

STUDENT GOVERNMENT CODE
Texas Christian University (Last Updated 8/22/2024)

TITLE 1
FOREWARD

CHAPTER 1
BACKGROUND

Section 1. SGA History

The first session of the House of Representatives at Texas Christian University was in 1914. The day of September 26th shall be the official date of the anniversary of the Student Government Association at Texas Christian University.

Section 2. Land Acknowledgement

As a university, we acknowledge the many benefits we have of being in this place. It is a space we share with all living beings, human and non-human. It is an ancient space where others have lived before us. The monument created jointly by TCU and the Wichita and Affiliated Tribes reminds us of our benefits, responsibilities, and relationships.

We pause to reflect on its words: This ancient land, for all our relations.

We respectfully acknowledge all Native American peoples who have lived on this land since time immemorial. TCU especially acknowledges and pays respect to the Wichita and Affiliated Tribes, upon whose historical homeland our university is located.

TITLE 2
GENERAL PROVISIONS

CHAPTER 1
SCOPE

Section 1. Applicability

The Student Government 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.

Section 2. Hierarchy of Governing Documents

- (a) The Constitution of the Student Body shall supersede all other governing documents.
- (b) All additional governing documents shall be referred to as “guidelines” as defined in Title 10 of this code and shall be superseded by the Constitution and this code, respectively.

CHAPTER 2
AMENDMENTS

Section 1. Origin

All changes to this code must be proposed in the form of a bill introduced in the House of Representatives.

Section 2. Referral to Committee and Approval

All proposed amendments to this Code must be tabled and approved in accordance with Title 3, Chapter 3 of this code.

Section 3. Inserting Amendments

- (a) The Speaker of the House is responsible for inserting approved amendments.
- (b) The Speaker must distribute updated versions of this code to their weekly House email following an amendment.

Section 4. Non-Substantive Changes

The Speaker of the House may correct grammatical errors within governing documents.

CHAPTER 3
SPECIAL PROVISIONS

Section 1. Session Number

Each session of the Student Government Association shall begin with the adjournment of the final meeting of the year, the Joint Session of the House. Sessions of SGA shall be numbered consecutively with session one beginning in the year nineteen hundred and fourteen (1914).

**TITLE 3
THE LEGISLATIVE BRANCH**

CHAPTER 1
GENERAL PROVISIONS

Section 1. Membership

The membership of the Legislative Branch, referred to as the House of Student Representatives, shall be defined as all representatives, Standing Committee Chairs, the Speaker of the House, and house officers.

Section 2. Meeting Guidelines

All general meetings of the House shall be governed by the "House Meeting Guidelines" subject to the following regulations:

- (a) General meetings must be held weekly.
- (b) General meetings of the House may be canceled by the Speaker.
- (c) Special meetings of the House may be called and canceled by the President.
- (d) The House must meet the quorum as set by the Constitution.

Section 3. Quorum and Executive Session

The number of members that need to be present to establish a quorum and close the meeting to the public is set by the Constitution.

CHAPTER 2 HOUSE OFFICERS

Section 1. The Speaker of the House

The duties and authorities of the Speaker shall include:

- (a) Impartially presiding over meetings of the House as the head of the Dais;
- (b) Chair the meetings of the SGA Standing Committee Chairs;
- (c) To attend at least one meeting of each Standing Committee each semester;
- (d) Set agenda for House meetings and distribute it along with the previous meeting minutes to all members before the beginning of each general meeting;
- (e) Vote in the case of a tie in the House of Representatives and House Executive Board;
- (f) Enforce the agenda, relevant guidelines, this Code, and the Constitution of the Student Body and the general order of the assembly during the meetings of the House;
- (g) Maintain a record of all governing documents approved by this code;
- (h) Set the dates for the first and last regular meeting of the House in accordance with this Code;
- (i) To refer House expenditure bills of up to \$1,000 to the Finance Board at their discretion pursuant to Title 4, Chapter 4, Section 4; and
- (j) Assign representatives to committees.

Section 2. The Dais and Appointed Officers

- (a) The Speaker must appoint a Parliamentarian, Legislative Clerk, and Chaplain and may also create, modify the duties of, or dissolve additional appointed positions for a specific limited purpose.

