

UNIVERSITY of HOUSTON

STUDENT GOVERNMENT ASSOCIATION

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Author(s): Speaker Cockrell, President Arriaga

Sponsor(s): Chair Hubbard, Chair Jones, Chair Jacobs, Sen. Gerling-Perez, Sen. Wallace, Sen. White, Sen. Bhatia, Sen. Ledezma, Sen. Premjee, Sen S. Nguyen, Sen. Kariuki

Committee:

Draft: Vote

The SGA Bylaws & Ethics Act

Whereas, the Student Government Association is a representative body of the University of Houston student population;

Whereas, the current Bylaws of the SGA has become outdated, inconsistent, or ineffective in addressing the evolving needs of the student body;

Whereas, the SGA Bylaws must reflect transparency, accountability, and efficiency to better serve the student population and promote trust in student leadership;

Whereas, the SGA Bylaws must enact a system of adequate checks and balances;

Whereas, the SGA Bylaws Code of Ethics have become ineffective and redundant in promoting ethical practice;

Whereas, the University Administration has issued a mandate requiring the redrafting of the governing documents;

Whereas, the redrafting of the SGA Bylaws presents an opportunity to strengthen the structure, functionality, and relevance of the organization;

Therefore, be it enacted by the Student Government Association of the University of Houston:

That the Student Government Association adopts the attached newly redrafted Bylaws, which has been carefully reviewed and revised to address the evolving needs of the student body and align with the principles of transparency, accountability, efficiency, and equity;

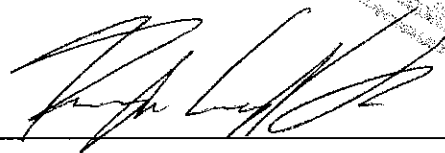
Be it further enacted, that the Student Government Association continues to address the needs of the student body through its newly redrafted documents, ensuring they remain relevant, dynamic, and reflective of student concerns;

Be it further enacted, that the Student Government Association works to address the ethical issues within the organization through its expansion of its Code of Ethics;

Be it further enacted, that the Student Government Association works with University Administration to ensure the organization meets standards necessary to maintain sponsorship;

Be it further enacted, that this bill shall take effect immediately upon passage by the Senate of the Student Government Association

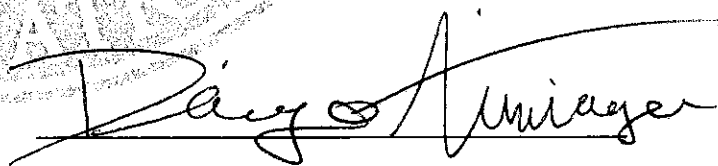
LET IT BE ENACTED THAT, that the Student Government Association upholds its commitment to fostering a student-centered, transparent, and equitable governance structure, ensuring the Bylaws remain a living document that evolves with the needs of the University of Houston community.



Tavagoh Cockrell
Speaker of the Senate

Date of Senate Approval:

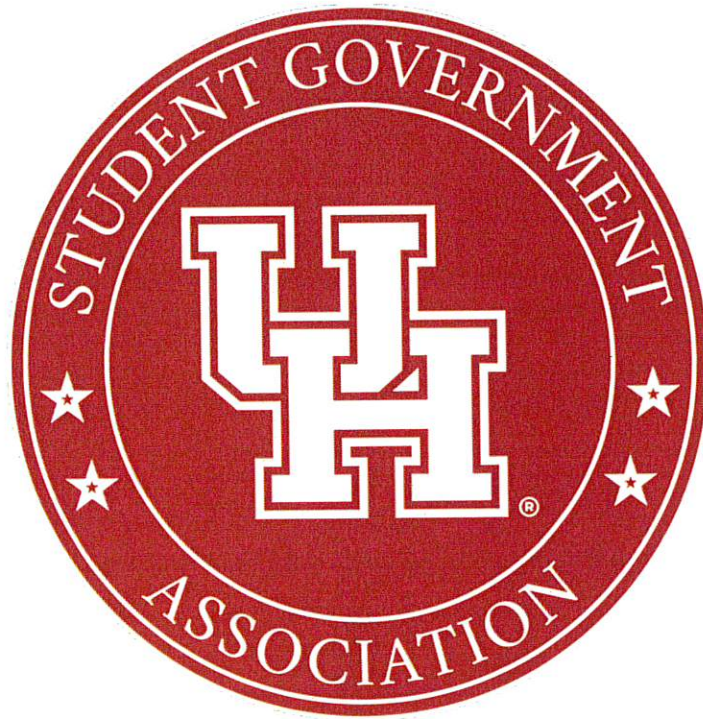
2/5/25



Diego Arriaga
President of the SGA

Date of Presidential Approval:

2/7/2025



The University of Houston Student Government Association Bylaws

Proposed Amendments - December 13th, 2024 (61st Administration)

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Title I: Legislative Branch

Article 1: General Provisions

Section 1: Purpose

Clause 1: This title expands on the rights, duties, procedures, responsibilities, and requirements of the Legislative Branch detailed in the Student Government Association Constitution.

Article 2: Senate Membership

Section 1: Membership

Clause 1: The members of the Senate will be those students duly elected or appointed to the Senate according to the Constitution and the Student Government Association Bylaws.

Clause 2: Members of the Senate will assume their office immediately following the beginning of their term or immediately upon their appointment as defined by the Election Code, Bylaws, and Constitution.

Clause 3: Members of the Senate will be in good academic and disciplinary standing with the University



of Houston.

Clause 4: The Senate will be provided the responses to the application questions of candidates for senate appointments, and a video recording of the candidates' interview

(1) Applicants for the senate appointments will be informed prior to the interview and at the start of the interview that they will be recorded

Article 3: Attendance Policy

Section 1: Attendance

Clause 1: Each Senator will attend all meetings of the Senate, and those Senate Committees on which that Senator serves.

Clause 2: Each Senator will not be counted absent so long as they answer present either at the opening or closing call of the role. A Senator must remain present inside the chamber, excluding leaving to use the restroom, for the entire meeting to be considered present. The Speaker will determine whether the length of time the Senator attended the meeting is adequate.

Clause 3: Senators will attend Student Government Association functions, as mandated by the Speaker to promote Student Government Association and its functions. The Speaker will have the authority to excuse Senators from mandatory events.

Clause 4: Absences from mandatory events will apply to the total count of excused or unexcused absences for removal from office.

Clause 5: Senators who are successful in completing their entire term, will receive exclusive Student Government Association merchandise and/or a graduation stole.

Section 2: Absences

Clause 1: Any Senator who accumulates three (3) consecutive unexcused Senate meeting absences will promptly and automatically be removed from office on the grounds of nonfeasance.



- Clause 2: Any Senator who takes office on or before September 1st who accumulates six (6) total unexcused absences will promptly and automatically be removed from office on the grounds of nonfeasance. Senate meetings, Senate committee meetings, and mandatory events absences will count towards this number.
- Clause 3: The Speaker will have the authority to excuse absences.
- Clause 4: Any Senator who accumulates a combination of three (3) unexcused Summer Senate meeting absences will be removed from Summer Senate.
- Clause 5: The Speaker of the Senate will notify and remove any Senators who violate the attendance policy and provide an update to the Senate regarding the removal.
- Clause 6: In cases where a Senator is removed by the Speaker of the Senate due to attendance policy violations, the Senator may appeal the decision to the Supreme Court.

Article 4: Meetings

Section 1: Opening of Annual Session

- Clause 1: The Senate will assemble to initiate its annual session on the first Wednesday of April.

Section 2: Presiding Officer

- Clause 1: Should the Vice President be unable to preside, the President will be Presiding Officer. Should the President be unable to preside, the President may appoint a Presiding Officer
- Clause 2: If the Speaker's Office is vacant, or if the Speaker is unable to attend a meeting, the responsibilities of the Speaker will fall to the Speaker Pro-Tempore, until the Speaker returns or a new Speaker is elected.
- Clause 3: If both the Speaker and the Speaker Pro-Tempore are absent, or both offices are vacated, the Vice-President will preside over Senate meetings in the interim.
- Clause 4: The presiding officer will have the ability to amend the agenda as they please.
- Clause 5: The presiding officer will have the ability to remove anyone from the chamber if they engage in behavior that disrupts the proper unfolding of Senate procedures such as shouting or cursing.



