

Student Government Codes

Student Government
University of South Carolina – Columbia
Certified Copy
Current as of May 19, 2024

Certification

I, Joseph C. Buchmaier, in my capacity as The Chief Justice of the Constitutional Council, hereby certify these May 2024 Student Government Codes in accordance with Article IV Section 9(A)(1) of the Student Government Constitution, as accurate and reflecting all legislative changes. This certification page must be signed by the Chief Justice.

Joseph C. Buchmaier
Chief Justice of the Constitutional Council

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CHAPTER 1 – EXECUTIVE OFFICERS

ARTICLE I. OFFICE OF THE STUDENT BODY PRESIDENT

Section 1-1-10. Selection of staff.

(A) The student body president shall select a staff to carry out the duties of their office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 1-1-13 Removal of staff.

(A) Members of the staff of the student body president shall serve until the conclusion of the student body president's term of office unless they are removed or resign from office.

(B) Members of the staff of the student body president may be removed from their position by the student body president at any time.

(C) The student body president may, at their discretion, terminate a discretionary position.

(D) When a staff member is removed by the student body president from a required position, the student body president must select an individual to fill that position by the second (2nd) regularly scheduled Senate session following the vacancy.

(1) The Office of the Student Body President must communicate to the Office of the Speaker of the Student Senate any removal, resignation, or other event that results in the vacancy of any and all position(s) by 5:00 PM on the day prior to the ensuing Student Senate session. All communications must be read across the desk at the ensuing Student Senate session.

Section 1-1-17. Composition of staff.

(A) The Office of the Student Body President must staff the following positions, to be appointed by the first (1st) Student Senate session following their inauguration:

(1) Chief of Staff;

(2) A press secretary;

(3) And a Historian.

(B) The student body president may create up to five (5) additional, discretionary staff positions, not to exceed eight (8) total staff positions, without the approval of the Student Senate.

(1) The Office of The Student Body President must communicate, within five (5) university days of its creation, to the Office of the Speaker of the Student Senate all discretionary positions created, including but not limited to:

- (i) The name;
- (ii) The duties of the position;
- (iii) And the person selected to hold the position.

Section 1-1-20. Duties of the chief of staff.

(A) The duties of the student body president's chief of staff shall include, but are not limited to:

- (1) Assisting in the selection of other members of the staff of the student body president;
- (2) Supervising the staff of the student body president and ensuring that the duties of staff members required herein are fulfilled;
- (3) Assisting in the selection and nomination of members of the Student Government Cabinet;
- (4) Supervising the Student Government Cabinet and ensuring that the duties of Student Government Cabinet members required herein are fulfilled;
- (5) Assisting in the selection and appointment of individuals to fill other offices as provided herein;
- (6) Managing all internal communication to and from the Office of the Student Body President;
- (7) And advising the student body president on legislative issues, policies, projects, and initiatives.

(B) Some duties of the chief of staff may be assumed by the deputy chief of staff or a staff member holding a created position of a similar type.

Section 1-1-30. Duties of the historian.

(A) The duties of the historian shall include, but are not limited to:

- (1) Recording and archiving, in an electronic medium that is conspicuous to the Student Body, minutes for all Student Government Cabinet meetings;

- (2) Recording and archiving, in an electronic medium that is conspicuous to the Student Body, minutes for all Student Government-wide meetings;
- (3) Archiving, in an electronic medium that is conspicuous to the Student Body, all necessary documents deriving from the Office of the Student Body President and the Student Government Cabinet;
- (4) Creating and archiving, in an electronic medium that is conspicuous to members of Student Government, the annual *Student Body President's Manual* as required herein;
- (5) Obtaining documents, that could be of interest or useful to future members of Student Government or the Student Body, from the Office of the Student Body President, Office of the Student Body Vice President, Office of the Speaker of the Student Senate, Office of the Student Body Treasurer, the Student Senate, the Constitutional Council, all Student Government Departments, all Student Government Agencies, all Student Government Programs, the Elections Commission, and all other Student Government bodies for archiving in an electronic medium that is conspicuous to the Student Body;
- (6) Maintaining a digital archive, in an electronic medium that is conspicuous to the Student Body, for all Student Government documents required herein;
- (7) Maintaining, in an electronic medium that is conspicuous to members of Student Government, the Student Government Log, which shall record all current Student Government members and respective contact information;
- (8) And performing a yearly evaluation of Student Government programs, agencies, departments, and initiatives, making note of undertakings and accomplishments.

Section 1-1-40. Duties of the Press Secretary

- (A) The duties of the press secretary shall include, but are not limited to:
- (1) Promoting Student Government initiatives and student body policies through external communications;
 - (2) Managing external communication from the Office of the Student Body President, including drafting and sending press releases;
 - (3) Assisting the Student Government Communications Team in facilitating external communications of Student Government;
 - (4) Attending meetings held by the Student Government Communications Team;
 - (5) Serving as the foremost advisor to the student body president on communications, media

relations, public relations, and specific policy stances;

(6) And some duties of the press secretary may be assumed by deputy press secretaries.

Section 1-1-50. Creation and Maintenance of the *Student Body President's Manual*.

(A) The Office of the Student Body President shall be responsible for creating and maintaining the *Student Body President's Manual* prior to the inauguration of the next student body president.

(B) The *Student Body President's Manual* shall include:

(1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of Student Government Cabinet secretaries, agency directors, and university committee members, with reference to their application, interview, and confirmation;

(2) An overview of certain executive processes, such as the general management of the Student Government Cabinet, the review of legislation passed by the Student Senate, and the nomination of Elections Commission members, those for legislation and appointments, including timelines and necessary actions on the part of the Office of the Speaker of the Student Senate;

(3) A detailed explanation of the weekly duties and responsibilities of the student body president;

(4) A detailed explanation of the additional duties and responsibilities of the student body president, such as long-term tasks;

(5) A detailed explanation of the weekly duties and responsibilities of the staff of the student body president;

(6) A detailed explanation of the additional duties and responsibilities of the staff of the student body president;

(7) A detailed explanation of the roles, responsibilities, and duties of Student Government Cabinet members;

(8) A detailed explanation of the roles, responsibilities, and duties of Student Government Agency directors;

(9) And any other relevant content that the student body president sees fit for inclusion.

(C) A first (1st) draft of this manual must be prepared by the last regularly scheduled Student Senate session of the fall semester. The student body president, or a representative, shall report on this draft and make it available to the Student Senate by the last regularly scheduled Student Senate session of the fall semester.

(D) A subsequent draft of this manual must be prepared by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term. The student body president, or a representative, shall report on this draft and make it available to the Student Senate by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term.

Section 1-1-60. Student Government Log.

(A) The Office of the Student Body President shall be responsible for maintaining the Student Government Log.

(B) The Student Government Log shall include:

(1) Archived list of every current Student Government member from the:

(i) Office of the Student Body President;

(ii) Office of the Student Body Vice President;

(iii) Office of the Speaker of the Student Senate;

(iv) Office of the Student Body Treasurer;

(v) Student Senate;

(vi) Constitutional Council;

(vii) Student Government Departments;

(viii) Student Government Agencies;

(ix) Student Government Programs;

(x) Elections Commission;

(xi) And all other Student Government bodies.

(2) Archived list of each member's contact information including, but not limited to: email address and phone number.

(i) Each member must explicitly consent to having their information archived.

(C) The Student Government Log shall be accessible in an electronic medium conspicuous to all members of Student Government.

ARTICLE II. EXECUTIVE CABINET

Section 1-2-10. Student Government Cabinet.

(A) The Student Government Cabinet shall include:

- (1) Student Government Division secretaries;
- (2) And the attorney general of Student Government.

(B) Following inauguration, Student Government Divisions must meet at least once monthly during the spring and fall academic semesters.

(C) Following inauguration, Student Government Departments must meet at least once monthly during the spring and fall academic semesters.

(D) Student Government Division secretaries, deputy secretaries, and Student Government Agency directors reserve the right to set attendance and behavioral standards for their respective department and agency members. These standards shall be considered binding and may be, though not exclusively, used to remove an individual from their position by either the student body president or the Student Senate.

(1) Such attendance and behavioral standards must not contradict the Student Government Constitution, these Student Government Codes, or the student body president's attendance and behavioral standards.

(i) Attendance and behavioral standards must be made available to the Student Government Cabinet members and must be communicated to the Office of the Speaker of the Student Senate to be read across the desk at the ensuing Student Senate session following their receipt.

(ii) Failure to communicate such attendance and behavioral standards to the Office of the Speaker of the Student Senate or failure to read such attendance and behavioral standards across the desk shall not invalidate their enforcement.

Section 1-2-20. Student Government Departments.

(A) There shall exist Student Government Divisions for the purpose of:

- (1) Overseeing various departments;
- (2) Discharging the duties and obligations of the departments;

(3) Developing and implementing projects and initiatives germane to the duties and obligations of the department;

(4) And collaborating, in good faith, with committees of the Student Senate.

(B) Student Government Divisions shall be composed of:

(1) A secretary nominated by the student body president and appointed by the Student Senate;

(2) Deputy secretaries nominated by the student body president and appointed by the Student Senate;

(3) Department members appointed by the student body president;

(4) University committee members nominated by the student body president and appointed by the Student Senate;

(5) And Student Government Agencies and their members.

Section 1-2-30. Student Government Division Secretaries

(A) The student body president shall nominate a secretary to serve as the head of each Student Government Division.

(1) Only one (1) secretary may serve as the head of a Student Government Division at any given time. There must never be co-secretaries or multiple secretaries of a singular Student Government Division simultaneously.

(B) The student body president must submit nominations of division secretaries to the Office of the Speaker of the Student Senate, to be read across the desk, by 5:00 PM on the day before the second (2nd) Student Senate session following inauguration.

(C) The Student Senate may, by a majority vote of senators in office, grant the student body president extended time to nominate secretaries. This time must not be extended in any way that would result in the vacancy of a secretary position by the end of the spring semester following inauguration.

(D) The appointment of nominated division secretaries to the Student Government Cabinet must receive the approval of the majority of the Student Senate, pursuant to Chapter 2 of these Student Government Codes.

(E) When a Student Government division secretary is removed by the student body president, impeached and convicted by the Student Senate, or resigns from Office the Student Body President must nominate an individual to fill that position by 5:00 PM the day before the second (2nd) Student Senate session following the vacancy.

(1) The Student Senate may, by a majority vote of senators in office, grant the student body president an extension to nominate a secretary. This extension may not exceed past 5:00 PM on the day before the third (3rd) Student Senate session following the vacancy.

(i) If the student body president does not communicate the request for an extension by the original deadline, the Student Senate may not grant an extension.

Section 1-2-40. Student Government Deputy Secretaries of Departments

(A) The student body president shall nominate a deputy secretary to serve as the head of each Student Government department overseen by a Student Government division.

(B) The student body president must submit nominations of department secretaries to the Office of the Speaker of the Student Senate, to be read across the desk, by 5:00 PM on the day before the third (3rd) Student Senate session following inauguration.

(C) The Student Senate may, by a majority vote of senators in office, grant the student body president extended time to nominate deputy secretaries. This time must not be extended in any way that would result in the vacancy of a deputy secretary position by the end of the spring semester following inauguration.

(D) The appointment of nominated deputy secretaries to the Student Government Cabinet must receive the approval of the majority of the Student Senate, pursuant to Chapter 2 of these Student Government Codes.

(E) When a Student Government deputy secretary is removed by the student body president, impeached, and convicted by the Student Senate, or resigns from Office the Student Body President must nominate an individual to fill that position by 5:00 PM the day before the second (2nd) Student Senate session following the vacancy.

(1) The Student Senate may, by a majority vote of senators in office, grant the student body president an extension to nominate a deputy secretary. This extension may not exceed past 5:00 PM on the day before the third (3rd) Student Senate session following the vacancy.

(i) If the student body president does not communicate the request for an extension by the original deadline, the Student Senate may not grant an extension.

Section 1-2-50. Nomination and appointment of university committee members.

(A) The student body president must nominate university committee members as requested by university administration.

(B) The appointment of nominated university committee members to their position must receive the approval of the majority of the Student Senate, pursuant Chapter 2 of these Student Government Codes.

(C) Appointment to a university committee shall not constitute membership of Student Government.

(D) The student body president must submit nominations of university committee members by 5:00 PM on the day before the second (2nd) Student Senate session of the fall semester following inauguration.

(E) A member of the legislative or judicial branch may be nominated and appointed to a university committee.

(1) Such appointment shall not constitute membership within the executive branch.

(F) A university committee member may only be removed by impeachment and conviction of the Student Senate.

(G) When a university committee member is removed by impeachment and conviction of the Student Senate or resigns, the student body president must nominate an individual to fill that position by 5:00 PM the day before the second (2nd) Student Senate session following the vacancy.

(1) The Student Senate may, by a majority vote of senators in office, grant the student body president an extension to university committee member. This extension may not exceed past 5:00 PM on the day before the third (3rd) Student Senate session following the vacancy.

(i) If the student body president does not communicate the request for an extension by the original deadline, the Student Senate may not grant an extension.

Section 1-2-60. Removal of members of the Executive Branch.

(A) All members of student government -- not existing as members of either the Legislative or Judicial Branches -- must be considered a member of the Executive Branch.

(B) Members of the Executive Branch shall serve from the time they take their oath of office until the conclusion of the student body president's term of office, unless they are removed or resign from office, with the following exceptions:

(1) Freshman Council advisors shall serve until the next Freshman Council advisors take their oath of office, unless the Freshman Council advisor(s) are removed or resign in which case the position(s) will be considered vacant until a new Freshman Council advisor(s) is appointed and take their oath of office;

(2) Program directors shall serve until the next program director takes their oath of office, unless the program director was removed or resigned in which case the position will be considered vacant until a new program director is appointed and takes their oath of office;

(3) And university committee members shall serve a full academic year, beginning with their appointment and ending the following summer.

(C) Cabinet secretaries, deputy secretaries, the Attorney General, members of Student Government Departments, members of Student Government Agencies, members of the Elections Commission, and members of the student body president's staff may be removed from their position by the student body president.

(D) Members of a Student Government Program and members of the student body vice president's staff may be removed from their position by the student body vice president.

(E) Members of the speaker of the student senate's staff may be removed from their position by the speaker of the student senate.

(F) Student Government Comptrollers and members of the student body treasurer's staff may be removed from their position by the student body treasurer.

(G) Members of a Student Government Department may be removed from their position by their respective secretary.

(H) Members of a Student Government Agency may be removed from their position by their respective director.

(I) Members of a Student Government Program may be removed from their position by their respective director.

(J) Any and all removals or resignations from any and all positions must be communicated to the Office of the Speaker of the Student Senate by, the office to which the position reports, 5:00 PM on the day of the next regularly scheduled Student Senate session.

Section 1-2-70. Student Government agencies.

(A) All Student Government agencies must exist within a Student Government Cabinet department.

(B) All Student Government agencies must have an agency director that is nominated by the student body president and confirmed by the Student Senate pursuant to Chapter 2 of these Student Government Codes.

(C) All Student Government agencies must exist through a valid charter.

(1) All agency charters must originate as legislation passed by the Student Senate and signed by the student body and university president to be considered valid.

(2) Any amendments to agency charters must be passed by the Student Senate, in the form of legislation, and signed by the student body and university president to be considered valid.

(3) Agency charters, once passed or amended, must be included as addendums to these Student Government Codes.

(4) Agency charters must be available in an electronic medium that is conspicuous to the Student Body.

Section 1-2-80. Student Government Cabinet meetings.

(A) Student Government Cabinet meetings attendees shall consist of:

(1) The student body president;

(2) The chief of staff to the student body president;

(3) Student Government Cabinet secretaries;

(4) Student Government Cabinet deputy secretaries, at the request of their secretary or the student body president;

(5) Student Government Agency directors, at the request of their secretary or the student body president;

(6) Student Government Cabinet department members, at the request of their secretary or the student body president;

(7) University committee members, at the request of their secretary or the student body president;

(8) The student body vice president, should he or she choose to attend;

(9) The student body treasurer, should he or she choose to attend;

(10) The speaker of the student senate, should he or she choose to attend;

(11) The speaker pro tempore, should he or she choose to attend;

(12) And individual(s) as requested by the student body president.

(B) The student body president reserves the right to set attendance and behavioral standards on Student Government Cabinet members. These standards shall be considered binding and may be, though not exclusively, used to remove an individual from their position by either the student body president or the Student Senate.

(1) Such attendance and behavioral standards must not contradict the Student Government Constitution or these Student Government Codes, must be made available to the Student Government Cabinet members, and must be communicated to the Office of the Speaker of the Student Senate to be read across the desk at the ensuing Student Senate session following their receipt.

(i) Failure to communicate such attendance and behavioral standards to the Office of the Speaker of the Student Senate or failure to read such attendance and behavioral standards across the desk shall not invalidate their enforcement.

(C) The Student Government Cabinet meetings shall be open and available to all students at the University of South Carolina.

(D) Student Government Cabinet meetings must not be held in a location that would prevent or inhibit the attendance of the codified attendees including, but not limited to the speaker of the student senate or the speaker pro tempore.

(E) The Student Government Cabinet shall meet in executive session upon decision of the student body president:

(1) The Student Government Cabinet shall meet in executive session only for purposes which are stated as legal under the South Carolina Freedom of Information Act, which include:

(i) Matters concerning personnel;

(ii) Contract negotiations or receipt of legal advice;

(iii) Subjects of security;

(iv) And investigations of allegations involving criminal conduct.

(2) Prior to the Student Government Student Government Cabinet entering into executive session, the student body president must announce publicly the purpose of the executive session. Then, the room must be cleared of all Student Government Cabinet members, excluding the

student body president, the chief of staff to the student body president, the historian, and any other individual(s) asked to remain by the student body president.

(3) The Student Government Cabinet may end any executive session upon decision of the student body president.

(F) Minutes of the Student Government Cabinet meetings must be detailed and thorough. Minutes shall be taken by the historian and must be available in an electronic medium that is conspicuous to the Student Body by 5:00 PM on the fifth (5th) university day following the meeting.

(1) Minutes of the Student Government Cabinet executive sessions must be detailed and thorough. Minutes shall be taken by the historian and must be perpetually kept and maintained by the Office of the Student Body President. Minutes of the Student Government Cabinet executive sessions may only be accessed by the Office of the Student Body President at the discretion of the student body president, The Division of Student Affairs and Academic Support or a designee, and a summons as permitted in these Student Government Codes.

(G) The location and time of Student Government Cabinet meetings must be established by the student body president by the second (2nd) Student Senate session following inauguration.

(H) The student body president must inform the Student Senate of the permanent location and time of Student Government Cabinet meetings at the Student Senate session following its determination. The Student Senate must be informed of any permanent changes to the location and time of Student Government Cabinet meetings at the Student Senate session following the determination of change.

(I). Any temporary alteration to the location and/or time of Student Government Cabinet meetings must be made available to the speaker of the senate and speaker pro tempore within a reasonable time of the alteration's determination.

Section 1-2-90. Department Relating to Government Relations

(A) There shall exist a Department of Government Relations. This department shall be composed of:

(1) The secretary;

(2) The deputy secretary;

(3) No more than six (6) additional department members.

(4) A national lobbying agency;

- (5) A state lobbying agency;
- (6) And a local lobbying agency
- (i) The duties of the Secretary of Government Relations shall include, but are not limited to:
 - (a) Serving over the department of government relations;
 - (b) Assisting the student body president in strengthening communication and collaboration between Student Government and any national, state, and local governmental or regulatory bodies;
 - (c) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;
 - (d) Directing all lobbying activities of Student Government;
 - (e) And working closely with the Student Senate Judiciary and Powers & Responsibilities Committee to accomplish such work.
- (ii) Members of agencies shall constitute department members, and they must not exceed the sum of members permitted in all agency charters;
- (iii) The student body president shall nominate a national lobbying agency director for the National Lobbying Agency, pursuant to Chapter 2 of these Student Government Codes;
- (iv) The student body president shall nominate a state lobbying agency director for the State Lobbying Agency, pursuant to Chapter 2 of these Student Government Codes;
- (v) The student body president shall nominate a local lobbying agency director for the Local Lobbying Agency, pursuant to Chapter 2 of these Student Government Codes;

Section 1-2-91. Department Relating to University Relations

- (A) This department shall be composed of:
 - (1) The secretary of the department;
 - (2) No more than five (5) additional department members.
- (B) The duties of the Secretary of University Relations shall include, but are not limited to:
 - (i) Serving over the department of university relations;

- (ii) Assisting in the planning of the Student Government Awards Banquet and other student recognition activities;
 - (iii) Assisting the student body president and the secretary of external relations in the formulation of Student Government policies, initiatives, and projects pertaining to the relationships between Student Government and other campus groups;
 - (iv) Assisting the student body president in matters related to university administration that are not under the jurisdiction of another department;
 - (v) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;
 - (vi) Planning, coordinating, and holding regular meeting with university committee members;
 - (vii) Advocating to the Department of Student Life the positions of the student body president and Student Government as a whole on issues affecting students;
 - (viii) And working closely with the Local Lobbying Agency and Neighborhood Association to accomplish such work.
- (a) The student body president shall nominate the following university committee members:
- (1) One (1) undergraduate and one (1) graduate student to the University Bookstore Committee;
 - (2) One (1) undergraduate and one (1) graduate student to the Committee on Curricula and Courses;
 - (3) One (1) undergraduate student and one (1) graduate student to the Committee on Honorary Degrees;
 - (4) One (1) undergraduate and one (1) graduate student to the Committee on Instructional Development;
 - (5) One (1) undergraduate and one (1) graduate student Committee on Scholastic Standards and Petitions;
 - (6) Two (2) undergraduate and two (2) graduate students to the Committee on Academic Responsibility;
 - (7) Two (2) students to the Honors and Awards Commission;
 - (8) Six (6) undergraduate students and one (1) graduate student to the Michael J. Mungo Distinguished Professor of the Year Award Committee;

- (9) Two (2) students to the Ada B. Thomas Outstanding Faculty/Staff Advisor Award Committee;
- (10) Two (2) students to the Registration Committee;
- (11) Four (4) students to the Retention Committee;
- (12) Two (2) students to the Scholarships and Financial Aid Committee;
- (13) Two (2) students to the AMOCO Outstanding Teaching Award Committee;
- (14) One (1) student to the University 101 Academic Advisory Committee;
- (15) One (1) student to the University Athletics Advisory Committee;
- (16) Three (3) students to the Blatt Physical Education Center Advisory Committee;
- (17) One (1) students to the Committee on Religious Affairs;
- (18) One (1) student to the Veteran Services Advisory Committee;
- (19) One (1) student to the Parking and Transit Advisory Committee;
- (20) Three (3) undergraduate students and one (1) graduate student to the Parking Appellate Court;
- (21) Two (2) students to the University Safety Committee.
- (22) Three (3) students to the Disability Affairs Committee;
- (23) Four (4) undergraduate students and one (1) graduate student to the Health Services Advisory Committee;
- (24) Two (2) students to the South Carolina Residency Appeals;
- (25) Two (2) students to the Clean Carolina Committee;
- (26) Two (2) students to the President's Sustainability Council;
- (27) Two (2) students to the Orientation Committee;
- (28) Three (3) students who are enrolled in the South Carolina Honors College to the South Carolina Honors College Policy Committee;

- (29) The student body president to the Commencement Committee;
- (30) One (1) student to the University Information Technology Council;
- (31) Four (4) students to the Board of Student Publications and Communications.
- (32) And all university committee members, who hold no other position in Student Government.

Section 1-2-100. Division Relating to Campus Wellbeing

(A) There shall exist a Division of Campus Wellbeing. This division shall be composed of:

- (1) The secretary;
- (2) The department of Health and Wellness.
 - (i) This department shall be composed of:
 - (a) The deputy secretary of the department;
 - (b) No more than six (6) additional department members.
 - (ii) The duties of the deputy secretary of health and wellness shall include, but are not limited to:
 - (a) Serving over the department of health and wellness;
 - (b) Assisting the student body president and the secretary of campus wellness in the formulation of Student Government policies, initiatives, and projects pertaining to student physical, spiritual, and mental health and wellness;
 - (c) Advocating to the Executive Director of Student Health Services the positions of the student body president and Student Government as a whole in relation to such issues;
 - (d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;
 - (e) And working closely with the Student Senate Health and Safety Committee to accomplish such work.
- (3) The department of Safety and Transportation.
 - (i) This department shall be composed of:

- (a) The deputy secretary of the department;
 - (b) No more than three (3) additional department members.
- (ii) The duties of the deputy secretary of safety and transportation shall include, but are not limited to:
- (a) Serving over the department of safety and transportation;
 - (b) Assisting the student body president and the secretary of campus wellness in the formulation of Student Government policies, initiatives, and projects pertaining to campus development, parking, shuttle services, and student safety;
 - (c) Advocating to the Office of Law Enforcement and Safety and the Office of Vehicle Management and Parking Services the positions of the student body president and Student Government as a whole in relation to such issues;
 - (d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;
 - (e) And working closely with the Student Senate Health and Safety Committee to accomplish such work.
- (4) The department of Sustainability.
- (i) This department shall be composed of:
- (a) The deputy secretary of the department;
 - (b) No more than three (3) additional department members.
- (ii) The duties of the deputy secretary of sustainability shall include, but are not limited to:
- (a) Serving over the department of sustainability;
 - (b) Assisting the student body president and the secretary of campus wellness in the formulation of Student Government policies, initiatives, and projects pertaining to conservation, energy use, and environmental sustainability;
 - (c) Advocating to the Vice President for Facilities and Transportation the positions of the student body president and Student Government as a whole in relation to such issues;
 - (d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;

- (e) Working closely with the Student Senate Sustainability Committee to accomplish such work;
- (f) And working closely with the Student Body Vice President and the Director of Programming to ensure that student government events go through the Green Certification process.

Section 1-2-110. Division Relating to Justice

(A) There shall exist a department of justice. This department shall be composed of:

(1) The Attorney General.

(B) The student body president must nominate an attorney general. The duties of the attorney general shall include, but are not limited to:

(1) Providing non-binding opinions on questions of constitutionality when solicited by a member of Student Government;

(2) Representing Student Government, or at the request of individuals acting in their capacity as members of Student Government, in front of the Constitutional Council in any and all hearings;

(i) If there is doubt as to whom the Attorney General should represent, the student body president reserves the right to decide.

Section 1-2-120. Division Relating to Student Services

(A) There shall exist a Division of Student Services. This division shall be composed of:

(1) The secretary;

(2) The department of Academics.

(i) This department shall be composed of:

(a) The deputy secretary of the department;

(b) No more than four (4) additional department members.

(ii) The duties of the deputy secretary of academics shall include, but are not limited to:

(a) Serving over the department of academics;

(b) Assisting the student body president and the secretary of student services in the formulation of Student Government policies, initiatives, and projects pertaining to academic affairs;

(c) Advocating to the provost, to the Faculty Senate, and to university administration the positions of the student body president and Student Government as a whole on changes to university academic policies;

(d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;

(e) And working closely with the Student Senate Academics Committee to accomplish such work.

(3) The department of Athletics.

(i) This department shall be composed of:

(a) The deputy secretary of the department;

(b) No more than three (3) additional department members.

(ii) The duties of the deputy secretary of athletics shall include, but are not limited to:

(a) Serving over the department of athletics;

(b) Assisting the student body president and the secretary of student services in the formulation of Student Government policies, initiatives, and projects pertaining to school spirit, university athletics, student athletes, and campus recreation;

(c) Advocating to the University Athletics Department and the Office of Campus Recreation the positions of the student body president and Student Government as a whole;

(d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;

(e) And working closely with the Student Senate Student Life Committee to accomplish such work.

(4) The department of Greek Relations.

(i) This department shall be composed of:

(a) The deputy secretary of the department;

(b) No more than five (5) additional department members.

(I) Of the five additional department members, each council, those being the IFC, the NPHC, the MGC, and the CPA, will have one (1) designated seat, filled by a liaison appointed by each respective council.

(II) The student body president shall retain the right to remove department members for reasons pertaining to attendance and behavioral standards if the member being removed is a council liaison, the student body president may not appoint a new member in their place with the following exceptions

(III) If the respective Greek Council fails to appoint a member to the position within 3 weeks after the removal of a council representative or appointment of the Deputy Secretary of the Greek Relations.

(IV) Should the student body president remove a council liaison, the student body president's office must give reasoning to the respective council within a week of the removal.

(V) Should a council representative be removed, the council in question cannot designate the successor as the same individual.

(VI) Each respective Greek council reserves the right to recall their current liaison in exchange for a new one at any given time with written notice to the student body president.

(VII) There shall be no term limits for any council liaisons on the committee in the department of Greek relations.

(VIII) Each liaison on the committee must be recognized by their council as an active member by the means of their respective chapter.

(IX) Should a council seat be vacant at any time, it cannot be filled by a member from any council other than the council for which that seat was designated.

(ii) The duties of the deputy secretary of greek relations shall include, but are not limited to:

(a) Serving over the department of Greek relations;

(b) Assisting the student body president and the secretary of student services in the formulation of Student Government policies, initiatives, and projects pertaining to the relationships between Student Government and the Greek Life community;

(c) Advocating to the Office of Fraternity and Sorority Life the positions of the student body president and Student Government as a whole on issues affecting the Greek student population;

(d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;

- (e) And working closely with the Student Senate to accomplish such
- (5) The department of Inclusion and Equity.
 - (i) This department shall be composed of:
 - (a) The deputy secretary of the Inclusion and Equity;
 - (b) No more than five (5) additional department members.
 - (ii) The duties of the deputy secretary of inclusion and equity shall include, but are not limited to:
 - (a) Serving over the department of inclusion and equity;
 - (b) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to multiculturalism, diversity, and the inclusion of all student groups and demographics;
 - (c) Advocating to the Office of Multicultural Student Affairs the positions of the student body president and Student Government as a whole on issues affecting minority students, and particular segments of the student population;
 - (d) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;
 - (e) And working closely with the Student Senate Inclusion and Equity Committee to accomplish such work.
- (6) The department of Disability Services.
 - (i) This department shall be composed of:
 - (a) The deputy secretary of Disability Services;
 - (b) No more than five (5) additional department members.
 - (ii) The duties of the deputy secretary of disability service shall include, but are not limited to:
 - (a) Serving over the department of disability services;
 - (b) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to disability;

(c) Advocating to the Student Disability Resource Center the positions of the student body president and Student Government as a whole on issues affecting disabled students and their experiences;

(d) Advocating to the Student Disability Resource Center the positions of the student body president and Student Government as a whole on issues affecting disabled students and their experiences;

(e) Executing, advocating for, and fulfilling, in good faith, bills, resolutions, and recommendations passed by the Student Senate;

(f) And working closely with the Student Senate Inclusion and Equity Committee and Student Life Committee to accomplish such work.

(7) No more than two (2) additional departments, up to the discretion of the student body president;

(i) These departments may be composed of:

(a) The deputy secretary of the department;

(b) No more than two (2) additional department members.

ARTICLE III. OFFICE OF THE STUDENT BODY VICE PRESIDENT

Section 1-3-10. Selection of staff.

The student body vice president shall select a staff to carry out the duties of their office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 1-3-13. Removal of staff.

(A) Members of the staff of the student body vice president shall serve until the conclusion of the student body vice president's term of office unless they are removed or resign from office.

(1) Members of the staff of the student body vice president may be removed from their position by the student body vice president at any time.

(B) When a staff member is removed by the student body vice president from a required position, the student body vice president must select an individual to fill that position by the second (2nd) regularly scheduled Senate session following the vacancy.

(1) The Office of the Student Body Vice President must communicate to the Office of the Speaker of the Student Senate any removal, resignation, or other event that results in the vacancy of any and all position(s) by 5:00 PM on the day prior to the ensuing Student Senate session. All communications must be read across the desk at the ensuing Student Senate session.

(C) The student body vice president may, at their discretion, terminate a created position.

Section 1-3-17. Composition of staff.

(A) The staff of the student body vice president must include the following positions, to be filled upon their inauguration:

(1) A Chief of staff;

(2) And a Press secretary.

(B) The student body vice president may create up to three (3) additional, discretionary staff positions, not to exceed five (5) total staff positions, without the approval of the Student Senate.

(1) The Office of The Student Vice Body President must communicate, within five (5) university days of its creation, to the Office of the Speaker of the Student Senate all discretionary positions created, including but not limited to:

(i) The name;

(ii) The duties of the position;

(iii) And the person selected to hold the position.

