

**CODE OF THE STUDENT BODY OF
TEXAS CHRISTIAN UNIVERSITY
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24 *contribute, learn, and grow. We want all TCU students to be respected, listened to, and treated fairly. Above*
25 *all, we strive for satisfaction from accomplishments and friendships, while having fun as we aspire to improve*
26 *our University.* 3
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**TITLE 1
GENERAL PROVISIONS**

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189

**CHAPTER 1
SCOPE**

190

1 § 101. Applicability

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

193

1 § 102. Constitutional Supremacy

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

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**CHAPTER 2
STRUCTURE**

199

1 § 201. General

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201

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

202

1 § 202. Additions

203

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

204

1 § 203. Modifications

205
206

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

207

1 § 204. References

208

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

209
210

- (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.

211
212
213

- (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.

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- (c) References to Sections shall consist of a reference to the Title containing the Section followed by the number of the Section. This Section would be referred to as ‘SBC 1§204’, for example.

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- (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)’

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**CHAPTER 3
SPECIAL PROVISIONS**

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1 § 301. Severability Clause

If any clause, chapter, article, paragraph, or section of this Code is declared inconsistent with the Constitution of the Student Body or the Bill of Student Rights and Responsibilities, then those inconsistencies are considered invalid.

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**CHAPTER 4
AMENDMENTS**

228
229

1 § 401. Origin

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

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1 § 402. Referral to Committee

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

233
234
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1 § 403. Approval

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

236
237

1 § 404. Overriding Provisions

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

238
239
240

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.

241
242

**CHAPTER 5
RESPONSIBILITIES OF SGA MEMBERS**

243

1 § 501. Responsibilities

244
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(a) All members of SGA shall also be expected to uphold all other responsibilities related to their positions as outlined elsewhere in this code.

246

(b) Examples of such responsibilities include, but are not limited to:

247

(i) Attending meetings associated with a member's position in SGA

248

(ii) Appearing in dress code appropriate to meetings

249

(iii) Conducting oneself in line with the Mission of SGA and Texas Christian

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University

251

(iv) Accomplishing assigned tasks

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(v) Interviewing members of the Student Body

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1 § 502. Code of Ethics

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Members of SGA are bound to uphold their responsibilities as set forth in the Code of Ethics presented in Title 9 of this document.

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TITLE 2
THE LEGISLATIVE BRANCH

CHAPTER 1
MISSION

We envision an organization of pride and commitment, where all representatives have an opportunity to contribute, learn, and grow. We want all TCU students to be respected, listened to, and treated fairly. Above all, we strive for satisfaction from accomplishments and friendships, while having fun as we aspire to improve our University.

CHAPTER 2
GENERAL PROVISIONS

2 § 201. Membership

The membership of the House of Student Representatives shall be determined by the Constitution.

2 § 202. Session

The session of the House of Student Representatives shall begin on the day following the election of the members of the House and shall end on the day of the election of a new House in the following fall. 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) Preside over meetings of House;
- (b) Serve as the head the Dias, which will consist of the Speaker, the Administrative Assistant, 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 the Student Body Code;
- (f) Set agenda for House meetings according to the current edition of Robert's Rules of Order and distribute it to all House members;
- (g) Vote in the case of a tie;

- 292 (h) Enforce the agenda, the standing rules, this Code and the Constitution of the Student
- 293 Body and the general order of the assembly during the meetings of the House;
- 294 (i) Set the dates for the first and last regular meeting of the House in accordance with
- 295 this Code;
- 296 (j) Insert amendments to this Code when necessary;
- 297 (k) Remove members of House as specified in 2 SBC §906 (c).

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300

CHAPTER 4 HOUSE OFFICERS

301 **2 § 401. List of Officers**

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

- 303 (a) A Parliamentarian to interpret the Constitution, the Student Body Code and other
- 304 governing documents of the Student Government Association during the general
- 305 meetings of the House and the Executive Board;
- 306 (b) An Administrative Assistant to assist the Speaker and the Executive Board in any
- 307 assigned duties, record the minutes of each House Meeting and give the finalized
- 308 minutes to the Speaker, and maintain House documents on the SGA website;
- 309 (c) A Chaplain to open official meetings of House with an invocation, present the Frog of
- 310 the Week at House meetings, and promote member retention and House cohesiveness;
- 311 (d) All other responsibilities not listed above may be given to the Speaker, and the Speaker
- 312 may distribute those remaining responsibilities among the House Officers.

313 **2 § 402. Additional Officers**

314 In addition to the positions listed in this title, the Speaker shall have the authority to create,

315 modify or abandon additional appointed positions for a specific limited purpose.

316 **2 § 403. Procedures of Appointment**

317 The procedures for the appointment of these positions shall be as set forth by the Constitution

318 and the Student Body Code.

319 **2 § 404. Removal**

320 The Speaker may remove officers of the House of Student Representatives that are not chairs of

321 Standing Legislative or Ad Hoc Committees by appointing a replacement as set forth in the

322 Constitution and the Student Body Code.

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**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 maintains 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 join one of the Standing Legislative Committees, based on the individual preference.

2 § 503. Committee Membership

Each Standing Legislative Committee shall consist of no less than one-half voting House members, with the exception of the Finance Committee, which must only consist of voting House members. No other Standing Legislative Committee shall require other qualifications unless approved by the House.

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. The deadline shall be set between Friday at 5:00 PM and the time of the Meeting of the Executive Board.
- (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 Administrative Assistant should be made prior to the approval of House Executive Board. The House 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 the Student Body Code or the Constitution of the Student Body, nor confirm appointments to the Judicial Board, nor initiate recall proceedings against members of the Student Government Association.
- (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

- 362 (a) The procedure of removal of an Executive Board member will be enacted when one or
363 more of the following conditions is met:
- 364 (i) Any member of the Executive Board accrues a total of three or more executive and
365 committee meeting absences
- 366 (ii) Any member who fails to uphold their duty as an Executive Board member in their
367 respective committee, the House of Student Representative, and/or on the Executive
368 Board as determined by the relevant SBC clauses
- 369 (b) The removal of a member from the Executive Board shall be conducted in accordance
370 with the following procedure:
- 371 (i) The Speaker or any Executive Board member may begin the removal process.
- 372 (ii) During an Executive Board meeting, the initiating party shall have a five minute
373 interval to explain the situation(s) in question.
- 374 (iii) Immediately following, the party in question shall have five minutes to explain
375 the situation(s) in question.
- 376 (iv) The Executive Board, excluding the Speaker, will vote on the removal of the
377 member from their chaired position.
- 378 i. The vote shall include all chairs and appointed positions
- 379 (c) In the event of a simple majority vote in favor of removing the member in question, a
380 vote will be brought to the relevant committee following the aforementioned five minute
381 defense process
- 382 ii. The committee vote shall require a simple majority vote of all permanent
383 committee members
- 384 (d) In the event of differing vote results from the Executive Board and the relevant
385 committee, the Speaker shall have break the tie
- 386 (e) Removal from an Executive Board position does not constitute removal from House
387