Individuals can also be removed for acts contrary to the laws of the Student Government Association.

Section 3: Quorum

- Clause 1: A majority of the members of the Senate will constitute a quorum of all meetings of the Senate.
- Clause 2: No official and binding votes may be taken at any meeting when a quorum is not present. The meeting may be called to order, the roll called, announcements made, and the meeting recessed or adjourned.
- Clause 3: Any member of the Senate may, by a point of inquiry, request a determination of the presence of a quorum. Such a request will suspend all business and the only action at this point will be a roll call to determine the presence of a quorum. After a roll call occurs, another roll call cannot occur for not less than one (1) hour and no other quorum inquiries will be heard until at least this period has expired.
- Clause 4: The Speaker has the legal ability and responsibility to adjourn a meeting in the case that quorum has broken.

Section 4: Special Meetings

- Clause 1: The Presiding Officer or their designee will provide at least twenty-four (24) hours' notice to the members of the Senate and to the public of such meetings.

Section 5: Virtual Meetings

- Clause 1: Virtual Meetings of the Senate may occur during extenuating circumstances or at the Speaker's discretion.
- Clause 2: Senators and Guest Speakers may join in-person Senate meetings or virtually at the Speaker's approval.
- Clause 3: Senators attending virtually must be visible during the entirety of the meeting. Failure to comply could result in an absence at the Speaker's discretion.



Clause 4: Summer Senate meetings will be either virtual, hybrid, or in-person with the Speaker stating the format by May 1st of each year, at the latest.

Article 5: Summer Senate

Section 1: Membership

Clause 1: A Summer Senator need not be enrolled in classes.

Clause 2: Senators able to serve during the Summer Session will indicate so to the Speaker of the Senate by May 16th of each year preceding the beginning of Summer Session.

Clause 3: A Senator may resign their Summer Senate position without forfeiting the remainder of their regular term, provided that they make such intentions known in writing to the Speaker.

Section 2: Senate Powers

Clause 1: The Summer Senate will be granted the full powers of the Student Government Association Senate for any actions which are necessary and proper for the normal functioning of the Student Government Association during the period between the final Senate meeting of the Spring semester and the first such meeting of the Fall semester.

Article 6: Officers of the Senate

Section 1: The Speaker

Clause 1: The Speaker will coordinate all Committees of the Senate and be responsible for unilaterally appointing Senators as members and chairpersons of committees.

Clause 2: The Speaker will have the power to name a member(s) of the Senate to perform the duties of chair of the Senate in absence of the Speaker Pro-Tempore.



- Clause 3: The Speaker will appoint with the advice and consent of those members of the Senate present and voting the other officers and staff of the Senate.
- Clause 4: The Speaker will serve as a mentor in the Sheila Jackson Lee Emerging Leaders Program.
- Clause 5: The Speaker will serve as an ex-officio, non-voting member of each standing Committee of the Senate.
- Clause 6: The Speaker will perform all other functions and duties of their Office as prescribed by the Constitution and Bylaws.
- Clause 7: The Speaker will maintain a minimum of twenty (20) office hours per week between the hours of 8:00 AM and 10:00 PM Monday through Saturday during academic terms. Office hours will be defined as hours during which the Speaker is working on student government business either within or outside of the physical Student Government Association Office. Absence from mandatory office hours for three (3) or more consecutive weeks will constitute a Leave of Absence. The Speaker will not be eligible for compensation for the duration of their Leave of Absence.
- Clause 8: The Speaker will send the Senate Agenda to individuals registered to the Listserv including but not limited to the entire Student Government Association, and all other interested students.

Section 2: Legislative Chief of Staff

- Clause 1: The Speaker will name a Legislative Chief of Staff.
- Clause 2: The Legislative Chief of Staff will be responsible for the overall coordination of the Legislative Branch under the supervision of the Speaker.
- Clause 3: The Legislative Chief of Staff will coordinate the process for selection of individuals to be appointed for the Speaker.
- Clause 4: The Legislative Chief of Staff will plan for meetings of the Legislative Leadership, under the direction of the Speaker.
- Clause 5: The Speaker will have the ability to delegate tasks to the Legislative Chief of Staff.

Article 7: Committees of the Senate



Section 1: General Provisions

- Clause 1: The provisions of this Article, unless otherwise specified, will apply to all standing and select Committees of the Senate.
- Clause 2: The Committee chair and two Committee members of any Committee membership will constitute a quorum, and no official action will be taken upon any measure or recommendation in the absence of a quorum.
- Clause 3: Each standing Committee will review Bills when their subject matter is within the jurisdiction of that Committee.
- Clause 4: A Committee may, in its legislative review, amend Bills for the purpose of improving their appearance, presentation and effect.
- Clause 5: Each member of the Senate will serve on at least one of the standing Committees, and no more than two.
- Clause 6: Committees need not meet in-person, and each individual member has the right to attend Committee meetings virtually.
- Clause 7: Committee Chairpersons may only vote on a matter when their vote makes a difference in the outcome.
- Clause 8: All committee members, including chairpersons, serve at the discretion of the Speaker of the Senate, excluding the Chairperson of the Sheila Jackson Lee Emerging Leaders Committee. The Speaker of the Senate retains the right to remove Senators from committee assignments if they deem it necessary.
- Clause 9: All chairpersons will name a Vice-Chair.
- Clause 10: The Vice-Chair will serve as the Presiding Officer of the committee in cases where the Chairperson is unavailable. The Vice Chair will carry out any committee work as delegated by their committee Chairperson.

Section 2: Committee on Academic Affairs

- Clause 1: The Chairperson for the Committee on Academic Affairs will be appointed by the Speaker of the Senate with advice and consent of the majority of the Senate present and voting.



Clause 2: Responsibilities of the Committee on Academic Affairs will include but are not limited to: Faculty and course evaluations, degree program requirements and curriculum, academic standards, testing methods, academic advising and course selection, student access and success, student support services, academic policies and honor codes, University Libraries, Enrollment Services, other academic programs, services, and policies offered through the University of Houston Division of Academic Affairs and Provost.

Section 3: Committee on Administration and Finance

Clause 1: The Chairperson for the Committee on Administration and Finance will be appointed by the Speaker of the Senate with advice and consent of the majority of the Senate present and voting.

Clause 2: Responsibilities of the Committee on University Administration and Finance will include but are not limited to: Parking and Transportation Services, University Information Technology, University Public Safety and Campus Police, Auxiliary Services, Plant Operations and Facilities, and any other administrative programs, services, and policies offered through the University of Houston Division of Administration and Finance.

Section 4: Committee on Internal Affairs

Clause 1: The Chairperson for the Committee on Internal Affairs will be appointed by the Speaker of the Senate with advice and consent of a majority of the Senate present and voting.

Clause 2: Responsibilities of the Committee on Internal Affairs will include but are not limited to: Senate appropriations, amendments of the Student Government Association Constitution, Bylaws, Statutes and Rules, review and approve candidates to be nominated for positions as outlined in the Constitution and Bylaws.

Section 5: Committee on Graduate and Professional Students

Clause 1: The Chairperson for the Committee on Graduate and Professional Students will be appointed by the Speaker of the Senate with advice and consent of the majority of the Senate present and



voting.

Clause 2: Responsibilities of the Committee on Graduate and Professional Students will include but are not limited to: any/all issues pertaining to Graduate and Professional student life, academic affairs, and/or administration and finance.

Section 6: Committee on Student Life

Clause 1: The Chairperson for the Committee on Student Life will be appointed by the Speaker with the advice and consent of the majority of the Senate present and voting.

