) *Section 4.A.* Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government documents and the Student Code of Conduct, University Policies, and local and state law.
- (B) *Section 4.B.* A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
- (C) *Section 4.C.* Anything offered to affect the students' vote must clearly display ticket or candidate affiliation.

- (D) *Section 4.D.* No student shall make any threat to any voter to affect the students' vote.
- (E) *Section 4.E.* All campaign activities in and around the Union must be registered with Event Management and Campus Life. The registered event must list specifically what each day will entail.
- (F) *Section 4.F.* All tickets must register through Campus Life as a student sponsored event.

## **§5. Endorsements**

- (A) *Section 5.A.* Any student organization, excluding Student Government affiliated organizations, that is registered with the University may publicly endorse any candidate and/or ticket for office that it has the prior approval of the candidate to be endorsed.
- (B) *Section 5.B.* Any Student Government affiliated organization, including Student Government itself, shall not publicly endorse any candidate or ticket.
  - a. A Student Government affiliated organization shall be defined as any registered student organization that includes one or more members appointed by or elected to said organization through Student Government
  - b. Student Government affiliated organizations, including Student Government itself, cannot publicly endorse nor display any campaign materials including but not limited to office, work, and meeting spaces.
- (C) *Section 5.C.* Candidates or tickets cannot receive any financial contributions from any student organization.
- (D) *Section 5.D.* LSU Staff, Faculty, or any teaching assistants may not publicly endorse any candidate or ticket while acting in their official capacity.

## **§6. Campaigning on Election Day**

- (A) *Section 6.A.* On Election Day, there shall be no active campaigning whatsoever inside of any public computer lab. Voters may bring push cards into public computer labs for the purpose of voting only.
- (B) *Section 6.B.* On Election Day, there shall be no campaigning whatsoever within twenty (20) feet of any Election Board administered voting location. All signs and other materials must be removed from the restricted areas by the Election Board before the polls open on Election Day.

## **§7. Litter**

*Section 7.* Intentional littering of campaign materials of any kind by a candidate or ticket affiliate shall be prohibited.

# **ARTICLE VII: Spending Limits**

## **§1. Definitions of Financial Terms**

- (A) *Section 1.A.* Monetary Contributions are funds provided to a candidate or any ticket affiliate for use in the election or use in any way furthering that candidate's campaign.
- (B) *Section 1.B.* Expenses are spending incurred by any candidate or any ticket affiliate for use in the election or use in any way furthering that candidate's campaign or soliciting votes.
- (C) *Section 1.C.* Donations are goods and/or services utilized by any candidate or ticket affiliate for use in the election or use in any way furthering that candidate's campaign.
  - a. Funds used to purchase these items must not originate from monetary contributions or be purchased by any candidate, campaign staff member, or ticket affiliate for the express purpose of campaigning
  - b. All donations shall be valued and reported at no less than 60% of the MSRP of that good or service had it been purchased. This can be verified through the vendor by the Election Board, who will retain the power to investigate donations and purchases made by candidates or tickets.

- c. Items purchased with a discount will be recorded in the candidate's financial report with the discount included. (The candidate does not have to record the item purchased at a greater value than the value paid.)
  - d. Any discount greater than 40% off MSRP will not be accepted. (The candidate is advised to research the product value before accepting a discount.)
  - e. Bulk pricing will not be considered a discount.
- (D) *Section 1.D.* Items that are borrowed must be accounted for by candidates and tickets in the expense documents, but it shall not be expensed and shall not count toward a candidate's spending limits or total expenditures.
- a. Borrowed items must be reusable.
    - i. Borrowed items cannot include consumable items or items that can expire such as pushcards, stickers, or buttons
  - b. Examples of borrowed items can include but are not limited to tents and tables.
- (E) *Section 1.E.* Total Expenditures are the summation of expenses and donations of which shall not exceed the ticket spending limit which is calculated based on Article VII, Section 2 of this document.
- a. The Election Board reserves the right to revalue an expense or donation in response to a discrepancy and/or complaint that the good or service is not reported at its fair market value. The Election Board must submit three (3) reasonable price references from merchants in estimating the value of any contested reported price.

## **§2. General Election Spending Limits for Tickets**

- (A) *Section 2.A.* Three thousand dollars (\$3,000) shall be the total expenditure limit of any President/Vice President pair.
- (B) *Section 2.B.* Seventy-five dollars (\$75) shall be the expenditure limit for any candidate running for a Senate or College Council position.
- (C) *Section 2.C.* Expenditure limits for tickets shall be based on the total expenditures of individuals involved with a particular ticket who are opposed in their election, as stipulated in Section 7 of this Article.