Section 3. House Executive Board

Membership of the House Executive Board shall be defined as:

- (a) The Speaker of the House, Standing Legislative Committee Chairs, Finance Board Chair, Elections Board Chair, Legislative Clerk, and Parliamentarian

Section 4. Replacement of a Member of the House Executive Board

- (a) Any candidate to fill a vacancy in the House Executive Board shall be eligible pursuant to the most recently passed Election Guidelines.
- (b) The House Executive Board shall name an acting Speaker of the House in the case of a planned temporary absence.

Section 5. Replacement of The Speaker of the House

- (a) Any candidate to fill the vacancy of The Speaker of the House shall be eligible pursuant to the most recently passed Election Guidelines.

Section 6. House Executive Board

Membership of the House Executive Board shall be defined as:

- (a) The Speaker of the House, Standing Legislative Committee Chairs, Elections Board Chair, Legislative Clerk, and Parliamentarian

Section 7. Replacement of a Member of the House Executive Board

- (a) Any candidate to fill a vacancy in the House Executive Board shall be eligible pursuant to the Election Guidelines.
- (b) In the case of a temporary absence, the temporary Speakership shall fall in this order: Student Body Vice President, Student Body President, Student Body Treasurer. If no Student Body Officer is available, the acting Speaker will be chosen by the House of Representatives

CHAPTER 3 LEGISLATIVE PROCESS

Section 1. Submission of Legislation

All legislation must be submitted to the Speaker of the House by their stated deadline in order to be considered at the next general meeting.

Section 2. Referral of Legislation

All of the following types of legislation must be referred to the proper entities or officers prior to introduction into House:

- (a) Amendments to the Constitution or this code must be:
 - a. Referred to the Speaker of the House, Parliamentarian, and Legislative Clerk;
 - b. The aforementioned officers may only rule such legislation out of order if it is in any way inconsistent with other provisions in the governing document it is altering or does not conform with a superior document.
- (b) Expenditure Bills must be:
 - a. Referred to the Treasurer
 - b. The Treasurer can only rule such legislation out of order if SGA does not have sufficient funds or it does not conform with TCU policies.

Section 3. Review of Legislation Prior to Introduction

All legislation must be submitted to the Speaker of the House, Parliamentarian, and Legislative Clerk prior to its introduction to House to ensure the following:

- (a) Timely submission according to the deadline set by the Speaker of the House;
- (b) Proper referral pursuant to Section 2 of this chapter; and
- (c) Conformance with Section Six of this chapter or any other provisions within other relevant governing documents.

If legislation is ruled out of order, the Speaker must, at the next general meeting of the House:

- (a) Deliver a two-minute statement explaining the House Executive Board's decision;
- (b) Yield two minutes to the legislation author;
- (c) Allow both a question and answer period followed by normal debate; and
- (d) A simple majority vote of the House is required to bring the legislation to the floor.

Section 4. Definition and Number of Legislation

- (a) Bills
 - a. Defined as legislation appropriating funds or amending governing documents
 - b. Identified as "H.B. [Session Number] [Bill Number]"
- (b) Resolutions
 - a. Defined as legislation not qualifying as a bill or proclamation
 - b. Identified as "H.R. [Session Number] [Resolution Number]"
- (c) Proclamations

- a. Defined as legislation commemorating people or events for the purpose of remembrance, celebration, or recognition
- b. Identified as “H.P. [Session Number] [Proclamation Number]”

Section 5. Co-Authoring of Legislation

Authors who are not current members of the Legislative or Executive Branches must find a current member of the House to co-sponsor their legislation submitted to House.

Section 6. Legislative Constraints

- (a) Data Explication
 - a. Any legislation or presentation, including third-party statistics, must include proper citation of the data.
 - b. Any legislation or presentation that includes statistics or survey data originating from TCU personnel must include a copy of raw data collected, an explanation of the survey methods used, data excluded from the final calculations, questions asked, possible answer choices as applicable, and any other relevant information about the survey.
 - c. Data Explication requirements do not apply if there are legal considerations that prevent data from being made public.
 - d. Data Explication must go into the appendix.
- (b) Physical Improvements
 - a. Legislation requesting or funding physical changes to the University must be accompanied by written permission from proper authorities.
- (c) Legislation must comply with Title 8, Chapter 1, Section 4 (“Apolitical Clause”)

Section 7. Amendments of Legislation

The process of amending legislation on the floor is set in the Meeting Guidelines as defined by Title 10 of this code.

