

**CODE OF THE STUDENT BODY OF TEXAS CHRISTIAN UNIVERSITY  
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**TITLE 1  
GENERAL PROVISIONS**

**CHAPTER 1  
SCOPE**

**1 §101. Applicability**

The Student Body Code shall be binding on all officers, agencies, and official bodies of the Student Government Association (SGA) and all members of the Student Body participating in SGA.

**1 §102. Constitutional Supremacy**

The actions of all officers, agencies, and official bodies of the SGA shall conform to the provisions of the Constitution of the Student Body and the Bill of Student Rights and Responsibilities.

**CHAPTER 2  
STRUCTURE**

**1 §201. General**

The provisions contained within this Code shall be structured along titles, chapters, sections, subsections, and sub-subsections.

**1 §202. Additions**

Additions to this Code shall follow the format of its existing provisions.

**1 §203. Modifications**

To ensure referential integrity, the contents of a section shall not be modified as to change the meaning beyond the Title of the Section.

**1 §204. References**

References to provisions within this Code shall be structured as follows:

- (a) References to Titles shall consist of ‘SBC’ followed by the number of the Title. This Title would be referred to as ‘SBC 1’, for example.
- (b) References to Chapters shall consist of a reference to the Title containing the Chapter followed by the number of the Chapter. This Chapter would be referred to as ‘SBC 1§2’, for example.
- (c) References to Sections shall consist of a reference to the Chapter containing the Section followed by the number of the Section. This Section would be referred to as ‘SBC 1§204’, for example.
- (d) References to Subsections and Sub-Subsections shall consist of a reference to the Section containing the Subsection or Sub-Subsection followed by the number of the Subsection or Sub-Subsection. This Subsection would be referred to as ‘SBC 1§204(d)’
  - (i) This Sub-Subsection would be referred to as ‘SBC 1§204(d)(i)’

### **CHAPTER 3 SPECIAL PROVISIONS**

#### **1 §301. Severability Clause**

If any clause, chapter, article, paragraph, or section of this Code is declared inconsistent with a superior document, including the Constitution of the Student Body or the Bill of Student Rights and Responsibilities, those inconsistencies shall be considered invalid.

### **CHAPTER 4 AMENDMENTS**

#### **1 §401. Origin**

Amendments to this Code may be proposed through legislation introduced in the House.

#### **1 §402. Referral to Committee**

All proposed amendments to this Code must be tabled to the Elections and Regulations Committee prior to consideration by the House.

#### **1 §403. Approval**

Proposed amendments shall be enacted if approved by a majority of the House members present and voting.

#### **1 §404. Overriding Provisions**

Specific Titles of this Code may override the provisions found in this Chapter.

#### **1 §405. Responsibility for Inserting Amendments**

Responsibility for inserting amendments to this Code after their passage through House shall be the duty of the Speaker of the House.

### **CHAPTER 5 RESPONSIBILITIES OF SGA MEMBERS**

#### **1 §501. Responsibilities**

- (a) All members of SGA shall also be expected to uphold all other responsibilities related to their positions as outlined elsewhere in this Code.
- (b) Examples of such responsibilities include, but are not limited to:
  - (i) Attending meetings associated with a member's position in SGA;
  - (ii) Appearing in dress code appropriate to meetings;
  - (iii) Conducting oneself in line with the Missions of SGA and Texas Christian University;
  - (iv) Accomplishing assigned tasks; and
  - (v) Engaging with members of the Student Body.

#### **1 §502. Code of Ethics**

Members of SGA are bound to uphold their responsibilities as set forth in the Code of Ethics presented in SBC 7.

**TITLE 2  
THE LEGISLATIVE BRANCH**

**CHAPTER 1  
MISSION**

To enrich the experience of our constituents by developing and considering legislation, providing funding, and advocating on behalf of the student body.

**CHAPTER 2  
GENERAL PROVISIONS**

**2 §201. Membership**

The membership of the House of Student Representatives shall be determined in accordance with the Constitution.

**2 §202. Session**

The session of the House of Student Representatives shall begin on the last meeting of the spring semester and end on the day of the last House meeting of the following academic year. Sessions of the House shall be numbered consecutively starting with one (1) designating the session that began in the year one thousand nine hundred and fourteen (1914).

**2 §203. Anniversary**

The day of September 26th shall be the official date of anniversary of the Student Government Association at Texas Christian University.

**CHAPTER 3  
RESPONSIBILITIES OF THE SPEAKER OF THE HOUSE**

**2 §301. Duties**

The powers and duties of the Speaker of the House shall include:

- (a) Impartially preside over meetings of House;
- (b) Serve as the head of the Dais, which will consist of the Speaker, the Legislative Clerk, and the Parliamentarian;
- (c) Coordinate activities of the Executive Board and preside over meetings;
- (d) Appoint House officers and create temporary officers as needed;
- (e) Remove officers of the House of Student Representatives that are not chairs of Standing Legislative or Ad Hoc Committees by appointing a replacement as set forth in the Constitution and this Code;
- (f) Set agenda for House meetings according to the current edition of Robert's Rules of Order and distribute the agenda and previous meeting's minutes to all House members;
- (g) Vote in the case of a tie;
- (h) Enforce the agenda, the standing rules, this Code, and the Constitution of the Student Body and the general order of the assembly during the meetings of the House;

- (i) Set the dates for the first and last regular meeting of the House in accordance with this Code;
- (j) Update amendments in accordance to previous legislative action relating to this Code when necessary; and
- (k) Remove members of House as specified in SBC 7§402(c).

## **CHAPTER 4 HOUSE OFFICERS**

### **2 §401. List of Officers**

The Speaker of the House shall appoint the following positions from the Student Body:

- (b) A Parliamentarian to interpret the Constitution, this Code, and other governing documents of SGA during the general meetings of the House and the Executive Board;
- (c) A Legislative Clerk to assist the Speaker and the Executive Board in any assigned duties, record the minutes of each House Meeting, give the finalized minutes to the Speaker, and maintain House documents on the SGA website;
- (d) A Chaplain to open official meetings of House with an invocation, encourage a diversity of faith traditions in invocations, present the House Member of the Month and the Committee of the Semester at House meetings, and promote member retention and House cohesiveness;
- (e) All other responsibilities not listed above may be given to the Speaker and the Speaker may distribute those remaining responsibilities among the House Officers.

### **2 §402. Additional Officers**

In addition to the positions listed in this title, the Speaker shall have the authority to create, modify, or abandon additional appointed positions for a specific limited purpose.

### **2 §403. Procedures of Appointment**

The procedures for the appointment of these positions shall be as set forth by the Constitution and this Code.

### **2 §404. Removal**

The Speaker may remove officers of the House of Student Representatives that are not chairs of Standing Legislative or Ad Hoc Committees by appointing a replacement as set forth in the Constitution and this Code.

## **CHAPTER 5 EXECUTIVE BOARD**

### **2 §501. Membership**

Voting members of the Executive Board shall be the chairs of the Standing Legislative and Ad Hoc committees and selected appointed positions. The Speaker of the House shall also be a member of the Executive Board and reserves the power to vote in the case of a tie.

## **2 §502. Committee Assignments**

The Executive Board shall appoint each member of the House who is not an officer and any member of the student body interested to one of the Standing Legislative Committees, based on the individual's preference and needs of the Committee.

## **2 §504. Meetings and Function**

The Executive Board shall meet regularly to coordinate the activities of the House.

## **2 §505. Submission of Legislation**

- (a) The Speaker shall determine a deadline before which all legislation to be introduced in the next House meeting must be submitted.
- (b) All legislation shall include a list of relevant parties to be contacted about the legislation. For parties to whom the legislation author would like to see invited to the session in which the legislation will be debated, contact with the Speaker of the House should be made prior to the approval of House Executive Board. If not previously contacted, the Legislative Clerk should contact parties that the legislation author would like to see notified of House passage prior to the passage of the legislation. The notation of relevant parties should be made at the end of the legislation.