## **§3. General Election Spending Limits for Independent Candidates**

- (A) *Section 3.A.* Four thousand dollars (\$4,000) shall be the combined expenditure limit of any President/Vice President pair.
- (B) *Section 3.B.* Three hundred dollars (\$300) shall be the expenditure limit for any candidate running for a Senate or College Council position.

## **§4. Run-off Election Spending Limits**

*Section 4.* The expenditure limit for the Run-off Election of any candidate or ticket shall be one-half of the limits stated for the General Election.

## **§5. General Election and Run-off Financial and Monetary Contribution Reports**

- (A) *Section 5.A.* All independent candidates and tickets are required to submit financial reports provided by the Election Board.
- (B) *Section 5.B.* There shall be a financial form specifically for the use of tickets and independent candidates, which shall include:
  - a. All monetary contributions made to the ticket or independent candidate, including candidate fees for tickets;
  - b. All donations;
  - c. All borrowed items, which shall be expensed as having no cost;
  - d. All expenses incurred.
- (C) *Section 5.C.* All ticket representatives must submit the following:
  - a. Ticket financial report;

- b. All receipts and other proofs of purchase, including but not limited to invoices, for expenses incurred;
  - c. An inventory of all borrowed, which shall be expensed as having no cost;
  - d. Financial reports for each candidate are to be listed on the Financial Sheet for the Ticket. This shall include individual candidate contributions and individual expenditures.
- (D) *Section 5.D.* All independent candidates must submit a financial report and all receipts for expenses incurred.
- (E) *Section 5.E.* These reports shall be public record immediately after submission to the Election Board. Candidates must sign their reports in the required places and certify that they are accurate and complete.
- (F) *Section 5.F.* The financial and monetary contribution reports are due by 10:00 A.M. the day after the Election Day.

## **§6. Expenditures for Unopposed Candidates**

- (A) *Section 6.A.* Candidates who are unopposed at the posting of the list of qualified candidates are not allowed to spend any money campaigning.
- (B) *Section 6.B.* These candidates are still required to file monetary contribution reports if they are a registered member of a ticket.
- (C) *Section 6.C.* If an unopposed candidate gives money to be part of a ticket, that money shall be considered a monetary contribution. After a candidate is informed that he/she is unopposed, that candidate shall expend no more money. The expenditure limits for unopposed candidates shall not be counted towards the total expenditure limit of a ticket.
- (D) *Section 6.D.* The expenditure limits for candidates who become unopposed after the initial posting of the list of qualified candidates shall be counted toward the total expenditure limit of a ticket.

## **§7. Single Candidate and Ticket Expenditures**

- (A) *Section 7.A.* Money expended and reported for a candidate is applicable only for the campaign of that candidate. Money expended and reported for a President/Vice President pair are applicable only for the campaign of that pair.
- (B) *Section 7.B.* Registered tickets shall be exempt from Subsection A of this Section.

## **§8. Spending Limits for a Referendum**

- (A) *Section 8.A.* Referenda shall have a maximum spending limit of ten cents (\$0.10) per student for coordinated expenditures based on fourteenth (14<sup>th</sup>) day enrollment numbers.
- (B) *Section 8.B.* The Referendum Representative (outlined in the following Article) is responsible for submitting expenditure reports to the Commissioner of Elections at the same time as all other candidates.

# **ARTICLE VIII: Appeals, Complaints, Petitions, and Referenda**

## **§1. Appeals to the Election Board**

*Section 1.* Any decision of the Election Board may be appealed to the Judicial Branch of the Student Government, as stipulated in the Student Government Constitution.

## **§2. Procedure for Filing Complaints**

*Section 2.* A complaint concerning irregularities in the conduct of an election by the Election Board or a candidate may be brought by any LSU student.

- (A) Complaints regarding violations of Election Code provisions must be submitted in writing to the Commissioner of Elections by 4:30 P.M. within two (2) class days of the alleged violation.
- (B) No complaint shall be filed after 4:30 P.M. on the Wednesday after the General and Runoff election.
- (C) The Election Board may also file complaints concerning irregularities in the conduct of an election.

- a. If the Commissioner of Elections files a complaint, then the Election board within themselves will vote for an acting chair.
- (D) Election results shall be deemed final at 4:30PM one (1) class day after their announcement. No complaints may be filed after the election results have been finalized.

### **§3. Complaints and Burden of Proof**

*Section 3.* The person making the complaint shall have the burden of proving the alleged violation by supplying compelling evidence.

