

Summary

The Student Government Association (SGA) has published its bylaws. The SGA may create and enforce laws that are stricter than those of the college, but not less than those for the student organization. The Senate shall meet in person each Wednesday at 7:30 p.m. on the Goucher College campus. If there is a conflict between laws of the SGA and those of another student organization, the higher-ranking law shall take precedence over the lower-ranking.



CODE OF BYLAWS

Proposed : May 1, 2024

Adopted : August 22, 2024

TABLE OF CONTENTS

<u>CHAPTER 01 : COPIES OF THE BYLAWS</u>	01
<u>CHAPTER 02 : CODIFICATION</u>	02
<u>CHAPTER 03 : ORDER OF SUPREMACY OF GOVERNMENT LAWS</u>	03
<u>CHAPTER 04 : SENATE RULES OF ORDER</u>	04
<u>CHAPTER 05 : SENATE POLICY</u>	19
<u>CHAPTER 06 : EXECUTIVE BRANCH</u>	26
<u>CHAPTER 07 : SENATE COMMITTEES</u>	36
<u>CHAPTER 08 : OPERATING PROCEDURES OF THE JUDICIAL BRANCH</u>	47
<u>CHAPTER 09 : IMPEACHMENT PROCEDURES OF STUDENT GOVERNMENT</u> .	55
<u>CHAPTER 10 : FINANCE PROCEDURES AND POLICIES</u>	59
<u>CHAPTER 11 : ELECTION COMMISSION</u>	66
<u>CHAPTER 12 : ELECTION PROCEDURES AND POLICIES</u>	72
<u>CHAPTER 13 : COMPENSATION FOR EXECUTIVE & LEGISLATIVE BRANCH</u> ..	78
<u>CHAPTER 14 : EMERGENCY SITUATION POLICIES</u>	81
<u>CHAPTER 15 : AMENDING THE BYLAWS</u>	85
<u>CHAPTER 16 : RATIFICATION</u>	86

CHAPTER 01

COPIES OF THE BYLAWS

- 1.1.** Two (2) complete and current copies of the Constitution and Bylaws shall be kept on file in the SGA office.
- 1.2.** A copy of the Bylaws shall be made available to anyone who requests a copy.
- 1.3.** An updated copy of all active policies of the student SGA shall be kept on file in the SGA office and on the Student Government Association's website.
- 1.4.** A complete and static copy of the Bylaws shall be added to the Government Record Binders at the end of each term.

CHAPTER 02 CODIFICATION

- 2.1. The following list of SGA Presidential Administrations shall be automatically updated by each such Administration. The code shall consist of the first letter of the President's last name and the first letter of the Vice-President's last name, separated by a hyphen.
- 2.2. If there is a duplication of the code, the entire last name of the President shall be used instead of the first letter of the President's last name.

Initials (Last Names)	Last Names	Term of Service
S - I	Schnella - Isaacs	2021 - 2021
S - N	Schnella - Nakhid	2022 - 2022
C - R	Castro - Reichardt	2023 - 2023
R - K	Reichardt - Kistner	2023 - 2023
K - H	Kistner - Houck	2024 - 2024

CHAPTER 03

ORDER OF SUPREMACY OF GOVERNMENT LAWS

- 3.1. Whenever there is a conflict between laws of the SGA, the higher-ranking law shall take precedence over the lower-ranking law.
- 3.2. **The following shall be the rank of SGA Laws, from highest to lowest:**
 - 3.2.1. SGA Constitution.
 - 3.2.2. SGA Bylaws.
 - 3.2.3. SGA Presidential Executive Orders.
 - 3.2.4. SGA Senate Bills, when made law.
- 3.3. Whenever there is a conflict between the laws of the SGA and those of another student organization, the laws of the SGA shall take precedence over those of the student organization.
- 3.4. Whenever there is a conflict between the laws of the SGA and those of Goucher College, the regulations of the college shall take precedence over those of the SGA.
- 3.5. The SGA may create and enforce laws (regulations) that are stricter than those of the college, but not less than those of the college.
- 3.6. All entities funded by the SGA and/or officially recognized through SGA recognition processes are subject to its law.

CHAPTER 04

SENATE RULES OF ORDER

- 4.1.** Parliamentary authority for the Senate and all Senate committees shall be the latest edition of Robert's Rules of Order, available at hand, unless special rules are delineated in these Bylaws.
- 4.2. Consent of the Senate shall consist of any of the following:**
- 4.2.1. Unanimous consent.
 - 4.2.2. Majority vote of the Senate (Present members).
- 4.3. Regular Meetings of the Senate:**
- 4.3.1. The Senate shall meet in person each Wednesday at 7:30 p.m. on the Goucher College campus, unless an alternative location or mechanism is specified, during the Fall and Spring semesters except when the Senate shall, by a motion at a prior meeting with a two-thirds majority vote, set an alternative date, time, or cancel a meeting.
 - 4.3.2. The Senate shall not meet during the final two (2) weeks of the Fall and Spring semesters or during college breaks unless a special meeting is called.
 - 4.3.3. Under extenuating and/or extraordinary circumstances including, but not limited to, closure of college facilities for a period longer than two (2) consecutive days, the Senate may meet in an alternative location and/or by an alternative mechanism.
 - 4.3.4. Alternative mechanisms include, but are not limited to, conference calls and video calls.
 - 4.3.5. If the provisions of this Bylaws are invoked with respect to a regular meeting of the Senate, the Speaker shall decide the location and/or mechanism of this meeting and give the Senate twenty-four (24) hours of prior notice of the alternative location and/or mechanism.
 - 4.3.6. If the provisions of this Bylaws are invoked with respect to a special meeting of the Senate, the location and/or mechanism of the meeting will be included in the call of the meeting.
- 4.4. Virtual Meetings:**
- 4.4.1. *Login information.* The Speaker shall send by e-mail to every member of the Senate the URL and codes necessary to connect to the Internet meeting service.
 - 4.4.2. *Login time.* The Speaker shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

- 4.4.3. *Signing in and out.* Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
- 4.4.4. *Quorum calls.* A quorum shall be established by an audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand can be made by following any vote for which the announced totals add to less than a quorum.
- 4.4.5. *Technical requirements and malfunctions.* Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- 4.4.6. *Forced disconnections.* The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
- 4.4.7. *Assignment of the floor.* To seek recognition by the chair, a member shall use the virtual hand-raise feature or seek it virtually. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
- 4.4.8. *Interrupting a member.* A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the hand-raise feature for indicating and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
- 4.4.9. *Display of motions.* The Speaker shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Speaker, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- 4.4.10. *Voting.* Votes shall be taken by electronic means to record the votes of members or roll call unless a different method is ordered by the Senate or required by the rules. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

- 4.4.11. *Video display.* The chair, the Speaker, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

4.5. Legislation Codification System:

- 4.5.1. All legislation shall be referenced by an eight (8) digit number, with the first four (4) digits being the year the Senate term begins, followed by a dash and the session number, and divided by a dash from the last three (3) digits that are consecutively numbered for legislation.

- *Example:* 2022-1-00

4.5.2. A suffix shall be attached to each eight (8) digit number, and these suffixes shall be used as divisions for codification as follows:

- 4.5.2.1. A – General Government Policy
- 4.5.2.2. B – Policies and Procedures of the Executive Branch
- 4.5.2.3. C – Policies and Procedures of the Judicial Branch
- 4.5.2.4. E – Policies and Procedures for Elections
- 4.5.2.5. F – Financial Legislation
- 4.5.2.6. Y – Amendments to the Bylaws
- 4.5.2.7. SA – Ratifications of Contracts and Agreements
- 4.5.2.8. SC – Confirmations of Executive Nominations
- 4.5.2.9. SD – Seating of Nominated Senators
- 4.5.2.10. SE – Review of Executive Actions
- 4.5.2.11. SF – Formation of Committees
- 4.5.2.12. SG – Seating of Legislative Committees and Personnel
- 4.5.2.13. SI – Requests for Impeachment
- 4.5.2.14. SL – Policies and Procedures of the Legislative Branch
- 4.5.2.15. SQ – Referendum Question
- 4.5.2.16. SR – Senate Resolutions
- 4.5.2.17. SZ – Constitutional Amendments
- 4.5.2.18. SP – Senate Proclamation

4.6. Procedures for Submitting Legislation for the Consideration of the Senate:

- 4.6.1. To be considered for placement on the agenda, all legislation shall be submitted via Teamwork by Monday at 5PM (EST) prior to a regular meeting of the Senate.
- 4.6.2. The Speaker may place the legislation on the agenda for the next regular meeting of the Senate.
- 4.6.3. Newly proposed legislation shall be placed on the Senate agenda under the First Read section.
- 4.6.4. The Speaker shall refer all legislation under the First Read section of the agenda to the Senate Rules Committee.
- 4.6.5. The Speaker shall refer all legislation under the First Read section of the agenda to the appropriate Senate Committee on the subject matter contained in the legislation.
- 4.6.6. A finance feasibility report, to be created by the SGA Treasurer, shall be attached to all submitted legislation containing SGA budgetary commitments.
- 4.6.7. A feasibility report, to be created by the appropriate Executive Cabinet or Board member, shall be attached with all submitted legislation containing an SGA operating commitment.
- 4.6.8. Rules Committee – Legislation pertaining to the scope and mission statement of Rules Committee as delineated in the Bylaws.
- 4.6.9. All referred legislation shall be sent back to the Speaker either “favorably”, “with no bias” or “unfavorably” by the relevant Committee.
- 4.6.10. All referred legislation shall be sent back to the Speaker before the weekly bill submission deadline as established by the Speaker, during or prior to the third week following the first read of the referred bill.
 - 4.6.11.1. When returning legislation to the Speaker with the committee’s opinion on the bill(s) in question, the committee may also request that the Speaker utilize their authority to set the agenda to postpone the second read of the bill, providing a rational basis exists for the request.
 - 4.6.11.2. Should the referring committee request the delay of a bill’s second read, the Speaker shall confer with the President of the Senate on whether to grant the committee’s request.
 - 4.6.11.3. Should the three-week period granted to committees to review legislation exceed the limit of the legislative session, bills shall be returned to the Speaker by committees prior to second read and the Speaker shall put them on the agenda prior to the close of the legislative session.

4.7. The Senate's Orders of the Day:

- 4.7.1. Every meeting of the Senate shall follow the Orders of the Day, referred to by the Government as the Agenda, unless one (1) or both motions to “Amend the

Agenda by Changing the Order of Business” and/or “Amend the Agenda” has been adopted by the Senate.