## **2 §506. Operations between Academic Semesters**

- (a) Between academic semesters, the Executive Board shall conduct the operations of the House of Student Representatives by means of phone, e-mail or personal meetings, if possible, or delegate these responsibilities to the Cabinet.
- (b) Neither the Executive Board nor the Cabinet in this capacity shall pass any legislation amending this Code or the Constitution of the Student Body, nor confirm appointments to the Judicial Board, nor initiate recall proceedings against members of SGA.
- (c) The Speaker shall report at the next regular meeting of the House about the business conducted during the recess.

## **2 §507. Procedures of Removal from Executive Board**

- (a) The procedure of removal of an Executive Board member will be enacted when one or more of the following conditions is met:
  - (i) Any member of the Executive Board accrues a total of three (3) or more executive and committee meeting absences; or
  - (ii) Any member who fails to uphold their duty as an Executive Board member in their respective committee, the House of Student Representatives, and/or on the Executive Board as determined by the relevant clauses of this Code.
- (b) The removal of a member from the Executive Board shall be conducted in accordance with the following procedure:
  - (i) The Speaker or any Executive Board member may begin the removal process.
  - (ii) During an Executive Board meeting, the initiating party shall have a five (5) minute interval to explain the situation(s) in question.
  - (iii) Immediately following, the party in question shall have five (5) minutes to explain the situation(s) in question.

- (iv) The Executive Board, excluding the Speaker, will vote on the removal of the member from their chaired position.
  - i. The vote shall include all chairs and appointed positions.
- (c) In the event of a simple majority vote in favor of removing the member in question, a vote will be brought to the relevant committee following the defense process outlined in SBC 2§507(b):
  - (i) The committee vote shall require a simple majority vote of all permanent committee members.
- (d) In the event of differing vote results from the Executive Board and the relevant committee, the Speaker shall break the tie.
- (e) Removal from an Executive Board position does not constitute removal from House.

## **CHAPTER 6**

### **STANDING LEGISLATIVE COMMITTEES**

#### **2 §601. List of Committees**

The Standing Legislative Committees of the House shall be the: Academic Affairs Committee, Dining Services Committee, Elections and Regulations Committee, Finance Committee, Internal Affairs Committee, Student Experience Committee, and Student Outreach Committee

#### **2 §601. Committee Membership**

- (a) At least one-half (½) of each Standing Legislative Committee’s voting membership shall be members of House, with the exception of Finance Committee.
- (b) Finance Committee may only contain up to two (2) voting members from outside the House.
- (c) No other Standing Legislative Committee shall require other qualifications unless approved by the House.

#### **2 §603. Election of Committee Chairs**

The election of the Standing Legislative Committee Chairs shall be as set forth by the Election and Regulations Committee Election Code and Handbook.

#### **2 §604. Responsibilities of Committee Chairs**

The Chairs of each of the Standing Legislative Committees shall have the following additional powers and duties:

- (a) With the exception of the Finance committee, each chair shall establish and hold weekly meetings of the committee;
- (b) The Finance Chair will call committee meetings on an as needed basis;
- (c) Call special meetings of the committee;
- (d) Preside over all meetings of the committee;
- (e) Create special subcommittees for special purposes;
- (f) Appoint subcommittee chairs and members, subject to approval of the committee;

- (g) Refer legislation to subcommittee chairs and members, subject to approval of the committee;
- (h) Schedule hearings, debates, and votes on legislation at the Chair's initiative or at the request of at least one-third ( $\frac{1}{3}$ ) of the membership of the committee;
- (i) Cast a vote only in case of a tie vote in the committee;
- (j) Appoint a committee secretary to record all proceedings of the committee, keep roll at committee meetings, and submit a weekly report containing both to the Legislative Clerk;
- (k) Report at every regular House meeting on activities of the committee;
- (l) Meet with their advisor as needed;
- (m) Attend all meetings of the Executive Board;
- (n) Maintain transitional materials for use by succeeding committee chairs;
- (o) Perform additional duties as deemed necessary by the Speaker; and
- (p) Give an End of Semester (EOS) report to House outlining the accomplishments and progress of committee objectives on the last official meeting of House each semester

Failure to perform the aforementioned duties may result in removal from office.

## **2 §605. Right to Vote**

- (a) Voting in the Standing Legislative Committees shall be restricted to only those House members who have been appointed to the committee by the Executive Board and to non-House members who have been in attendance in that committee for two consecutive meetings each semester.
- (b) House members may vote in committees to which they were not assigned on the same basis as non-House members, with the exception of Finance Committee.

## **2 §606. Academic Affairs Committee**

The duties of the Academic Affairs Committee shall be:

- (a) To solicit, receive, study, and address concerns regarding academic matters brought to it by the House, the Faculty Senate, or the student body;
- (b) To research and formulate projects and legislation concerning academic matters;
- (c) To assist in the periodic student evaluation of faculty;
- (d) To act as a liaison for the House with all Faculty and Administration, specifically through collaboration with the Faculty Senate, the Faculty Senate Committees, and the Staff Assembly;
- (e) To send at least one (1) Committee Member to represent the House at every monthly Faculty Senate Meeting during the academic year;
- (f) To assist the Vice President of Operations with the SGA Scantron program;
- (g) To assist in the annual selection and announcement of a TCU professor to receive an award for academic excellence; and

- (h) To research other universities' academic programs, policies, and progress to determine further committee projects.

## **2 §607. Dining Services Committee**

The duties of the Dining Services Committee shall be:

- (a) To communicate the concerns of the student body to TCU Dining Services;
- (b) To collaborate with TCU Dining Services in enhancing the dining experience of the university community on campus; and
- (c) To explore new options to improve the dining experience on and around campus.

## **2 §608. Elections and Regulations Committee**

The Elections and Regulations Committee shall have the following duties, responsibilities, and powers:

- (a) Set the dates of all filing periods, elections, special elections, and referenda subject to the provisions of this Code and all other SGA documents;
- (b) To conduct and facilitate all the elections sponsored by SGA;
- (c) To create an application packet to be completed and submitted by all candidates during the official filing period;
- (d) To write, revise, rewrite, and/or update the Election Code and Handbook, the official source for rules and regulations regarding elections;
  - (i) Any revision to the Election Code must be made by March 1st. All changes after this time will become active during the succeeding House session.
  - (ii) All changes in the Election Code must have the approval of House and be voted on by the deadline above.
- (e) To write, revise, rewrite, and/or update all other documents of SGA;
- (f) To review and accept or reject all bills revising SGA documents;
- (g) To facilitate the Direct Appointment process for Representatives;
  - (i) The Elections and Regulations Committee will consist of a minimum of five (5) members, not including the Chair, during the appointment process;
  - (ii) There will be a formal voting process conducted for each candidate interviewed, and each appointment will require a simple majority of the Committee;
  - (iii) If a member of the Elections and Regulations Committee has a conflict of interest with a candidate, it must be disclosed to the Committee Chair prior to the interview and he or she must remove themselves from the interview for that particular candidate;
  - (iv) The Elections and Regulations Committee retains full discretion as to whom is best suited to be appointed to the House of Student Representatives, no outside influences will be accepted;
  - (v) No member of the Committee can disclose the results of the appointment process except the Committee Chair or whomever he or she designates to formally relay the decision;

- (h) To promote and encourage students to apply and/or participate for the House of Student Representatives;
- (i) To receive and judge the validity of all petitions, referenda, and nominations subject to provisions of the Election Code and all SGA documents;
- (j) To investigate and rule on charges of violations as set forth in the Election Code; and
- (k) Reapportion the House seats on an annual basis in accordance with the most recent population provided by the university, ensuring that no constituency has fewer than two (2) representatives.