388 **CHAPTER 6**
389 **STANDING LEGISLATIVE COMMITTEES**

390 **2 § 601. List of Committees**

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

394 **2 § 602. Election of Committee Chairs**

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

397 **2 § 603. Responsibilities of Committee Chairs**

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

- 400 (a) With the exception of the Finance committee, each chair shall establish and hold weekly
401 meetings of the committee;
- 402 (b) Call special meetings of the committee;
- 403 (c) Preside over all meetings of the committee;
- 404 (d) Create special subcommittees for special purposes;
- 405 (e) Appoint subcommittee chairs and members, subject to approval of the committee;
- 406 (f) Refer legislation to subcommittee chairs and members, subject to approval of the
407 committee;
- 408 (g) Schedule hearings, debates, and votes on legislation at the Chair's initiative or at the
409 request of at least one-third ($\frac{1}{3}$) of the membership of the committee;
- 410 (h) Cast a vote only in case of a tie vote in the committee;
- 411 (i) Appoint a committee secretary to record all proceedings of the committee, keep roll at
412 committee meetings and submit a weekly report containing both to the Administrative
413 Assistant;
- 414 (j) Report at every regular House meeting on activities of the committee;
- 415 (k) Attend all retreats sponsored by the House of Student Representatives;
- 416 (l) Meet with their advisor once a week;
- 417 (m) Attend all meetings of the Executive Board;
- 418 (n) Maintain a training manual for the use of succeeding committee chairs;
- 419 (o) Perform additional duties as deemed necessary by the Speaker.
- 420 (p) Failure to perform the aforementioned duties can result in removal from office
- 421 (q) The Finance Chair will call committee meetings on an as needed basis.
- 422 (r) Give an End of Semester (EOS) report to House outlining the accomplishments and
423 progress of committee objectives on the last official meeting of House each semester.

424 **2 § 604. Right to Vote**

- 425 (a) Voting in the Standing Legislative Committees shall be restricted to only those House
426 members who have been appointed to the committee by the Executive Board and to non-
427 House members who have been in attendance in that committee for two consecutive
428 meetings each semester.
- 429 (b) House members may vote in committees to which they were not assigned on the same
430 basis as non-House members;

431 **2 § 605. Academic Affairs Committee**

432 The duties of the Academic Affairs Committee shall be:

- 433 (a) To solicit, receive, study, and address concerns regarding academic matters brought to it
434 by the House, the Faculty Senate, or the student body;
- 435 (b) To research and formulate projects and legislation concerning academic matters;
- 436 (c) To assist in the periodic student evaluation of faculty;
- 437 (d) To act as a liaison for the House with all Faculty and Administration, specifically
438 through collaboration with the Faculty Senate, the Faculty Senate Committees, and the
439 Staff Assembly;
- 440 (e) To send at least one (1) Committee Member to represent the House at every monthly
441 Faculty Senate Meeting during the academic year;
- 442 (f) To assist in the annual selection and announcement of a TCU professor to receive an
443 award for academic excellence;
- 444 (g) To research other universities' academic programs, policies, and progress to determine
445 further committee projects.

446 **2 § 606. Dining Services Committee**

447 The duties of the Dining Services Committee shall be:

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

452 **2 § 607. Elections and Regulations Committee**

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

- 455 (a) Set the dates of all filing periods, elections, special elections, and referenda subject to
456 the provisions of this Code and all other SGA documents.
- 457 (b) To conduct and facilitate all the elections sponsored by the Student Government
458 Association;
- 459 (c) To create an application packet to be completed and submitted by all candidates during
460 the official filing period;
- 461 (d) To write, revise, rewrite, or update the Election Code and Handbook, the official source
462 for rules and regulations regarding elections;
 - 463 (i) Any revision to the Election Code must be made by March 1st. All changes after
464 this time will become active during the succeeding House session;
 - 465 (ii) All procedural changes in the Election Code must have the approval of House and
466 be voted on by the deadline above. Procedural rules are defined as the procedural
467 methods for elections, i.e. terms, calendar, eligibility, expenses and appeal process.
 - 468 (iii) All substantive changes in the Election Code are at the discretion of the Elections
469 and Regulations Committee. Substantive rules are defined as the interpretive
470 definitions and regulations of campaign conduction;

- 471 (e) To write, revise, rewrite, or update all other documents of the Student Government
472 Association;
- 473 (f) To accept, reject and review all bills revising Student Government Association
474 documents;
- 475 (g) To facilitate the Direct Appointment process for Representatives;
- 476 (i) The Elections and Regulations Committee will consist of a minimum of five
477 members, not including the Chair, during the appointment process;
- 478 (ii) There will be a formal voting process conducted for each candidate interviewed,
479 and each appointment will require a simple majority of the Committee;
- 480 (iii) If a member of the Elections and Regulations Committee has a conflict of interest
481 with a candidate, it must be disclosed to the Committee Chair prior to the
482 interview, and he or she must remove themselves from all proceedings for that
483 particular candidate;
- 484 (iv) The Elections and Regulations Committee retains full discretion as to whom is
485 best suited to be appointed to the House of Student Representatives, and no outside
486 influences will be accepted;
- 487 (v) No member of the Committee can disclose the results of the appointment process
488 except the Committee Chair or whomever he or she designates to formally relay the
489 decision;
- 490 (h) To promote and encourage students to apply and/or participate for the House of Student
491 Representatives;
- 492 (i) To receive and judge the validity of all petitions, referenda, and nominations subject to
493 provisions of the Election Code and all SGA documents; and
- 494 (j) To investigate and rule on charges of violations as set forth in the Election Code.

495 **2 § 608. Finance Committee**

496 The duties of the Finance Committee shall be:

- 497 (b) To establish policies for legislation appropriations subject to approval of House;
- 498 (c) To enforce the fiscal policies as they apply to SGA and investigate, with the Financial
499 Advisor, questions of unauthorized or improper expenditures;
- 500 (d) To perform any additional duties as prescribed by the House Executive Board;
- 501 (e) To write, revise, rewrite or update the Finance Committee Guidelines, the official source
502 of procedures for the Finance Committee.
 - 503 (i) All changes to the guidelines must be approved before hearing presentations from
504 any campus organization.

505 **2 § 609. Student Experience Committee**

506 The duties of the Student Experience Committee shall be:

- 507 (a) To seek out issues and concerns of undergraduate students;

- 508 (b) To collect data from the student body, when deemed necessary, on issues pertinent to
509 student life;
- 510 (c) To work on any projects including, but not limited to, physical improvements to
511 campus, services to students, and student residential life; and
- 512 (d) To address all student concerns that do not fall under the realm of the other standing
513 House committees.

