

The General Bylaws of the Butler University Student Government Association

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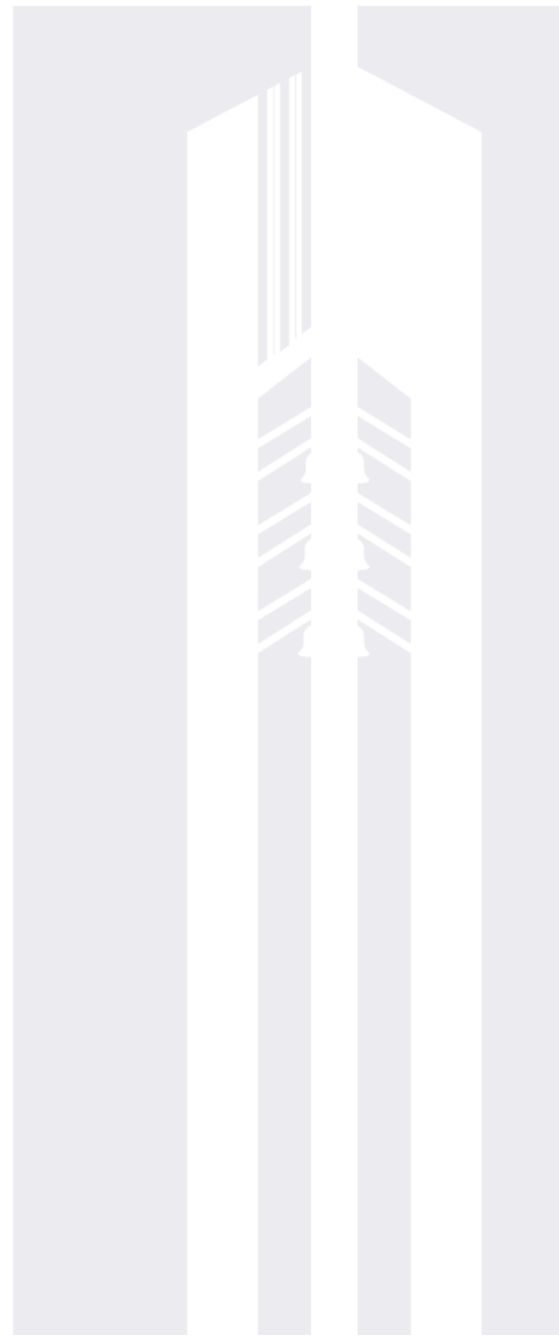


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Article I: Separation of Powers

Section 1: General Policy

The three branches of the Student Government Association are designed to be separate yet equal. No branch is to interfere with another branch's proceedings other than in a manner that is directly stated in the Student Government Association Constitution or these bylaws. If a branch believes that another branch has encroached on their power, duties, or processes, they may formally request that the third branch investigate the matter. Such a request may be made by the Branch Leader or by an affirming simple majority of voting members within the respective branch. Each branch may adopt rules and procedures for the proper process of investigating another branch's actions. Depending on the severity of the act, possible punishments may include Performance Improvement Plans, censure, or impeachment.

Section 2: Memorandums of Understanding

The Branch Leaders of the Student Government Association may enact Memorandums of Understanding between themselves as they see fit in order to facilitate the function of the organization. Memorandums of Understanding may be drafted and enacted by any combination of the Branch Leaders of the Student Government Association, but may not affect any branch or function thereof that is not a signatory to the document. These documents shall be inherently limited in their power and scope, and may be overridden by a simple majority of voting members of the Student Government Association Senate. Further, all Memorandums of Understanding may be subject to judicial review. A Memorandum of Understanding may be in effect for no more than one academic year. Memorandums of Understanding must be made public upon their signing and be transmitted to the Archivist within three school days for filing in the Student Government Association archives. Memorandums of Understanding must abide by the Constitution and General Bylaws of the Student Government Association.

Article II: Executive Branch

Section 1: Executive Authority

The Executive Branch reserves the right to all powers delegated in the Student Government Association Constitution and in these bylaws. Only confirmed or elected members of the Executive Branch may vote.



Article III: The Executives

Section 1: General Duties

The executives – the President and Vice President – shall carry out their respective duties in accordance with Article IV of the Constitution. Additionally, they shall uphold the dignity of the Student Government Association in their conduct and behavior.

Section 2: Duties of the President

The President of the Student Government Association shall:

1. Serve as the Chief Executive Officer of the Student Government Association.
2. Serve as the primary spokesperson for the Student Body.
3. Appoint members of the Executive Branch with the advice of the Vice President and applicable Cabinet members.
4. Assume responsibility for the proper execution of Student Government Association business.
5. Oversee the implementation and dissemination of legislation passed by the Student Senate.
6. Coordinate student representation on Butler University committees.
7. Work actively with the University administration to ensure the well-being of the Student Body.
8. Possess the right to veto any legislation passed by the Student Senate.
9. Possess the authority to enter into contractual agreements with external agencies and organizations with the approval of the Vice President for Student Affairs or designee.
10. Represent the Student Government Association to the organizations of Butler University faculty, staff, and administration, including the Faculty Senate, Staff Assembly, Executive Council, President's Cabinet, and Board of Trustees.
11. Possess the ability to create task forces to investigate and solve campus-wide issues.
12. Possess the ability to call an emergency meeting of the senior Student Government Association officers (Branch Leaders, Vice President, and Chief of Staff, or designees), or the Executive Cabinet by email or in writing with at least 24 hours notice.
13. Use Executive Orders to aid in the mission of the Student Government Association.
14. Convene and preside over meetings of the Executive Cabinet and Executive Cabinet Advisory Board.

15. Deliver an annual State of the Student Government address before the Student Senate.
16. Create and present a list of goals and objectives to the Executive Cabinet and Student Senate.
17. Report to the Student Senate on the status of legislation implementation on a semesterly basis.
18. Meet weekly with the other Student Government Association Branch Leaders.
19. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

Section 3: Duties of the Vice President

The Vice President of the Student Government Association shall:

1. Assume all the duties of the President in the President's absence or inability to perform.
2. Act as the President's deputy.
3. Act as a surrogate for the President upon their request.
4. Oversee organizational finances and applicable Student Government Association members.
5. Ensure that all accounts are properly kept, bills promptly paid, and revenues fully received.
6. Maintain detailed records of Student Government Association expenditures.
7. Oversee the disbursement of wages.
8. Supervise the distribution of funds to recognized student organizations, as allocated by the Student Senate and Executive Orders.
9. Coordinate the organization's capital budgeting requests.
10. Create, with advice from the President, the annual operating budget.
11. Draft and present to the Student Senate a comprehensive budget for the academic year.
12. With the Judicial Branch, work to train Student Government Association members on relevant fiscal policies and procedures.
13. Attend meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Establish and maintain a working, professional relationship with the University administration.
15. Complete other duties assigned by the President.
16. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

Section 4: Executive Orders

Executive Orders are subject to judicial review and can be repealed by two-thirds of voting members of the Student Senate. The Executive Order may be discussed and voted upon at the Senate meeting following receipt of the Order, provided that that meeting is a minimum of two days following the receipt, to ensure time for Senators to review the Order. If the Executive Order is not nullified by the Senate at this time, then it shall be in effect unless a Resolution is passed countering it. Any Executive Orders issued must appear on the Senate agenda and be read at the appropriate meeting, though the Senate may elect not to discuss them. The President must transmit the Order to the other Branch Leaders within 24 hours of it being signed into effect. If the Student Senate is not in session, Executive Orders can be repealed by two-thirds of present members of the Student Senate at the first meeting of the next legislative session. At the conclusion of the academic year in which an Executive Order is issued, it shall expire and require a simple majority of voting members within the Student Senate to become legislation. Resolutions to codify an Executive Order may be made and voted upon at any point during the academic year.

Section 5: Allocation of Executive Funds

The President shall have the authority to allocate funds to projects both internal and external to the Student Government Association from the Executive Branch budget. All funding allocations of any type shall be reported to the Vice President to ensure accurate records. Any monetary allocation exceeding \$999 to a third party organization for the purpose of provision of services external to the Student Government Association must be made through an Executive Order. Any allocation of wages by the President to a position that was not included in the Senate-approved budget must be made through an Executive Order. Internal expenditures of the Student Government Association shall not require an Executive Order. Executive Orders may not be used to allocate funds from the Student Government Association reserves.

Section 6: Installment of the President and Vice President

The President and Vice President will be elected annually in the Spring Semester by the Student Body. The President and Vice President will be sworn into office by the Chief Justice, or a designated member of the Court, at the last Student Government Association Student Senate meeting or at a public function of the Spring Semester.

Article IV: Board of Directors

Section 1: Composition

The Board of Directors will consist of the Director of Diversity, Equity, and Student Belonging and the Director of Public Relations. The President may appoint other Directors. The Board of Directors shall be a part of the Executive Branch and overseen by the Chief of Staff.

Section 2: Nomination Process

The nomination process of the Board of Directors shall follow guidelines set in the Executive Branch Rules and Procedures

Section 3: Confirmation Process

All nominees must testify to the Senate on their qualifications and goals for the position. To be confirmed, each nominee must receive a simple majority affirmative vote of the full Student Senate. The Chief of Staff is exempt from Senate confirmation.

Section 4: Vacancies

The President may appoint members of the Student Body to fill vacant positions within the Executive Branch. Appointments must follow processes laid out in these bylaws and the Constitution.

Section 5: Removal of Directors

Should a Director be fulfilling their duties to the standard set forth by the governing documents, and not be undergoing disciplinary action, but is not representing the administration of the President in a way that is seen as in alignment with the values and expectations set forth by the President and their administration, the Director may be removed from office. To remove a Director from office, the President must send a written request to the Student Senate, including reasoning, and a simple majority affirmative vote of the full Student Senate must be achieved. Removal of a Director from office in this fashion may not be done in the case that such a removal is tied to past results, or lack thereof, of a disciplinary action or actions. Removal of a Director in this fashion may not be done in lieu of formal disciplinary action.

Section 6: Acting Directors

Should a Director position become vacant, the President may put in place an Acting Director to lead the respective board until such a time as interviews for the position may be conducted. Notice of this action must be provided via a letter to the Vice President, Chief of Staff, Chief Justice, and Speaker of the Senate. An Acting Director must meet all other qualifications to serve as a Director, and must have previously served, or be currently serving, on the board which they are leading. No Interim Director may serve for more than 20 school days.

Section 7: Interim Directors

Following the completion of the interview process, and the selection of a nominee for a Director position, the President may appoint that nominee as the Interim Director of the board in question via a letter to the Vice President, Chief of Staff, Chief Justice, and Speaker of the Senate. Any person appointed to an Interim Director position must go for confirmation before the Student Senate at the first available opportunity. This member must meet all other qualifications to serve as a Director.

Article V: Legislative Branch

Section 1: Legislative Authority

The Senate has all rights listed in the Student Government Association Constitution. The Senate may also subpoena records, when appropriate, and serve as final policymaking authority through the use of Resolutions.

Section 2: Resolution Policy

Any Resolution passed during a particular session will not lose its authority at the end of that session. Exceptions may be made if the primary sponsor of the Resolution attaches a clause indicating that a Resolution shall have an expiration date or the Senate, by two-thirds of voting members, attaches a clause indicating that a Resolution shall have an expiration date. If the Resolution is an amendment to the Student Government Association Constitution or to the General Bylaws, it shall never have an expiration date attached. All Resolutions pertaining to the confirmation of an appointment shall have an expiration date attached. Resolutions shall be passed with a simple majority of voting members, unless otherwise specified.

Section 3: Open Meeting Policy

All meetings of the Senate shall be open to the public with the exception of a meeting that is called into Executive Session by the Speaker of the Senate or a two-thirds vote of the present members of the Student Senate. Matters concerning the Student Government Association budget may never be discussed in Executive Session. Meetings of the Senate must allow time for members of the Student Body to voice concerns, but may take reasonable steps to organize such concerns.