## **2 §608. Finance Committee**

The Finance Committee shall consist of:

- (a) Eight voting members and one committee chair. Members of the Finance Committee shall go through an application process and will be selected by the Finance Committee Chair. The selected members must be confirmed by the House of Student Representatives with a simple majority vote.
- (b) If a member of Finance Committee cannot fulfill their duties, they will be removed after two unexcused absences. The vacancy will be filled by using the same application process used to select the original members.
- (c) A minimum of six members of the House of Student Representatives

The duties of the Finance Committee shall be:

- (a) To convene regularly to hear budget proposals from Student Organizations.
  - (i) Budget proposals shall be organized and facilitated by the Finance Committee Chair.
  - (ii) Budget proposals shall include a presentation of funding needs and a question and answer session.
  - (iii) Finance Committee meetings are closed to the public except for the Student Body Treasurer and visitors invited by the Finance Committee Chair.
- (b) To vote on allocations according to the Funding Guidelines and the demonstrated financial need by each Student Organization. Votes will be conducted as follows:
  - (i) A minimum of five voting members must be present at each Finance Committee meeting.
  - (ii) In order for a member to vote on an organization's allocation, they must be present for that organization's budget proposal.
  - (iii) The Finance Committee Chair is a non-voting member except in the case of a tie.
- (c) To write, revise, and update the Funding Guidelines, the official source of procedures for Finance Committee Allocations.
  - (i) Changes to the guidelines must be approved before hearing any budget presentations that semester.

## **2 §609. Internal Affairs Committee**

The duties of the Internal Affairs Committee shall be:

- (a) To aid the Speaker in tracking House efficiency, member activities, other internal operations, and recommend changes of this Code to the Elections and Regulations Committee if necessary;
- (b) To improve House effectiveness by means of member development and education initiatives, including community-building initiatives, such as the House Retreat (provided there is one);
- (c) To enhance the reputation of SGA and the House of Representatives on campus through member education of professional and House best practices; and
- (d) To develop members of House and to ensure each member feels valued, engaged, and involved.

## **2 §610. Student Experience Committee**

The duties of the Student Experience Committee shall be:

- (a) To seek out issues and concerns of undergraduate students;
- (b) To work on any projects including, but not limited to, physical improvements to campus, services to students, and student residential life; and
- (c) To address all student concerns that do not fall under the jurisdiction of the other standing House committees.

## **2 §611. Student Outreach Committee**

The duties of the Student Outreach Committee shall be:

- (a) To create outreach opportunities for committee members to interact with the campus as a whole. These outreach opportunities include, but are not limited to, the following initiatives and shall evolve as needs change:
  - (i) Coordinate with Student Body Officers and SGA's marketing body to plan town hall meetings;
  - (ii) Speak to organizations across campus, especially to let them know of opportunities to run for positions in House; and
  - (iii) Reach out to historically underrepresented student populations to hear their concerns and to promote their involvement in House and SGA as a whole.
- (b) To create outreach opportunities for representatives to interact with their constituencies. These outreach opportunities include, but are not limited to, the following initiatives and shall evolve as needs change:
  - (i) Plan days for specific constituency groups to pass out marketing materials in their primary academic buildings and to staff tables to get feedback; and
  - (ii) Support constituency groups in implementing ideas they have for reaching out to their college/class by setting dates/times, reserving spaces, etc.
- (c) To collect data from the student body, when deemed necessary, on issues pertinent to student life; and

- (d) To work closely with SGA's marketing body to achieve communications and outreach goals.

## **CHAPTER 7 AD HOC COMMITTEES**

### **2 §701. Creation**

The House may establish Ad Hoc Committees upon recommendation by the Cabinet, Executive Board, or any of the Standing Legislative Committees to serve any special legislative or investigative function.

### **2 §702. Appointment of Chair**

A Chair of an Ad Hoc Committee shall be appointed by the Chair of the Standing Legislative Committee that recommended the committee's establishment or by the Chair of the Cabinet or Executive Board that recommended its establishment. In either case, appointments are subject to approval by a simple majority of the House.

### **2 §703. Membership**

Members of an Ad Hoc Committee shall be members of the House as set forth in the Constitution, unless the purpose of the committee requires members from outside the House.

### **2 §704. Duration**

Ad Hoc Committees shall not continue to function more than one (1) year without approval of extended time by the House during the second semester of the committee's existence.

### **2 §705. Dissolution**

Ad Hoc Committees may be dissolved by a majority vote of the House upon recommendation of any House member.

## **CHAPTER 8 MEETINGS**

### **2 §801. Scheduling**

Regular meetings of the House shall be held weekly on Tuesdays at 5:00 p.m. in the House Chambers. A regular meeting shall require a simple majority of the Executive Board members to be present. Regular or special meetings of the House may be canceled by the Speaker, subject to approval by a two-thirds ( $\frac{2}{3}$ ) majority of the House. A quorum to conduct business shall be as set forth in the constitution.

### **2 §802. General Meeting Agenda**

The agenda for regular meetings and plenary sessions of the House shall be as follows:

- (a) Call to Order;
- (b) Pledge of Allegiance (voluntary);
- (c) Opening Prayer (voluntary);
- (d) Approval of minutes;

- (e) Speakers Forum;
- (f) Student Body Officer Reports;
- (g) Standing Legislative Committee Chair Reports;
- (h) Ad Hoc Committee Chair Reports;
- (i) Appointed Position Reports;
- (j) Old Business;
- (k) New Business;
- (l) Announcements; and
- (m) Adjournment.

## **2 §803. Special Session Agenda**

Special sessions of the House shall have the following agenda:

- (a) Call to Order;
- (b) Pledge of Allegiance (voluntary);
- (c) Opening Prayer (voluntary);
- (d) Old Business;
- (e) New Business; and
- (f) Adjournment.

## **2 §804. Special Sessions**

- (a) Special sessions may be called if a simple majority of the House members at a regular meeting of the House may order a plenary session for any regular meeting of the House.
- (b) During the interim, it shall be the responsibility of the Executive Board to inform all members of the House of the scheduled plenary session.

## **2 §805. Resume after Lack of Quorum**

In the event that House business is suspended as a result of a lack of quorum as defined in 2§906 after debate on a piece of legislation has ended, the Speaker will have the authority to begin the next regular meeting with a special two (2) minute question and answer period in order to provide the Representatives the opportunity to be properly informed.

## **2 §806. Time Limits**

The following maximum amounts of time shall be adhered to during meetings of the House. The Parliamentarian shall have the power and duty to enforce time limits, excepting in the case that a majority of the Executive Board approves additional time for a speaker

- (d) Speakers Forum: five (5) minutes per speaker; during this time any member of the student body may speak to any topic relevant to TCU in keeping with decorum, as judged by the acting parliamentarian; speakers may engage informally in dialogue with members of SGA; Speakers Forum shall last in total no longer than fifteen (15) minutes, excepting in the case that a majority of the Executive Board approves additional time for a speaker;

- (b) Student Body Officer Reports: three (3) minutes per speaker;
- (c) House Officer Reports: three (3) minutes per speaker;
- (d) Presentation of Legislation: four (4) minutes;
- (e) Committee Report on Legislation: two (2) minutes;
- (f) Question and Answer Period: ten (10) minutes for all questions;
- (g) Answers to Individual Questions: two (2) minutes per question;
- (h) Debate: three (3) minutes per speech;
- (i) Presentation of Amendments: one (1) minute;
- (j) Closing Statement by Author: one (1) minute;
- (k) Announcements: one (1) minute per announcement.

## **2 §807. Adjournment**

At 7:00 p.m. each Tuesday evening while the House is in session, the Parliamentarian shall announce its pending adjournment. The Speaker shall entertain motions to extend time to any pertinent business for that meeting. Time shall only be extended by piece of business to be considered, not by a set amount of time. All new business on the agenda shall be considered introduced and be carried over as old business for the following meeting.

## **CHAPTER 9 STANDING RULES**

### **2 §901. Delay on Consideration of Bills, Emergency Measures**

- (a) Bills recommended to the House of Student Representatives cannot be considered until the next regularly scheduled House meeting following the introduction of the bill, with the exception of bills whose origins are of the committee it would be tabled to.
- (b) The author of the bill may petition the Executive Board for the consideration of a bill if passage of the legislation has time constraints to be introduced and considered during the same meeting as opposed to being tabled to the following meeting. If such an exception is granted, it must be published in the meeting agenda.
- (c) The House may conduct business as a Committee of the Whole to satisfy the committee referral requirements as set forth in SBC 2§903 and the other governing documents.

### **2 §902. Physical Improvements**

Any bill which constitutes a physical change of the University or requests a change in University policy must, when called to a vote, be accompanied by adequate outlined research information, school official interviews, and a general report on the feasibility of the suggestion.