514 **2 § 610 Student Outreach Committee**

515 The duties of the Student Outreach Committee shall be:

- 516 (a) To create outreach opportunities for committee members to interact with the campus as
517 a whole. These outreach opportunities include, but are not limited to the following
518 initiatives, and shall evolve as needs change:
 - 519 (i) Coordinate with Student Body Officers and SGA’s marketing body to plan town
520 hall meetings;
 - 521 (ii) Speak to organizations across campus, especially to let them know of opportunities
522 to run for positions in House;
 - 523 (iii) Reach out to historically underrepresented student populations to hear their
524 concerns and to promote their involvement in House and SGA as a whole;
- 525 (b) To create outreach opportunities for representatives to interact with their constituencies.
526 These outreach opportunities include, but are not limited to the following initiatives,
527 and shall evolve as needs change:
 - 528
 - 529 (i) Plan days for specific constituency groups to pass out marketing materials in their
530 primary academic buildings and to staff tables to get feedback;
 - 531 (ii) Support constituency groups in implementing ideas they have for reaching out to
532 their college/class by setting dates/times, reserving spaces, etc.;
- 533 (c) To work closely with SGA’s marketing body to achieve communications and outreach
534 goals.

535 **CHAPTER 7**
536 **AD HOC COMMITTEES**

537 **2 § 701. Creation**

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

541 **2 § 702. Appointment of Chair**

542 A Chair of an Ad Hoc Committee shall be appointed by the Chair of the Standing Legislative
543 Committee that recommended the committee’s establishment, or by the Chair of the Cabinet or

544 Executive Board that recommended its establishment. In either case, appointments are subject to
545 approval by a simple majority of the House.

546 **2 § 703. Membership**

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

549 **2 § 704. Duration**

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

552 **2 § 705. Dissolution**

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

555 **CHAPTER 8**
556 **MEETINGS**

557 **2 § 801. Scheduling**

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

563 **2 § 802. General Meeting Agenda**

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

- 565 (a) Call to Order;
- 566 (b) Pledge of Allegiance (voluntary)
- 567 (c) Opening Prayer (voluntary);
- 568 (d) Roll Call;
- 569 (e) Approval of minutes;
- 570 (f) Speakers Forum;
- 571 (g) Student Body Officer Reports;
- 572 (h) Standing Legislative Committee Chair Reports;
- 573 (i) Ad Hoc Committee Chair Reports
- 574 (j) Appointed Position Reports;
- 575 (k) Old Business;
- 576 (l) New Business;
- 577 (m) Announcements;
- 578 (n) Adjournment.

579 **2 § 803. Special Meeting Agenda**

580 Special meetings of the House shall have the following agenda:

- 581 (a) Call to Order;
- 582 (b) Pledge of Allegiance (voluntary);
- 583 (c) Opening Prayer (voluntary);
- 584 (d) Roll Call;
- 585 (e) Old Business;
- 586 (f) New Business;
- 587 (g) Adjournment.

588 **2 § 804. Special Sessions**

589 Special sessions may be called if a simple majority of the House members at a regular meeting of
590 the House may order a plenary session for any regular meeting of the House.

591 During the interim, it shall be the responsibility of the Executive Board to inform all members of
592 the House of the scheduled plenary session.

593 **2 § 805. Resume after Lack of Quorum**

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

598 **2 § 806. Time Limits**

599 The following maximum amounts of time shall be adhered to during meetings of the House. The
600 Parliamentarian shall have the power and duty to enforce time limits. The House may extend or
601 reduce these limits by a two-third ($\frac{2}{3}$) vote:

- 602 (a) Speakers Forum: 5 minutes per speaker; during this time any member of the student
603 body may speak to any topic relevant to TCU in keeping with decorum, as judged by
604 the acting parliamentarian; speakers may engage informally in dialogue with members
605 of SGA; Speakers Forum shall last in total no longer than 15 minutes;
- 606 (b) Student Body Officer Reports: 5 minutes per speaker;
- 607 (c) House Officer Reports: 5 minutes per speaker;
- 608 (d) Presentation of legislation: 4 minutes;
- 609 (e) Committee report on legislation: 2 minutes;
- 610 (f) Question and answer period: 10 minutes for all questions;
- 611 (g) Answers to individual questions: 2 minutes per question;
- 612 (h) Debate: 3 minutes per speech;
- 613 (i) Presentation of amendments: 1 minute;
- 614 (j) Closing statement by author: 1 minute;

615 (k) Announcements: 1 minute per announcement.

616 **2 § 807. Adjournment**

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

622 **CHAPTER 9**
623 **STANDING RULES**

624 **2 § 901. Delay on Consideration of Bills, Emergency Measures**

625 (a) Bills recommended to the House of Student Representatives cannot be considered until
626 the next regularly scheduled House meeting following the introduction of the bill, with
627 the exception of bills whose origins are of the committee it would be tabled to.

628 (b) The author of the bill may petition the Executive Board for the consideration of a bill if
629 passage of the legislation has time constraints to be introduced and considered during the
630 same meeting as opposed to being tabled to the following meeting. If such an exception is
631 granted, it must be published in the meeting agenda.

632 (c) The House may conduct business as a Committee of the Whole to satisfy the committee
633 referral requirements as set forth in 2.SBC §903 and the other governing documents.

634 **2 § 902. Physical Improvements**

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

638 **2 § 903. Referral to Committee**

639 Any bill introduced by the Executive Board, the Cabinet, members of the House, the Faculty, the
640 Administration or an official body of the university shall be referred to one of the Standing
641 Legislative Committees upon reading of its title, with the exception of bills written by specific
642 standing legislative committees to which the bill would be tabled.

643 **2 § 904. Expenditure Bills**

644 Bills requiring expenditure of the Student Body Fund shall be referred in all cases to the Finance
645 Committee.

646 **2 § 905. Limits on Amendments**

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

651 **2 § 906. Attendance Requirements**

652 (a) All members of the House shall be required to attend all official meetings of the House
653 or their designated committees.