4.7.1.1. The agenda shall consist of the following components:

- 4.7.1.1.1. Call to Order
 - 4.7.1.1.2. Roll Call
 - 4.7.1.1.3. Showcase Goucher
 - 4.7.1.1.4. Open Forum
 - 4.7.1.1.5. Approval of the Minutes
 - 4.7.1.1.6. Communications from the SGA President
 - 4.7.1.1.7. Bills Signed by the SGA President
 - 4.7.1.1.8. Bills vetoed by the SGA President
 - 4.7.1.1.9. 1R Bills on First Reading (1st Reader) – New Business
 - 4.7.1.1.10. 2R Bills on Second Reading (2nd Reader) – Committee Meeting/Disposition
 - 4.7.1.1.11. 3R Bills on Third Reading (3rd Reader) – Final Consideration
 - 4.7.1.1.12. Internal Matters
 - 4.7.1.1.13. Executive Board Member Announcements
 - 4.7.1.1.14. Executive Cabinet Member Announcements
 - 4.7.1.1.15. Senator Announcements
 - 4.7.1.1.16. Advisor Announcements
 - 4.7.1.1.17. Closing Announcements
 - 4.7.1.1.18. Next meeting date and location of the Senate
- 4.7.2. Prior to Senate meetings, reports of officers and standing committees shall be sent via email to the speaker of the senate in which the speaker will then send all officer reports to the senate and cabinet via email.

4.7.2.1. Reports of Special Committees, which consist of:

- 4.7.2.1.1. Rules Committee report (s), as presented by the Speaker of the Senate or their designee.
- 4.7.2.1.2. Finance Committee report (s), as presented by the Chair or their designee.

- 4.7.2.1.3. Community Outreach Committee report (s), as presented by the Committee chair or their designee.
- 4.7.2.1.4. Officers and standing committees shall provide an oral report during senate meetings, only discussing important highlights and time-sensitive information.
- 4.7.2.1.5. Committee reports would be limited to three (3) minutes in length per report.

4.7.2.2. Reports of Special Committees, which consist of:

- 4.7.2.2.1. Special Committees, as created by an Order of the Senate and presented by the committee chair.
- 4.7.2.2.2. Ad-hoc Committees, as created by the Speaker of the Senate or by the motion to Refer and presented by the committee chair.

4.7.2.3. Comments from the Executive Branch:

- 4.7.2.3.1. Comments from Executive Cabinet members will be limited to seven (7) minutes per member.
- 4.7.2.3.2. Comments from Executive Board members will be unlimited.

4.7.2.4. Showcase Goucher, which shall be special presentations given to the Senate for informational purposes.

4.7.2.5. Open Forum, which shall serve as an opportunity for students to speak about issues relevant to the Student Body.

- 4.7.2.5.1. After being recognized by the Chair, any member of the Student Body shall be allowed to speak during Open Forum to any legislation or issues facing the Student Body, provided the student states their name and class year.
- 4.7.2.5.2. The Speaker may end this portion of the meeting if decorum in the chamber is not met.

4.7.2.6. Internal Matters:

4.7.2.6.1. Special Orders, which shall consist of:

- 4.7.2.6.1.1. Seating of nominated Senators
- 4.7.2.6.1.2. Confirmations of Executive Nominations
- 4.7.2.6.1.3. Seating of Legislative Committees and Personnel
- 4.7.2.6.1.4. Review of Executive Actions
- 4.7.2.6.1.5. Senate Resolutions
- 4.7.2.6.1.6. Senate Proclamations

- 4.7.2.6.1.7. Any item made a special order under Section 41 of the parliamentary authority
- 4.7.2.6.1.8. Motions to override executive vetoes may be considered under this section
- 4.7.2.7. First Reader, which consists of all legislation currently being considered in its first reading.
- 4.7.2.8. Second Reader, which consists of all legislation receiving committee disposition at the meeting.
- 4.7.2.9. Third Reader, which consists of all legislation slated for final vote of the Senate.
- 4.7.2.10. The Speaker of the Senate shall set the agenda. Changing the order of the agenda or the addition of items to the agenda may only be done through a majority vote of the Senate.
- 4.7.3. The agenda for a meeting of the Senate and legislation placed on the agenda of a meeting of the Senate shall be available for visual examination twenty-four (24) hours prior to any meeting of the Senate.

4.8. Rules of Showcase Goucher:

- 4.8.1. Showcase Goucher shall be set by the Speaker at the Speaker's discretion.
- 4.8.2. Debate shall not be permitted.
- 4.8.3. Speaking privileges during Showcase Goucher and open forum shall follow the "Rules of Debate" that are outlined 4.10.

4.9. Rules for the Reading of Legislation:

- 4.9.1. All legislation shall require two (2) readings, at least forty-eight (48) hours apart, when considered by the Senate unless otherwise designated.
- 4.9.2. Bills for Seating Nominated Senators, Confirming Executive Nominations, or Seating Legislative Committees or Personnel shall only require one (1) reading before being considered and debated by the Senate.

4.9.3. First Reading of Legislation (for legislation requiring two (2) readings):

- 4.9.3.1. The author of the legislation or his or her designee shall read the legislation. All or a portion of the reading may be waived by unanimous consent. Changes to the legislation shall only be in order by unanimous consent.
- 4.9.3.2. The author of the legislation may speak to the legislation for up to five (5) minutes.

- 4.9.3.3. Each senator may ask the author a single question of intent; no other debate is in order.
- 4.9.3.4. The author of the legislation or his or her designee may move that the second reading of the legislation be waived.
- 4.9.3.5. The motions to amend, to divide the question, postpone indefinitely, and for previous question shall not be in order.

4.9.4. Second Reading of Legislation (or first reading if the legislation only requires one reading):

- 4.9.4.1. The chair of the meeting shall read the title of the legislation only. If this is the first reading of the legislation, the author or his or her designee shall read the entire legislation.
- 4.9.4.2. The author of the legislation may introduce the legislation in five (5) minutes of opening remarks before the period of debate is entered.

4.10. Rules of Debate:

4.10.1. The period of debate shall only be entered after the author has finished their opening remarks.

- 4.10.1.1. The total time spent in the debate period for the piece of legislation before the Senate shall not exceed forty-five minutes and shall not include time spent on subsidiary motions.
- 4.10.1.2. Motions to extend the period of debate shall be permitted, as delineated in the Parliamentary Authority.
- 4.10.1.3. The Author of the legislation being debated shall only be allowed to speak when another Senator asks them a question
- 4.10.1.4. Each Senator shall be allowed two (2) five (5) minute speaking privileges on any one motion, except when granted the Consent of the Senate for an additional five (5) minute speaking privilege.
- 4.10.1.5. **The Treasurer shall be allowed two (2) speaking privilege, to be first recognized by the chair, on all bills codified as financial legislation and all legislation pertaining directly to the Finance Committee or its duties.**
 - 4.10.1.5.1. When using speaking privileges on bills codified as financial legislation, the Finance Director will only speak to the details of the bill and how it does or does not fit with rules governing the financial process
- 4.10.1.6. When granted the floor, a Senator may transfer their speaking time to another Senator (who is not the author of the legislation) at any point in their allotted time, provided that this time may not be transferred again by its recipient.
- 4.10.1.7. Once the period of debate ends (by the expiration of time, completion of all remarks, or moving the previous question), the

author of the legislation shall be granted a five (5) minute speaking privilege for closing remarks on the legislation.

4.10.1.8. After the author's closing remarks, the Senate shall proceed to vote on the bill as a whole.

4.10.1.9. All Amendments shall be submitted in the proper format, as determined by the Vice Speaker of the Senate.

4.11. Final Votes on Legislation:

4.11.1. The final vote on legislation except financial legislation shall be done by roll call vote, a division of the body, or by unanimous consent.

4.11.2. The final vote on financial legislation shall be approved by two-thirds of present Senators.

4.11.3. The final vote on motions to override an executive veto shall be done by roll call vote.

4.11.4. All roll call votes shall be recorded as to the vote of each Senator on each question.

4.11.4.1. Roll call votes shall be considered part of the permanent record of the meeting of the Senate at which the vote was taken.

4.12. Signing of Legislation:

4.12.1. The Chair of the Senate meeting and the Speaker at the time the legislation was disposed of shall sign the legislation within five (5) calendar days to attest to the outcome of the legislation.

4.12.2. If the legislation is a bill, it shall be released from the Senate upon adjournment of the meeting.

4.12.3. Bills must be sent to the President for signature within forty-eight (48) hours of passage.

4.12.3.1. If the legislation is a Senate Order, implementation of the Senate Order shall begin immediately following the adjourning of the senate meeting.

4.12.3.2. A Senate Order seating a new senator shall take effect immediately following an affirmative vote and oral oath.

4.13. Motion Not Delineated by the Parliamentary Authority:

4.13.1. The Main Motion to "*Amend the Agenda*".

4.13.2. This motion shall be in order when no other motion is pending:

4.13.2.1. The motion requires a second.

- 4.13.2.2. The motion shall be debatable but not amendable.
- 4.13.2.3. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of the Senate.
- 4.13.2.4. The motion shall not be reconsidered.

4.13.3. The Subsidiary Motion to “*End the Period of Discussion*”:

- 4.13.3.1. This motion shall be in order when the Senate is under Programs, and when no other motion is pending.
- 4.13.3.2. Any senator may introduce the motion.
- 4.13.3.3. The motion requires a second.
- 4.13.3.4. The motion shall be amendable but not debatable.
- 4.13.3.5. A vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.

4.13.4. The Incidental Motion to “*Amend the Agenda by Changing the Order of Business*”:

- 4.13.4.1. This motion shall be in order when no other motion is pending.
- 4.13.4.2. Any senator may introduce the motion.
- 4.13.4.3. The motion requires a second.
- 4.13.4.4. The motion shall be debatable but not amendable.
- 4.13.4.5. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
- 4.13.4.6. The motion shall not be reconsidered.

4.13.5. The Subsidiary Motion to “*Waive the Second Read*”:

- 4.13.5.1. This motion shall be the lowest ranking subsidiary motion.
- 4.13.5.2. Only the author of the legislation, or their designee during the first read of the legislation, may introduce the motion.
- 4.13.5.3. The motion requires a second.
- 4.13.5.4. The motion shall be debatable but not amendable.
- 4.13.5.5. Debate on the motion shall not exceed ten (10) minutes.
- 4.13.5.6. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
- 4.13.5.7. The motion shall not be reconsidered.

4.13.6. The Subsidiary Motion to “*Extend Debate to Line Items*”:

- 4.13.6.1. This motion shall rank immediately below the motion to “Limit or Extend Limits of Debate”.
- 4.13.6.2. Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
- 4.13.6.3. The motion shall be in order only after the motion to divide the question is adopted by the Senate on the legislation.
- 4.13.6.4. The motion shall only be applied to a single organization each time the motion is introduced.
- 4.13.6.5. The motion requires a second.
- 4.13.6.6. The motion shall be debatable but not amendable.
- 4.13.6.7. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
- 4.13.6.8. The motion may be reconsidered.