### **2 §903. Expenditure Bills**

Bills requiring expenditure of the Student Body Fund shall be referred in all cases to the Treasurer to ensure expenditures are in accordance with TCU policies and that SGA has sufficient funds for the expenditure.

## **2 §904. Limits on Amendments**

All resolutions, bills, and proclamations may be amended, so long as the amendment is deemed “friendly”. Amending the authorship of a bill or resolution requires only the consent of the authors. All other amendments deemed “unfriendly” require a majority vote to be adopted. Attachments to resolutions and bills may not be amended.

Amendments deemed “unfriendly” shall be considered under the following process:

- (a) Opening Statement by Amendment Author: two (2) minutes;
- (b) Opening Statement by Legislation Author: two (2) minutes;
- (c) Question and Answer Period: five (5) minutes for all questions;
- (d) Answers to Individual Questions: two (2) minutes per question;
- (e) Debate: three (3) minutes per speech;
- (f) Closing Statement by Amendment Author: one (1) minute.

## **2 §905. Attendance Requirements**

- (e) All members of the House shall be required to attend all official meetings of the House and their designated committees.
- (b) If a member has been recorded as absent from House or committee meetings for a combined total of three (3) absences, the Legislative Clerk shall contact the member to inform them of their three recorded absences;
- (c) Any member who has a fourth unexcused absence shall immediately be removed from the roll and no longer be considered a voting member of the House and the committees he or she has been assigned to;
- (d) Any member who is aware that he or she will not be able to attend a House meeting must notify the Legislative Clerk that he or she cannot attend so that the member may receive an excused absence from that meeting. Excused absences are described as illness, personal difficulties, or other extenuating circumstances;
- (e) If it becomes necessary for a member to leave before a meeting is adjourned, that member must contact the Legislative Clerk before the House meeting begins. Members who arrive after the meeting is called to order must submit an excuse. Excuses not deemed acceptable by the Speaker of the House will be counted as unexcused.
- (f) Any member removed from their House of Student Representatives role due to excessive absences, either from House or committee meetings, will not be allowed to run for election or be appointed to any position in any branch of the TCU Student Government Association for one (1) full semester, nor will he or she be able to serve as a Student Body Officer for one (1) full year following the semester in which they were removed.

## **2 §906. Lack of Quorum**

- (f) Once quorum has been met, it shall be considered met unless the Speaker or a member recognizes that quorum is no longer present.
- (b) If the Speaker or member notices the absence of quorum it is his or her duty to call for a quorum count. The Parliamentarian shall determine whether quorum is met. If it is not

met, the meeting shall be adjourned and all Old Business tabled back to its appropriate committee.

- (c) In the event that House business is suspended as a result of a lack of quorum, roll call shall be taken and any member who is not present shall receive one (1) unexcused absence – unless he or she has given prior written notice to the Legislative Clerk.

## **2 §907. Definition and Numbering of Bills**

Legislation appropriating funds, amending the Student Body Code or Constitution, or creating Ad Hoc committees shall be designated as a bill. It shall be numbered and identified as follows: ‘H.B.’, followed by a space, followed by the number of the session, followed by a dash, followed by a unique number for that session starting at one (1).

## **2 §908. Definition and Number of Resolutions**

Legislation not qualifying as a bill shall be designated as a resolution. It shall be numbered and identified as follows: ‘H.R.’, followed by a space, followed by the number of the session, followed by a dash, followed by a unique number for that session starting at one (1).

## **2 §909. Definition and Number of Proclamations**

Legislation commemorating people or events for the purpose of remembrance, celebration or recognition shall be designated as a proclamation. It shall be numbered and identified as follows: ‘H.P.’, followed by a space, followed by the number of the session, followed by a dash, followed by a unique number for that session starting at one (1).

## **2 §910. Delivery of Legislation, Presidential Approval**

- (a) Within two (2) days following the passage of legislation, a member of the Dais shall deliver a copy of the bill, resolution, or proclamation to the President. The copy shall indicate the day and result of the vote.
- (b) If the President approves of the legislation, he or she shall sign and return it to the Dais. Otherwise, if the president returns it unsigned indicating the presidential veto as set forth in the Constitution and this Code. The legislation shall become effective if not returned by the President within three (3) school days after passage.
- (c) If the legislation authorizes an appropriation, a copy of the bill shall be delivered to the Treasurer for disbursement.

## **2 §911. Veto**

- (a) The Student Body President may veto legislation as determined by the Constitution.
- (b) The President may veto legislation within ninety-six (96) hours of passage of the legislation.
- (c) The President must state the rationale behind his or her veto and the statement must be provided to all House members prior to the next House meeting.
- (d) The President must make every effort to contact the author(s) of the legislation and the committee chair through whose committee the legislation passed, within that ninety-six (96) hour period of time, and must provide the aforementioned written statement to the authors of the legislation upon demand.

- (e) The author of the vetoed legislation may offer the legislation up for reconsideration at the next regular House meeting during Old Business.
- (f) The President shall have a three (3) minute opening statement to explain why the piece of legislation was vetoed, followed by a three (3) minute opening statement by the author(s) of the legislation.
- (g) Questions may then be asked of the author(s) and the President during question-and-answer.
- (h) Once debate has ended, the President shall have a two (2) minute closing statement, followed by a two (2) minute closing statement by the author(s).
- (i) A two-thirds ( $\frac{2}{3}$ ) majority of the House members is required to override the veto.
- (j) Once a vote has been taken on whether or not to override the veto, it cannot be reconsidered. The decision to override or sustain any veto is final.
- (k) The veto extends to the entire piece of legislation not any single part of it.
- (l) The President cannot veto legislation before the House passes it.

## **2 §912. Failed Legislation**

A piece of legislation that either fails to pass the House or is vetoed by the President shall retain its unique designation and will be filed according to SBC 2§914.

## **2 §913. Public Record**

All legislation introduced in the House shall become public record and be filed in the archives of SGA. The file shall include at least the date and result of the final vote on the legislation, all approved amendments, and the signatures of the President and the Speaker.

## **2 §914. Co-Authoring Legislation**

That any legislation presented to the Speaker by a person not previously or currently in SGA requires a sponsor from within the current session of the House of Representatives.

## **2 §915. House Executive Committee**

- (a) The Executive Committee shall review legislation submitted to the Speaker of the House to determine if the legislation is a motion that is in order to be introduced into House. The Executive Committee may, by a two-thirds ( $\frac{2}{3}$ ) vote, rule that a piece of legislation is out of order.
- (b) At the next House meeting after a bill, resolution, or proclamation has been ruled out of order by the Executive Committee, the Speaker of the House shall give a report stating the title of any legislation ruled out of order and the reason for the action.
- (c) House may move to override the Executive Committee's decision and bring the bill, resolution, or proclamation to the House floor with a majority vote. Such a motion shall require a second and is debatable.

**CHAPTER 10**  
**RULES OF ORDER**

**2 §1001. Robert's Rules**

The current edition of Robert's Rules of Order shall govern the House in all situations not covered in House documents.

**TITLE 3  
THE EXECUTIVE BRANCH**

**CHAPTER 1  
THE CABINET**

**3 §101 Membership**

The permanent membership of the Cabinet shall be as set forth in the Constitution consisting at least of the President, Vice President of Operations, Vice President of External Affairs, Treasurer, and the Speaker of the House. All permanent members shall have a vote in cabinet.

**3 §102 Appointed Members**

- (a) The President shall have the power to appoint members to the Cabinet, three (3) of whom may be voting members. Of these members, one (1) shall be the Chief of Staff and at least one (1) shall be a Frog Aides Director.
- (b) The President shall have the power to determine the areas of responsibility of temporary members.
- (c) Appointed Cabinet members shall serve at the pleasure of the President. Their term shall expire at the end of the academic year or at an earlier date determined by the President.
- (d) Temporary Cabinet members shall report to the President unless the President states otherwise.

**3 §103 Guests & Confidentiality**

- (a) All meetings of the Cabinet shall be closed to the public at the discretion of the President.
- (b) Cabinet members may invite any other members of the student body, faculty, or administration to attend and speak at meetings of the Cabinet. The President must approve all guests. Guests may only attend for the time period during which an agenda item pertaining to the guest is discussed.
- (c) The President shall have the power to require that only Cabinet members and advisors be present at the meeting.