Section 8. Failed Legislation

A piece of legislation that either fails to pass the House or is vetoed shall retain its number and be filed following the normal process.

Section 9. Public Record

All legislation and minutes of the House are public record and shall be posted in the archives of SGA.

Section 10. Thresholds for Approval of Legislation

- (a) Resolutions and Proclamation – Require a simple majority of House
- (b) Budget Resolution – Refer to Title 6, Chapter 2 of this code
- (c) Bills
 - a. Expenditure Bills (under \$15,000) – Require a simple majority of the House
 - b. Expenditure Bills (over \$15,000) – Require a two-thirds majority of the House
 - c. Expenditure Bills that use unallocated funds – Require a two-thirds majority of the House
 - d. Bills (Amending this code and subsidiary documents) – Require a two-thirds majority of the House.
 - e. Bills (Amending the Constitution) – Require a two-thirds majority of the House.

Section 11. Presidential Approval and Veto

Following approval by the House:

- (a) The Speaker must certify the outcome of the legislation;
- (b) The President has three school days after passage of legislation to notify the Speaker, in writing, expressing their intention to either approve or veto legislation; and
- (c) The signature of the President or expiration of three school days with no response constitutes final approval.

Veto:

- (a) Legislation may not be vetoed before it is passed by the House.
- (b) A veto extends to the entire legislation, not any single part of it.
- (c) If legislation is vetoed, the President must write a letter to the House stating their rationale.
- (d) Authors of vetoed legislation may challenge the veto, and the legislation must be reconsidered at the next general meeting of the House.
- (e) The reconsideration process of legislation is as follows:
 - a. The President and legislation authors each give a three-minute opening statement.
 - b. The same process for question and answer and debate shall occur.
 - c. Following debate, the President and legislation authors are each given a one-minute closing statement.
 - d. See Section 11 for the threshold of approval in overturning a veto.

CHAPTER 4 ATTENDANCE REQUIREMENTS

Section 1. Required Meetings

Representatives must attend both general meetings of the House and all official meetings of their assigned committee.

Section 2. Number of Absences Allowed

Representatives are allowed to have three unexcused absences from the House or their committee

- (a) The Legislative Clerk must notify representatives after they have three absences.
- (b) After a fourth unexcused absence, a representative is no longer considered a voting member of House.

Section 3. Excused Absence Requests

Excused absence requests must be made via email to the Dais by:

- (a) 12:00 PM the day of the meeting (House general meetings)
- (b) Six hours prior to the meeting (assigned committee meetings)

Excused Absences shall not be given for social events, group meetings, work, or other regularly scheduled events.

Section 4. Attendance Decisions

- (a) Attendance decisions will be made by the Legislative Clerk in consultation with the Speaker of the House.
- (b) Representatives can appeal attendance decisions to the House Executive Board.

Section 5. Definition of “Full Semester”

- (a) The phrase “full semester” shall be defined as 13 weeks. The phrase “full year” shall be defined as 26 weeks.
- (b) Class weeks, exam weeks, Fall Break, Thanksgiving Break, Spring Break, and holidays within the fall and spring semesters will be counted as a “week” when determining candidate eligibility. Winter and summer breaks will not be counted toward candidate eligibility.
- (c) The counting of weeks toward eligibility will begin on the day a Representative takes the Oath of Office.
- (d) Consecutive weeks may extend over but not count semester breaks.

Section 6. Ineligibility due to Removal

Any representative who is removed from the House pursuant to Section. 2(b) of this chapter may not be elected or appointed to any position within the Student Government Association for one full semester, nor will they be able to be elected as a Student Body Officer for one full year.

CHAPTER 5 OPERATIONS BETWEEN ACADEMIC SEMESTERS

Section 1. Operations Between Academic Semesters

- (a) The Cabinet shall conduct the operations of the House of Student Representatives between academic semesters.
- (b) In this capacity, the Cabinet may not pass any legislation altering any governing documents, confirm appointments to the Judicial Board, or remove any officer within the Student Government Association.
- (c) The Speaker must report all recess activities at the next general meeting of the House.

CHAPTER 6 REAPPORTIONMENT

Section 1. Responsible Entity

The Recruitment and Retention Committee shall oversee the reapportionment process for the House of Representatives.

Section 2. Reapportionment Period

The responsible entity must introduce a bill reapportioning the House before the annual student body elections.