4.13.7. The Subsidiary Motion to “*Amend the Group’s Allocation Budget*”:

- 4.13.7.1. Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
- 4.13.7.2. The motion shall be in order only after the group’s budget has been recommitted to the Finance Committee with recommendations at least twice.
- 4.13.7.3. The motion requires a second.
- 4.13.7.4. The motion shall be debatable and amendable.
- 4.13.7.5. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
- 4.13.7.6. The motion may be reconsidered.

4.13.8. Additional Rules for the Motion to “*Amend Something Previously Adopted*”:

- 4.13.8.1. This motion may only be applied to a Senate Bill or Senate Order before the Chair of the Senate meeting at the time when the legislation was disposed of has signed the bill.
- 4.13.8.2. A Senate Bill or Senate Order can be used to rescind or supersede a previous Senate Bill or Senate Order, respectively, if the action can be rescinded or undone.
- 4.13.8.3. The “Class B” motion, as stated in the Parliamentary Authority, to “Override an Executive Veto”

- 4.13.8.4. This motion shall be in order when no other motion is pending.
- 4.13.8.5. The motion shall be in order only during one of the two regular meetings of the Senate immediately following a presidential veto of a Senate bill.
- 4.13.8.6. The motion requires a second.
- 4.13.8.7. The motion shall be debatable but not amendable.
- 4.13.8.8. The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of seated senators.
- 4.13.8.9. The motion may be reconsidered only during the same meeting of the Senate.

4.13.9. The Privileged Motion to “Call for Quorum”:

- 4.13.9.1. Any senator may introduce the motion.
- 4.13.9.2. The motion shall not require a second.
- 4.13.9.3. The motion shall not be debatable or amendable.
- 4.13.9.4. Upon the making of this motion the Chair shall make a reasonable attempt to attain quorum for the continuation of the Senate’s business.

4.13.10. The Subsidiary Motion to Remove a Bill from Committee:

- 4.13.10.1. This motion shall be in order only in the Second Reader (2R) portion of the agenda while on a main motion, but not an incidental motion.
- 4.13.10.2. Any senator may introduce the motion.
- 4.13.10.3. The motion requires a second.
- 4.13.10.4. The motion shall be debatable and amendable.
- 4.13.10.5. The vote to adopt this motion shall be an affirmative majority vote.
- 4.13.10.6. The motion shall not be reconsidered during the same meeting.
- 4.13.10.7. Upon the adoption of this motion, the respective bill shall automatically be placed on Third Reader (3R).

4.13.11. The incidental motion to “Waive a bylaw”:

- 4.13.11.1. This motion shall be in order only for bylaws having to do with the operating procedure of the Senate or Senate committees (Chapters 4, 5, and 7), except for the rules relating to the motion to “waive a bylaw”.
- 4.13.11.2. Any Senator may introduce the motion.
- 4.13.11.3. The motion is in order when no other motion is pending.

- 4.13.11.4. The motion requires a second.
- 4.13.11.5. The motion shall be debatable and amendable
- 4.13.11.6. The motion shall require an affirmative two-thirds vote of seated Senators

4.13.12. The incidental motion to add/remove a member from the roll:

- 4.13.12.1. Any Senator may introduce the motion
- 4.13.12.2. This motion is in order when no other motion is pending
- 4.13.12.3. Any objection by a member shall result in a full call for quorum being initiated.
- 4.13.12.4. Special Rules and Procedures for the Consideration of the Regular Allocations Recommendations for the Next Fiscal Year” Bill and the “Monthly Discretionary Allocations Recommendations
- 4.13.12.5. Discussion of line items of individual organizations within these bills shall be prohibited unless this prohibition is removed by the motion to “*Extend Debate to Line Items*”.

4.13.13. Individual organization’s budgets shall not be amendable except when bylaw 4.13.7 is in order:

- 4.13.13.1. After the author of the legislation has read the legislation for the second reading, the Chair shall ask the Senate if there are any motions to “Divide the Question”, as stated in Section 27 of the Parliamentary Authority, but shall only divide out one (1) organization at a time for separate consideration.
- 4.13.13.2. Once all motions to “Divide the Question” have been made, the Senate shall consider the remaining portion of the legislation.
- 4.13.13.3. If the remaining portion of the legislation does not receive the Consent of the Senate, each organization contained in the remaining portion of the original legislation shall be automatically divided out and disposed of individually.
- 4.13.13.4. If the remaining portion of the legislation is adopted by a majority vote of the Senate, the Senate shall immediately recess for ten (10) minutes.
- 4.13.13.5. Once reconvened, the Senate shall consider the organizations that were divided out in the order that they were divided out.

4.13.13.6. The Senate, in addition to the rules for debate, has the following:

- 4.13.13.6.1. Dispose of the organization by passing the Ways and Means Committee’s recommendation.

4.13.13.6.2. Dispose of the organization by rejecting the Ways and Means Committee's recommendation, which zero-funds the organization in question.

4.13.13.7. Introduce the motion to "*Recommit a Pending Question to Committee*", as stated in Section 13 of the Parliamentary Authority.

4.13.14. Each organization divided out shall be disposed of before the consideration of the next organization divided out.

4.14. Special Rules and Procedures for the Review of Executive Branch Actions:

4.14.1. Any Senate review of actions of the Executive branch shall be done by introducing and disposing of a Senate Order to Review Executive Actions.

4.14.2. Such Senate Orders shall be debatable and amendable.

4.15. Special Rules and Procedures for Contract and Agreement Ratification:

4.15.1. Any Senate ratification of contracts and agreements shall be done by introducing and disposing of a Senate Order for Contracts and Agreements.

4.15.2. Such Senate Orders shall be debatable but not amendable.

4.16. Special Rules for Governmental Policy' Senate Bills and Orders:

4.16.1. All codified bills and orders as delineated by the Bylaws shall expire on the last day of the third session of the outgoing senate, unless specified in the bill with a special expiration date.

4.16.2. **During the first meeting of the first session of the incoming senate, the Senate shall review all previously standing policies and move on them in one of the following ways:**

4.16.2.1. Move to retain policy previously adopted

4.16.2.2. Move to discard policy previously adopted.

4.17. Special Rules for Considering Articles of Impeachment:

4.17.1. The Rules Committee shall hold a hearing to investigate the charges introduced in any article of impeachment reported to the speaker.

4.17.2. The committee may compel the attendance of any member of the government, except the investigated party without their consent, who they find necessary for the purposes of the investigation. Failure to appear shall be considered a severe malfeasance of duty.

4.17.3. The rules committee shall recommend to the Senate how to dispose with each proposed article of impeachment including any amendments that they shall recommend.

- 4.17.4. The Senate shall debate and vote separately on each article of impeachment, even when proposed within a single bill. The total debate time on an article of impeachment shall not be limited by the bylaws, but only by a motion to limit debate or call the previous question. Each article must be approved by a majority of the seated senators.
- 4.17.5. Upon passage of Articles of Impeachment, the Senate shall immediately select and appoint two Senators to represent the Senate as Impeachment Managers before the Court of Impeachment.
- 4.17.6. The Speaker of the Senate shall communicate to the Chief Justice of the Supreme Court, or the Election Commissioner in the case of the former's impeachment, and the impeached government officer the articles of impeachment and names of the appointed Impeachment Managers within twenty-four hours of the articles' passage.

CHAPTER 05

SENATE POLICY

5.1. Seating of Senators:

- 5.1.1. Upon receiving a plurality in a general election, the student shall be titled a Senator-Elect.
- 5.1.2. Upon accepting the Oath of Office as Delineated in the Constitution, the Senator-Elect shall become a fully seated Senator and shall receive all rights and duties thereof.
- 5.1.3. If a Senator-Elect fails to take the Oath of Office within the first session of the Senate when elected in a general election or within three weeks of their nomination when appointed by the President of the Senate, the seat shall be considered vacant.
- 5.1.4. The Oath of Office shall be administered verbally by the Speaker at any time before the end of the first session of the Senate. The Senator shall then sign a written copy of the Oath of Office to be kept in government records by the Speaker.

5.2. Rights and Responsibilities of Senators:

- 5.2.1. All senators shall make frequent efforts to communicate with their constituents.
- 5.2.2. All senators shall communicate and describe to their constituents all Government offices, committees, and positions that are open to all students.
- 5.2.3. All senators shall serve on a Senate committee.
- 5.2.4. No senator shall be required to vote as their constituency directs.
- 5.2.5. Attendance

5.2.5.1. Senate Meetings:

5.2.5.1.1. All senators shall attend all Senate meetings unless excused by the Vice President.

- 5.2.5.1.1.1. The Vice President shall approve or deny petitions for excused absences.
- 5.2.5.1.1.2. The Vice President shall keep all petitions for excused absences on file for the remainder of the session.

- 5.2.5.1.2. The Chair of the Senate may excuse senators for being tardy or leaving early.
- 5.2.5.1.3. Each instance of a senator receiving two (2) unexcused tardies will result in one (1) unexcused absence.
- 5.2.5.1.4. Any senator who leaves a Senate meeting unexcused early without approval of the chair shall be charged with an unexcused absence.
- 5.2.5.1.5. Being charged with an unexcused absence shall be considered nonfeasance of duty.
- 5.2.5.1.6. Any five (5) total Senate meeting unexcused absences shall be considered a third occurrence of nonfeasance.
- 5.2.5.1.7. All senate nominees are required to attend the senate meeting in which their seating bill will be heard unless excused by the speaker.

5.2.5.2. Senate Committee Meetings:

- 5.2.5.2.1. All committee members shall attend all meetings of the committee(s) to which they are members unless excused by the committee chair.
- 5.2.5.2.2. Any committee member who is tardy to committee meetings on two (2) or more occasions shall be charged with an unexcused absence.
- 5.2.5.2.3. Any committee member who leaves a committee meeting early shall be charged with an unexcused absence.
- 5.2.5.2.4. Being charged with two (2) unexcused absences shall be considered nonfeasance of duty.