Section 4: Records

The Student Senate shall record minutes and video recordings of all meetings. They shall be sent to the Student Government Association Archivist weekly for their addition to the Student Government Association archives. All minutes of the Student Senate shall be available to the Student Body. All recordings shall be made available to the Student Body upon request to the Judicial Branch. Requests for access to minutes or recordings by persons who are not members of the Student Body should be submitted to the Judicial Branch and shall be handled on a case-by-case basis.

Section 5: Time of Sessions

The Senate shall have two legislative sessions, one in the fall and one in the spring, dates to be determined by the Speaker of the Senate. A minimum of two weeks prior to each legislative session, the Speaker of the Senate shall publicly announce the beginning and end dates of that legislative session in the following ways:

1. Posting on the Student Government Association website.
2. Posting in the official Student Government Association communication channel.
3. Any additional means of announcement as seen fit by the Speaker of the Senate.

Section 6: Executive Approval

In accordance with Article IV, Section 9 of the Student Government Association Constitution, the President retains the ability to veto appropriate legislation within five school days of receipt of the legislation. If the President vetoes the legislation, they are to notify the Branch Leaders in writing. The Speaker is then required to submit the veto remarks, in writing, to the entire Senate. The agenda for the subsequent voting session will also be updated to include an announcement that the legislation has been vetoed. If the remarks are received within the two days prior to a Senate meeting, the veto may be discussed and overrode then, but may be tabled until the next meeting to give Senators the proper time to review the remarks. Any Senator will then be able to motion to override the veto and with a two-thirds vote of present members, the veto shall be

overrode and the legislation granted authority. The President is empowered to veto a piece of legislation only in its entirety and may not eliminate specific line items from a passed Resolution.

Section 7: Proportional Representation of College Senators

Prior to the Spring Election, the Election Oversight Commission shall use the most recent Student Census to review the total enrollment of undergraduate students in each college. Following this step, the Election Oversight Commission shall utilize the following steps to determine how many seats will be up for election for each college:

1. Allocate each college one Senator, leaving six seats for proportional representation.
2. Determine the undergraduate student population of each college.
3. Divide the undergraduate student populations by the number of already allocated seats to the respective college plus one:
 - a. $N/(s+1)$; N is the student population of the college, s is the number of already allocated seats for that college.
4. Allocate a Senate seat to the college with the highest value.
5. Repeat the process until all seats have been allocated to their respective colleges.

Article VI: The Speaker of the Senate

Section 1: Duties of the Speaker of the Senate

The Speaker of the Senate shall:

1. Preside over all legislative meetings.
2. Schedule legislative sessions and meetings.
3. Appoint and manage all Student Senate officers.
4. Facilitate and set the agenda for all Senate meetings.
5. Work with the Senate Secretary to maintain proper parliamentary procedure and documentation.
6. Serve as the overall head of the Student Government Association Legislative Branch.
7. Have final authority over all appointments to Senate committees.
8. Have final authority over all removals from Senate committee positions.
9. Have final authority over all appointments to Senate committee chair positions.
10. Have final authority over all removals from Senate committee chair positions.
11. Oversee and serve as an ex-officio member of all Senate committees.
12. Determine the outreach initiatives for Senators to complete.

13. Ensure all passed legislation is sent via official email to the President for signature or veto.
14. Vote only in the case of a tie in the Student Senate.
15. Meet weekly with the other Student Government Association Branch Leaders.
16. Call the Student Senate, a specific committee, or the Branch Leaders into emergency meetings when necessary.
17. Hold a minimum of two office hours a week in the designated and recognized Student Government Association office.
18. Fulfill other duties that the Senate may require.

Section 2: Election

The Speaker of the Senate shall be elected by a majority vote of the full Student Senate in accordance with Article V Section 4 of the Student Government Association Constitution. All Senators who submit a letter of intent to the current Speaker of the Senate will be automatically nominated. The Speaker shall serve a term in office of two legislative sessions. In the case that the office is vacated early, a Senator should be elected to serve the remainder of the term. The Speaker may be re-elected. In the event that the Speaker of the Senate runs for re-election or the office of Speaker is vacated, the Vice President should preside over the Speaker of the Senate election. If there is only one candidate for the office of Speaker, then the Senate must confirm them with a majority vote of the full body.

Section 3: Resolutions

The Speaker of the Senate shall be tasked with the creation of an agenda for each Senate meeting. Agendas shall be made available to the Student Body and members of the Student Government Association 24 hours before the meeting through the use of official platforms, the Student Government Association website, and any other means deemed necessary by the Speaker of the Senate. Senate Resolutions appearing on said agenda must be posted publicly via comparable channels 24 hours before the meeting. Following debate and votes on Senate resolutions, the Speaker of the Senate shall sign the resolution as verification of the vote count. The signature of the Speaker does not denote support or endorsement of a resolution or result of a vote, simply affirmation that the recorded count of votes is accurate. Should the Speaker of the Senate, through winning an election or in following the line of presidential succession, be sworn in as Student Body President, then they may not sign or veto any resolutions approved by the Senate over which they presided.

Article VII: Legislation and Voting

Section 1: Voting

Unless otherwise specified, voting, and the counting of votes, shall be taken from those members who are present and voting, as in those who cast a vote in favor or against. Members who abstain from voting on matters shall be recorded, but this number shall not count one way or another, unless otherwise specified. Votes taken of those present shall require a majority of all persons recorded in attendance of the vote, even if a member chooses to abstain from voting. The act of abstaining from a vote should only be used if a member is not in possession of enough knowledge to cast an informed vote, has a conflict of interest with the matter being voted upon, or was absent from debate upon the matter up for vote. The full body shall be defined as the full number of currently occupied positions.

Section 2: Amendments to Governing Documents

Amendments to governing documents shall be kept consistent with the style of the document in question. Amendments to multiple documents in a single Resolution is prohibited. Amendments covering multiple topics in a single Resolution is prohibited, with an exception made at the beginning of each academic year for an omnibus bill of minor changes to the governing document.

Article VIII: Judicial Authority

Section 1: Constitutional Interpretation

The Supreme Court serves as the sole constitutional authority of the Student Government Association and is thus endowed with the power to interpret the Constitution, General Bylaws, legislation, regulations, rules, and procedures.

Section 2: Oversight and Investigation

The Supreme Court, in its role as the primary oversight body of the Student Government Association, shall have the power to lead investigations into areas of interest for the betterment of the organization, and shall be endowed with powers to subpoena documents and persons in accordance with these investigations, with the understanding that such subpoenas are subject to appeal and discussion. The Judiciary shall have the power to call hearings in the course of its investigations, and all such hearings must be open to the public. The Judiciary shall be endowed with the authority to injunct

Resolutions, Executive Orders, and Memorandums of Understanding following passage while awaiting judicial review, with this action subject to appeal.

Section 3: Election Oversight Commission

The Judicial Branch, in accordance with its role as the administrator of elections, shall form the Election Oversight Commission, which shall be tasked with the conduction of elections, administering rulings on Election Guideline violations, and creating and maintaining such guidelines for the Student Government Association Presidential and Senatorial elections.

Section 4: Oaths of Office

Members of the Student Government Association who are elected or confirmed are required to receive an oath of office. The Judiciary shall be responsible for the creation and administration of oaths of office for elected or confirmed members of the Student Government Association. The Chief Justice shall administer the oaths of office, but, in the case of unavoidable absence, may designate another Justice to administer the oath. Following the election of a new Chief Justice, the outgoing Chief Justice shall administer the oath to their successor. In the case that the Chief Justice is reelected, they shall designate another Justice to readminister the oath.

Article IX: Constitutionality

Section 1: Challenges

As stated in Article VI Section 2 of the Constitution, the Student Body Supreme Court shall provide students and Student Government Association members alike with the opportunity to challenge the constitutionality of any act of legislation or change in Bylaw or Constitution via a typed motion submitted to the Student Body Supreme Court. The Student Body Supreme Court shall evaluate such requests and make known the final opinion concerning the request, in writing, two school weeks following the date of submission. The Court Clerk shall be responsible for filing and ensuring proper documentation of challenges.

Article X: Supreme Court Overview

Section 1: Justice Nomination

The President and Chief Justice shall hold interviews for vacant Justice positions.



Eligible candidates will apply and be interviewed, at a minimum, by the President and the Chief Justice. The President reserves the sole right to nominate all Justices to the branch. The Chief Justice may provide recommendations, but holds no authority in the nomination process. Should the nominations in question be for the following academic year, then the President-elect and Chief Justice-elect shall conduct interviews instead of the President and Chief Justice. In this case, the Justice candidate may not be nominated before the Senate until the President-elect assumes office. All nominations must be in accordance with Article VI Section 1 of the Constitution.

Section 2: Justice Confirmation

Once the President has nominated members of the Student Body to the Judicial Branch, the Senate must confirm the nominees with a simple majority vote of the full body.

Article XI: The Chief Justice

Section 1: Duties of the Chief Justice

The following job responsibilities are required of the Chief Justice:

1. Chair all proceedings of the Supreme Court and vote in the event of a tie.
2. Preside over the Election Oversight Commission, or appoint another Justice as the chair.
3. Preside over any Student Government Association Student Senate removal processes for the President, Vice President, Speaker of the Senate, and any member of the Board of Directors.
4. Preside over any Student Government Association Student Senate removal processes for Senators, if requested by the Speaker, or in the case of a conflict of interest between the Speaker and Senator.
5. Present any rulings or public decisions made by the Supreme Court to the President and the Speaker of the Senate.
6. Oversee the internal operations of the Judicial Branch.
7. Vote on Judicial Branch administrative matters for the purpose of breaking a tie.
8. Lead the organization in onboarding and retreat planning.
9. Remain an unbiased member of the Student Government Association.
10. Meet weekly with other Student Government Association Branch Leaders.
11. Call the Judicial Branch, Election Oversight Commission, or Branch Leaders into an emergency meeting when necessary.
12. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

13. Complete any other tasks to support the Judicial Branch.

Section 2: Election

In an administrative meeting of the Judicial Branch as determined yearly by the Chief Justice, the Justices shall nominate and vote upon a Chief Justice to serve for the summer and following academic year. The term of the Chief Justice shall end in line with the Presidency. Justices may nominate themselves to serve as Chief Justice via a letter of intent addressed to their fellow Justices as to why they should serve as the next Chief Justice. Any nominee must be a sitting Justice and have a minimum of a full year of experience as a Justice. Votes shall be cast by anonymous paper ballot and shall be tallied and read out by the Court Clerk or presiding officer of the election. The election for Chief Justice shall take place in the month of April at some point before the final administrative meeting of the Judicial Branch. If no nominee garners a majority of the vote, a run-off shall be held, based upon those who earned the most votes. A candidate must receive a simple majority of votes of the full body in order to be elected to office. The sitting Chief Justice shall retain the right to run for reelection. The sitting Chief Justice shall retain the right to vote in the election of the Chief Justice. In the case that a candidate for Chief Justice is unopposed, they must be confirmed by a simple majority vote of all Justices.

Article XII: Judicial Oversight

Section 1: Judicial Review

The Judiciary shall conduct automatic judicial review on Senate Resolutions and Executive Orders in order to ensure proper compliance with the Constitution, General Bylaws, and the appropriate branch rules and procedures of the Student Government Association. The Judiciary shall also have the power to conduct judicial review on other documentation, such as Memorandums of Understanding, on a case-by-case basis. The Judiciary shall share the results of the judicial review process with the Branch Leaders, who then shall assume the duty of appropriately disseminating the decisions to their branches, external groups, and the Student Body.