Section 3. Reapportionment Regulations

- (a) Reapportionment may only occur once a year. If a new primary academic unit is started by the University, seats will be apportioned to that unit during the next reapportionment period.
- (b) Reapportionment may only occur once a year. If a new primary academic unit is started by the University, seats will be apportioned to that unit during the next reapportionment period.
- (c) Reapportionment must be presented as a bill for the House to approve prior to the opening of the filing period for the House of Student Representatives.
- (d) All primary academic units will be allocated a minimum of one student representative. Once a primary academic unit reaches at least 2% of the TCU undergraduate population,

that unit will receive a minimum of two representatives during the next reapportionment process.

TITLE 4 THE EXECUTIVE BRANCH

CHAPTER 1 GENERAL PROVISIONS

Section 1. Executive Branch Membership

Membership of the Executive Branch shall be defined as:

- (a) Permanent and appointed members of the Cabinet; and
- (b) Members of the Finance Board.

Section 2. Permanent Cabinet Membership

The permanent membership of the Cabinet is set by the Constitution.

Section 3. Appointed Cabinet Membership

- (a) The President may appoint three additional voting members of the Cabinet, one of which must be the Chief of Staff.

Section 4. Cabinet Duties and Authorities

The duties and authorities of the Cabinet shall include:

- (a) Assist in the implementation of legislation;
- (b) Consider proposals for legislation or programming to be endorsed by Cabinet; and
- (c) Perform additional duties prescribed by the House.

Section 5. Cabinet Meetings

- (a) The Cabinet meets at the discretion of the President.
- (b) The quorum required to hold an official meeting of the Cabinet is set by Article III, Section Six of the Constitution.

Section 6. Replacement of Student Body Officers

- (a) If the President is removed, resigns, or is unable to discharge their duties, the presidency shall devolve to the following officers in the following order: Vice President, Treasurer, and Speaker of the House.
- (b) If none of the officers mentioned above can assume the presidency, the House shall elect a new President for the remainder of the term.
- (c) In the case that there is a vacancy in either the office of the Vice President or Treasurer, The Speaker shall organize the replacement process.
 - a. House, with a simple majority, shall elect a new Vice President or Treasurer for the remainder of the term.
- (d) Any candidate to fill a vacancy in a Student Body Office shall be eligible pursuant to the Election Guidelines.

CHAPTER 2 STUDENT BODY OFFICERS

Section 1. The Student Body President

The duties and authorities of the President shall include:

- (a) Chair meetings of the Cabinet;
- (b) Inform the House on the opinions and activities of faculty, staff, and administration;
- (c) Call the House or Judicial Board to a special session;
- (d) Represent the student body at meetings of the Board of Trustees, National Alumni Board, Administrative Council, University Council, and the University Supreme Court as requested by university administration;
- (e) Appoint Justices to the Judicial Board;
- (f) Appoint and replace student members of university committees;
- (g) Act as the SGA representative to Administration in all meetings and communications unless she/he otherwise delegates said role;
- (h) To attend at least one meeting of each Standing Committee each semester; and
- (i) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation.

Section 2. The Student Body Vice President

The duties and authorities of the Vice President shall include:

- (a) Oversee Cabinet relations with the Crew and the House of Representatives;
- (b) Liaising with student government leaders from other Big 12 Universities;
- (c) To attend at least one meeting of each Standing Committee each semester; and
- (d) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation.

Section 3. The Student Body Treasurer

The duties and authorities of the Treasurer shall include:

- (a) Establish and maintain accurate records related to the student body fund;
- (b) Prepare an annual budget;
- (c) Deliver a weekly overview of the student body fund to House;
- (d) Approve all expenditure legislation before its introduction into House;
- (e) To vet potential travel requests from student organizations;
- (f) Organize and oversee meetings of the Finance Board; and
- (g) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation.

Section 4. Conflict of Interest Clause

Incumbent Study Body Officers may not publicly express support for candidates for Student Body Officer during the annual elections.