Clause 2: Responsibilities of the Committee on Student Life will include but are not limited to: Student Centers, Student Housing & Residence Life, Student Media, Student Involvement, student discipline, student health and wellness, students' rights and responsibilities, and any other student programs, services, and policies offered through the Division of Student Affairs.

Article 8: Select Committees of the Senate

Section 1: General Provisions

Clause 1: A Select Committee of the Senate is defined as a legislative committee appointed for a special purpose.

Clause 2: A Select Committee may be founded and/or abolished by a Student Government Association Bill completing the legislative process, as outlined in the University of Houston Student Government Association Bylaws, calling for such foundation or abolition.

Clause 3: Select Committees may determine their own internal policies and procedures, as long as they do not contradict the laws of the Student Government Association.

Section 2: Select Committee on Sheila Jackson Lee Emerging Leaders Program

Clause 1: The purpose of this Select Committee is to develop future student leaders. The Select Committee on Sheila Jackson Lee Emerging Leaders will function as an internship program



within the Student Government Association to educate students about the function and structure of the organization and the university as well as the legacy left behind by Congresswoman Sheila Jackson Lee

- Clause 2: The Chief of Staff will be the Chairperson for the SJL Emerging Leaders Committee.
- Clause 3: Members of the Senate are not allowed to join the SJL Emerging Leaders Committee throughout their time as a senator.
- Clause 4: All members of the SJL Emerging Leaders Committee will be chosen through an application process coordinated by the Chief of Staff.
- Clause 5: Responsibilities of the Committee on SJL Emerging Leaders include but are not limited to:
- a) learning the infrastructure of the Student Government Association,
 - b) attending an initiation training, practicing duties associated with becoming a Student Leader,
 - c) learning how to draft legislation, event planning, working together to organize SJL Leadership and Advocacy Week,
 - d) participating in a mentorship program, etc.
- Clause 6: The SJL Emerging Leaders Committee may draft legislation (subject to the University of Houston Student Government Association Bylaws) to be voted on by the full Senate.
- Clause 7: All legislation proposed by the SJL Emerging Leaders Committee must be passed through the SJL Emerging Leaders Committee first, then move forward in the process for passing legislation as outlined by Title 1, Article 8, Section 4, Clause 1 of the University of Houston Student Government Association Bylaws.
- Clause 8: Members of the SJL Emerging Leaders Committee must attend an SJL Emerging Leaders training and retreat planned by the Chief of Staff's Office.

Article 9: Legislation

Section 1: Introduction of Legislation

- Clause 1: Any student may author legislation, but in order for any legislation to be heard by the Senate, it must have not less than three (3) Senators sponsor it.



Section 2: Labeling of Legislation

- Clause 1: All copies of legislation distributed for consideration by members of the Senate will be labeled with not less than the legislation's author(s); Senate sponsor(s) to which legislation is referred (as soon as knowledge is available), date of introduction, and draft of the legislation (e.g. first reading, Committee substitute, Committee recommendation with amendment, etc.)
- Clause 2: Legislation will also be numbered with the first two digits corresponding to the number of the Senate session in office (e.g. all legislation from the 49th Senate would be numbered "49xxx"). Each category of legislation will have a separate numbering system beginning with 001. (e.g. SGAB-49001).

Section 3: Formalities of Enactment

- Clause 1: The enacting clause of Bills will approximate the following form: "Be it enacted by the Student Government Association of the University of Houston."
- Clause 2: The resolved clause of Resolutions will approximate the following form: "Be it resolved by the Senate of the Student Government Association of the University of Houston".

Section 4: Procedures for Enactment of Legislation

- Clause 1: All pieces of legislation must undergo a first reading that occurs not less than seven (7) calendar days before the legislation receives a final vote.
- Clause 2: Legislation may not be voted on in special meetings of the Senate, unless all Senators were provided at least twenty-four (24) notice of the special meeting.

Section 5: Returning of Vetoed Legislation

- Clause 1: At the first meeting after a piece of legislation is returned to the senate by the President with their objection, or during the same meeting with the President's veto is announced, the Senate will automatically proceed to reconsider the legislation or to determine the time of



reconsideration of the legislation over the President's objections.

Clause 2: A two-thirds (2/3rds) vote of the members of the Senate present and voting will be required to pass the legislation overriding the President's veto.

Article 10: Senate Agenda

Section 1: Order of Business

Clause 1: Call to Order

- (The Presiding Officer or their designee will record those present at the Senate meeting, ensure quorum is met, and document proxies.)

Clause 2: Recital of the University of Houston Alma Mater

Clause 3: Reports

- (The Presiding Officer or their designee will record those who have requested to speak and call their names in order. University Representatives will be called on to speak first, then Special Guests, then Students, and then, lastly, Student Government Association Officers. Speakers will be allotted a speaking time at discretion of the Presiding Officer. The Presiding Officer must allot every Speaker not less than two (2) minutes.)

Clause 4: Unfinished Business

Clause 5: New Business

Clause 6: Adjournment

- (The Presiding Officer or their designee will finalize the record of those present and not at the Senate meeting, allow all persons in the chamber to provide closing remarks by request to the Presiding Officer, and then adjourn the meeting.)

Section 2: Senate Agenda Distribution

Clause 1: The Senate Agenda will be distributed forty-eight (48) hours prior to a regularly scheduled Senate meeting on the preceding Monday by 7 pm.



Article 11: Senate Minutes

Section 1: Meeting Minutes

- Clause 1: The Senate meeting minutes will be kept by the Legislative Chief of Staff or the Speaker's designee.
- Clause 2: The Senate meeting minutes will contain not less than: a video recording of the meeting, list of all members present, list of all proxies, copy of all legislation considered, record of all actions taken on appointments, list of the voting records on all matters voted on.
- Clause 3: The Senate meeting minutes will be posted on the Student Government Association website by the Presiding Officer or their designee within five (5) business days.

Article 12: Parliamentary Procedure

Section 1: Official Rules

- Clause 1: The rules contained in the most recent edition of Robert's Rules of Order will govern the Senate. They will have the force of law in all cases in which they do not contradict the laws of the Student Government Association. In those cases, Student Government Association law will take precedence.

Article 13: Voting

Section 1: Procedures

- Clause 1: A nomination proceeding is any procedure within the Senate where the Senate votes on whether or not to install an individual into a position. This includes competitive nomination processes (where the Senate has multiple candidates for a position or positions).
- Clause 2: Abstentions are prohibited during nomination proceedings, and during competitive nomination



processes a Senator must vote amongst the available, nominated, candidates.

Clause 3: Abstentions, when allowed and cast, will be taken out of any vote count (i.e. If a University Bill is voted on with a count of seventeen (17) for, sixteen (16) against, and three (3) abstentions, the Bill will be considered passed by a majority of those present and voting, with thirty-three (33) members present and voting).

Section 2: Anonymous Voting

Clause 1: Anonymous or “secret ballots” will be permitted and can be introduced by a motion that is approved by a majority present and voting.

Clause 2: Anonymous voting will be conducted via a google form, created by the Speaker, that allows for senators to submit their vote in an anonymous format in which only the Speaker is aware of each senators vote.

Clause 3: A record of the vote will be exported from the form with names redacted and uploaded for transparency and record purposes.

Section 3: Proxy Voting

Clause 1: In the event that a Senator is unable to attend a Senate meeting, they retain the right to assign their vote to another Senator, so that this other Senator may serve as their proxy.

Clause 2: To assign their vote to another Senator, Senators will indicate in writing to the Presiding Officer of the meeting or their designee prior to the Senate meeting. Proxies submitted during the meeting will not be considered.

Clause 3: Senators voting by proxy will be counted towards quorum.

Clause 4: A Senator may only hold a maximum of one (1) proxy vote during a regularly scheduled Senate meeting and a maximum of two (2) proxy votes during a special meeting of the Senate.

Title II: Executive Branch

Article 1: General Provisions



Section 1: Purpose

Clause 1: This article expands on the rights, duties, procedures, responsibilities, and requirements of the Executive Branch detailed in the Student Government Association Constitution.