Section 1-3-20. Duties of the chief of staff.

(A) The duties of the student body vice president's chief of staff shall include, but are not limited to:

(1) Assisting in the selection of other members of the staff of the student body vice president;

(2) Supervising the staff of the student body vice president and ensuring that the duties of staff members required herein are fulfilled;

(3) Managing all internal communication to and from the Office of the Student Body Vice President;

(4) Meeting once weekly with the student body vice president to facilitate communication, collaboration, and an acknowledgement of ongoing projects and initiatives;

- (5) Overseeing programs undertaken by the Office of the Student Body Vice President;
- (6) And serving as a direct aide to the student body vice president.

(B) Some duties of the chief of staff may be assumed by a staff member holding a created position of a similar type.

Section 1-3-30. Duties of the Press Secretary.

(A) The duties of the press secretary shall include, but are not limited to:

- (1) Promoting Student Government programs and student body vice president initiatives through external communications;
- (2) Managing external communication from the Office of the Student Body Vice President, including drafting and sending press releases;
- (3) Assisting the Student Government Communications Team in facilitating external communications of Student Government;
- (4) Attending meetings held by the Student Government Communications Team;
- (5) Serving as the foremost advisor to the student body vice president on communications, media relations, public relations and specific policy stances;
- (6) And some duties of the press secretary may be assumed by deputy press secretaries.

Section 1-3-40. Creation and maintenance of the *Student Body Vice President's Manual*.

(A) The Office of the Student Body Vice President shall be responsible for creating and maintaining the *Student Body Vice President's Manual* prior to the inauguration of the next student body vice president.

(B) The *Student Body Vice President's Manual* shall include:

- (1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of program directors, with reference to their application, interview, and confirmation;
- (2) A detailed explanation of the weekly duties and responsibilities of the student body vice president;
- (3) Additional duties and responsibilities of the student body vice president, such as long- term tasks;

- (4) A detailed explanation of the weekly duties and responsibilities of the staff of the student body vice president;
 - (5) A detailed explanation of the additional duties and responsibilities of the staff of the student body vice president;
 - (6) A detailed explanation of the information about programs facilitated by the Office of the Student Body Vice President;
 - (7) A detailed explanation of the roles, responsibilities, and duties of Student Government Program directors;
 - (8) And any other relevant content that the student body vice president sees fit for inclusion.
- (C) A first (1st) draft of this manual must be prepared by the last regularly scheduled Student Senate session of the fall semester. The student body vice president, or a representative, shall report on this draft and make it available to the Student Senate by the last regularly scheduled Student Senate session of the fall semester.
- (D) A subsequent draft of this manual must be prepared by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term. The student body vice president, or a representative, shall report on this draft and make it available to the Student Senate by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term.

Section 1-3-50. Student Government Communications Team:

- (A) There shall exist a Student Government Communications Team responsible for effectively, efficiently, and actively promoting the information from Student Government to the university and student body.
- (B) The Student Government Communications Team shall be directed by a communications director as nominated by the student body vice president and confirmed by the Student Senate.
- (C) The Student Government Communications Team shall be composed of:
- (1) All press secretaries;
 - (2) The communications director;
 - (3) And up to five (5) Student Government Communications Team members, as chosen by the communications director.

(D) The Student Body Vice President must nominate a communications director. The duties of the communications director shall include, but are not limited to:

(1) Promoting and informing the university and student body of Student Government projects and initiatives.

(2) Managing external communication from Student Government, including drafting and sending press releases.

(3) Serving as the foremost advisor to the student body president, student body vice president, student body treasurer, and the speaker of the student senate on matters concerning Student Government as a whole regarding communications, media, and press relations.

(4) Meeting once weekly with the student body vice president to facilitate communication, collaboration, and an acknowledgement of ongoing projects and initiatives.

(5) Meeting regularly with members of the Student Government Communications Team.

(E) The appointment of nominated communications directors to their positions must receive the approval of a majority of the Student Senate, pursuant to Chapter 2 of these Student Government Codes.

(1) A press secretary may not be nominated to serve as communications director while serving in the capacity of press secretary to the student body president, student body vice president, student body treasurer, or speaker of the student senate.

Section 1-3-60. Nomination of program directors

(A) The student body vice president shall nominate a director to serve as the head of each Student Government program.

(B) The student body vice president must submit program director nominations to the Office of the Speaker of the Student Senate by 5:00 PM on the day before the second (2nd) Student Senate session following their inauguration.

(C) The Student Senate may, by a majority vote of senators in office, grant the student body vice president extended time to nominate program directors. This time must not be extended in any way that would result in the vacancy of a director position by the end of the spring semester following inauguration.

(D) The appointment of nominated program directors must receive approval of the majority of the Student Senate, pursuant to Chapter 2 of these Codes.

Section 1-3-70. Student Government programs.

(A) All Student Government programs exist within the executive branch of Student Government.

(B) All Student Government programs must have a program director that is nominated by the student body vice president and confirmed by the Student Senate.

(C) All Student Government programs must exist through a valid charter.

(1) All program charters must originate as legislation passed by the Student Senate and signed by the student body president and university president to be considered valid.

(2) Any amendments to program charters must be passed by the Student Senate, in the form of legislation, and signed by the student body president and the university president to be considered valid.

(3) Program charters, once passed or amended, must be included as addendums to these Student Government Codes.

(4) Program charters must be available in an electronic medium that is conspicuous to the Student Body.

ARTICLE IV. OFFICE OF THE SPEAKER OF THE STUDENT SENATE

Section 1-4-10. Selection of Staff.

(A) The speaker of the student senate shall select a staff to carry out the duties of their office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 1-4-13. Removal of staff.

(A) Members of the staff of the speaker of the student senate shall serve until the conclusion of the speaker of the student senate's term of office unless they are removed or resign from office.

(B) Members of the staff of the speaker of the student senate may be removed from their position by the speaker of the student senate at any time.

(C) The speaker of the student senate may, at their discretion, terminate a discretionary position.

(D) When a staff member is removed by the speaker of the student senate from a required position, the speaker of the student senate must select an individual to fill that position by the second (2nd) regularly scheduled Senate session following the vacancy.

(1) The Office of the Speaker of the Student Senate must communicate to the Student Senate any removal, resignation, or other event that results in the vacancy of any and all position(s) at the ensuing Student Senate session.

Section 1-4-17. Composition of Staff.

(A) The Office of the Speaker of the Student Senate must staff the following positions, to be appointed by the first (1st) Student Senate session following their inauguration:

(1) Chief of staff;

(2) Clerk;

3) a Press secretary.

4) And a Legislative Aide.

(B) The speaker of the student senate may create up to three (3) additional, discretionary staff positions, not to exceed seven (7) total staff positions, without the approval of the Student Senate.

(1) The Office of the Speaker of the Student Senate must communicate to the Student Senate all discretionary positions created, including but not limited to:

(i) The name;

(ii) The duties of the position;

(iii) And the person selected to hold the position.

Section 1-4-20. Duties of the Chief of Staff.

(A) The duties of the chief of staff shall include, but are not limited to:

(1) Assist in the selection of other members of the staff of the speaker of the student senate;

(2) Supervise the staff of the speaker of the student senate and ensuring that the duties of staff members required herein are fulfilled;

- (3) Assist in the selection and nomination of committee chairs, delegation chairs and other positions as necessary;
 - (4) Assists in the administration of the Student Senate, including membership, organization records;
 - (5) Advise the speaker of the student senate on legislation, appointments, projects, initiatives, and other aspects of the management of the Student Senate;
 - (6) Maintain a record of the proceedings of the Student Senate while it is in session. The record shall be called the *Student Senate Journal*, shall follow the style of the *Journal of the South Carolina Senate*, shall be published on the Student Government website and shall be maintained continuously in the Student Government digital records;
 - (7) Maintain the minutes of the meetings of each standing Student Senate committee as submitted. These minutes shall be maintained continuously in the Student Government digital records;
 - (8) And attend the regular meetings of the Student Senate Rules Committee;
- (B) Some duties of the chief of staff may be assumed by a legislative aide or a staff member holding a created position of a similar type.

Section 1-4-30. Duties of the Clerk.

- (A) Duties of the clerk shall include, but are not limited to:
- (1) Post current copies of all legislation received to the Student Senate public information folder and any other necessary locations, and notify senators of current legislation to be considered;
 - (2) Transmit Student Senate legislation to the chair of any committee to which it has been referred, thereafter retrieving legislation from the committee chairs for a second (2nd) reading;
 - (3) Compile all amendments and apply those amendments to the legislation at all necessary points throughout the legislative process;
 - (4) Under the direction of the Speaker of the Student Senate, present all legislation passed by the Student Senate to the student body president and any other necessary individuals, and receive any necessary legislative response from the Office of the Student Body President;
 - (5) Read, during the meetings of the Student Senate, received legislation, legislation placed on either reading calendar, amendments to legislation, communications that have been received by

the Office of the Speaker of the Student Senate, applications to the senate, and any other received documents or communications;

(6) And ascertaining the attendance of senators through a calling of the roll at the beginning of each Student Senate meeting, making note of the late arrivals or early departures or senators during a meeting of the Student Senate, and maintain an accurate docket of senator absences.

Section 1-4-40. Duties of the Press Secretary.

(A) The duties of the press secretary shall include, but are not limited to:

(1) Promoting speaker of the student senate and Student Senate projects and initiatives through external communications;

(2) Managing external communication from the Office of the Speaker of the Student Senate and Student Senate, including drafting and sending press releases;

(3) Assisting the Student Government Communications Team in facilitating external communications of Student Government;

(4) Attending meetings held by the Student Government Communications Team;

(5) And Serving as the foremost advisor to the speaker of the student senate and Student Senate on communications, media relations, public relations and specific policy stances.

(B) Some duties of the press secretary may be assumed by deputy press secretaries.

Section 1-4-50. Duties of Legislative Aide.

(A) Duties of the Legislative Aide shall include, but are not limited to:

(1) Present legislation workshops to every standing committee on the onset of the term to train new and returning senators on how to write, properly format, and submit legislation;

(2) Prior to the first regular senate session, conduct new senator orientation to explain the legislative process, the New Senator Information Folder, the relevant items within the Public Information Folder, and guidelines outlines in Section 2-1-10;

(3) Train newly confirmed senators on the processes of the senate, following a similar structure to the aforementioned orientation;

(4) Hold legislative workshops to ensure all senators understand the proper formatting, content, and procedures of legislation;

- (5) Maintain a public tracker of all legislation introduced and its status throughout the legislative process;
- (6) Maintain a public log of senators' interests regarding legislation, programs, and initiatives;
- (7) Ensure Student Senate legislation is in compliance with and university policy;
- (8) And provide a minimum of one (1) monthly report of legislation passed by the Student Senate to the Constitutional Council.

Section 1-4-60. *Speaker of the Student Senate's Manual.*

(A) The Office of the Speaker of the Student Senate shall be responsible for creating and maintaining the *Speaker of the Student Senate's Manual* prior to the inauguration of the next speaker of the student senate;

(B) The *Speaker of the Student Senate's Manual* shall include:

- (1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of committee chairs, delegation chairs and committee members;
- (2) An overview of certain Student Senate rules and processes, such as those for legislation, appointments, timelines and necessary actions on the part of the Office of the Speaker of the Student Senate;
- (3) An overview of the weekly duties and responsibilities of the speaker of the student senate;
- (4) An overview of the additional duties and responsibilities of the speaker of the student senate, such as long-term tasks;
- (5) An overview of the weekly duties and responsibilities of the staff of the speaker of the student senate;
- (6) An overview of the Student Senate Rules of Procedure and reflections on their usage;
- (7) An overview of the roles, responsibilities and duties of committee and delegation chairs, as well as the speaker pro tempore;
- (8) And any other relevant content that the speaker of the student senate sees fit for inclusion.

(C) A first (1st) draft of this manual must be prepared by the last regularly scheduled Student Senate session of the fall semester. The speaker of the senate, or a representative, shall report on this draft and make it available to the Student Senate by the last regularly scheduled Student Senate session of the fall semester.

(D) A subsequent draft of this manual must be prepared by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term. The speaker of the senate, or a representative, shall report on this draft and make it available to the Student Senate by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term.

ARTICLE V. OFFICE OF THE STUDENT BODY TREASURER

Section 1-5-10. Selection of staff.

(A) The student body treasurer shall select a staff to carry out the duties of his or her office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 1-5-13. Removal of staff.

(A) Members of the staff of the student body treasurer shall serve until the conclusion of the student body treasurer's term of office unless they are removed or resign from office.

(B) Members of the staff of the student body treasurer may be removed from their position by the student body treasurer at any time.

(C) The student body treasurer may, at his or her discretion, terminate a discretionary position.

(D) When a staff member is removed by the student body treasurer from a required position, the student body treasurer must select an individual to fill that position by the second (2nd) regularly scheduled Senate session following the vacancy.

(1) The Office of the Student Body Treasurer must communicate to the Office of the Speaker of the Student Senate any removal, resignation, or other event that results in the vacancy of any and all position(s) by 5:00 PM on the day prior to the ensuing Student Senate session. All communications must be read across the desk at the ensuing Student Senate session.

Section 1-5-17. Composition of staff.

(A) The Office of the Student Body Treasurer must staff the following positions, to be appointed by the first (1st) Student Senate session following his or her inauguration:

(1) Chief of staff;

(2) And a Press secretary.

(B) The student body treasurer may create up to two (2) additional, discretionary staff positions, not to exceed four (4) total staff positions, without the approval of the Student Senate.

(1) The Office of The Student Body Treasurer must communicate, within five (5) university days of its creation, to the Office of the Speaker of the Student Senate all discretionary positions created, including but not limited to:

- (i) The name;
- (ii) The duties of the position;
- (iii) And the person selected to hold the position.

Section 1-5-20. Duties of the chief of staff.

(A) The duties of the student body treasurer's chief of staff shall include, but are not limited to:

- (1) Assisting in the selection of other members of the staff of the student body treasurer;
- (2) Supervising the staff of the student body treasurer and ensuring that the duties of staff members required herein are fulfilled;
- (3) Assisting in the selection and appointment of student body treasurer's comptrollers;
- (4) Supervising the student body treasurer's comptrollers and ensuring that the duties of the student body treasurer's comptrollers required herein are fulfilled;
- (5) Managing all internal communication to and from the Office of the Student Body Treasurer;
- (6) And serving as the foremost advisor to the student body treasurer on Student Government budget preparation, organizational outreach, and recurring functions of the Office of the Student Body Treasurer in relation to budget matters.

(B) Some duties of the chief of staff may be assumed by a coordinator of comptroller outreach, or a staff member holding a created position of a similar type.

Section 1-5-30. Duties of the press secretary.

(A) The duties of the press secretary shall include, but are not limited to:

- (1) Promoting Student Government funding opportunities through external communications;
- (2) Managing external communication from the Office of the Student Body Treasurer, including drafting and sending press releases;
- (3) Assisting the Student Government Communications Team in facilitating external communications of Student Government;

(4) And serving as the foremost advisor to the student body vice treasurer on communications.

(B) Some duties of the press secretary may be assumed by deputy press secretaries.

Section 1-5-40. Creation and maintenance of the Student Body Treasurer's Manual.

(A) The Office of the Student Body Treasurer shall be responsible for creating and maintaining the Student Body Treasurer's Manual prior to the inauguration of the next student body treasurer;

(B) The Student Body Treasurer's Manual shall include:

(1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of student body treasurer's comptrollers, with reference to their application, interview, and confirmation;

(2) A detailed explanation of certain executive processes, such as the general management of the student body treasurer's comptrollers, the preparation of the Student Government budget, and other budget procedures;

(3) A detailed explanation of the weekly duties and responsibilities of the student body treasurer;

(4) A detailed explanation of the additional duties and responsibilities of the student body treasurer, such as long-term tasks;

(5) A detailed explanation of the weekly duties and responsibilities of the staff of the student body treasurer;

(6) A detailed explanation of the additional duties and responsibilities of the staff of the student body treasurer;

(7) A detailed explanation of the roles, responsibilities, and duties of student body treasurer's comptrollers;

(8) A detailed explanation on how to plan, organize, and host the student body treasurer's workshop;

(9) And any other relevant content that the student body treasurer sees fit for inclusion.

(C) A first (1st) draft of this manual must be prepared by the last regularly scheduled Student Senate session of the fall semester. The student body treasurer, or a representative, shall report on this draft and make it available to the Student Senate by the last regularly scheduled Student Senate session of the fall semester.

(D) A subsequent draft of this manual must be prepared by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term. The student body treasurer, or a representative, shall report on this draft and make it available to the Student Senate by the second (2nd) to last regularly scheduled Student Senate session of the Student Senate's term.

ARTICLE VI. STUDENT BODY TREASURER'S COMPTROLLERS

Section 1-6-10. Composition and Nomination.

(A) The student body treasurer shall nominate student body treasurer's comptrollers which shall enjoy the same general rights and privileges of members of Student Government.

(B) There shall be no less than four (4) but no more than ten (10) student body treasurer's comptrollers.

(C) There may be one (1) student body treasurer's comptroller that serves as the chief comptroller.

(D) The student body treasurer must submit student body treasurer's comptroller nominations to the Office of the Speaker of the Student Senate by 5:00 PM on the day before the second (2nd) Student Senate session following his or her inauguration.

(E) The Student Senate may, by a majority vote of senators in office, grant the student body treasurer extended time to nominate student body treasurer's comptrollers.

(F) The appointment of nominated student body treasurer's comptrollers must receive approval of the majority of the Student Senate, pursuant to Chapter 2 of these Codes. This time must not be extended in any way that would result in the vacancy of more than the required minimum student body treasurer's comptrollers by the end of the spring semester following inauguration.

Section 1-6-15. Removal.

(A) Student body treasurer's comptrollers may be removed from their position by the student body treasurer at any time.

(B) When a student body treasurer's comptroller holding a required position is removed by the student body treasurer or impeached by the Student Senate (i.e. when the number of student body treasurer's comptrollers falls below four (4)), the student body treasurer must nominate individual to fill that position by 5:00 PM on the day prior to the second (2nd) ensuing Student Senate session.

(1) The Student Senate may, by a majority vote, grant the student body treasurer extended time to fill required cabinet positions.

Section 1-6-20. Duties.

(A) The duties of the student body treasurer's comptrollers shall include, but are not limited to:

(1) Attending a training session sponsored by the Office of the Student Body Treasurer and the Leadership and Service Center, the purpose of which will be to acquaint the student body treasurer's comptrollers with the funding process and the specifics of their role;

(2) Attending one of the first three Treasurer's Workshops' after confirmation, per fiscal period held by the Office of the Student Body Treasurer;

(3) Attending a dialogue per fiscal period held by the Student Senate Finance Committee;

(4) Serving as the financial advisors to student organizations, assisting them in their understanding of relevant paperwork, deadlines, budget preparation processes, reimbursement, and the allocation and funding processes;

(5) Assisting the student body treasurer in ensuring that student organizations have all the resources needed to voice their desires for funding;

(6) Meeting, as necessary, with students requesting funds to which they are assigned in order to provide assistance on financial matters;

(B) The duties of the chief comptroller shall include, but are not limited to:

(1) Fulfilling all duties of a student body treasurer's comptroller;

(2) Serving as a liaison between the student body treasurer and the student body treasurer's comptrollers;

(3) And supervising and advising the student body treasurer's comptrollers.

Section 1-6-25. Requirements.

(A) Each student organization shall be assigned a student body treasurer's comptroller, and organizations that are requesting funding for the first (1st) time shall be notified of this opportunity at the Treasurer's Workshops.

CHAPTER 2 – STUDENT SENATE

ARTICLE I. GENERAL PROVISIONS

Section 2-1-10. Senate Training

(A) Prior to the first regular senate session of the term, the Office of the Speaker of the Student Senate must hold a new senator orientation training session.

(1) The orientation must educate Senators on the following:

(a) Student Senate Rules of Procedure;

(b) Writing and passing legislation;

(c) The structure of the Student Government;

(d) The structure of the Student Senate;

(e) The order of contact;

(f) Etiquette and professionalism;

(g) And any other information the Office of the Speaker of the Student Senate deems pertinent.

(B) When new Senators have been confirmed, the Office of the Speaker of the Student Senate must train them within two (2) weeks of their confirmation that follows the aforementioned guidelines.

(C) The Office of the Speaker of the Student Senate and Senators relevant to the training are expected to make reasonable sacrifices in order to conduct the training sessions.

Section 2-1-20. Regular sessions.

(A) The Student Senate shall hold their first regular session no later than three (3) weeks following the inauguration of the new Student Senate.

(B) The Student Senate shall meet in regular session each Wednesday at 5:30 PM during the spring and fall academic semesters. Spring and fall academic semesters being determined by the Office of the University Registrar.

(1) Regular sessions of the Student Senate must not be held on university holidays, final examination weeks, and events that cause class cancellations.

(C) Meetings shall not last longer than two and one-half (2 1/2) hours from the time that the Student Senate is called to order, unless two-thirds (2/3) of senators present and voting call for a continuance.

(D) Meetings shall be held in the Student Senate Chambers, inside the University Union.

(1) If unavailable, the location will be determined by the speaker of the student senate.

(a) The Office of the Speaker of the Student Senate must communicate changes to the meeting location to Student Senators within a reasonable time of the change.

(E) The Office of the Speaker of the Student Senate may enforce a professional dress code for senators.

(1) Senators shall be excused from this dress code if they present documentation they are coming from an excused activity or function and that the dress code for such an event inhibits their ability to comply with the Senate dress code.

(2) The Office of the Speaker of the Student Senate's decisions regarding the professional dress code shall be subject to appeal to the Student Senate and may be overturned by a majority of the senators present and voting.

Section 2-1-30. Special sessions.

(A) The Student Senate shall meet in special session when:

(1) Requested by the student body president;

(2) Requested by the speaker of the student senate;

(3) Or by a two-thirds (2/3) vote of senators in office.

(B) All special sessions shall be scheduled, by the speaker of the student Senate, at least one (1) university day prior to their occurrence.

Section 2-1-40. Executive sessions.

(A) The Student Senate shall enter executive session upon a majority vote of senators present and voting during any regular or special session.

(B) The Student Senate may only meet in executive session for the following purposes:

- (1) Matters concerning personnel;
- (2) Contract negotiations or receipt of legal advice;
- (3) Subjects of security;
- (4) And investigations of allegations involving criminal conduct.

(C) Prior to the Student Senate entering into executive session, the speaker of the student senate shall announce publicly the purpose of the executive session. Then, the Senate Chambers shall be cleared of all non-senators, excluding the speaker of the student senate, the chief of staff to the speaker of the student senate, the clerk of the Student Senate, and any other individual(s) asked to remain through a majority vote of senators present and voting.

(D) If the speaker of the student senate, the chief of staff to the speaker of the student senate, or the clerk of the Student Senate, are the subject of the executive session, they must recuse themselves from their duties and exit the Senate Chambers unless asked to remain through a majority vote of senators present and voting prior to the executive session.

(E) The Student Senate may end any executive session upon a majority vote of senators presenting and voting.

Section 2-1-50. The Senate Calendar.

(A) The Clerk of the Senate shall maintain and publish a calendar prior to regular sessions of the Student Senate.

(B) The Student Senate calendar shall list the regular order of Senate business including:

- (1) Legislation to come under the First Reading Calendar;
- (2) Legislation to come under the Second Reading Uncontested and Contested Calendars; and
- (3) All communications and items to be received by the Senate under the Special Orders period.

(C) The Senate calendar for regular sessions shall be published on the Student Government website no less than 24 hours prior to any regular session of the Senate.

(D) The Clerk of the Student Senate shall make every possible effort to publish a calendar for special sessions of the Senate in a timely manner.

(E) All communications and items to be received under the Special Orders period must be submitted to the Office of the Speaker of the Student Senate no later than noon of the Tuesday

immediately preceding the regular session of the Senate if they are to be included in the Senate calendar.

(F) The Clerk of the Senate may, at their discretion, elect to publish an addendum to the Student Senate calendar the day of the regular session containing Special Orders received after the deadline established in 2-1-40(E).

(G) The Clerk of the Senate may, at their discretion, also elect to include legislation submitted by Senators directly to the First Reading Calendar per 2-6-10(F) in an addendum to the Student Senate calendar.

Section 2-1-60. Quorum.

(A) Quorum shall be required for any meeting of the Student Senate or any Student Senate committee.

(1) No business of the Student Senate or Student Senate Committees may be conducted without a quorum.

(B) Quorum shall be defined for any meeting of the Student Senate as a majority of senators in office and shall be defined for any meeting of a Student Senate committee as three (3) voting members.

(C) If, for any reason, the number of senators present during an ongoing meeting of the Student Senate falls below quorum, the speaker of the student senate shall call for adjournment or for a recess in order to regain quorum.

(D) If, for any reason, the number of senators present during an ongoing meeting of a Student Senate committee falls below three (3), the committee chair shall call for adjournment or for a recess in order to regain quorum.

Section 2-1-70. Order of business.

(A) The order of business of the Student Senate shall be as follows:

(1) Call to order;

(2) Moment of reflection and Pledge of Allegiance;

(3) Call of the roll;

(4) Approval of the previous Senate Journal;

(5) General orders;

- (a) The appointment and swearing in of nominations or senators expected to occur unanimously;
 - (b) Committee reports;
 - (c) Report of the Freshman Council;
 - (d) Report of the Constitutional Council;
 - (e) Report of the student body treasurer;
 - (f) Report of the speaker of the student senate;
 - (g) Report of the student body vice president;
 - (h) And report of the student body president.
- (6) Special orders;
- (a) Communications, memorandums, letters, and petitions received by the Office of the Speaker of the Student Senate, to be read across the desk, as needed;
 - (b) Nominations received, as needed;
 - (c) And Student Senate applications received, as needed.
- (7) Motion period;
- (8) First reading calendar;
- (9) Second uncontested reading calendar;
- (10) Second contested reading calendar;
- (11) Open discussion period;
- (12) Announcement period;
- (13) And adjournment.
- (B) The speaker of the student senate shall lead the transition from one item of business to the next, calling for motions as necessary.

Section 2-1-80. Rules of Procedure.

(A) The speaker of the student senate shall be responsible for preparing the Student Senate Rules of Procedure, prior to the first (1st) regular session of the term.

(B) The Student Senate shall, during the first (1st) regular session of each term, approve the Student Senate Rules of Procedure by a majority vote of those senators in office.

(C) All processes and procedures of the Student Government Codes shall be undertaken pursuant to the Student Senate Rules of Procedure.

ARTICLE II. SENATORS

Section 2-2-10. Obligations of student senators.

(A) The duties of senators shall include, but are not limited to:

(1) Attending, participating, and actively contributing in regular and special sessions of the Student Senate;

(a) Voting on legislation, nominations, and motions arising during the sessions of the Student Senate;

(b) Assisting with projects, initiatives, and research undertaken by the Student Senate;

(c) Maintaining open, honest, and active communication with the Office of the Speaker of the Student Senate and fellow senators;

(d) And acting in a manner consistent with the efficient and effective administration of Student Senate business.

(2) Attending, participating, and actively contributing in regular meetings of committees to which they have membership;

(a) Voting on legislation, nominations, and motions referred to or arising in their committee;

(b) Assisting with projects, initiatives, and research conducted by their committee;

(c) Maintaining open, honest, and active communication with the chair and vice-chair of their committee;

(d) And acting in a manner consistent with the efficient and effective administration of committee business.

(3) And attending, participating, and actively contributing in any meetings of the delegation to which they have membership.

(a) Voting on motions referred arising in their delegation;

(b) Assisting with projects, initiatives, and research conducted by their delegation;

(c) Maintaining open, honest, and active communication with the chair of their delegation;

(d) Acting in a manner consistent with the efficient and effective administration of delegation business.

(e) Acting in a manner consistent with the Student Government Oath of Office, Carolinian Creed, and University Code of Conduct.

(f) Submitting to routine conduct checks throughout the term, as determined by the Student Government Advisor; and

(g) Disclosing any responsible findings of conduct violations to the Student Government Advisor within 10 university days of the decision being handed down by the Office of Student Conduct and Academic Integrity.

(4) Attending, participating and actively contributing in the Student Senate Orientation, as provided by the Office of the Speaker of the Senate;

(a) Making reasonable sacrifices to attend Senate Orientation within (2) weeks of confirmation, or before the first regular senate session;

(b) Actively participate to understand the functions of Student Government;

(c) Communicate any concerns regarding the functions of the Student Senate with the Office of the Speaker of the Senate.

Section 2-2-20. Absence policy.

(A) A Senator shall be allowed a total of three (3) unexcused absences per term from regularly scheduled Senate sessions and three (3) unexcused absences per term for every regularly scheduled meeting for a committee that a senator is a part of.

(1) Ad hoc committees of the student senate shall not count towards a senator's unexcused absences.

(2) Exceeding the allowed number of unexcused absences for either regularly scheduled Senate sessions or regularly scheduled committee meetings will be considered a violation of the attendance policy.

(B) Excused absences shall not be counted towards the permitted three (3) unexcused absences per term from regularly scheduled Senate sessions and three (3) unexcused absences per term for every regularly scheduled meeting for a committee that a senator is a part of.

(C) If a Senator's committee membership changes, their number of cumulative unexcused absences for regularly scheduled committee meetings shall not be reduced.

(D) Senators may petition The Office of the Speaker of the Student Senate for an excused absence for any reason. With the exception of the reasons provided hereafter this subsection, the speaker of the student senate may excuse an absence at their discretion.

(E) The Office of the Speaker of the Student Senate and committee chairs must excuse absences from regularly scheduled Senate sessions and committee meetings for the following:

(a) Performance of a military duty or obligation imposed by state or federal law, as documented in writing by the appropriate state or federal authority;

(b) Legal obligation to appear at or participate in a judicial or administrative proceeding, including the performance of jury duty, as documented in writing by the appropriate judicial or administrative authority;

(c) Any medical condition related to pregnancy or childbirth, as documented by the student's health care provider, requiring the student's absence from extracurriculars.

(d) Participation in an authorized university activity in which the student plays a formal, required role;

(i) Such activities include, but are not limited to, varsity athletic events and equivalent events. University documentation must be provided in advance of the absence.

(2) In order for an absence to be deemed excused, the absent senator must provide reasonable documentation of the absence as requested by the speaker or chairperson.

(3) The petitioning senator may appeal the decision of any chairperson to the speaker of the student senate.

(4) The petitioning senator may appeal the decision of the speaker of the student senate to the Constitutional Council and the Student Senate.

(5) The Constitutional Council may overturn the decision of the speaker of the student senate by the issuance of an opinion of the majority of its members.

(6) The Student Senate may overturn the decision of the speaker of the student senate by a vote of two-thirds (2/3).

(7) A senator must appeal to the Constitutional Council within five (5) business days of their receipt of a decision by the speaker of the student senate.

(F) Committee attendance must be incorporated into the minutes of each committee.

(G) The speaker pro tempore shall excuse absences from the Rules Committee so long as members either:

(1) Submit one of the aforementioned reasons for an excused absence; or

(2) Send a senator as a representative for their committee.

Section 2-2-30. Notice and Enforcement of Absence Policy.

(A) The speaker pro tempore shall provide adequate notice to a senator who has reached their cumulative number of unexcused absences.

(1) A senator shall not be subject to the penalties of violating the absence policy until they have received notification that they have used all unexcused absences provided by the absence policy and have subsequently violated the policy after such notification.

(B) If a Senator accrues more than three (3) unexcused absences, the Student Senate must vote on their removal during the motion period of the Senate session following the fourth (4th) absence.

(1) Following the first call for removal due to violation of the absence policy, if a senator accrues any additional unexcused absences, the Student Senate must vote on their removal during the motion period of the Senate session following the additional absence(s).

(C) The removal of a senator on the basis of unexcused absences shall require a majority vote of the present voting Senators.

(D) The removal of a senator may be appealed to the Constitutional Council by 5:00 PM on the third (3rd) university day following the senator's removal.

(E) In the case of an appeal, the Speaker Pro Tempore will represent Student Government with the assistance of the Attorney General, if requested.

(F) The removal of a senator may be appealed to the Constitutional Council by 5:00 PM on the third (3rd) university day following the senator's removal.

(G) In the case of an appeal, the Speaker Pro Tempore will represent Student Government with the assistance of the Attorney General, if requested.

Section 2-2-40. Absence Forgiveness Policy.