**3 §104 Meetings**

- (a) The Cabinet shall meet on a regular basis to:
  - (i) Coordinate the executive functions of SGA. Meeting times shall be as agreed upon by the Cabinet;
  - (ii) Discuss topics of interest to the student body where an official student government position or program may be desired;
  - (iii) Consider proposals for legislation or programming to be endorsed by the Cabinet;
  - (iv) Consider rules regulating the proceedings of the Executive Branch;
  - (v) Discuss the establishment of executive advisory committees as provided for by the Constitution;
  - (vi) Discuss the annual budget prior to its introduction in the House;

- (vii) Implement House legislation where implementation is not otherwise provided for;
  - (viii) Implement judicial rulings where implementation is not otherwise provided for;  
and
  - (ix) Perform additional duties prescribed by the House.
- (b) If the oral discussion of a specific proposal is not necessary and no Cabinet member objects, the Cabinet may vote by e-mail.
  - (c) The President shall chair the meetings of the Cabinet. In the absence of the President, the Vice President of Operations shall assume the chair. If the President has not chosen a Cabinet member to serve as the chair during the concurrent absence of both the President and Vice President, the Cabinet shall follow the order of succession as stated in SBC 3§109(a).
  - (d) If a Cabinet member cannot attend a meeting, he or she shall choose a member of SGA to attend on his or her behalf, with the approval of the President.

### **3 §105 Agenda**

The President shall set the agenda of the meeting and the agenda will be made available at the beginning of Cabinet meetings.

### **3 §106 Minutes**

- (a) The President shall appoint a nonvoting secretary to take minutes at all Cabinet meetings. The secretary and the chair of the meeting shall sign the minutes.
- (b) Meeting minutes shall be sent to all Cabinet members and advisors and shall be considered approved if no objections have been submitted to the secretary. If a Cabinet member objects to the minutes, the objection shall be resolved at a subsequent Cabinet meeting.
- (c) Meeting minutes and voting records shall be maintained by SGA and made available upon request.

### **3 §107 Decisions**

- (a) Decisions shall be made by the majority of the voting Cabinet members provided that quorum has been met. Quorum shall be as set forth by the Constitution.
- (b) If a proposal requiring additional funding is approved by the Cabinet but rejected by the Treasurer, the Treasurer's objections shall be noted in the minutes.
- (c) All Cabinet members shall represent and follow the decisions of the Cabinet.

### **3 §108 Vacancy and Quorum**

In case of a vacancy in the office of Vice President of Operations, Treasurer, Speaker of the House, or Vice President of External Affairs, that position's vote shall be counted as absent and shall not affect quorum.

### **3 §109 Order of Seniority and Succession**

- (a) In case of the removal of the President from the office, his or her resignation, or inability to discharge the powers and duties of the said office, the same shall devolve in the

following order of seniority: Vice President of Operations, Vice President of External Affairs, Treasurer, and Speaker of the House.

- (b) If none of the aforementioned officers is able and willing to assume the presidency, the House of Student Representatives shall elect a new President for the remainder of the term.
- (c) In case of a vacancy in the office of the Vice President of Operations, the Vice President of External Affairs, or Treasurer, the President shall nominate a replacement by the second House meeting following the vacancy, and the nominee shall take office upon confirmation by two-thirds ( $\frac{2}{3}$ ) of the membership of the House. The President shall assume the responsibilities of the vacant officer until House confirms a new officer.

## **CHAPTER 2 THE PRESIDENT**

### **3 §201 Duties**

The President shall have the following powers and duties:

- (a) Oversee SGA to ensure that its actions and direction are aligned with the betterment of the student body;
- (b) Chair the meetings of the Cabinet;
- (c) Represent the student body at meetings of Intercom;
- (d) Represent the faculty, staff, and administration to the House;
- (e) Call the House or the Judicial Board to a special session;
- (f) Represent the undergraduate student body unless otherwise provided for;
- (g) Veto legislation deemed inappropriate, fiscally irresponsible, or contrary to the interests of the student body;
- (h) Represent the student body at meetings of the National Alumni Board, University Council, and the University Supreme Court as requested by university administration;
- (i) Represent the Cabinet at the meetings of the House and report on the state of the student body;
- (j) Appoint justices to the Judicial Board;
- (k) Establish and maintain working relationships with the university administration and trustees;
- (l) Act as the SGA representative to Administration in all meetings and communications unless she/he otherwise delegates said role;
- (m) Meet with individual Cabinet members as needed;
- (n) Establish agencies and offices to assist the President or the Cabinet with their duties;
- (o) Appoint and replace student members of university committees;
- (p) Fulfill additional duties as provided by legislation; and

- (q) Appoint and lead the Director Board as outlined in SBC 3§9.

### **CHAPTER 3 THE VICE PRESIDENT OF OPERATIONS**

#### **3 §301 Duties**

The Vice President of Operations shall have the following powers and duties:

- (a) Coordinate the internal activities of the Student Government Association;
  - (i) Represent the Cabinet and build relations with the Crew, Frog Aides, and House of Representatives;
  - (ii) Serve as Project Manager for House and Cabinet, holding all SGA members accountable for their projects and completion; and
  - (iii) Plan a retreat for the members of Cabinet.
- (b) Serve as the liaison with administration for any SGA projects, concerns, initiatives, etc.;
- (c) Coordinate the annual SGA banquet;
- (d) Organize all SGA-sponsored events and retreats;
- (e) Attend an annual conference of Student Government Associations;
- (f) Represent the student body at meetings of Intercom;
- (g) Coordinate the nomination process for SGA awards including, but not limited to, the Janet Perry Award, Outstanding Student in Student Government Award, and the various student organization awards;
- (h) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation;
- (i) Assume the powers and responsibilities of the President at the President's request or in case of the President's temporary absence;
- (j) Conduct SGA sponsored services including, but not limited to, holiday and game buses and the Scantron program; and
- (k) Assume the duties and powers of the Speaker of the House in case of a vacancy in that office until a new speaker is elected.

### **CHAPTER 4 THE VICE PRESIDENT OF EXTERNAL AFFAIRS**

#### **3 §401 Duties**

The Vice President of External Affairs shall have the following powers and duties:

- (a) Build and foster relationships with TCU student organizations outside of SGA including:
  - (i) Updating student organizations on the relevant progress of SGA through working with the Outreach Committee;
  - (ii) Reporting to House of Representatives pertinent information or needs of the student organizations;

- (b) Foster community outreach by engaging with the city of Fort Worth and acting as a liaison between the TCU community and the Fort Worth Community;
- (c) Promote and advertise SGA by:
  - (i) Ensuring appropriate and consistent branding of SGA-sponsored events;
  - (ii) Selecting and directing the TCU SGA Marketing team that will administer all social media accounts, facilitate the relationship between TCU student media and SGA, and provide traditional advertising services;
- (d) Facilitate the development and/or creation of relationships with the other Big 12 Conference Universities by means of online meetings, discussions, and collaboration; and
- (e) Plan an annual dinner for the Presidents of all TCU student organizations.

## **CHAPTER 5 THE TREASURER**

### **3 §501 Duties**

- (a) The Treasurer shall have the following powers and duties:
  - (i) Serve as the Chief Financial Officer of the student body;
  - (ii) Establish and maintain accurate records of all financial matters pertaining to the student body fund;
  - (iii) Prepare an annual budget with the cooperation of the Finance Chair of the House, theCrew, and the members of the Cabinet;
  - (iv) Prepare and report a weekly financial overview of the student body fund;
  - (v) Approve all legislation requiring an expenditure from the House Project Fund, prior to being presented to the House of Representatives;
  - (vi) Sign off on all duly approved expenditures as prescribed by the Constitution, the Student Body Code, or legislation;
  - (vii) Attend the meetings of the House of Student Representatives;
  - (viii) Advise the President and the Cabinet on all financial matters; and
  - (ix) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation.
- (b) In case of a vacancy in the office of Treasurer, the Cabinet shall select a temporary replacement until a new Treasurer has been confirmed by the House.

## **CHAPTER 6 FINANCES**

### **3 §601. Relationship to the Student Body Code**

These finance guidelines shall serve as a supplement to the Student Body Code and shall be subject to its provisions.