Article 2: Officers of the Executive

Section 1: General Provisions

- Clause 1: Each Department will be headed by a Director appointed by the President.
- Clause 2: Director positions are defined by the President, while Assistant Director positions are defined and appointed by the Director.
- Clause 3: Each official serves a term at the discretion of the appointing official, not to extend beyond the term of the President.
- Clause 4: Each Department Director will have executive authority over their Department, with support from the Chief of Staff.
- Clause 5: Each Department Director will coordinate the activities of the other officials and staff of their Department.
- Clause 6: Each Department Director will report on activities of their Department to the President and Student Government Association Senate.
- Clause 7: Each Department Director will provide direction and goals for the efforts of their Department, with support from the Chief of Staff.
- Clause 8: Each Department Director will attend each regular meeting of the Senate of the Student Government Association.
- Clause 9: Each Department Director will serve as a mentor in the SJL Emerging Leaders Program.
- Clause 10: Office hours will be defined as hours during which the cabinet member is working on student government business either within or outside of the physical Student Government Association Office, and each Director will maintain at least twenty (20) office hours per week.
- Clause 11: Office hours may be completed between the hours of 8:00 a.m. and 10:00 p.m. Monday



through Saturday during academic terms.

- Clause 12: Failure to complete office hours for three (3) or more weeks will constitute a Leave of Absence.
- Clause 13: Executive Cabinet members will not be eligible for compensation for the duration of their Leave(s) of Absence.
- Clause 14: Each member of the Executive Branch will assume their office immediately following their appointment, as defined by the Bylaws and Constitution.
- Clause 15: There will be at-least biweekly meetings of all of the officers of the Executive Branch. These meetings may include other officers of the Student Government Association and the SGA Adviser. No other persons will be permitted in these meetings, at any time, for any reason. The President will be responsible for organizing these meetings.
- Clause 16: A failure to perform any explicitly outlined responsibility in the Executive Branch will be considered nonfeasance.

Section 2: The President

- Clause 1: The President will be authorized to utilize the funds in the Executive Budget.
- Clause 2: The President will have the power to appoint and dismiss personnel of the Student Government Association Executive Branch. Monetarily compensated appointments are subject to a formal application process by which the application is publicly available for a minimum of five (5) calendar days and interviews will be conducted for at least two select applicants, if available, of the President's choosing. Confirmation of these appointments will be by a majority of the Senate present and voting.
- Clause 3: The President will have the authority to create and dissolve one Director position, with the approval of the SGA Advisor, to fulfill duties specific to the institution's and students' needs at that time by the 2nd regular meeting of the Senate. The notice of its creation, a full description of its purpose, its primary responsibilities, and its required qualifications will be provided to the Senate, requiring a majority of the Senate present and voting for its creation. The position will remain in effect until the end of the term in which it was created.
- Clause 4: The President will have the exclusive authority to dismiss members of the Executive Branch. Dismissal of compensated members will follow the following steps:



- (1) First Offense - Verbal Warning
- (2) Second Offense - Written Warning
- (3) Final Offense - Final Warning & Dismissal

- Clause 5: The President will provide, at minimum, a week between each warning.
- Clause 6: The President will have the authority to create and fill staff positions to aid in carrying out those functions necessary to promote the efficiency and work of the Student Government Association Presidential Cabinet.
- Clause 7: The President or their designate will prepare, for the Student Fees Advisory Committee (SFAC), a request for funding of the Student Government Association every year.
- Clause 8: The President will maintain a minimum of twenty (20) office hours per week.
- Clause 9: The President will have the power to veto legislation pursuant to a fundamental policy or principle of the Student Government Association within five (5) class days after the legislation passes the Senate.

Section 3: The Vice President

- Clause 1: The Vice President will: assist in fulfilling the duties and responsibilities designated, by law, to the President, succeed to the Presidency in the event of the vacating of that office, and exercise the powers of the Student Body President if the President is prevented from exercising their powers.
- Clause 2: The Vice President will perform specialized assignments delegated by the President or by Senate law.
- Clause 3: The Vice President will regularly seek and nominate candidates for positions in the Student Government Association and university-wide Committees.
- Clause 4: The Vice President will develop a standard application to be used for university-committee screenings.
- Clause 5: The Vice President will submit a report at the Senate meeting, including nominees' resumes and responses to the application.
- Clause 6: The Vice President will review the actions of and report on all standing University-wide Committees.
- Clause 7: The Vice President will maintain a minimum of twenty (20) office hours per week.



- Clause 8: The Vice President will serve as an ex-officio member on all University-wide standing Committees.
- Clause 9: No student may be appointed to a University Committee who previously served sanctions for offenses either violent or sexual in nature. These include but are not limited to: sanctions regarding sexual assault, physical assault, and sexual harassment.

Section 4: The Chief of Staff

- Clause 1: The Chief of Staff will be responsible for the coordination of the overall Executive Branch under the supervision of the President.
- Clause 2: The Chief of Staff will coordinate the selection process for individuals to be appointed by the President.
- Clause 3: The Chief of Staff will plan meetings of the Presidential Cabinet, under the direction of the President.
- Clause 4: The Chief of Staff will supervise and support Directors under the supervision of the President,.
- Clause 5: The Chief of Staff will represent the President in cases where the President and Vice President are unavailable.
- Clause 6: The Chief of Staff will perform specialized assignments delegated by the President.
- Clause 7: The Chief of Staff will coordinate the Student Government Association Sheila Jackson Lee Emerging Leaders Program and serve as Chair of the Sheila Jackson Lee Emerging Leaders Committee. The Chief of Staff will provide opportunities for SJL Emerging Leaders to develop leadership skills and participate in the ongoing business of the Student Government Association through assisting elected and appointed officials of the Executive, Legislative, and Judicial branches with their duties as student leaders. The Chief of Staff will also ensure all SJL Emerging Leaders go through the mandatory training and execute their designated project as stated in Title I, Article 7, Section 2, Clause 5.
- Clause 8: The Chief of Staff will be appointed by the President with advice and consent of a majority of the Senate members present and voting.
- Clause 9: The Chief of Staff is responsible for selecting members of the SJL Emerging Leaders Committee through an application process.
- Clause 10: The Chief of Staff is required to plan an SJL Emerging Leaders training within the first three



months of the fall semester and a SJL Emerging Leaders Retreat during the Spring semester for all chosen Emerging Leaders Committee members.

Clause 11: The Chief of Staff is required to assign mentors to the members of the SJL Emerging Leaders Committee.

Clause 12: The Chief of Staff will maintain a minimum of twenty (20) office hours per week.

Clause 13: In the situation the SJL Emerging Leaders program is inactive or the committee doesn't complete the events mentioned in Title I, Article 7, Section 2, Clause 5, the responsibility of completion falls under the responsibility of the Chief of Staff.

Section 5: The Director of External Affairs

Clause 1: The Director of External Affairs will serve as a liaison between the University of Houston Student Government Association and other universities, the City of Houston, Harris County, and the State of Texas.

Clause 2: The Director of External Affairs will advocate on behalf of University of Houston students on issues concerning higher education.

Clause 3: The Director of External Affairs assists the Student Government Association on matters regarding governmental and community relations.

Clause 4: The Director of External Affairs will be in charge of maintaining and promoting the COAST program in partnership with the Dean of Students Office.

Clause 5: The Director of External Affairs will be appointed by the President with advice and consent of a majority of the Senate members present and voting.

Clause 6: The Director of External Affairs will maintain a minimum of twenty (20) office hours per week.

Section 6: The Director of Public Relations

Clause 1: The Director of Public Relations will oversee internal and external communication.

Clause 2: The Director of Public Relations will provide information to the student body for all the programs, initiatives, and resources offered by the Student Government Association.

Clause 3: The Director of Public Relations will serve as the liaison between the Student Government



Association, the University of Houston campus, and external media sources in consultation with University Media Relations.