5.2.5.3. Senator Office Hours:

- 5.2.5.3.1. Senators shall be present in the Student Government office space for no less than one (1) hour per business week at the convenience of the senator
- 5.2.5.3.2. The Vice Speaker of the Senate and/or The Attorney General shall oversee compelling and tracking attendance of Senators.
- 5.2.5.3.3. Any senator missing two (2) weeks of office hours shall be considered nonfeasance of duty
- 5.2.5.3.4. Time spent in committee meetings do not count towards the required time present in the office

5.3. Officers of the Senate:

5.3.1. The duties and responsibilities of the Speaker of the Senate shall include, but are not limited to, the following:

- 5.3.1.1. Act as the official representative of the Legislative branch.
- 5.3.1.2. Author any Legislation mandated by Government Law or for the efficient operation of the Government.
- 5.3.1.3. Determine appropriate codification for legislation.
- 5.3.1.4. Set the agenda for meetings of the Senate.
- 5.3.1.5. Authorize all programs and presentations for meetings of the Senate.
- 5.3.1.6. Sign all letters and documents necessary to carry out the will of the Senate.
- 5.3.1.7. Create and discharge ad-hoc committees and the committees' membership.
- 5.3.1.8. Call, with reasonable cause, any Legislative body into meeting with forty-eight (48) hours written notice.
- 5.3.1.9. Forward a copy of relevant correspondence to the Vice President.
- 5.3.1.10. Notify the highest executive officer of the appropriate constituency council of any vacant Senate seats in that constituency.
- 5.3.1.11. Implement all other actions necessary for the efficient and effective administration of the Legislative branch.
- 5.3.1.12. Act as the parliamentarian, with the advice of the Vice Speaker, when questions of parliamentary procedure arise.**
 - 5.3.1.12.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee as determined by the chair of the Senate shall be consulted.
- 5.3.1.13. The Speaker of the Senate, or their designee, shall be responsible for planning and executing a yearly retreat for all branches of the government.**
 - 5.3.1.13.1. All Senators shall be required to attend the yearly Student Government retreat, unless excused by the Speaker
 - 5.3.1.13.2. This retreat shall serve the purpose of educating senators and cabinet members about SG operations, and to provide an environment for SG members to interact and establish relationships.
 - 5.3.1.13.3. The retreat shall be held during the second session of the term, during a time within the first four weeks of the second session.

5.3.1.14. The Speaker of the Senate, or their designee, shall be responsible for keeping a document that records all nonfeasance, misfeasance, and malfeasance given to Senators over the course of each term.

5.3.1.14.1. This feasance tracking document, with reasons of feasances redacted, must be available for distribution should someone request it

5.3.1.15. Shall be responsible for an online comment system for people outside of Student Government to comment on legislation.

5.3.1.16. Serve a minimum of 4 in-office hours a week.

5.3.2. The duties and responsibilities of the Vice Speaker of the Senate shall include, but are not limited to, the following:

5.3.2.1. Implement all Senate Orders adopted by the Senate.

5.3.2.2. Directly assist the Speaker of the Senate in the efficient and effective administration of the Legislative branch.

5.3.2.3. Maintain the Legislative branch's files in the SG office.

5.3.2.4. Complete any other duties, as assigned by the Speaker of the Senate.

5.3.2.5. Assume the duties and responsibilities of the Speaker of the Senate in their absence.

5.3.2.6. Assume the duties, responsibilities, and title of the Speaker of the Senate upon extended absence, resignation, or removal of the Speaker of the Senate or if the Speaker of the Senate has assumed the duties, powers, and title of acting President.

5.3.2.7. Advise the Speaker of the Senate in deciding matters of parliamentary procedure.

5.3.2.7.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee, as determined by the chair of the Senate shall be consulted.

5.3.2.8. The vice speaker of the senate shall be responsible monitoring the senate mentorship program.

5.3.2.8.1. The outgoing vice speaker shall have mentors paired with mentees by the first meeting of the first session.

5.3.2.8.2. The vice speaker shall pair individuals based on their discretion.

5.3.2.9. The vice speaker of the senate shall be responsible for a minimum of 4 in-office hours a week.

- 5.3.2.9.1. The vice speaker shall have the authority to construct and administer this program as they see fit if he or she has an accountability/tracking system easily accessible for senators.
- 5.3.2.9.2. The vice speaker will report accountability for the business week to the speaker of the senate at the end of every Friday no later than 5:00 PM to address any missed hours and to issue any warranted nonfeasance.
- 5.3.2.9.3. The Vice-Speaker shall author a weekly report of Senate meetings and Cabinet activities and send it to the Cabinet and the Senate.
- 5.3.3. The Senate may establish other Officers of the Senate at the Senate's discretion. The Vice Speaker of the Senate shall be responsible for these officers.
- 5.3.4. If Officers of the Senate are absent or cannot fulfill their duties, the duties of the Officers of the Senate shall be filled by the longest tenured members of Rules Committee in the order.**
 - 5.3.4.1. The order shall be Speaker, Vice Speaker, and then any other officers in order of creation.
 - 5.3.5. If Officers of the Senate are absent or cannot fulfill their duties, and there are no more members of Rules Committee to fill the roles of Officers of the Senate, then the Officers of the Senate
 - 5.3.6. positions will be filled by the longest tenured members of the Senate in the order defined.

5.4. Disciplinary Policy and Removal:

- 5.4.1.** If an individual fails to meet the qualifications of office, the Rules Committee shall author legislation for the removal of the individual in question.
 - 5.4.1.1. The legislation shall be in the form of a Senate Order.
- 5.4.2. Malfeasance, misfeasance, or nonfeasance of duties shall be grounds for disciplinary action.**
 - 5.4.2.1. "Malfeasance" shall be defined as wrongdoing by a member of the Student Government.
 - 5.4.2.2. "Misfeasance" shall be defined as a wrongful exercise of lawful authority.
 - 5.4.2.3. "Nonfeasance" shall be defined as failure to perform an act that is required by Government Law.
 - 5.4.2.4. Upon the first occurrence of malfeasance, misfeasance, or nonfeasance, the Speaker of the
 - 5.4.2.5. The Senate shall contact the individual in question to discuss the alleged breach of Government Law.**

5.4.2.5.1. In the event of a nonfeasance, the Speaker of the Senate shall inform the individual in question of Government Law.

5.4.2.5.2. In the event of malfeasance or misfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach.

5.4.2.5.2.1. The Rules Committee, upon completing the investigation, may:

5.4.2.5.2.1.1. Dismiss all charges of misconduct.

5.4.2.5.2.1.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.

5.4.2.5.2.1.3. Author a Senate Order censuring the individual in question.

5.4.2.5.2.1.4. Author legislation for the removal of the individual in question.

5.4.2.5.2.1.4.1. The legislation shall be in the form of a Senate Order.

5.4.2.6. Upon the second occurrence of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach. The Rules Committee, upon completing the investigation, may:

5.4.2.6.1. Dismiss all charges of misconduct.

5.4.2.6.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.

5.4.2.6.3. Author a Senate Order censuring the individual in question.

5.4.2.6.4. Author Senate legislation for the removal of the individual in question.

5.4.2.6.4.1. The legislation shall be in the form of a Senate Order.

5.4.2.7. Upon the third occurrence (and every single additional occurrence thereafter) of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall author legislation for the removal of the individual in question immediately following the third occurrence.

5.4.2.7.1. The legislation shall be in the form of a Senate Order.

5.4.2.8. If the Speaker of the Senate is the senator in question, the Vice Speaker of the Senate shall handle all procedures for disciplinary action.

5.4.3. Consideration of legislation to remove an individual:

5.4.3.1. The individual shall have the right to remain present at the Senate meeting during the entire consideration of the legislation.

5.4.3.2. The individual shall have the right to speak.

5.4.3.3. These provisions shall apply to all persons serving on Senate committees.

5.5. Access to the SGA Office and Equipment:

5.5.1. All Senators and Senate committee members shall have access to the SGA office space.

5.6. Computer and Digital Usage Policy:

5.6.1. Senators shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.

5.6.2. Senators shall not use any social networking sites or any communications software during Student Government senate meetings.

5.6.3. Senators shall not use their computers or digital devices for any personal activities, such as homework or text messaging, and may only use their computers or digital devices for SG related activities during Student Government senate meetings.

5.7. Work Sessions:

5.7.1. Work sessions can be held during any session to provide an environment for senators and cabinet members to collaborate on projects, student issues, senate bills, et cetera.

5.7.2. Work sessions shall be held on Wednesday evenings at 6 p.m. on a date and location determined by the Speaker.

5.7.2.1. The Speaker must notify the senate and cabinet of a working session at least 24 hours prior to the scheduled session time.

5.7.3. All senators are required to attend any working session when the session is scheduled before the end of the regular senate meeting the week prior.

CHAPTER 06

EXECUTIVE BRANCH

6.1. The President Shall:

- 6.1.1. Appoint members of the Cabinet, with the approval of a majority vote of seated Senators, to assist in the efficient operation of the Executive branch.
- 6.1.2. Submit to the Speaker, who shall author the Order for the Senate's consideration, names of executive nominations requiring Senate confirmation a minimum of twenty-four (24) hours in advance to the deadline for consideration for placement of legislation on the agenda.
- 6.1.3. Manage the cabinet on a daily basis.
- 6.1.4. Work with the Vice President and members of the Executive Cabinet to accomplish projects and goals.
- 6.1.5. Serve up to 20 office hours per week in the SG office.

6.2. The Vice President Shall:

- 6.2.1. Serve as the chair during Senate meetings.
- 6.2.2. Serve on committees as directed by the President.
- 6.2.3. Work with the President and member of the Executive Cabinet to accomplish projects and goals
- 6.2.4. Assist the President in the management of the Cabinet on a daily basis.
- 6.2.5. Assist the President in the appointment of Cabinet seats and other Executive offices
- 6.2.6. Represent members of the Executive branch at Government and University meetings or
functions, as directed by the President.
- 6.2.7. Recommend changes to the structure of the Cabinet to the President as deemed necessary.
- 6.2.8. Serve up to 15 office hours per week in the SG office.

6.3. Composition of the Cabinet:

- 6.3.1. The Executive Board shall include the following positions:
 - 6.3.1.1. President of Student Government
 - 6.3.1.2. Vice-President of Student Government.
 - 6.3.1.3. Chief of Staff
 - 6.3.1.4. Attorney General

6.3.1.5. Treasurer

6.3.2. The Executive Cabinet shall include the following positions:

- 6.3.2.1. Chief of Staff.
- 6.3.2.2. Director of Student Affairs.
- 6.3.2.3. Director of Student Organizations.
- 6.3.2.4. Director of Diversity, Equity and Inclusion.
- 6.3.2.5. Director of Academic Affairs.
- 6.3.2.6. Director of Communications and Marketing.
- 6.3.2.7. Director of Special Events and Procurement.

6.3.3. A member of Cabinet shall be appointed as the Risk Manager who shall maintain the SG Operations Manual in accordance with the Student Organization Recognition Policy.

6.3.4. Ad-hoc Cabinet seats may be established by an executive order to serve specific needs of the Student Body.

6.3.3.1. The duties and responsibilities of the ad-hoc Cabinet seat shall be defined in the Executive Order establishing the seat.