### **§4. Procedure for Processing a Complaint**

*Section 4.* A complaint brought to the Election Board, will follow this procedure:

- (A) A Student filing a complaint will fill out a complaint form issued by the Commissioner of Elections detailing the time, place and nature of the alleged violation.
  - a. A signature of the student filing the complaint must be included in order for the complaint document to be considered valid.
  - b. No anonymous complaints will be viewed.
- (B) The respondent to the complaint will be notified immediately upon receipt of said complaint by the Commissioner of Elections. The subject will then have twelve (12) hours to submit a response.
- (C) All complaints pertaining solely to the Election Code will be reviewed by the Election Board. Any complaint citing further governing documents shall be immediately forwarded to the Clerk of Court of the University Court by the Commissioner of Elections.
- (D) The Election Board will review complaints based solely on what is included in the documents presented in letters A and B of this section.
- (E) The Commissioner of Elections is responsible for accepting all complaints.

### **§5. Special Election**

- (A) *Section 5.A.* If the University Court determines that the action(s) of the Election Board, any person, or any organization has cast a reasonable doubt on the fair outcome of an election, it may order that particular election to be held again.
- (B) *Section 5.B.* The election will adhere to the specific rules of a Special Election
  - a. The rules of a Special Election shall be formulated by the University Court.

### **§6. Rulings & Notification of the Complainant and Defendant**

*Section 6.* Once a complaint has been processed, both parties should be notified before the trial takes place in order not to interfere with due process. After a complaint has been ruled on, the Judicial Branch shall take immediate action to notify the complainant and defendant in writing within two (2) hours of its ruling.

### **§7. Procedure for Filing Petitions**

- (A) *Section 7.A.* A petition is the device whereby a constitutional amendment, a matter affecting a student self-assessed fee, or a recall of an elected officer is placed on the ballot as provided by the Student Government Constitution. The procedural steps to be followed are:
  - a. Submission of the petition with the Election Board or the Office of the Dean of Students;
  - b. Collection of signatures by the proponents; and,
  - c. Submission of the signatures to the Student Body President, recipient, or proposed recipient of the self-assessed student fee or the entity considered a candidate under Article X, Section 8.

### **§8. Petition Submission**



*Section 8.* Prior to a petition being circulated for collection of signatures, it must be registered with the Election Board.

- (A) Submission is accomplished by filing a copy of the petition with the Election Board in the Student Government office.
- (B) If the Election Board obtains a proposed amendment to the Student Government Constitution under the guidelines of Article X of the Student Government Constitution, a full copy of the text of the amendment must be filed at this time also.

## **§9. Time Limits for and Verification of Collected Signatures**

- (A) *Section 9.A.* A signed petition must be submitted to the Student Body President within twenty-eight (28) consecutive calendar days of its registration. The President shall immediately transmit any petition received to the Election Board.
- (B) *Section 9.B.* In a petition to levy, amend, repeal, or otherwise regulate a self-assessed student fee, the twenty-eight (28) consecutive calendar days prior to the beginning of campaigning of any Fall or Spring General Election shall be the only days for petitioners in this category to collect signatures.
- (C) *Section 9.C.* During these twenty-eight (28) consecutive calendar days, the petitioners may campaign for signatures only.
- (D) *Section 9.D.* The Election Board shall verify the sufficiency of the petition within seven (7) calendar days of submission. The Election Board shall verify as valid only those signatures which:
  - a. Contain the name of the student with the date of the signature in the handwriting of the signer and the student's "myLSU" login ID;
  - b. Are Student Body members as defined by the Constitution as of the date of submission;
  - c. For a matter affecting a student assessed fee, are members of the group assessed or to be assessed; and,
  - d. Were actually collected after registration of the petition and before the submission deadline.

## **§10. Election Dates & Ballot**

- (A) *Section 10.A.* The board shall set a tentative election date within three (3) days of submission.
- (B) *Section 10.B.* If the petition is verified as sufficient, a final election date shall be set within one (1) day of verification. If no final date is set, the tentative election date shall be the final election date.
- (C) *Section 10.C.* Within one (1) day of the final election date being determined, the Board shall announce the polling times for the election and announce the official ballot, which shall contain a clear, short, accurate question with a positive, favoring the petition. Polling places shall be the same as those used for the Fall and Spring elections.

## **§11. Election Code Applies to Petition Campaign**

*Section 11.* Except as expressly provided in this Article, all other provisions of this Code apply to the petition campaign.