- Clause 4: The Director of Public Relations will be responsible for maintaining and updating the SGA website.
- Clause 5: The Director of Public Relations will be appointed by the President with the advice and consent of a majority of the Senate present and voting.
- Clause 6: The Director of Public Relations will maintain a minimum of twenty (20) office hours per week.

Section 7: The Director of Outreach

- Clause 1: The Director of Outreach will serve as a liaison between the Student Government Association and Registered Student Organizations (RSOs) and University Sponsored Organizations (USOs).
- Clause 2: The Director of Outreach will assess areas of need among students and present them to the Student Government Association.
- Clause 3: The Director of Outreach will build a better sense of community and involvement among the Student Government Association and the student body.
- Clause 4: The Director of Outreach will be appointed by the President with the advice and consent of a majority of the Senate present and voting.
- Clause 5: The Director of Outreach will maintain a minimum of twenty (20) office hours per week.

Section 8: Rotating Director

- Clause 1: The Director will serve at the discretion of the President and will only perform the duties explicitly outlined and approved by the Senate pursuant to Section 2, Clause 3 of this Article.
- Clause 2: The Director will focus on a specific goal for the term based on the needs of the administration.
- Clause 3: The title and duties of the Director must be outlined by the 2nd regular meeting of the Senate and be approved by the SGA Advisor and majority of the Senate present and voting.
- Clause 4: The Director will be nominated and approved by the Senate pursuant to Section 2, Clause 2 of this Article.



Clause 5: The Director will maintain a minimum of twenty (20) office hours per week.

Section 9: Appointment Process

Clause 1: The Senate will be provided a video recording of the candidate's interview, the responses to the application questions of the chosen candidate(s), and the candidate's resume.

Clause 2: Interviews for Executive Cabinet positions will include only the President and Vice-President. No other party shall be present during the interview process.

Title III: Judicial Branch

Article 1: General Provisions

Section 1: Purpose

Clause 1: This title expands on the rights, duties, procedures, responsibilities, and requirements of the Executive Branch detailed in the Student Government Association Constitution.

Section 2: Rule of Law

Clause 1: The Supreme Court will use all applicable Student Government Association Law in making decisions. This will include not less than the Student Government Association Constitution, Student Government Association Bylaws, Student Government Association Election Code, and all University regulations and policy, with exception of the Student Code of Conduct which is the purview of the Dean of Students..

Clause 2: The Supreme Court will hear all evidence that is relevant to the case under review.

Clause 3: All Student Government Association laws will be interpreted based upon their ordinary meaning, that is, the sense of a word or phrase that is most likely implied in a given linguistic context. If the ordinary meaning of a given provision cannot be determined beyond a preponderance of evidence and moral certainty, the Supreme Court will use the context of the



provision to discern it.

Section 3: Counsel

- Clause 1: Any party brought before the Supreme Court has the right to counsel but must elect to be represented by counsel. Any party that elects representation by counsel will be bound to all actions and statements made by said counsel. Counsel must be a student in good academic and disciplinary standing with the University.
- Clause 2: Former or current officers of the Student Government Association who have previously been nominated for impeachment will not be eligible to represent cases other than those in which they are a party.
- Clause 3: Attempts by parties nominated for impeachment to correspond with former or current officers nominated for impeachment will constitute malfeasance.

Section 4: Standing

- Clause 1: Any aggrieved party who is a University of Houston student will have standing to bring a complaint before the Supreme Court.

Section 5: Statute of Limitations

- Clause 1: Officers are subject to be impeached for all offenses committed within their term or during their campaign for their current office. Offenses committed before this period will fall outside the statute of limitations.
- Clause 2: Officers cannot be impeached based on laws that were not in place when the alleged offense occurred.

Article 2: The Supreme Court

Section 1: Sessions and Meetings



- Clause 1: The Student Government Association Supreme Court will assemble at any time the Chief Justice convenes the Court. The Chief Justice will preside over all the sessions of the Student Government Association Supreme Court. In case of an absent Chief Justice, the Senior Associate Justice will be the acting Chief Justice until further notice.
- Clause 2: For any case to be heard, a quorum of the Justices must be had. A quorum will consist of a majority of the membership of the court.
- Clause 3: The Chief Justice may call the court into session for a special meeting. A majority of the Justices may ask the Chief Justice to call a meeting. If the Chief Justice refuses to do so, the other Justices may call a meeting with the same quorum and procedural guidelines in effect.
- Clause 4: All Student Government Association Supreme Court cases will be open to the public.

Section 2: The Chief Justice

- Clause 1: The Chief Justice will be the Presiding Officer of the Student Government Association Supreme Court.
- Clause 2: The Chief Justice will control the agenda and decide which cases the Student Government Association Supreme Court will consider first.
- Clause 3: The Chief Justice will be responsible for notifying Justices about meeting times and places and will be responsible for ensuring a quorum of Justices for every meeting.
- Clause 4: The Chief Justice will be responsible for notifying all parties in writing of the hearing time and location.
- Clause 5: The Chief Justice will have the authority to assign duties to the members of the Supreme Court that are necessary to meet the objectives of the Court.

Section 3: Attendance Policy

- Clause 1: Each Justice of the Supreme Court will attend all court hearings and meetings.
- Clause 2: The accumulation of more than three (3) unexcused absences will result in the automatic removal of that Justice.



- Clause 3: Excuses for missing meetings and hearings will be turned into the Chief Justice at least three (3) calendar days before the absence. Excuses for missing meetings and hearings will require proof and a valid reason, such as suffering from an illness or having a test at that time.
- Clause 4: The court will meet regularly at the discretion of the Chief Justice.
- Clause 5: Justices will attend Student Government Association functions, as determined by the Chief Justice to promote Student Government Association and its functions. If a Justice has an absence from attending a function pursuant to this clause, that absence will be applied toward the total count of excused absences for expulsion.
- Clause 6: The Chief Justice will attend all meetings of the Senate. If the Chief Justice cannot attend a Senate meeting, the Senior Associate Justice will take the place of the Chief Justice. Should the Senior Associate Justice be unavailable, the Chief Justice will designate a Justice to take their place.

Article 3: Pre-Trial Procedure

Section 1: Complaints

- Clause 1: All causes of action pursued in the Supreme Court will be initiated by the filing of a Notice of Complaint with the Chief Justice.
- Clause 2: The Chief Justice will assign a docket number to the case and notify the Associate Justices of the pendency of action within one (1) calendar day of receiving a filed complaint.
- Clause 3: Within three (3) calendar days of receiving a filed complaint, the Chief Justice will notify the complainant and the defendant of the pendency of action and will arrange a date and place for the hearing to be held. Every reasonable effort will be taken to notify parties, including but not limited to, multiple emails, phone calls, or text messages.
- Clause 4: All other hearings will be heard by the Supreme Court within fourteen (14) calendar days of the filing of a Notice of Complaint.
- Clause 5: The Chief Justice has the discretion to decide whether or not the court will hear a complaint in the form of a declaratory judgement explaining why the complaint will not be heard by the full court. If the majority of the membership of the court vote to hear the case, the complaint will



move forward.

Section 2: Judicial Pre-Trial Meeting

- Clause 1: The Justices will meet within five (5) calendar days to discuss whether to ~~issue~~ a writ of certiorari to hear the case and any motions for recusal.
- Clause 2: Any Justice of the Supreme Court will recuse themselves from participating in the adjudication of a case if they believe that, by virtue of their relationship or close association with any of the parties to the case, they are unable to decide the case impartially.
- Clause 3: In the event that one or more of the Justices feel as though a fellow Justice should be recused, the Justices will take a vote. If a majority of the Justices hearing the case vote to recuse the Justice in question, that Justice will be officially recused.