(A) All senators shall be eligible to have any unexcused absence stricken from their total number of absences if they meet the following conditions:

(1) The senator does not already exceed either absence policy;

(2) The Office of the Speaker of the Student Senate has verified their attendance at an eligible Student Government event; and

(3) The senator has not already been forgiven of two (2) unexcused absences.

(B) The Office of the Speaker of the Student Senate shall be empowered to designate any additional event in which a senator is not already required to attend as an absence forgiveness event.

(C) Following The Office of the Speaker of the Student Senate verifying the attendance of a senator at two (2) absence forgiveness events, the Clerk of the Student Senate shall remove one (1) unexcused absence of the senator's choosing from their cumulative unexcused absences.

(1) Upon a senator receiving such forgiveness, The Office of the Speaker of the Student Senate shall submit communication of the absence forgiveness to the desk of the Senate at the next regular session.

Section 2-2-50. Proxies.

(A) The Student Senate shall allow a proxy representative to be chosen by a Senator to attend a Senate session and vote on behalf of the Senator as long as:

(1) The Proxy checks in with the clerk before the Senate session begins; and

(2) The Proxy shows record of consent from the Senator he or she is representing that states he or she is allowed to attend the Student Senate session on behalf of the Senator ; and

(3) The Proxy has a completed proxy voting form filled out by the Senator he/she is representing, via email or hard copy, in order to vote; and

(4) The Proxy is a Student Senator currently in office.

(B) A Proxy may represent two (2) Senators per Student Senate session.

(1) A Proxy may be designated the representative of one (1) Senator before the beginning of a Student Senate session.

(a) The office of the Speaker of the Student Senate shall determine what deadline may be appropriate for accepting Proxies before a Student Senate session.

(1) A Proxy may be designated as the representative of one (1) additional Senator during a Student Senate session.

(C) A proxy voting form must be created, maintained, and made available in a conspicuous electronic medium to all senators by the Office of the Speaker of the Student Senate.

(1) This proxy voting form must be available by the first (1st) Student Senate session of each term.

(2) A senator may not use a proxy representative for more than two (2) consecutive weeks unless given prior approval from the Office of the Speaker of the Student Senate.

ARTICLE III. SPEAKER PRO TEMPORE

Section 2-3-10. Election.

(A) The election of the speaker pro tempore of the student senate shall occur during the first (1st) regular session of each term. Any and all senators shall be exclusively eligible to serve as speaker pro tempore.

(B) The election of the speaker pro tempore shall occur through a roll call vote. The candidate receiving the majority of votes shall be elected. In the event that no candidate receives a majority of votes cast, a new roll call vote shall be taken involving only the two (2) candidates who received the most votes.

(C) If the speaker pro tempore is removed from office or resigns, the Student Senate shall elect a new speaker pro tempore following the same process as defined for the initial election of the speaker pro tempore.

Section 2-3-20. Absence and removal.

(A) The speaker pro tempore may designate any senator to serve temporarily as Chair of the Rules Committee in their absence and until their return.

(B) If the speaker pro tempore is temporarily unable or unwilling to discharge the duties and responsibilities of the office, a senator may be elected to fulfill the duties and responsibilities of the speaker pro tempore upon nomination by the speaker pro tempore and a majority vote of the Rules Committee.

(1) Such fulfillment of duties and obligations are forfeited and null-in-void upon the speaker pro tempore once again becoming willing and able to discharge the duties and obligations of their office.

(C) The speaker pro tempore shall be removed upon the following:

(1) Any senator wishing to make a motion to remove the Senate Speaker Pro Tempore must inform the Senate Speaker of the motion at least 24 hours in advance of the Senate session that the motion will be made and the Speaker, upon notification, will immediately notify the Speaker Pro Tempore of the motion;

(2) The Senate Speaker must keep names of individuals who wish to proceed with this motion unknown to all, including the Senate Speaker Pro Tempore;

(3) A properly made and seconded motion by any two senators for the removal of the speaker pro tempore; and,

(4) 1/2 of all senators in office voting in the affirmative for such a motion.

Section 2-3-30. Roles and responsibilities.

(A) The duties of the speaker pro tempore of the student senate shall include, but are not limited to:

(1) Serving as a senator, with the full rights, privileges, and responsibilities thereof;

(2) Presiding over the Student Senate in the absence of the speaker of the senate, or when the speaker of the senate is momentarily unable to fulfill his or her duties as the presiding officer of the Student Senate.

(a) While presiding over the senate, the speaker pro tempore shall assume the powers and responsibilities of the speaker of the student senate while maintaining their full rights, privileges, and responsibilities as a senator.

(3) Serving as the chair of the Rules Committee;

(4) Serving as the chair of the Summer Advisory Committee;

- (5) Nominating senators as delegation chairpersons;
- (6) Calling, when necessary, meetings of the delegation chairpersons;
- (7) Assisting delegation chairmen, as necessary, with any project or initiative arising within the chairperson's legislative delegation;
- (8) Facilitating relationships between committee and delegation chairpersons;
- (9) Aiding all senators in the researching, drafting, and submission of legislation;
- (10) Serving as the Student Senate liaison to the Faculty Senate, and as requested, receiving assistance from the speaker of the student senate;
- (11) Providing a report on Student Government projects and initiatives to the Faculty Senate; and,
- (12) Briefing the Student Senate on pertinent information from Faculty Senate meetings.

ARTICLE IV. COMMITTEES

Section 2-4-10. Purpose.

(A) Standing committees shall exist for the purposes of, but not limited to:

- (1) Considering legislation and nominations;
- (2) Working on projects and initiatives;
- (3) And performing research and acting as a reference on topics falling within their jurisdiction.

((B) Standing committees shall include:

- (1) The Academics Committee;
- (2) The Finance Committee;
- (3) The Health and Safety Committee;
- (4) The Inclusion and Equity Committee;
- (5) The Judiciary Committee;

(6) The Powers and Responsibilities Committee;

(7) The Rules Committee;

(8) The Student Life Committee;

(9) And the Sustainability Committee.

Section 2-4-20. Appointment of committee chairs.

(A) The speaker of the student senate must nominate committee chairs prior to the first (1st) Session of the Student Senate following inauguration, or as needed when vacancies occur.

(1) These nominations shall not be subject to the procedure governing typical nominees.

(B) The appointment of committee chairperson shall require a majority vote of senators in office.

Section 2-4-30. Responsibilities of committee chairperson.

(A) The duties of committee chairpersons shall include, but are not limited to:

(B) Organizing and administering their respective committee, including calling regular meetings;

(1) Regular meetings shall be defined as occurring at least once (1) between regular sessions of the Student Senate following the first (1st) session of the Student Senate after inauguration.

(C) Providing reasonable notice of all committee meeting times and conducting all committee meetings openly;

(D) Providing a report to the Student Senate, at each session of the Student Senate, of the activity of their committee;

(E) Leading their committee in the review of all legislation and nominations that have been referred to their committee;

(F) Submitting to the Office of the Speaker of the Student Senate all legislation and nominations that have been referred to their committee, including the committee's report on and any amendments to the legislation;

(G) Attending and participating in Rules Committee meetings;

(H) And maintaining open communication with any and all associates on the Executive Cabinet or within university administration.

Section 2-4-40. Election of committee vice-chairs.

(A) Each committee shall elect , its own vice-chair at the first (1st) committee meeting of each term or whenever vacancy arises.

(B) The election of the vice-chair of each committee shall occur through a roll call vote during the committee meeting. The candidate receiving the most votes shall be elected. In the event of a tie, a new roll call vote shall be taken involving only the candidates tied for the most votes.

Section 2-4-50. Responsibilities of committee vice-chairs.

(A) Duties of Vice Chairpersons shall include but are not limited to:

(1) Recording the minutes for each meeting of their committee and submitting those minutes to The Office of the Speaker of the Student Senate by 5:00 PM on the day of each regular session of the Student Senate;

(2) Assisting the chair of their committee in the organization and administration of the committee;

(3) And presiding over their committee in the absence of the committee chair.

Section 2-4-60. Appointment of committee members.

(A) The speaker of the student senate shall nominate each senator to at least one (1) committee prior to the first (1st) regular session of each term, or as needed when vacancies occur.

(1) The speaker of the student senate shall nominate each senator who fills a vacant Student Senate seat to at least one (1) committee following their confirmation.

(2) These nominations shall not be subject to the procedure governing typical nominees.

(B) The confirmation of committee members shall require a majority vote of senators present and voting.

(C) Following the initial nomination and appointment of members to committees, any senator may motion during a general session of the Student Senate to be added to or removed from a committee, which shall require a majority vote of senators in office.

Section 2-4-70. Rules Committee.

(A) There shall be a Rules Committee whose voting membership shall be composed of the chairs of all committees or, in the absence of committee chairs, the vice-chairs of their respective committees, as well as the speaker of the student senate as an ex-officio member.

(B) The duties of the Rules Committee shall include, but are not limited to:

(1) Providing guidance for the Student Senate;

(2) Advising and assisting the speaker of the student senate and their staff with their duties;

(3) Providing for accountability in the Student Senate, ensuring that the Rules of Procedure are being upheld;

(4) Having jurisdiction over legislation related to the Rules of Procedure;

(5) Having jurisdiction over projects, initiatives, events, and research related to the general administration of the Student Senate.

(6) And reviewing legislation prior to its first reading during the general Student Senate session.

Section 2-4-80. Academics Committee.

(A) There shall be an Academics Committee.

(B) The duties of the Academics Committee shall include, but are not limited to:

(1) Encouraging academic integrity amongst students;

(2) Maintaining open communication with the provost and the Faculty Senate;

(3) Having jurisdiction over legislation and nominations related to academic matters;

(4) And having jurisdiction over projects, initiatives, events, and research related to academic matters.

Section 2-4-100. Finance Committee.

(A) There shall be a Finance Committee.

(B) The duties of the Finance Committee shall include, but are not limited to:

(1) Making recommendations to the Student Senate for the purpose of funding allocations to student organizations.

- (2) Having jurisdiction over legislation and nominations related to financial matters;
- (3) Having jurisdiction over projects, initiatives, events, and research related to financial matters.
- (4) Requesting from the secretary of finance financial records of any student organization or body which receives monies from student activity fees;
 - (i) A request shall only take place with a two-thirds (2/3) majority vote of Finance Committee members;
 - (ii) Any and all requests shall be sent to the Office of the Student Body President in the form of a memorandum:
- (5) Sending a representative to financial workshops to student organizations in coordination with the secretary of finance at the beginning of each semester.
- (6) And other duties included in Chapter 3 of the Student Government Codes.

Section 2-4-110. Health and Safety Committee.

- (A) There shall be a Health and Safety Committee.
- (B) The duties of the Health and Safety Committee shall include, but are not limited to:
 - (1) Encouraging awareness of matters related to student health, and campus safety, and transportation;
 - (2) Maintaining open communication with university departments related to campus safety, transportation matters, health services, and mental health;
 - (3) Having jurisdiction over legislation and nominations related to campus safety, transportation matters, health services, and mental health;
 - (4) And having jurisdiction over projects, initiatives, events, and research related to campus safety, transportation matters, health services, and mental health.

Section 2-4-120. Inclusion and Equity Committee.

- (A) There shall be an Inclusion and Equity Committee.
- (B) The duties of the Inclusion and Equity Committee shall include, but are not limited to:
 - (1) Encouraging awareness of campus diversity amongst students;

- (2) Maintaining open communication with university and Student Government departments related to inclusion or equity matters;
- (3) Having jurisdiction over legislation and nominations related to inclusion or equity matters;
- (4) And having jurisdiction over projects, initiatives, events, and research related to inclusion or equity matters.

Section 2-4-130. Judiciary Committee.

- (A) There shall be a Judiciary Committee.
- (B) The duties of the Judiciary Committee shall include, but are not limited to:
 - (1) Serving as the Court of Impeachment when necessary;
 - (2) Maintaining open, honest, and active communication with Student Government agencies;
 - (3) Having jurisdiction over legislation and nominations related to judicial matters.
 - (a) This shall include jurisdiction over legislation intended to alter the Student Government Codes or call for a referendum to alter the Student Government Constitution;
 - (4) And having jurisdiction over projects, initiatives, events, and research related to judicial matters.

Section 2-4-140. Powers and Responsibilities Committee.

- (A) There shall be a Powers and Responsibilities Committee.
- (B) The duties of the Powers and Responsibilities Committee shall include, but are not limited to:
 - (1) Encouraging leadership amongst students;
 - (2) Maintaining open communication with university departments related to student leadership;
 - (3) Having jurisdiction over legislation and nominations related to internal Student Government matters, excluding the Rules of Procedure, and nominations not falling within the jurisdiction of any other committee;
 - (4) Having jurisdiction over projects, initiatives, events, and research related to internal Student Government or student leadership matters;

(5) Recruiting students to apply for vacant Student Senate seats, conducting the interview and consideration process for such applicants, nominating selected individuals to fill vacant Student Senate seats, maintaining the Student Senate Waitlist, and assisting with the transition of newly confirmed senators;

(6) And annually submitting legislation intended to reapportion Student Senate districts for the purpose of election.

Section 2-4-150. Student Life Committee.

(A) There shall be a Student Life Committee.

(B) The duties of the Student Life Committee shall include, but are not limited to:

(1) Encouraging awareness of University and Student Government services available to students;

(2) Maintaining open communication with university departments related to matters of student services;

(3) Having jurisdiction over legislation related to general student affairs issues not falling within the jurisdiction of any other committee and nominations related to student services matters;

(4) Having jurisdiction over projects, initiatives, events, and research related to student life matters.

(5) Encouraging school spirit amongst students;

(6) Maintaining open communication with the University Athletics Department and other university departments related to athletic matters;

(7) Having jurisdiction over legislation and nominations related to athletic matters;

(8) Having jurisdiction over projects, initiatives, events, and research related to athletic matters.

Section 2-4-160. Sustainability Committee.

(A) There shall be a Sustainability Committee.

(B) The duties of the Sustainability Committee shall include, but are not limited to:

(1) Encouraging energy and resource conservation amongst students;

(2) Maintaining open communication with university departments related to environmental

sustainability;

(3) Having jurisdiction over legislation and nominations related to environmental sustainability;

(4) And having jurisdiction over projects, initiatives, events, and research related to sustainability matters.

Section 2-4-170. Special committees.

(A) The speaker of the student senate may propose, through a memorandum to the Student Senate, the creation of any special committee to address a singular, specific issue, as needed.

(B) The Student Senate may create any special committee, through the passage of a Resolution, so long as a specific time frame for the dissolution of the special committee is noted.

(1) Such time frame must not extend past the end of the current Student Senate's term.

(C) A special committee may review the respective issue for which it was created, but legislation, nominations, and motions shall not be referred to any special committee.

(D) The nomination, appointment, and election of special committee chairs, vice-chairs, and members shall occur through the same process as defined for standing committees.

Section 2-4-180. Summer Advisory Committee.

(A) There shall exist a Summer Advisory Committee.

(B) The Summer Advisory Committee shall consist of senators who meet over the summer, either in Columbia or online.

(1) An online meeting must take place through a telecommunication service using video or voice communication where Senators can reply to each other in real-time. ;

(C) The nomination, appointment, and election of the vice-chair and members of the Summer Advisory Committee shall occur through the same process as defined for standing committees.

(D) The Summer Advisory Committee shall serve from the adjournment of the Student Senate at the conclusion of the final regular session of the spring semester and until the Student Senate reconvenes for the first regular session of the following fall semester.

(E) The duties of the Summer Advisory Committee shall include:

(1) Compiling a monthly report that details decisions and actions of university administration, the student body president, the student body vice president, speaker of the student senate, the

student body treasurer, and other Student Government bodies in regard to issues that affect the student body;

(2) Dispersing the monthly report to all senators and requesting feedback in the form of opinions, comments, or suggestions;

(3) Compiling all feedback received from senators within one week of the dispersal of each monthly report;

(4) And providing a monthly feedback report to the student body president, student body vice president, speaker of the student senate, and student body treasurer.

Section 2-4-190. Requirements and exceptions.

(A) No committee may contain less than four (4) members at any time.

(1) All senators must serve on at least one (1) standing committee at any given time.

(2) A senator may serve on a maximum of three (3) standing committees at one time.

(B) The Finance Committee may not contain less than seven (7) members at any time.

(C) The Judiciary Committee may not contain less than five (5) members at any time.

(D) The Powers and Responsibilities Committee may not contain less than six (6) members at any time.

(E) The Finance Committee shall not conduct interviews, consider the favorability of legislation, or evaluate the favorability of referrals unless (5) members of the committee are present.

(F) The Judiciary Committee shall not conduct interviews unless (4) members of the committee are present.

(G) The Powers and Responsibility Committee shall not conduct interviews unless (4) members of the committee are present.

(H) A Committee's Chairperson or Vice-Chairperson may be removed from their position by a two-thirds (2/3) majority vote of their committee or by a two-thirds (2/3) majority vote of the Rules Committee.

(1) Chairpersons must entertain all motions for removal.

(2) If a Chairperson or Vice-Chairperson is removed from their position, they shall continue to serve as a member of the committee.

(I) If a Chairperson is removed or resigns from their position, the speaker of the student senate shall appoint different senator as a replacement.

(J) If a Vice-Chairperson is removed or resigns from their position, the committee shall elect a new Vice-Chairperson.

ARTICLE V. DELEGATIONS

Section 2-5-10. General Provisions.

(A) Delegations shall exist for the purposes of:

(1) Connecting senators with their constituents;

(2) Working on projects and events used to increase awareness of Student Government services and opportunities.

(3) And bringing the concerns, views, and opinions of constituents to the attention of the Student Senate.

(B) Delegations shall exist in congruence, in both name and number, with the electoral districts of the Student Senate.

(C) No senator may serve on more than one (1) delegation at a time.

Section 2-5-20. Appointment of delegation chairpersons.

(A) Each delegation must have a chairperson.

(B) Chairperson must be part of the delegation to which they chair.

(C) The speaker pro tempore must motion to appoint a chair for each delegation during the motion period of the second (2nd) session of the fall academic semester.

(2) The motion may be adopted upon a majority vote of senators present.

(D) The Student Senate shall fill delegation chairperson vacancies in the same manner in which the chairpersons were initially nominated and confirmed.

Section 2-5-30. Delegation chairpersons.

(A) The duties of delegation chairpersons shall include, but are not limited to:

- (3) Organizing, when necessary, the meeting of their respective delegation;
- (2) Monitoring the outreach and organization visitation efforts of senators who are members of their delegation, and reporting this information to the speaker of the student senate or a member of their staff;
- (3) And communicating with the Speaker Pro-Tempore regarding matters relate to their respective delegation.

Section 2-5-40. Delegation Members.

- (A) Senators shall serve in the delegation to which they were elected.
- (B) Senators who fill a vacant seat shall be nominated to a delegation by the speaker of the student senate.
 - (1) The speaker of the student senate shall nominate each senator who fills a vacant Student Senate seat to a delegation, with at least one (1) vacancy, following their confirmation.
- (C) The duties of delegation members shall include, but are not limited to:
 - (1) Assisting with projects, initiatives, and research conducted by their delegation;
 - (4) And attending, when necessary, delegation meetings called to order by the delegation chairmen.
- (D) Current senators who have membership in a delegation they are not actively enrolled in with the University shall be permitted to move from their current delegation to any vacancy occurring in their University-enrolled delegation during the motion period of Student Senate.
- (E) Any senator may, by a majority vote of the Student Senate, move from their current delegation to any delegation containing no senators.

ARTICLE VI. LEGISLATIVE PROCESS

Section 2-6-10. Introduction.

- (A) Only senators may write, submit, or introduce legislation.
- (B) All legislation must be submitted to the Rules Committee for review.
- (C) The Rules Committee must ensure that the submitted legislation:

- (1) Adheres to the proper rules regarding formatting;
- (2) Is free of spelling and grammatical errors;
- (3) And has been assigned a Student Body Legislation (SBL) number.
- (4) All additions to the Student Government Codes and Constitution must be underlined and colored red before passed to the Senate floor.
- (5) All subtractions from the Student Government Codes and Constitution must be struck through in red.

(D) The Rules Committee may make changes to the legislation that do not alter the spirit or intent of the legislation.

(E) Legislation shall advance to the first reading calendar upon a majority approval of the Rules Committee's voting membership.

(1) Legislation tabled within the Rules Committee must not be placed on the first reading calendar or considered by the Student Senate.

(F) If legislation is not submitted to the Rules Committee for review, it must be submitted to the Office of the Speaker of the Student Senate by 5:00 PM on the day prior to the next session of the Student Senate.

(1) A senator must introduce the legislation and motion for it to be added to the first (1st) reading calendar.

Section 2-6-20. First (1st) reading calendar.

(A) All legislation on the first (1st) reading calendar must be read across the desk, unless tabled or withdrawn pursuant to these Student Government Codes and the Student Senate Rules of Procedure.

(B) Senators must be allowed to speak on the legislation during the first (1st) reading.

Section 2-6-30. Referral to committee(s).

(A) Following the first (1st) reading of legislation, the speaker of the student senate shall assign the legislation to the appropriate standing committee(s) for review for one (1) week or until the next session of the Student Senate.

(B) Legislation shall be considered received by a committee when the legislation is assigned to the committee(s).

(C) The committee(s) to which the legislation was assigned shall issue a report – favorable, unfavorable, or favorable with amendment – on the legislation at the next session of the Student Senate following their review.

(D) The report of the committee on the legislation shall have no impact on its progression to the second reading calendar.

(E) Legislation may be recommitted to a committee or committees at any time during regular or special sessions of the Student Senate and prior to second (2nd) reading of the legislation.

(1) Legislation that has been recommitted to committee(s) must not be voted on by the Student Senate.

Section 2-6-40. Second (2nd) reading calendar.

(A) Following the report of the standing committee(s) to which the legislation was referred, the legislation shall be added to the second (2nd) uncontested reading calendar.

(B) If a standing committee(s) has found the legislation unfavorable or a senator has objected to the legislation, then the legislation shall be placed on the second (2nd) contested reading calendar.

(C) All legislation on the second (2nd) uncontested or contested reading calendars shall be read across the desk.

(D) Senators must be allowed to speak on the legislation upon the second (2nd) reading.

(E) A period of debate must be held prior to the vote on any legislation placed on the second (2nd) contested reading calendar.

(1) Voting on legislation on the second (2nd) contested reading calendar must occur through a roll call vote.

Section 2-6-50. Amendment.

(A) Legislation may be amended at any point during the legislative process in the following ways:

(1) A senator may submit a formal amendment to the Office of the Speaker of the Student Senate and motion to have that amendment added to the legislation;

(i) A formal amendment must be submitted to the Office of the Speaker of the Student Senate by 5:00 PM on the university day prior to next session of the Student Senate.

(a) Formal amendments must be made available to all senators in a conspicuous electronic medium within a reasonable time of their submission to the Office of the Speaker of the Student Senate and prior to the motion of the amendment.

(b) A majority vote of senators present may allow a formal amendment to be read across the desk if it is submitted after the deadline.

(2) A senator may motion to make an informal amendment to legislation;

(3) Or a committee may, through their review of legislation, submit a favorable with amendment report on the legislation.

(i) This report must include a formal amendment, subject to the same statutes governing formal amendments.

(B) When an amendment has been submitted to the desk or introduced, the legislation in question shall not be amended until:

(1) A majority of sponsors of the legislation have accepted the amendment as friendly;

(2) Or a majority of senators in office vote to do so.

(C) If an amendment is considered hostile by a majority of sponsors of the legislation, the legislation shall not be amended unless a majority of senators in office vote to do so.

Section 2-6-60. Passage by the Student Senate.

(A) Following the second (2nd) reading of legislation, the Student Senate may pass the legislation by a majority vote of senators in office.

(B) Upon passage by the Student Senate, Resolutions shall be sent to the Office of the Speaker of the Student Senate for ratification through signature by speaker of the student senate.

(C) If legislation does not pass, it shall be removed from the second reading calendar.

Section 2-6-70. Passage or veto by student body president.

(A) Upon passage by the Student Senate, Bills shall be sent to the student body president for review.

(1) The Office of the Speaker of the Student Senate must relay Bills passed by the Student Senate to the Office of the Student Body president by 5:00 PM on the second (2nd) university day following its passage.

(B) The student body president shall have until the tenth (10th) calendar day following the passage of a Bill to submit to the Office of the Speaker of the Student Senate their intention to sign or veto the Bill in question.

(1) The student body president must always be aware of Bills being considered by the Student Senate. The Office of the Speaker of the Student Senate not fulfilling Section 2-5-70-A-1 of these Student Government Codes shall result in the student body president being granted an extension allowing them ten (10) full calendar days from the time they received the Bill to consider signing or vetoing it.

(2) The student body president must communicate their intention to sign or veto a Bill by 5:00 PM on the date established in Section 2-6-70-B. Failure to convey their intention via a physical or electronic communication shall result in the Bill in question being considered signed pursuant to the Constitution and Section 2-6-70-B-3.

(3) If a Bill is not signed or vetoed in a timely manner defined by the Constitution and these Codes, it shall be considered signed by and have the full approval and support of the student body president.

(C) The student body president may not line-item veto, including but not limited specific words, letters, clauses, phrases, sections, or provisions, a Bill. The Bill must be either signed or vetoed in its entirety.

Section 2-6-80. Overrides of presidential vetoes.

(A) The Student Senate may, with a two-thirds (2/3) vote of senators in office, override the veto of any Bill by the student body president.

Section 2-6-90. Passage or veto by university administration.

(A) When a Bill has been signed by the student body president or when the veto of a Bill by the student body president has been overridden by the Student Senate, the Office of the Speaker of Student Senate shall deliver the Bill to university administration for review.

(B) A Bill shall be considered fully passed and become Act when it has been signed by the president of the university.

Section 2-6-100. Requirements and Exceptions.

(A) Legislation on the first (1st) reading calendar may be passed by acclamation.

ARTICLE VII. APPOINTMENT PROCESS

Section 2-7-10. Nomination.

(A) All nominations made by the student body president, student body vice president, speaker of the student senate, or student body treasurer must be submitted to the Office of the Speaker of the Student Senate by 5:00 PM on the day prior to the session of the Student Senate.

(1) Nominations that have not been submitted by this time must not be read across the desk.

(a) A unanimous vote of senators present and voting may allow a nomination to be read across the desk if submitted past the deadline.

(B) All nominations made by the student body president, student body vice president, speaker of the student senate, or student body treasurer must be submitted in the form of a memorandum that must include:

(1) The title of the position;

(2) The name of the nominee;

(3) Contact information for the nominee;

(4) And a statement of support for the nominee.

(C) An individual may not be nominated more than two consecutive instances in one term for the same position.

(D) Only when a nomination is reviewed and approved for the necessary requirements by the Office of the Speaker of the Student Senate, and made conspicuously available to all senators, may it be read across the desk during the next Student Senate session.

(1) A nomination that does not meet all requirements must not be read across the desk.

Section 2-7-20. Referral to committee(s).

(A) Following the reading across the desk of the nomination, the speaker of the student senate shall assign the nomination to the appropriate standing committee(s) for review until the second (2nd) scheduled student senate session following the session the nomination is read across the desk.

(1) A committee must extend an invitation to a nominee to interview within forty-eight (48) hours of the nomination being read across the desk.

(a) If a committee fails to comply with Section 2-7-20(A)(1), then the committee chair shall be summoned by the Judiciary Committee for a hearing on the omission.

(2) If a committee is unable to interview an applicant, they may, by a two-thirds (2/3) vote of the Student Senate receive an additional week to interview the applicant.

(B) Nominations shall be considered received by a committee when the nominee is assigned to the committee.

(C) The committee(s) to which the nomination is assigned shall interview the nominee and issue a report – favorable or unfavorable – on the nomination at the next scheduled Student Senate meeting following their review.

(1) Committee(s) shall make reasonable accommodations to nominees for the purpose of interviews.

(2) Nominees shall make reasonable accommodations and sacrifices to be interviewed by the committee(s).

(3) A nominee must not be confirmed if they have not yet been interviewed.

(4) Committee(s) may conduct an initial interview with the nominee, after their report to the Student Senate, if an interview was unable to be conducted prior to the initial report.

(a) A committee may alter its report at the next session of the Student Senate following the initial interview.

Section 2-7-30. Appointment.

(A) Following the report of the standing committee(s) to which the nomination was referred, the nomination may be appointed by a majority vote of senators in office.

Section 2-7-40. Requirements and exceptions.

(A) The report of any committee(s) on a nominee shall have no impact on the right of any senator to motion for the confirmation of that nominee.

(1) A nominee who has been found unfavorable by a committee(s) may only be confirmed by a two-thirds (2/3) majority vote of senators in office.

(a) Voting on nominees who have been found unfavorable must be done through a roll call vote.

(2) When the Student Senate moves into a debate on the confirmation of a nominee, that nominee shall not be present in the chambers and shall be permitted to re-enter the chambers once the debate period has ended.

(B) For university committee Student Senate committee chairman, Student Senate committee member, Student Senate delegation chairman, Student Senate delegation member nominations, no committee referral or interview shall be required.

(1) University committee, Student Senate committee chairman, Student Senate committee member, Student Senate delegation chairman, Student Senate delegation member nominations may be confirmed any time after they are read across the desk.

(C) No person or nominee shall act in or fill any appointed office or role in an official capacity, meaning without Senate Committee review and Senate confirmation.

(1) If a person or nominee acts in an office or role in an official capacity, then that person or nominee shall be summoned by the Student Senate Judiciary Committee for an inquiry.

ARTICLE VIII. APPLICATION PROCESS

Section 2-8-10. Application.

(A) Applications to the Student Senate must be made available, in a conspicuous electronic medium, by the Office of the Speaker of the Student Senate to the student body of the University of South Carolina – Columbia.

(B) The application must include the following information:

(1) Confirmation that the applicant can attend regular sessions of the Student Senate;

(2) The legal name and preferred name of the applicant;

(3) The college or school to which the applicant is registered;

(4) Permission to access the applicant's academic records;

(5) A question to discern how the applicant found out about Student Senate;

(6) A one (1) page resume provided by the applicant;

(7) At least two (2) long-form questions to ascertain the leadership style and goals of the applicant;

(8) And any other information germane to the Student Senate.

(C) The name of any and all applicants received for the Student Senate must be read across the desk at the next regular session of the Student Senate and kept on file by the Office of the Speaker of the Student Senate for later use.

Section 2-8-20. Referral to committee.

(A) Following the reading across the desk of the applicant, the speaker of the student senate shall assign the nomination to Powers and Responsibilities Committee for review until the second scheduled student senate session following the session the nomination is read across the desk.

(B) Nominations shall be considered received by the Powers and Responsibilities Committee when the nominee is assigned to the committee.

(C) The Powers and Responsibilities Committee shall interview the nominee and issue a report – favorable or unfavorable – on the nomination at the next scheduled Student Senate meeting following their review.

(1) Powers and Responsibilities Committee shall make reasonable accommodations to nominees for the purpose of interviews.

(2) Nominees shall make reasonable accommodations and sacrifices to be interviewed by the Powers and Responsibilities Committee.

(3) A nominee must not be confirmed if they have not yet been interviewed.

(4) Powers and Responsibilities Committee may conduct an initial interview with the nominee, after their report to the Student Senate, if an interview was unable to be conducted prior to the initial report.

(a) Powers and Responsibilities Committee may alter its report at the next session of the Student Senate following the initial interview.

Section 2-8-30. Student Senate Waitlist

(A) Nominees who have been found favorable by the Powers and Responsibilities Committee without there being any vacant senate seats will be referred to the Student Senate Waitlist, hereafter referred to as Waitlist.

(1) All nominees referred to the Waitlist are considered to have gained a favorable report from the Powers and Responsibilities Committee.

(B) The Waitlist will be maintained by the Powers and Responsibilities Committee.

(C) Nominees on the Waitlist are to be sorted at the discretion of the Powers and Responsibilities Committee.

(D) Following the opening of a vacant senate seat, the chairperson of the Powers and Responsibilities Committee shall bring the nomination before the Student Senate for confirmation, following regular confirmation procedure as outlined in Section 2-8-40 of the Student Government Codes.

(1) The chairperson of the Powers and Responsibilities Committee must notify the nominee(s) being brought off the Waitlist at least two (2) university days of their confirmation prior to the expected confirmation vote of the Student Senate

Section 2-8-40. Confirmation.

(A) Following the report of the Powers and Responsibilities Committee, the applicant may be confirmed by a majority vote of senators in office.

Section 2-8-50. Requirements and exceptions.