The process for automatic judicial review of Senate Resolutions shall be as follows:

1. The Student Government Association Student Senate shall pass a Resolution, and the Speaker of the Senate will forward the passed legislation to the Executive Branch to receive the signature of the President.

2. Upon the Resolution being signed into effect, or left to become effective without the signature of the President, the President shall have three school days to forward the Resolution to the Judicial Branch to undergo judicial review.
3. The Judiciary shall inform the Executive and Legislative Branch Leaders of decisions resulting from judicial review within five school days with possible explanations or suggestions attached, as well as information regarding appealing a judicial review decision.
4. The Court Clerk will send all Resolutions to the Archivist to be filed in the Student Government Association Archives.

The process for automatic judicial review of Executive Orders shall be as follows:

1. The Student Government Association President shall put forth an Executive Order, and the President shall transmit this Order to the Judicial Branch and the Legislative Branch within three school days of the Executive Order's creation.
2. The Judiciary shall inform the Executive and Legislative Branch Leaders of decisions resulting from judicial review within five school days with possible explanations or suggestions attached, as well as information regarding appealing a judicial review decision.
3. The Court Clerk will send all Executive Orders to the Archivist to be filed in the Student Government Association Archives.

The process for appeal of judicial review decisions shall be as follows:

1. The Judiciary shall make available an easily accessible method through which members of the Student Government Association and the Student Body may file appeals of decisions relating to judicial review.
 - a. Information as to this method must be included by the Judiciary in correspondence relating to initial decisions resulting from judicial review.
 - b. Appeals may be made for Senate Resolutions and Executive Orders rejected through judicial review as well as those accepted by the process.
2. The Supreme Court shall review appeals in their weekly administrative meeting to determine if evidence and arguments presented in the filings is substantive enough to warrant a hearing.
 - a. If the Court determines a hearing will not be undertaken, the petitioner(s) shall be informed as such within five school days.
 - b. If the Court determines a hearing will be undertaken, the petitioner(s) shall be informed as such within five school days, and information regarding the hearing procedures as defined in Court policies will be diffused.

Section 2: Supreme Court Appeals

The following decisions may be appealed to the Supreme Court:

1. Student Government Association Grants.
2. New Student Organization Endorsements.
3. Senate legislation.
4. Executive Orders.
5. Constitution or bylaw changes.
6. Removal of a board member.
7. Impeachment of an executive member of the Student Government Association.
8. Other issues as determined by the Court.

Article XIII: Finances

Section 1: Standard Budget Procedure

For budgetary purposes, the Student Government Association shall observe a fiscal year beginning on June 1 of each year. The budget shall be developed annually in the spring by the Vice President for the fiscal year and should be in compliance with the Student Government Association's governing documents. The budget is subject to judicial review. The Vice President shall have the duty of keeping an accurate ledger of the Student Government Association operating budget throughout the course of the year. To ensure the accuracy of the ledger, any Student Government Association expenses, including itemized receipts and notation from which budgetary line-item funding came, must be reported to the Audit Board no later than 10 school days after the time the expense was incurred.

Section 2: Budget Approval

The annual operating budget will be drafted by the Vice President in collaboration with the President. The Vice President will propose a rough budget outline in the summer meeting of the Student Senate, and shall propose a full budget for a vote at the first fall meeting of the Student Senate, both of which shall be subject to a vote of the Senate. Both must be reviewed and confirmed by a majority vote of the present members of the Student Senate. The Student Senate may motion to amend any part of the budget before it is approved. The approved budget must be signed by the Student Body President.

Section 3: Wages

Members of the Student Government Association may be entitled to wages for the execution of the duties of their position. Such wages shall be determined by Appendix A



of this document, and may be amended by the proposal of the Vice President and majority vote of the full Student Senate, with the understanding that any such changes shall not take effect until the following academic year. No member may receive a lump sum payment, nor may they receive a set amount distributed across a period of time. All members may be paid only based upon the hours they work or product they create. Any member is entitled to waive payment for their service to the Student Government Association, if they so wish, but must sign documentation agreed upon by the Vice President and the designated faculty advisor to the organization. It will be the responsibility of the Vice President to include an estimate of wages in the annual operating budget, using data from previous years when available. Any excess wages not budgeted will be taken from the financial reserves.

Section 4: Wage Recording

The Audit Board, consisting of the Vice President and any Auditors, shall be responsible for reviewing and recording wages distributed by the Student Government Association. In order to perform this duty, they may require the completion of appropriate forms by members. Members are expected to personally keep detailed records of any wages, and such records may be required or requested by the Audit Board. On a weekly basis, the Vice President and designated faculty advisor to the Student Government Association shall meet to review members' hours and approve them in any applicable University systems. Hours recorded in applicable University systems must match hours reported to the Audit Board. The Audit Board will also be tasked with internally auditing members of the organization on a weekly basis. Each Branch Leader shall, at the beginning of the academic year, provide the Audit Board with an estimate of the number of hours each position in their branch should be reporting. Recording of hours shall begin as soon as a member begins performing duties in their capacity for the Student Government Association.

Section 5: Wage Discrepancies and Disciplinary Action

Members are expected to accurately record and report any wages they have earned. Failure to do so may result in delayed or denied payments, or disciplinary actions. It is the duty of the Audit Board to flag discrepancies in wages reported by members. The Audit Board shall have the authority to delay payment of wages in the case of a noticed discrepancy, by a majority vote of the full board. In the case that a discrepancy is flagged, the Audit Board will seek to resolve it by:

1. Reaching out to the member in question concerning the discrepancy. Should the issue not be resolved,

2. Reaching out to the Branch Leader of the member in question. Should the issue not be resolved,
3. Sitting down with the member, their Branch Leader, and the faculty advisor. Should the issue not be resolved,
4. Referring the issue, and any related material, to the Supreme Court.

The Audit Board will have the authority to delay wages for a maximum of two pay periods, unless an investigation is opened by the Judicial Branch requiring a greater hold. Should the Audit Board delay wages, they must provide a written notice to the member immediately. Such a delay is subject to appeal through the Supreme Court. In the case that a member is maliciously over-reporting owed wages, they will be subject to disciplinary action up to and including impeachment. Such an action shall take place through the Supreme Court. Should a member be impeached by the Court and convicted by the Senate due to over-reporting hours, the organization shall automatically report this to the University legal department, along with any documentation utilized in the impeachment process.

Section 6: Grant Auditing

It shall be the duty of the Audit Board to ensure that the distribution of funds external to the Student Government Association are handled properly and efficiently in accordance with the policies of both this organization and the Office of Student Activities. It shall also be the duty of the Audit Board to ensure that any money not spent by an organization granted funds is audited back to the Student Government Association. Any external organization who spends funds improperly, or does not return excess funds, will be ineligible for future Grants until such a time as funding has been returned, and may be subject to revocation of their status as an endorsed organization.

Section 7: Line-Item Changes

The line-item transfer policy shall be as follows:

1. The respective Branch Leader has the ability to reallocate finances between line items within their own branch.
 - a. Any such changes must be submitted to the Vice President, or designee, in writing, but are not subject to the approval of that party.
2. All line item changes between branches must be approved by the Vice President and then presented to the Senate for a majority vote of members present.

Section 8: Statements

All members of the legislature shall have the authority to request a financial statement for any funds disbursed from the Student Government Association accounts as well as

all account balances. All statements are confidential to the member who requested the account statement, and disclosure may be subject to disciplinary action, with exceptions for certain circumstances.

Section 9: Financial Reserves

Money within the financial reserves may be used in the case of an emergency, capital improvements, long-term (more than one fiscal year) investments, or student initiatives approved by a majority of the voting members of the Student Senate and by the President. In the case that more than \$99,999 is being utilized in a Resolution, approval must be from two-thirds of the present members of the Student Senate. Before the approval of the full operating budget for the academic year, any Student Government Association expenditures shall be taken from the financial reserves, but these numbers may be recovered in the budgetary process.

Section 10: Financial Staff

The Vice President shall be responsible for overseeing financial operations of the Student Government Association. The Vice President may enlist a maximum of two Auditors to assist with this duty. Auditors may receive a wage befitting their duties. The Vice President will meet with any Auditors weekly, and, with the Auditors, form the Audit Board of the Student Government Association. The Vice President shall serve as the member overseeing finances for the Executive Branch. The Chair of the Appropriations Committee of the Student Senate shall serve as the finance head of the Legislative Branch, and the Judicial Branch shall appoint from its number a member to serve in a similar capacity. It is the responsibility of these members, in conjunction with their respective Branch Leaders and secretaries, to report any and all branch expenditures in a timely manner to the Vice President, or designee. No less than once a month during the academic year, the Vice President, any Auditors, and the head of finances for the Legislative and Judicial Branches shall meet to discuss the financial situation of the individual branches and the Student Government Association as a whole. It is the responsibility of members at this meeting to report to their Branch Leaders concerning this information.

Article XIV: Meetings and Attendance

Section 1: Meetings

Meetings of members of the Student Government Association, whether as the whole organization or any subset thereof, are to be assumed to be mandatory unless explicitly



stated otherwise. Failure to appear at a mandatory meeting can be grounds for disciplinary action, with reasonable exceptions. Quorum for any meetings of the Student Government Association Senate, or committees thereof, Supreme Court, Election Oversight Commission, or Executive Cabinet, or boards thereof, shall be at least 60% of all members qualified to vote. If quorum is not reached, a meeting may still be held, but no votes other than approval of minutes and adjournment may be conducted. All official meetings of Student Government Association entities are to operate utilizing a modified form of Robert's Rules of Order. All meetings that are open to the public must be recorded. Recordings are to be promptly sent to be placed in the Student Government Association archives.

Section 2: Regularly Scheduled Meetings

Any recurring meetings of the Student Government Association, or any subset thereof, should attempt, where possible, to keep to a regular schedule so as to give forewarning and extend courtesy to members of the organization. It is the responsibility of the leader of any meeting to communicate the schedule of meetings with as much notice as possible to members expected or required to attend.

Section 3: Attendance

Roll shall be called in any regularly scheduled meeting of the Student Government Association, or any subset thereof, that requires a minimum of four members receiving payment from the organization for their duties to be present. Records of attendance at any of these meetings shall be sent to the Court Clerk at the first of each month during the academic year for review by the Judicial Branch. It is the duty of the leader(s) of any qualifying meeting to take the roll and forward it to the Judiciary, or designate a member to perform such a duty. The Court shall review attendance records and, if members of the organization are not meeting the attendance requirements of their position, may take disciplinary action including, but not limited to, the enforcement of a Performance Improvement Plan. The Court shall send their attendance records to the Executive Cabinet, who shall have similar powers and procedures in enforcement of attendance standards. Attendance cannot be required at any meeting where members had less than 24 hours notice that the meeting was to occur. No disciplinary action may be taken if more than sixty days have elapsed since the last attendance incident.

Section 4: Virtual Meetings

Meetings of the Student Government Association, or any subset thereof, are to be in-person when possible. Meetings may be made virtual in conditions such as inclement weather, poor road or sidewalk conditions, lack of reservable space for an in-person

meeting, a quorum of members not being in the greater campus area at the time of the meeting, a public health crisis, or any other conditions agreed upon by all three Branch Leaders in the form of a Memorandum of Understanding. A leader of a meeting may make a virtual option available at their discretion.

Section 5: Summer Meeting

The Student Government Association Student Senate shall meet once each summer break for the purpose of administering the oath of office to members, voting on Executive and Judicial nominees, and voting on an itemized budget or budget outline. No other matters, barring parliamentary procedure, may be voted upon at this meeting. This meeting shall be held on a Wednesday night or evening in the month of June, and quorum shall apply. The Speaker of the Senate shall have the responsibility of finding a time when quorum can be achieved. Should no Wednesday be able to meet quorum, other days may be considered. This meeting must occur before the first of July of any year. Any Resolutions passed by the Senate must be transmitted to the President within five days of the meeting. judicial review may be applied to these Resolutions once the Court convenes for the year. This meeting shall be open to the public, and abide by other standard conditions set forth for a meeting of the Student Senate.