## **§12. Persons Considered as Candidates**

*Section 12.* The following persons shall be considered as candidates and have full responsibilities as such:

- (A) The person who submits the petition;
- (B) In a recall petition, the person who is the target of the recall;
- (C) In a petition seeking to amend the Constitution, the person who submits the petition;
- (D) In a petition to levy, amend, repeal, or otherwise regulate a student self-assessed fee, the recipient or proposed recipient; or,
- (E) In a referendum concerning self-assessed student fees, the group or entity receiving funds from the proposed referendum; or,
- (F) In a referendum concerning any other matter, the individual who submits the referendum or the individual serving as lead author of the legislation which calls for the referendum.

### **§13. Referendum Submission**

*Section 13.* The procedures for submitting a referendum shall be as follows:

- (A) Submission of the referendum to the Election Board from the Student Senate after approval; or,
- (B) Submission of a petition signed by ten percent (10%) of the membership of the Student Body presented to the Student Body President.

### **§14. Regulations for Candidates of a Petition or Referendum**

- (A) *Section 14.A.* The proposed recipient shall be held to the same regulations and sanctions as candidates for office mentioned in Articles IV & IX of this code.
- (B) *Section 14.B.* The benefiting group or entity shall register a representative to serve as a Liaison for matters dealing with the Election Board. The name of said person must be submitted to the Commissioner of Elections by the same methods of the Ticket Representative discussed in Article III, Section 7 of this Code.

### **§15. Titling and Describing a Referendum**

- (A) *Section 15.A.* The Election Board shall title the referendum for the ballot, with the consent of the recipients, and shall place the name of said referendum on the ballot.
- (B) *Section 15.B.* If a title cannot be agreed upon, the referendum shall be named according to its legislative number given by the Senate.
- (C) *Section 15.C.* For a referendum regarding self-assessed student fees, it must include the name of the fee and the proposed cost for students.
- (D) *Section 15.D.* For a referendum concerning any other matter, it must include the title of the referendum and an unbiased description of the two (2) possible outcomes written by the Election Board and approved by the appropriate adviser(s).

## **ARTICLE IX: Penalties for Violations**

### **§1. Penalties for Candidates and Tickets**

*Section 1.* Penalties issued by the Election Board shall be limited to the following scale:

- (A) Minor infractions, resulting in private censure and/or self-imposed sanctions made by the defendant and agreed upon by the Board, for actions that shall include but not be limited to:
  - a. Littering;
- (B) Infractions, resulting in spending limit and/or other sanctions, for actions that shall include but not be limited to:
  - a. Actively campaigning within twenty (20) feet of an Election Board Polling Station or entrance of a University Building;
  - b. Utilizing the Student Government logo or any logo of an organization that has not explicitly endorsed a candidate or ticket;
  - c. Utilizing any past or present LSU logo
- (C) Major infractions, resulting in the suspension of campaign activities and/or public censure, for actions that shall include but not be limited to:
  - a. Failure to submit financial documents on time but by 4:30 P.M. on the day after the Election;
  - b. Any actions intended to interfere with the campaign activities of any other candidate or ticket;
  - c. Decorating any car without the express consent of the owner.
- (D) Infractions that merit disqualification, for actions that shall include but not be limited to:
  - a. Failure to fully disclose financial activities of a campaign;
  - b. Any method that violates university or state policy;
  - c. Any actions that violate the Student Code of Conduct and require action on the part of the Dean of Students;

- d. Any actions that may be considered electioneering or voter fraud;
  - e. Any expenditures that exceed specified spending limits by five percent (5%) of total spending limit or fifty dollars (\$50), whichever is lower;
  - f. Failure to complete filing process, including unexcused absence for a mandatory candidate meeting;
  - g. Failure to comply with a penalty.
- (E) Candidates penalized for infractions committed after the General Election shall have those penalties applied during the Runoff Election or Runoff election campaigning period when applicable.

## **§2. Rights of the Candidates and Tickets**

*Section 2.* Any candidate or ticket brought before the Election Board and issued a penalty may seek to appeal the decision before the Student Government University Court.

# **ARTICLE X: Miscellaneous Rules**

## **§1. Prohibition of Multiple Candidacy**

*Section 1.* No person may be a candidate for more than one (1) office established under, or elected under the authority of, the Student Government Constitution.