(A) The Powers and Responsibilities Committee must consider all applications received for vacant Student Senate seats once they have been read across the desk and referred to the committee.

(B) The Powers and Responsibilities Committee shall not be required to issue a favorable report on an applicant, even if there is just one (1) application for the vacant Student Senate at that time.

(C) The report of the Powers and Responsibilities Committee on an applicant shall have no impact on the right of any senator to motion for the confirmation of that applicant.

(1) An applicant who has been found unfavorable by the Powers and Responsibilities Committee may only be confirmed by a two-thirds (2/3) majority vote of senators in office.

(a) Voting on nominees who have been found unfavorable must be done through a roll call vote.

(D) Any applications received between the filing day for student body elections and the inauguration of new senators must be confirmed by a two-thirds majority of senators in office.

ARTICLE IX. IMPEACHMENT PROCESS

Section 2-9-10. Eligibility.

(A) All members of Student Government, appointed or elected, irrespective of their position or branch of service, are eligible for impeachment.

Section 2-9-20. Court of Impeachment.

(A) The Court of Impeachment shall consist of at least six (6) members, including all members of the Judiciary Committee and, as a non-voting member, the chief justice of the Constitutional Council.

(B) The chief justice of the Constitutional Council shall sit as the chair of the Court of Impeachment.

Section 2-9-30. Articles of impeachment.

(A) Articles of impeachment may be brought by any Student Government member elected by the student body of the University of South Carolina – Columbia.

(B) Articles of impeachment shall be considered received when they are submitted to the Office of the Speaker of the Student Senate.

(1) Articles of impeachment must be made available, in a conspicuous electronic medium to the student body, no later than 5:00 PM on the university day following their submission to the Office of the Speaker of the Student Senate

Section 2-9-40. Charges of impeachment.

(A) The chief justice of the Constitutional Council must call the Court of Impeachment to order within ten (10) university days of the article of impeachment being made publicly available.

(1) If the Chief Justice of the Constitutional Council is unwilling or unable to call the Court of Impeachment, the Chairperson of the Judiciary Committee shall call the Court of Impeachment.

(B) The Court of Impeachment may adopt charges of impeachment by a majority vote.

(C) Charges for impeachment may include, but are not limited to:

(1) Conviction of a criminal act by local, state, or federal courts;

(2) A violation of the Student Government Oath of Office;

- (3) A violation of the Student Government Constitution or Codes;
 - (4) Academic dishonesty, as determined by an official university body or department;
 - (5) Or a failure to maintain the academic requirements of the office.
- (D) The Court of Impeachment may adopt articles of impeachment beyond and in addition to those submitted to the Court.

Section 2-9-50. Trial of impeachment.

(A) If the Court of Impeachment adopts articles of impeachment, a trial of impeachment must be held at the next regular session of the Student Senate, or within ten (10) university days of the charges of impeachment.

(1) This shall be at the discretion of the Speaker of the Student Senate.

(B) The Student Senate may issue a conviction of the impeached party by a two-thirds (2/3) roll call vote of senators in office.

Section 2-9-60. Requirements and exceptions.

(A) If impeachment charges are brought against the Chief Justice of the Constitutional Council, an associate justice shall chair the Court of Impeachment.

(1) If all associate justice(s) are unwilling or unable, due to charges of impeachment, to chair the Court of Impeachment, the Chairperson of the Powers and Responsibilities shall chair the Court of Impeachment.

(2) In the event that impeachment proceedings are brought against the chief justice, the attorney general serve as a non-voting member of the Court of Impeachment.

(B) If impeachment charges are brought against any member of the Judiciary Committee, that member shall not sit on the Court of Impeachment.

(1) If such charges cause the membership of the Court of Impeachment to fall below six (6) members, the Speaker of the Student Senate shall nominate another senator to be seated on the Judiciary Committee pursuant to the standard process for committee member nomination.

(C) If impeachment charges are brought against a senator who is not a member of the Judiciary Committee, that senator shall not vote during the trial of impeachment.

(D) If impeachment charges are brought against the Speaker of the Student Senate, the speaker pro tempore of the student senate shall discharge the duties and powers of the speaker of the student senate for the duration of the impeachment process.

(1) If the speaker pro tempore of the student senate is unwilling or unable, due to charges of impeachment, to discharge the duties and powers of the speaker of the student senate, the Rules Committee shall elect a senator to do so by a majority vote of its membership.

CHAPTER 3 – FUNDS, BUDGETS, AND ALLOCATIONS

ARTICLE 1: DEFINITIONS

Section 3-1-10. Student Activity Fee.

(A) A fee charged to all Undergraduate students at the University of South Carolina.

Section 3-1-20. Undergraduate Organizational Fund.

(A) Funds only available for allocation to Student Organizations from the Student Activity Fee;

Section 3-1-30. Allocation Request Form.

(A) The application for Student Organizations to request funds via an Allocation Request from the Undergraduate Organizational Fund;

Section 3-1-40. Student Government Budget.

(A) Funds available for Student Government Executive Officer operations from the Student Activity Fee;

Section 3-1-50. University Day.

(A) A University Day is as defined in **Section 6-1-60**.

Section 3-1-60. Oversight Dialogue.

(A) A meeting between the Student Senate and the Office of the Student Body Treasurer.

Section 3-1-70. Finance Dialogue.

(A) The Finance Dialogue shall constitute a formal meeting between a Student Organization and the Student Senate Finance Committee;

(1) It may feature a presentation by the Student Organization detailing Allocation Requests;

(2) It may be followed by a question and answer session for clarification and discussion, conducted between representatives of the Student Organization and members of the Student Senate Finance Committee.

Section 3-1-80. Initiative-Based Line Item.

(A) Any line item found on the Student Government Budget considered to be part of a Student Government program, event, or initiative.

Section 3-1-90. Administrative-Based Line Item.

(A) Any line item found on the Student Government Budget considered to be outside the scope of a Student Government program, event, or initiative.

Section 3-1-100. Treasurer's Workshop.

(A) An informative meeting between a Student Organization and a representative from the Office of the Student Body Treasurer.

Section 3-1-110. Events.

(A) Events may be classified as:

- (1) Programs,
- (2) Conferences,
- (3) Tournaments.

Section 3-1-120. Student Organization.

(A) A Student Organization is an undergraduate organization that is actively registered with the Leadership and Service Center and is in good standing with the University of South Carolina.

ARTICLE II. THE STUDENT GOVERNMENT BUDGET

Section 3-2-10. Available Funds.

(A) The Associate Vice President for Student Life, or a designee, shall determine the funds available for allocation, prior to the allocation for the next fiscal year.

Section 3-2-20. The Student Government Budget.

(A) The Student Government Budget must be submitted as a bill by a senator by the second (2nd) Student Senate session following inauguration;

(2) The Student Government Budget shall be broken into two (2) respective budgets, March through June and July through February;

(3) The Student Government Budget shall contain allocations of all available funds for that fiscal year.

(B) The Office of the Student Body Treasurer must present an updated budget reflecting remaining funds before the penultimate Student Senate session of the Fall Academic Semester.

(C) Initiative-based and Administrative-based budget items on the Student Government Budget require detailed documentation of projected expenditures.

(D) Approved budgets must be made publicly available online by the Office of the Student Body Treasurer.

Section 3-2-30. Budget Oversight Dialogue.

(A) The Student Senate can request a detailed cost report for any budgeted event, program, or initiative in the annual Student Government Budget at any time.

(1) A senator can initiate a budget Oversight Dialogue by submitting a memorandum, which, upon receiving majority approval from the senators present, is then forwarded to the student body treasurer by the senate speaker.

(2) The Office of the Student Body Treasurer is then required to present the detailed budget for the event, program, or initiative to the Senate no later than the second (2nd) session after receiving the request.

(3) This budget must include all costs, supported by receipts and documentation, as accurately as possible by the Office of the Student Body Treasurer

Section 3-2-40. Internal Monetary Fund.

(A) The Internal Monetary Fund, referred to as the IMF, is designated for funding new events, programs, or initiatives by Student Government after the Student Senate passes the Student Government Budget.

(B) The IMF may cover excess costs of any budgeted event, program, or initiative (July-Feb), subject to a majority vote by the senators in office.

(1) Executive officers or the Chief Justice of the Constitutional Council may request IMF funds by submitting a memorandum to the Student Senate, which must include:

(a) A description of the necessity for funding,

(b) A detailed budget for the requested expenses.

(C) The allocation to the IMF shall not exceed 10% of the total Student Government Budget (July-Feb);

(1) During budget updates, IMF allocations must remain within 10% of the total Student Government Budget, as per the initial budget of the term.

(D) Any unused funds from an event, program, or initiative must be transferred to the IMF.

(E) IMF expenditures must adhere to the regulations and spending limits set forth in these Student Government codes.

Section 3-2-50. Executive Fund.

(A) An Executive Fund, overseen by the Student Body President, may be included in the Student Government Budget (July-Feb);

(1) This fund may be used starting immediately after the Student Government inauguration.

(B) The Executive Fund shall not exceed 5% of the Student Government Budget (July-Feb).

(C) The Student Body President may permit executive officers to access this fund, via a memorandum to the Student Senate;

(1) This memorandum must specify the amount and purpose of the funds.

(D) The Student Senate shall be notified of any expenditure from the executive fund.

(E) Funds remaining in the Executive Fund at its end must be transferred to the IMF.

ARTICLE III. STUDENT BODY TREASURER'S WORKSHOP

Section 3-3-10. General Workshop Provisions.

(A) The initial workshop of each fiscal year must be conducted no later than the third Student Senate session of the Fall Academic Semester.

(B) The Office of the Student Body Treasurer is required to organize monthly Treasurer's Workshops for Student Organizations throughout the Fall and Spring Academic Semester.

(C) Following each workshop, the Office of the Student Body Treasurer shall document the attendance of participating members and communicate this information to the chair of the Student Senate Finance Committee within five University Days.

(D) Student Organizations unable to attend a Treasurer's Workshop may request a substitute meeting with the student body treasurer and their respective comptroller.

(E) The Treasurer’s Workshop aims to provide comprehensive education to Student Organizations regarding all aspects of the allocation request process as outlined in these codes. The workshop shall cover:

(1) Access to Student Government Governing Documents:

(a) The Student Government Constitution,

(b) The Student Government Codes;

(2) Restrictions on Allocation Requests;

(3) Deadlines for Submission of Allocation Requests and Scheduling of Finance Dialogues;

(4) Prerequisites for Student Organizations Before Requesting Funding;

(5) Procedures for Reimbursement, including the Travel Authorization process:

(a) Documentation of expenses as required by the University of South Carolina;

(6) Contact Information:

(a) Student Body Treasurer,

(b) Respective comptroller of the Student Organization,

(c) Chair of the Student Senate Finance Committee,

(d) Speaker of the Student Senate;

(7) Any additional information deemed relevant by the Student Senate Finance Committee.

ARTICLE IV. THE STUDENT SENATE FINANCE COMMITTEE OPERATIONS

Section 3-4-10. Operation and Responsibilities.

(A) The Student Senate Finance Committee is tasked with determining and publishing acceptable forms of supporting documentation for Allocation Requests.

(1) This must be completed fifteen University Days prior to the end of the Spring Academic Semester

(B) Allocation of funds from the Undergraduate Organizational Fund to Student Organizations requires a majority vote of the Student Senate Finance Committee senators present;

(1) Approved allocations by majority vote must be recommended to the Student Senate;

(C) Student Senate Finance Committee Member Roles:

(1) A representative from the Office of the Student Body Treasurer will serve as an ex-officio, non-voting member of the Student Senate Finance Committee, particularly during the review of funding allocation requests;

(a) This member is required to be present for all business conducted in the scheduled meetings of the Student Senate Finance Committee;

(2) Student Senate Finance Committee members must abstain from voting on Allocation Requests involving Student Organizations they are affiliated with;

(3) Except for the chair, members must vacate the room during Allocation Request discussions concerning a Student Organization they are affiliated with;

(4) Student Senate Finance Committee members are prohibited from submitting Allocation Requests;

(5) The chair of the Student Senate Finance Committee is permitted to vote only in the event of a tie or to meet quorum requirements.

(D) The Student Senate Finance Committee will:

(1) Review all Allocation Requests from Student Organizations;

(a) The Undergraduate Organizational Fund shall be broken into two (2) equal budgets, January through June and July through December;

(2) Hold Finance Dialogues with Student Organizations that request a Finance Dialogue;

(3) Sponsor recommendations for funding Allocation Requests to the Student Senate;

(4) Review the Student Government Budget and any other legislation referred by the Student Senate.

Section 3-4-20. Reserved Rights and Allocation Request Timeline.

(A) The Student Senate Finance Committee reserves the right to review, approve or deny any Student Organization's Allocation Requests;

(B) The Student Senate Finance Committee reserves the right to review any Student Organization's previous Allocation Requests and events;

(1) This review can be incorporated into any part of the Allocation Request review process, based on the Student Senate Finance Committee's discretion;

(2) The Student Senate Finance Committee is entitled to request, at any time, detailed information from the Student Organization regarding the Student Organization's previous events, as part of the decision-making process for current allocation requests.

(C) The Student Senate Finance Committee will:

(1) Review all submitted Allocation Requests;

(2) Make decisions to approve or deny funding, providing a written explanation in cases of denial.

(D) Events seeking funding must be scheduled to occur within the fiscal year;

(1) Allocation Requests for events that have already occurred will not be considered by the Student Senate Finance Committee;

(2) Exceptions can be made by the Student Senate Finance Committee under certain conditions:

(a) If payment for the event is required before the start of the fiscal year;

(b) If the event takes place prior to the 1st Student Senate Finance Committee session of the Fall Academic Semester;

(c) Unexpected advancement in competition.

ARTICLE V. STUDENT ORGANIZATION FUNDING PROCEDURES

Section 3-5-10. General Allocation Provisions.

(A) The Student Senate may allocate funds from the Undergraduate Organizational Fund to Student Organizations.

(B) Student Organizations that receive funds from any university-set fee shall not receive funds from the Undergraduate Organizational Fund.

(C) Student Organizations shall neither be discriminated against nor given preferential treatment based on their viewpoint, in compliance with university policy and federal, state, and local law.

(D) Allocations are reviewed on a continuous basis, prioritized in the order of Programs, Tournaments, and Conferences during each allocation period as defined by the Student Senate Finance Committee.

(E) All Student Organizations must submit receipts and other documentation related to allocations by May 30th for the Spring Academic Semester, and January 31st for the Fall Academic Semester to be eligible for refunds.

Section 3-5-20. Funding Suspension.

(A) The Student Senate Finance Committee may suspend any Student Organization from receiving funds from the Undergraduate Organizational Fund for the remainder of the fiscal year with a two-thirds (2/3rd) majority vote from the members in the Student Senate Finance Committee

(B) This action may be invoked if a Student Organization:

(1) Utilizes funds for purposes other than those for which they were allocated or submits falsified documentation.

(2) Uses funds in a manner that breaches:

(a) University policy,

(b) Student Government Codes,

(c) Federal law,

(d) State law,

(e) Local law.

Section 3-5-30. Student Organization Requirements for Funding.

(A) Allocation Requests shall be done on a rolling basis throughout the fiscal year.

(B) Student Organizations may be eligible to request funding from the Student Government throughout the fiscal year, provided they comply with the following criteria:

(1) A Student Organization representative who has attended the Treasurer's Workshop in the current fiscal year must submit Allocation Requests.

(a) Allocation Requests must be submitted on the Garnet Gate website;

(2) Allocation Requests should align with these Student Government codes and adhere to deadlines set at the start of the fiscal year on July 1st;

(3) Allocation Requests for events must be submitted fifteen University Days prior to the event date;

(a) Allocation Requests must be submitted at least fifteen University Days prior to last Student Senate Session;

(4) The Student Organization has spent no more than \$10,000 of the Undergraduate Organizational Fund during the fiscal year;

(a) The Student Senate Finance Committee may allocate funds to a Student Organization that has exceeded the \$10,000 limit, with a two-thirds (2/3rd) vote of the Student Senate Finance Committee.

(5) Student Organizations are required to submit accurate costs, supported by quotes or invoices;

(6) Provide the attendance and scope of engagement at the event;

(7) Attend a Finance Dialogue for Allocation Requests exceeding \$1,000.

(C) A comptroller is authorized to edit or modify an Allocation Request, subject to the following conditions:

(1) Any modifications made by the comptroller must receive prior approval from the Student Organization submitting the Allocation Request.

(2) Edits can be made under these circumstances:

(a) Before the Student Organization attends the respective Finance Dialogue,

(b) During the comptroller's designated editing phase.

Section 3-5-40. Programs.

(A) Programs are defined as any social, recreational, or educational event that is on-campus;

(1) Off-campus events may be classified as programs at the discretion of the Student Senate Finance Committee.

(B) The Student Senate Finance Committee may not fund recurring programs.

(1) Recurring programs are defined as regularly scheduled events with similar structure and are subject to the discretion of the Student Senate Finance Committee;

(C) To be eligible for funding, programs must be free and open to all students, subject to review by the Student Senate Finance Committee.

(D) The Student Senate Finance Committee will fund expenses for events including but not limited to:

(1) Marketing materials, subject to review by the Student Senate Finance Committee;

(2) Food, to a maximum of \$50.00 per person, subject to review by the Student Senate Finance Committee;

(3) Unless catered by university catering services, funding for food, including any cutlery defined as disposable, may be funded at up to \$15.00 per person, up to a total cost of \$500 per event.

(4) Venue fees, including audio-visual and setup costs, subject to review by the Student Senate Finance Committee.

(E) Equipment purchased by a Student Organization with the Student Activity Fee becomes property of the University of South Carolina;

(1) Property shall not be removed from university premises without written approval from the Student Organization Faculty Advisor;

(2) All usage must be monitored by the Student Organization Faculty Advisor for adherence to University guidelines.

(F) The Student Senate Finance Committee may allocate up to \$1,500.00 for an artist/speaker per Program;

(1) Food, lodging, and travel expenses pertaining to the artist/speaker shall not be funded.

(G) The following items shall never be funded from the Undergraduate Organizational Fund as part of a program:

(1) Alcoholic beverages;

(2) Travel expenses;

(3) Gift cards, cash rewards and charitable donations;

(4) Individual membership or private lessons;

(H) Any program where a Student Organization collects profitable revenue shall not be funded.

Section 3-5-50. Tournaments.

(A) A tournament is defined as a contest or series of contests designed to showcase a Student Organization's talent in a competitive setting;

(1) A tournament may encompass various forms, including athletic events, academic contests, research presentations, and other competitive activities that highlight the skills and achievements of students.

(B) The Student Organization requesting funds must:

(1) Provide a summary as to what persons are going, how they are the best candidates, and why the tournament is beneficial to the University of South Carolina;

(2) Submit current Tournament registration forms and any Tournament information.

(C) Tournament Allocation Guidelines:

(1) Tournament registration shall be the first (1st) expenditure considered in the allocation process of each request;

(2) Mileage for personal vehicles will be reimbursed at the university's current rate;

(a) For each additional vehicle filled to capacity, that additional vehicle's mileage is eligible for reimbursement;

(3) Other travel methods may be reimbursed at the Student Senate Finance Committee's discretion;

(4) A minimum of two separate rooms must be allocated when attendees are of different sexes;

(a) Occupancy limits for accommodations should comply with the specifications of the non-traditional accommodation listing or hotel;

(b) Maximum cost for lodging is \$350 per room per day;

(5) Parking fees, taxis, shuttles, or taxi-like services will not be funded;

(6) Food expenses are not eligible for funding;

(7) Inventoriable items, defined as durable goods intended for repeated use, are not eligible for funding;

(8) International travel expenses are not eligible for funding.

(D) Total funding per Tournament shall be no more than \$6,000.00.

Section 3-5-60. Conferences.

(A) A conference is defined as a scheduled professional event, usually spanning over a number of days, involving various experts and practitioners in a specific field gathering to exchange knowledge and network;

(1) An event may be classified as a Conference at the discretion of the Student Senate Finance Committee.

(B)The Student Organization requesting funds must:

(1) Provide a summary as to what persons are going, how they are the best candidates, and why the Conference is beneficial to the University of South Carolina;

(2) Submit current Conference registration forms and any Conference information.

(C) Conference Allocation Guidelines:

(1) Conference registration fees shall be the first (1st) expenditure considered in the allocation process of each request;

(2) A minimum of two separate rooms must be allocated when attendees are of different sexes;

(a) Occupancy limits for accommodations should comply with the specifications of the non-traditional accommodation listing or hotel;

(b) Maximum cost for lodging is \$350 per room per night;

(3) Food expenses are not eligible for funding;

(4) Inventoriable items, defined as durable goods intended for repeated use, are not eligible for funding;

(5) Travel expenses are not eligible for funding.

(D) Total funding per Conference shall be no more than \$3,000.00.

CHAPTER 4 – ELECTIONS COMMISSION AND ELECTIONS

ARTICLE I. ELECTIONS COMMISSION

Section 4-1-10. Authority.

(A) The Elections Commission shall exist as a service to the student body, conducting the student body elections and inauguration.

(B) Authority shall be derived from and regulated by the Student Government Constitution and Codes.

(C) Any bill altering Chapter 4 of these codes after February 1st shall not go into effect until after the upcoming election has concluded.

(D) The Elections Commission shall exist as a function of the executive branch, advised by the Student Government coordinator.

(1) The executive branch must not exert undue political influence on or over the Elections

Commission.

Section 4-1-20. Funding.

- (A) Funding shall be derived from student activity fees on the same basis as other Student Government bodies.
- (B) All expenditures by the Elections Commission must be approved by the elections commissioner and the Student Government coordinator.
- (C) The Student Government coordinator shall be authorized to disburse funds necessary to conduct elections in accordance with the Student Government Constitution and Codes.
- (D) All expenditures by the Elections Commission must be communicated to the student body treasurer with any and all paperwork associated with the expenditure. This communication must occur within five (5) university days of the expenditure's occurrence.
- (E) An Elections Commission Budget must be passed by the Student Senate, in the form of a bill, by the last Student Senate session of the fall semester.
 - (1) This budget may be included in the general Student Government Budget.

Section 4-1-30. Composition.

- (A) The Elections Commission shall be composed of the elections commissioner, and two deputy elections commissioners.
- (B) The Commission shall be responsible for:
 - (1) Marketing and outreach
 - (2) Candidate relations
 - (3) Organizing the Student Government debate
 - (4) Determining if a violation occurred
 - (5) Planning the inauguration
- (C) Members beyond the chairperson and the two (2) deputy chairpersons must be nominated by the student body president and approved by the Student Senate pursuant to the nomination process in Chapter 2 of these Student Government Codes.
- (D) The Elections Commission shall have no more than five (5) members at any time.

Section 4-1-40. Nomination and confirmation.

- (A) The student body president must nominate an elections commissioner for consideration by the Student Senate by 5:00 PM on the day prior to the second (2nd) session of the Student Senate following the student body president's inauguration.
 - (1) Should the nomination for elections commissioner be found unfavorable, the student body president must nominate an individual by 5:00 PM on the day prior to the second (2nd) regularly scheduled session of the Student Senate following the unfavorable report to the Student Senate.
- (B) The student body president must nominate the deputy elections commissioner for consideration by the Student Senate by 5:00 PM on the day prior to the second (2nd) regularly scheduled Student Senate Session of the fall semester.
- (C) The student body president must nominate all elections commission members for consideration by the Student Senate by 5:00 PM on the day prior to the second (2nd) regularly scheduled session of the Student Senate before the university's fall break.
- (D) No member of the Elections Commission may take office without being nominated, being interviewed by either the Student Senate Powers and Responsibilities or Judiciary Committee being confirmed by the Student Senate, and taking the Student Government oath of office.
- (E) In the event that the Office of the Elections Commissioner becomes vacant, the student body president shall nominate a replacement by 5:00 PM on the day prior to the second (2nd) regularly scheduled session of the Student Senate following the initial vacancy.
- (F) In the event that the Office of Deputy Elections Commissioner becomes vacant, the student body president shall nominate a replacement by 5:00 PM on the day prior to the second (2nd) regularly scheduled session of the Student Senate following the initial vacancy.
- (G) In the event that an elections commission member position becomes vacant and the total number of elections commission members falls below three (3) as a result, the student body president shall nominate a replacement by 5:00 PM on the day prior to the second (2nd) regularly scheduled session of the Student Senate following the initial vacancy.
- (H) Members of the Elections Commission may be removed by the student body president.

Section 4-1-50. Duties of the elections commissioner.

Duties of the elections commissioner shall include, but may not be limited to:

- (A) Implementing, in good faith, Chapter 4 of these Student Government Codes;
- (B) Providing a copy of Chapter 4 of these Student Government codes, along with the official candidates' packet, to all student organization presidents no later than the beginning of the candidates' information meeting;
- (C) Procuring, with the Elections Commission, all materials necessary to conduct student body elections;
- (D) Training the deputy elections commissioner and elections commission members;
- (E) Selecting and training any poll workers her or she deems necessary;
- (F) And overseeing the tabulation of results of all student body elections.

Section 4-1-60. Duties of the Elections Commission.

Duties of the Elections Commission shall include, but may not be limited to:

- (A) Meeting regularly with the Student Government coordinator, beginning no later than the first (1st) week of the spring academic semester;
- (B) Publicizing student body elections, in a conspicuous manner, to ensure that students are aware of the dates and times for candidate interest meetings, the official candidates' meeting, the candidates' debate, and voting;
- (C) Communicating effectively and consistently with candidates prior to and during the campaign period to ensure that the candidates are aware of all rules, regulations, procedures, and relevant actions by the Elections Commission;
- (D) Establishing and maintaining posting regulations and the official candidates' packet, and providing this information to candidates during the official candidates' meeting;
- (E) Planning and holding at least two (2) candidate interest meeting prior to the candidate filing period;
 - (1) There shall be at least one (1) candidate interest meeting in the fall semester and at least one (1) in the spring semester prior to the candidate filing period.
- (F) Planning and holding the official candidates' meeting no earlier than 5:00 PM on the first (1st) university day following the filling period, and no later than 11:00 PM on the third (3rd) university day following the filling period;
- (G) Planning and holding a debate for candidates for executive office after the official candidate's meeting and at least four (4) university days prior to the regular student body elections;

(H) Determining if complaints of election violations or fraud have standing;

(1) A complaint shall be considered to have standing if there is a possibility that a violation occurred.

(I) Monitoring all write-in procedures and reporting any irregularities or violations to the elections commissioner;

(J) Assuring the security of all ballots and other election records for a period of thirty (30) days after the student body election. If the election is contested, records must be retained until a settlement is reached;

(K) Tabulating the results of all elections and certifying those results;

(L) Planning and holding an event to announce the results of all regular and other elections, in a space that can safely, legally, and comfortably hold seventy (70) persons;

(M) And planning and holding an inauguration for elected candidates no earlier than four (4) weeks and no later than five (5) weeks following regular elections.

(N) Providing a report to the Student Senate during regular session of the Student Senate beginning the first regular Student Session of the spring semester and ending upon the regular session of Student Senate following the final election.

Section 4-1-70. Candidate's Packet.

(A) There shall exist a Candidate's Packet for the purpose of compiling all of the regulations and provisions governing and surrounding Student Government elections.

(B) This packet shall include, but may not be limited to:

(1) Chapter 4 of these Student Government Codes;

(2) The posting regulations established by university administration;

(3) The university solicitation policy;

(4) The university posting policy;

(5) Contact information for members of the elections commission;

(6) An example of an itemized budget for candidates;

(7) And other information the elections commission determines useful, helpful, or necessary.

(C) Chapter 4 of these Student Government Codes, the posting regulations established by university administration, the university solicitation policy, the university posting policy, and any other university policy shall be the only aspects of the Candidate's Packet that are binding to candidates.

(D) This packet shall not create any new rules or regulations over Student Government, the Elections Commission, candidates for office, or any other body.

ARTICLE II. STUDENT BODY ELECTIONS

Section 4-2-10. Date and time.

(A) Barring a cancellation of university classes, the regular student body election shall be held on the Tuesday and Wednesday two (2) weeks prior the University's spring break.

(1) Should the university cancel classes, the regular student body election shall be held on the next available two (2) consecutive days that the university is in session.

(B) Barring a cancellation of university classes, any runoff student body election shall be held on Tuesday and Wednesday of the week following the regular student body election.

(1) Should the university cancel classes, a runoff student body election shall be held on the next available two (2) consecutive days that the university is in session.

(C) All elections shall last for a period of two (2) consecutive days in which the university is in session, beginning at 9:00 AM on the first day and lasting until 5:00 PM on the second day.

(D) If an election is determined to be null and void, a new election shall take place at a time to be determined by the Elections Commission, with the approval of the Division of Student Affairs and Academic Support, or a designee.

(1) An election may only be considered null and void by a majority decision of the Constitutional Council.

(i) The Constitutional Council should be extremely cautious and show extraordinary restraint in invalidating an election, only doing so when there is clear and convincing evidence that the outcome of the election was unfairly altered.

Section 4-2-20. Offices elected.

The following elected offices shall be filled in the designated spring elections, hereby known as the “regular student body election:

- (A) student body president;
- (B) student body vice president;
- (C) speaker of the student senate;
- (D) student body treasurer;
- (E) and student senators.

Section 4-2-30. Election procedures.

- (A) In elections for the student body president, student body vice president, speaker of the student senate, and student body treasurer, a winner shall be determined at such time that one (1) candidate gains a majority of the votes cast for that particular office, which shall be defined as fifty (50) percent of all votes cast, plus one (1) vote, for that particular office.
- (B) In elections for the student body president, student body vice president, speaker of the student senate, a run-off election shall be held if no candidate receives a majority of votes cast for a particular office. The two (2) persons receiving the highest number of votes cast shall be eligible for the run-off election.
- (C) In elections for Student Senate, a winner or winners shall be determined as stated in the Student Government Constitution.
- (D) In elections for Student Senate, if there is a tie for the last seat in a college, a run-off election must be held. No run-off election is necessary if the tie occurs for a seat that is not the last seat in a college.
- (E) In the general election, but not in any run-off election, a candidate may be elected to an executive office or to the Student Senate by write-in ballots.
 - (1) The Elections Commissioner shall inform all write-in candidates winning their election after it is determined that this person is eligible to serve.
- (F) No candidate may be elected by write-in ballot that has not submitted a declaration of write-in candidacy by 4:00 PM on the final day of the regular student body election.

(1) Votes cast for write-in candidates that have not declared for write-in candidacy by the deadline will be considered votes of no confidence. Votes of no confidence will not count toward any candidate but will be counted toward the total vote count.

(G) The names of write-in candidates will not appear on the ballot for any office for which the candidate has declared write-in candidacy.

(H) The Elections Commission shall hold a period during which any candidates wishing to declare write-in candidacy must submit a declaration of write-in candidacy certifying that they meet the requirements for the office, has read the appropriate rules and grants the Student Government advisor permission to certify academic eligibility.

(I) The period in which candidates may submit declarations of write-in candidacy shall start immediately following the end of the filing period and conclude at 4:00 PM on the last day in which the regular elections are to be held. The submission of declarations of write-in candidacy is to be conducted in the Student Government office.

(1) A candidate who wins through write-in candidacy may have violations submitted against them and be penalized for any actions that would result in an ordinary candidate's penalty.

(J) For a referendum to appear on the ballot it must be either published in The Daily Gamecock or distributed in a conspicuous, electronic manner to the entire student body, such as an email, by the student body president at least one (1) week prior to the vote of the student body, pursuant to the Student Government Constitution. If necessary, a referendum may appear on the ballot in an abbreviated form, as determined by the Elections Commission.

(K) The Director(s) of Freshman Council must never influence, recruit, or collaborate with members of Freshman Council regarding Student Government elections.

Section 4-2-40. Student Senate districts.

(A) The electoral districts of the Student Senate and the apportionment of the fifty (50) Student Senate seats shall be as follows:

(1) District 1 (College of Arts and Sciences) – eleven (11) seats;

(2) District 2 (Darla Moore School of Business) – seven (7) seats;

(3) District 3 (College of Engineering and Computing) – five (5) seats;

(4) District 4 (College of Hospitality, Retail, and Sport Management) – four (4) seats;

- (5) District 5 (Arnold School of Public Health) – four (4) seats;
 - (6) District 6 (College of Education) – three (3) seats;
 - (7) District 7 (College of Information and Communication) – three (3) seats;
 - (8) District 8 (College of Nursing) – three (3) seats;
 - (9) District 9 (School of Music) – two (2) seats;
 - (10) District 10 (College of Pharmacy) – two (2) seats;
 - (11) District 11 (College of Social Work) – two (2) seats;
 - (12) District 12 (School of Law) – two (2) seats;
 - (13) District 13 (CarolinaLIFE) – two (2) seats.
- (B) Any school or college having more than 100 full-time students, as defined by the Office of the Registrar, as well as the non-degree program CarolinaLIFE, shall have a corresponding Student Senate district, and each district shall have at least one (1) seat.