Section 6: Census

The Chief of Staff will be responsible for conducting a census of all members of the Student Government Association twice annually. One shall be conducted immediately following the fall elections and one immediately following spring break. The census documentation shall include: the members name, the member's position in the Student Government Association, the branch under which the member falls, and the member's year at Butler. All current members of the Student Government Association, regardless of position, shall be included in the census. Other information may be requested by the Chief of Staff but shall not be included in the formal census documentation. Upon completion of each census, the documentation shall be placed in the Student Government Association archives.

Article XV: Archives and Recordkeeping

Section 1: Archivist

The Student Government Association shall hire a maximum of one Archivist to preserve the current records of the organization and to research into past information regarding the Student Government Association and its predecessors. The Archivist shall be



overseen by the Executive Branch and serves at the will of the office of the Student Body President. The Archivist may not have a seat on the Executive Cabinet. The Archivist shall report directly to the Chief of Staff, though this responsibility may be delegated to an appropriate member of the Board of Directors, if applicable. It shall be the responsibility of the Archivist to work with members of the Student Government Association to ensure that accurate and organized records are maintained. The Archivist shall work with members of the Butler University faculty, staff, and administration to uncover past information concerning the Student Government Association and its predecessors to add to the archives. Document and material requests by members of the organization and the public shall be processed and handled by the Archivist. The Archivist may be called upon to testify as an expert on the documents of the Student Government Association or to confirm authenticity and scope of said documents.

Section 2: Archives

It shall be the duty of the Archivist to maintain and organize Student Government Association documents and information into archives. Throughout this section of the General Bylaws, the term “documentation” should be understood to refer to any official documents, photographs, videos, or other such records of the Student Government Association. The Student Government Archives shall fall under two categories:

1. **Public Archives:** The public archives shall consist of any and all forward facing documents and information of the Student Government Association. These documents include, but are not limited to, Executive Orders, Senate Resolutions, Court Orders and Opinions, organization budgets, Senate agendas and minutes, Senate meeting and Court hearing recordings, and organizational statements. Public archives include information from both current and former years, and all members of the Student Government Association, regardless of position, shall have free access to view the public archives.
2. **Restricted Archives:** The restricted archives shall consist of any and all information considered sensitive and not released publically at the time of their creation. These records shall include, but are not limited to, Cabinet and Court meeting minutes, internal organization communications, branch-specific information, grant and endorsement applications, appeals and petitions, and strategic plans. Restricted archives include information from both current and former years, and access shall be restricted to members of the organization to whom the information impacts or compelling and verifiable external interests. While the Archivist is a member of the Executive Branch, no restricted information gathered from other branches may be revealed by the Archivist to members of the Cabinet or Executive Branch at large, with the exception of official documentation requests such as subpoenas.

Section 3: Document Requests

The Archivist shall be responsible for creating and maintaining a form with which documents can be requested out of the Student Government Association archives. This form shall be made readily available to members of the Student Government Association and the public. Only by request may a copy of a document be transmitted from the archives. Members of the Student Government Association requesting a document from public archives do not need to provide reasoning as to why a document is being requested. Any requests out of the public archives filed outside of the Student Government Association must provide reasoning, but may not be denied based on reasoning provided. Requests may also be made by Student Government Association members and the public for documentation in restricted archives, but such requests may be denied by the Archivist unless compelling and verifiable reasoning is provided as to the necessity of the documents for a specific purpose, with denials subject to appeal through the Supreme Court. Documentation in restricted archives may also be acquired by oversight bodies of the Student Government Association via subpoena, subject to appropriate appeals. Documentation requested from the organization archives may only be distributed via email. Sharing of documents, once received, is strongly discouraged due to the need to collect data concerning interest and circulation.

Section 4: Governing Document Revisions

The Archivist will be responsible for updating the governing documents of the Student Government Association whenever amendments are made. The Archivist must distribute updated copies of the governing documents to any relevant parties within five school days of the amendment taking effect. The Archivist must keep and record any past versions of the governing documents, as well as maintaining the master copies of current versions.

Section 5: Webpages

The Archivist shall have the responsibility of working with the Public Relations Board to ensure accurate versions of documents are on Student Government Association webpages. This includes, but is not limited to, governing documents, Senate Resolutions, Executive Orders, Court Orders and Opinions, and Presidential Vetoes. The official Student Government Association website must include all Senate Resolutions, Executive Orders, Court Orders and Opinions, Presidential Vetoes, and organizational statements from the current academic year, with clear ways to request documentation from previous years. The Archivist, in conjunction with the Public Relations Board, shall also have the responsibility of ensuring accurate and current

information on any Butler University Student Government Association profiles or pages on websites and media external to the organization.

Section 6: Conveyance of Documentation

All official Student Government Association documentation will be conveyed to the Archivist within a reasonable timeframe on par with typical document transfer requirements in the General Bylaws. The preferred format for any documents is Portable Document Format. All documents should be transferred by email whenever possible. Failure to convey official documentation within a reasonable timeframe may be grounds for disciplinary action. It is the responsibility of the final stop in any document approval process to then convey the documentation to the Archivist.

Section 7: Annual Summary

At the conclusion of each academic year, the Archivist will collect and bind all official actions of the Student Government Association for that year. This collection will contain all Senate Resolutions, Executive Orders, Presidential Vetoes, Court Orders and Opinions, and a roster of current Student Government Association members and their positions. Copies of this collection will be distributed on behalf of the Student Government Association to the President of Butler University, Vice President for Student Affairs, the Department of Student Involvement and Leadership, the Butler University Libraries' Special Collections and University Archives, and each Branch Leader of that academic year.

Article XVI: Scholarships, Awards, and Recognition

Section 1: Overview

The Student Government Association seeks to advocate for the student body and to promote organizations on campus for the betterment of the student experience. This goal is seldom accomplished alone, and as such relevant student leaders may be presented with an award for their services to the student government or to the student body at large. For a student to be eligible for an award, they must be a currently enrolled undergraduate student of Butler University. Undergraduate students are regarded as any student eligible to receive traditional undergraduate financial aid. In addition, the role academic faculty take in the lives of students and in the furtherment of their fields is also recognized by the Student Government Association, and these vital members of our campus community likewise deserve acknowledgement for their betterment of our university and the students they influence.



Section 2: Student Leadership Banquet

At the conclusion of each academic year, the Student Government Association shall host a Student Leadership Banquet, which shall be open publicly to the Student Body and invited guests of the organization. The responsibility of planning the formal banquet resides with the Student Government Association. It is at the Student Leadership Banquet that the oath of office shall occur for the President-elect, Vice President-elect, Speaker-elect, and Chief Justice-elect, and from that moment they will assume leadership of the Student Government Association. The Student Leadership Banquet will also be the time of the awarding of any and all scholarships and provide an opportunity for recognition of recipients of other awards from the Student Government Association, or in collaboration with the Office of Student Involvement and Leadership and other university administration offices.

Section 3: Student Government Association Scholarships

The Student Government Association may elect to give out scholarships in recognition of exemplary students and their commitment to fostering ideals embodied in the mission of the Student Government Association or who demonstrate outstanding leadership on campus. Scholarships shall be awarded at the discretion of the Judicial Branch, but the processes for such awards may be appealed to the Executive Branch, as can alleged cases of nepotism or bias. The Judicial Branch must create a transparent system for the awarding of such scholarships and a process by which students might apply for them. A student may only receive one Student Government Association scholarship per academic year and no scholarship may exceed \$500. A minimum of two-thirds of all scholarship dollars allocated must be awarded to students who are not members of the Student Government Association. Scholarships will be awarded at the Student Leadership Banquet and will be applied to the costs of the next academic year. All scholarships shall be processed through the Office of Financial Aid. No scholarships may be awarded to students graduating Butler University that academic year, and should a student have no out of pocket costs a scholarship could apply to, standard procedures of the Office of Financial Aid shall apply. All scholarship awards are subject to oversight by the Audit Board and faculty advisors.

Section 4: Award for Service to the Student Body

The Award for Service to the Student Body shall be presented to enrolled undergraduate students on campus who have shown exceptional commitment to fellow members of the



student body or to organizations which serve the student body. These students should showcase elements of service laid out in the Student Government Association mission, vision, and values statements, but are not limited to members of the organization. The purpose of this award is to recognize members of the campus community who go above and beyond to improve the student experience. This award shall be given by the members of the Senate via resolution. Such a resolution shall require an affirmative vote two-thirds majority of members present, and shall not require the approval of the president, but is subject to judicial review. The Senate may not present an Award for Service to the Student Body more than five times in a single academic year, but may present them at any point throughout the year. Recipients of this award shall be recognized at the Student Leadership Banquet. An Award for Service to the Student Body may be the basis of the awarding of a Student Government Association Scholarship, but may not itself contain a scholarship or monetary award. Recipients of this award shall be acknowledged in the official Student Government Association office.

Section 5: Rossell H. Brewer Service to the Student Government Award

The Rossell H. Brewer Service to the Student Government Award shall be presented to current or former members of the Student Government Association, provided they are still enrolled undergraduate students of Butler University, who have shown an extraordinary commitment to this organization. These students should showcase elements of service laid out in the Student Government Association mission, vision, and values statements, and should have provided exceptional service to the organization through the role or roles they have held. Any current or former member, having met the aforementioned conditions, shall qualify for the award, regardless of the position they held within the Student Government Association. This award shall be given by the incumbent President via Executive Order, and is subject to any conditions thereof. The President may not present an Rossell H. Brewer Service to the Student Government Award more than five times in a single academic year, but may present them at any point throughout the year. Recipients of this award shall be recognized at the Student Leadership Banquet. This award may be the basis of the awarding of a Student Government Association Scholarship, but may not itself contain a scholarship or monetary award. Recipients of this award shall be acknowledged in the official Student Government Association office.

Article XVII: Membership Policy

Section 1: Leaves of Absence

All members of the Student Government Association are able to take a leave of absence. The total time that a Student Government Association member may use for their leave during their term in office is 30 days annually. This may mean that multiple leaves of absence can add up to no more than a total of 30 days. If extenuating circumstances exist, the member may appeal to the Judicial Branch for additional time. In the event that a member of the Student Government Association takes a leave of absence, the member must notify their Branch Leader, or designee, of the leave in writing. The respective Branch Leader must formally notify the other Branch Leaders of the leave if the member receives payment from the Student Government Association. All Branch Leaders must make the leaves of members receiving payment from the Student Government Association public to the rest of their branch. No member may receive payment from the Student Government Association while on a leave of absence.

Section 2: Multiple Positions

All Branch Leaders of the Student Government Association may only hold one position. Reference Appendix A for complete guidelines regarding multiple Student Government Association positions.

Section 3: Public Relations

No general Student Government Association member may speak or post publicly on behalf of the Student Government Association. Members may state their position within the organization but must make it clear that they are only representing their personal views, or the views of a student organization that is not the Student Government Association, and not those of their board, branch, or the Student Government Association as a whole. Exceptions may be made for Branch Leaders, who may speak publicly on behalf of their branch, and the President, who may portray the view of the Student Government Association. All formal public relations requests must be submitted to the Director of Public Relations for approval.

Section 4: Code of Conduct

1. All Student Government Association members shall respect the opinions of fellow Student Senators, executives, Directors, board members, Supreme Court Justices, and guests.
2. All Student Government Association members shall promote an atmosphere of

professionalism and courtesy in all meetings in which they are participating.

3. All Student Government Association members must have and maintain a minimum of a 2.5 GPA throughout their time in office. The academic requirement may not be increased in individual branch rules and procedures.
4. All Student Government Association members shall follow the policies set forth by the Constitution, these bylaws, and University policies and procedures.