## **§2. Withdrawal from the Election**

- (A) *Section 2.A.* If a candidate wishes to withdraw from an election, he or she must do so by meeting with the Commissioner of the Elections, in person, presenting a valid picture ID, and giving the Commissioner a written, signed statement of his or her withdrawal.
- (B) *Section 2.B.* Should a withdrawn candidate's name remain on the ballot, he or she shall be considered to still have withdrawn and to be thus ineligible to win the election. The position will be awarded to the candidate with the highest votes excluding the ineligible candidate. The votes for the ineligible candidate shall not count toward the plurality of votes calculation.

## **§3. Electing Student Senate Seats**

- (A) *Section 3.A.* Student Senate seats shall be divided in half after apportionment in which one-half (1/2) of the seats available in a college shall go up for elections in the Fall and the other half (1/2) shall be up for election in the Spring. In the case of an odd number of seats, one more shall be elected in the Spring.
- (B) *Section 3.B.* Students will be able to vote for as many candidates as there are seats allocated.

## **§4. Change of Apportionment of the Student Senate**

*Section 4.* If apportionment causes an academic area to have more or less Senate seats than it previously had, the seat(s) will be added or removed, as the particular case calls for.

- (A) In the event that seats are removed, any Senators whose seats have been discontinued shall be allowed to serve out their regular terms.
- (B) In the event that a seat(s) is added, it shall be placed on the Spring election ballot, either as a full term or a half (1/2) term, whichever will balance apportionment. If a seat is placed on the Spring election ballot as a half (1/2) term, it shall subsequently be placed as a full term on the Fall election ballot.

## **§5. Amendments to the Election Code and Effective Dates**

- (A) *Section 5.A.* As provided by the Student Government Constitution (Article VIII, Section 4), the Election Code shall be amended by a two-thirds (2/3) vote of the Student Senate present and voting.

- a. Such amendments shall not go into effect until one (1) semester following passage, not including the Summer Semester.

# LSU | Student Government

## Programming, Support, and Initiatives Fund (PSIF) Bylaws

*Revised: April 2017*

### ARTICLE I: Name and Purpose

#### §1. Name

*Section 1.* The name of this entity and all its subsidiaries shall be the Louisiana State University Student Government Programming, Support and Initiatives Fund, herein referred to as PSIF.

#### §2. Purpose

*Section 2.* The purpose of the entity shall be to distribute funds to support the Student Government Spring Concert Event, Homecoming Concert Event, and to provide support funding to Recreational Sports Club Teams, the chartering of new student organizations, student organizations sponsored conferences, late-night, alcohol-free activities, and to aid organizations in launching unique student initiatives.

### ARTICLE II: Governance

#### §1. Committee

*Section 1.* All funding, actions, and operations shall be governed by the Louisiana State University Student Government PSIF Committee, herein referred to as the Committee.

#### §2. Committee; membership

- (A) *Section 2.A.* The following are full members of the Committee:
- a. The Student Government Director of Finance, who serves as Chairperson;
  - b. One (1) Senator elected by the LSU Student Senate in the Spring Organizational Session;
  - c. The Chairperson of the Budget and Appropriations Committee of the Student Senate
  - d. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by the Senate;
  - e. Four (4) students appointed by the Student Body President and approved by the Student Senate.
- (B) *Section 2.B.* The following are ex-officio, non-voting members of the Committee:
- a. The Student Body President;
  - b. The Speaker of the Student Senate;
  - c. The Student Government Financial Coordinator

#### §3. Terms of Office

*Section 3.* Each member of the Committee is obligated to serve a term concurrent with the Student Body President, after which they shall be eligible for re-appointment.

## **§4. Proxies**

*Section 4.* Proxies will be allowed to the Committee; however, any proxy must be a member of Student Government who has participated in PSIF Orientation. Any member of the Committee requesting a proxy must notify the chairperson twenty-four (24) hours in advance with the name of the proxy.

## **§5. Quorum**

*Section 5.* Quorum shall be defined as five (5) members of the Committee present at any one meeting where official business is conducted.

## **§6. Terms of Committee membership; absences**

*Section 6.* Failure to comply with any of the following shall result in grounds for removal from the Committee.

(A) The first PSIF meeting of the academic year is mandatory for all full members.

(B) Each full member is allowed one (1) unexcused absence per semester.

a. Excused absences are defined by the Louisiana State University Policy Statement 22 as interpreted by the Chair.

(C) Each full member is allotted one (1) proxy per semester.

## **§7. Vacancies**

*Section 7.* Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body President, and the Speaker of the Senate within two (2) academic weeks. Failure to comply will result in an appointment by the Student Government Financial Coordinator or a Dean of Students' Office designee, with approval of the LSU Student Body President and the LSU Student Senate.