Section 4-2-50. Student Senate reapportionment.

- (A) Each fall, the Elections Commission shall review the enrollment figures for each academic college and school at the University and the CarolinaLIFE non-degree program for the purpose of reapportionment of Student Senate districts.
- (B) The apportionment of Student Senate seats shall occur as follows:
 - (1) Each district shall be assigned one (1) seat.
 - (2) The additional seats assigned to each district shall be derived by dividing the number of full-time students (FTS) enrolled in that particular college, school, or the CarolinaLIFE program by the number of FTS enrolled in the University, and then multiplying the result by the number of seats remaining after all districts have been assigned one (1) seat. This formula shall be as follows:

$$\text{Additional seats per district} = \frac{(\text{FTS enrolled in the college or school or CarolinaLIFE})}{(\text{FTS enrolled at the University})} * (\text{Remaining seats})$$

- (3) All number of remaining seats per district shall be properly apportioned by the whole number, excluding the decimal.

(4) If a district receives no whole additional seats through this process, assign one (1) of any remaining seats to each district bringing them to two (2) seats. If not possible, award the seats based on the decimal value in descending order. By receiving this additional seat, these districts are excluded from the remaining apportionment process.

(5) If seats still remain, they shall be allocated to the districts based upon which districts' had the highest decimal value. In descending order, the remainder of additional seats per district shall be apportioned based upon the above formula. (For instance, a district with 2.6 additional seats per district shall be awarded a remaining seat over a district with 1.3 or 3.3 additional seats per district).

(C) Once the apportionment of seats is calculated, the elections commissioner shall, if changes are necessary, transmit the calculations and a recommendation for reapportionment to the Office of the Speaker of the Student Senate, who shall refer them to the chair of the Student Senate Powers and Responsibilities Committee.

Section 4-2-60. Candidate filing.

(A) The Elections Commission shall plan and hold a period during which any candidates wishing to be placed on the ballot for a particular office must file for election in the Student Government office. Filing shall start at 9:00 AM. on the Monday four (4) weeks before the University's spring break and continue through 5:00 PM on that Monday. Filing will reopen at 9:00 AM on Tuesday and conclude at 5:00 PM. If that Monday is closed by the university, that filing schedule must be moved to the days immediately after the closure. For candidates submitting signatures, the signature collection period shall begin at the conclusion of the candidate's meeting. Signatures will be due at 5:00 PM on the day of the executive candidate debate.

(B) During the filing period, each candidate must submit a filing form certifying that he or she meets the requirements for the office, has read the appropriate rules, and grants the Division of Student Affairs and Academic Support, or a designee, permission to certify their academic and conduct eligibility. In accordance with university policy, no student can be approved for candidacy if he or she is currently on academic probation, has an open conduct case, or has been convicted by the Office of Student Conduct and Academic Integrity, within the academic year he or she is seeking office.

(C) During the filing period, each candidate must provide to the elections commissioner a list of their campaign staff, and must update this list if the membership of their campaign staff changes.

(1) A person who operates on the behalf of a particular candidate shall be judged a member of that candidate's campaign staff if it is determined that this person received explicit or implicit encouragement to campaign on that candidate's behalf.

(i) If it is determined that this person is a member of that candidate's campaign staff, he or she may be given consideration for the purposes of assessing elections fraud or elections violations against that candidate.

(2) Candidates who- through explicit or implicit actions, advertising, promotion, or other manners- campaign or associate together, in a coordinated fashion, shall be considered a ticket.

(i) Each candidate is responsible for the actions of all candidates, campaign staff, and persons associated with a candidate's campaign for each candidate of the ticket for the purposes of assessing elections fraud or elections violations.

(3) Any act found to have violated any election rule can be held against the campaign in which the act benefited, even if the perpetrator is not a member of the campaign.

(D) The filing requirements to run for Student Senate shall be a non-refundable amount of five (5) dollars or the collection of twenty-five (25) signatures from students of the college a candidate is running to represent on a standard form provided upon filing for candidacy.

(E) The filing fee to run for executive office shall be fifty (50) dollars or the collection of one hundred (100) signatures from the student body on a standard form provided upon filing.

(F) A receipt for fees paid or signatures collected and verified by the Elections commission shall be issued to each candidate by a Division of Student Affairs and Academic Support, or a designee, staff employee upon the candidate's filing.

(G) The student body treasurer shall keep on file, for a least for one (1) year, a copy of each financial receipt issued. These shall constitute a public record.

(H) All collected monies shall be deposited to the Student Government elections account, as prescribed by university policy.

(I) Candidates filing to run for Student Senate must do so in the district according to their academic certification pursuant to the Student Government Constitution.

(J) The signature form will be verified by the Elections Commission and must be submitted no later than 5:00 PM on the day of executive candidates' debate. The candidate will not appear on the ballot until the signatures are verified by the Elections Commission. If the signatures are not submitted by 5:00 PM on the day of the executive candidates' debate, the candidate will also not appear on the ballot.

- (K) The Elections Commission will create a standard form for the collection of names, signatures, confirmation of college, and USC ID Number.
- (L) The standard form collected shall be kept on record the same as a standard filing form.
- (M) A candidate running for an executive position may simultaneously file for a seat in the Student Senate.
- (1) In the case of the candidate winning both the executive election and Student Senate election, that candidate will, with consent of the candidate be elected to the executive office; the vacated Student Senate seat shall be given to the next candidate with the highest votes.
- (N) Candidates must file for office using their names as listed in university records. The candidate's name, as it is to appear on the ballot may be different than that in university records, at request of the candidate, subject to approval by the Elections Commission.
- (O) If a student seeking a Student Senate seat is a member of the South Carolina Honors College, that student shall seek the seat that represents the college the he or she is enrolled in for their major.
- (P) After the filing deadline has passed, the elections commissioner shall give the names of the applicants to the Student Government advisor for verification of eligibility.
- (Q) A student dual-enrolled in more than one (1) college or school may only file for candidacy in one (1) college or school.
- (R) Allow a ticket to file:
- (1) The ticket should include: the name of the ticket, expressed, written consent of all members of the ticket, and a statement in writing stating whether or not the individual candidates will also campaign separately or under only the ticket.
- (2) Ticket staffs are automatically the combination of the individual campaign staff, including any additional staff that works for only the ticket.
- (3) Tickets do not require an additional filing fee.
- (4) Each candidate on a ticket must collect a separate list of signatures for the purpose of filing.
- (S) Candidates that intend to substantively collaborate, campaign together, be closely associated with each other, or otherwise desire to enjoy the privileges and advantages of a ticket must register the ticket with the elections commissioner.

(T) Registration of a campaign ticket must include, but is not limited to:

(1) The name(s) of the ticket;

(i) The name(s) of the ticket is subject to the approval of the elections commission.

(ii) The name(s) may not exceed 25 characters.

(iii) All names that could be used to identify the campaign must be disclosed. The list must be updated if additional names are conceived after filing before they may be used.

(2) The candidates which compose the ticket;

(i.) A ticket may not have more than one (1) candidate per executive office.

(ii.) All candidates on a ticket must include their express, written consent to being a part of the ticket at the time of filing.

(iii.) Additional candidates may be added to a ticket after filing with the express, written consent of a majority of candidates on the current ticket. The elections commission must communicate any and all additions by 5:00 PM on the University day following the addition.

(iv.) Candidates may remove themselves from a ticket by an express, written notification to the elections commission. The elections commission must communicate any and all removals by 5:00 PM on the University day following the removal.

(v.) Additional candidates may be added to a ticket after filing period has ended.

(a.) Candidates who are added to a ticket after the filing period has ended shall be write-in only; their names will not appear on the ballot

(i.) A candidate who operates in a manner that a reasonable person would expect of a member of a ticket shall be considered a member of the ticket for the purpose of assessing election fraud or elections violations against the ticket.

Section 4-2-70. Campaign Expenditures.

(A) No candidate for executive office may spend over one hundred five hundred (1500) dollars;

(B) No candidate for senatorial office may spend over two hundred fifty (250) dollars;

(C) Each candidate must submit an itemized budget with their signature of all materials or services

purchased with the intention of campaigning along with any receipts, invoices, or proof of payment by 5:00 pm on the day of the debate to the Elections Commission;

(1) Any additional materials purchased must be submitted to the Elections Commission by 5:00 pm on the day election results are announced;

(2) The Elections Commission must post each candidate's itemized budget within 24 hours of submission by the candidate;

(3) The Elections Commission must submit a sample itemized budget within the candidate's packet;

(D) In the case of a runoff election, candidates may spend an additional two hundred (200) dollars;

(E) Tickets may submit a joint itemized budget;

(1) A ticket with multiple executive candidates cannot exceed two thousand (2,000) dollars;

(2) A ticket with multiple senatorial candidates cannot exceed the combination of the campaign limit per candidate up to a maximum of seven hundred fifty (750) dollars;

(3) A ticket with a combination of executive and senatorial candidates cannot exceed the combination of the campaign spending limit per candidate up to a maximum of two thousand five hundred (2,500) dollars.

(F) All campaign materials must be listed at fair market value;

(1) To determine fair market value a candidate must submit two (2) price estimates for the same item.

Section 4-2-80. Candidates' meeting.

(A) The Elections Commission shall plan and hold an official candidate meeting.

(1) This meeting is mandatory for all candidates.

(2) This meeting must be held no earlier than 5:00 PM on the first (1st) university day following the filing period, and no later than 11:00 PM on the third (3rd) university day following the filing period.

(B) The date of this meeting shall be determined during the fall semester, and candidates shall be informed of the meeting and its date and time when they complete the filing process.

(C) If a candidate is unable to attend the mandatory meeting, the candidate, to be eligible to run

for office, must:

(1) Submit a written excuse to the Elections Commission prior to the mandatory meeting;

(i.) Excuses shall be determined at the discretion of the elections commission.

(ii.) Excuses that are determined to be invalid or unacceptable by the Elections Commission prohibit a candidate from having their name appear on the ballot. A candidate may refile as a write-in candidate.

(1) And meet with the Elections Commission within two (2) university days after the mandatory meeting.

(i.) Any and all write-in candidates must meet with the Elections Commission within two (2) university days of their filing to review and complete any provisions of the mandatory candidate meeting

(D) At this meeting, the Elections Commission shall provide a copy of the official candidates' packet for all candidates, which must contain Chapter 4 of these Student Government Codes, the posting regulations, a copy of the University Solicitation Policy, a copy of the Carolinian Creed, an example of an itemized budget for candidates, contact information for members of the Elections Commission, and any other information deemed necessary.

(E) At this meeting, all candidates must sign an agreement affirming that they have read the documents mentioned above and fully understand all of their meanings and implications.

(1) This applies to any and all candidates that meet with the Elections Commission after the mandatory candidate meeting.

(F) It is the responsibility of the Elections Commission to explain any ambiguities or answer any questions that the candidates may have.

Section 4-2-90. Campaign period.

(A) The period in which candidates may campaign shall begin immediately following the official candidates' meeting and shall end upon the conclusion of the final voting period for that candidate's particular race.

(B) There shall be two distinct periods of campaigning: Soft Campaigning and Hard Campaigning.

(1) Soft Campaigning is defined as attempts to gain votes during the period of soft campaigning. This includes passing out flyers, mass-emailing and public declarations of candidacy on social media, in a publication, or at a mass assembly of students. Reaching out to individuals to learn about issues, attempting to find campaign staff, and having exploratory conversations and email

exchanges are not considered to be soft campaigning. Soft campaigning may consist of all campaign methods not including:

- (i.) Those in violation of these Student Government Codes;
- (ii.) The distribution of campaign promotional items such as cups, t-shirts, food, beverages, and items related to the exchange of food, beverages, or consumer products;
- (iii.) Or the holding of campaign rallies or special events.

(1) Hard Campaigning is defined as any attempts to gain votes during the period of hard campaigning, through methods such as tabling, distributing campaign promotional items such as cups, t-shirts, food, beverages, and any items related to the exchange of food, beverages, or consumer products. It may consist of all campaign methods not including those in violation of these Student Government Codes.

(C) The period of soft campaigning shall begin with the conclusion of the official candidate meeting and shall end at the conclusion of the candidates' debate.

(D) The period of hard campaigning shall start at the conclusion of soft campaigning and shall end at the conclusion of the final voting period for each race.

(E) The distribution of campaign promotional items to campaign staff members, as named at the official candidates' meeting, shall not be prohibited at any point during the campaign period.

Section 4-2-100. Polling locations.

- (A) Students may vote from any device with access to the designated online voting system.
- (B) The Elections Commission may designate other polling locations where voting may be encouraged and facilitated by the commission.
 - (1) The Elections Commission must designate at least one (1) polling location, in a conspicuous place, for any eligible student to vote.
 - (2) Polling locations must be designated prior to the voting period.
 - (3) Polling locations must be labeled in a conspicuous way.
 - (i) Failure to adequately label a polling location will invalidate its designation.
- (C) Every student eligible to vote in the regular student body elections shall receive an email from the university reminding them to vote. This email must contain a link to the online voting system, instructions for voting, a list of designated polling locations, and candidate

information, or a link to candidate information. This email shall be sent out the first (1st) day of elections to students' official university email accounts. In case of a runoff, new, or special election, the same requirements apply.

Section 4-2-110. Voting procedures.

- (A) The Student Government coordinator, in coordination with the Office of Information Technology, shall be responsible for the implementation and preparedness of all ballot information for the elections.
- (B) Voting shall occur through the designated online voting system and all ballots shall be automatically tallied by the system.
- (C) Voters shall access the election site through the website of the designated online voting system.
- (D) All students registered at the University of South Carolina-Columbia campus, eligible to vote, will be provided electronic ballots for regular and other elections. The ballot shall be appropriate based on their college or school of enrollment.
- (E) Each student, eligible to vote, will be allowed to access the electronic ballot to vote one time.
 - (1) Additional attempts to access the site shall not be allowed
- (F) The order of candidate's name on the ballot must be determined through electronic randomization.
 - (1) If possible, the order should be random for each ballot.
 - (i) If not possible through electronic randomization, the order of candidate's names on the ballot shall be determined through a random drawing to be conducted by the Elections Commission during the mandatory candidates' meeting.
 - (2) Candidate's names in uncontested races will appear in alphabetical order.
- (G) Each candidate's name on the ballot must contain no more than twenty-five (25) characters or letters. Each candidate is responsible for viewing the ballot on the online voting system and verifying the correct spelling of their name on the ballot with the Student Government coordinator no later than three (3) university days prior to the election. Any requests for a change of ballot information must be submitted in writing three (3) university days prior to the election and must be issued a receipt by the Student Government coordinator.
- (H) Each member of a ticket shall have the name of the name of the ticket displayed, in parenthesis, immediately after the candidate's name.

- (I) The online voting system must be accessible for at least eighty (80) percent of the allotted election time available during any election.
 - (1) If the online voting system is not accessible for at least eighty (80) percent of the allotted election time, that election may be considered null and void by the Constitutional Council.

- (J) Students wishing to submit a write-in ballot during the general election must do so through the electronic voting system. If unavailable, students may submit a write-in ballot at the Student Government office polling location by the following process:
 - (1) The student shall present to the poll worker their Carolina Card.
 - (2) The student shall log onto the online voting system and submit a blank ballot.
 - (3) The student shall be provided a paper ballot by the designated member of the Elections Commission monitoring the write-in location. This paper ballot must contain the names of all executive candidates and senatorial candidates for the student's college or school of enrollment, spaces for the student to write-in votes for each office, and an envelope.
 - (4) The student shall indicate their selections on the ballot, seal the ballot in the envelope, and place it in the designated ballot box.

- (K) The Elections Commission shall be responsible for providing the following items at the write-in polling station located in the Student Government office:
 - (1) One large, lockable ballot box;
 - (2) Write-in ballots and envelopes;
 - (3) Instructions for any poll workers;
 - (4) And materials to designate the polling location;

Section 4-2-120. Tabulation and notification.

- (A) A member of the Elections Commission must be present to close the write-in polling location at 5:00 PM on the final day of the regular student body election and to transport the ballots to the counting location. Candidates for executive office may have up to one (1) observer present from the time the poll closes until the tabulation of the write-in ballots is complete.

- (B) The attorney general must be present as an observer at the time the write-in ballot box is opened and until the tabulation is complete. The attorney general shall be responsible for the security of the area where counting is taking place. If the attorney general is not present, the chief justice

of the Constitutional Council or an individual designated by the Division of Student Affairs and Academic Support shall be permitted as a substitute.

- (C) The tabulation of the write-in ballots is the responsibility of the Elections Commission. The Elections Commission shall count the write-in ballots under the direct supervision of the elections commissioner.
- (D) Upon completion of the tabulation of write-in ballots and their addition to the total vote count, the elections commissioner shall certify the results prior to publishing the results.
 - (1) Complaints of election violation or election fraud must be fully concluded for all candidates for an office before the results of that office are certified.
- (E) The Elections Commission shall announce the results of the elections on the evening of their certification, barring any pending complaints of election violations or fraud.
- (F) The elections commissioner shall post a copy of the results within twenty-four (24) hours of their certification, at which time the official results shall constitute a public record. The record on file in the Student Government office shall include the total number of ballots cast and the total votes cast for each candidate.
- (G) Anyone wishing to contest an election must do so within twenty-four (24) hours after the posting of the official vote tabulation results by the Elections Commissioner.
 - (1) Contests must be filed with the Constitutional Council.

ARTICLE III. ELECTION VIOLATIONS

Section 4-3-10. Definition.

An election violation shall be defined as any willful act, deed, or conspiracy that violates the provisions of these Student Government Codes. An election violation may occur on any date during or before the campaign period.

Section 4-3-20. General rules and regulations.

- (A) In all instances, candidates and members of a candidate's campaign shall, in addition to these codes, observe and abide by:
 - (1) The University Solicitation Policy;
 - (2) And the posting regulations as provided in the official Candidates' Packet.
- (B) Prior to the campaign period, a candidate may communicate with other students for the explicit

purpose of enlisting campaign staff members, but shall not campaign for the explicit or implicit purpose of acquiring votes.

(C) Candidates, their campaign staff, and individuals associated with their campaign shall never, willfully or otherwise, abridge, subvert, or avoid decisions and penalties, in neither nature nor spirit, levied by Constitutional Council.

Section 4-3-30. Electronic communication.

(A) Phone calls, text messaging, or other forms of electronic communication may only be directed at individuals who have a pre-existing relationship with the candidate or the campaign member performing the contact.

(1) The pre-existing relationship must be significant and substantial.

(B) No candidate may campaign through any listserv or webpage operated, owned, compiled, generated, created, or hosted by the university, a university department, university employee, or university subsidiary.

(C) Candidates, or members of their staff, may not, explicitly or implicitly, announce their candidacy prior to the beginning of the soft campaigning period.

Section 4-3-40. Oral communication.

(A) Candidates wishing to reserve tables, for tabling on Greene Street, for their campaign must do so through the Elections Commission.

(1) Tables may only be reserved on the days of the election, and on day(s) during the week prior to the election, to be determined by the Elections Commission.

(B) Candidates or members of a candidate's campaign may not, explicitly or implicitly, solicit organizations to set up speaking times, irrespective of the topic, until the beginning of the soft campaigning period.

(C) Candidates or members of a candidate's campaign are prohibited from soliciting on off-campus residences, which include private homes, condominiums, or apartment complexes, unless:

(1) they have received signed, written permission by the owner or complex manager;

(2) and submit a copy of that written permission to the Elections Commission.

(D) No candidate, or person affiliated with a candidate, may speak in front of or to a class, either explicitly or implicitly, about Student Government elections.

(1) This prohibition includes the twenty (20) minutes before a class, any and all class time, and the twenty (20) minutes after a class.

(E) No candidate, or person affiliated with a candidate, may speak in front of or to a class, either explicitly or implicitly, about a candidate's views, thoughts, or opinions on the university or issues affecting students of the university.

(1) This prohibition includes the twenty (20) minutes before a class, any and all class time, and the twenty (20) minutes after a class.

(2) A candidate may speak in front of or to a class about a their views, thoughts, or opinions on the university or issues affecting students of the university when explicitly required as apart of coursework for courses in which he or she is enrolled.

(i) Evidence of this must be sent to the Elections Commission prior to the candidate speaking.

(F) Candidates, or members of their staff, may not, explicitly or implicitly, announce their candidacy prior to the beginning of the soft campaigning period.

Section 4-3-50. Materials-based communication.

(A) All fliers, banners, promotional items, and other forms of materials-based communication to be posted or distributed must be approved by the Elections Commission in advance.

(B) Candidates wishing to reserve space for banners for their campaign shall do so through the Elections Commission. Banners may be displayed at the beginning of the soft campaigning period.

(C) Campaign materials:

(1) May not be distributed before the official candidates' meeting;

(2) May be distributed following the official candidates' meeting,

(3) May only be placed in university posting locations and other places specifically designated for announcements and public notices;

(4) May not be placed on residence hall doors without the consent of the resident;

(5) May not be placed in any official polling location;

(6) May not employ any officially trademarked or copyrighted materials in accordance with US law governing the use and regulation of trademarks and copyrights;

- (7) And may include stick-on decals, as long as the decals are of the type that do not leave a residue upon removal.

ARTICLE IV. ELECTION FRAUD

Section 4-4-10. Definition.

- (A) Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process during the voting period.
- (B) Elections fraud shall include the following acts, committed by the candidate or individuals associated or affiliated with their campaign:
 - (1) Attempting to vote or voting in place of another;
 - (2) Attempting to procure or procuring – by the payment, delivery, or promise of money or other article of value – another to vote for or against any particular candidate or ballot measure;
 - (3) Attempting to procure or procuring – by the use of threats or intimidation – another to vote for or against any particular candidate or ballot measure;
 - (4) Attempting to make disparaging assertions with the intent to defame by slander, libel, or other injurious process against other candidates or campaigns;
 - (5) Attempting to influence or influencing a voter who is in the process of voting;
 - (6) Attempting to influence or influencing a voter who is under the influence of alcohol or illegal substances, as defined by applicable national, state, and local law;
 - (7) Or attempting to monitor or monitoring a voter who is in the process of voting.

ARTICLE V. COMPLAINTS AND HEARINGS

Section 4-5-10. Filing.

- (A) Any student, faculty member, or staff member at the University of South Carolina-Columbia may file a complaint of an alleged election violation or election fraud.
 - (1) This includes members of the Elections Commission and the Attorney General.

- (B) Any complaint of an alleged election violation may be filed with the Elections Commission at any time from the beginning of the filing period until 5:00 PM on the second (2nd) university day following the conclusion of the final voting period for the particular race in question.
- (C) Any complaint of alleged election fraud must be filed with the Elections Commission between 9:00 AM and 5:00 PM by 5:00 PM of the second (2nd) university day following the day of the alleged occurrence.
- (D) The person filing the complaint must state:
 - (1) Who was involved;
 - (2) what was done;
 - (3) where the act occurred;
 - (4) and any other known, relevant information.
- (E) The person filing the complaint may be asked to testify before the Constitutional Council;
- (F) The person filing the complaint shall be made publicly available.
- (G) All alleged violations filed with the Elections Commission before 12:00 PM must be made publicly available by 3:00 PM each university day a violation is filed.
 - (1) Complaints filed after 12:00 PM may be made publicly available on the next university day.
- (H) All alleged violations and accompanying evidence must be available in a conspicuous electronic format, accessible to the public, and a physical format, accessible to the public in the Leadership and Service Center.
- (I) Complaints involving alleged violations of posters, banners, and similar soft campaigning complaints should include a good faith effort by the complainant to resolve the alleged violation prior to filing.
- (J) Any charges brought against a candidate running as part of a ticket shall also apply to the entire ticket.

Section 4-5-20. Response.

- (A) The Elections Commission shall, in a timely manner, inform the person filing a complaint of an alleged election violation or election fraud that the report has been received;
- (B) The Elections Commission must send an email to all candidates by 3:00 PM each university

day, during which violations are eligible to be filed, detailing any and all complaints received.

(C) The Elections Commission may, by majority vote, invalidate complaints that are only dilatory in nature.

(1) Such invalidations must occur by 3:00 PM on the day the Constitutional Council is to hear the violation.

(2) Complaints that are found to be dilatory may be refiled with new and/or additional evidence.

(3) Complaints that are invalidated by the Elections Commission must still be made publicly available and denote that they have been invalidated.

(i) A complaint that has been refiled with new and/or additional evidence must be reconsidered by the Elections Commission.

(4) The Elections Commission should be extremely cautious and show extraordinary restraint in invalidating complaints, only doing so when there is strong evidence of dilatory intent.

Section 4-5-30. Hearing.

(A) The Constitutional Council shall convene to hear complaints at 6:00 PM on Tuesdays and Thursdays, provided the university is in session, during periods in which complaints are eligible to be filed.

(1) Upon convention, the Constitutional Council shall hear all complaints that have not yet been heard, that have not been invalidated, and that have been made publicly available.

(2) The Constitutional Council may not convene if there are no pending complaints requiring a hearing.

(3) All hearings must be heard and decided separately unless the complainant, defendant, and Constitutional Council unanimously consent to hearing multiple complaints simultaneously.

(4) The time the Council convenes to hear complaints may be amended by a majority vote of the Constitutional Council.

(B) All hearings must allow for the complainant and defendant to be heard on the complaint.

(1) Rebuttals must not be counted toward this provision.

(C) Complainants and defendants must be allowed at least one (1) opportunity for rebuttal.

(D) During the hearing of a complaint, the candidate against whom the complaint was filed has the right to be present at all times during which the complaint is being considered and to witness all documentation against him or herself except during the deliberation of the Constitutional Council, unless permitted to stay.

(1) Deliberation of the Constitutional Council, or Division of Student Affairs and Academic Support, shall be closed to themselves and the individuals they permit to stay.

(E) Additional processes of hearings shall be determined by the Constitutional Council Rules of Evidence and Procedure, given that such rules do not violate these Student Government Codes.

(1) In instances where the Student Government Codes and the Constitutional Council Rules of Procedures contradict or have discrepancies, the Student Government Codes will be supreme.

Section 4-5-40. Decision.

(A) The Constitutional Council may rule on a complaint in one (1) of three (3) ways:

(1) A violation occurred, and a penalty is imposed;

(2) No violation occurred;

(3) No violation occurred due to insufficient evidence.

(B) Complaints that have been ruled on may be refiled with new and/or additional evidence.

(C) The Constitutional Council must use the preponderance of evidence standard when hearing and determining complaints.

(1) The Constitutional Council may use other standards for the admittance of evidence in a hearing.

(D) The Constitutional Council decisions and penalties shall be made in a manner that upholds the sanctity and dignity of the Student Government election process and discourages candidates and persons associated or affiliated with candidates or tickets from committing election violations and election fraud.

(1) Any and all decisions and penalties levied against a candidate shall equally apply to their campaign as a whole, their campaign staff, and any and all individuals associated with their campaign.

(E) The Constitutional Council must announce its decision in response to a complaint immediately following the hearing of the complaint.

- (F) The Constitutional Council may disqualify any candidate, including write-in candidates or tickets, who do not comply with the rules and regulations set forth in these codes. Written notifications of disqualification must be filed with the attorney general as they are forwarded to the candidates.
- (1) The Constitutional Council may levy punishments against a ticket as a whole if the complaint was filed against a candidate running on a ticket.
- (G) The majority opinion of the Constitutional Council shall be written by the chief justice, or by a designated associate justice, and made publicly available in a conspicuous manner within three (3) university days of the Constitutional Council's ruling on the complaint.
- (H) The Constitutional Council shall refer violations of university policy concerning general student conduct to the Office of Student Conduct and Academic Integrity.
- (I) The Constitutional Council shall not impose a monetary penalty for students using the signature filling method and shall not exceed beyond disqualification.
 - (1) The Constitutional Council shall have wide latitude in imposing penalties, such as suspension of campaign activities.
- (J) The Elections Commission, by injunction of Constitutional Council, shall conduct a new election for each race significantly affected if it is determined that election fraud has occurred and has had a significant impact upon the result of the election.
- (K) The Elections Commission must notify all candidates of all rulings made by the Constitutional Council by 5:00 PM on the university day following a hearing.

Section 4-5-50. Appeal.

- (A) A candidate may appeal any decision of the Constitutional Council, but must do so by 5:00 PM on the university day following the hearing.
- (B) Any appeal of a decision by the Constitutional Council, if determined to have sufficient merit to warrant consideration, shall be heard by the Division of Student Affairs and Academic Support, or a designee.
- (C) The Chief Justice of the Constitutional Council shall represent the decision of the Constitutional Council to the Division of Student Affairs and Academic Support.
 - (1) The Chief Justice of the Constitutional Council may designate an associate justice or the attorney general to represent the Constitutional Council to the Division of Student Affairs and Academic Support.

ARTICLE VI. INAUGURATION

Section 4-6-10. Date.

The inauguration of new Student Government officers shall be held no later than four (4) weeks following regular student body elections.

Section 4-6-20. Accommodations.

- (A) Every effort shall be made to accommodate the university president, university vice presidents, and members of the Board of Trustees.
- (B) A reception shall be planned, with any necessary advertising and materials needed, for the event, to conduct the event in a traditional, respectable, and honorable manner.
- (C) All costs associated with inauguration shall be charged to the Student Government Elections Commission budget.

Section 4-6-30. Oath of office.

- (A) The Student Government oath of office shall be as follows: I, [name], do solemnly pledge to faithfully execute the office of [position name], to abide by the Student Government Constitution and Codes, to uphold the Carolinian Creed, and to represent my constituents to the best of my ability.
- (B) The Chief Justice of the Constitutional Council shall administer the oath of office to the incoming officers.
 - (1) If the Chief Justice is unavailable, an Associate Justice of the Constitutional Council or the outgoing Speaker Pro Tempore of the Student Senate may administer the oath.
- (C) All elected Student Government officials must take the oath of office upon their inauguration.
- (D) All members of Student Government must take the oath of office before they can be considered a member of Student Government and assume their role and office.
- (E) The Chief Justice of the Constitutional Council shall administer the oath of office to incoming Student Government members.
 - (1) If the Chief Justice is unavailable, an Associate Justice of the Constitutional Council, the speaker Pro Tempore of the Student Senate, or a student senator may administer the oath.

ARTICLE XII.

Section 4-7-10.

(A) Upon election as a Student Government Executive Officer, individuals must be available for university training during the week of the University's spring break. Said training is necessary for officers to be entitled to their stipends as the funds are derived from the Student Activity Fee.

(B) After the close of the first spring semester of their term, Officers must maintain an active and reasonable presence in their duties during the course of the summer term. The presence need not be physical, however it must be dutiful. Officers are the only members of Student Government granted a stipend and so are responsible for not being neglectful of their duties.

(1) A reasonable presence shall be defined as a minimum of 15 working hours a week as required by Officers as Student Life Ambassadors.

CHAPTER 5 – CONSTITUTIONAL COUNCIL

ARTICLE I. JUSTICES

Section 5-1-10. Chief justice.

There shall be a chief justice of the Constitutional Council, whose duties shall include but are not limited to:

(A) Serving as the custodian of the Student Government Constitution, Codes, and passed Student Body Legislation, and applying all passed Student Body Legislation and constitutional amendments to the Student Government Codes and Constitution, respectively;

(1) The Chief Justice will be required to update the Student Government Codes no more than five (5) university days following the first day of each month throughout the Student Government term;

(i) The Chief Justice will submit the updated Student Government Codes to the Office of the Speaker of the Student Senate by 5:00 PM on the day of the deadline;

(B) Presiding over Constitutional Council hearings of constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;

(C) Maintaining all necessary communication in relation to the filing of, hearing of, and decisions regarding constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;

- (D) Administering the oath of office to all elected and, as required, appointed Student Government officials;
- (E) Leading the selection of the Judicial Advocates and ensuring communication between the Court and the Judicial Advocates. These processes shall be completed in whichever manner the Chief Justice sees fit.
- (F) And, when necessary, serving as the chair of the Court of Impeachment.