Section 5: Violations of the Code of Conduct

Should the Code of Conduct be violated, action must be taken within one month of the alleged incident. Procedures for determining sanctions for the misconduct, which will be considered personnel matters, shall be the following:

1. A typed complaint may be submitted to the Chief Justice requesting action against the alleged misconduct. A typed complaint may include a suggested course of action.
 - a. The Supreme Court shall convene on the matter to decide the appropriate course of action.
 - b. The Supreme Court shall have the following courses of action to choose from:
 - i. No action.
 - ii. Submitting an order, including a course of action, that will be carried out upon passage by a majority vote of the present Supreme Court Justices.
 - c. Should the member found responsible wish to appeal, the Student Senate shall consider the appeal within one school week of receiving the Supreme Court Justice's report and/or a typed appeal.
 - d. Should the member wish to appeal the decision of the Student Senate, they may do so before the executives and Board of Directors.
 - e. If the Chief Justice is being accused of misconduct, then the typed complaint should be submitted to the President and ruled on by the executives and the Board of Directors, and appealed to the Senate Steering Committee if necessary.
2. If applicable, sanctions may be pursued through University channels in addition to, or in place of, these procedures.

Section 6: Release of Complaint and Action

The Chief Justice shall be the sole representative of the Student Government Association informing all parties and the Branch Leaders of the complaint and any subsequent action taken by the Supreme Court. If the Chief Justice is a party in the

complaint, a chosen Justice in the Judicial Branch shall replace the Chief Justice in the process.

Section 7: University Status

As stated in Article III, Section 4 of the Student Government Association Constitution, members of the organization are required to maintain good academic and conduct standing as determined by the University. Members of the Student Government Association are required to report any changes to their university status to the Judiciary or designee, with failure to do so considered an impeachable offense. Members of the Student Government Association are not required to provide details about the cause of their change in status, but are not forbidden from doing so. The Judiciary shall have the responsibility for checking the status of organization members to ensure constitutional compliance.

Article XVIII: Disciplinary Actions

Section 1: Universal Impeachable Offenses

Impeachable offenses shall include, but are not limited to:

1. Proof of unethical actions resulting in that individual's election or appointment to office.
2. Proof of unethical actions resulting in another person's or people's election or appointment to office.
3. Failure to perform the duties listed in these bylaws or the Student Government Association Constitution.
4. Proof of unethical use of Student Government Association finances.
5. Proof that a member is no longer a resident of the district from which the member was elected, as defined in Article V, Section 1 of the Constitution.
6. Failure to meet the attendance standards or other set expectations by the respective board leader.
7. Not signing an offered Performance Improvement Plan.
8. Not making progress on a Performance Improvement Plan.
9. Refusal to take the oath of office.
10. Disclosure of Student Government Association information deemed to be confidential.
11. Other issues as specified in individual branch rules and procedures.
12. Other actions not listed that are deemed severe enough to warrant impeachment.

Section 2: Executive Impeachment Process

All members of the Executive Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article IV Section 13 of the Student Government Association Constitution. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 3: Legislative Impeachment Process

All members of the Legislative Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article V Section 7 of the Student Government Association Constitution. Under no circumstances may a member of the Senate vote in their own impeachment proceeding. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 4: Judicial Impeachment Process

All members of the Judicial Branch are subject to impeachment and removal from office. All complaints should be made via the specified Executive Branch complaint form. The impeachment process must follow Article VI Section 4 of the Student Government Association Constitution. At no point during a judicial impeachment proceeding shall the President remove a voting member of the Executive Branch from office. During the course of disciplinary action or investigation of the Judiciary or a member thereof, the Executive Branch shall have powers on par with those held by the Supreme Court for such proceedings, which include, but are not limited to, the subpoena of information and calling of hearings. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 5: Universal Censure Process

All branches reserve the right to censure members of their respective branch and may adopt further rules and procedures as to their own censure process. However, the Legislative Branch reserves the right to pass Resolutions of censure for members of all branches. Resolutions of censure require an affirming two-thirds majority vote of present members in the Senate and are not subject to executive approval. A vote of censure must be done by a roll-call vote. All Resolutions of censure shall be subject to judicial review.

Section 6: Performance Improvement Plans

Performance Improvement Plans are warnings that can be issued to Student Government Association members concerning their conduct or performance. Such plans must clearly state the reason for such a plan being implemented, a reasonable timeline for the plan, and lay forth expectations going forward. Branch Leaders may assign a performance improvement plan to any member of their branch. Performance Improvement Plans must be signed by the relevant Branch Leader and the member to whom the plan is assigned. The assignment of a Performance Improvement Plan may be appealed to the Supreme Court. As part of the Court's disciplinary action, as a result of a hearing, the assignment of a Performance Improvement Plan may be enforced. The Court, by majority vote of the full body, may also assign Performance Improvement Plans to Student Government Association members without a hearing on routine matters such as attendance and university status, with the understanding that a hearing must be granted should the member request one. Terms and conditions of a Performance Improvement Plan, including early release from it, shall be at the sole discretion of the assigning body of the plan, excepting cases of appeal.

Section 7: Marquette Disciplinary Action Clause

No member of the Student Government Association may be stripped of their position by the University or directly due to actions of the University. While such action may be grounds for removal from office, to be removed from a position in this organization a member must go through Student Government Association disciplinary processes. Members of university administration in positions that relate to university disciplinary processes are ineligible to file petitions against members of the Student Government Association that might result in organizational disciplinary action up to and including impeachment. Any member who might be removed from office must be granted an opportunity to have a fair and unbiased hearing in accordance with the Student Government Association governing documents. No member may be removed from the organization without such an opportunity of a hearing and the following of processes laid out in the Student Government Association governing documents.

Article XIX: Bylaws

Section 1: General Bylaw Ratification

The Student Government Association General Bylaws shall be ratified by an affirmative simple majority vote of the full Student Senate and signed into effect by the President



for the date approved for implementation. Upon ratification, the Student Government Association General Bylaws shall be sent to all Branch Leaders for distribution.

Section 2: General Bylaw Amendments

Once ratified, the Student Government Association General Bylaws may be amended by an affirmative two-thirds vote of the full Student Senate and the signature of the President. All three Branch Leaders must be notified of any proposed amendments at least one week prior to them being discussed on the Senate floor. Upon amendment, the Student Government Association General Bylaws shall be sent to all Branch Leaders for distribution.

Section 3: Branch Rules and Procedures

As stated in Article VII, Section 1 of the Student Government Association Constitution, each individual branch reserves the right to adopt rules and procedures for the governance and facilitation of internal affairs. These rules and procedures must follow the guidelines set forth in the Student Government Association Constitution and General Bylaws. Branch rules and procedures may not assume powers which are not granted to a branch under the Student Government Association Constitution or General Bylaws, both of which shall take precedence over any individual branch's rules and procedures.

Section 4: Branch Rules and Procedures Amendments

Each individual branch rules and procedure amendment processes shall be determined by the respective branches. Any amendment to individual branch rules and procedure must be communicated to the other Branch Leaders within one school day of inception. Individual branch rules and procedures are subject to judicial review.

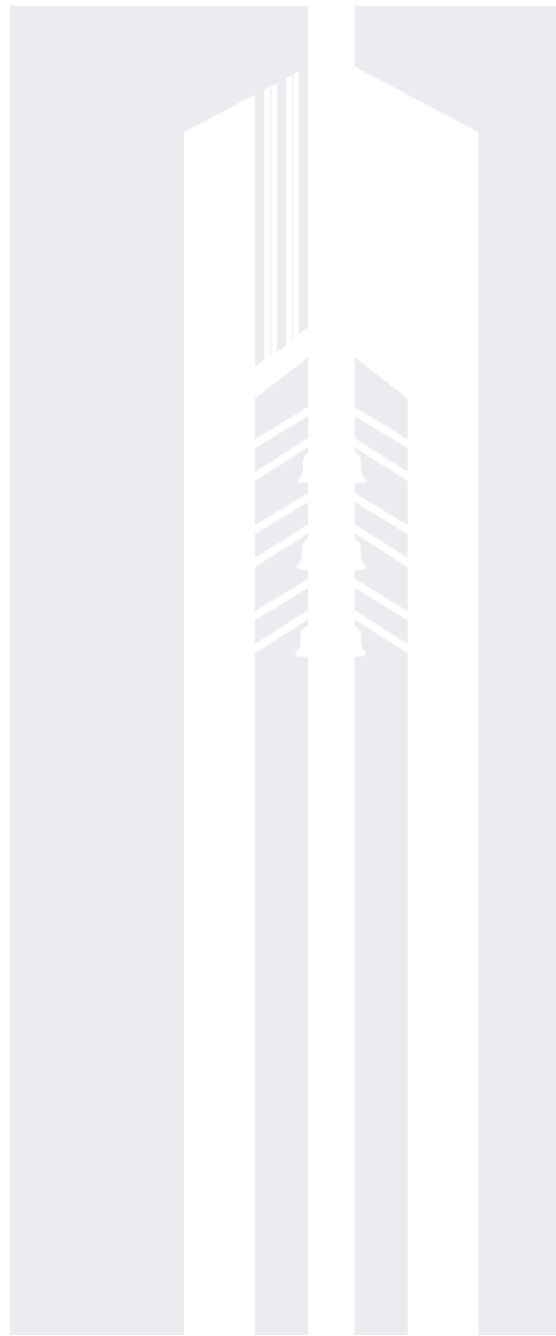
Section 5: Posting

These bylaws, the Student Government Association Constitution, and individual branch rules and procedures must be maintained in the Student Government Association archives and posted publicly on the Student Government Association website.

Section 6: Friendly Amendments

Any friendly amendment to these bylaws (e.g. renumbering, grammatical changes, or something that does not change the spirit of the policy) may be submitted to the Speaker of the Senate via the respective form and can be made without a vote. Friendly

amendments are subject to judicial review. Friendly amendments must be reported to the other Branch Leaders within one school day of inception.



Appendix A: Membership and Payment Tier Chart

SGA TIER CHART FOR STUDENT INVOLVEMENT						
	EXECUTIVE BRANCH			LEGISLATIVE BRANCH		JUDICIAL BRANCH
TIER 1	President \$15/hr	Vice President \$14/hr		Speaker of the Senate \$15/hr		Chief Justice \$15/hr
TIER 2	Chief of Staff \$13/hr	Directors \$12/hr	Auditor \$9/hr	Committee Chairs \$10/hr	Senate Secretary \$9/hr	Justices \$10/hr Court Clerk \$9/hr
TIER 3	Board Coordinators \$8/hr	Editors \$10/hr	Carillon Writers \$50/article	Senators \$8/hr		
TIER 4	General Board Members \$8/hr	Archivist \$9/hr				

TIER 1 MEMBERS MAY ONLY HOLD A SINGLE POSITION IN SGA.
 TIER 2 MEMBERS MAY ONLY HOLD A SINGLE POSITION IN SGA.
 TIER 3 MEMBERS MAY HOLD ONE TIER 4 POSITION.
 TIER 4 MEMBERS MAY PARTICIPATE IN MULTIPLE TIER 4 POSITIONS OR ONE TIER 3 POSITION.

Appendix B: Election Oversight Guidelines

Article I: Overview

Section 1: Purpose

The purpose of these guidelines shall be to set fair and reasonable rules and regulations for the election of all Student Government Association executive officers and senators.

Section 2: Precedence

The rules and regulations of Butler University and the Student Government Association shall take precedence over these guidelines.

Section 3: Spring Elections

On an annual basis, there shall be elections held in the spring for the offices of President and Vice President, as well as all senatorial offices excluding those stipulated below.