Section 3: Briefs

- Clause 1: A brief is a document filed with the Supreme Court that consists of arguments under the relevant authority that a party intends to argue before the court.
- Clause 2: After the complainant has been notified, both parties to a case and any interested parties (amici) may file briefs with the Chief Justice. Briefs must be received by the Chief Justice no later than twenty-four (24) hours prior to the commencement of a hearing.
- Clause 3: Briefs do not need to conform to any particular template, provided that the brief contains a listing of the general arguments made by the party during their opening and closing statements.
- Clause 4: A brief will be succinct and to the point. Briefs will be typewritten, doubled spaced and written in twelve (12) point Times New Roman font with one (1) inch margins. Briefs must be signed by the party that prepared it.
- Clause 5: The Chief Justice will distribute copies of all briefs to entities present before the Court, including the parties and amici.
- Clause 6: Briefs may be distributed to interested parties after the final opinions of the Court have been made public.



Section 4: Transcription of Proceedings

- Clause 1: All proceedings of the Supreme Court will be recorded by an audio or visual device or by a stenographer.
- Clause 2: If no audio or visual device is used, then a typed/written transcript of the proceedings will be made by a designee of the Chief Justice. The transcript will form part of the record of the case and will be entered into the judicial archive.

Section 5: Oath or Affirmation of Truth

- Clause 1: An oath or affirmation of truth will be administered to all parties prior to any testimony before the Supreme Court.
- Clause 2: The oath or affirmation of truth will be administered by the Chief Justice or their designee.
- Clause 3: The form for the oath or affirmation of truth will be as follows:
With the left hand of the person being sworn in on the Student Government Constitution and Rules of Court, and with the person's right hand upraised, they will state the following oath or affirmation: "I [state your full name] – do solemnly swear (or affirm) – that I will tell the truth, the whole truth, and nothing but the truth – as the Code of Student Conduct of the University of Houston dictates."

Article 4: Hearings

Section 1: Order of Proceedings

- Clause 1: All trial and court proceedings and orders of the court will be established by the Chief Justice and published prior to the court session.
- Clause 2: All parties will be given equal opportunity to review the orders, rules, and to present their case.
- Clause 3: The Chief Justice may designate an eligible student to remove members of a live audience engaging in behavior that disrupts court proceedings.
- Clause 4: At the discretion of the Chief Justice, time may be allotted to meet quorum. No Associate



Justice will be able to serve in their position during a particular hearing if they are tardy and the scheduled hearing has begun.

Clause 5: Each hearing request will be assigned a case number of standard format. The case number will be formatted as the calendar year followed by order number beginning with 001 according to the order which they are received (e.g. beginning September 1st, all cases would begin 2012-0001 to 2012.XXX through December 31, 2012.).

Section 2: Opening and Closing Arguments

Clause 1: Both parties may present opening and closing arguments before the Supreme Court.

Clause 2: Any party may waive its right to an opening and/or closing argument.

Clause 3: The presiding Justice will have discretion in the length of opening and closing arguments. The time reserved for these arguments will be not less than (5) minutes.

Section 3: Questions from the Bench

Clause 1: Any Justice may question the parties at any time during the proceedings for purposes of clarification.

Clause 2: Any time spent answering questions from the bench will not be included in the total amount of time allotted by the Chief Justice to all parties.

Article 5: Supreme Court Post-Trial Procedure

Section 1: Judicial Post-Trial Meeting

Clause 1: The Supreme Court will adjourn to deliberate after closing arguments have been completed. Deliberation will not exceed three (3) calendar days for election complaints, or five (5) calendar days for all other complaints. University reading periods, finals week, and University-sanctioned holidays will not be included in the tabulation of time spent in deliberation.

Clause 2: When a decision has been reached, the Court will post it publicly within three (3) Business



days.

- Clause 3: The Chief Justice will write the opinions of the court. In the case that the Chief Justice is unable to write the opinions, the Senior Associate Justice will write the opinions.
- Clause 4: Upon completion of the judgment and opinion, the Chief Justice will forward copies to the Student Body President for executive action, the Speaker of the Senate, the SGA Advisors, and to the Dean of Students, if applicable. Additional copies will be maintained in the judicial archive.
- Clause 5: Any action ordered by the Supreme Court requiring the removal of language from official Student Government Association governing documents shall be immediately removed.

Article 6: Failure to Appear

Section 1: Definition

- Clause 1: A party has failed to appear before the Court when, after being served with process or having actively resisted attempts to receive process, they do not make an appearance, in person or by counsel, at a duly convened proceeding of the Supreme Court.

Section 2: Penalties

- Clause 1: If a Student Government Association official, elected or appointed, knowingly fails to appear before the Supreme Court, they may be suspended from their position within Student Government.
- Clause 2: The decision to suspend a Student Government Association official from their position for non-attendance will be made only by the Supreme Court and will be executed by the President of the Student Government Association.

Article 7: Impeachment



Section 1: Definitions

- Clause 1: Nonfeasance will be defined as “failure to perform an act that is required by law.”
- Clause 2: Malfeasance will be defined as “partaking in an act that is in violation of the law.”
- Clause 3: Double jeopardy will be defined as the accused facing trial for the same offense more than once.

Section 2: Impeachable Offense

- Clause 1: A Student Government Association Officer will be eligible to be convicted in an impeachment trial if and only if they are guilty of nonfeasance or malfeasance. No official nominated for impeachment, who has been found guilty of one (1) or more charges of nonfeasance or malfeasance will be exonerated by the Supreme Court.

Section 3: Trial Procedure

- Clause 1: The Chief Justice of the Student Government Association Supreme Court, or the Senior Associate Justice if the Chief Justice cannot fulfill their duties, will serve as the Presiding Officer during the impeachment trial, which will take place within seven (7) calendar days of proper notification of charges.
- Clause 2: Provided the Supreme Court acquits the accused; the accused will retain all the rights and privileges of the office to which they were elected or appointed, and the Student Government Association will not place the accused in double jeopardy.

Title IV: Fiscal Policies and Procedures

Article 1: General Provisions

Section 1: Name and Purpose



- Clause 1: This Title will be known, and may be cited, as the Student Government Association “Fiscal Policies and Procedures.”
- Clause 2: The purpose of this title is to specify the manner in which fiscal policies of the Student Government Association will be carried out.

Article 2: Budget Development and Procedure

Section 1: The Student Government Association Budget

- Clause 1: The Student Government Association Budget will be developed by the Executive Branch and will be submitted to the Senate before August 15th of each year (Each fiscal year will start on September 1st and continue until the following August 31).
- Clause 2: The Student Government Association Senate will pass a budget Bill no later than September 15th of each fiscal year. The budget Bill will give the Executive authority to spend funds up to and including the day in which a budget Bill becomes law.
- Clause 3: The Student Government Budget Bill will be categorized as a Student Government Bill, falling under the governing of the Internal Affairs Committee and will be subject to all standards outlined in Title I, Article 8, Section 4, Clause 1 of the Student Government Association Bylaws.
- Clause 4: If the President fails to present/sign a budget Bill and/or the Senate fails to pass a budget Bill, the Student Government will be prohibited from making any form of transaction with discretionary/controllable money (not including stipends), and the Senate Agenda for each subsequent meeting will not include anything other than the Student Government Budget Bill until a budget Bill is passed by the Senate and signed by the President.
- Clause 5: Upon the Bill becoming law, the budget will be effective until the following August 31.
- Clause 6: Upon full passage of the Student Government Association Budget, it will be made available online through the Student Government Association website within seven (7) calendar days. If the website is unavailable, it will be accessible by contacting the Chief of Staff.



Article 3: Fiscal Procedures

Section 1: Submittal Procedures

- Clause 1: Any purchase over Five-Hundred dollars (\$500) can be subject to review with the discretion of the Internal Affairs committee.
- Clause 2: The President and Speaker will make a report of all purchases above Five-Hundred (\$500) at the next scheduled Senate meeting.