### **3 §602. Approval of Expenditures**

- (a) Cabinet members wishing to make expenditures less than or equal to five hundred dollars (\$500) must notify the Treasurer prior to the purchase unless specifically budgeted.
- (b) Officers wishing to make expenditures not provided for within the budget assigned to the Cabinet and exceeding five hundred dollars (\$500) must seek approval of the Cabinet. Approval may be requested by e-mail and shall be considered given if at least a majority of the voting members of the Cabinet respond with their approval within twenty-four (24) hours of the request.
- (c) Expenses that are already budgeted in the SGA budget only require the authorization of the officer who oversees the particular line item of the budget.

### **3 §603. Education**

The Treasurer shall educate the members of the Cabinet on the fiscal policies of SGA.

## **CHAPTER 7 CHIEF OF STAFF**

### **3 §701. Appointment**

The Chief of Staff shall be appointed by the President.

### **3 §702. Duties**

The Chief of Staff shall have the following powers and duties:

- (a) Organize and publicize a campus-wide application process for appointing new committee members to university committees:
  - (i) The Chief of Staff will work with the Chancellor's office to set a timeline for appointment to university committees;
  - (ii) Applicants for university committees must be members of the student body with a minimum cumulative GPA of 2.5. Applicants may not be members of the Judicial Board;
  - (iii) The Chief of Staff shall select student members from the pool of applicants and submit the list of nominees to the SGA President for verification. The President will then submit the list of nominees to the Chancellor's Office for appointment. The Vice President of External Affairs shall be an ex-officio member of the Student Organizations Committee and shall be included on the list of nominees;
  - (iv) The SGA Advisor shall verify that all nominees meet the academic and disciplinary requirements for university committee members as set forth in these policies;
  - (v) Student members shall serve a one (1) year term starting with the first day of class in the academic year until the end of that same academic year. Members may continue to serve into the following academic year at the discretion of the committee's chair and if they meet the eligibility requirements;
  - (vi) Student members shall be subject to replacement if they:
    - i. Resign the position or withdraw from the university;

- ii. Earn a cumulative GPA of less than 2.25;
- iii. The committee chair sees cause for removal;
- iv. If any of these conditions are met, the Chief of Staff shall notify the President and recommend a suitable replacement to serve for the remainder of the academic year.

(b) Perform additional duties as deemed necessary by the President or Cabinet.

### **3 §703. Term of Chief of Staff**

The term of the Chief of Staff shall commence with appointment and shall terminate at the end of the academic year. The President may relieve or replace him or her at any time.

## **CHAPTER 8 FROG AIDES**

### **3 §801 Mission**

The mission of Frog Aides shall be, “To develop creative and effective leaders for TCU and SGA by providing a network of upperclassmen mentors, leadership training, and hands-on experience.”

### **3 §802 Leadership Structure**

- (a) A Director, approved by the Executive Cabinet, shall lead the Executive Team and be held ultimately responsible for the planning and implementation of the program.
- (b) The Frog Aides Executive Team may include an Assistant Director or Co-directors and additional Executive Team Members.
- (c) A Director shall represent Frog Aides as a member of the Cabinet.
- (d) The Executive Team may appoint an additional Frog Aides Leadership Team to assist in the facilitation of program activities.

### **3 §803. Selection of Frog Aides**

- (a) Frog Aides shall be selected through an application and interview process at the beginning of each fall semester.
- (b) The Executive Team shall oversee the selection process for each class of Frog Aides and may enlist other SGA leaders to assist with interviews.
- (c) Only first year, full-time, undergraduate students are eligible to become a Frog Aide.
- (d) Frog Aides may be removed from the program at the discretion of the Frog Aides Executive Team.

### **3 §804 Duties of Frog Aides**

Frog Aides will participate in activities, scheduled by the Executive Team, that provide hands-on leadership training and education in all branches of SGA. Activities may include, but are not limited to, weekly meetings.

### **3 §805 Big Project**

- (a) Each spring, Frog Aides shall apply the skills introduced in the fall semester to plan and execute a campus-wide event.
- (b) Funding for the Big Project shall come from the SGA budget, and the Frog Aides may seek outside sponsorship as needed.

### **3 §806 Funding**

- (a) Funding for Frog Aides shall fall under the budget of the Executive Branch.
- (b) Frog Aides may be required to pay dues. The Frog Aides Executive Team shall determine the amount for dues prior to releasing the current year's Frog Aides application.

## **CHAPTER 9 DIRECTOR BOARD**

### **3 § 901. Description**

The Director Board consists of the positions listed below. The responsibility of the Director Board is to assist the Student Body President, the Cabinet, and all of SGA in areas of consistent concern that are not the responsibility of any other entity within SGA.

### **3 § 902. Membership and Responsibilities**

The Student Body President must appoint the following positions:

- (a) Director of Wellness:
  - (i) Serves as a liaison to the counseling center and recreation center;
  - (ii) Focuses on issues of physical and mental health (for example, sexual assault, depression, etc.); and
  - (iii) Focuses on issues of physical and mental health (for example, sexual assault, depression, etc.).
- (b) Director of Sustainability:
  - (i) Understands TCU's policy on sustainability and advise Cabinet and House in regards to those policies; and
  - (ii) Actively pursues the betterment of sustainability on TCU's campus.
- (c) Director of Government Affairs:
  - (i) Serves as a liaison to the government affairs office at TCU; and
  - (ii) Serves as a representative of the student body to local, state, and federal governments.
- (d) Director of Diversity and Inclusion:
  - (i) Acts as a resource for all students wishing to discuss issues of diversity and inclusion;
  - (ii) Serves as a liaison between diverse student organizations and SGA; and

- (iii) Focuses on diversity and inclusion on campus and ensures SGA is taking action to represent all students.

The Student Body President may appoint other director positions on a yearly basis as deemed necessary. All additional appointed positions must follow the same appointment guidelines as listed in SBC 3§903. All positions report directly to the Student Body President.

### **3 §903. Appointment Procedure**

Director positions are to be appointed by the Student Body President and must be confirmed by a majority vote of the House of Student Representatives. Any candidate nominated by the Student Body President must meet the same eligibility requirements as listed in The Election Code and Handbook.

### **3 §904. Replacement Procedure**

The Student Body President may remove any Director at his or her discretion and must have the replacement approved with a majority vote by the House of Student Representatives.

### **3 § 905. Meetings**

Meetings are held at the discretion of the Student Body President.

## **CHAPTER 10 MARKETING OPERATIONS**

### **3 §1001. Description**

Marketing operations for the Student Government Association are the responsibility of the SGA Marketing Team Chair with oversight by the Student Body Vice President of External Affairs. The Marketing Team Chair works with the Student Body Vice President to select the SGA Marketing Team which has the responsibility of managing all marketing efforts of SGA.

### **3 §1002. SGA Marketing Team**

The SGA Marketing Team, led by the Marketing Team Chair and overseen by the Student Body Vice President of External Affairs, shall have the following powers and duties:

- (a) Promote and advertise the Student Government Association:
  - (i) Ensure appropriate and consistent branding of SGA-sponsored events;
  - (ii) Provide traditional advertising services and administer all social media accounts;
  - (iii) Facilitate the relationship between TCU student media and SGA;
  - (iv) Manage the SGA Marketing Calendar; and
  - (v) Manage and update the SGA Brand Standards.
- (b) Act as a marketing consultant to Student Organizations funded by SGA:
  - (i) Provide, free of charge, marketing advice and information for student organizations should they request it; and
  - (ii) Ensure organizations follow the SGA Brand Standards should they intend to utilize SGA logos in their advertising efforts.

### **3 §1003. Appointment Procedure**

The Student Body Vice President of External Affairs is to appoint the Marketing Team Chair. The Marketing Team Chair selects members of the Marketing Team with guidance and oversight by the Student Body Vice President of External Affairs to fill positions deemed necessary to fulfill the Marketing Team's stated duties.