6.4. Responsibilities of the Cabinet:

6.4.1. The Cabinet shall:

- 6.4.1.1. Act to assist the President in the efficient operation of the Executive branch.
- 6.4.1.2. Meet a minimum of once each month, during the fall and spring semesters, to apprise the President of initiatives.
- 6.4.1.3. Perform other duties as assigned by the President or directed through the Vice President.

6.4.2. The President Shall:

- 6.4.2.1. Be elected at-large by the student body of Goucher College during the General Election.
- 6.4.2.2. Create and/or dissolve any Executive Cabinet position(s).
- 6.4.2.3. Submit to the Student Senate for approval of the proposed SGA operating budget for the year.
- 6.4.2.4. Be the chief spokesperson for the SGA.
- 6.4.2.5. Be the chief representative of the students at Goucher College.
- 6.4.2.6. Fulfill all laws and actions of the SGA as prescribed by this constitution, the bylaws, and Student Senate legislation.
- 6.4.2.7. Be responsible for the effective administration of the SGA.

- 6.4.2.8. Have authority over the removal of any executive officers and staff except for the Vice President and Treasurer.
- 6.4.2.9. Approve or veto any legislation that passes through the Student Senate. No piece of legislation is considered binding before the signature of the President is affixed.
- 6.4.2.10. Call any SGA governing body into a special meeting with forty-eight (48) hour written notice.
- 6.4.2.11. Have the power to establish administrative procedures, job descriptions for members of the Executive branch, and councils or commissions of the Executive branch by executive order. Unless otherwise stated in this Constitution, all executive orders shall remain in effect until terminated by another executive order or reversed by the Senate. A copy of all executive orders shall be sent to the Speaker of the Senate within five days of enactment.
- 6.4.2.12. With the advice and consent of the Senate and applicable college stakeholders, shall have the power to negotiate all contracts and agreements between the SGA and other entities.
- 6.4.2.13. Be responsible for maintaining all new and old SGA records and laws in a complete and accessible manner.
- 6.4.2.14. Appoint student members to college committees and/or boards by executive order.
- 6.4.2.15. Address the Student Senate at least once each session on the state of the student body and the organization.
- 6.4.2.16. Serve as a member of the Goucher College Judicial Appeals Committee.
- 6.4.2.17. With the advice and consent of the Student Senate, shall appoint justices to the Supreme Court.
- 6.4.2.18. Be the holder of the SGA seal and flag.
- 6.4.2.19. Chair Executive Board and Executive Cabinet meetings.
- 6.4.2.20. Enact and enforce all legislation that is approved by the Student Senate.
- 6.4.2.21. Represent the SGA in all affairs that pertain to the faculty and staff of Goucher College, the Administration of Goucher College, other universities/colleges, and the community.
- 6.4.2.22. Ensure and enforce fiscal stewardship of all organizations receiving student activity fee monies.

- 6.4.2.23. Have the authority to suspend (indefinitely) any Student Organization (Club) found to have severely breached SGA policies.

6.4.3. The Vice - President Shall:

- 6.4.3.1. Be elected at large by the student body of Goucher College during the General Election.
- 6.4.3.2. Serve as the President of the Student Senate.
- 6.4.3.3. Serve as the final vote in the event of a tie in the Student Senate.
- 6.4.3.4. Serve as the Executive Board liaison for the Student Senate.
- 6.4.3.5. Assist the President with any of their duties.
- 6.4.3.6. Exercise the powers of the President should they be unavailable or unable to do so.
- 6.4.3.7. Call special meetings with the three members of Student Senate leadership as deemed necessary with an advanced notice of two (2) business days.
- 6.4.3.8. Assist the Speaker of the Student Senate with the oversight of the Student Senate initiative progress.
- 6.4.3.9. Appoint vacant seats within the Student Senate.
- 6.4.3.10. Oversee all Senate Ad Hoc Committees.

6.4.4. Chief of Staff Shall:

- 6.4.4.1. Be appointed by the SGA President.
- 6.4.4.2. Be confirmed by a two-thirds majority vote of the Student Senate.
- 6.4.4.3. Oversee all projects and timelines of Executive Board Officers.
- 6.4.4.4. Have authority over the removal of any executive officers and staff except for the Vice President and Treasurer.
- 6.4.4.5. Oversee and enforce SGA office hour requirements.
- 6.4.4.6. Oversee and enforce SGA service hour requirements.
- 6.4.4.7. Maintain the calendar of the SGA President.
- 6.4.4.8. Approve or deny weekly reports submitted by Executive Officers.
- 6.4.4.9. Report to the SGA President.
- 6.4.4.10. Enforce the roles and responsibilities of all SGA members as outlined in the Constitutional Bylaws.
- 6.4.4.11. Supervise all Executive Offices.

6.4.4.12. All other duties as assigned by the SGA President.

6.4.4.13. Serve at the pleasure of the SGA President.

6.4.5. Attorney General Shall:

6.4.5.1. Be appointed by the SGA President.

6.4.5.2. Be confirmed by a two-thirds majority of the Student Senate.

6.4.5.3. Enforce the SGA Accountability system.

6.4.5.4. Maintain order at all General Assembly meetings.

6.4.5.5. Provide proper and clear interpretation of all SGA governing documents.

6.4.5.6. Investigate all alleged violations of all SGA governing documents.

6.4.5.7. Enforce and oversee office hours of all members within the SGA.

6.4.5.8. Enforce the roles and responsibilities of all SGA members as outlined in the Constitutional Bylaws.

6.4.5.9. Maintain attendance records of all members at Pre-Meeting and General Assembly meetings.

6.4.5.10. Have the power to suspend student organizations' funding that is in violation of the SGA Financial Policy for Student Organization, which must be approved by a simple majority vote of the Student Senate.

6.4.5.11. Enforce Rules of Order for the organization.

6.4.5.12. Reprimand any student organization for violation of the SGA Financial Policy for Student Organizations or other governing documents concerning the matters of student organizations upon communication from the Treasurer.

6.4.5.13. Serve as an ex-officio member of the Government Operations Committee.

6.4.5.14. Serve as an ex-officio member of the Rules Committee.

6.4.5.15. Reports to the SGA President.

6.4.5.16. Serves at the pleasure of the SGA President.

6.4.6. Treasurer Shall:

6.4.6.1. Be elected at large by the student body of Goucher College.

6.4.6.2. Develop an operating budget for the SGA.

6.4.6.3. Present the budget to the Student Senate for approval.

6.4.6.4. Have the authority to deal with the Goucher College Office of the Controller concerning the accounts of the SGA and all chartered student clubs.

- 6.4.6.5. Be consulted on all matters concerning the release of funds from the SGA accounts. If it is deemed by the Treasurer that funds cannot be released, the matter shall be brought to the SGA President.
- 6.4.6.6. Compile and record all internal expenses of the SGA.
- 6.4.6.7. Serve as the advisor to the Student Senate Ways and Means Committee.
- 6.4.6.8. Prepare a report which shall be released to the student body on the first Tuesday of every month during the fall and spring semesters.
- 6.4.6.9. Examine the financial records of any student organizations that are funded through SGA monies.
- 6.4.6.10. Communicate to student organizations when and if their accounts are frozen due to being overdrawn or if their funds have been revoked.
- 6.4.6.11. Examine and maintain all finances of the SGA.

6.4.7. Director of Academic Affairs Shall:

- 6.4.7.1. Be appointed by the SGA President.
- 6.4.7.2. Be approved by a two-thirds majority of the Student Senate.
- 6.4.7.3. Serve as the liaison between the faculty and the student body.
- 6.4.7.4. Meet monthly with the Provost of the College.
- 6.4.7.5. Serve as a student representative on the Board of Trustees Student Academic and Career Success Committee.
- 6.4.7.6. Serve as a student representative on the Faculty Governance Academic Policies Committee.
- 6.4.7.7. Manage the appointment process of students to the Student Board of Trustees and Faculty Governance Committees.
- 6.4.7.8. Organize any efforts of the student body to express concerns in relation to academics or to try and initiate change in the academic climate.
- 6.4.7.9. Oversee all SGA-appointed students serving on college committees.
- 6.4.7.10. Report to the SGA President and/or designee.
- 6.4.7.11. Serve at the pleasure of the SGA President.

6.4.8. Director of Student Organizations Shall:

- 6.4.8.1. Be appointed by the SGA President.
- 6.4.8.2. Be approved by a two-thirds majority of the Student Senate.
- 6.4.8.3. Meet monthly with the Office of Student Engagement staff.

- 6.4.8.4. Keep accurate records on Recognized Student Organizations (RSOs) pertaining to membership, finances, denied charters, approved charters, and internal RSO governance documents.
- 6.4.8.5. Address the concerns of RSOs.
- 6.4.8.6. Enforce all student organization-specific policies.
- 6.4.8.7. Assist RSOs in the preparation of Controller's Office documents.
- 6.4.8.8. Draft and submit finance bills on behalf of RSOs.
- 6.4.8.9. All other duties as assigned.
- 6.4.8.10. Report to the SGA President and/or designee.
- 6.4.8.11. Serve at the pleasure of the SGA President.

6.4.9. Director of Diversity, Equity and Inclusion Shall:

- 6.4.9.1. Be appointed by the SGA President.
- 6.4.9.2. Be approved by a two-thirds majority of the Student Senate.
- 6.4.9.3. Serve as a liaison between any club that promotes cultural, social, religious, and/or political awareness and SGA.
- 6.4.9.4. Stay engaged and aware of the news and activities of the above clubs, including attending club meetings.
- 6.4.9.5. They shall inform the Executive Board of all activities of these clubs.
- 6.4.9.6. Be responsible for planning activities that promote diversity and incorporate the whole college community.
- 6.4.9.7. Advocate for the diverse student population on a campus-wide level.
- 6.4.9.8. Attend monthly meetings with the Associate Dean of Students for Diversity, Equity, Inclusion, & Title IX.
- 6.4.9.9. Maintain a semester master calendar of all diversity, equity, & inclusion-related events on campus.
- 6.4.9.10. Report to the SGA President and/or designee.
- 6.4.9.11. Serve at the pleasure of the SGA President.

6.4.10. Director of Student Affairs Shall:

- 6.4.10.1. Be appointed by the SGA President.
- 6.4.10.2. Be approved by a two-thirds majority of the Student Senate.
- 6.4.10.3. Represents the student body in all matters pertaining to campus services.