Section 2: Additional Expenses

- Clause 1: The President of the Student Government Association may authorize additional expenses when the official business of the Student Government Association requires the student to incur unusual expenses such as attendance at a conference.
- Clause 2: All such unusual expenses will be approved in advance by the President and Advisor of the Student Government Association, and all reimbursements under this section will be for the actual amount of the expenses incurred.
- Clause 3: Requests for reimbursement under this section will be itemized with a justification statement for each item explaining why the expense was necessary and proper as an official Student Government Association expense. Receipts will also be provided for each item.
- Clause 4: All members who served or are currently serving in the Student Government Association within the Executive, Legislative, or Judicial branches, as well as the Department of Justice or Election Commission members, will receive a stole designating their service for the Student Government Association, if they completed their designated term and/or six (6) total months, at the time of graduation in an official, sanctioned, position, as set out by the laws of the Student Government Association. The Speaker or their designee will confirm the duration of a current serving member's time in the Student Government Association.

Section 4: Budget Controls



- Clause 1: The Student Government Association receives its allocation of funding from the Student Fees Advisory Committee on September 1st. A new Student Government Association Administration comes into office every April 1st. In order to ensure that the entire budget is not spent prior to a new Administration coming into office, and instead an equitable amount of the budget remains for them to fulfill their spending priorities, each Administration must conserve no less than twenty-five (25) percent of all controllable funds, to be used by the following Administration.
- Clause 2: The Senate must receive a minimum of ten (10) percent of the Student Government Association controllable budget (not including stipends).
- Clause 3: The Speaker of the Senate will have authority over the entirety of the Student Government Association controllable budget (not including stipends) set aside each year for the Senate.
- Clause 4: No more than ten (10) percent of the Student Government Association controllable budget (not including stipends) may be spent on travel-related expenses.
- Clause 5: The Election Commission must receive a minimum of twenty (20) percent of the Student Government Association controllable budget (not including stipends).
- Clause 6: The Chief Election Commissioner will have authority over the entirety of the Student Government Association controllable budget (not including stipends) set aside each year for the Election Commission.

Title V: Student Fees Advisory Committee

Article 1: General Provisions

Section 1: Purpose

- Clause 1: The Student Fees Advisory Committee is a University Committee established by Section 54.5062 of the Texas Education Code. The Committee will advise the Vice President for Student Affairs, the President of the University, and the Board of Regents concerning the type, level, collection, allocation, and expenditure of Student Service Fees.



Article 2: Membership

Section 1: Membership Requirements

- Clause 1: Each Student Member must be enrolled in not less than six (6) semester hours at the University of Houston.
- Clause 2: No Student Member may be an officer or compensated leader of any Student Service Fee Funded Unit other than the Committee itself.
- Clause 3: There will be five (5) Student Member positions nominated by the Student Government Association.
- Clause 4: Two (2) Student Member positions will serve one-year terms and three (3) Student Member positions will serve two-year terms, both beginning October 1st of a year and ending September 30th of the following year.
- Clause 5: Other members of the Committee will serve at the discretion of the President of the University of Houston.

Article 3: Appointment of Student Members

Section 1: Appointment Procedure

- Clause 1: Student members will be appointed by the President of the Student Government Association with the advice and consent of two-thirds (2/3^{rds}) of the Student Government Association Senate present and voting.
- Clause 2: The Student Government Association President and Senate will receive and consider the recommendations and opinions of the Chairperson of the Student Fees Advisory Committee (SFAC) when making and consenting appointments of Student Members to the Committee.
- Clause 3: A vacancy in a Student Member position will be filled in the same manner as the original appointment. Student members appointed to vacant positions are appointed to the position until the expiration of the term of the position.



Clause 4: The recommendation and opinions from the Chairperson of the Student Fee Advisory Committee shall be received no later than one (1) week before the first appointment to the Student Fee Advisory Committee. The recommendation and opinion can be provided in writing or verbally.

Clause 5: The President of the Student Government Association will have the power to appoint an Interim Student Member to a vacant student member position. An Interim Student Member will serve until an appointment to the position is made and approved by the Senate.

Section 2: Student Members and Other Members' Reappointment and Removal

Clause 1: Removal of Student Members appointed by the Student Government Association will follow the process explicitly outlined in the SGA Constitution.

Clause 2: Appointment and removal of other Committee positions will be the responsibility of the President of the University.

Title VI: Code of Ethics

Article 1: General Provisions

Section 1: Purpose

Clause 1: As representatives of the University of Houston Student Government Association (SGA), we pledge to uphold the values of integrity, dedication, and respect in our service to our fellow students. This Code of Ethics delineates the principles and standards that govern our behaviors and choices. By adhering to these directives, we guarantee a transparent, responsible, and efficient SGA that reflects and champions the interests of the student body. The primary objective of this Code is to establish an ethical standard expected of SGA representatives during their time holding a public office.



Section 2: Mandate

Clause 1: All members within the Student Government Association will be obligated to act in accordance with this code of ethics. Violations of this code will be considered malfeasance and will be punishable.

Article 2: Definitions

Section 1: Clarifications

Clause 1: Organizational transparency will be defined as “the practice of sharing information about an organization's operations, decisions, and performance with all stakeholders”

Clause 2: Favoritism will be defined as “the giving of special favors towards an individual or organization”

Clause 3: Appropriate language will be defined as “the use of professional language and refraining from the use of profanity in professional settings”

Clause 4: Sensitive Information will be defined as “information that, if disclosed, could prove detrimental to an individual or the organization”

Clause 5: Appropriate Consent and Authorization will be defined as “receiving the appropriate approvals and permission from another party to move forward with a particular task or goal”

Clause 6: Bias will be defined as “inclination or prejudice for or against one person or group, especially in a way considered to be unfair:”

Clause 7: Conflict of Interest will be defined as “situations in which an individual’s personal interests could compromise their judgment, decisions, or actions.”

Clause 8: Willful ignorance will be defined as “intentionally avoiding information about the negative consequences of one’s actions as to not assume liability for a wrongful act”

Clause 9: Bribery will be defined as “the giving of money or a favor given or promised in order to influence the judgment or conduct of a person in a position of trust”

Clause 10: Blackmail will be defined as “extortion or coercion by threats especially of public exposure or criminal prosecution”



- Clause 11: Coercion will be defined as “to achieve a goal by force or threat”
- Clause 12: Collusion will be defined as “secret agreement or cooperation especially for an illegal or deceitful purpose”
- Clause 13: Perjury will be defined as “the voluntary violation of an oath or vow either by swearing to what is untrue or by omission to do what has been promised under oath, otherwise known as false swearing”
- Clause 14: Misrepresentation will be defined as “to give a false or misleading representation of usually with an intent to deceive or be unfair”
- Clause 15: Incompetence will be defined as “lacking the qualities needed for effective action towards a specific situation”
- Clause 16: Breach of Integrity will be defined as “any action that undermines the integrity and/or inhibits the effectiveness of an individual or organization from achieving the purposes set forth”
- Clause 17: Misuse of Funds will be defined as “the illegal use of the Student Government Association’s money for personal gain or another unapproved purpose”

Article 3: Ethical Standards and Conduct

Section 1: Integrity and Honesty

Clause 1: Veracity

It is the duty of all members of the Student Government Association to

- (1) Uphold honesty and truthfulness in all forms of communication, whether directed toward the student body, administration, or external entities.

Clause 2: Transparency

It is the duty of all members of the Student Government Association to

- (1) Ensure the decision-making processes and actions of the SGA are carried out in a manner that is transparent.
- (2) Maintain organizational transparency on matters considered sensitive.

Clause 3: Impartiality

It is the duty of all members of the Student Government Association to

- (1) Demonstrate fairness in all instances of appointments, deliberation, correspondence, etc.



- (2) Act impartially as representatives, bearing no allegiance to any specific entity but to the student body as a whole.
- (3) Refrain from showing favoritism towards any individual or group.

Section 2: Respect and Civility

Clause 1: Respect for the Individual

It is the duty of all members of the Student Government Association to

- (1) Treat all individuals with dignity and respect, regardless of their background, opinions, positions, or status. This includes fellow students, faculty, staff, and SGA members.
- (2) Understand that any form of behavior that can be considered harassment, discriminatory, or derogatory is strictly prohibited.
- (3) Acknowledge, understand, and value the different perspectives and backgrounds of SGA members to foster a culture of mutual respect.