- 654 (b) If a member has been recorded as absent from House or committee meetings for a
655 combined total of three (3) absences, the Administrative Assistant shall contact the
656 member to inform them of their three recorded absences;
- 657 (c) Any member who has a fourth unexcused absence shall immediately be removed from
658 the roll, and no longer be considered a voting member of the House and the committees
659 he or she has been assigned to;
- 660 (d) Any member who is aware that he or she will not be able to attend a House meeting
661 must notify the Administrative Assistant that he or she cannot attend so that the member
662 may receive an excused absence from that meeting. Excused absences are described as
663 illness, personal difficulties, or other extenuating circumstances;
- 664 (e) If it becomes necessary for a member to leave before a meeting is adjourned, they must
665 contact the Administrative Assistant before the House meeting begins. Members who
666 arrive after roll is called must submit an excuse. Excuses not deemed acceptable by the
667 Executive Board will be counted as unexcused.
- 668 (f) Any member removed from their House of Student Representatives role due to
669 excessive absences, either from House or committee meetings, will not be allowed to
670 run for election or be appointed to any position in any branch of the TCU Student
671 Government Association for one (1) full semester, nor will he or she be able to serve as
672 a Student Body Officer for one full year following the semester in which they were
673 removed.

674 **2 § 907. Lack of Quorum**

- 675 (a) Once quorum has been met, it shall be considered met unless the Speaker or a member
676 recognizes that a quorum is no longer present.
- 677 (b) If the Speaker or member notices the absence of a quorum it is his/her duty to call for a
678 quorum count. The Parliamentarian shall determine whether quorum is met. If it is not
679 met, the meeting shall be adjourned and all Old Business tabled back to its appropriate
680 committee.
- 681 (c) In the event that House business is suspended as a result of a lack of quorum, roll call
682 shall be taken and any member who is not present shall receive one unexcused absence
683 – unless he or she has given prior written notice to the Administrative Assistant.

684 **2 § 908. Definition and Numbering of Bills**

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

689 **2 § 909. Definition and Number of Resolutions**

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

693 **2 § 910. Delivery of Legislation, Presidential Approval**

694 (a) Within two (2) days following the passage of legislation, a member of the Dias shall
695 deliver a copy of the bill or resolution to the President. The copy shall indicate the day
696 and result of the vote.

697 (b) If the President approves of the legislation, he or she shall sign and return it to the Dias.
698 Otherwise, if the president returns it unsigned indicating the presidential veto as set forth
699 in the Constitution and this Code. The legislation shall become effective if not returned
700 by the President within three (3) school days after passage.

701 (c) If the legislation authorizes an appropriation, a copy of the bill shall be delivered to the
702 Treasurer for disbursement.

703 **2 § 911. Veto**

704 (a) The Student Body President may veto legislation as determined by the Constitution.

705 (b) The President may veto legislation within ninety-six (96) hours of passage of the
706 legislation.

707 (c) The President must state the rationale behind his or her veto and the statement must be
708 provided to all House members prior to the next House meeting.

709 (d) The President must make every effort to contact the author(s) of the legislation and the
710 committee chair through whose committee the legislation passed, within that 96-hour
711 period of time, and must provide the above-mentioned written statement to the authors of
712 the legislation upon demand.

713 (e) The author of the vetoed legislation may offer the legislation up for reconsideration at the
714 next regular House meeting during Old Business.

715 (f) The President shall have a three-minute opening statement to explain why the piece of
716 legislation was vetoed, followed by a three-minute opening statement by the author(s) of
717 the legislation.

718 (g) Questions may then be asked of the author(s) and the President during question-and-
719 answer.

720 (h) Once debate has ended, the President shall have a two-minute closing statement, followed
721 by a two minute closing statement by the author(s).

722 (i) A two-third ($\frac{2}{3}$) majority of the House members is required to override the veto.

723 (j) Once a vote has been taken on whether or not to override the veto, it cannot be
724 reconsidered. The decision to override or sustain any veto is final.

725 (k) The veto extends to the entire piece of legislation not any single part of it.

726 (l) The President cannot veto legislation before the House passes it.

727 **2 § 912. Public Record**

728 All legislation introduced in the House shall become public record and be filed in the archives of
729 the Student Government Association. The file shall include at least the date and result of the final
730 vote on the legislation, all approved amendments, and the signatures of the Administrative
731 Assistant and the Speaker.

732 **2 § 913. House Executive Committee**

733 (a) The Executive Committee shall review legislation submitted to the Speaker of the House
734 to determine if the legislation is a motion that is in order to be introduced into House.
735 The Executive Committee may, by a two-third vote, rule that a piece of legislation is out
736 of order.

737 (b) At the next House meeting after a bill or resolution has been ruled out of order by the
738 Executive Committee, the Speaker of the House shall give a report stating the title of any
739 legislation ruled out of order and the reason for the action.

740 (c) House may move to override the Executive Committee's decision and bring the bill or
741 resolution to the House floor with a majority vote. Such a motion shall require a second
742 and is debatable.

743 **CHAPTER 10**
744 **RULES OF ORDER**

745 **2 § 1001. Robert's Rules**

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

748
749

**TITLE 3
THE EXECUTIVE BRANCH**

750
751

**CHAPTER 1
THE CABINET**

752 **3 § 101 Membership**

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

756 **3 § 102 Appointed Members**

757 (a) The President shall have the power to appoint members to the Cabinet, three (3) of
758 whom may be voting members. Of these members, one shall be the Chief of Staff and at
759 least one shall be a Frog Aides Director.

760 (b) The President shall have the power to determine the areas of responsibility of temporary
761 members.

762 (c) Appointed Cabinet members shall serve at the pleasure of the President. Their term
763 shall expire at the end of the academic year or at an earlier date determined by the
764 President.

765 (d) Temporary Cabinet members shall report to the President unless the President states
766 otherwise.

767 **3 § 103 Guests & Confidentiality**

768 (a) All meetings of the Cabinet shall be closed to the public at the discretion of the
769 President.

770 (b) Cabinet members may invite any other members of the student body, faculty, or
771 administration to attend and speak at meetings of the Cabinet. The President must
772 approve all guests. Guests may only attend for the time period during which an agenda
773 item pertaining to the guest is discussed.

774 (c) The President shall have the power to require that only Cabinet members and advisors
775 be present at the meeting.

776 **3 § 104 Meetings**

777 (a) The Cabinet shall meet on a regular basis to:

778 (i) Coordinate the executive functions of the Student Government Association.
779 Meeting times shall be as agreed upon by the Cabinet;

780 (ii) Discuss topics of interest to the student body where an official student government
781 position or program may be desired;

782 (iii) Consider proposals for legislation or programming to be endorsed by the Cabinet;

783 (iv) Consider rules regulating the proceedings of the Executive Branch;

784 (v) Discuss the establishment of executive advisory committees as provided for by the
785 Constitution;

- 786 (vi) Discuss the annual budget prior to its introduction in the House;
- 787 (vii) Implement House legislation where implementation is not otherwise provided for;
- 788 (viii) Implement judicial rulings where implementation is not otherwise provided for;
- 789 (ix) Perform additional duties prescribed by the House.
- 790 (b) If the oral discussion of a specific proposal is not necessary and no Cabinet member
- 791 objects, the Cabinet may vote by e-mail.
- 792 (c) The President shall chair the meetings of the Cabinet. In the absence of the President,
- 793 the Vice President of Operations shall assume the chair. If the President has not chosen
- 794 a Cabinet member to serve as the chair during the concurrent absence of both the
- 795 President and Vice President, the Cabinet shall follow the order of succession as stated
- 796 in §109 (a) of this chapter.
- 797 (d) If a Cabinet member cannot attend a meeting, he or she shall choose a member of SGA
- 798 to attend on his or her behalf with the approval of the President.