- 6.4.10.4. Serve as the liaison between the student body and the administrators who are responsible for Dining Services, Campus Safety, and Facilities Management Services.
- 6.4.10.5. Advocate for the importance and improvement of all eight dimensions of health and wellness among the student body of Goucher College.
- 6.4.10.6. Provide students with information, programs, and activities to promote and enhance their overall well-being.
- 6.4.10.7. Reserve the right to coordinate, with the assistance of the Community Based Learning Office, Health and Wellness events on and/or off campus.
- 6.4.10.8. Meet monthly with the Director of Student Health & Wellness.
- 6.4.10.9. Report to the SGA President and/or designee.
- 6.4.10.10. Serve at the pleasure of the SGA President.

6.4.11. Director of Communications and Marketing Shall:

- 6.4.11.1. Be appointed by the SGA President.
- 6.4.11.2. Create, maintain, and utilize relationships with college communication office staff.
- 6.4.11.3. Be approved by a two-thirds majority of the Student Senate.
- 6.4.11.4. Produce the social media and online marketing of the SGA.
- 6.4.11.5. Ensure that all SGA content complies with Marcomm's ADA and follows Goucher's Community Standards.
- 6.4.11.6. Oversee all public relations pertaining to the organization, especially crisis communication.
- 6.4.11.7. Create and analyze student feedback surveys for purposes of organizational improvement.
- 6.4.11.8. Generate all graphic designs for SGA marketing content including, but not limited to, official statements, social events, advocacy campaigns, and elections.
- 6.4.11.9. Be responsible for the creation and maintenance of the SGA branding/marketing strategy.
- 6.4.11.10. Coordinate all SGA outreach including tabling events, street team, and representation at involvement fairs and other campus-wide events.
- 6.4.11.11. Assist the President and Chief of Staff with all press releases.
- 6.4.11.12. Manage the SGA newsletter.
- 6.4.11.13. Serve as liaison between SGA and media entities.

- 6.4.11.14. Shall publish the voting records of the Student Senate and General Assembly minutes to the SGA website.
- 6.4.11.15. Report to the SGA President and/or designee.
- 6.4.11.16. Serve at the pleasure of the SGA President.

6.4.12. Director of Special Events and Procurement Shall:

- 6.4.12.1. Be appointed by the SGA President.
- 6.4.12.2. Be approved by a two-thirds majority of the Student Senate.
- 6.4.12.3. Procure any items for SGA events and programming
- 6.4.12.4. Meet once a month with the President of SET
- 6.4.12.5. Meet once a month with the advisor of SET
- 6.4.12.6. Responsible for SGA apparel and brand standard
- 6.4.12.7. Report to the SGA President and/or designee.
- 6.4.12.8. Serve at the pleasure of the SGA President.

6.5. Executive Council:

6.5.1. The Executive Council shall be comprised of the following members:

- 6.5.1.1. The highest executive officer from the recognized constituency councils delineated in the Bylaws
- 6.5.1.2. Any additional members appointed by the President by Executive Order
- 6.5.1.3. The President shall have the authority to call on the Executive Council to assist in the following matters: To assist the President in an advisory capacity on matters concerning the efficient and effective administration of all governmental affairs.
- 6.5.1.4. To inform the council's constituents as to the action of the Government and the Student Body
- 6.5.1.5. To propose legislation to senators.
- 6.5.2. By an executive order, the President may establish any additional councils or commissions to assist the executives in fulfilling their duties.

6.6. Computer and Digital Device Usage Policy:

- 6.6.1. Cabinet members present at the senate meeting shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.**

- 6.6.1.1. The Communications Director or their delegate is exempt from this rule so long as that individual is using their computer to report the program or presentation to the public on the official SG Facebook or Twitter account, or any further social media software or website used for same or similar purposes.

6.7. Student Government Retreat Attendance Requirements:

- 6.7.1. Attendance of cabinet members shall be enforced by the President.

CHAPTER 07

SENATE COMMITTEES

7.1. Standing Committees of the Senate:

7.1.1. The Senate of the Student Government shall have the following standing committees to assist in carrying out the duties prescribed by the Government Law.

7.1.1.1. Rules Committee

7.1.1.2. Finance Committee

7.1.1.3. Student Outreach Committee

7.2. Committee Structure:

7.2.1. By the second meeting of the first session of the Senate, the Chair of the Student Initiatives Committees shall be nominated and selected by the Senate.

7.2.1.1. The standing committee chairs shall complete the duties and responsibilities as delineated in Government Law.

7.2.2. All committees shall be composed of a minimum of three (3) Senators and a maximum of seven (7) Senators, excluding chairpersons unless otherwise specified within the Bylaws.

7.2.3. All committees with at-large members shall define them as students at Goucher College not currently serving as a SG Senator, Cabinet member, Executive, or Election Commission member.

7.2.4. All committees shall meet at least twice a month or as otherwise delineated in the Bylaws.

7.2.5. All committees shall develop a committee report at the conclusion of the third legislative session and submit materials to the Vice Speaker of the Senate to ensure continuity between administrations.

7.2.6. The Speaker and the Vice Speaker shall be non-voting ex-officio members of all committees unless otherwise specified in these Bylaws.

7.2.7. The quorum for all Senate committees shall be two-thirds of voting members of the

7.3. Committee Leadership:

7.3.1. All Student Initiatives committees shall select a vice chair from among its members by the third meeting of the second session.

7.3.2. The Chair shall only vote in the event the committee is equally divided.

- 7.3.3. In the event the Chair(s) is unable to attend a meeting of the committee, the Vice Chair shall assume the role of the chair.
- 7.3.4. In the event that the Chair of the Student Initiatives Committee experiences an extended absence, resignation, or removal, the vice chair shall serve as Chair in an interim role.**
- 7.3.4.1. Within two (2) Senate meetings of the vice chair assuming the role of interim Chair, a bill must be submitted for the Senate's consideration to elect a new Chair of the committee.**
- 7.3.4.1.1. If the vice chair/interim Chair is elected Chair, the committee shall elect a new vice chair from among its members.
- 7.3.4.1.2. If any other senator is elected Chair, the vice chair/interim Chair shall immediately assume the role of the vice chair of the committee.
- 7.3.5. The Chair shall appoint the Chairs of any committee sub-committee(s).
- 7.3.6. All members of the Committee, except when serving as chair, may make motions.
- 7.3.7. All members of the Committee, including the Chair, may participate in debate, unless otherwise delineated by the Bylaws.
- 7.3.8. In the event that a committee member assumes the duties of the chair, they give up all voting rights, except if the Committee is equally divided.
- 7.3.9. Student Initiatives committees shall select a clerk from among its members, who shall record the proceedings of each committee meeting. The Vice Speaker shall be responsible for recording and maintaining records of proceedings of the Rules Committee. The Clerk of the Finance Committee shall record the proceedings of the Finance Committee.**
- 7.3.9.1. The Finance Chair shall nominate a student and be approved by a majority vote of the committee to serve as the Clerk of the Committee.
- 7.3.9.2. This individual shall be responsible for taking minutes at all meetings of the Committee.
- 7.3.10. The recordings shall be in written form, one (1) copy shall be submitted to the Clerk of the Senate and Vice Speaker to be kept on file.

7.4. Procedures for Reviewing Proposed Legislation:

- 7.4.1. Proposed legislation considered by the committee shall be subject to technical corrections, which do not alter the author's intent, including grammar and spelling.
- 7.4.2. Proposed legislation, with the consent of the primary author, may be changed in committee prior to first read.
- 7.4.3. All other changes may be offered as a committee amendment upon majority vote of the committee.

7.4.4. For legislation not reported out of the Committee the Chair shall:

- 7.4.4.1. Report the status of such legislation at the following Senate meeting.
- 7.4.4.2. Provide rationale to the Primary author within twenty-four (24) hours of the adjournment of the Committee.
- 7.4.5. The Speaker shall be responsible for offering all committee amendments to the Senate.

7.5. Senate Rules Committee:

- 7.5.1. This committee shall act as a sanctioned committee of the Legislative branch of the Government.

7.5.2. The Committee's purpose shall consist of:

- 7.5.2.1. Ensuring that all Senate business is in accordance with the Constitution, Bylaws, and other applicable Government law, in addition to all applicable Federal, State, and Local laws.
- 7.5.2.2. Acting in a leadership role in representing the Legislative branch and in carrying out those responsibilities clearly delineated in the Bylaws and in other initiatives as the Senate may direct.
- 7.5.2.3. Holding hearings for the purpose of advising the Senate on confirming nominated senators and executive nominations

7.5.3. Composition of Rules Committee:

- 7.5.3.1. The Speaker of the Senate shall serve as chair of the Committee.

7.5.3.2. The Committee shall be comprised of the following regular voting members:

- 7.5.3.2.1. The Vice Speaker of the Senate
- 7.5.3.2.2. Five (5) senators approved by the Senate.

7.5.4. Responsibilities of the Committee:

7.5.4.1. The Committee shall:

- 7.5.4.1.1. Review all referred legislation prior to presentation to the Senate to ensure that it is in accordance with the Constitution, Bylaws, all other applicable Government Laws, and all applicable Federal, State, and Local laws.
- 7.5.4.1.2. Annually review the Bylaws to ensure they are consistent and in accordance with the Constitution.
- 7.5.4.1.3. Annually review all contracts and agreements entered by the Government and present to the Senate the "Annual Report on Student Government Contracts and Agreements" by the last Senate meeting of the second Senate session.
- 7.5.4.1.4. Hold an Impeachment Hearing upon the submission of a Request for Impeachment Senate Order as mandated by the Bylaws.

- 7.5.4.1.5. Review rulings of the SG Supreme Court and evaluate the impact of the rulings on current Government Law.
- 7.5.4.1.6. Review proposed revisions to the operating procedures of the SG Supreme Court.
- 7.5.4.1.7. Represent the Senate to the SG Supreme Court in cases filed specifically against the Senate or its committees.
- 7.5.4.1.8. Hold confirmation hearings and provide the Senate with a recommendation on whether to confirm nominated senators and executive nominees.
- 7.5.4.1.9. The recommendation will be in the form of a vote of the committee. Comments may accompany the vote count and be presented during the Rules Committee report at the Senate meeting.
- 7.5.4.1.10. Review all past resolutions to ensure the intent of purpose of the resolution was addressed
- 7.5.4.2. The committee will review resolutions by the second week of the following semester, while the Senate is in session.

7.5.5. The Committee shall have authority to:

- 7.5.5.1. Review proposed changes and recommend revisions to the College Student Handbook.
- 7.5.5.2. Review proposed changes and recommend revisions to the College Student Disciplinary Regulations.
- 7.5.5.3. Review other policies and regulations of the College as they pertain to students.