### **3 §1004. Temporary Appointment Rescission Procedure**

The Marketing Team Chair and other members of the Marketing Team possess access to all outgoing media for the organization and therefore could create a conflict of interest should they seek election to another position within SGA. Should a member of the Marketing Team plan to undertake a campaign for another position within SGA, they should inform the Student Body Vice President of External Affairs to determine if their appointment should be temporarily rescinded to avoid any conflicts of interest. This should be done and confirmed in advance of the election with adequate time to ensure the Marketing Team can continue to operate effectively.

### **3 §1005. Replacement Procedure**

The Student Body Vice President of External Affairs may remove any member of the SGA Marketing Team at his or her discretion. Should the Student Body Vice President of External Affairs remove the SGA Marketing Team Chair prior to selecting an adequate replacement, they will serve as interim Chair.

**TITLE 4  
PROGRAMMING**

**CHAPTER 1  
DESIGNATION**

**4 §101. Designation of Programming**

theCrew is the official source of SGA student programming. This chapter can only be changed at the beginning of each fiscal year by a three-quarters ( $\frac{3}{4}$ ) vote of the Executive Cabinet and a three-quarters ( $\frac{3}{4}$ ) vote of the House of Student Representatives.

**CHAPTER 2  
MISSION**

**4 §201. Mission Statement**

theCrew shall provide on campus programming that contributes to the overall development of the student community at Texas Christian University.

**CHAPTER 3  
MEMBERSHIP**

**4 §301. Definition**

The membership of theCrew shall be defined as: any student that elects to participate in the organization.

**CHAPTER 4  
PROGRAMMING**

**4 §401. General**

All programming duties will be designated to Student Activities through an ongoing relationship with theCrew. theCrew shall serve as the official provider of student programming funded by SGA and shall consist of student leaders who will execute small and large programs throughout the academic year.

**4 §402. Student Leaders and Student Staff**

Student programming leaders (Team Leaders) shall be selected based on qualifications and merit from an application and interview process. The Vice President of Operations will be in attendance during the interview process. The Team Leader position will be selected by the Office of Student Activities. Team Leaders will serve at the discretion of the Student Activities advisors and will be paid from the Union operating budget. theCrew will also employ students to oversee event marketing and graphic design as well as financial accounting. Team Leaders will serve one (1) academic year and each student leader will be required to reapply each academic year. Student Activities reserves the right to determine the number of student leaders hired for each academic year.

**4 §403. Student Leader Qualifications**

In order to be qualified for a position as a student Team Leader, the student must possess a minimum of fifteen (15) credit hours and have good standing with the University. A 2.5 GPA is

required and will be checked on a semester basis. Prior experience and involvement with theCrew and on campus programming is desired. Experience can be carried over between other organizations on campus. Student Leaders must also be able to meet minimum weekly time commitments for serving in theCrew as well as attend all scheduled staff meetings.

#### **4 §404. Student Leader Responsibilities**

Student Team Leader will be responsible for planning and implementing weekly on campus programs. The student leaders will develop the ideas, market the events, and attend the events as their schedule allows and ensure adequate student staffing for the event. Student Leaders will also oversee volunteers in theCrew and provide consistent communication and leadership development for student volunteers. Team Leaders will also be responsible for managing budgets for their events as well as evaluating their event once it is completed.

#### **4 §405. Student Leader Vacancies**

During the academic year, any Student Leader vacancies either by student choice or termination of employment will be replaced at the discretion of the Office of Student Activities.

#### **4 §406. Finance**

theCrew will make monthly financial reports to the Treasurer and disclose financial information and an event schedule at the request of SGA Cabinet. A portion of the allotted funds will go towards daily continual programming focused on the University Union and east side of campus to reach both residential and commuter students.

#### **4 §407. Meetings**

All meetings of the theCrew shall be open to the public. The date and time of meetings shall be coordinated by the advisors and/or Team Leaders.

#### **4 §408. Large Events**

Large events shall consist of, but are not limited to, Frogs First, Howdy Week, Homecoming, Family Weekend, Holidays at TCU, and the annual Fall Concert. These events may change at the discretion of the Team Leaders and advisors.

#### **4 §409. Annual Concert**

The annual concert will be funded through programming money designated in the programming budget. Leaders of theCrew, members of SGA, and advisors will sit together on an advisory board to select the potential artist for the concert; executive cabinet will have the final decision. Student feedback will be solicited through surveys on genre and general student musical interest.

#### **4 §410. Advisor Role**

Student programming through theCrew will be advised by professional advisors in the Office of Student Activities. The advisors will play a mentoring role for student leadership development and oversee the daily operations and the events of theCrew and the events that are planned. Advisors will have financial oversight and final approval over how money is allocated, to ensure that all expenditures and programs align with the overall mission of the University.

#### **4 §411. Other Responsibilities**

theCrew shall have the following powers and duties:

- (a) To organize and execute programs representing the diverse interests of the entire Student Body;

- (b) To uphold and promote the mission statement of theCrew;
- (c) All programs, small and large, shall be student driven and student lead;
- (d) To appropriate expenditures from the Student Body Fund;
- (e) To adopt rules and bylaws regulating the activities and procedures of theCrew; and
- (f) All programs shall be well advertised with easily accessible information.

## **CHAPTER 5 AMENDMENTS**

### **4 §501. Override**

The provisions of SBC 1§4 shall not be in effect for this Title.

### **4 §502. Origin**

Amendments to SBC 4 may be proposed by any voting member of theCrew leadership team at any regular meeting.

### **4 §503. Referral to Committee**

All proposed amendments must be referred to the Elections and Regulations Committee of the House prior to consideration.

### **4 §504. Approval**

Proposed amendments shall be enacted if approved by a majority of theCrew leadership team present and voting.

## **TITLE 5 JUDICIARY**

### **CHAPTER 1 PURPOSE**

#### **5 §101. Scope**

This Title shall govern the judicial proceedings of SGA including, but not limited to, election disputes, code of ethics violations, and challenges of constitutionality. All judicial proceedings shall be conducted in accordance with the Constitution and the Bill of Student Rights and Responsibilities.

### **CHAPTER 2 JUDICIAL BOARD**

#### **5 §201. Justices**

- (a) The Judicial Board shall consist of no more than fifteen (15) Justices and no fewer than ten (10) Justices. No more than seven (7) Justices can be a member of SGA House of Representatives.
  - (i) The Justices shall be nominated by the President and approved by the House of Student Representatives.
  - (ii) For approval of Justices, the president will make available to House written statements detailing their qualifications and address questions from the House.
  - (iii) If possible, student Justice nominees are recommended to attend House to answer questions and to address the concerns of House members.
  - (iv) Two-thirds ( $\frac{2}{3}$ ) of the legislature must vote in favor of a nominee for him or her to be appointed to the Judicial Board.
- (b) The term of a newly appointed Justice shall begin immediately and cease by resignation, graduation, or impeachment only.
- (c) Student nominees for Justice shall have completed a minimum of twenty four (24) semester hours at TCU.

#### **5 §202. Chief Justice**

- (b) The Chief Justice shall convene meetings of the Judicial Board when necessary and shall only have regulatory and organizational duties and powers. The Chief Justice does not have to serve on every case.
- (c) The Chief Justice is elected with a majority vote of the Justices and shall serve a yearlong term, May-to-May. This election shall occur during the last meeting of the Judicial Board prior to the completion of the academic year.
- (d) If the Chief Justice is absent or unable to fulfill his or her duties, the Elections and Regulations Committee Chair will assume the role for the specific case, but cannot serve as a Justice on the case.

### **5 §203. Jurisdiction**

The Judicial Board:

- (a) Shall rule on questions of constitutionality as set forth in the constitution;
- (b) May question, comment, or rule on other matters related to SGA or the Bill of Student Rights and Responsibilities at the request any member of the student body;
- (c) Shall rule upon the legality of official actions of officers of SGA at the request of the Elections and Regulations Committee; and
- (d) Shall try all cases brought to it by any committee of SGA.