799 **3 § 105 Agenda**

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

802 **3 § 106 Minutes**

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

811 **3 § 107 Decisions**

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

817 **3 § 108 Vacancy and Quorum**

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

821 **3 § 109 Order of Seniority and Succession**

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

- 824 the following order of seniority: Vice President of Operations, Vice President of
825 External Affairs, Treasurer and Speaker of the House.
- 826 (b) If none of the aforementioned officers is able and willing to assume the presidency, the
827 House of Student Representatives shall elect a new President for the remainder of the
828 term.
- 829 (c) In case of a vacancy in the office of the Vice President of Operations, the Vice
830 President of External Affairs, or Treasurer, the President shall nominate a replacement
831 by the second House meeting following the vacancy, and the nominee shall take office
832 upon confirmation by two-thirds of the membership of the House. The president shall
833 assume the responsibilities of the vacant officer until House confirms a new officer.

834 **CHAPTER 2**
835 **THE PRESIDENT**

836 **3 § 201 Duties**

837 The President shall have the following powers and duties:

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

860 (q) Appoint and lead the Director Board as outlined in Chapter 9 of this Title.

861 **CHAPTER 3**
862 **THE VICE PRESIDENT OF OPERATIONS**

863 **3 § 301 Duties**

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

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

885 **CHAPTER 4**
886 **THE VICE PRESIDENT OF EXTERNAL AFFAIRS**

887 **3 § 401 Duties**

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

- 889 (a) Build and foster relationships with TCU student organizations, outside of SGA:
- 890 (i) Update student organizations on the relevant progress of SGA through working
891 with the Outreach Committee;
- 892 (ii) Report to House of Representatives pertinent information or needs of the
893 student organizations;
- 894 (b) Foster community outreach by engaging with the city of Fort Worth and acting as a
895 liaison between the TCU community and the Fort Worth Community;

- 896 (c) Promote and advertise the Student Government Association:
- 897 (i) Ensure appropriate and consistent branding of SGA-sponsored events;
- 898 (ii) Select and direct the TCU SGA Marketing team that will administer all social
- 899 media accounts, facilitate the relationship between TCU student media and SGA,
- 900 and provide traditional advertising services;
- 901 (d) Facilitate the development and/or creation of relationships with the other Big 12
- 902 Conference universities by means of online meetings, discussions, and collaboration;
- 903 (e) Assist the President in planning the SGA Presidents' Alumni Summit;
- 904 (f) Represent the student body at meetings of Intercom.

905 **CHAPTER 5**

906 **THE TREASURER**

907 **3 § 501 Duties**

- 908 (a) The Treasurer shall have the following powers and duties:
- 909 (i) Serve as the Chief Financial Officer of the student body;
- 910 (ii) Establish and maintain accurate records of all financial matters pertaining to the
- 911 student body fund;
- 912 (iii) Prepare an annual budget with the cooperation of the Finance Chair of the House,
- 913 theCrew, and the members of the Cabinet;
- 914 (iv) Chair the Activities Funding Board;
- 915 (v) Prepare and report a weekly financial overview of the student body fund;
- 916 (vi) Sign off on all duly approved expenditures as prescribed by the Constitution, the
- 917 Student Body Code, or legislation;
- 918 (vii) Attend the meetings of the House of Student Representatives;
- 919 (viii) Advise the President and the Cabinet on all financial matters;
- 920 (ix) Fulfill additional duties as deemed necessary by the President or the Cabinet or
- 921 provided by legislation.
- 922 (b) In case of a vacancy in the office of Treasurer, the Cabinet shall select a temporary
- 923 replacement until a new Treasurer has been confirmed by the House.

924 **CHAPTER 6**

925 **FINANCES**

926 **3 § 601. Relationship to the Student Body Code**

927 These finance guidelines shall serve as a supplement to the Student Body Code and shall be

928 subject to its provisions.

929 **3 § 602. Approval of Expenditures**

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

940 **3 § 603. Education**

941 The Treasurer shall educate the members of the Cabinet on the fiscal policies of the Student
942 Government Association.

943

944 **CHAPTER 7**
945 **CHIEF OF STAFF**

946 **3 § 701. Appointment**

947 The Chief of Staff shall be appointed by the President.

948 **3 § 702. Duties**

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

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

- 968 (vi) Student members shall be subject to replacement if they:
- 969 (A) Resign the position or withdraw from the university;
- 970 (B) Earn a cumulative GPA of less than 2.25;
- 971 (C) The committee chair sees cause for removal;
- 972 (D) If any of these conditions are met, the Chief of Staff shall notify the President
- 973 and recommend a suitable replacement to serve for the remainder of the
- 974 academic year.
- 975 (b) Perform additional duties as deemed necessary by the President or Cabinet.

976 **3 § 703. Term of Chief of Staff**

977 The term of the Deputy Chief of Staff shall commence with appointment and shall terminate at

978 the end of the academic year. The President may relieve or replace him or her at any time.

979 **CHAPTER 8**

980 **FROG AIDES**

981 **3 § 801 Mission**

982 The mission of Frog Aides shall be, “To develop creative and effective leaders for TCU and

983 SGA by providing a network of upperclassmen mentors, leadership training, and hands-on

984 experience.”

985

986 **3 § 802 Leadership Structure**

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

994

995 **3 § 803. Selection of Frog Aides**

- 996 (a) Frog Aides shall be selected through an application and interview process at the
- 997 beginning of each fall semester.
- 998 (b) The Executive Team shall oversee the selection process for each class of Frog Aides
- 999 and may enlist other SGA leaders to assist with interviews.
- 1000 (c) Only first year, full-time, undergraduate students are eligible to become a Frog Aide.
- 1001 (d) Frog Aides may be removed from the program at the discretion of the Frog Aides
- 1002 Executive Team.

1003

1004 **3 § 804 Duties of Frog Aides**

1005 Frog Aides will participate in activities, scheduled by the Executive Team, that provide hands-on
1006 leadership training and education in all branches of SGA. Activities may include, but are not
1007 limited to, weekly meetings.

1008

1009 **3 § 805 Big Project**

1010 (a) Each spring, Frog Aides shall apply the skills introduced in the fall semester to plan and
1011 execute a campus-wide event.

1012 (b) Funding for the Big Project shall come from the SGA budget, and the Frog Aides may
1013 seek outside sponsorship as needed.