7.5.6. The Speaker of the Senate shall:

- 7.5.6.1. Act as the official representative of the Committee, unless otherwise designated by the Speaker of the Senate or the Committee.
- 7.5.6.2. Call such meetings of the Committee, as they deem necessary.
- 7.5.6.3. Create such subcommittees as they deem necessary or at the request of the Committee or the Senate.
- 7.5.6.4. Appoint the members of subcommittees.
- 7.5.6.5. Serve as a non-voting ex-officio member of all subcommittees.
- 7.5.6.6. Sign such letters or documents as are necessary to carry out the will of the Committee.

7.5.7. The Vice-Speaker of the Senate shall:

- 7.5.7.1. Directly assist the Speaker of the Senate in the operation of the Committee.

- 7.5.7.2. Maintain the Committee's files in the SG office.
- 7.5.7.3. Assume the duties of the chair in the absence of the Speaker of the Senate.
- 7.5.7.4. Be responsible for submitting a final written report as to the Committee's activities for the Senate's term at the end of that term.

7.5.8. Operating Procedures of the Committee:

- 7.5.8.1. The Vice Speaker of the Senate shall be responsible for taking minutes at all meetings of the Committee. This individual shall prepare a copy of the minutes for the Vice President and make minutes available to the Senate prior to the next Senate meeting in the SG Office Space.
- 7.5.8.2. The Vice Speaker of the Senate shall be responsible for making an audio record of all meetings of the Committee where no written minutes are made. This audio record shall be retained for a period of at least one year.
- 7.5.8.3. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee's proceedings.

7.6. Finance Committee:

7.6.1. Scope and Mission Statement:

- 7.6.1.1. This section defines the structure, responsibilities, and operating procedures of the Senate Finance Committee.

7.6.1.2. The mission of this committee shall be:

- 7.6.1.2.1. To effectively administer the allocation and monitoring of Student Activity Fees and the financial affairs of the Senate.
- 7.6.1.2.2. To examine, propose, and administer policy regarding such affairs for the Senate.

7.6.2. Composition of the Finance Committee:

7.6.2.1. The Committee shall be comprised of the following regular voting members:

- 7.6.2.1.1. Four (4) Senators.
- 7.6.2.1.2. Four (4) At-large students.
- 7.6.2.1.3. The SG Treasurer

- 7.6.2.2. The Finance Committee Chair shall deliver the names of the at-large nominees to the Speaker, who shall propose a Senate Order for the Senate's consideration.

7.6.3. Selection of the Vice-Chair of the Finance Committee:

- 7.6.3.1. One student on the Committee shall be nominated by the Finance Director and be approved by a majority vote of the Finance Committee to serve as Vice Chair of the Committee.
- 7.6.3.2. The Vice Chair's selection shall not require Senate approval.

7.6.4. Responsibilities of the Committee:

7.6.4.1. The Committee shall:

- 7.6.4.1.1. Review and evaluate all requests for designated student fees money, make recommendations to the Senate, and recommend budgets to the Senate, as necessary for the effective operation of the allocation processes.
- 7.6.4.1.2. Verify that organizations submitting funding requests fulfill the necessary organizational requirements in the bylaws.
- 7.6.4.1.3. Follow the principles of zero-based budgeting when considering all requests for designated student fees money.
- 7.6.4.1.4. Act as a financial advisory board to all organizations requesting funds.
- 7.6.4.1.5. Reserve the right to request and review all financial materials, constitutions, bylaws, and other relevant organization documents.
- 7.6.4.1.6. Review expenditures of SG-funded organizations to ensure that funds are being spent in accordance with the SG-approved budget for the organization.
- 7.6.4.1.7. Deliver to the Speaker all required financial legislation as delineated in Chapter 11 of the Bylaws.

7.6.5. The Chair shall:

- 7.6.5.1. Be selected and the nomination delivered to the Senate no later than the final regular Senate meeting during the first session of that Senate's term.
- 7.6.5.2. Act as the official representative of the Committee, unless otherwise designated by the Finance Chair or the Committee.
- 7.6.5.3. Call such meetings of the Committee, as they deem necessary.
- 7.6.5.4. Appoint a member of the Committee to act as a financial advisor to each organization upon the organization's request for funds.
- 7.6.5.5. Create such subcommittees as they deem necessary or at the request of the Committee or Senate.
- 7.6.5.6. Appoint the voting members of subcommittees.
- 7.6.5.7. Be present at every Senate meeting unless excused by the Speaker.
- 7.6.5.8. Sign such letters or documents as are necessary to carry out the will of the Committee.
- 7.6.5.9. Publish a schedule for Regular Allocations by the fifteenth week of the second session.

- 7.6.5.10. Notify each organization of Committee recommendations and the Senate's final determination.
- 7.6.5.11. Review the June 30 balances of SG funded accounts to determine carryover amounts.
- 7.6.5.12. Submit to the Campus Organization auditor a final timeline budget for each organization funded prior to inauguration.
- 7.6.5.13. Possess the authority to approve storage for all SG capital equipment.
- 7.6.5.14. Notify the Speaker of the Senate of any violations of any Government Laws or policies.
- 7.6.5.15. Assist the President in the implantation and maintenance of ASSET relationships, in accordance with Government Law.
- 7.6.5.16. Be available during business hours when school is in session.
- 7.6.5.17. Create a finance questionnaire for the current senate term, including but not limited to the following questions:**
 - 7.6.5.17.1. How many members are in the club/organization?
 - 7.6.5.17.2. How much does the club/organization charge for dues, and what percent of their total budget is comprised of dues?
 - 7.6.5.17.3. How will the funding enhance the group's experience at GC?
 - 7.6.5.17.4. Will this funding be a reoccurring request? If so, how often?
 - 7.6.5.17.5. If the request is for an event, what is the date of the event?

7.6.6. The Vice-Chair Shall:

- 7.4.5.1. Directly assist the Finance Chair in the operation of the Committee.
- 7.4.5.2. Maintain the Committee's files in the SG office.
- 7.4.5.3. Assume the duties of the chair in the absence of or conflict of interest of the Finance Chair.
- 7.4.5.4. Assume the duties and responsibilities of the Finance Chair, under the title of Acting Finance Director, upon extended absence, resignation, or removal until the President nominates and the Senate confirms a replacement Finance Chair.

7.6.7. Operating Procedures of the Committee:

- 7.4.6.1. The Committee shall notify all organizations requesting funding of the time and place of applicable Committee meetings at least five (5) days prior to the meeting.**
 - 7.4.6.1.1. Unless the organization submits a request less than five (5) days before the meeting, attendance at the committee meetings shall be at the agreement of the group's representative and the Finance Director.

7.4.6.2. All voting members of the Committee, except when serving as chair, may make motions and participate in debate during committee meetings.

7.4.6.3. Procedures for Evaluating Senate Legislation:

7.4.6.3.1. The Committee shall review and evaluate all financial legislation sent to the Committee.

7.4.6.3.2. During the evaluation of legislation, the Committee shall make sure that the legislation is in accordance with Government financial law and policy.

7.4.6.3.3. The Committee will also evaluate whether the legislation is an appropriate use of designated student fees money.

7.4.6.3.4. The Committee may amend any legislation while the legislation is in the possession of the Committee if the amendment is to make the legislation in accordance with Government law and policy.

7.4.6.3.5. The Committee may amend budgets and/or financial information within legislation, without changing the intent of the legislation, while the legislation is in the possession of the Committee.

7.4.6.3.6. The Committee may recommend to the Senate any other amendment(s) to legislation it wishes by majority vote of the Committee. These recommended amendment(s) may be offered by the Committee any time before the Senate's final vote on the legislation.

7.4.6.3.6.1. The Finance Chair or their designee shall submit recommended amendments to the Speaker.

7.4.6.3.7. The Committee may report its comments on legislation to the Senate any time before the Senate's final vote on the legislation.

7.4.6.4. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee's proceedings.

7.6.8. The Method of Appealing Procedural Errors of the Committee:

7.6.7.1. Grounds for appeal shall be the denial of a fair budget hearing, or order of the senate, or the breach of Committee procedure.

7.6.7.2. If an organization desires to appeal against the decision of the Committee, the organization shall, within five (5) days of the alleged infraction, file with the Finance Director a written request for appeal.

7.6.7.3. Upon the receipt of the written request, the Finance Director shall forward the request, within three (3) days, to the Speaker of the Senate, who shall place the appeal on the agenda of the next meeting of the Senate.

7.6.7.4. A majority vote of the Senate shall be required to grant the appeal of the organization.

7.7. Student Outreach Committee:

7.7.1. This committee shall act as a sanctioned committee of creating and enforcing legislation that is directly related to students. This pertains to everyday needs of the students that SGA can provide, create legislation, and advocate for.

7.7.2. The Committee's purpose shall consist of:

7.7.2.1. Ensuring that all student outreach legislation is in accordance with the Constitution, Bylaws, and other applicable Government law, in addition to all applicable Federal, State, and Local laws.

7.7.2.2. Acting in a leadership role in representing the whole of Student Outreach currently active and new legislation and in carrying out those responsibilities clearly delineated in the Bylaws and in other initiatives as the Senate may direct.

7.7.2.3. Working with Cabinet on hosting a community based event hosted by SGA at least twice a session.

7.7.3. Composition of Community Outreach Committee:

7.7.3.1. The Chair of the Committee shall serve as chair of the Committee.

7.7.3.2. The Committee shall be comprised of the following regular voting members:

7.7.3.2.1. The Vice-Chair of the Committee

7.7.3.2.2. Five (5) senators approved by the Senate.

7.7.4. Responsibilities of the Committee:

7.7.4.1. The Committee shall:

7.7.4.1.1. Review all Student Outreach committee legislation prior to presentation to the Senate to ensure that it is in accordance with the Constitution, Bylaws, all other applicable Government Laws, and all applicable Federal, State, and Local laws.

7.7.4.1.2. Annually review the previous terms of legislation to ensure they are consistent and in accordance with the present-day Constitution.

7.7.4.1.3. Meet bi-weekly with the Director of Student Affairs to discuss weekly reports obtained from the Constituent Outreach Program.

7.7.4.1.4. Restock all Aunt Flow products when SGA is notified of a lack of them

7.7.4.1.5. Checking and restocking supplies for Aunt Flow or other items provided by SGA

7.7.4.2. The committee will review previous terms legislation by the second week of the following semester, while the Senate is in session.