Section 5-1-20. Associate justices.

There shall be four (4) associate justices of the Constitutional Council, whose duties shall include but are not limited to:

- (A) Participating in Constitutional Council hearings of constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;
- (B) And, when the chief justice of the Constitutional Council is unable to, administering the oath of office to all elected and, as required, appointed Student Government officials.

Section 5-1-30. Justices as candidates.

In order to run for any elected Student Government office, a Constitutional Council justice must first resign from their position.

Section 5-1-40. Selection of the justices.

All individuals considered for nomination to the Constitutional Council are to be reviewed and interviewed by the student body president.

- (A) The student body president shall disclose the time and date of each interview to the Senate.
- (B) Current justices shall have no participation in the selection process.

Section 5-1-50. Judicial Advocate Program.

There shall be a minimum of two (2), but no more than four (4) Judicial Advocates, whose duties shall include, but are not limited to:

- (A) Performing discovery and research for cases,
- (B) Representing parties and/or assisting parties
- (C) Maintaining impartiality through all elections during the year.

Section 5-1-60. Requirements of Judicial Advocates

The Judicial Advocate shall fall under the charge of the Chief Justice of the Constitutional Court.

- (A) All requirements or expectations, be they attendance, supplementary, or academic in nature, that apply to a Justice shall also apply to the Judicial Advocates.
- (B) The tenure of a Judicial Advocate shall be for the entirety of the Judicial Advocate's tenure at The University of South Carolina, so long as they do not resign or get removed.

Section 5-1-70. Judicial Advocates as candidates.

In order to run for any elected Student Government office, a Constitutional Council justice must first resign from their position.

Section 5-1-80. Removal of Judicial Advocates.

The removal of a Judicial Advocate shall occur when deemed appropriate by the Chief Justice and approved by 80% of the court.

Reasons for removal include, but are not limited to,

- (A) A Judicial Advocate entering as a candidate in an election governed by the Election Commission,
- (B) Consistently not maintaining impartiality throughout trials and elections,
- (C) Failure to perform duties required for the position.

ARTICLE II. CHALLENGES

Section 5-2-10. Constitutional challenges.

A constitutional challenge may be filed to address instances in which an individual feels as though the constitutional rights granted by the Student Government Constitution to that individual or to a group to which he or she belongs have been violated, such as:

- (A) A current Student Government Code;
- (B) Pending Student Body Legislation that has been signed by the student body president but not

yet signed by the university president;

- (C) And other actions by Student Government bodies or a registered student organization or other student-led body under the jurisdiction of Division of Student Affairs.

Section 5-2-15. Exceptions.

- (A) Complaints of violations of Chapter 4 of these Student Government Codes shall be considered Constitutional challenges.

- (B) The procedure for the filling, hearing, and determination of such violations shall be outlined in Chapter 4 of these Student Government Codes.

Section 5-2-20. Organizational challenges.

An organizational challenge may be filed to address instances in which an individual or group of students feels as though the rights granted by the constitution or by-laws of a registered student organization or other student-led body under the jurisdiction of the Division of Student Affairs have been violated.

Section 5-2-30. Filing of a challenge.

- (A) Any student or group of students registered at the Columbia campus of the University of South Carolina may file a constitutional or organizational challenge by submitting a letter to the Constitutional Council detailing the alleged violation.

- (B) Upon the submission of this letter, the individual or group submitting the letter shall be considered the plaintiff. The group or body against which the challenge was filed shall be considered the defendant.

- (C) Upon the receipt of this letter, the Constitutional Council shall inform the student body president, student body vice president, speaker of the student senate, the student body treasurer, and the defendant of the challenge.

Section 5-2-40. Determination of standing.

- (A) Upon the receipt of this letter, the Constitutional Council shall determine, within two (2) business days, if the plaintiff has standing.

- (B) The plaintiff shall be said to have standing if the Constitutional Council determines that their rights may have been violated, depending on the type of challenge that has been filed. Standing shall not be granted on the grounds that the plaintiff is displeased with a Student Government or student organization action or resolution.

(C) If the Constitutional Council does determine that the plaintiff has standing, the Constitutional Council shall immediately request a brief from the plaintiff.

(D) If the Constitutional Council does not determine that the individual has standing, the challenge shall not be taken up by the Constitutional Council.

Section 5-2-50. Filing of briefs.

(A) Following the request of the Constitutional Council, the plaintiff shall have three (3) business days to submit a brief. The brief may not exceed ten (10) pages in length and must be typed in a reasonably-sized font.

(B) Following the submission of a brief by the plaintiff, the defendant shall have five (5) business days to submit a brief. The brief may not exceed ten (10) pages in length and must be typed in a reasonably-sized font.

(C) After both briefs have been filed, they shall both be available for public viewing in the Student Government office.

Section 5-2-60. Discovery of evidence.

Following the receipt of both the brief of the plaintiff and of the defendant, there shall be a two (2) business day period in which all evidence to be brought before the Constitutional Council must be submitted to the Constitutional Council, which shall disseminate all submitted evidence to both parties.

Section 5-2-70. Hearing of the challenge.

(A) The Constitutional Council shall hold a public hearing in response to the challenge within five (5) business days after the conclusion of the period for the discovery of evidence. All parties shall be informed of the date, time, and location of this public hearing immediately after the date, time, and location have been set.

(B) During a hearing of a challenge, both the plaintiff and defendant shall have the right to state their cases before the Constitutional Council.

(C) The process of hearings shall be governed by the Constitutional Council Rules of Evidence and Procedure, which shall be adopted and amended by the Constitutional Council by a majority of its members and may not contradict these Student Government Codes.

Section 5-2-80. Ruling.

(A) Following a hearing of a challenge, the Constitutional Council shall either issue a ruling based on the majority opinion of its members no later than 10:00 a.m. on the day following the

hearing. Damages may not exceed the overturning of a Student Government Code or pending piece of Student Body Legislation, or the suspension of an action by a Student Government body, student organization, or student-led group.

- (B) The majority opinion of the Constitutional Council shall be written by the chief justice or by a designated associate justice within ten (10) business days of the Constitutional Council's ruling on the challenge.
- (C) Members of the Constitutional Council wishing to issue a dissenting or concurring opinion may do so.
- (D) Copies of all opinions shall be provided to Student Government, the plaintiff, the defendant, the vice president of student affairs, and The Daily Gamecock.

Section 5-2-90. Appeals.

(A) Any ruling of the Constitutional Council may be appealed to the Department of Student Life, or a designee.

(1) Such appeals must be submitted by 5:00 PM on the day following the decision of the Constitutional Council to be considered by the Department of Student Life, or a designee.

(B) The Department of Student Life, or a designee, retains full discretion to deny an appeal for any reason.

(C) Decisions of the Department of Student Life, or a designee, include, but are not limited to:

(1) Denying the appeal;

(2) And altering the decision of the Constitutional Council.

(D) Following a decision to hear the appeal, procedures of the appeal shall be determined by the Department of Student Life, or a designee.

Section 5-2-100. Pending legislation or actions.

(A) Upon the Constitutional Council's acceptance of a challenge, the legislation or action in question of the defendant shall be considered pending until the Constitutional Council issues its ruling.

(B) A challenge pertaining to an existing Student Government Code shall not render the code ineffective during the review process.

Section 5-2-110. Recusal.

If a justice of the Constitutional Council is found by a majority vote of the Constitutional Council to have a conflict of interest in respect to a challenge, the justice shall recuse him or herself from the consideration of the challenge.

ARTICLE III. APPEALS OF DECISIONS OF THE ELECTIONS COMMISSION

Section 5-3-10. Filing of an appeal.

- (A) Any candidate affected by a ruling of the Elections Commission may appeal the decision of the Elections Commission to the Constitutional Council by submitting a letter to the Constitutional Council detailing the decision of the Elections Commission within one (1) business day from the time that the decision of the Elections Commission is submitted to the candidate, not including days in which the University is on spring break.
- (B) Upon the submission of this letter, the candidate submitting the letter shall be considered the plaintiff. The Elections Commission shall be considered the defendant.
- (C) Upon the receipt of this letter, the Constitutional Council shall inform the student body president, student body vice president, speaker of the student senate, and the Elections Commission of the appeal.

Section 5-3-20. Determination of standing.

- (A) Upon the receipt of this letter, the Constitutional Council shall determine, within one (1) business day, if the plaintiff has standing, not including days in which the University is on spring break.
- (B) The plaintiff shall be said to have standing if the Constitutional Council determines that the decision of the Elections Commission may have violated the Student Government Constitution or Codes. Standing shall not be granted on the grounds that the plaintiff is displeased with the decision of the Elections Commission.
- (C) If the Constitutional Council does determine that the plaintiff has standing, the Constitutional Council shall inform both the plaintiff and defendant.
- (D) If the Constitutional Council does not determine that the individual has standing, the appeal shall not be taken up by the Constitutional Council.

Section 5-3-30. Discovery of evidence.

Following the determination of the standing of the plaintiff, there shall be a one (1) business day period, not including days in which the University is on spring break, in which all evidence to be brought before the Constitutional Council must be submitted to the Constitutional Council, which shall disseminate all submitted evidence to both parties.

Section 5-3-40. Hearing of the appeal.

- (A) The Constitutional Council shall hold a public hearing in response to the appeal within three (3) business days after the conclusion of the period for the discovery of evidence, not including days in which the University is on spring break. All parties shall be informed of the date, time, and location of this public hearing immediately after the date, time, and location have been set.
- (B) During a hearing of an appeal, both the plaintiff and defendant shall have the right to state their cases before the Constitutional Council.
- (C) The process of hearings shall be governed by the Constitutional Council Rules of Evidence and Procedure, which shall be adopted and amended by the Constitutional Council by a majority of its members and may not contradict these Student Government Codes.

Section 5-3-50. Ruling.

- (A) Following a hearing of an appeal, the Constitutional Council shall either issue a ruling based on the majority opinion of its members no later than 10:00 a.m. on the day following the hearing. Damages may not exceed the overturning of the decision in question by the Elections Commission.
- (B) The majority opinion of the Constitutional Council shall be written by the chief justice or by a designated associate justice within five (5) business days of the Constitutional Council's ruling on the appeal, not including days in which the University is on spring break.

Section 5-3-60. Appeals.

- (A) Any ruling of the Constitutional Council may be appealed to the Department of Student Life or a designee.
 - (1) Such appeals must be submitted by 5:00 PM on the day following the decision of the Constitutional Council to be considered by the Department of Student Life
 - (B) The Department of Student Life, or a designee, retains full discretion to deny an appeal for any reason.
 - (C) Decisions of Department of Student Life, or a designee, include, but are not limited to:
 - (1) Denying the appeal;

(2) And altering the decision of the Constitutional Council.

(D) Following a decision to hear the appeal, procedures of the appeal shall be determined by the Department of Student Life, or a designee.

ARTICLE IV. OFFICE OF THE CONSTITUTIONAL COUNCIL

Section 5-4-10. Selection of staff.

(A) The Constitutional Council shall select a staff to assist in the proceedings of the Council. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 5-4-13 Removal of staff.

(A) Members of the staff of the Constitutional Council shall serve until their graduation unless they are removed or resign from office.

(B) Members of the staff of the Constitutional Council may be removed from their position by the Constitutional Council, or Chief Justice at any time.

(C) The Office of the Constitutional Council must communicate to the Office of the Speaker of the Student Senate any removal, resignation, or other event that results in the vacancy of any and all position(s) by 5:00 PM on the day prior to the ensuing Student Senate session. All communications must be read across the desk at the ensuing Student Senate session.

(D) The Constitutional Council should announce each member of the staff at the beginning of each Constitutional Council hearing.

Section 5-4-17. Composition of staff.

(A) The Office of the Constitutional Council must staff the following positions, to be appointed by the fourth (4th) Student Senate session following the position's vacancy:

(1) Court bailiff;

(2) And a court stenographer.

(B) The Office of The Constitutional Council must communicate, within five (5) university days of a position's filling, to the Office Speaker of the Student Senate the individual selected to hold the position.

Section 5-4-20. Duties of the court bailiff.

(A) The duties of the court bailiff shall include, but are not limited to:

- (1) Serving as an assistant to the Constitutional Council for the purpose of maintaining order within the Constitutional Council Chambers;
- (2) Introducing justices when entering the chambers;
- (3) Managing witnesses before, during, and after their testimony;
- (4) Ensuring that the Constitutional Council Chambers are adequately stocked with all materials needed for all sessions; and
- (5) And assisting justices on the floor of the Constitutional Council Chambers, managing documents and any other materials.

(B) Additional duties may be assigned as needed by the Constitutional Council and Chief Justice.

Section 5-4-30. Duties of the court stenographer.

The duties of the court stenographer shall include, but are not limited to:

- (A) Recording and archiving, in an electronic medium that is conspicuous to the Student Body, proceedings for all Constitutional Council hearings;
- (B) Recording and archiving, in an electronic medium that is conspicuous to the Student Body, minutes for all Constitutional Council meetings;
- (C) Archiving, in an electronic medium that is conspicuous to the Student Body, all necessary documents deriving from the Office of the Constitutional Council;
- (D) Maintaining and archiving, in an electronic medium that is conspicuous to members of Student Government, the *Constitutional Council Rules of Procedure*;
- (E) And maintaining a digital archive, in an electronic medium that is conspicuous to the Student Body, of all Constitutional Council documents required herein, including but not limited to:
 - (1) Any and all witness testimony;
 - (2) Any and all defendants of the accused on trial;
 - (3) Any and all representatives for the plaintiff;

- (4) Any and all complaints filed with Constitutional Council;
- (5) Any and all briefs filed with Constitutional Council;
- (6) Any and all evidence filed with Constitutional Council;
- (7) And any and all correspondence, books, papers, documents, recordings, electronic files, etc. relevant to the hearings and proceedings of the Constitutional Council

CHAPTER 6 – OTHER PROVISIONS

ARTICLE I. DEFINITIONS

Section 6-1-10. Application.

Words, phrases, and provisions defined in Chapter 6 of these Student Government Codes shall serve as primary authority in definition and interpretation.

Section 6-1-20. Member of Student Government.

(A) A member of Student Government is defined as a student who has been either:

- (1) Elected by the general student body;
- (2) Elected by a college or school;
- (3) A member of the student body president, student body vice president, student body treasurer, or speaker of the student senate's staff;
- (4) A student who has been nominated, to serve in a position, by the student body president, student body vice president, student body treasurer, or speaker of the student senate and appointed, by way of advice and consent, by the Student Senate;
- (5) Or a student who has been selected to serve as a member of a Student Government program or Student Government agency.

(B) A student must take their oath of office before they can assume their role and become a member of Student Government.

(C) All members of Student Government shall be subject to summons as permitted in these Student Government Codes.

Section 6-1-30. Conspicuous Electronic Medium.

A conspicuous electronic medium is defined as any and all students at the University of South Carolina being able to access items through the internet, not exclusively on campus or a particular location, without needing prior approval or receipt.

Section 6-1-40. Student Organization.

A student organization is defined as any group of students with a common purpose, governing documents, at least seven (7) active members, and registered with the Division of Student Affairs

and Academic Support, or a designee.

Section 6-1-50. Office.

(A) An office shall be defined as an entity existing within Student Government distinct from the position of the office's namesake.

(B) The Office of the Student Body President shall be composed of:

- (1) The student body president;
- (2) The student body president's staff;
- (3) The Executive Cabinet;
- (4) And the Elections Commission.

(C) The Office of the Student Body Vice President shall be composed of:

- (1) The student body vice president;
- (2) The student body vice president's staff;
- (3) And Student Government programs.

(D) The Office of the Student Body Treasurer shall be composed of:

- (1) The student body treasurer;
- (2) And the student body treasurer's staff.

(E) The Office of the Speaker of the Student Senate shall be composed of:

- (1) The speaker of the student senate;
- (2) And the speaker of the student senate's staff.

(F) The position of the office's namesake shall be responsible for actions taken by members of the office in pursuit of fulfilling and discharging the duties of the office.

Section 6-1-60. Day.

A university day is defined as one in which both the university is open, and classes are in session during the fall and spring academic semesters. This excludes university holidays, Saturday and

Sunday, Reading Day and final exam periods.

Section 6-1-70. Time.

Times shall be interpreted as Eastern Time, also known as ET, as adhered to by the state of South Carolina.

Section 6-1-80. Withdrawal.

(A) Items that require submission may be withdrawn by the submitter.

(B) Withdrawals are considered tendered when the submitter sends a communication of the withdrawal to the Office of the Speaker of the Student Senate.

(1) Communications of withdrawal must include the nature of the withdrawal and a description of the reasoning behind the withdrawal.

(2) Withdrawals that have been communicated to the Office of the Speaker of the Student Senate must be read, including their nature and description, across the desk at the Student Senate session immediately following their receipt.

(C) Withdrawals may occur during the following time periods:

(1) The student body president may withdraw a nomination at any time before the commencement of the Student Senate session during which the vote for the nomination is held;

(2) A student senator may withdraw legislation at any time prior to the vote on the legislation;

(i) A student senator who withdraws legislation during the Student Senate session that the legislation would be voted on must seek the floor to explain the nature of and reasoning behind the withdrawal.

(3) A student senator may withdraw an amendment to legislation at any time prior to the vote on the amendment;

(i) A student senator who withdraws an amendment to legislation during the Student Senate session that the amendment would be voted on must seek the floor to explain the nature of and reasoning behind the withdrawal.

(4) And articles of impeachment may be withdrawn at any time prior to the call to order of the Court of Impeachment.

ARTICLE II. STUDENT GOVERNMENT PROGRAMS

Section 6-2-10. Carolina Convoy.

(A) Carolina Convoy shall exist for the purpose of encouraging a sense of school spirit, support for athletics, and a feeling of university loyalty through trips to away and neutral-site athletic events with groups of students.

(B) The governing document of Carolina Convoy shall be the Carolina Convoy Charter, which shall not contradict these Student Government Codes. The adoption and revision of this charter shall be under the purview of the Student Senate in the form of a Bill.

Section 6-2-20. Freshman Council.

Freshman Council

Preamble

The Freshman Council serves primarily to represent the voice of the freshman class, for the purpose of bringing the views of freshman students to the attention of Student Government and the university. In an effort to represent the voice of the freshman class, Freshman Council will conduct activities to unify and involve freshman students and the general student body.

ARTICLE I. NAME AND MISSION

Section 1-10. Name.

(A) The name of this body shall be the University of South Carolina Student Government Freshman Council, hereafter referred to as Freshman Council.

Section 1-15. Mission.

(A) The mission of Freshman Council shall be:

(1) To advise Student Government on the issues, sentiments, and concerns of freshman students; and

(2) To make members aware of the structure, obligations, and impact of Student Government so they can effectively serve in future positions; and

(3) To unify and involve freshman students at the University of South Carolina through programming; and

(4) To develop leaders within the greater Carolina community.

ARTICLE II. DIRECTORS

Section 2-10. Selection of Directors.

(A) The student body vice president shall nominate two (2) Freshman Council directors, pursuant to the Student Government Codes.

Section 2-15. Duties of Directors.

(A) The directors of Freshman Council shall be responsible for:

(1) Meeting regularly with the student body vice president to provide an update on the progress of the council and to make recommendations for improvement;

(2) Appointing members of Freshman Council to committees;

(3) Planning and attending the Freshman Council retreat;

(4) Keeping a record of all absences for members of Freshman Council;

(i) The directors must notify any member in violation of the absence policy through an electronic conspicuous medium;

(ii) The directors must notify the Student Body Vice President of any member in violation of the absence policy through an electronic conspicuous medium.

(5) Planning and attending all regular meetings of Freshman Council

(6) Publicizing, in a conspicuous manner to all freshman students, the application to join Freshman Council;

(7) Reviewing all applications for membership to Freshman Council;

(8) Attending interviews for membership to Freshman Council;

(9) Overseeing the Selection Committee;

(10) And ensuring all members of Freshman Council are educated on the workings of Student Government.

Section 2-20. Term of Directors

(A) The directors of Freshman Council shall serve a term as outlined in the Student Government Codes.

Section 2-25. Removal of Directors

(A) The directors of Freshman Council may be removed as outlined in the Student Government Codes.

ARTICLE III. SELECTION OF MEMBERS

Section 3-10. Selection Committee.

(A) Selection to Freshman Council shall be determined by a Selection Committee made up of the following members:

- (1) Two (2) Cabinet Members selected by the student body president; and
- (2) Two (2) Senators selected by the speaker of the senate and confirmed by the Student Senate; and
- (3) Two (2) former members of Freshman Council, selected by the previous Freshman Council members; and
- (4) The Freshman Council Directors; and
- (5) The Student Body Vice President.

(B) If a vacancy occurs in the Selection Committee during the fall semester, the student body vice president shall nominate a replacement to be approved by the Speaker of the Senate and the Student Body President pursuant to the Student Government Codes.

Section 3-15. Qualifications for Membership.

(A) To qualify for membership in Freshman Council applicants must:

- (1) Be recognized by the University Registrar as a full time, first (1st) year freshman at the University of South Carolina, Columbia;
- (2) Complete the Freshman Council application;
- (3) Attend an interview with the Selection Committee;
- (4) Attend the Freshman Council retreat;

(5) And be able to meet all qualifications of office, if selected.

Section 3-15. Application.

(A) An application for Freshman Council must be made available, in a conspicuous electronic medium, no later than two (2) weeks after the last day of the spring semester. The application deadline shall be two (2) weeks after the first (1st) day of class of the fall semester.

(B) The application must include the following information:

- (1) Confirmation that the applicant can attend the Freshman Council retreat;
- (2) Confirmation that the applicant can attend regular meetings of the Freshman Council;
- (3) The legal name and preferred name of the applicant;
- (4) A question to discern how the applicant found out about Freshman Council;
- (5) A one (1) page resume provided by the applicant;
- (6) At least two (2) long-form questions to ascertain the leadership style and goals of the applicant;
- (7) And any other information germane to the Selection Committee.

Section 3-20. Interview.

(A) The Selection Committee shall extend an interview to at least fifty-percent (50%) of the applicants.

- (1) The list of applicants offered an interview shall be posted, in a conspicuous electronic medium, the Monday following the application deadline;
- (2) And the applicants shall be notified, via electronic medium, of the sign-up for interviews and the location for the interview.

(B) Each applicant shall receive a second (2nd) reminder about the dates to sign up for interviews, through an electronic medium.

(C) At least three (3) members of the Selection Committee separate from the Freshman Council Directors, and at least one (1) Freshman Council Director themselves must be present and in attendance for each interview.

(1) All audio from member interviews must be recorded and made available for members of the Selection Committee who are unable to attend the interview.

(2) Recordings may be used by the Selection Committee during the deliberation process.

(3) Recordings shall not be made public by any member of the Selection Committee or anyone with access to the recordings.

(i) Recordings must be made available in the response to a valid summons or by request and consent of the interviewee.

(D) During the interview the Selection Committee shall:

(1) Give each applicant the opportunity to describe their competence and fitness for the position; and

(2) Ask questions regarding the application submitted by the applicant.

(E) Each applicant must be given at least fifteen (15) minutes to interview with the Selection Committee.

(F) The interview period shall conclude once all candidates extended an interview have completed the interview process, or until the fifth (5th) University Friday, whichever comes first.

(1) The interview period may be extended if requested by the Freshman Council Directors and approved by the student body Vice President.

(2) The extension period for interviews shall be no longer than ten (10) days past the original deadline.

(3) If an extension for interviews is approved by the student body Vice President then their office must communicate the extension and the length thereof to the student body Senate.

Section 3-25. Deliberation.

(A) At the conclusion of the interview period, all members of the Selection Committee and the student body vice president must gather to select the members of Freshman Council.

(B) The Selection Committee shall select fifty (50) applicants, by majority vote, to become members of Freshman Council.

(1) The Selection Committee may employ a preferential voting system to determine the “top” fifty (50) applicants.

(2) The student body vice president must only vote in the case of a tie.

(3) In the case that the applicants to Freshman Council are exceptional the Freshman Council Directors and student body vice president may petition the Student Senate to increase the total number of members up to sixty (60).

(i) This shall require a majority vote of Senators in office.

(C) The Selection Committee must consider all documentation submitted by the applicant, and the interview when deliberating.

(D) Once the selections are determined and agreed upon by the Selection Committee, the applicants must be notified of their selection.

(1) The Selection Committee shall attempt to notify the members first (1st) by phone or in person.

(i) If the applicant cannot be reached by phone, the committee may notify them through an electronic medium.

(2) The Selection Committee should remind the member of the mandatory retreat and regular Freshman Council meeting times.

(E) After all applicants have been notified the selection of members should be communicated to the executive officers and Student Senate.

(F) The selection process must be completed no later than the end of the fifth (5th) week of the fall semester, unless the Student Senate has granted an extension.

Section 3-30. Non-Discrimination.

(A) No applicant who qualifies for membership shall be denied based on their:

(1) Race;

(2) Ethnicity;

(3) Sexual Orientation;

(4) Age;

- (5) Sex;
- (6) State Residence;
- (7) Religion;
- (8) National Origin;
- (9) or Disability (acute or chronic);
- (10) Political Affiliation;
- (11) Transgender Status;
- (12) Gender or Gender Identity;
- (13) Protected Veteran Status;
- (14) First Generation Student Status;
- (15) Pregnancy;
- (16) Childbirth;
- (17) or Other Medical Conditions.

ARTICLE IV. MEMBERSHIP.

Section 4-10. Duties of Members.

(A) Members of Freshman Council shall be responsible for:

- (1) Completing ten (10) service hours with Student Government per semester;
 - (2) Serving on at least one (1) committee but no more than two (2);
 - (3) Attending weekly Freshman Council meetings and weekly committee meetings;
 - (i) Members shall be allowed a total of three (3) unexcused absences per term from regularly scheduled Freshman Council meetings, and two (2) unexcused absences per term from regularly scheduled committee meetings.
- (a) Two (2) late arrivals, or early departures will constitute one (1) absence.

(ii) Excused absences shall be considered by the student body vice president and granted at their discretion in cases of bereavement, illness, or religious observance.

(iii) Late arrivals, or early departures shall be defined as missing fifty-percent (50%) of the overall meeting time.

(b) The decision of the student body vice president to deny an excused absence may be appealed to the Constitutional Council.

(4) Advising Student Government members on matters concerning first (1st) year freshman students;

(5) Attending the Freshman Council Retreat during the first (1st) semester of term of office;

(6) Serving, at least once (1), as the liaison to the Executive Cabinet or the Student Senate;

(i) Liaisons should introduce themselves and give an overview on the goals and projects undertaken by the Freshman Council.

(7) Remaining in good standing in their respective colleges;

(8) And remaining in good conduct during their term in office.

(9) Freshman Council must never assess or charge dues to its members.

Section 4-15 Term of Members.

(A) Members of Freshman Council shall serve from the date of their selection and end upon the conclusion of the student body vice president's term of office, unless they are removed or resign from office.

Section 4-20. Removal of Members.

(A) Members of Freshman Council shall be automatically removed from office if they:

(1) Are no longer in good standing in their respective college.

(2) Are convicted of a conduct violation by the Office of Student Conduct and Academic Integrity.

(3) Accrue more than three (3) unexcused absences per term from regularly scheduled Freshman Council meetings, or more than two (2) unexcused absences per term from regularly scheduled Freshman Council committee meetings.

(B) Members who do not fulfil other duties as stated in this charter may be removed from office by unanimous decision of the directors or the decision of the student body vice president.

(C) Removal from office may be appealed to the Student Senate, who may reinstate the member by a two-thirds (2/3) vote of Senators in Office.

(1) The member will be given the opportunity to speak in front of the Student Senate, and call any relevant witnesses, before the vote of reinstatement is conducted.

(D) The Student Senate may, through impeachment and subsequent conviction as outlined in the Student Government Codes, remove a member from Freshman Council.

(E) Any member who becomes a member of the legislative or judicial branch of Student Government immediately forfeits their membership of Freshman Council.

ARTICLE V. MEETINGS OF THE BODY

Section 5-10. Time and Location.

(A) Regular meetings Freshman Council shall occur at 6:00 PM on every Monday the university is in session.

(B) The directors of Freshman Council are expected to attend every regular meeting of the Freshman Council.

(C) The Student Body Vice President is expected to regularly attend meetings of the Freshman Council.

(1) Regularly shall be defined as at least sixty-percent (60%) of the total meetings of the Freshman Council.

(D) Every effort should be made for the meetings to be held in the Student Senate chambers.

(E) Committee meetings shall not occur during the regular meeting time.

Section 5-15. Minutes.

(A) A record of the proceedings, discussions, and attendance of the meeting must be made publicly available by 5:00 PM on the second (2nd) university day following the meeting.

(1) Attendance shall include a list of all members present, absent, and any late arrivals and early departures.

(2) The attendance of Directors and the student body vice president shall also be included.

Section 5-20. Topics.

(A) All regular meetings of Freshman Council shall include a report from at least one (1) member of each committee. This report should include:

- (1) How long the committee met;
- (2) What the committee discussed;
- (3) Goals for the committee;
- (4) And progress made on previous goals.

(B) All regular meetings of Freshman Council shall include a report from liaisons to Student Senate and Executive Cabinet. This report should include:

- (1) What they reported on behalf of Freshman Council;
- (2) What was discussed during the meeting; a
- (3) And opportunities for collaboration.

(C) Throughout the semester meetings should be hosted in regard to:

- (1) The structure of Student Government;
- (2) How the Student Senate operates;
- (3) How the Executive Cabinet operates;
- (4) How Constitutional Council operates;
- (5) The funding process for student organizations;
- (6) An Overview of all Student Government Agencies and Student Government Programs;
- (7) And a discussion on future opportunities for involvement in Student Government.

(D) Meetings should also be used to the improve the professionalism and leadership development of Freshman Council members.

ARTICLE VI. COMMITTEES

Section 6-10. Appointment.

(A) All members of Freshman Council must serve on at least one (1) committee, but no more than two (2).

(1) Members may serve on more than one (1) committee, with the approval of the directors.

(2) The directors may, if necessary, remove a member from a committee.

(i) The directors must notify the Student Body Vice President of any removal through an electronic conspicuous medium.

(B) Committee appointments shall be determined by the directors.

(1) Members should be given the opportunity to indicate their committee preferences to the directors prior to the appointments.

(2) The directors should attempt to make appointments based on the members committee preference.

(C) The student body vice president must receive the list of all appointments immediately following the committee appointment process.

(D) If there is a disagreement in the appointment process, the student body vice president shall make the final decision.

(E) The committee membership shall be made available within two (2) weeks of the selection of members, in a conspicuous electronic medium.

Section 6-15. Committees.

(A) There shall be five (5) standing committees of the Freshman Council. These committees are:

(1) The Academics Committee;

(2) The Student Life Committee;

(3) The Health and Safety Committee;

(4) The Sustainability Committee;

(5) And the Inclusion and Equity Committee.

(B) The directors may create up to two (2) additional committees beyond the five (5) standing, if necessary.

(1) The creation of these additional committees must be approved by the Student Body Vice President

(C) There must be at least six (6) members on each committee.

ARTICLE VII. NONDISCRIMINATION POLICY

Section 7-10. Policy.

(A) Freshman Council shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.

(B) No member of the Freshman Council may pursue a partisan agenda.

(C) No member of Freshman Council shall use the body as a vessel or means to pursue a partisan agenda.

(D) Freshman Council shall not pursue an overtly partisan agenda.

(E) Freshman Council shall not associate with a political party or candidate for public office.

Section 7-15. Student Body Election Season Behavior

(A) During the Student Body elections campaigning season, campaigns are prohibited from reaching out to members of Freshman Council in an attempt to recruit and/or solicit them to join their campaign.

(B) Members of Freshman Council may still be a part of a student body campaign if and only if they personally reach out to the campaign.

(C) If incumbent members wish to be on the ticket of a campaign, they must contact and be accepted to the campaign before the filing deadline so they can be included on the ticket submitted to the elections commission.

ARTICLE VIII. ADOPTION

Section 8-10. Date.

This charter was adopted by a majority vote of the Student Senate and signed by the Student Body President and University President on March 09, 2020.

Section 6-2-30. The Philanthropic Council.

Preamble:

The Philanthropic Council seeks to realize a culture of giving, compassion, and community engagement among our student body. It aims to empower individuals and groups to initiate and lead philanthropic efforts that address pressing social issues and contribute to the betterment of our community. Guided by our commitment to service and social responsibility, we envision a philanthropy program that inspires creativity, collaboration, and positive change, enriching both the lives of those we serve and our collective student experience.