CHAPTER 3 CHIEF OF STAFF

Section 1. The Chief of Staff

The Chief of Staff shall be appointed and serve at the pleasure of the President and shall have the following duties and authorities:

- (a) Serve as the primary intermediary between all student groups and populations external to SGA.
 - a) Conduct regular correspondence with student groups and organizations external to SGA that represent special interests. To include but not be limited to: academic, greek, multicultural, athletic, etc

b) The purpose of this correspondence is to better inform the President of the needs of all TCU undergraduate students as to enable the effective execution of the duties of the office of President as laid out in Title 4, Chapter 2, Section 1 of the Student Government Code

(b) Be permitted to attend all committee meetings and be included on all official committee communications as deemed necessary by the President; Organize the university committee appointment process;

(c) Is permitted to attend all meetings of the SGA Standing Committee Chairs if deemed necessary by the President or the Speaker of the House;

(d) If necessary, assist the President in the university committee appointment process;

(e) Take minutes at meetings of Cabinet; and

(f) Fulfill additional duties as deemed necessary by the President or the Cabinet or provided by legislation.

(g) A Chief of Staff may not also serve as a member of the House of Representatives simultaneously.

CHAPTER 4 THE FINANCE BOARD

Section 1. Membership

The members of the finance board shall consist of eight voting members selected by the Treasurer through an application process and approved by the House and:

(a) Members may be removed after two unexcused absences.

Section 2. Duties

The duties of the Finance Board shall be:

(a) To draft the Student Organization Funding Guidelines;

(b) Convene regularly to hear funding proposals from student organizations and SGA affiliate organizations;

(c) To vote on allocations according to the Student Organization Funding Guidelines and the demonstrated financial need by each student organization;

(d) To pre-approve the annual budget prior to its introduction into the House pursuant to Title 6, Chapter 2, Section 2.

Section 3. Small Balance Funding Bills

(a) The Treasurer shall create a line item in the annual budget called "House Small Balance Project Funding";

(b) The Finance Board shall approve House expenditure bills of up to \$1,000, when referred to them by the Speaker of the House, from this line item; and

(c) Such proposals shall be approved pursuant to the Finance Guidelines.

TITLE 5 STUDENT GOVERNMENT COMMITTEES

CHAPTER 1 STANDING COMMITTEES

Section 1. List of Standing Committees

The Standing Committees of the Student Government Association shall be committees on:

- (a) Academic Affairs
- (b) Campus Affairs
- (c) Dining Services
- (d) Marketing and Communications
- (e) Recruitment and Retention

Section 2. Committee Membership

- (a) All Standing Committees shall be open to members of the student body unless otherwise stipulated in this code.
- (b) Voting members of the Standing Committees shall be representatives and other duly assigned members of SGA to the committee by the Speaker of the House and non-House members who have attended two consecutive meetings each semester.

Section 3. Election of Standing Committee Chairs

The election process of the Standing Committee Chairs shall be set in the Election Guidelines.

Section 4. Responsibilities of Committee Chairs

Shall be:

- (a) Preside over meetings of the committee;
- (b) Report at House meetings on activities of the committee;
- (c) Perform additional duties as deemed necessary by the Cabinet or House of Representatives.

Section 5. Academic Affairs

The duties of the Academic Affairs Committee shall be:

- (a) To represent the student body and the House on academic matters to the Faculty Senate, Staff Assembly, and administration, along with the Student Body President; and
- (b) To consider legislation and coordinate projects pertaining to the academic experience.

Section 6. Campus Affairs

The duties of the Campus and Community Affairs Committee shall be:

- (a) To serve as SGA's liaison to Physical Plant, Housing & Residence Life, the Wellness, Counseling, and Recreation Centers, and other offices deemed necessary;
- (b) To assign one of its members as liaison to the University Committee on Sustainability pursuant to Title 4, Chapter 1, Section 1(f);
- (c) To assign one of its members as liaison to the University Committee on Diversity, Equity, and Inclusion Committee pursuant to Title 4, Chapter 1, Section 1(f);
- (d) To assign one of its members as liaison to the relevant offices or university committee related to Sexual Assault Prevention pursuant to Title 4, Chapter 1, Section 1(f)
- (e) Coordinates the nomination process for the Janet Perry Award; and
- (f) Address all student concerns that do not fall under the jurisdiction of other SGA committees.

Section 7. Dining Services

The duties of the Dining Services Committee shall be:

- (a) To communicate the concerns of the student body to TCU Dining Services;
- (b) To serve as SGA liaison to TCU Dining Services and all other entities handling campus food service.

Section 8. Marketing and Communications

The duties of the Chair of the Marketing and Communications Committee shall be:

- (a) To serve as SGA's liaison to TCU student media;
- (b) To oversee maintenance of the SGA website.