## **§8. Chairperson; duties**

*Section 8.* The duties of the Chairperson shall be as follows:

(A) Report all meeting dates and times at the beginning of the semester;

(B) Preside over all meetings and vote in the case of a tie;

(C) Set the agenda for all meetings;

(D) Maintain communication of the Committee;

(E) Organize and file all documents and records;

(F) Report on a regular basis to the Student Senate;

(G) Post meeting dates and times on the Student Government Website;

(H) Report all available funding to the Committee at the start of each meeting;

(I) Meet on a regular basis with the Student Government Financial Coordinator.

(J) Appoint a Recording Secretary.

## **§9. Recording Secretary; duties**

*Section 9.* The duties of the Recording Secretary shall be as follows:

(A) Attend all meetings;

(B) Record attendance;

(C) Take minutes;

(D) Record all committee votes;

(E) Archive all records of minutes and voting.

## **§10. Members; duties**

*Section 10.* The duties of members shall be as follows:

- (A) Attend all meetings of the Committee as a voting member;
- (B) Objectively evaluate every application considered by the Committee.
- (C) Be good stewards of student fees.

## **ARTICLE III: General Funding Guidelines**

### **§1. Funding; Eligibility Requirements**

*Section 1.* In order to be eligible for PSIF funding for an event or program, organizations must be registered and in good standing with LSU Campus Life.

An event or program is defined as lasting no longer than a consecutive three-day period.

### **§2. Funding; limitations per semester**

(A) *Section 2.A.* Per Semester

- a. Organizations may only receive PSIF funds for one (1) program or event per semester and cannot exceed two (2) programs or events per academic year.

(B) *Section 2.B.* Per Year

- a. An organization may only receive funding from the New Initiative Programming Fund once in an academic year. If an organization receives funding from the New Initiative Programming Fund, the organization will still be eligible for funding from any other PSIF account in the following semester.

### **§3. Funding; restriction on use of additional sources**

*Section 3.* Funding may not be provided to organizations who have accepted funds from the Student Senate or Organizational Relief Fund for the same semester. In the event that funding from these sources is acquired after PSIF approval, all PSIF funding will be revoked.

### **§4. Funding; restriction on use of multiple accounts**

*Section 4.* An organization may only receive funding from one PSIF Account per event.

### **§5. Approvals; restriction on approval of multiple applications**

*Section 5.* The first application submitted will be the only one considered.

### **§6. Restricted Purchases**

*Section 6.* All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

- (A) To support any program or event where attendance or participation is not open to the LSU student body;
- (B) To purchase alcohol or to support a program or event where alcohol is present;
- (C) Gifts, gift cards, prizes, awards, trophies, or anything of the like;
- (D) Clothing and uniforms;
- (E) Decorations for events, including flowers;
- (F) Salaries, stipends, or scholarships;
- (G) Charitable donations.

## **§7. Notification of Sponsorship**

*Section 7.* All events or programs receiving support must recognize PSIF as a sponsor by using the official Student Government logo on all marketing materials, event programs, and communications. Failure to comply will result in loss of privileges to apply for then following two (2) semesters.

## **§8. Expiration of Funding**

*Section 8.* Approved funding expires thirty (30) days after the close of the event or program. All required paperwork and/or receipts must be turned into the Student Government Financial Coordinator.

## **§9. Statement on Equal Opportunity**

*Section 9.* PSIF does not discriminate on the basis of race, creed, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, gender expression, genetic information, sex, marital status, disability, or status as a U.S. veteran.

# ARTICLE IV: Spring Concert Fund

## **§1. Purpose**

*Section 1.* Funds available through the Spring Concert fund can only be provided to support the activities of the Student Government Student Entertainment Committee and must be used to support a free spring concert event open to all LSU students.

# ARTICLE V: Fall Concert Fund

## **§1. Purpose**

*Section 1.* Funds available through the Fall Concert Fund may only be provided to the Homecoming Committee as housed in Campus Life. The funds must be used to support a Homecoming concert open to all LSU students.

# ARTICLE VI: New Initiatives Programming Fund

## **§1. Purpose**

*Section 1.* The purpose of this fund will be to provide supplemental funding to organizations in launching unique student initiatives.

## **§2. Funding Requirements**

- (A) *Section 2.A.* Funds available through the New Initiatives Programming Fund can be provided to any registered student organization with a unique student initiative.
- (B) *Section 2.B.* A unique student initiative will be defined as any event, program, project, service, item, or start-up organization that is new and original to LSU students.
- (C) *Section 2.C.* An event or program must have a minimum anticipated attendance of two hundred fifty (250) students.