ARTICLE I: GENERAL INFORMATION

Section 1-10. Name.

(A) The name of this body shall be the University of South Carolina Student Government Philanthropic Council. Henceforth known as the Philanthropic Council.

(B) The philanthropy program(s) and Philanthropic Council shall operate under the purview and discretion of the student body President.

Section 1-15. Mission.

(C) The primary purpose of the Philanthropic Council is to:

- (1) Encourage student-led philanthropic initiatives and projects.
- (2) Provide flexibility in selecting and supporting charitable causes and organizations.
- (3) Empower students to engage in community service and social impact activities based on their interests and passions.
- (4) Foster creativity, innovation, and collaboration in addressing social issues and needs.

ARTICLE II: GOVERNANCE AND OBLIGATIONS

Section 2-10. Directors.

(A) The student body president shall appoint two (2) Philanthropic Council directors, pursuant to the Student Government Codes

Section 2-15. Duties of Directors.

(A) The directors of Philanthropic Council shall be responsible for:

- (1) Supervise the planning, execution, and evaluation of philanthropic initiatives and projects, ensuring they are implemented effectively and efficiently.
- (2) Meeting regularly with the student body president to provide an update on the progress of the council and to make recommendations for improvement;
- (3) A bi-weekly report to be delivered to the Student Body Senate, on the philanthropic projects and organizational successes.
- (4) Keeping a record of all absences for members of Philanthropic Council;
 - (i) The directors must notify any member in violation of the absence policy through an electronic conspicuous medium;
 - (ii) The directors must notify the Student Body President of any member in violation of the absence policy through an electronic conspicuous medium.
- (5) Planning and attending all regular meetings of the Philanthropic Council
- (6) Publicizing, in a conspicuous manner to all students, the application to join the Philanthropic Council;
- (7) Reviewing all applications for membership to the Philanthropic Council;
- (8) Attending interviews for membership to the Philanthropic Council;
- (9) Any other responsibilities as seen fit to establish by the Student Body President in order to benefit the Philanthropic Council.

Section 2-20. Term and removal of Directors.

(A) The directors of the Philanthropic Council shall serve a term as outlined in the Student Government Codes.

(B) The directors of the Philanthropic Council may be removed as outlined in the Student Government Codes.

Section 2-25. Funding.

(A) Funding for philanthropic initiatives may be allocated from the Student Government budget

on a case-by-case basis.

(B) Students or student groups proposing philanthropic activities may request funding from the Undergraduate Organizational Budget.

(C) The student senate body shall review funding requests and make decisions based on the merits of the proposed initiative, available funds, and alignment with program objectives.

Section 2-30. Selection of Charitable Causes and Organizations.

(A) Students or student groups initiating philanthropic activities are encouraged to select charitable causes and organizations based on their interests, values, and community needs.

(B) The Student Body President may provide guidance and resources to assist students in identifying and evaluating potential charitable causes and organizations.

(C) While students have discretion in selecting charitable causes and organizations, they are encouraged to consider factors such as impact, transparency, and alignment with ethical standards.

(D) Students or student groups interested in initiating philanthropic activities may submit proposals to the student senate body for consideration and support.

(E) The Student Body President reserves the right to approve, modify, or reject proposed philanthropic initiatives based on alignment with program objectives, feasibility, and available resources.

ARTICLE III: MEMBERSHIP

Section 3-10. Qualifications for Membership and Application.

(A) To qualify for membership in the Philanthropic Council applicants must:

(1) Complete the Philanthropic Council application on Garnet Gate;

(2) Attend an interview with the Selection Committee;

(3) And be able to meet all qualifications of office, if selected.

Section 3-15. Application and Interview.

(A) An application for the Philanthropic Council must be made available, in a conspicuous electronic medium, no later than two (2) weeks after the last day of the spring semester through Garnet Gate.

(B) The application must include the following information:

- (1) The legal name and preferred name of the applicant;
- (2) Confirmation that the applicant can attend regular meetings of the Philanthropic Council;
- (3) A question to discern how the applicant found out about (2) The legal name and preferred name of the applicant;
- (4) A one (1) page resume provided by the applicant;
- (5) At least two (2) questions to ascertain the service goals and interests of the applicant;
- (6) And any other information germane to the Selection Committee.

(C) The Philanthropic Council Directors shall extend an interview to at least fifty-percent (50%) of the applicants.

(1) The list of applicants offered an interview shall be posted, in a conspicuous electronic medium, the Monday following the application deadline. The list must also be posted in the Student Government office the Monday following the application deadline. And the applicants shall be notified, via electronic medium, of the sign-up for interviews and the location for the interviews.

(D) At least one (1) Philanthropic Council Director must be present and in attendance for each interview.

(E) During the interview the Director(s) shall:

- (1) Give each applicant the opportunity to describe their competence and fitness for the position;
- (2) Ask questions regarding the application submitted by the applicant;
- (3) Each applicant must be given at least fifteen (15) minutes to interview with the Selection Committee.

Section 3-20. Deliberation.

(A) At the conclusion of the interview period, the Philanthropic Council Directors and the Student Body President must gather to select the members of the Philanthropic Council.

(B) The Directors shall select no less than fifteen (15) applicants, and no more than thirty (30) by majority vote, to become members of the Philanthropic Council.

(C) The Student Body President must only vote in the case of a tie.

(D) Once the selections are determined and agreed upon by the Selection Committee, the applicants must be notified of their selection if applicable by phone, in-person and electronic communication.

Section 3-35. Duties of Membership.

(A) Members of the Philanthropic Council shall be responsible for:

(1) Attending Council meetings

(a) Members shall be allowed a total of three (3) unexcused absences per term from regularly scheduled Philanthropic Council meetings

(b) Excused absences shall be considered by the Philanthropic Council Directors and granted at their discretion in cases of bereavement, illness, or religious observance.

(2) Engage in Council activities, events, and initiatives, demonstrating a commitment to the collective goals and objectives of the organization.

(3) Act as ambassadors for the Philanthropic Council, sharing its mission, values, and achievements with others and encouraging participation and support from the wider community.

(4) Serving, at least once (1), as a liaison to the Executive Cabinet or the Student Senate;

(6) Remaining in good standing in their respective colleges;

(7) And remaining in good conduct during their term in office.

Section 3-40. Term and removal of Members.

(A) Members of the Philanthropic Council shall serve from the date of their selection and end upon the conclusion of the Student Body President's term of office, unless they are removed or resign from office.

(B) Members of the Philanthropic Council shall be automatically removed from office if they:

(1) Are no longer in good standing in their respective colleges.

(2) Are convicted of a conduct violation by the Office of Student Conduct and Academic Integrity.

(3) Accrue more than three (3) unexcused absences per term from regularly scheduled Council meetings.

(C) Members who do not fulfill other duties as stated in this charter may be removed from office by unanimous decision of the directors or the decision of the Student Body President.

(D) Removal from office may be appealed to the Student Senate, who may reinstate the member by a two-thirds (2/3) vote of Senators in Office.

(1) The member will be given the opportunity to speak in front of the Student Senate, and call any relevant witnesses, before the vote of reinstatement is conducted.

(E) The Student Senate may, through impeachment and subsequent conviction as outlined in the Student Government Codes, remove a member from the Philanthropic Council.

ARTICLE IV: NON-DISCRIMINATION POLICY

Section 4-10. Policy.

(A) The Philanthropic Council shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.

(B) No member of the Philanthropic Council may pursue a partisan agenda nor shall a member of the Philanthropic Council use the body as a vessel or means to pursue a partisan agenda.

(C) The Philanthropic Council shall not associate with a political party or candidate for public office.

ARTICLE III. STUDENT GOVERNMENT AGENCIES

Section 6-3-10. National Lobbying Agency

Preamble

The National Lobbying Agency is a non-partisan advocacy group serving as the liaison between the South Carolina Congressional Delegation and the University of South Carolina Student Body. Government Relations Agencies exist to give members the opportunity to learn the art of lobbying and advocacy, including how to engage in political research, and how to present findings to elected officials and their associates. The agency shall act with the authority and approval of Student Government within the Department of Government Relations.

ARTICLE I. NAME AND MISSION

Section 1-10. Name.

(A) The name of this body shall be the University of South Carolina Student Government National Lobbying Agency, and may also be called the Congressional Advisory Board, or CAB.

Section 1-15. Mission.

(A) The mission of the National Lobbying Agency shall be:

(1) To represent Student Government, and therefore the Student Body, to the South Carolina Congressional Delegation and the national government;

(2) To act as the liaisons from the South Carolina Congressional Delegation, and Student Government;

(3) To engage in critical and thoughtful research to present to members of the South Carolina Congressional Delegation;

(4) To provide members with the opportunity to learn how to effectively advocate for the needs of the Student Body;

(5) And to provide members with the opportunity to influence state policies in the interest of the Student Body.

ARTICLE II. DIRECTOR

Section 2-10. Selection.

(A) The student body president shall nominate the director of the National Lobbying Agency pursuant to Chapter 2 of the Student Government Codes.

Section 2-15. Duties.

(A) The director of the National Lobbying Agency shall be responsible for:

(1) Publicizing, in a conspicuous manner to the Student Body, the application to join the National Lobbying Agency;

(2) Reviewing all applications for membership to the National Lobbying Agency;

(3) Attending all interviews for membership to the National Lobbying Agency;

(4) Assisting in the formulation and promotion of the National Lobbying Agency survey;

(5) Meeting regularly with the Secretary of Government Relations relations to provide an update on the progress of the agency and to make recommendations for improvement;

- (6) Keeping a record of all absences for members of the National Lobbying Agency;
- (7) Planning and attending all regular meetings of the National Lobbying Agency;
- (8) Being responsible for the formulation of the National Lobbying Agency Report;
- (9) Acting as the official representative of the National Lobbying Agency to Student Government, members of the South Carolina Congressional Delegation;
- (10) Reporting once (1) semesterly, with the exception of the first Spring semester, to the Judiciary and Powers and Responsibilities committees on the goals and actions of the National Lobbying Agency;
- (11) And designating a member to take minutes of regular meetings of the National Lobbying Agency.

Section 2-20. Term.

(A) The director of the National Lobbying Agency's term shall begin immediately after they take their oath of office, after confirmation by the Student Senate, and end upon the conclusion of the student body president's term of office, unless they are removed or resign from office.

Section 2-25. Removal.

(A) The director of the National Lobbying Agency may be removed by:

- (1) Impeachment and conviction, as outlined by the Student Government Constitution and Codes;
- (2) The secretary of government relations;
- (3) And or the student body president.

ARTICLE III. SELECTION OF MEMBERS

Section 3-10. Selection.

(A) Selection to the National Lobbying Agency shall be determined by the director and the secretary of government relations who shall consider all applicants interviews and applications.

Section 3-15. Qualifications for Membership.

(A) To qualify for membership in the National Lobbying Agency applicants must:

- (1) Be recognized by the University Registrar as a full time, student at the University of South Carolina, Columbia;
- (2) Complete the National Lobbying Agency application;
- (3) Attend an interview with the director of the National Lobbying Agency and the secretary of government relations;
- (4) And be able to meet all qualifications of office, if selected.

Section 3-20. Application.

(A) An application for the National Lobbying Agency must be made available, in a conspicuous electronic medium, no later than two (2) weeks after the last day of the spring semester. The application deadline shall be four (4) weeks after the first day of the fall semester.

(B) The application must include the following information:

- (1) The applicant's information including but not limited to name, phone number, and email;
- (2) The applicant's state residence and class standing;
- (3) Confirmation that the applicant can attend regular meetings of the National Lobbying Agency;
- (4) A question to discern how the applicant found out about the National Lobbying Agency;
- (5) A one (1) page resume provided by the applicant;
- (6) At least three (3) long-form questions to ascertain the involvement, experience, and goals of the applicant;
- (7) And any other information germane to membership in the National Lobbying Agency.

(C) In order to begin the interview process, an application must be submitted by at least fifty (50) students who meet the qualifications for membership.

(1) If the director is unable to garner the required number of applicants the Student Senate may, by a majority-vote of Senators in office, grant the director an additional two (2) weeks to promote and receive applications.

(i) This shall equally extend to all deadlines related to the selection process.

(ii) The Senate may not extend the process more than once (1).

(2) If the director is unable to garner the required number of applicants, using the timeline provided, the Senate may permit the interview and subsequent processes to begin by a two-thirds (2/3) vote of Senators in office.

(3) If the director is unable to garner the required number of applicants, and the Senate does not permit the process to continue, the selection process must cease for the remainder of the term.

Section 3-25. Interview.

(A) The National Lobbying Agency shall extend an interview to at least fifty-percent (50%) of the applicants at the conclusion of the application period.

(1) The applicants shall be notified, via electronic medium, of the sign-up for interviews and the location for the interview.

(B) Each applicant shall receive a second (2nd) reminder about the dates to sign up for interviews through an electronic medium.

(1) All audio from member interviews must be recorded and stored for the entirety of the student body president's term in office.

(2) Recordings may be used during the deliberation process.

(3) Recordings shall not be made public by anyone with access to the recordings.

(i) Recordings must be made available in the response to a valid summons or by request and consent of the interviewee.

(C) The interview shall include:

(1) The opportunity for the applicant to describe their competence and fitness for the position;

(2) And the ability for the director and the secretary of government relations to ask questions regarding the application submitted by the applicant.

(D) Each applicant must be given at least fifteen (15) minutes to interview.

(E) The interview period shall conclude once all candidates extended an interview have completed the interview process, or five (5) university days after the interview list is posted, whichever comes first.

Section 3-30. Deliberation.

(A) At the conclusion of the interview period, the director and the secretary of government relations must gather to select the members of the National Lobbying Agency

(B) The National Lobbying Agency shall select between four (4) and six (6) applicants to become members of the National Lobbying Agency.

(1) They may employ a preferential voting system to determine the “top” applicants.

(C) The director and the secretary of government relations must consider all documentation submitted by the applicant, and the interview when deliberating.

(D) Once the selections are determined and agreed upon, the applicants must be notified of their selection.

(1) The director and the secretary of government relations shall attempt to notify the members first (1st) by phone or in person.

(i) If the applicant cannot be reached by phone, the director and the secretary of government relations may notify them through an electronic medium.

(2) The director and the secretary of government relations should remind the member of regular National Lobbying Agency meeting times.

(E) After all applicants have been notified, the selection of members should be communicated to the executive officers and Student Senate.

(F) The selection process must be completed no later than the end of the week following two (2) weeks before the start of fall break, unless the Student Senate has granted an extension.

(G) If the number of qualified applicants exceeds the number of available positions, the director and the deputy secretary of government relations may establish a waitlist, which will be referred to as the Government Relations Waitlist.

(1) Applicants on the Government Relations Waitlist are to be sorted at the discretion of the director and the deputy secretary of government relations.

Section 3-35. Non-Discrimination.

(A) No applicant who qualifies for membership shall be denied based on their:

(1) Race;

(2) Ethnicity;

- (3) Sexual Orientation;
- (4) Age;
- (5) Sex;
- (6) State Residence;
- (7) Religion;
- (8) National Origin;
- (9) Disability (acute or chronic);
- (10) Political Affiliation;
- (11) Transgender Status;
- (12) Gender or Gender Identity;
- (13) Protected Veteran Status;
- (14) First Generation Student Status;
- (15) Pregnancy;
- (16) Childbirth;
- (17) or Other Medical Conditions.

ARTICLE IV. MEMBERSHIP.

Section 4-10. Duties of Members.

(A) Members of the National Lobbying Agency shall be responsible for:

(1) Attending weekly National Lobbying Agency meetings;

(i) Members shall be allowed a total of three (3) unexcused absences per term from regularly scheduled the National Lobbying Agency meetings.

(a) Two (2) late arrivals, or early departures will constitute one (1) absence.

(ii) Excused absences shall be considered by the secretary of government relations and granted at their discretion in cases of bereavement, illness, or religious observance.

(a) The decision of the secretary of government relations to deny an excused absence may be appealed to the Constitutional Council.

(2) Advising Student Government members on matters concerning the South Carolina Congressional Delegation and the national government;

(3) Remaining in good standing in their respective colleges;

(4) Remaining in good conduct during their term in office;

(5) Maintaining a document detailing a summary of their active project(s);

(i) This document shall include records of meetings with local officials, political operatives, or changes to relevant legislation.

(ii) This document must be available to the student body president, the director, the secretary of government relations, and the Student Senate upon request.

(6) Assisting in the formulation and promotion of the National Lobbying Agency survey;

(7) Attending and preparing for the annual national lobbying agency trip to Washington DC, in conjunction with the University of South Carolina, Office of Government and Community Relations;

(8) And reporting when requested, on the status of projects, to the Student Senate.

(i) These requests shall occur in a memorandum, passed by a majority of the Student Senate, and transmitted to the Secretary of Government Relations.

Section 4-15 Term of Members.

(A) Members of the National Lobbying Agency shall serve from the date of their selection, until the conclusion of the student body president's term of office, unless they are removed or resign from office.

Section 4-20. Removal of Members.

(A) Members of the National Lobbying Agency shall be automatically removed from office if they:

- (1) Are no longer in good standing in their respective college.
- (2) Are convicted of a conduct violation by the Office of Student Conduct and Academic Integrity.
- (3) Or accrue more than three (3) unexcused absences per term from regularly scheduled the National Lobbying Agency meetings.

(B) Members who do not fulfil other duties as stated in this charter may be removed by the director, secretary of government relations, or the student body president.

(C) Removal from office may be appealed to the Student Senate, who may reinstate the member by a two-thirds (2/3) vote of Senators in Office.

(1) The member will be given the opportunity to speak in front of the Student Senate, and call any relevant witnesses, before the vote of reinstatement is conducted.

(D) The Student Senate may, though impeachment and subsequent conviction as outlined in the Student Government Codes, remove a member from the National Lobbying Agency.

(E) Any member who is becomes a member of the legislative or judicial branch of Student Government immediately forfeits their membership of the National Lobbying Agency.

Section 4-30. Replacement of Members.

(A) Using the original pool of applicants, the National Lobbying Agency may replace a member who was removed through resignation, removal, or impeachment.

(B) The applicant must be on the Government Relations Waitlist prior to the vacancy.

(C) The applicant must be contacted in the same manner as outlined in Section 3-30 of the Student Government Codes.

(D) If a new member is added to the National Lobby Agency, the name of the additional member must be communicated to executive officers and the student senate.

ARTICLE IV. MEETINGS

Section 5-10. Time and Location.

(A) Regular meetings the National Lobbying Agency shall occur at least once (1) each week that school is in session, following the selection of members.

(B) The Director of the National Lobbying Agency is expected to attend every regular meeting of the National Lobbying Agency.

(C) Any student shall be allowed to attend the meetings of the National Lobbying Agency as a non-voting observer.

(1) Any non-voting observer should not disturb the meeting through outbursts or interruption.

(D) The time and location of all regular meetings of the National Lobbying Agency should be made available in a conspicuous electronic medium and communicated to the Office of the Speaker of the Student Senate in a timely manner.

(1) The Student Senate should be made aware, in a timely manner, of any changes to the regular time and location.

Section 5-15. Minutes.

(A) A record of the proceedings, discussions, and attendance of the meeting must be made publicly available within two (2) university days of the meeting.

(1) Attendance shall include a list of all members present, absent, and any late arrivals and early departures.

(2) The attendance of the director should also be included.

Section 5-20. Topics.

(A) All regular meetings of the National Lobbying Agency shall include:

(1) An update from the other government relations agencies; and

(2) An update on the work and priorities of the director; and

(3) The opportunity for the secretary of government relations to explain the departmental priorities; and

(4) The opportunity for the student body president to explain the administrative priorities; and

(5) The opportunity for each member to provide an update on their projects; and

(6) An update on any matters of concern to Student Government in the national government.

ARTICLE VI. SURVEY

Section 6-10. Requirements.

(A) The National Lobbying Agency shall be responsible for conducting a professional survey of the Student Body in order to determine priorities of the agency.

(B) The National Lobbying Agency may use the survey data from the previous term until they have completed their survey process.

(C) The survey may be combined with other Student Government surveys, including those conducted by other agencies.

(D) The survey shall not be used unless it is completed by at least 0.03% of the University of South Carolina, Columbia Student Body as defined by the University Registrar.

(1) If the National Lobbying Agency is unable to garner the required survey results, they may only continue to act with a two-thirds (2/3) vote of Senators in office, negating the requirement stated in 6-10 (D).

Section 6-15. Time.

(A) The survey shall be made available and promoted in a conspicuous electronic medium starting one (1) day prior to fall break until one (1) day prior to Thanksgiving Break or until the number of those surveyed exceeds the minimum survey requirement.

ARTICLE VII. REPORT.

Section 7-10. Report

(A) The National Lobbying Agency shall be responsible for creating a report to include:

(1) A biography of each member in the agency;

(2) Relevant data from the National Lobbying Agency survey;

(3) At least two (2) pages of research and goals on each major topic undertaken by the agency;

(i) The agency shall undertake at least one (1) major project.

(4) An explanation of the role of the agency;

(5) And a letter from the director.

(i) The student body president and the secretary of government relations shall also have the opportunity to include a letter in the report.

Section 7-15. Time.

- (A) Work on the report shall begin at the conclusion of the survey collection period.
- (B) The report shall be completed by the end of January.
- (C) The National Lobbying Agency shall submit a final draft of this report to the Student Senate by the second (2nd) Senate Session of February.

Section 7-20. Dispersal.

- (A) The final report from the National Lobbying Agency shall be the basis for all lobbying work conducted by the agency.
- (B) A copy of the report should be transmitted to the following people:
 - (1) Each member of the South Carolina Congressional Delegation; and
 - (2) The Associate Vice President for Student Life; and
 - (3) The University of South Carolina Office of Government and Community Relations; and
 - (4) The Student Government Executive Officers; and
 - (5) The Student Senate; and
 - (6) Any other relevant parties determined by the director.

ARTICLE VIII. NONDISCRIMINATION POLICY

Section 8-10. Policy.

- (A) The National Lobbying Agency shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.
- (B) No member of the National Lobbying Agency shall pursue a partisan agenda.
- (C) No member of the National Lobbying Agency shall use the agency as a vessel or means to pursue a partisan agenda.
- (D) The National Lobbying Agency shall not pursue a partisan agenda.

(E) The National Lobbying Agency shall not associate with a political party or candidate for public office.

ARTICLE IX. ADOPTION

Section 9-10. Date.

This charter was adopted by a majority vote of the Student Senate and signed by the Student Body President and University President on March 9, 2020.

Section 6-3-20. State Lobbying Agency

Preamble

The State Lobbying Agency is a non-partisan advocacy group serving as the liaison between government of the State of South Carolina and the University of South Carolina Student Body. Government Relations Agencies exist to give members the opportunity to learn the art of lobbying and advocacy, including how to engage in political research, and how to present findings to elected officials and their associates. The agency shall act with the authority and approval of Student Government within the Department of Government Relations.

ARTICLE I. NAME AND MISSION

Section 1-10. Name.

(A) The name of this body shall be the University of South Carolina Student Government State Lobbying Agency, and may also be called the Legislative Action Network, or LAN.

Section 1-15. Mission.

(A) The mission of the State Lobbying Agency shall be:

- (1) To represent Student Government, and therefore the Student Body, to the Government of the State of South Carolina, including the Governor of South Carolina, and the South Carolina General Assembly;
- (2) To act as the liaisons from the Government of South Carolina, and Student Government;
- (3) To engage in critical and thoughtful research to present to members of the South Carolina General Assembly and Governor;
- (4) To provide members with the opportunity to learn how to effectively advocate for the needs of the Student Body;

(5) And to provide members with the opportunity to influence state policies in the interest of the Student Body.

ARTICLE II. DIRECTOR

Section 2-10. Selection.

(A) The student body president shall nominate the director of the State Lobbying Agency pursuant to Chapter 2 of the Student Government Codes.

Section 2-15. Duties.

(A) The director of the State Lobbying Agency shall be responsible for:

(1) Publicizing, in a conspicuous manner to the Student Body, the application to join the State Lobbying Agency;

(2) Reviewing all applications for membership to the State Lobbying Agency;

(3) Attending all interviews for membership to the State Lobbying Agency;

(4) Assisting in the formulation and promotion of the State Lobbying Agency survey;

(5) Meeting regularly with the secretary of government relations to provide an update on the progress of the agency and to make recommendations for improvement;

(6) Keeping a record of all absences for members of the State Lobbying Agency;

(7) Planning and attending all regular meetings of the State Lobbying Agency;

(8) Being responsible for the formulation of the State Lobbying Agency Report;

(9) Acting as the official representative of the State Lobbying Agency to Student Government, members of the South Carolina General Assembly, and South Carolina Governor's office and any other state officials;

(10) Reporting once (1) semesterly, with the exception of the first Spring Semester, to the Judiciary and Powers and Responsibilities committees on the goals and actions of the State Lobbying Agency;

(11) And designating a member to take minutes of regular meetings of the State Lobbying Agency.

Section 2-20. Term.

(A) The director of the State Lobbying Agency's term shall begin immediately after they take their oath of office, after confirmation by the Student Senate, and end upon the conclusion of the student body president's term of office, unless they are removed or resign from office.

Section 2-25. Removal.

(A) The director of the State Lobbying Agency may be removed by:

- (1) Impeachment and conviction, as outlined by the Student Government Constitution and Codes;
- (2) The secretary of government relations;
- (3) And or the student body president.

ARTICLE III. SELECTION OF MEMBERS

Section 3-10. Selection.

(A) Selection to the State Lobbying Agency shall be determined by the director and the secretary of government relations who shall consider all applicants interviews and applications.

Section 3-15. Qualifications for Membership.

(A) To qualify for membership in the State Lobbying Agency applicants must:

- (1) Be recognized by the University Registrar as a full time, student at the University of South Carolina, Columbia;
- (2) Complete the State Lobbying Agency application;
- (3) Attend an interview with the director of the State Lobbying Agency and the secretary of government relations;
- (4) And be able to meet all qualifications of office, if selected.

Section 3-20. Application.

(A) An application for the State Lobbying Agency must be made available, in a conspicuous electronic medium, no later than two (2) weeks after the last day of the spring semester. The application deadline shall be four (4) weeks after the first day of the fall semester.

(B) The application must include the following information:

- (1) The applicant's information including but not limited to name, phone number, and email;
- (2) The applicant's state residence and class standing;
- (3) Confirmation that the applicant can attend regular meetings of the State Lobbying Agency;
- (4) A question to discern how the applicant found out about the State Lobbying Agency;
- (5) A one (1) page resume provided by the applicant;
- (6) At least three (3) long-form questions to ascertain the involvement, experience, and goals of the applicant;
- (7) And any other information germane to membership in the State Lobbying Agency.

(C) In order to begin the interview process, an application must be submitted by at least fifty (50) students who meet the qualifications for membership.

(1) If the director is unable to garner the required number of applicants the Student Senate may, by a majority-vote of Senators in office, grant the director an additional two (2) weeks to promote and receive applications.

(i) This shall equally extend to all deadlines related to the selection process.

(ii) The Senate may not extend the process more than once (1).

(2) If the director is unable to garner the required number of applicants, using the timeline provided, the Senate may permit the interview and subsequent processes to begin by a two-thirds (2/3) vote of Senators in office.

(3) If the director is unable to garner the required number of applicants, and the Senate does not permit the process to continue, the selection process must cease for the remainder of the term.

Section 3-25. Interview.

(A) The State Lobbying Agency shall extend an interview to at least fifty-percent (50%) of the applicants at the conclusion of the application period.

(1) The applicants shall be notified, via electronic medium, of the sign-up for interviews and the location for the interview.

(B) Each applicant shall receive a second (2nd) reminder about the dates to sign up for interviews through an electronic medium.

(1) All audio from member interviews must be recorded and stored for the entirety of the student body president's term in office.

(2) Recordings may be used during the deliberation process.

(3) Recordings shall not be made public by anyone with access to the recordings.

(i) Recordings must be made available in the response to a valid summons or by request and consent of the interviewee.

(C) The interview shall include:

(1) The opportunity for the applicant to describe their competence and fitness for the position;

(2) And the ability for the director and the secretary of government relations to ask questions regarding the application submitted by the applicant.

(D) Each applicant must be given at least fifteen (15) minutes to interview.

(E) The interview period shall conclude once all candidates extended an interview have completed the interview process, or five (5) university days after the interview list is posted, whichever comes first.

Section 3-30. Deliberation.

(A) At the conclusion of the interview period, the director and the secretary of government relations must gather to select the members of the State Lobbying Agency

(B) The State Lobbying Agency shall select between six (6) and eight (8) applicants, to become members of the State Lobbying Agency.

(1) They may employ a preferential voting system to determine the "top" applicants.

(C) The director and the secretary of government relations must consider all documentation submitted by the applicant, and the interview when deliberating.

(D) Once the selections are determined and agreed upon, the applicants must be notified of their selection.

(1) The director and the secretary of government relations shall attempt to notify the members first (1st) by phone or in person.

(i) If the applicant cannot be reached by phone, the director and the secretary of government relations may notify them through an electronic medium.

(2) The director and the secretary of government relations should remind the member of regular State Lobbying Agency meeting times.

(E) After all applicants have been notified, the selection of members should be communicated to the executive officers and Student Senate.

(F) The selection process must be completed no later than two (2) weeks before the start of fall break, unless the Student Senate has granted an extension.

(G) If the number of qualified applicants exceeds the number of available positions, the director and the deputy secretary of government relations may establish a waitlist, which will be referred to as the Government Relations Waitlist.

(1) Applicants on the Government Relations Waitlist are to be sorted at the discretion of the director and the deputy secretary of government relations.

Section 3-35. Non-Discrimination.

(A) No applicant who qualifies for membership shall be denied based on their:

(1) Race;

(2) Ethnicity;

(3) Sexual Orientation;

(4) Age;

(5) Sex;

(6) State Residence;

(7) Religion;

(8) National Origin;

(9) Disability (acute or chronic);

(10) Political Affiliation;

- (11) Transgender Status;
- (12) Gender or Gender Identity;
- (13) Protected Veteran Status;
- (14) First Generation Student Status;
- (15) Pregnancy;
- (16) Childbirth;
- (17) or Other Medical Conditions.

ARTICLE IV. MEMBERSHIP.

Section 4-10. Duties of Members.

(A) Members of the State Lobbying Agency shall be responsible for:

(1) Attending weekly State Lobbying Agency meetings;

(i) Members shall be allowed a total of three (3) unexcused absences per term from regularly scheduled the State Lobbying Agency meetings.

(a) Two (2) late arrivals, or early departures will constitute one (1) absence.

(ii) Excused absences shall be considered by the secretary of government relations and granted at their discretion in cases of bereavement, illness, or religious observance.

(a) The decision of the secretary of government relations to deny an excused absence may be appealed to the Constitutional Council.

(2) Advising Student Government members on matters concerning the South Carolina General Assembly, and South Carolina Governor's office and any other state officials;

(3) Remaining in good standing in their respective colleges;

(4) Remaining in good conduct during their term in office;

(5) Maintaining a document detailing a summary of their active project(s);

(i) This document shall include records of meetings with local officials, political operatives, or changes to relevant legislation.

(ii) This document must be available to the student body president, the director, the secretary of government relations, and the Student Senate upon request.

(6) Assisting in the formulation and promotion of the State Lobbying Agency survey;

(7) Assisting in the formulation and promotion of “Carolina Day” in conjunction with the University of South Carolina Alumni Association and the University of South Carolina, Office of Government and Community Relations;

(8) And report when requested, on the status of projects, to the Student Senate.

(i) These requests shall occur in a memorandum, passed by a majority of the Student Senate, and transmitted to the Secretary of Government Relations.

Section 4-15 Term of Members.

(A) Members of the State Lobbying Agency shall serve from the date of their selection, until the conclusion of the student body president’s term of office, unless they are removed or resign from office.

Section 4-20. Removal of Members.

(A) Members of the State Lobbying Agency shall be automatically removed from office if they:

(1) Are no longer in good standing in their respective college.

(2) Are convicted of a conduct violation by the Office of Student Conduct and Academic Integrity.

(3) Or accrue more than three (3) unexcused absences per term from regularly scheduled the State Lobbying Agency meetings.

(B) Members who do not fulfil other duties as stated in this charter may be removed by the director, secretary of government relations, or the student body president.