Section 4: Fall Elections

On an annual basis, there shall be elections held in the fall for senatorial offices held by first year students. Senatorial offices up for election in the fall will include first-year class and any vacancies that result from unfilled positions in the spring election.

Article II: Election Oversight Commission

Section 1: Purpose

The Election Oversight Commission (Election Oversight Commission) is responsible for the organization and administration of elections for the Student Government Association Presidential Tickets and Senators. The Election Oversight Commission's responsibilities also include overseeing candidate campaigns, interpreting and enforcing these guidelines, and reviewing special circumstances.

Section 2: Special Circumstances

Special circumstances are defined by the Election Oversight Commission as any circumstance that is not clearly outlined in the election guidelines. In all special



circumstances, the Election Oversight Commission shall have the final authority in determining the appropriate course of action.

Section 3: Commission Composition

The Election Oversight Commission shall consist of the Supreme Court Justices. The Chair of the Commission will be appointed by the Chief Justice. The Chief Justice will serve as an ex-officio member of the Election Oversight Commission and only vote on Election Oversight Commission matters in the event of a tie. The Election Oversight Commission shall reserve the right to appoint members with the approval of the Chief Justice who are not members of the Court.

Section 4: Unbiased Representation

Election Oversight Commission members shall serve as unbiased representatives of the Student Government Association and may not be a candidate for any elected position, serve as campaign workers or in any way campaign for candidates. Members of the Election Oversight Commission, if discovered to be colluding in any campaigning matters, will be impeached and properly removed from their position in the organization.

Section 5: Provisions

The Election Oversight Commission shall make application materials and election rules available to the potential candidates at least three weeks before the date of the election.

Section 6: Candidates

The Election Oversight Commission shall have the discretion to approve or deny the application of candidates based on whether the candidates fulfill the criteria presented in these guidelines. The Commission shall also have the discretion to schedule any special election events pertaining to the elections.

Section 7: Enforcement

The Election Oversight Commission is responsible for administering penalties to candidates and campaign workers who violate these guidelines. Penalties shall be imposed according to the severity of the violation and can include disqualification.

Section 8: Promotion

The Election Oversight Commission will promote the election event dates, guidelines, and all candidates through various mediums including, but not limited to, the Student Government Association website, Twitter, Instagram, TikTok, and class listservs. The Election Oversight Commission will equally distribute promotions among all candidates for office.

Section 9: Finances

The Election Oversight Commission will operate out of the Student Government Association Judicial Branch's Election Expenditure line item but reserves the right to use the Judicial Branch's Operational Expenditure line item for unplanned expenses.

Article III: Candidate and Voter Eligibility

Section 1: Candidate Eligibility

All candidates must meet and maintain established criteria throughout the tenure of their candidacy and position. Candidates will have their academic and conduct records verified by a designated Student Affairs member. Candidates must intend to be on campus for the duration of the academic year that they hold office. Candidates must be full time undergraduate students in good academic and conduct standing with the University. All Student Government Association candidates are required to have a minimum cumulative GPA of 2.5.

Section 2: All Candidate Meeting

All candidates must attend their respective mandatory candidate meeting to review election guidelines and University policy. The meetings for senatorial and presidential tickets will be held in unison.

Section 3: Candidate Restrictions

Candidates will not be eligible to run for multiple offices within the same election.

Section 4: Senatorial Candidate Requirements

Class senator candidates must be a member of the respective class that they are campaigning for, which is based on the class with which they began their academic career. Academic college senators must be pursuing a primary major in the respective academic college for which they are campaigning.

Section 5: Special Circumstances for Extended Degree Programs

In the case of an undergraduate degree program that lasts more than four years, a student that pays the Student Activity Fee will be eligible to run for the Senate seat of the class that they are graduating with. Candidates cannot run for the Senate seat of the class they entered with.

Section 6: Voter Eligibility

All full-time undergraduate students of Butler University who pay the Student Activity Fee shall be eligible to vote for the Student Government Association presidential ticket, as well as the Senators representing their constituencies.

Article IV: Election Dates

Section 1: Election Announcement

The Election Oversight Commission shall announce all dates for elections and election related events at the first Student Government Association Senate Meeting in the Spring, and three weeks before Election Day for Fall Semester elections. Details of the application and forms will be released in due time from the announcement of election dates.

Section 2: Campaign Timeline

Candidates may begin campaigning starting seven days prior to the fall Election Day. Candidates may begin campaigning ten days before the spring semester Election Day.

Section 3: Election Dates

The Election Oversight Commission shall have the sole authority to determine the dates of Presidential and Senatorial elections.

Section 4: Date Amendment

The Election Oversight Commission may propose a change to any of the dates in the election timeline, which shall go into effect with majority approval of the Election Oversight Commission. Proposed date changes shall be submitted to the Chair of the Election Oversight Commission in writing and voted on no more than one Election Oversight Commission meeting later. The Election Oversight Commission shall set all specific times for all election related events.

Section 5: Election Related Events

The Election Oversight Commission shall have the power to create additional events that relate to the election, which can include panels, rallies, or other election events, as deemed necessary and may require candidate attendance at such events, provided the candidate is given due notice.

Section 6: Debate Requirement

The Election Oversight Commission shall conduct one presidential debate within the candidacy period in the Spring semester. The attendance of the presidential tickets is required.

Article V: Candidate Registration

Section 1: General

To be deemed an official candidate, an eligible student must complete the application available on the Butler University Engage platform. The Election Oversight Commission shall upkeep election information that is posted on the Student Government Association website. This election information shall include the application for candidacy, which shall consist of the following parts:

1. **Declaration of candidacy:** Each candidate must submit an application to the Butler University Engage Platform. This certifies the candidate's intent to run for election and allows the Election Oversight Commission to verify their academic and conduct eligibility. Academic and conduct eligibility will be verified through the Butler University Student Affairs Staff.
2. **Platform:** Each candidate must submit a statement of goals for office and how these goals will be accomplished. This statement should be less than 300 words. In addition, each candidate must submit a picture of themselves that will be posted on the Student Government Association website with their platform.
3. **Campaign plan:** Each candidate must submit an outlined campaign plan for their campaign. This should include, but is not limited to, logos, slogans, designs, marketing plans, and social media accounts. The initial plan will be approved by the Election Oversight Commission. All changes must be submitted to and approved by the Election Oversight Commission before any action is taken.
4. **Campaign workers:** Each candidate must submit a list of their official campaign workers. Campaign workers cannot serve on two or more campaigns simultaneously. Candidates cannot serve as a campaign worker on another candidate's campaign. Candidates running for a Senate seat may not exceed ten

campaign workers, while a presidential ticket may not exceed twenty campaign workers. Candidates may add or subtract campaign workers with the permission of the Election Oversight Commission. Campaign workers cannot receive any sort of compensation for their work.

- a. Campaign worker restrictions: The Executive Cabinet, Election Oversight Commission, and all Branch Leaders are all barred from being workers on a candidate's campaign.
5. Official meeting: Each candidate must attend an information meeting on the day scheduled by the Election Oversight Commission. If the candidate is unable to make the meeting, they will be required to contact the Election Oversight Commission at least 48 hours prior to the scheduled meeting.
6. Statement of expenses for campaigns: Each candidate must submit a budget plan. The initial plan must be approved by the Election Oversight Commission. All changes must be submitted to and approved by the Election Oversight Commission. All final receipts must be turned in by the conclusion of the election. Candidates may begin spending their allotted money once their application has been approved by the Election Oversight Commission.

Article VI: Vacancies

Section 1: Senate Vacancies

In the event that an elected senatorial office receives no declaration of candidacy, according to the Student Government Association Constitution the Speaker of the Senate may nominate a member of the appropriate constituency and the Senate will confirm the nominee for the unexpired balance of the term.

Section 2: Presidential Vacancies

In the event that there is no declaration of candidacy in the Spring Presidential Election, the Election Oversight Commission will hold a second election during the Fall Semester to fill the vacancy.

Article VII: Campaign Expenses

Section 1: Campaigns

Senatorial campaigns shall receive the stated financial resources from the Election Oversight Commission only in contested races. Expenses for each Senate campaign shall

not exceed \$100.00 per candidate. Expenses for each presidential campaign shall not exceed \$1,000.00 per ticket. Campaign expenses shall be funded through the Judicial Branch's Campaign Expenses and Promotions line item.

Section 2: Financing

If the cost of candidate campaign expenses exceed 60% of the total amount budgeted for the Judicial Branch's Campaign Expenses and Promotions line item for either Senatorial or Presidential candidates over the course of the academic year, costs above that threshold shall be moved to the Legislative Branch or Executive Branch budget, respectively.

Section 3: Budget

In conjunction with the Election Oversight Commission Faculty Advisor, the Election Oversight Commission will track all expenses and reimbursements through Butler University. General office supplies may be used without approval by the Election Oversight Commission. All receipts must be turned into the Department of Student Involvement and Leadership office (AU 101) by the closing of the polls on election day.

Section 4: Non-Student Government Association Budget

Non-Student Government Association budgets may not be used for any campaign efforts. External funding from outside individuals and organizations, including donations of supplies for campaigning, is strictly prohibited.

Section 5: Campaign Budget

Campaign budget money is to be used for campaigning for the election of the candidate and not used for the candidate's personal gain. The Election Oversight Commission has the right to deny items on a candidate's budget plan that have not received prior approval.

Section 6: Financial Transactions

All candidates are responsible for all financial transactions. Campaign workers and external entities may not spend money on behalf of the candidate or campaign. Candidates can take out cash advances or have the Office of Student Activities to make the purchase. This process may not be done by a campaign worker on behalf of the candidate.

Article VIII: Campaigning

Section 1: Preparation

Candidates may discuss and coordinate meetings with relevant student organizations only during the campaign period. Public campaigning prior to the specified campaigning time is strictly prohibited. Candidates may discreetly identify and connect with individuals that may be willing to serve on their respective campaign team prior to the start of public campaigning. Confidentiality must be explicitly versed.

Section 2: Joint Ticket

The Student Government Association President and Vice President candidates must campaign on a joint ticket and will appear together on the ballot. Candidates for Senate are not to campaign on a joint ticket. Candidates for Senate will not formally appear as a part of a ticket on the ballot.

Section 3: Campaign Worker Regulations

All campaign workers shall represent the campaign of their candidate and shall be held responsible to these rules and regulations. A campaign worker is anyone serving in conjunction with a candidate to further the efforts of the campaign. A campaign worker may only serve on the staff for a single Senate or Presidential campaign each election cycle. This includes, but is not limited to: distributing, designing, creating campaign materials and creating, managing, and maintaining online accounts. Each candidate shall be responsible for their campaign workers. The Election Oversight Commission reserves the right to investigate any member working alongside a candidate that could be deemed an unregistered campaign worker.

Section 4: Campaigning Activities

Candidates may engage in activities including, but not limited to, tabling, hosting candidate outreach events, distributing candidate materials, and other events. If necessary, candidates may begin reserving rooms for campaign activities once their application has been approved by the Election Oversight Commission. Candidates must notify the Election Oversight Commission of any events, outside of campaign worker meetings, prior to the start of the event. There is to be no door-to-door solicitation.

Section 5: Public Posting Regulations

All campaign materials must follow the Office of Student Activities' Sign Posting Guidelines, which stipulates that all signs, flyers, banners, etc. must be pre-approved and stamped by the Office of Student Activities. The Election Oversight Commission will provide these regulations to candidates. There shall be no more than one posting per candidate on each public bulletin board. This posting may not exceed 11" x 17".

Candidates may not post inside any classroom. This includes notes left on chalk and dry erase boards. Candidates may not post on doors, windows, and other outward facing surfaces other than their own. Chalking may only occur on surfaces able to be walked on and in areas reasonably believed to be exposed to rainwater. Liquid chalk and/or any type of paint are strictly forbidden. Candidates are responsible for removing any materials that are improperly placed during the campaign period. All campaign materials should be removed in a timely manner following Election Day.