The duties of the Marketing and Communications Committee shall be:

- (a) To assist the Chair in maintaining SGA's communication channels, including but limited to social media, under the supervision of the Speaker of the House;
- (b) To assist in the creation of marketing materials for SGA in communications with the student body;
- (c) To plan outreach opportunities for members of House to interact with the student body as a whole (such as town halls, social media campaigns, etc.); and
- (d) To support representatives in outreach opportunities with their specific constituencies.

Section 9. Recruitment and Retention

The duties of the Recruitment and Retention Committee shall be:

- (a) To fill representative vacancies that occur in between the annual spring elections;
- (b) To oversee the Reapportionment Process pursuant to Chapter 8 of this Title;
- (c) To oversee annual SGA awards for members of House and Cabinet;
- (d) Coordinate any internal SGA social functions;
- (e) Coordinate the new member onboarding process including swearing-in and training; and
- (f) To implement other related internal programming related to member development and mentorship.

CHAPTER 2 AD HOC COMMITTEES

Section 1. Formation

- (a) Ad Hoc committee establishment may be recommended for a special purpose not included in the responsibilities of an already established committee, board, or body
- (b) Recommendations must come in the form of a resolution outlining:
 - a. Duties of the committee; and
 - b. The duration of the committee's existence.

Section 2. Ad Hoc Committee Chairs

- (a) Ad Hoc committee chairs shall be elected in accordance with the election procedures, guidelines, and requirements as standing committee chairs as set in the Election Guidelines.

Section 3. Dissolution

- (a) All Ad Hoc Committees shall dissolve following the expiration of its assigned duration unless otherwise re-authorized by the House.

CHAPTER 3
MEETINGS OF COMMITTEE CHAIRS

Section 1. Meetings

Standing Committee Chairs and the Chief of Staff shall meet weekly to provide updates on their respective activities. All meetings will be chaired by the Speaker of the House.

**TITLE 6
REGULATORY BOARDS**

CHAPTER 1
JUDICIAL BOARD

Section 1. Justices

The Judicial Board shall consist of no more than 15 Justices and no fewer than 10 Justices. No more than seven Justices can be members of the SGA House of Representatives. Student nominees for Justice shall have completed a minimum of 24 semester hours at TCU.

Section 2. Nomination of Justices

The process for nominating Justices shall be outlined as follows:

- (a) The Justices shall be nominated by the President after an application process and approved by the House of Student Representatives.
- (b) For the approval of Justices, the President will make available to the House written statements detailing the qualifications of nominated Justices.
- (c) Two-thirds of the legislature must vote in favor of a nominee for him or her to be appointed to the Judicial Board.

Section 3. Terms of Justices

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

Section 4. Judicial Branch Hearing/Opinion Guidelines

All Hearings and Judicial Opinions shall be governed in accordance with the "Judicial Board Guidelines" as defined in Title 11 of this code.

Section 5. Chief Justice

The election process of the Chief Justice is as follows:

- (a) 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.

The Duties and Responsibilities of the Chief Justice are as follows:

- (a) 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.

CHAPTER 2
ELECTION BOARD

Section 1. Formation

The Election Board shall be formed following the election of the Election Board Chair.

Section 2. Membership

The members of the election board shall consist of an even number of voting members (at least 6) selected by the Election Board Chair through an application process and approved by the House. In addition, the Election Board Chair will only vote in the case of a tie.

Section 3. Election Board Chair

The Election Board Chair shall be elected by the House of Representatives in the same time and manner as Standing Committee Chairs.

Section 4. Duties

The duties of the Election Board shall be:

- (a) To conduct and facilitate all elections sponsored by SGA;
- (b) To create an application packet to be completed and submitted by all candidates during the official filing period; and,
 - a. The filing packet must set dates for the Spring Student Body Officer elections and the Fall House of Representative elections.
 - b. The filing period for the House of Representatives elections shall open at the end of the Spring Student Body Officer elections and close in the Fall at the beginning of the following school year.
- (c) To create the Election Guidelines subject to the provisions of superseding governing documents; and,
- (d) To investigate and rule on charges of violations of the Election Guidelines.