- (D) *Section 2.E.* Funding for recruiting and marketing purposes will be limited to one thousand five hundred dollars and zero cents (\$1,500.00). Funding for rentals of supplies or equipment is limited up to one thousand dollars and zero cents (\$1,000.00).
- (E) *Section 2.H.* Food and drink may be funded up to twelve dollars and zero cents (\$13.00) per student based on anticipated attendance.
  - a. PSIF reserves the right to not fund food or drink.

### **§3. Startup Funding**

- (A) *Section 3.A.* The organization requesting startup funds must be less than two (2) years old.
- (B) *Section 3.B.* A maximum of one thousand five hundred dollars and zero cents (\$1,500.00) may be allocated to an organization for startup funds.
- (C) *Section 3.C.* Startups can only be funded through this account.

## **ARTICLE VII: Organization Events and Conference Support**

### **§1. Purpose**

*Section 1.* Funds available through the Organization Events and Conference Support Fund can be provided to any registered student organization whose event is defined as a campus-wide program or conference.

### **§2. Funding Requirements**

- (A) *Section 2.A.* Must be hosting a conference within a ten (10) mile radius of the LSU campus.
- (B) *Section 2.B.* Admission must be open to all LSU students.
- (C) *Section 2.C.* Must be free to all LSU students and advertised as such.

## **ARTICLE VIII: Late Night Programming Fund**

### **§1. Purpose**

*Section 1.* Funds available through the Late Night Programming Fund can be provided to any registered student organization whose event starts after 6:00 PM and does not end until after 10:00 PM. In addition, said event or program must offer free admission to all LSU students.

## **ARTICLE IX: Recreational Sports Assistance Fund**

### **§1. Purpose**

*Section 1.* Funds available through the Recreational Sports Assistance Fund can be provided to any student group registered with University Recreation as a “sport club” and also deemed a registered student organization by the University. Items that are eligible for funding are equipment rental costs and costs associated with tournament registration and travel.

## **ARTICLE X: Application Process**

### **§1. Application; defined**

*Section 1.* The official PSIF Application is the most recently updated version as approved by the Director of Finance, the Student Government Financial Coordinator, and the Student Body President.

## **§2. Application; completion**

*Section 2.* Any organization seeking funds must complete an official PSIF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may not be deemed complete without the PSIF requirements mentioned in section 3 of this article.

## **§3. Application Requirements**

*Section 3.* The following items must appear in a completed PSIF application:

- (A) Brief narrative on the organization, its missions, its membership, and its activities
- (B) Detailed explanation of the event or program. Must include:
  - a. Program purpose and its benefit to the LSU community;
  - b. Event dates, times and venues;
  - c. Projected participation by students, faculty & staff and community members;
  - d. Methods of marketing and advertising the event.
- (C) Explanation of any additional funding or fundraising efforts made by the organization for the event and its success.
- (D) Detailed program/event budget to outline all projected expenditures
- (E) Signatures of the Organization President, the Organizational Advisor, and a Campus Life representative
  - a. LSU Sports Clubs will require the signature of a University Recreation representative in place of the Campus Life representative.

## **§4. Application Deadline**

*Section 4.* Completed applications must be submitted and presented to the PSIF Committee six (6) academic weeks prior to the event or program. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required. Exceptions to this deadline will be determined by the chair of PSIF and the Student Government Financial Coordinator.

## **§5. Presentation**

*Section 5.* In order for requests to be considered, the requesting organization must appear before the PSIF Committee.

The organization representative listed on the application must give a presentation to the Committee before deliberations begin. Once their presentation is complete, the Committee may pose questions to the representatives. At the discretion of the Chairperson, the organization representatives will be excused and deliberations will begin.

- (A) In the case that the representative listed is unable to attend the PSIF meeting, they must send a representative in their place who is fully equipped to answer any and all questions the committee may have regarding the event and the budget.

If an application's representative fails to report, the application is considered incomplete and must be resubmitted.

## **§6. Award**

*Section 6.* Applicants will be informed in writing within two (2) academic days of the PSIF meeting of the status of their application. The award letter will outline the amount approved, any restrictions placed on funds and any additional requirements that must be completed. The Student Government Financial Coordinator reserves the right to deny funding of all or part of an award that does not meet the proper credentials per LSU Accounting Services.