(C) Removal from office may be appealed to the Student Senate, who may reinstate the member by a two-thirds (2/3) vote of Senators in Office.

(1) The member will be given the opportunity to speak in front of the Student Senate, and call any relevant witnesses, before the vote of reinstatement is conducted.

(D) The Student Senate may, through impeachment and subsequent conviction as outlined in the Student Government Codes, remove a member from the State Lobbying Agency.

(E) Any member who becomes a member of the legislative or judicial branch of Student Government immediately forfeits their membership of the State Lobbying Agency.

Section 4-30. Replacement of Members.

(A) Using the original pool of applicants, the State Lobbying Agency may replace a member who was removed through resignation, removal, or impeachment.

(B) The applicant must be on the Government Relations Waitlist prior to the vacancy.

(C) The applicant must be contacted in the same manner as outlined in Section 3-30 of the Student Government Codes.

(D) If a new member is added to the National Lobby Agency, the name of the additional member must be communicated to executive officers and the student senate.

ARTICLE IV. MEETINGS

Section 5-10. Time and Location.

(A) Regular meetings the State Lobbying Agency shall occur at least once (1) each week that school is in session, following the selection of members.

(B) The Director of the State Lobbying Agency is expected to attend every regular meeting of the State Lobbying Agency.

(C) Any student shall be allowed to attend the meetings of the State Lobbying Agency as a non-voting observer.

(1) Any non-voting observer should not disturb the meeting through outbursts or interruption.

(D) The time and location of all regular meetings of the State Lobbying Agency should be made available in a conspicuous electronic medium and communicated to the Office of the Speaker of the Student Senate in a timely manner.

(1) The Student Senate should be made aware, in a timely manner, of any changes to the regular time and location.

Section 5-15. Minutes.

(A) A record of the proceedings, discussions, and attendance of the meeting must be made publicly available within two (2) university days of the meeting.

(1) Attendance shall include a list of all members present, absent, and any late arrivals and early departures.

(2) The attendance of the director should also be included.

Section 5-20. Topics.

(A) All regular meetings of the State Lobbying Agency shall include:

(1) An update from the other government relations agencies; and

(2) An update on the work and priorities of the director; and

(3) The opportunity for the secretary of government relations to explain the departmental priorities; and

(4) The opportunity for the student body president to explain the administrative priorities; and

(5) The opportunity for each member to provide an update on their projects; and

(6) An update on any matters of concern in the state.

ARTICLE VI. SURVEY

Section 6-10. Requirements.

(A) The State Lobbying Agency shall be responsible for conducting a professional survey of the Student Body in order to determine priorities of the agency.

(B) The State Lobbying Agency may use the survey data from the previous term until they have completed their survey process.

(C) The survey may be combined with other Student Government surveys, including those conducted by other agencies.

(D) The survey shall not be used unless it is completed by at least 0.03% of the University of South Carolina, Columbia Student Body as defined by the University Registrar.

(1) If the State Lobbying Agency is unable to garner the required survey results, they may only continue to act with a two-thirds (2/3) vote of Senators in office, negating the requirement stated in 6-10 (D).

Section 6-15. Time.

(A) The survey shall be made available and promoted in a conspicuous electronic medium starting one (1) day prior to fall break until one (1) day prior to Thanksgiving Break or until the number of those surveyed exceeds the minimum survey requirement.

ARTICLE VII. REPORT.

Section 7-10. Report

(A) The State Lobbying Agency shall be responsible for creating a report to include:

- (1) A biography of each member in the agency;
- (2) All data from the State Lobbying Agency survey;
- (3) At least two (2) pages of research and goals on each major topic undertaken by the agency;
- (i) The agency shall undertake at least one (1) major project.
- (4) An explanation of the role of the agency;
- (5) And a letter from the director.
- (i) The student body president and the secretary of government relations shall also have the opportunity to include a letter in the report.

Section 7-15. Time.

(A) Work on the report shall begin at the conclusion of the survey collection period.

(B) The report shall be completed by the end of January.

(C) The State Lobbying Agency shall submit a final draft of this report to the Student Senate by the second (2nd) Senate Session in February.

Section 7-20. Dispersal.

(A) The final report from the State Lobbying Agency shall be the basis for all lobbying work conducted by the agency.

(B) A copy of the report should be transmitted to the following people:

- (1) Relevant members of the South Carolina General Assembly (e.g. members of the Higher Education subcommittee); and
- (2) The Governor of South Carolina; and
- (3) The Associate Vice President for Student Life; and
- (4) The University of South Carolina Office of Government and Community Relations; and
- (5) The Student Government Executive Officers; and
- (6) The Student Senate; and
- (7) Any other relevant parties determined by the director.

ARTICLE VIII. NONDISCRIMINATION POLICY

Section 8-10. Policy.

- (A) The State Lobbying Agency shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.
- (B) The State Lobbying Agency shall not pursue a partisan agenda.
- (C) The State Lobbying Agency shall not associate with a political party or candidate for public office.

ARTICLE IX. ADOPTION

Section 9-10. Date.

This charter was adopted by a majority vote of the Student Senate and signed by the Student Body President and University President on March 9, 2020.

ARTICLE IV. UNIVERSITY OF SOUTH CAROLINA LOCAL LOBBYING AGENCY

Preamble

The Local Lobby Agency is a non-partisan advocacy group serving as the liaison between the Columbia City Council, Richland County Council, and the University of South Carolina Student Body. Government Relations Agencies exist to give members the opportunity to learn the art of lobbying and advocacy, including how to engage in political research, and how to present

findings to elected officials and their associates. The agency shall act with the authority and approval of Student Government within the Department of Government Relations.

ARTICLE I. NAME AND MISSION

Section 1-10. Name.

(A) The name of this body shall be the University of South Carolina Student Government Local Lobbying Agency, and may also be called the City Advocacy Commission, or CAC.

Section 1-15. Mission.

(A) The mission of the Local Lobbying Agency shall be:

- (1) To represent Student Government, and therefore the Student Body, to the City of Columbia, and Richland County governments;
- (2) To act as the liaisons from the City of Columbia, Richland County, and Student Government;
- (3) To engage in critical and thoughtful research to present to Columbia City Council and Richland County Council members, executive officials, and other local political bodies;
- (4) To provide members with the opportunity to learn how to effectively advocate for the needs of the Student Body;
- (5) And to provide members with the opportunity to influence local policies in the interest of the Student Body.

ARTICLE II. DIRECTOR

Section 2-10. Selection.

(A) The student body president shall nominate the director of the Local Lobbying Agency pursuant to Chapter 2 of the Student Government Codes.

Section 2-15. Duties.

(A) The director of the Local Lobbying Agency shall be responsible for:

- (1) Publicizing, in a conspicuous manner to the Student Body, the application to join the Local Lobbying Agency;
- (2) Reviewing all applications for membership to the Local Lobbying Agency;

- (3) Attending all interviews for membership to the Local Lobbying Agency;
- (4) Assisting in the formulation and promotion of the Local Lobbying Agency survey;
- (5) Meeting regularly with the secretary of government relations to provide an update on the progress of the agency and to make recommendations for improvement;
- (6) Keeping a record of all absences for members of the Local Lobbying Agency;
- (7) Planning and attending all regular meetings of the Local Lobbying Agency;
- (8) Being responsible for the formulation of the Local Lobbying Agency Report;
- (9) Acting as the official representative of the Local Lobbying Agency to Student Government, Columbia City Council, Richland County Council, and any other local officials;
- (10) Reporting once (1) semesterly, with the exception of the first Spring semester, to the Judiciary and Powers and Responsibilities committees on the goals and actions of the Local Lobbying Agency;
- (11) And designating a member to take minutes of regular meetings of the Local Lobbying Agency.

Section 2-20. Term.

(A) The director of the Local Lobbying Agency’s term shall begin immediately after they take their oath of office, after confirmation by the Student Senate, and end upon the conclusion of the student body president’s term of office, unless they are removed or resign from office.

Section 2-25. Removal.

- (A) The director of the Local Lobbying Agency may be removed by:
- (1) Impeachment and conviction, as outlined by the Student Government Constitution and Codes;
 - (2) The secretary of government relations;
 - (3) Or the student body president.

ARTICLE III. SELECTION OF MEMBERS

Section 3-10. Selection.

(A) Selection to the Local Lobbying Agency shall be determined by the director and the secretary of government relations who shall consider all applicants interview and application.

Section 3-15. Qualifications for Membership.

(A) To qualify for membership in the Local Lobbying Agency applicants must:

(1) Be recognized by the University Registrar as a full time, student at the University of South Carolina, Columbia;

(2) Complete the Local Lobbying Agency application;

(3) Attend an interview with the director of the Local Lobbying Agency and the secretary of government relations;

(4) Be able to meet all qualifications of office, if selected.

Section 3-20. Application.

(A) An application for the Local Lobbying Agency must be made available, in a conspicuous electronic medium, no later than two (2) weeks after the last day of the spring semester. The application deadline shall be four (4) weeks after the first day of the fall semester.

(B) The application must include the following information:

(1) The applicant's information including but not limited to name, phone number, and email;

(2) The applicant's state residence and class standing;

(3) Confirmation that the applicant can attend regular meetings of the Local Lobbying Agency;

(4) A question to discern how the applicant found out about the Local Lobbying Agency;

(5) A one (1) page resume provided by the applicant;

(6) At least three (3) long-form questions to ascertain the involvement, experience, and goals of the applicant;

(7) And any other information germane to membership in the Local Lobbying Agency.

(C) In order to begin the interview process, an application must be submitted by at least fifty (50) students who meet the qualifications for membership.

(1) If the director is unable to garner the required number of applicants the Student Senate may, by a majority-vote of Senators in office, grant the director an additional two (2) weeks to promote and receive applications.

(i) This shall equally extend to all deadlines related to the selection process.

(ii) The Senate may not extend the process more than once (1).

(2) If the director is unable to garner the required number of applicants, using the timeline provided, the Senate may permit the interview and subsequent processes to begin by a two-thirds (2/3) vote of Senators in office.

(3) If the director is unable to garner the required number of applicants, and the Senate does not permit the process to continue, the selection process must cease for the remainder of the term.

Section 3-25. Interview.

(A) The Local Lobbying Agency shall extend an interview to at least sixty-percent (60%) of the applicants at the conclusion of the application period.

(1) The applicants shall be notified, via electronic medium, of the sign-up for interviews and the location for the interview.

(B) Each applicant shall receive a second (2nd) reminder about the dates to sign up for interviews through an electronic medium.

(1) All audio from member interviews must be recorded and stored for the entirety of the student body president's term in office.

(2) Recordings may be used during the deliberation process.

(3) Recordings shall not be made public by anyone with access to the recordings.

(i) Recordings must be made available in the response to a valid summons or by request and consent of the interviewee.

(C) The interview shall include:

(1) The opportunity for the applicant to describe their competence and fitness for the position;

(2) And the ability for the director and the secretary of government relations to ask questions regarding the application submitted by the applicant.

(D) Each applicant must be given at least fifteen (15) minutes to interview.

(E) The interview period shall conclude once all candidates extended an interview have completed the interview process, or five (5) university days after the interview list is posted, whichever comes first.

Section 3-30. Deliberation.

(A) At the conclusion of the interview period, the director and the secretary of government relations must gather to select the members of the Local Lobbying Agency

(B) The Local Lobbying Agency shall select between six (6) and eight (8) applicants, to become members of the Local Lobbying Agency.

(1) They may employ a preferential voting system to determine the “top” applicants.

(C) The director and the secretary of government relations must consider all documentation submitted by the applicant, and the interview when deliberating.

(D) Once the selections are determined and agreed upon, the applicants must be notified of their selection.

(1) The director and the secretary of government relations shall attempt to notify the members first (1st) by phone or in person.

(i) If the applicant cannot be reached by phone, the director and the secretary of government relations may notify them through an electronic medium.

(2) The director and the secretary of government relations should remind the member of regular Local Lobbying Agency meeting times.

(E) After all applicants have been notified, the selection of members should be communicated to the executive officers and Student Senate.

(F) The selection process must be completed no later than two (2) weeks before the start of fall break, unless the Student Senate has granted an extension.

(G) If the number of qualified applicants exceeds the number of available positions, the director and the deputy secretary of government relations may establish a waitlist, which will be referred to as the Government Relations Waitlist.

(1) Applicants on the Government Relations Waitlist are to be sorted at the discretion of the director and the deputy secretary of government relations.

Section 3-35. Non-Discrimination.

(A) No applicant who qualifies for membership shall be denied based on their:

- (1) Race;
- (2) Ethnicity;
- (3) Sexual Orientation;
- (4) Age;
- (5) Sex;
- (6) State Residence;
- (7) Religion;
- (8) National Origin;
- (9) Disability (acute or chronic);
- (10) Political Affiliation;
- (11) Transgender Status;
- (12) Gender or Gender Identity;
- (13) Protected Veteran Status;
- (14) First Generation Student Status;
- (15) Pregnancy;
- (16) Childbirth;
- (17) or Other Medical Conditions.

ARTICLE IV. MEMBERSHIP.

Section 4-10. Duties of Members.

(A) Members of the Local Lobbying Agency shall be responsible for:

- (1) Attending weekly Local Lobbying Agency meetings;
 - (i) Members shall be allowed a total of three (3) unexcused absences per term from regularly scheduled the Local Lobbying Agency meetings.
 - (a) Two (2) late arrivals, or early departures will constitute one (1) absence.
 - (ii) Excused absences shall be considered by the secretary of government relations and granted at their discretion in cases of bereavement, illness, or religious observance.
 - (a) The decision of the secretary of government relations to deny an excused absence may be appealed to the Constitutional Council.
 - (2) Advising Student Government members on matters concerning the City of Columbia, Richland County;
 - (3) Remaining in good standing in their respective colleges;
 - (4) Remaining in good conduct during their term in office;
 - (5) Maintaining a document detailing a summary of their active project(s);
 - (i) This document shall include records of meetings with local officials, political operatives, or changes to relevant legislation.
 - (ii) This document must be available to the student body president, the director, the secretary of government relations, and the Student Senate upon request.
 - (6) Assist in the formulation and promotion of the Local Lobbying Agency survey;
 - (7) And report when requested, on the status of projects, to the Student Senate.

Section 4-15 Term of Members.

(A) Members of the Local Lobbying Agency shall serve from the date of their selection, until the conclusion of the student body president’s term of office, unless they are removed or resign from office.

Section 4-20. Removal of Members.

(A) Members of the Local Lobbying Agency shall be automatically removed from office if they:

- (1) Are no longer in good standing in their respective college.

(2) Are convicted of a conduct violation by the Office of Student Conduct and Academic Integrity.

(3) Or accrue more than three (3) unexcused absences per term from regularly scheduled the Local Lobbying Agency meetings.

(B) Members who do not fulfil other duties as stated in this charter may be removed by the director, secretary of government relations, or the student body president.

(C) Removal from office may be appealed to the Student Senate, who may reinstate the member by a two-thirds (2/3) vote of Senators in Office.

(1) The member will be given the opportunity to speak in front of the Student Senate, and call any relevant witnesses, before the vote of reinstatement is conducted.

(D) The Student Senate may, though impeachment and subsequent conviction as outlined in the Student Government Codes, remove a member from the Local Lobbying Agency.

(E) Any member who is becomes a member of the legislative or judicial branch of Student Government immediately forfeits their membership of the Local Lobbying Agency.

Section 4-30. Replacement of Members.

(A) Using the original pool of applicants, the Local Lobbying Agency may replace a member who was removed through resignation, removal, or impeachment.

(B) The applicant must be on the Government Relations Waitlist prior to the vacancy.

(C) The applicant must be contacted in the same manner as outlined in Section 3-30 of the Student Government Codes.

(D) If a new member is added to the National Lobby Agency, the name of the additional member must be communicated to executive officers and the student senate.

ARTICLE IV. MEETINGS

Section 5-10. Time and Location.

(A) Regular meetings the Local Lobbying Agency shall occur at least once (1) each week that school is in session, following the selection of members.

(B) The Director of the Local Lobbying Agency is expected to attend every regular meeting of the Local Lobbying Agency.

(C) Any student shall be allowed to attend the meetings of the Local Lobbying Agency as a non-voting observer.

(1) Any non-voting observer should not disturb the meeting through outbursts or interruption.

(D) The time and location of all regular meetings of the Local Lobbying Agency should be made available in a conspicuous electronic medium and communicated to the Office of the Speaker of the Student Senate in a timely manner.

(1) The Student Senate should be made aware, in a timely manner, of any changes to the regular time and location.

Section 5-15. Minutes.

(A) A record of the proceedings, discussions, and attendance of the meeting must be made publicly available within two (2) university days of the meeting.

(1) Attendance shall include a list of all members present, absent, and any late arrivals and early departures.

(2) The attendance of the director should also be included.

Section 5-20. Topics.

(A) All regular meetings of the Local Lobbying Agency shall include:

(1) An update from the other government relations agencies; and

(2) An update on the work and priorities of the director; and

(3) The opportunity for the secretary of government relations to explain the departmental priorities; and

(4) The opportunity for the student body president to explain the administrative priorities; and

(5) The opportunity for each member to provide an update on their projects; and

(6) An update on any matters of concern in the city and county.

ARTICLE VI. SURVEY

Section 6-10. Requirements.

(A) The Local Lobbying Agency shall be responsible for conducting a professional survey of the Student Body in order to determine priorities of the agency.

(B) The Local Lobbying Agency may use the survey data from the previous term until they have completed their survey process.

(C) The survey may be combined with other Student Government surveys, including those conducted by other agencies.

(D) The survey shall not be used unless it is completed by at least 0.03% of the University of South Carolina, Columbia Student Body as defined by the University Registrar.

(1) If the Local Lobbying Agency is unable to garner the required survey results, they may only continue to act with a two-thirds (2/3) vote of Senators in office, negating the requirement stated in 6-10 (D).

Section 6-15. Time.

(A) The survey shall be made available and promoted in a conspicuous electronic medium starting one (1) day prior to fall break until one (1) day prior to Thanksgiving Break or until the number of those surveyed exceeds the minimum survey requirement.

ARTICLE VII. REPORT.

Section 7-10. Report

(A) The Local Lobbying Agency shall be responsible for creating a report to include:

(1) A biography of each member in the agency;

(2) All data from the Local Lobbying Agency survey;

(3) At least two (2) pages of research and goals on each major topic undertaken by the agency;

(i) The agency shall undertake at least one (1) major project.

(4) An explanation of the role of the agency;

(5) And a letter from the director.

(i) The student body president and the secretary of government relations shall also have the opportunity to include a letter in the report.

Section 7-15. Time.

- (A) Work on the report shall begin at the conclusion of the survey collection period.
- (B) The report shall be completed by the end of January.
- (C) The Local Lobbying Agency shall submit a final draft of this report to the Student Senate by the second (2nd) Senate Session of February.

Section 7-20. Dispersal.

- (A) The final report from the Local Lobbying Agency shall be the basis for all lobbying work conducted by the agency.
- (B) A copy of the report should be transmitted to the following people:
 - (1) Each member of the Columbia City Council; and
 - (2) The Mayor of the City of Columbia; and
 - (3) Each member of the Richland County Council; and
 - (4) The Associate Vice President for Student Life; and
 - (5) The University of South Carolina, Office of Government and Community Relations; and
 - (6) The Student Government Executive Officers; and
 - (7) The Student Senate; and
 - (8) Any other relevant parties determined by the director.

ARTICLE VIII. NONDISCRIMINATION POLICY

Section 8-10. Policy.

- (A) The Local Lobbying Agency shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.
- (B) The Local Lobbying Agency shall not pursue a partisan agenda.
- (C) The Local Lobbying Agency shall not associate with a political party or candidate for public office.

ARTICLE IX. ADOPTION

Section 9-10. Date.

This charter was adopted by a majority vote of the Student Senate and signed by the Student Body President and University President on March 9, 2020.

ARTICLE IV. UNIVERSITY OF SOUTH CAROLINA NEIGHBORHOOD ASSOCIATION

Preamble

The University of South Carolina Neighborhood Association shall exist to identify and recommend solutions to community needs and concerns and foster and maintain relationships between the University of South Carolina Students, the surrounding neighborhoods, and the City of Columbia.

ARTICLE I. NAME AND MISSION

Section 1-10. Name.

The name of this body shall be the University of South Carolina Neighborhood Association hereafter referred to as UofSCNA.

Section 1-15. Mission.

(A) The mission of the UofSCNA shall be to represent the University of South Carolina Student Body to the Columbia Council of Neighborhoods.

Section 1-20. Responsibilities.

(A) The UofSCNA shall be responsible for:

- (1) Meeting at least monthly during regularly scheduled sessions of the Student Senate;
- (2) Sending representatives to all regular meetings of the UofSCNA.

Section 1-25. Jurisdiction

(A) This charter shall apply to all students at the University of South Carolina - Columbia, who shall constitute the franchise of this association.

ARTICLE II. OFFICERS/DIRECTOR

Section 2-10. Selection of Officers/Directors.

(A) The student body president shall serve as the president of the UofSCNA during their term of office.

(B) The student body vice president shall serve as the vice president of the UofSCNA during their term of office.

(C) The speaker of the student senate shall serve as the chair of the UofSCNA during their term of office.

(D) The student body treasurer shall serve as the treasurer of the UofSCNA during his/her term office.

Section 2-15. Duties of Officers/Directors

(A) The president of the UofSCNA shall:

(1) Attend all regular meetings of the UofSCNA;

(2) Attend, or send a designee, to the meetings of the Columbia Council of Neighborhoods;

(3) Represent the views of the membership of the UofSCNA in all relevant meetings.

(B) The vice president of the UofSCNA shall serve in the absence of the president, with all authority of the president.

(C) The chair of the UofSCNA shall:

(1) Chair regular meetings of the UofSCNA;

(2) Appoint two (2) members of the association to serve as liaisons to the Columbia Council of Neighborhoods;

(3) Have the right to vote in regular meetings of the UofSCNA.

(3) Serve as the president of the UofSCNA in the absence of the vice president, with all authority of the president.

(D) The treasurer of the UofSCNA shall be responsible for ensuring that all financial obligations of the association are fulfilled.

ARTICLE III. MEMBERSHIP

Section 3-10. Membership.

(A) The Student Senators and the speaker of the student senate shall serve as the voting members of the UofSCNA.

Section 3-15. Term of Members.

(A) Members of the UofSCNA shall serve until the conclusion of their term of office, unless they are removed or resign from office.

(1) Resignation or removal from executive office or the Student Senate shall constitute resignation or removal from the UofSCNA.

(2) The term of office of members and the procedure for resignations and removals shall occur as outlined in the Student Government Constitution and Codes.

Section 3-20. Liaisons.

(A) The chair of the UofSCNA shall appoint two (2) Columbia Council of Neighborhoods liaisons.

(1) These liaisons shall be selected from the membership of the UofSCNA and shall occur in the same process as the appointment of Student Senate Chairman.

(2) The chair may remove liaisons if they are unable to fulfil their duties.

(3) The chair must appoint a replacement by the second (2nd) regularly scheduled Senate Session following the vacancy.

(B) At least one (1) liaison must be in attendance at all regular meetings of the Columbia Council of Neighborhoods.

(C) Reports from the liaisons to the UofSCNA shall include:

(1) An update on any votes taken during the Columbia Council of Neighborhoods meetings;

(2) A report on future discussions and events planned by the Columbia Council of Neighborhoods;

(3) Recommendation's for future action by the UofSCNA.

ARTICLE IV. MEETINGS

Section 4-10. Meetings.

- (A) Meetings shall occur at least once (1) a month, as long as the Student Senate is in session.
- (B) Meetings shall occur publicly in the open discussion period of the Student Senate, as outlined in the Student Senate Rules of Procedure.
- (C) Meetings should be announced prior to the start of the meeting.
- (D) Meetings shall include:
 - (1) Updates, if relevant, from the executive officers of UofSCNA;
 - (2) An update from the liaisons to the Columbia Council of Neighborhoods;
 - (3) A vote of the membership on any action requiring input from the UofSCNA;
 - (4) Any other proceedings as determined by the chair.

Section 4-15. Minutes.

- (A) All meetings of the UofSCNA, shall include detailed minutes to be included in the Student Senate Journal for the corresponding Senate Session.

Section 4-20. Rules of Order.

- (A) The rules governing meetings of the UofSCNA shall be the Student Senate Rules of Procedure.

ARTICLE V. NONDISCRIMINATION POLICY

Section 5-10. Policy.

The UofSCNA shall not discriminate on the policies it chooses to advocate for or against based on partisan considerations and/or presupposed partisan alignments of the particular policies.

No member of the UofSCNA shall use the UofSCNA as a vessel or means to pursue a partisan agenda.

The UofSCNA shall not pursue a partisan agenda.

The UofSCNA shall not associate with a political party or candidate for public office.

ARTICLE VI. ADOPTION

Section 6-10. Date.

This charter was adopted by a majority vote of the Student Senate and signed by the Student Body President and University President on March 9, 2020.

ARTICLE V. SUMMONS

Section 6-5-10. Subject.

- (A) Any and all members of Student Government are subject to a summons as permitted in these Student Government Codes.
- (B) Any and all Student Government Departments, Student Government Agencies, Student Government Programs, and Student Government Offices are subject to a summons as permitted in these Student Government Codes.
- (C) Any and all student organizations at the University of South Carolina are subject to a summons as permitted in these Student Government Codes.
- (1) Summons issued to student organizations should be limited to the finances and monies relating to the student organization.

Section 6-5-20. Issuance.

- (A) The following Student Senate committees may issue a summons by unanimous vote of committee membership or majority vote, of senators in office, of the Student Senate:
 - (1) Finance;
 - (2) Judiciary;
 - (3) And Powers and Responsibilities.
- (B) The Student Senate may issue a summons by majority vote of senators in office.
- (C) The Constitutional Council may issue a summons with a concurrence of three (3) justices.
- (D) Summons must be germane to the scope, nature, and activities of the body issuing the summons.

Section 6-5-30. Scope.

- (B) Summons may compel the attendance of witnesses and the production of such correspondence, books, papers, documents, recordings, electronic files, etc. to take such testimony into any matter germane to Student Government.
- (C) Witness statements, correspondence, books, papers, documents, recordings, electronic files, etc. submitted to committees, the Student Senate, or the Constitutional Council in response to a summons are subject the penalty of perjury as permitted in these Student Government Codes.
- (D) Witnesses shall be considered the recipient of a summons.

Section 6-5-40. Delivery.

- (A) A summons must be delivered to the witness or organization within two (2) university days of its issuance.
 - (1) A summons may be delivered in an electronic or in-person medium.
 - (2) A summons must be read and signed by the witness, Student Government Department, Student Government Agency, Student Government Program, Student Government Office, or student organization within the two (2) university days of the initial delivery period.
- (B) A member of the body that issued the summons, or the clerk, may deliver the summons.

Section 6-5-50. Format.

- (A) A summons must include at least the following:
 - (1) A minimum, reasonable time the witness may have to comply with the summons;
 - (2) The requested correspondence, books, papers, documents, recordings, electronic files, etc. necessary to produce to be in compliance with the summons;
 - (3) Reason for the summons;
 - (4) Signature of the committee chair if issued by a committee;
 - (i) A committee chair must sign the summons if the summons receives the necessary approval for issuance.
 - (5) Signature of the speaker pro tempore if issued by the Student Senate;
 - (i) The speaker pro tempore must sign the summons if the summons receives the necessary approval for issuance.

- (6) Signature of the chief justice of the Constitutional Council if issued by the Constitutional Council;
- (i) The chief justice must sign the summons if the summons receives the necessary approval for issuance.
- (7) Signature of the witness upon delivery.
- (i) A witness may not refuse to sign the summons to avoid compliance, a signature serves as a notice of delivery and understanding of the requirements.
- (ii) If the summons is issued to a Student Government Department, Student Government Agency, Student Government Program, Student Government Office, or student organization a signature of the Student Government Department Secretary, Student Government Agency Director, Student Government Program Director, student body president, student body vice president, student body treasurer, speaker of the student senate, member of the student organization's leadership, the student organization's advisor, or a designee shall be considered valid. A student organization advisor must never be the subject of a summons, they may only serve to acknowledge the delivery of a summons to a student organization.

Section 6-5-60. Compliance.

- (A) Witnesses must comply within the time period as set forth in the summons.
 - (1) A Witness may, through petition to the Student Senate, request additional time to comply with the summons.
 - (i) The Student Senate may not approve additional time that would more than double the time prescribed in the summons.
- (B) The time to comply with an issued summons commences upon signature of the witness or organization on delivery.
- (C) Witnesses must produce all items as set forth in the summons.
- (D) Failure to comply with a summons by a Student Government member shall be considered a dereliction of duty and a violation of the Student Government Oath of Office.
 - (1) A Student Senate Judiciary Committee member, a Student Senate Powers and Responsibilities Committee member, or the speaker of the student senate should file charges of impeachment against a Student Government member who fails to comply with a summons.

(2) A Student Senate Judiciary Committee member, a Student Senate Powers and Responsibilities Committee member, or the speaker of the student senate should file charges of impeachment within two (2) university days of the witness's deadline to comply.

(E) Failure to comply with a summons issued by a Student Senate committee or the Student Senate shall be considered in Contempt of Senate, until such a time as compliance is met.

(F) Failure to comply with a summons issued by Constitutional Council shall be considered in Contempt of Constitutional Council, until such a time as compliance is met.

(G) Any Student Government member, Student Government Department, Student Government Agency, Student Government Program, Student Government Office, or student organization in Contempt of Senate or Contempt of Constitutional Council may not receive, use, or otherwise disseminate any monies of Student Government.

(1) The Student Government Coordinator may distribute monies of Student Government if the student body treasurer or the Office of the Student Body Treasurer is in Contempt of Senate or Contempt of Constitutional Council.

Section 6-5-70. Appeal.

(A) A witness may appeal a summons to the Constitutional Council.

(1) A witness must submit this appeal within three (3) university days of delivery.

(B) A summons that has been appealed to the Constitutional Council shall be considered in a state of suspension.

(C) The Constitutional Council may grant the appeal and invalidate the summons if the summons has not been issued in accordance with the Student Government Codes.

(1) The Constitutional Council may have a maximum of ten (10) university days to issue a ruling on a summons appeal.

(D) If no response has been given from the Constitutional Council after ten (10) university days, the suspension on the summons shall be considered lifted and the summons will once again be enforceable.

ARTICLE VI. FALSIFICATION

Section 6-6-10. General Provisions.

(A) Whoever, having taken an oath before a Student Senate committee, the Student Senate, or the

Constitutional Council agrees that they will testify, declare, depose, or certify truly, or that any written testimony, declaration, deposition, or certificate by them subscribed, is true, willfully and contrary to such oath states or subscribes any material matter which he or she does not believe to be true; or in any declaration, certificate, verification, or statement under penalty of falsification as permitted in these Student Government Codes, willfully subscribes as true any material matter which he or she does not believe to be true; is guilty of falsification and shall be subject to impeachment.

- (B) Before hearing testimony in response to a summons, a witness must recite the following Witness Oath:
- (1) “I swear that the evidence that I have given and shall give, is the truth, the whole truth and nothing but the truth.”
 - (2) The phrase “so help me God” may be added by the witness, their discretion, after reciting the Witness Oath.
 - (3) The word “affirm” may be used by the witness, at their discretion, in place of “swear” when reciting the Witness Oath.
- 2 A member of Student Government who violates the Witness Oath shall be considered in dereliction of duty and in violation of the Student Government Oath of Office.

ARTICLE VII. RICHARD REMPEL AWARD SELECTION COMMITTEE

Section 6-7-10. Award.

The Rempel Award is annually given to a member of the faculty or administrative staff of the University of South Carolina who, by their concern for the welfare of the student body, most closely emulates the career of Professor Richard Rempel.

Section 6-7-20. Committee.

The recipient of this award shall be chosen by a selection committee consisting of: the chair of the Student Senate Academics Committee and two at-large members nominated by the student body president, whose appointment shall require a majority vote of the Student Senate. The Student Government advisor shall serve as an ex-officio (non-voting) member of the committee.

Section 6-7-30. Nomination.

The format for the nominations shall be decided by the Rempel Awards Committee. Nominations for the award may be made by any student, faculty, or staff member of the University.

Section 6-7-40. Selection.

The Rempel Award committee shall meet prior to the annual Student Government inauguration to select a recipient for the Richard Rempel Award. The name of the recipient shall be submitted to the student body president serving on the University Awards Day Committee, who will make the presentation.