1014

1015 **3 § 806 Funding**

1016 (a) Funding for Frog Aides shall fall under the budget of the Executive Branch.

1017 (b) Frog Aides may be required to pay dues. The Frog Aides Executive Team shall
1018 determine the amount for dues prior to releasing the current year's Frog Aides
1019 application.

1020

1021 **CHAPTER 9
DIRECTOR BOARD**

1022

§901. Description

1023 The Director Board consists of the positions listed below. The responsibility of the
1024 Director Board is to assist the Student Body President, the Cabinet, and all of the Student
1025 Government Association in areas of consistent concern that are not the responsibility of
1026 any other entity within SGA.

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§902. Membership and Responsibilities

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The Student Body President must appoint the following positions:

1029

(a) Director of Wellness

1030

(i) Serves as a liaison to the counseling center and recreation center

1031

(ii) Focuses on issues of physical and mental health (for example, sexual
assault, depression, etc.)

1032

(b) Director of Sustainability

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(i) Understands TCU's policy on sustainability and advise Cabinet and House
in regards to those policies

1034

(ii) Actively pursues the betterment of sustainability on TCU's campus

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1036

(c) Director of Government Affairs

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(i) Serves as a liaison to the government affairs office at TCU

1038

(ii) Serves as a representative of the student body to local, state, and federal
governments

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(d) Director of Marketing

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(i) Assists in the marketing efforts of SGA

1042

(ii) Works in tandem with the Student Body President to:

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- 1044 1. Build a Marketing Team composed of a graphic designer, a
- 1045 videographer, and any other positions deemed necessary
- 1046 2. Manage and coordinate a marketing calendar
- 1047 (e) Director of Diversity and Inclusion
- 1048 (i) Acts as a resource for all students wishing to discuss issues of diversity
- 1049 and inclusion
- 1050 (ii) Serves as a liaison between diverse student organizations and SGA
- 1051 (iii) Focuses on diversity and inclusion on campus and ensures SGA is taking
- 1052 action to represent all students

1053 The Student Body President may appoint other director positions on a yearly basis as
1054 deemed necessary. All additional appointed positions must follow the same appointment
1055 guidelines as listed in 3 SBC §903. All positions report directly to the Student Body
1056 President.

1057 **§903. Appointment Procedure**

1058 Director positions are to be appointed by the Student Body President and must be
1059 confirmed by a majority vote of the House of Student Representatives. Any candidate
1060 nominated by the Student Body President must meet the same eligibility requirements as
1061 listed in The Election Code and Handbook.

1062 **§904. Replacement Procedure**

1063 The Student Body President may remove any Director at his/her discretion and must have
1064 the replacement approved with a majority vote by the House of Student Representatives.

1065 **§905. Meetings**

1066 Meetings are held at the discretion of the Student Body President.

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**TITLE 4
PROGRAMMING**

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**CHAPTER 1
DESIGNATION**

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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 $\frac{3}{4}$ vote of the Executive Cabinet and a $\frac{3}{4}$ vote of the House of Student Representatives.

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**CHAPTER 2
MISSION**

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4 § 201. Mission Statement

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

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**CHAPTER 3
MEMBERSHIP**

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4 § 301. Definition

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

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**CHAPTER 4
PROGRAMMING**

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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.

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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 1 (one) 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.

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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 15 credit hours and have good standing with the University. A 2.5 GPA is required

1105 and will be checked on a semester basis. Prior experience and involvement with theCrew and on
1106 campus programming is desired. Experience can be carried over between other organizations on
1107 campus. Student Leaders must also be able to meet minimum weekly time commitments for
1108 serving in theCrew as well as attend all scheduled staff meetings.

1109 **4 § 404. Student Leader Responsibilities**

1110 Student Team Leader will be responsible for planning and implementing weekly on campus
1111 programs. The student leaders will develop the ideas, market the events, and attend the events as
1112 their schedule allows and ensure adequate student staffing for the event. Student Leaders will
1113 also oversee volunteers in theCrew and provide consistent communication and leadership
1114 development for student volunteers. Team Leaders will also be responsible for managing
1115 budgets for their events as well as evaluating their event once it is completed.

1116 **4 § 405. Student Leader Vacancies**

1117 During the academic year, any Student Leader vacancies either by student choice or termination
1118 of employment will be replaced at the discretion of the Office of Student Activities.

1119 **4 § 406. Finance**

1120 theCrew will make monthly financial reports to the Treasurer and disclose financial information
1121 and an event schedule at the request of SGA Cabinet. A portion of the allotted funds will go
1122 towards daily continual programming focused on the University union and east side of campus to
1123 reach both residential and commuter students.

1124 **4 § 407. Meetings**

1125 All meetings of the theCrew shall be open to the public. The date and time of meetings shall be
1126 coordinated by the advisors and/or Team Leaders.

1127 **4 § 408. Large Events**

1128 Large events shall consist of, but are not limited to, Frogs First, Howdy Week, Homecoming,
1129 Family Weekend, Holidays at TCU and the annual Fall Concert. These events may change at the
1130 discretion of the Team Leaders and advisors.

1131 **4 § 409. Annual Concert**

1132 The annual concert will be funded through programming money designated in the programming
1133 budget. Leaders of theCrew, members of SGA and advisors will sit together on an advisory
1134 board to select the potential artist for the concert; executive cabinet will have the final decision.
1135 Student feedback will be solicited through surveys on genre and general student musical interest.

1136 **4 § 410. Advisor Role**

1137 Student programming through theCrew will be advised by professional advisors in the Office of
1138 Student Activities. The advisors will play a mentoring role for student leadership development
1139 and oversee the daily operations and the events of theCrew and the events that are planned.
1140 Advisors will have financial oversight and final approval over how money is allocated, to ensure
1141 that all expenditures and programs align with the overall mission of the University.

1142 **4 § 411. Other Responsibilities**

1143 theCrew shall have the following powers and duties:

- 1144 (i) To organize and execute programs representing the diverse interests of the entire
- 1145 Student Body;
- 1146 (ii) To uphold and promote the mission statement of theCrew;
- 1147 (iii) All programs, small and large, shall be student driven and student lead;
- 1148 (iv) To appropriate expenditures from the Student Body Fund;
- 1149 (v) To adopt rules and bylaws regulating the activities and procedures of theCrew.
- 1150 (vi) All programs shall be well advertised with easily accessible information.

1151 **CHAPTER 5**

1152 **AMENDMENTS**

1153 **4 § 501. Override**

1154 The provisions of 1 SBC 4 shall not be in effect for this Title.

1155 **4 § 502. Origin**

1156 Amendments to this Title may be proposed by any voting member of theCrew leadership team at

1157 any regular meeting.