Section 6: Campaign Endorsements

Candidates may receive endorsements from other candidates, campaign workers, or members of the student body. However, no organization, department, class, or academic college can support, endorse, or aid a candidate. Members of the Executive Cabinet, Election Oversight Commission, and Branch Leaders may not endorse candidates. Candidates from separate campaigns may appear with one another at campaign events, but will campaign as separate tickets, with the exception of Presidential and Vice Presidential candidates. Endorsements need to be approved and validated by the Election Oversight Commission, prior to the endorsement being advertised by the campaign or candidate. Information on how to achieve this approval will be discussed and given to candidates at the Candidate meeting.

Section 7: Online Endorsement Regulations and Communications

No official Butler account, student organization, department, class or academic college can use public channels (e.g. public Facebook, Twitter, Instagram page) to support, endorse or aid a candidate. Candidates may not be featured on these accounts, even for non-campaigning purposes, during the campaigning period. Private channels (e.g. an organization GroupMe or private Facebook page where students must opt-in or be specially added) can be used to support, endorse or aid a candidate. If a candidate learns that an official Butler account, student organization, department, class or academic college is using public channels to support them, the candidate must notify the Election Oversight Commission and contact that organization and request that the organization take down their post.

1. Examples of opt-in and opt-out text services: Class, Housing, Residential Assistant, and any other text streams that are being used to send top-down, streamlined information specific to that organization is forbidden. Casual, unofficial, opt-in text streams are permissible for a campaign space. Final decision on the status of a text service lies at the sole discretion of the Election Oversight Commission.

Section 8: Candidate Communication Regulations

Candidates may not use their personal channels (e.g. @JoeSmith) but may create public channels directly affiliated to their campaign (e.g. Joe Smith for President) to market their platform. Candidates must delete any prior social media accounts associated with their Student Government Association campaigns. It is highly recommended that candidates request permission to tag another account on social media. All social media posts must originate from the candidate's newly-created campaign account. Candidates may repost campaign content on their personal social media accounts. If a candidate uses social media to market their platform, they must follow the appropriate Butler Student Government Association media accounts. This includes the individual accounts that the Election Oversight Commission dictates.

Section 9: Conduct

Candidates and campaign workers must adhere to all Butler University rules and regulations regarding conduct and any other actions. Failure to do so will result in the Election Oversight Commission making a conduct referral to the Office of the Dean of Students, as well as organizational repercussions, as determined by the Judicial Branch.

Section 10: Personal Gains

No candidate is allowed to use resources that are not accessible to all students. This includes, but is not limited to, the Student Government Association official communications channels, Student Government Association offices, the Student Involvement and Leadership office, class listservs, Resident Assistant resources, or other communication methods and resources that could provide an unfair advantage to the campaign.

Article IX: Elections Staff

Section 1: Staff

The Election Oversight Commission may appoint students or utilize the Student Government Association Public Relations Board to assist them in carrying out the election as needed. These students will be official election staff members. Election staff members cannot be campaign workers or running for office themselves.

Article X: Voting Procedures

Section 1: Information Technology

All elections shall be administered electronically through the Butler University Engage platform.

Section 2: Determination of Winners

The candidates who receive the most votes from full time undergraduate students shall be elected to their respective positions to serve in the upcoming leadership year. In the event that no candidate receives more than 15 percent of the total vote, a runoff election shall be scheduled no later than five school days following the conclusion and verification of the General Election Results. This is after election violation calculations.

Section 3 Election Verification

The Election Oversight Commission shall verify all election results no later than five school days following the election.

Section 4: Benedict Election Results Clause

At the conclusion of each election, the Election Oversight Commission shall release the vote counts for each Presidential ticket contending for office. Senate results shall be made available to a respective candidate at their request, or released at the discretion of the Election Oversight Commission.

Section 5: Announcements

Overall winners of elections shall be announced following the verification of the election by the Election Oversight Commission, unless an appeal process has been initiated.

Article XI: Violations

Section 1: Submission

Any student of Butler University or campaign staff member may report violations made by candidates or Election Oversight Commission members. Violation reports shall be submitted to the Election Violation Submission Form located on the Butler Engage Platform. Violation reports shall be submitted no later than 12 hours after the closing of polls on Election Day.

Section 2: Violation Levels

Violations shall be divided into three categories: Minor, Major, and Severe.

1. Minor violations: minor violations shall include, but will not be limited to, organizational, departmental, or faculty and staff endorsement of a candidate (including but not limited to organization bulletin boards and monetary support), violating flier posting rules, violating online posting rules, failing to delete prior social media campaign accounts, working with unregistered campaign workers, and amending election registration materials including budget and campaign plan without the permission of the Election Oversight Commission. The candidate shall receive a minor violation if any of these rules are broken.
2. Major violations: major violations shall include, but will not be limited to, violating University solicitation rules and violating campus rules and regulations not previously defined as a violation. Both the ticket and candidate will receive a major violation if any of these rules are broken.
3. Severe violations: severe violations shall include, but will not be limited to, personal attacks, harassment, or intimidation on individuals or groups having a negative impact on one's physical, mental, or emotional well-being. Severe violations also include candidates that have exceeded their allotted budget. Both the ticket and candidate will receive a severe violation if any of these rules are broken.

Section 3: Applying Violations to the Ticket

Any violations committed by the candidates for the offices of the presidential ticket individually will reflect upon the ticket, versus the individual, and the ticket will receive the respective violation and consequence.

Section 4: Violations by Campaign Workers

Any violations committed by a campaign worker will be investigated by the Election Oversight Commission, which may include a review of the candidate's relation to the violation. If the Election Oversight Commission finds that there is a valid violation committed by a campaign worker, the Election Oversight Commission will award a violation to the campaign according to the severity of the action. Campaign workers will be held to the same standards as their respective candidates.

Section 5: Special Circumstances

Other concerns or violations reported to the Election Oversight Commission that do not fall within the above stated violations will be reviewed by the Commission, and appropriate consequences will be determined by a majority vote of the Commission no later than 24 business hours following the complaint.

Section 6: Election Oversight Commission Violations

All violation reports regarding Election Oversight Commission members shall go to the Student Government Association Executive Cabinet. Any member of the Executive Cabinet that is a candidate or campaign worker in the election in question must recuse themselves from discussing and voting on the violation. After review, the Student Government Association Executive Cabinet shall make a recommendation to the Student Government Association Chief Justice to censure the member in question, impeach the member in question, or to disregard the report.

Section 7: Materials

Any material that is deemed in violation of the Election Oversight Guidelines and is reported through the Butler Engage Election Violation Submission Form needs to be turned into the Commission within 24 business hours of the Election Oversight Commission's final decision.

Article XII: Rules of Enforcement

Section 1: General

The Election Oversight Commission shall initially assess what level of violation has been breached and shall call hearings as they see fit. The Election Oversight Commission will communicate all final decisions regarding violations to the affected candidate by email. Candidates, or tickets, have the right to hold a meeting with the Commission to discuss

the decision made by the Commission concerning campaign violations. Any violation decisions made by the Election Oversight Commission must be overruled by a two-thirds vote of the Election Oversight Commission at a hearing. Each infringement is individual; as such, similar punishments may be imposed on more than one occasion.

Section 2: Enforcement

In the case of minor violations, in both Senate and Presidential elections, one percent of the total vote count for that office shall be deducted. Major violations will result in a three percent deduction from the total vote count for that office. These deductions are cumulative and will be applied to the vote tally once polls close. The accumulation of two minor violations equals one major violation. Tickets and candidates who accumulate more than two major violations will be disqualified from the election. For severe violations, tickets and candidates will be disqualified from the election, even in cases where they have won their office.

Section 3: Decisions

All decisions of the Election Oversight Commission shall be made no sooner than 24 hours after the submission of the issue. Minor violations shall be decided by a majority vote of the Election Oversight Commission Chairs. Major and severe violations shall be decided by a majority vote of the Election Oversight Commission. The remainder of the Election Oversight Commission may appeal any minor violation decision made by the Election Oversight Commission Chairs and Vice-Chairs. All candidates will be considered innocent until proven otherwise. There must be sufficient evidence to administer a violation.

Article XIII: Amendments

Section 1: Amendment

Amendments to these guidelines, once approved by a simple majority of the Senate, shall be submitted to the Election Oversight Commission Chair in writing. Amendments are subject to a simple majority affirmation vote by the Election Oversight Commission and shall take effect immediately upon adoption. This amendment process is an addition to the amendment process already outlined in the Constitution.

Section 2: Suspension

An article or section of these guidelines may be suspended by a two-thirds vote of the Election Oversight Commission, provided that the suspension of the article or section

does not cause conflict with the rules and regulations of Butler University or the Student Government Association Constitution. Suspension of the Elections Guidelines shall otherwise be considered as a motion to suspend the rules. Any suspension of the rules may be reversed by a simple majority vote of the Student Body Senate, provided that a member of the Election Oversight Commission be invited before the body to explain the reasoning behind the suspension.

Section 3: Commission Revision

The Election Guidelines shall be reviewed by the Election Oversight Commission each year. The Commission may make recommendations to the Senate but is not obligated to.

Article XIV: Appeals

Section 1: Appeals Process

If any party wishes to submit an appeal regarding a decision made by the Election Oversight Commission, including but not limited to decisions regarding any level of violation, they have the right to appeal to the Student Government Association Election Oversight Commission Chair. A recommendation will be ratified if confirmed by a majority vote of the Election Oversight Commission.

Section 2: Secondary Appeal

If the ticket or candidate is unsatisfied with the second decision of the Election Oversight Commission, the Student Government Association Executive Cabinet will then gather evidence and testimonies from all parties involved and make their decision absent from influence of the Court. Any member of the Executive Cabinet that is a candidate or campaign worker in the election in question must recuse themselves from the discussion and voting on the appeal. The Executive Cabinet is required to inform the Election Oversight Commission of their decision immediately. Upon presentation of substantial new evidence, the party will be allowed back before the Executive Cabinet.

Section 3: Appeals Timeline

The candidate(s) has 24 hours to submit an appeal after the original decision made by the Election Oversight Commission to the ruling body that is reviewing the violation in question.

Section 4: Opposing Party Process

If applicable, the opposing party may have the opportunity to also present to the Election Oversight Commission or Student Government Association Executive Cabinet pertaining to the appeal submitted.

Section 5: Dismissal

All violations of Election Guidelines are subject to the opinion of the Election Oversight Commission and can be dismissed with due process and cause once a sufficient investigation has taken place.

Appendix C: Student Organization Endorsement Process

Article I: Student Organization Endorsements

Section 1: Overview

The Student Government Association holds the responsibility of curating and granting endorsement to undergraduate organizations on campus. This endorsement process is led by the Student Government Association in conjunction with the Office of Student Activities, or their designees. The Student Government Association holds the sole authority for endorsement of undergraduate student organizations on campus. Benefits of endorsement include, but are not limited to, the ability to apply for Student Government Association grants, access to designated University web platforms, priority access for room reservations, invitation to University-coordinated student organization events, and the ability to receive recognition at the annual Student Leadership Banquet.

Section 2: Endorsement Application Process

1. Prospective organizations shall submit their application for endorsement via the designated form and meet with a representative from the Office of Student Activities.
 - a. The Office of Student Activities shall determine if the prospective organization meets preliminary University and Student Government



Association requirements. After these conditions are determined to be met, their application shall be passed to the Student Senate.