Section 5. Conflict of Interest Clause

The Election Board Chair and members of the Board must comply with the following guidelines after they are selected:

- (a) No members of the Election Board may become candidates for Student Body Officer;
- (b) Once elected or appointed, members of the Board may not become candidates for Student Body Officer during the academic year for which they served;
- (c) Members of the Board may not become team members, volunteers, or otherwise support candidates for Student Body Officer; and
- (d) Members may not disclose details of any proceedings of the Elections Board without the permission of the Board Chair.

TITLE 7

FISCAL POLICIES

CHAPTER 1

GENERAL PROVISIONS

Section 1. The Student Body Fee

The Student Body Fee and regulations governing amendments to the fee are set by the Constitution.

Section 2. Spending Limits

Limits on spending for members of the Legislative, Executive, and Judicial Branches are as follows:

- (a) Any expenditure over \$15,000 must be approved by the House according to Title 3, Chapter 5 Section 10.
- (b) Any expenditure over \$500 that is not specifically budgeted or approved by legislation must be approved by a simple majority of the Cabinet. Approval must be given in writing.

Section 3. The Residual Fund

Use of unbudgeted funds shall be approved by the House according to Title 3, Chapter 5, Section 10.

CHAPTER 2 BUDGET

Section 1. Formulation

The Treasurer shall create the budget according to budget recommendations from the President, Vice President, Speaker of the House, Standing Committee Chairs, and other relevant officers; and

Section 2. Approval

The budget approval process is as follows:

- (a) The Treasurer completes a final proposal that must be approved by a simple majority of the Finance Board;
- (b) The final proposal must be introduced into House in the form of a resolution and approved with a simple majority;
- (c) If the proposed budget includes changes to officer compensation or creates newly compensated positions, then the budget must pass with a 2/3 majority;
- (d) The budget resolution must be passed by the House no later than the last regular meeting of a given year.

Section 3. Amendments

Amendments to the budget may be proposed, with the approval of the Treasurer, by any member of SGA and must be:

- (a) In the form of a resolution
- (b) By line item;

Section 4. Long-Term Payment Agreements

Any agreements that require the continual use of SGA funds must conform to the following:

- (a) Bills approved by the House of Representatives or expenses from other general budget line items should be completed in the same fiscal year. Disbursements may not extend in perpetuity or crossing fiscal years.; and
- (b) Agreements that commit disbursements in future sessions of SGA must be included in the annual budget or proposed as a budget amendment according to the previous sections of this Chapter.

CHAPTER 3
EXPENDITURES

Section 1. Authorization

Any unauthorized or improper expenditure is the responsibility of the individual incurring the expense.

Section 2. Limitations

Student body funds may not be used for:

- (a) Charitable donations, including but not limited to, payments to charitable organizations;
- (b) All disbursement of student body funds to student organizations must comply with the Student Organization Funding Guidelines;
- (c) Exclusive residence hall programs;
- (d) Scholarships of any kind; and
- (e) Student Travel
 - a. The only funds that are permitted to be used for transportation, lodging, and meals associated with travel are those specifically allocated in the annual budget.
 - b. If recommended by the Treasurer, exceptions can be given by a majority vote of the Finance Committee in the student organization funding process.

**TITLE 8
ETHICS POLICIES**

CHAPTER 1
ETHICS POLICIES

Section 1. General Provisions

Title Eight of this code shall apply to all members of the Executive and Legislative Branches when acting in his or her official capacity. This title shall also apply to all candidates for Student Body Officer or the House of Student Representatives during the campaign period.

Section 2. Guiding Principles

The guiding principles of each member of SGA shall be to –

- (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.

Section 3. Violations

An applicable member or candidate, while acting in their official capacity, is considered to have committed an ethical violation when they:

- (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.

Section 4. Apolitical Clause

(a) The Student Government Association is an apolitical organization, and its members may not, in their official capacity, author legislation, issue statements, or publicly support or critique federal, state, or local elected officials, political parties, or express political positions.

a. Apolitical is defined as "politically neutral; without political attitudes, content, or bias."

b. The House of Representatives may pass resolutions commenting on public policy and/or participate in advocacy events when these activities directly affect the University or college students; and

(b) Before any public comment, legislation, or advocacy event, Cabinet should notify the University's Government Relations staff and the SGA advisor at least 72 business hours in advance of statement or action.

(c) Section 4(a) of this Chapter does not apply to the student organization funding process in which SGA may allocate funding to student organizations of a political nature

TITLE 9

DISCIPLINE PROCEDURES

CHAPTER 1

DISCIPLINE DUE TO ETHICS VIOLATIONS

Section 1. Applicability

Chapter One of this Title shall apply to all members of the Executive and Legislative Branches who have committed violations as defined in Title 8, Section 3.