Clause 2: Representation

It is the duty of all members of the Student Government Association to

- (1) Ensure that all voices within the student body are appropriately represented and respected.
- (2) Actively work to eliminate any barriers to participation, therefore ensuring that all students have the opportunity to engage with the SGA.
- (3) Oppose discrimination in all of its forms, therefore fostering an environment where everyone feels welcome and valued.

Clause 3: Professionalism

It is the duty of all members of the Student Government Association to

- (1) Conduct oneself with professionalism in all SGA activities, demonstrating integrity and ethical behavior.
- (2) Use appropriate language and maintain a respectful tone in formal communications, whether verbal, written, or electronic.
- (3) Dress suitably and appropriately in business-casual attire to formal meetings and events, including Senate meetings, adhering to the standards and expectations of the organization.

Clause 4: Accountability



It is the duty of all members of the Student Government Association to

- (1) Hold oneself and fellow members accountable for their actions, maintaining an ethical standard.
- (2) Promptly address and report any breaches of ethics code violations, ensuring unethical behavior is corrected and not repeated.
- (3) Encourage transparency and openness within the organization, therefore promoting trust and accountability.

Section 3: Community Engagement

Clause 1: Volunteering

It is the duty of all members of the Student Government Association to

- (1) Attend all mandatory events as mandated by their respective branch head ie. The President, The Speaker of the Senate, The Chief Justice, and The Attorney General
- (2) Complete at least fifteen (15) hours of volunteer service in support of Student Government initiatives and activities, excluding mandatory events.

Clause 2: Outreach

It is the duty of all members of the Student Government Association to

- (1) Engage with their constituencies as mandated by their respective branch head.
- (2) Utilize various methods of engagement as appropriate, which may include hosting discussions, conducting surveys, attending organizational meetings, or participating in events that foster dialogue and collaboration.

Clause 3: Collaboration

It is the duty of all members of the Student Government Association to

- (1) Actively collaborate with campus organizations, departments, and student groups to strengthen partnerships and advocate for the needs of the student body.
- (2) Participate in cross-branch initiatives and inter-organizational efforts to ensure a unified approach to addressing student concerns.

Article 4: Confidentiality and Privacy

Section 1: Sensitivity



- Clause 1: Members of the Student Government Association must adhere to a strict code of confidentiality regarding sensitive information acquired through their positions and in the course of their duties. Under no circumstances should such information be divulged without appropriate consent and authorization.
- Clause 2: It is expected that SGA members uphold the privacy rights of their fellow peers by refraining from unwarranted intrusions into personal matters outside of their official capacity. These principles are of utmost importance to maintain trust, professionalism, and propriety within the organization.

Article 5: Use of Resources

Section 1: Misuse

- Clause 1: No official of the Student Government Association will misuse, mismanage, or misappropriate their position and/or equipment, facilities, or funds of the Student Government Association. Each Student Government Association official must be able to give a thorough account of all funds allocated by student fees spent by them and a thorough inventory of all goods and/or services received.
- Clause 2: No official within the Student Government Association, who has been granted special access to Student Government Association premises, will use these premises for purposes that are inappropriate or share special access to this property with unauthorized individuals.

Article 6: Ethics Violations

Section 1: Charges

- Clause 1: The actions listed below are considered ethics violations and thus considered malfeasance.
- (A) Impartiality Charges
 - (a) Bias
 - (b) Conflict of Interest
 - (c) Willful Ignorance
 - (B) Extortion Charges
 - (a) Bribery

- (b) Blackmail
- (c) Coercion
- (C) Conspiracy Charges
 - (a) Collusion
- (D) Deception Charges
 - (a) Perjury
 - (b) Misrepresentation
- (E) Misuse of Office Charges
 - (a) Incompetence
 - (b) Breach of Integrity
 - (c) Misuse of Funds

Article 7: Enforcement

Section 1: Authority and Oversight

- Clause 1: The Attorney General shall serve as the primary enforcer of the Code of Ethics and shall oversee all investigations into alleged violations. Allegations involving the Attorney General will fall under the purview of the Chief Justice and Judicial Branch, as outlined in the subsequent clause.
- Clause 2: The Chief Justice and the Judicial Branch shall have the authority to adjudicate cases of alleged ethical violations and impose appropriate sanctions in accordance with the Student Government Association's governing documents.

Section 2: Reporting Violations

- Clause 1 Any member of the Student Government Association or the student body may report alleged violations of the Code of Ethics by submitting a written complaint to the Attorney General.
- Clause 2: All violations reported to the Attorney General will be considered sensitive and kept strictly confidential and anonymous.
- Clause 3: Complaints, at minimum, must require the following:
- (1) The name of the individual(s) involved, including witnesses and the accused.
 - (2) A detailed description of the alleged violation, including dates, times, and evidence as

outlined in Title VI, Article 8, Section 1, Clause 1 of the Bylaws.

(3) The section(s) of the Code of Ethics allegedly violated.

Clause 4: The Attorney General will acknowledge receipt of the complaint within three (3) business days.

Section 3: Investigation Process

Clause 1: The Attorney General shall conduct a thorough and impartial investigation into all valid complaints, gathering statements, evidence, and other relevant information.

Clause 2: The Attorney General will have the authority to suspend individuals during the investigative process if deemed necessary,

Clause 3: The accused party shall be given notice of the complaint within three (3) business days of the Attorney General's acknowledgment of the complaint.

Clause 4: The Attorney General shall complete the investigation and should the accused be nominated for impeachment, the Attorney General will submit their findings to the Chief Justice within fourteen (14) days of the notice of complaint.

Section 4: Records

Clause 1: A summary of all resolved cases, including the nature of the violation and sanctions imposed, shall be made publicly available each semester, with identifying information redacted to protect confidentiality.

Clause 2: The Attorney General shall maintain detailed records of all complaints, investigations, and sanctions for reference by future administrations.

Article 8: Evidence

Section 1: Content

Clause 1: Evidence of violations of the Code of Ethics can come in many forms, including: witness testimony, physical or digital documentation, including but not limited to original photograph(s), unedited video, E-mail(s), any certification of the Student Handbook by the Dean of Students, the Certified testimony of a Student Government Association official validating the offense, any other original document(s) that may serve as proof of violation of



the Code of Ethics, Bylaws, or Constitution.

Article 9: Review and Amendments

Section 1: Internal Review

- Clause 1: The Attorney General will coordinate a meeting with the President, Speaker, and Chief Justice by September 1st to discuss and review the status and efficacy of the Code of Ethics as it applies to their specific branch. Should the Attorney General be vacant, the President will coordinate the meeting.
- Clause 2: The Attorney General, President, Speaker, and Chief Justice will draft and submit official recommendations regarding the Code of Ethics to the Chairperson of the Senate Committee on Internal Affairs by September 15th.
- Clause 3: The Senate Committee on Internal Affairs will review the submitted recommendations and deliberate on any proposed amendments. The committee retains the authority to accept, reject, or modify the recommendations in accordance with the Student Government Association Constitution and Bylaws.
- Clause 4: Amendments to the Code of Ethics will follow the traditional amendment process as outlined by the Constitution, requiring a two-thirds ($\frac{2}{3}$) vote of the Senate present and voting.

Title VII: Amendment Process

Article 1: Procedure

Section 1: Overview

- Clause 1: There will be a process for the amendment of these Bylaws, so as to make it adaptable to the



future needs and preferences of the student body.

Section 2: Process

- Clause 1: To amend these Bylaws, a proposed Bylaw Revision must be presented and approved by at least two-thirds (2/3rds) of the Senate present and voting.
- Clause 2: Bylaw Revisions must pass the Senate Committee on Internal Affairs prior to their proposal on the senate floor.
- Clause 3: Should the Revisions pass through the Senate, they will become law effective immediately.