1158 **4 § 503. Referral to Committee**

1159 All proposed amendments must be referred to the Elections and Regulations Committee of the

1160 House prior to consideration.

1161 **4 § 504. Approval**

1162 Proposed amendments shall be enacted if approved by a majority of theCrew leadership team

1163 present and voting.

1164

1165 **TITLE 5 JUDICIARY**

1166 **CHAPTER 1**
1167 **PURPOSE**

1168 **5 § 101. Scope**

1169 This Title shall govern the judicial proceedings of the Student Government Association including
1170 but not limited to election disputes, code of ethics violations, and challenges of constitutionality.
1171 The Judicial Board and all judicial proceedings shall be in accordance with the Constitution and
1172 the Bill of Student Rights and Responsibilities.

1173 **CHAPTER 2**
1174 **JUDICIAL BOARD**

1175 **5 § 201. Justices**

1176 (a) The Judicial Board shall consist of no more than fifteen (15) Justices and fewer than ten
1177 (10) Justices. No more than seven (7) Justices can be involved in SGA House of
1178 Representatives.

1179 (i) The Justices shall be nominated by the President and approved by the House of
1180 Student Representatives.

1181 (ii) For approval of Justices, the president will make available to House written
1182 statements detailing their qualifications and address questions.

1183 (iii) If possible, student Justice nominees are recommended to attend House to answer
1184 questions and to address the concerns of House members.

1185 (iv) Two-thirds of the legislature must vote in favor of a nominee for him or her to be
1186 appointed to the Judicial Board.

1187 (b) The term of a newly appointed Justice shall begin immediately and cease by
1188 resignation, graduation or impeachment only.

1189 (c) Student nominees for Justice shall have completed a minimum of twenty-four (24)
1190 semester hours.

1191 **5 § 202. Chief Justice**

1192 (a) The Chief Justice shall convene meetings of the Judicial Board when necessary and
1193 shall only have regulatory and organizational duties and powers. The Chief Justice does
1194 not have to serve on every case.

1195 (b) The Chief Justice is elected with a majority vote of the Justices and shall serve a
1196 yearlong term, May-to-May.

1197 (c) If the Chief Justice is absent or unable to fulfill his or her duties, the Elections and
1198 Regulations Committee Chair will assume the role for the specific case, but cannot
1199 serve on as a Justice on the case.

1200 **5 § 203. Jurisdiction**

1201 (a) The Judicial Board shall rule on questions of constitutionality as set forth in the
1202 constitution; may question, comment or rule upon other matters related to SGA or the

1203 Bill of Student Rights and Responsibilities at the request any member of the student
1204 body; shall rule upon the legality of official actions of officers of the Student
1205 Government Association at the request of the Elections and Regulations Committee;
1206 and shall try all cases brought to it by any committee of the Student Government
1207 Association.

1208 **5 § 204. Conduction of a Hearing/Agenda**

- 1209 (a) Upon the request of a hearing, the Chief Justice shall notify the Justices of a time and
1210 place for the hearing and request any Justices who are able to attend and do not have a
1211 conflict of interest to reply back as soon as possible. The first five (5) students to reply
1212 will serve on the case.
- 1213 (b) All hearings will be closed meetings, with the exception of the time allotted for witness
1214 testimony.
- 1215 (c) The hearing will have the following agenda:
- 1216 (i) Opening statements—each party will have a maximum of five (5) minutes for an
1217 opening statement.
- 1218 (ii) Witnesses—if a party wishes to have witnesses, each witness will have a maximum
1219 of five (5) minutes to make a statement. Each party will be limited to three (3)
1220 witnesses.
- 1221 (iii) Question and Answer—at this time, the Justices will have a maximum of twenty
1222 (20) minutes to ask questions to each party.
- 1223 (iv) Board decision—Both parties will leave the hearing and the Justices will debate
1224 and decide the case on a majority vote. The Chief Justice will notify the parties,
1225 SGA advisors, President and the Elections and Regulations Chair of the decision.

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**TITLE 6
FISCAL POLICIES**

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**CHAPTER 1
SCOPE**

1230 **6 § 101. Applicability**

1231 These fiscal policies shall be binding on all officers, agencies and official bodies of the Student
1232 Government Association.

1233 **6 § 102. Supplements**

1234 The Cabinet and the Crew shall establish such additional fiscal policies as are deemed necessary
1235 to fulfill their constitutional functions.

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**CHAPTER 2
STUDENT BODY FUND**

1238 **6 § 201. The Student Body Fee**

1239 The Student Body Fee shall be determined as set forth in the Constitution. Legislation seeking a
1240 change in the Student Body Fee shall be referred to the Finance Committee before consideration
1241 by the House.

1242 **6 § 202. Spending Limits**

1243 Any individual or group of individuals wishing to spend \$15,000 or more of any remaining funds
1244 from the student body fee not specifically allocated in the budget must get approval by a 2/3 vote
1245 from the House of Representatives.”

1246 (1) Expenses requiring residual funds must be specified and the exact dollar amount must be
1247 disclosed.

1248 (2) Any unused funds upon project completion must be returned to the SGA fund
1249 immediately.

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**CHAPTER 3
FINANCE COMMITTEE**

1252 **6 § 301. Composition**

1253 The Finance Committee shall be composed and operated as set forth in the Finance Committee
1254 Guidelines. The Student Body Treasurer shall be ex-officio voting member of the committee.

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**CHAPTER 4
ACTIVITIES FUNDING BOARD**

1257 **6 § 401. Composition**

1258 The Activities Funding Board be constituted as follows:

1259 (a) The Treasurer shall be the chair of the Board. In the absence of the Treasurer, the House
1260 Finance Chair shall temporarily assume the chair of the Board.

1261 (b) The chair of the Board shall not vote except in cases of a tie.

1262 (c) AFB shall follow the policies and procedures as outlined in the Finance Committee
1263 Guidelines.

1264 **6 § 402. Duties and Powers**

1265 The powers and duties of the Activities Funding Board shall be as follows:

1266 (a) To establish policies for the distribution of funds budgeted to the Board for student
1267 organizations with the approval of the President;

1268 (b) To compose a standardized application packet to be used by all organizations requesting
1269 funding;

1270 (c) To set the deadlines for funding applications. The deadlines for the year shall be set no
1271 earlier than four (4) and no later than eleven (11) weeks after the beginning of the
1272 semester before, excluding the summer session;

1273 (d) To conduct hearings with representatives from all organizations requesting funding.
1274 These hearings shall be closed to the public;

1275 (e) To collect and maintain an archive of historic AFB documents, including funding
1276 decisions, expense reports and other information on funding program for each year.
1277 These documents shall be made accessible to any member of the student body upon
1278 request.