Section 2. Responsible Entity

The Judicial Board shall make the final decision on sanctions for ethical violations defined in Title 8 Section 3 as it pertains to applicable offices listed in Section 1 of this chapter.

Section 3. Authorized Disciplinary Options

The Judicial Board may use the following sanctions in ruling upon a Title 6 violation:

- (a) A warning;
- (b) Disqualification from holding a specific office; or
- (c) Removal from office or seat.

Section 4. Imposition of the Removal

If a simple majority of the Judicial Board proposes removal, two-thirds of the House must vote to confirm the order, and if confirmed, the student shall be immediately removed from their office or seat.

CHAPTER 2

IMPEACHMENT

Section 1. Applicability

The impeachment process set forth in Article VII is applicable to all members of the Executive and Legislative Branches. The impeachment is the only process by which to discipline members of the Judicial Branch.

TITLE 10
AFFILIATES AND PARTNERSHIPS

CHAPTER 1
AFFILIATE ORGANIZATIONS

Section 1. General Provisions

- (a) The organizations listed in Chapter One of this code are considered affiliates of SGA thus entitling them to funding in the annual budget and support from House and Cabinet when requested.
- (b) The leadership of these organizations may be provided seats on the Cabinet as provided by this code.
- (c) Each organization is responsible for developing its own bylaws or policies subject to the approval of the TCU Student Activities Office.

Section 2. Frog Aides

Frog Aides shall be a first-year leadership organization affiliated with SGA.

Section 3. theCrew

theCrew shall be a programming organization affiliated with SGA.

CHAPTER 2
PARTNERSHIPS

Section 1. Campus Partnerships

The Student Government Association and programming boards advised by the TCU Student Activities Office shall fund and support the following activities:

- (a) Family Weekend
- (b) Frogs First
- (c) Homecoming
- (d) Tree Lighting

TITLE 11
EXTERNAL DOCUMENTS

CHAPTER 1
GENERAL PROVISIONS

Section 1. Definition

Guidelines are governing documents inferior to both the Constitution and this code that govern operations not otherwise provided for. Any other documents not expressly listed in the subsequent chapters of this title are not to be considered governing documents and are not enforceable.

Section 2. Limitations

Guidelines may not:

- (a) Conflict with the Constitutions or this code;
- (b) Create additional officers, committees, or other such entities;

Section 3. Creation of Guidelines

(a) The creation of any new guidelines in addition to those mentioned in subsequent chapters shall be subject to the simple majority approval of a bill presented to the House.

CHAPTER 2 ELECTION GUIDELINES

Section 1. General Provisions

- (a) The Election Board is responsible for proposing amendments to the Election Guidelines, which shall govern all elections sponsored by SGA.
- (b) All such amendments must take place by the end of the filing period.
- (c) The guidelines may not include any provision that requires SGA experience for candidates for President, Vice President, or Treasurer.

Section 2. Approval of Election Guidelines

Any amendments to the Election Guidelines must be approved by a simple majority of the House of Representatives in the form of a bill.

CHAPTER 3 HOUSE MEETING GUIDELINES

Section 1. General Provisions

The House Executive Board is responsible for making amendments to the Meeting Guidelines which shall govern all official meetings of the House of Student Representatives.

Section 2. Approval of House Meeting Guidelines

Any amendments to the House Meeting Guidelines must be approved by a simple majority of the House of Representatives in the form of a bill.

CHAPTER 4 STUDENT ORGANIZATION FUNDING GUIDELINES

Section 1. General Provisions

The Student Organization Funding Guidelines shall govern the allocation of the student organization fund as set forth in the annual budget.

Section 2. Approval of Student Organization Funding Guidelines

Any amendments to the Student Organization Funding Guidelines must be approved by a simple majority of the House Finance Committee.

CHAPTER 5 JUDICIAL BOARD GUIDELINES

Section 1. General Provisions

The Judicial Board is responsible for making amendments to the Judicial Board Guidelines which shall govern all official meetings of the Judicial Board.

Section 2. Approval of Judicial Board Guidelines

Any amendments to the Judicial Board Guidelines must be approved by a simple majority of the House of Representatives in the form of a bill.