## **§7. Required Consultation**

*Section 7.* Within three (3) academic days of receipt of an official award letter, an organization representative must request a meeting with the Financial Coordinator for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

## **§8. Post Program Report**

*Section 8.* Organizations who receive funding must complete a Post-Program Report to the PSIF Chairperson and Student Government Financial Coordinator within two (2) weeks following the event or program. Failure to provide a post-program report will result in the organization being deemed ineligible for PSIF funds for two (2) semesters. The Chairperson of the Committee will be responsible for recording these instances and will provide the succeeding chairperson with this information.

A Post-Program Report includes, but is not limited to, a record of the number of students who attended the event, problems or obstacles encountered at the event, and the benefit the event had on the LSU Student Body. When marketing materials are used, a copy must be included with the Post-Program Report.

Organizations will not be permitted to apply for funding for events in the future until a Post-Program Report is filed for the most recent event that received PSIF funding.

## **§9. Misrepresentation/Falsifying Documents**

*Section 9.* Applications believed to have misleading, misrepresented, or fraudulent information will be denied and the organization and/or individual will be held accountable. Consequences include, but are not limited to: revocation of funding, limitations on future PSIF funding opportunities, and referral to Student Advocacy & Accountability.

# **ARTICLE XI: Meetings and Procedures**

## **§1. Meetings; defined**

*Section 1.* The Committee shall hold regular meetings once every two weeks. The time and place will be determined by the Chairperson within the first ten (10) days of each semester. These meetings are not subject to change and must be posted on the Student Government website.

## **§2. Meetings; Parliamentary Procedure**

*Section 2.* Unless otherwise provided in these bylaws, the newest edition of Robert's Rules of Order shall govern the proceedings of the Committee.

## **§3. Meetings; Chairperson to preside**

*Section 3.* The Chairperson of the Committee shall preside over all meetings and determine the order of business.

## **§4. Meetings; Special**

*Section 4.* Special meetings of the Committee may be called by the Chairperson with no less than twenty-four (24) hours' notice provided to all Committee members and the representatives of any application to be considered at the said meeting.

## **§5. Meetings; Acting Chairperson**

*Section 5.* In the absence of the Chairperson, he/she shall appoint an Acting Chairperson to preside for a term not to extend past adjournment of the current meeting. If the Chairperson's absence extends beyond one meeting, the President shall appoint a new Chairperson.

## **§6. Deliberation**

*Section 6.* The Committee shall discuss the organization's presentation, funding history, appropriate PSIF funding account, and any information pertinent to the application being heard.

## **§7. Voting**

*Section 7.* Full members of the Committee may vote in favor, against, or abstain.

The Chairperson shall record each member's vote and he/she may only vote in the case of a tie.

The Acting Chairperson votes in the same capacity as the Chairperson.

## **§8. Agenda; set by the Chairperson**

*Section 8.* The agenda for each meeting of the Committee shall be set by the Chairperson no later than three (3) class days from the date of the meeting. Applications will be heard in the order in which they are received, with consideration of event dates.

## **§9. Conflicts of Interest**

*Section 9.* In the event that a member of the Committee is a member of an organization requesting funding, or if the Chairperson sees fit for a conflict of interest, said member must recuse himself/herself from consideration of the organization's application.

Student Government branch heads are prohibited from presenting applications.

## **§10. Official Records**

*Section 10.* The official records of the Committee, including, but not limited to voting records, applications, and award letters, shall be kept by the Chairperson and shall be public record. These records shall be passed down to each proceeding Chairperson.

## **§11. Postponement of Application**

*Section 11.* Any Committee member has the right to call for a postponement of an application. Postponements will be accepted with a majority vote.

# **ARTICLE XII: Amendments**

## **§1. Amendments**

*Section 1.* Amendments to these Bylaws may be approved by a two-thirds (2/3) vote of the Committee present and voting at any regular or special meeting of the Committee.

## **§2. Amendments; submission**

*Section 2.* Proposals for amendments to these Bylaws should be submitted to the Chairperson in writing prior to any regular or special meeting of the Committee.

### **§3. Amendments; consultation**

*Section 3.* All amendments should be submitted to the Student Government Financial Coordinator for advisement on compliance as it relates to all auxiliaries of Louisiana State University

### **§4. Amendments; consideration**

*Section 4.* A Proposal for amendments shall be introduced by the Chairperson at the meeting following its submission and may then be deferred until the next regularly scheduled or special meeting for final consideration.

### **§5. Amendments; approval**

*Section 5.* The Student Senate must approve amendments to the PSIF Bylaws by a simple majority vote and submit approved changes to the Student Government Financial Coordinator.

### **§6. Ratification**

*Section 6.* These Bylaws shall become effective upon ratification of the PSIF Committee and the Student Senate.