1279 **6 § 403. Complaints**

1280 All organization complaints should be sent to the Treasurer, who will take action as necessary.

1281 **6 § 404. Conflicts of Interest**

1282 No member of the Activities Funding Board may vote on any decision that directly advantages
1283 or disadvantages an organization of which he or she is a member.

1284 **6 § 405. Eligibility**

1285 Only student organizations recognized by and in good standing with the university may apply for
1286 funding. If an organization is suspended or its recognition status revoked by the university,
1287 funding shall be terminated for the remainder of the semester or until the organization
1288 reestablishes full recognition status, whichever occurs earlier.

1289 **6 § 406. Limits on Number of Applications**

1290 There shall be no limit on how often an organization may apply or receive funding. An
1291 organization's funding history shall be a factor in the determination of future funding.

**CHAPTER 5
BUDGET**

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1294 6 § 501. General Provision

1295 The Student Government Association shall establish an annual budget outlining expected
1296 expenditures and revenues for the following fiscal year.

1297 6 § 502. Formulation

1298 The Treasurer shall be responsible for formulating the budget using the following procedure:

- 1299 (a) The committees and appointed officers of the House shall propose their respective
1300 budgets and submit it to the Chair of the Finance Committee. The Chair shall consolidate
1301 the proposals into one House budget and submit it to the Treasurer with the approval of
1302 the Executive Board;
- 1303 (b) The Cabinet shall compose a budget according to its policies and submit it to the
1304 Treasurer;
- 1305 (c) The Crew shall compose a budget according to its bylaws and submit it to the Treasurer;
- 1306 (d) All budget proposals submitted to the Treasurer shall balance the total amount of
1307 revenues allocated for that section of the budget;
- 1308 (e) All proposed expenditures shall be reflected in the budget.

1309 6 § 503. Passage

1310 The following shall be the procedure for the formulation and passage of the budget.

- 1311 (a) The Treasurer, with the assistance of the Financial Advisor, shall determine and publish a
1312 schedule and the procedures necessary to draft the budget;
- 1313 (b) After the Treasurer has received the individual components of the budget as stated in
1314 Section 1, he or she shall consolidate and present it to the Cabinet for approval;
- 1315 (c) Following the approval of the Cabinet, the Treasurer shall draft a budget resolution to be
1316 introduced in the House no later than three (3) weeks prior to April 15th. The resolution
1317 shall be immediately tabled to the Finance Committee for review;
- 1318 (d) The House shall pass the budget resolution no later than April 15th.

1319 6 § 504. Improper Expenditures

1320 Any expenditure that is improperly made, outside the budget line-item or unapproved
1321 expenditures, will be the responsibility of the individual incurring the expense.

1322 6 § 505. Amendments to the Budget

1323 After passage, the House, theCrew, the Cabinet and the Judicial Board may amend their budget
1324 by majority vote.

**CHAPTER 6
EXPENDITURES**

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1327 **6 § 601. Authorization of Disbursements**

1328 Disbursements within the House budget shall be properly authorized by the appropriate officer.
1329 Requests for disbursements must be submitted 48 hours prior to the time at which the funding is
1330 needed. Disbursements within the budgets of the Cabinet, the Crew or the Judicial Board shall be
1331 authorized as set forth in their respective policies.

1332 **6 § 602. Referral to Finance Committee**

1333 Legislation requesting the House to underwrite projects shall be referred to the Finance
1334 Committee for a recommendation before being discussed in House.

1335 **6 § 603. Unbudgeted Funds**

1336 All requests for unbudgeted funds shall be approved by the Cabinet or the House of Student
1337 Representatives as a whole.

1338 **6 § 604. Proof of Purchase**

1339 All requests for payment must be accompanied by invoices, signed contracts or a statement of
1340 services rendered.

1341 **6 § 605. Reimbursements**

1342 Itemized receipts will be required for reimbursements on all purchases. Purchases are highly
1343 encouraged to use a tax exempt form when possible.

1344 **6 § 606. Residence Halls**

1345 Residence Halls shall not receive funds for exclusive hall programs.

1346 **6 § 607. Charitable Contributions**

1347 No charitable contributions shall be made from the student body fund. Charitable contributions
1348 include, but are not limited to, payments made to charitable organizations. No mission trips shall
1349 receive funding as well.

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**TITLE 7
CODE OF ETHICS**

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**CHAPTER 1
GENERAL PROVISIONS**

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7 § 101. Purpose
The Code of Ethics shall govern the general behavior of all members of the Student Government Association 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 the Student Government Association and the university as a whole. The guiding principles and goals are to—

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- (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,
- (d) Uphold the professional nature of SGA when fulfilling the duties of one’s elected position.

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**CHAPTER 2
ETHICAL CONDUCT**

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7 § 201. Violations
Any member of the Student Government Association who, within his or her official capacity, willfully—

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- (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 the Student Government Association and all respective branches,
- (d) Violates the trust of the Student Body,
- (e) Acts in a way that deteriorates the professional and/or ethical image of the Student Government Association,

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

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**CHAPTER 3
DISCIPLINARY OPTIONS**

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7 § 301. Authorized Disciplinary Options

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- (a) A member of SGA that violates 7 SBC 2 shall be sanctioned to—
 - (i) A warning;
 - (ii) Disqualification from holding a specific office;
 - (iii) Removal from office or seat as authorized by the relevant clauses;

1385 (iv) Complying with the appropriate campus departments if the violation constitutes
1386 additional disciplinary action.

1387 **7 § 302. Imposition of Disciplinary Options**

1388 (a) The Judicial Board shall make the final decision on sanctions for ethical violations,
1389 except when dealing with removal of Executive Board members, House representatives,
1390 or justices who shall be removed following their respective processes. Judicial Board, in
1391 determining the particular sanction imposed, shall consider—

1392 (i) The nature and circumstances of the offense;

1393 (ii) The kind of sanctions available.

1394 (b) The Judicial Board, at the time of sanctioning, shall state the reasons for its imposition of
1395 the particular sanction.

1396 **CHAPTER 4**
1397 **REMOVAL**

1398 **7 § 401. Sanction of Removal**

1399 A student found guilty of a Class A violation or who neglects his/her duty as prescribed by the
1400 Constitution or this code may be sanctioned to be removed from their office or seat by the
1401 process outlined in 7 § 402 of this chapter, if a removal process is not otherwise stated.

1402 **7 § 402. Imposition of Removal**

1403 a) In determining whether to impose removal, the Judicial Board shall consider the factors
1404 set forth in 7 SBC 3§302

1405 b) In the event that the Judicial Board proposes removal from office, an order for removal
1406 must be confirmed by a two-thirds majority vote by the House of Student
1407 Representatives.

1408 c) If the House of Student Representatives confirms the removal, the student shall be
1409 immediately removed from office or seat and lose all rights and privileges associated
1410 with that office or seat.

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1412 LAST UPDATE: January 4, 2017