### **5 §204. Conduction of a Hearing/Agenda**

- (e) Upon the request of a hearing, the Chief Justice shall notify the Justices of a time and place for the hearing and request that any Justices who are able to attend and do not have a conflict of interest to reply back as soon as possible. The first five (5) students to reply will serve on the case.
- (f) All hearings will be closed meetings, with the exception of the time allotted for witness testimony.
- (g) The hearing will have the following agenda:
  - (i) Opening statements – Each party will have a maximum of five (5) minutes for an opening statement.
  - (ii) Witnesses – If a party wishes to have witnesses, each witness will have a maximum of five (5) minutes to make a statement. Each party will be limited to three (3) witnesses.
  - (iii) Question and Answer – At this time, the Justices will have a maximum of twenty (20) minutes to ask questions to each party.
  - (iv) Board decision – Both parties will leave the hearing and the Justices will debate and decide the case on a majority vote. The Chief Justice will notify the parties, SGA advisors, President, and the Elections and Regulations Chair of the decision. The Judicial Board shall render a decision within twenty-four (24) hours.

**TITLE 6  
FISCAL POLICIES**

**CHAPTER 1  
SCOPE**

**6 §101. Applicability**

These fiscal policies shall be binding on all officers, agencies, and official bodies of the Student Government Association.

**6 §102. Supplementary Policies**

The Cabinet and the Crew shall establish such additional fiscal policies as are deemed necessary to fulfill their constitutional functions.

**CHAPTER 2  
STUDENT BODY FUND**

**6 §201. The Student Body Fee**

- (a) The Student Body Fee shall be determined as set forth in the Constitution.
- (b) Legislation seeking a change in the Student Body Fee shall be referred to the Finance Committee before consideration by the House.

**6 §202. Spending Limits**

Any individual or group of individuals wishing to spend fifteen thousand dollars (\$15,000) or more of any remaining funds from the Student Body Fee not specifically allocated in the budget must get approval by a two-thirds ( $\frac{2}{3}$ ) vote from the House of Representatives.

- (a) Expenses requiring residual funds must be specified and the exact dollar amount must be disclosed.

**CHAPTER 3  
FINANCE COMMITTEE**

**6 §301. Composition**

The Finance Committee shall operate as set forth in SBC 2§608 including, but not limited to, coordination of the allocation and disbursement of funds to student organizations. **CHAPTER 4**

**BUDGET**

**6 §401. General Provision**

SGA shall establish an annual budget outlining expected expenditures and revenues for the following fiscal year.

**6 §402. Formulation**

The Treasurer shall be responsible for formulating the budget using the following procedure:

- (a) The Chair of the Finance Committee shall be responsible for consolidating recommendations for the budget from committees and appointed officers of the House into a proposal. The Chair shall submit the consolidated proposal to the Treasurer with approval of the Executive Board;

- (b) The Cabinet shall compose a budget according to its policies and submit it to the Treasurer;
- (c) theCrew shall compose a budget according to its bylaws and submit it to the Treasurer;
- (d) All budget proposals submitted to the Treasurer shall balance the total amount of revenues allocated for that section of the budget;
- (e) All proposed expenditures shall be reflected in the budget.

**6 §403. Passage**

The following shall be the procedure for the formulation and passage of the budget.

- (a) The Treasurer, with the assistance of the Financial Advisor, shall determine and publish a schedule and the procedures necessary to draft the budget;
- (b) After the Treasurer has received the individual components of the budget as set forth in SBC 6§402, he or she shall consolidate and present it to the Cabinet for approval;
- (c) Following the approval of the Cabinet, the Treasurer shall draft a budget resolution to be introduced in the House no later than three (3) weeks prior to April 15<sup>th</sup>. The resolution shall be immediately tabled to the Finance Committee for review;
- (d) The House shall pass the budget resolution no later than April 15<sup>th</sup>.

**6 §404. Improper Expenditures**

Any expenditure that is improperly made, outside the budget line-item, or is an unapproved expenditure will be the responsibility of the individual incurring the expense.

**6 §405. Amendments to the Budget**

- (a) Amendments to the budget must be proposed:
  - (i) By line item; and
  - (ii) By the individual or group which would claim the funds.
- (b) The Treasurer shall decide to accept or reject the amendment.
- (c) The House and the Cabinet must be informed of any amendments to the budget and the status of the amendment at the next meeting of each body and have the power to appeal the decision of the Treasurer.

**CHAPTER 5  
EXPENDITURES**

**6 §501. Authorization of Disbursements**

Disbursements within the House budget shall be properly authorized by the appropriate officer. Requests for disbursements must be submitted forty-eight (48) hours prior to the time at which the funding is needed. Disbursements within the budgets of the Cabinet, theCrew, or the Judicial Board shall be authorized as set forth in their respective policies.

**6 §502. Referral to the Treasurer**

Legislation requesting the House to underwrite projects shall be referred to the Treasurer for a recommendation before being discussed in House.

**6 §503. Unbudgeted Funds**

- (a) All requests for unbudgeted funds shall be approved by the House of Student Representatives as a whole.
- (b) The Treasurer shall provide advice to the House as to the status of the request.

**6 §504. Proof of Purchase**

All requests for payment must be accompanied by invoices, signed contracts, or a statement of services rendered.

**6 §505. Reimbursements**

Itemized receipts will be required for reimbursements on all purchases. Purchases are highly encouraged to use a tax exempt form when possible.

**6 §506. Residence Halls**

Residence halls shall not receive funds for exclusive hall programs.

**6 §507. Charitable Contributions**

No charitable contributions shall be made from the Student Body Fund. Charitable contributions include, but are not limited to, payments made to charitable organizations. No mission trips shall receive funding.

**TITLE 7  
CODE OF ETHICS**

**CHAPTER 1  
GENERAL PROVISIONS**

**7 §101. Purpose**

The Code of Ethics shall govern the general behavior of all members of SGA when acting in his or her official capacity. The purpose of the Code of Ethics is to promote accountability, encourage ethical behavior, and empower the student body to ensure effective representation in SGA and the University as a whole. The guiding principles and goals are –

- (a) Represent one's constituency and/or the student body with integrity;
- (b) Make logical, fact-based decisions free of personal bias;
- (c) Appropriate funds, when necessary, in the best interest of the student body; and
- (d) Uphold the professional nature of SGA when fulfilling the duties of one's elected position.

**CHAPTER 2  
ETHICAL CONDUCT**

**7 §201. Violations**

Any member of the Student Government Association who, within his or her official capacity, willfully –

- (a) Neglects his or her duty as prescribed by the Constitution or this Code;
- (b) Fails to interact respectfully or professionally with other members;
- (c) Disrupts the day-to-day workings of SGA and all respective branches;
- (d) Violates the trust of the Student Body; or
- (e) Acts in a way that deteriorates the professional and/or ethical image of SGA.

Shall be considered to have engaged in a violation of this Code and shall be sanctioned as such.

**CHAPTER 3  
DISCIPLINARY OPTIONS**

**7 §301. Authorized Disciplinary Options**

A member of SGA that violates SBC 7§2 shall be sanctioned to –

- (a) A warning;
- (b) Disqualification from holding a specific office;
- (c) Removal from office or seat as authorized by the relevant clauses; and/or
- (d) Complying with the appropriate campus departments if the violation constitutes additional disciplinary action.

**7 §302. Imposition of Disciplinary Options**

The Judicial Board shall make the final decision on sanctions for ethical violations, except when dealing with removal of Executive Board members, House representatives, or Justices, who shall

be removed following their respective processes. Judicial Board, in determining the particular sanction imposed, shall consider –

- (a) The nature and circumstances of the offense; and
- (b) The kind of sanctions available.

The Judicial Board, at the time of sanctioning, shall state the reasons for its imposition of the particular sanction.

## **CHAPTER 4 REMOVAL**

### **7 §401. Sanction of Removal**

A member found guilty of a Class A violation or who neglects his or her duty as prescribed by the Constitution or this Code may be sanctioned to be removed from their office or seat by the process outlined in SBC 7§402, if a removal process is not otherwise stated.

### **7 §402. Imposition of Removal**

- (a) In determining whether to impose removal, the Judicial Board shall consider the factors set forth in SBC 7§302.
- (b) In the event that the Judicial Board proposes removal from office, an order for removal must be confirmed by a two-thirds ( $\frac{2}{3}$ ) majority vote by the House of Student Representatives.
- (c) If the House of Student Representatives confirms the removal, the student shall be immediately removed from office or seat and lose all rights and privileges associated with that office or seat.

LAST UPDATE: December 4, 2018