2. The Speaker of the Senate, having received the application, shall send it, at their discretion, to the appropriate Senate committee.
3. The committee chair shall present the Resolution in their committee's respective meeting. The committee, or members thereof, may pose queries to the prospective organization, and it is the duty of the committee chair to coordinate between prospective organizations and Senators in regards to such questions.
 - a. The endorsement Resolution shall pass committee with a simple majority of voting members in favor.
 - b. As with other Resolutions, the Speaker of the Senate may choose to expedite a Resolution of endorsement.
 - c. As with other Resolutions, a denial by a committee may be overrode by a vote on the Senate floor.
4. After passing through committee, the prospective organization must present to the full Student Senate regarding their organization and its membership. Student organization endorsements, in the next meeting following the presentation, may be approved by a simple majority of the voting members of the Senate, and such Resolutions require presidential approval and are subject to judicial review.
5. Upon the President's approval, the Speaker of the Senate has three school days to send relevant materials to the Office of Student Activities. The Office of Student Activities holds the responsibility of notifying student organizations of their endorsement application and University recognition statuses.

Section 3: Student Organization Requirements

To receive endorsement, prospective student organizations must demonstrate a campus need for the proposed organization, have at least four interested future members, have executive officers in alignment with University policy, and have a faculty or staff advisor. In addition, the prospective organization must submit a constitution and bylaws, and

these documents must contain a description of the organization's mission and purpose, roles of executive and general members, methods for executive member election, impeachment, and succession, and non-hazing and non-discrimination clauses. The Office of Student Affairs may require more information, documentation, or bylaws be included in an organization's application.

Section 4: Revocation of Endorsement

Should a student organization on campus become inactive for more than two semesters, their endorsement shall be automatically revoked. Should a student organization make significant and meaningful changes to their mission, scope, or governing documents, their endorsement shall be automatically revoked. Organizational endorsement may also be revoked, with just cause, by a Resolution passed by a two-thirds majority of present members of the Student Senate and with the approval of the President.

Section 5: Endorsement Appeals

The Student Government Association Supreme Court shall be tasked with the creation of an appeals system for student organization endorsements. Decisions of the Student Senate in endorsement matters may only be fully overturned by the Court in matters of procedural error. Should a prospective organization be validly denied endorsement by the Student Senate, they are welcome to make significant and meaningful changes to areas of concern and restart the application process.

Appendix D: Student Government Association Grant Process

Article I: Student Organization Grants

Section 1: Overview

The undergraduate student organization grant process is overseen by the Legislative Branch. The Speaker of the Senate must open a designated form for grant applications at least one week prior to the start of each legislative session. Organizations must submit grant applications a minimum of ten school days prior to the expected expense. While organizations may not apply for past expenditures, the Student Government Association may grant funds to an organization who submitted their application on time but was not approved prior to the expense due to the timing of Student Senate meetings. Student organizations should be aware that, if the Senate does not approve their grant request, they must obtain funds through alternative means or make significant changes in order to restart the grant application process.

Section 2: Grant Application Process

1. Prospective organizations shall submit their application for a Student Government Association grant via the designated form.
2. The Speaker of the Senate, having received the application, shall send it to the Senate Appropriations Committee.
3. The committee chair shall present the Resolution in their committee's respective meeting. The Appropriations Committee shall have the responsibility of confirming a demonstrated need for funding, verifying prices on the presented

budget, and confirming the grant request aligns with any and all spending and funding requirements outlined by both the Student Government Association and Butler University. The committee, or members thereof, may pose queries to the organization, and it is the duty of the committee chair to coordinate between prospective organizations and Senators in regards to such questions.

- a. The grant Resolution shall pass committee with a simple majority of voting members in favor.
 - b. As with other Resolutions, the Speaker of the Senate may choose to expedite a grant Resolution.
 - c. As with other Resolutions, a denial by a committee may be overrode by a vote on the Senate floor.
4. After passing through committee, the prospective organization must present to the full Student Senate regarding their organization and its need for funding. Student organization grant requests, in the same meeting as the presentation, may be approved by a simple majority of the voting members of the Senate, and such Resolutions require presidential approval and are subject to judicial review.
- a. In order to ensure Senate efficiency, student organizations do not have to present before the Senate for grant funding below a cumulative total of \$250.00 per semester. Should an organization exceed this cumulative total of funding in a single semester, they will be required to present before the Senate. A student organization may choose to present even if they are not required to. The Speaker of the Senate, or any two Senators in agreement, may require an organization to present before the body even if they have not exceeded a cumulative total of \$250.00 in that semester. Organizations must be notified at least two school days prior to their presentation date if this is the case. Grant requests not required to be presented are subject to the same regulations as other grant requests
5. Upon the President's approval of a grant request Resolution, the Speaker of the Senate has three school days to send relevant materials to the Office of Student

Activities. It is the responsibility of the Speaker of the Senate, or designee, to notify organizations of their final grant application status.

6. After receiving a grant, organizations are required to submit documentation of spending to the Student Government Association. The Executive Branch's Audit Board will audit granted funds not spent by organizations for approved purposes back to the Student Government Association. Failure of an organization to provide documentation of spending, falsification of such documentation, or failure to comply with Audit Board requests for funding returns shall result in an organization being disqualified from applying for grants for the current and following academic year, as well as possible University consequences.

Section 3: Requirements

1. The grant application must demonstrate need for funding. Grant applications must also justify their expense on their presented budget. Grant applications must properly complete a price comparison sheet. Additional information may be required by the Student Senate.
2. Grant applications may only be submitted by Student Government Association endorsed student organizations. Endorsed organizations are only able to submit their grant applications via Engage. Grant application information collected through the application form may be amended at the discretion of the Speaker of the Senate.
3. Organizations are expected to complete an itemized budget of expenditures as determined by the Speaker of the Senate. Student organization grant applications must list their total revenue sources on the presented budget. This includes, but is not limited to, dues paid by members, fundraising initiatives, and any other sources of income the organization receives and is routinely deposited in their Office of Student Activities financial account. This can include any previous grant funds that have not been spent and have not been audited by the Student Government Association Audit Board. Student organizations must also list their

current Office of Student Activities financial account balance on the presented budget. Failure to provide any relevant information may disqualify an organization from receiving grant funding from the Student Senate.

4. The organization must provide all expected expenses for their events and/or initiatives on the presented budget. Total revenue listed on the budget will first be spent in order to fund the event and/or initiatives the organization is seeking to organize. The listed expenses that exceed the total revenue for the event and/or initiative as listed on their presented budget is the organization's grant request amount from the Student Government Association.
5. Student organizations who have been endorsed by the Student Government Association for less than 31 days are unable to seek grant funding.
 - a. Inactive student organizations are not eligible for grant funding.
6. Student Government Association grant funding may not be used in order to accumulate profit for an endorsed student organization. Organizations are restricted from using a grant to generate any form of revenue from the student body.
7. Student organizations are able to apply for multiple grants in a single academic year, but no more than three grant requests can be processed in a single academic semester. Financial need must be demonstrated for each grant request.
 - a. Out of session grant requests do not contribute to this limit.
8. Student organizations are not able to use a grant request to fund more than four distinctive events throughout the academic semester. Organizations cannot seek funding for events that span beyond the current academic year.
 - a. Out of season grant requests do not contribute to this limit.
 - b. Out of session grants are not considered events that span beyond the current academic year.
 - c. Recurring student organization meetings do not contribute to this limit.
9. Student organizations seeking grant funding must properly demonstrate that they have attempted to fundraise on or off campus for the purposes of their grant request. The organization must show that they have attempted to generate

financial support for their charity or cause to the Student Government Association Appropriations Committee and the Student Senate.

- a. Organizations who are unable to fundraise must present their rationale to the Appropriations Committee and the Student Senate.
10. Student Government Association grants are funded by the Student Activity Fee. A Student organization's grant request must directly impact Butler University students or support events organized by Butler University Students. The organization is responsible for demonstrating to the Student Senate how the funds will be used to benefit the Butler University student body. Efforts not focused on benefiting the entire student body will not be encouraged. Butler students must receive benefit from each line item within the organization's presented budget.
 11. Student organizations must properly update the grant budget and/or presentation material submitted through the formal grant application as needed. Organizations must send this updated material to the Appropriations chairperson by email 24 hours before the committee vote. Organizations are held responsible for any material not updated or given to the Appropriations Chairperson. If outdated material is voted on, the Appropriations committee must revote on the grant application.
 - a. All updated grant applications that do not reflect the original grant application on Engage must be sent to the Speaker of the Senate by the Appropriations Chair at least 48 hours prior to the Student Senate's vote. The updated budget must also be included as an appendix in the grant resolution.
 12. Diversity, Equity, and Student Belonging grant requests must be approved by both that respective Senate committee and the Appropriations Committee.
 13. Service and Philanthropy grant requests must be approved by the Student Activities Committee and the Appropriations Committee.
 14. Any organization granted funds by the Student Government Association must acknowledge such funding in related digital or print promotional materials at

their designated events and/or initiatives. The required digital and printed promotional materials are determined by the Public Relations Board. Digital promotional materials must be accessible to Student Organizations on the Student Government Association website for digital or printed promotional purposes.

- a. Failure to acknowledge the utilization of Student Government Association assistance on promotional materials both printed and electronic will result in a full audit by the Student Government Association Audit Board and forfeiture of funds.
15. Grant applications denied on the Student Senate floor must meet with the Appropriations Chair in order to resubmit their grant proposal. Their grant proposal must include substantial revisions that reflect the concerns of the Student Senate.
- a. Organizations resubmitting their failed grant requests should not expect their resubmission to allow automatic access to requested funds.

Section 4: Restrictions

1. Student organizations may not use their grant funding to provide direct financial support to a recognized political candidate or party.
2. Funds may not be allocated to any lobbying effort or lobbyist organizations concerned with political candidates or political parties.
3. Student organizations may not use their grant funding to provide direct financial support to any private person, group, association, or business. This includes any direct or indirect donation to any for-profit or non-profit organization.
 - a. Student Organizations are required to oversee any philanthropic efforts contained within their grant application.
4. Student organizations may not use their grant funding to provide direct financial support to any religious place of worship.
5. Grant funding requests cannot be used to pay for any expenditures that occurred prior to their grant application submission. Accumulated debt in their Office of

Student Activities financial account can not be reconciled by a Student Government Association grant.

6. Student organizations cannot use grant funding to purchase alcohol or any controlled substance.
7. Student organizations cannot use grant funding to provide a non-itemized donation or scholarship to a student.
8. Student organizations cannot seek funding for an event that is occurring after the current academic year.
9. Student organizations cannot use grant funding to purchase club apparel.
10. Student organizations cannot use grant funding to purchase merchandise with trademarked imagery without documented permission from the license holder.
11. Student organizations purposely withholding financial or operational information at any given time will be denied access to the floor of the Student Senate. Student organizations who withhold such information will be required to repeat the grant application process from its beginning.
 - a. Organizations found to have withheld information prior to a grant disbursement will result in a full audit by the Student Government Association Audit Board and forfeiture of all funds.
12. Student organizations cannot seek funding for an event that does not comply with local food safety regulations. Organizations dealing with food and/or drink are required to formulate a plan with the Office of Student Activities that implements food safety regulations prior to the Student Senate presentation.
13. Student organization grant requests must comply with Butler University's non-discriminatory policy.
14. Student organization grant requests must not infringe on any guidelines established by the Office of Student Activities or the Butler University Student Handbook.

Section 5: Grant Appeals

The Student Government Association Supreme Court shall be tasked with the creation of an appeals system for grant applications. Decisions of the Student Senate in endorsement matters may only be fully overturned by the Court in matters of procedural error. Should a prospective organization be validly denied a grant by the Student Senate, there will be no grounds for appeal to the Supreme Court.

Section 6: Out of Session Grants

No later than 20 school days before the end of the Spring legislative session, the Speaker will open applications for organizations seeking funding during the following Summer or Fall prior to time that the Student Senate will reconvene for that academic year. These grants are subject to all of the same regulations as traditional grants. Funds granted in this fashion shall receive their own dedicated line item in the Student Government Association budget in that academic year.