7.7.5. The Committee shall have authority to:

- 7.7.5.1. Review input from senators involved with the Constituency Outreach Program on a weekly basis and submit weekly reports of information obtained from the program.
- 7.7.5.2. Review proposed changes and recommend revisions to the previous and current legislation associated with the Student Outreach Committee.
- 7.7.5.3. Work with the current cabinet to plan and host two student/community outreach events per session

7.7.6. The Chair of the Committee shall:

- 7.7.6.1. Act as the official representative of the Committee, unless otherwise designated by the Speaker of the Senate or the Committee.
- 7.7.6.2. Call such meetings of the Committee, as they deem necessary.
- 7.7.6.3. Create such subcommittees as they deem necessary or at the request of the Committee or the Senate.
- 7.7.6.4. Appoint the members of subcommittees.
- 7.7.6.5. Serve as a non-voting ex-officio member of all subcommittees.
- 7.7.6.6. Sign such letters or documents as are necessary to carry out the will of the Committee.

7.7.7. The Vice-Chair of the Committee shall:

- 7.7.7.1. Directly assist the Chair of the Committee in the operation of the Committee.
- 7.7.7.2. Maintain the Committee's files in the SG office.
- 7.7.7.3. Assume the duties of the chair in the absence of the Chair of the Committee.
- 7.7.7.4. Be responsible for submitting a final written report as to the Committee's activities for the Senate's term at the end of that term.

7.7.8. Operating Procedures of the Committee:

- 7.7.8.1. The Vice-Chair of the Committee shall be responsible for taking minutes at all meetings of the Committee. This individual shall prepare a copy of the minutes for the Vice President and make minutes available to the Senate prior to the next Senate meeting in the SG Office Space.
- 7.7.8.2. The Vice-Chair of the Committee shall be responsible for making an audio record of all meetings of the Committee where no written minutes are made. This audio record shall be retained for a period of at least one year.
- 7.7.8.3. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee's proceedings.

7.8. Duties and Responsibilities of the Committee Chairs:

7.8.1. Special Committee Chairs:

7.8.1.1. Duties and responsibilities of special committee chairs shall be delineated by an Act of the Senate.

7.8.1.2. Special committee chairs shall be required to provide timely, written reports to the Speaker of the Senate, or at the Speaker of the Senate's request.

7.8.2. Ad-hoc Committee Chairs:

7.8.2.1. The Speaker of the Senate, in a written document, shall delineate the duties and responsibilities of ad-hoc committee chairs.

7.8.2.2. In the event that the motion to Refer formed the ad-hoc committee, the duties and responsibilities of the ad-hoc committee chair shall be delineated in the motion.

7.8.2.3. Ad-hoc committee chairs shall be required to provide timely reports to the Speaker of the Senate, or at the Speaker of the Senate's request.

CHAPTER 08

OPERATING PROCEDURES OF THE JUDICIAL BRANCH

8.1. Definitions of Terms:

- 8.1.1. An “Original Action” shall be defined as a case before the Supreme Court where a student, group of students, or a student organization files a case against another student, group of students, or a student organization, with the exceptions contained in an appellate action.
- 8.1.2. An “Appellate Action” shall be defined as a case before the Supreme Court where a student, group of students, or a student organization petitions the Court to review an Act of the Senate or the actions of the Committees thereof, an action of the Executive, a decision of the Election Commission, or an appeal of a ruling or action from a subsidiary government.
- 8.1.3. A “Plaintiff” shall be defined as an initiator of an action in an Original Action.
- 8.1.4. A “Defendant” shall be defined as the party in reply in an Original Action.
- 8.1.5. A “Trial” shall be defined as the type of hearing in an Original Action.
- 8.1.6. A “Petitioner” shall be defined as the initiator of action in an Appellate Action.
- 8.1.7. A “Respondent” shall be defined as the party in reply in an Appellate Action.
- 8.1.8. An “Oral Argument” shall be defined as the type of hearing for an Appellate Action.
- 8.1.9. An “Amicus Curiae” brief shall be defined as a “friend of the Court” brief. Parties not litigants in, but whose interests may be affected as a result of the decision, or parties fulfilling other criteria as defined by the Court, may, by approval of the Court or consent of both parties, be allowed to file such a brief as delineated in the Bylaws.
- 8.1.10. The “Opinion of the Court” shall be defined as the binding judicial decision of the Court that has the force of law.
- 8.1.11. The “Term of the Court” shall start on the first day of classes in the Summer Session and shall end on the day before the first day of classes in the Summer Session. The ending or beginning of a term shall have no effect on pending litigation.

8.2. Policy of the Court:

8.2.1. Original Actions:

- 8.2.1.1. The burden of proof in Original Actions shall lie with the Plaintiff to show the Defendant to be guilty beyond a reasonable doubt.

8.2.1.2. The Court shall have the power to dismiss any Original Action on one of two grounds:

- 8.2.1.2.1. Want of jurisdiction.

8.2.1.22. Filing of a frivolous case.

8.2.1.3. Through means deemed appropriate by the Rules of the Court, both parties shall be made aware of their respective rights.

8.2.1.4. An audio recording of the trial proceedings shall be made and kept on file for five (5) years from the date of the trial.

8.2.1.5. The specific procedures for the filing of a case and the trial itself shall be delineated in the Rules of the Court.

8.2.2. Appellate Actions:

8.2.2.1. In all Appellate Actions, the government body in question shall be notified of the charge through the sanctioned representative as delineated in the Bylaws.

8.2.2.2. The Court shall have the power to deny any petition in an appellate action.

8.2.2.3. Any student, group of students, or student organization may, by the expressed approval of the Court or the expressed consent of both parties, file an amicus curiae brief.

8.2.2.4. An audio recording of the oral argument shall be made and kept on file for five (5) years from the date of the oral argument.

8.2.2.5. The specific procedures for the disposal of petitions, the definition of writs to the Court, and the oral argument itself shall be delineated in the Rules of the Court.

8.2.2.6. Any case filed twelve (12) or more months after the originating action shall not be considered by the Court.

8.2.3. Any case filed twelve (12) or more months after the originating action shall not be considered by the Court.

8.3. Membership and Duties of the Court:

8.3.1. The Chief Justice Shall:

8.3.1.1. The Chief Justice shall be the official representative of the Supreme Court.

8.3.1.2. The Chief Justice shall have the power to rule on all motions or refer any motion to the Court except those motions that would end proceedings. Any motion to end proceedings shall be automatically referred to the Court.

8.3.1.3. The Chief Justice shall be responsible for the execution of the Rules of the Court.

8.3.1.4. The Chief Justice shall create a weekly report about the activity of the court.

8.3.1.5. The Chief Justice shall have the power to create and discharge special judicial committees within the Court, select the presiding officer of said

committees, and exercise full powers over the membership of said committees.

8.3.1.6. The Chief Justice shall issue malfesances, malfesances, or nonfeasance of duties committed by members of the judicial branch, including the Supreme Court, Election Commission, Student Advocates, and any member of special judicial committees.

8.3.1.6.1. The Chief Justice shall report any issues to the Speaker of the Senate.

8.3.1.6.2. The Chief Justice shall be responsible for maintaining a publicly available document tracking all occurrences of malfeasance, misfeasance, and nonfeasance of duty.

8.3.1.7. Nominate, for senate confirmation, the Election Commissioner and Director of Student Advocates

8.3.1.8. The Chief Justice, or an associate justice as designated by the Chief Justice, shall swear in the Student Body President, Vice President, and all members of the Senate and administer the oath of office.

8.3.2. After the beginning of a new term, the Court shall select an Associate Justice to serve as Chief Justice and shall notify the Office Manager of the selection.

8.3.2.1. The term of the Chief Justice is 1 year long and lasts from the selection of Chief Justice to the next selection of Chief Justice.

8.3.3. All Justices shall be held to the Maryland Judicial Code of Conduct.

8.3.4. Duties of the Chief Justice, Chief Justice Pro Tempore, and the Associate Justices shall be delineated in the Rules of the Court.

8.4. Staff of the Court:

8.4.1. Clerk of the Court:

8.4.1.1. The Clerk of the Court shall be a person selected by the Court.

8.4.1.2. The Clerk of the Court shall record all judicial proceedings and, upon the direction of the Chief Justice, release any opinion or relevant ruling of the Court and shall make such documents available to the public in an accessible manner.

8.4.1.3. Upon the ending of the term for the Court, the Chief Justice shall file all opinions and relevant rulings on motions released during said term with the Clerk of the Court.

8.4.1.4. The Clerk of the Court shall file all submissions from the Chief Justice in the official records of the Government for that term.

8.4.1.5. Other duties of the Clerk shall be delineated in the Rules of the Court.

8.4.2. Office Manager:

8.4.2.1. The Office Manager may, at the behest of the Court, act as a sanctioned representative of the Court.

8.4.2.2. The judicial duties of the Office Manager shall be delineated in the Rules of the Court.

8.5. Opinions of the Court:

8.5.1. The decision reached and any penalty imposed in all submitted cases shall be in the Opinion of the Court.

8.5.2. No opinion shall be the Opinion of the Court unless a majority of Justices considering and deciding the case join or concur in the judgment.

8.5.3. Per Curiam and Memorandum opinions are prohibited.

8.5.4. The specific structure and procedures of writing and delivering opinions shall be delineated in the Rules of the Court.

8.6. Rights of Parties:

8.6.1. The Defendant in all cases shall possess the following rights:

8.6.1.1. The right to be informed of the identity of the Plaintiff, and to confront the Plaintiff.

8.6.1.2. The right to choose a closed trial if the Defendant is not a student organization and the case is of a personal nature.

8.6.1.3. The right to testify on one's own behalf.

8.6.1.4. The right to counsel.

8.6.1.5. The right to remain silent and that invocation of this right shall not be interpreted as an admission of guilt.

8.6.1.6. The right to confront other witnesses called by the Plaintiff.

8.6.1.7. The right to subpoena witnesses and evidence.

8.6.2. The Plaintiff in all cases shall possess the following rights:

8.6.2.1. The right to testify on one's own behalf.

8.6.2.2. The right to choose a closed trial if the Plaintiff is not a student organization and the case is of a personal nature.

8.6.2.3. The right to confront witnesses called by the Defendant.

8.6.2.4. The right to subpoena witnesses and evidence.

8.6.3. Any of these rights may be waived by the respective party.

8.6.4. All witnesses called to satisfy or to provide documents shall possess the following rights:

8.6.4.1. The right to be informed by the Court of the following:

8.6.4.1.1. The name of the case.

8.6.4.1.2. The name of the party or parties requesting testimony.

8.6.4.1.3. The time and place of the trial.

8.6.4.2. The right to be notified of being called as a witness by necessary means in a timely manner.

8.6.4.3. The right to refuse to answer questions irrelevant to the outcome of the case as determined by the Chief Justice of the Supreme Court.

8.6.5. Any Witness may waive any of these rights.

8.6.6. All witnesses called to testify or to provide documents shall:

8.6.6.1. Appear before the Court if called by either party.

8.6.6.2. Be subject to questioning from both parties and the Justices.

8.6.6.3. Be recalled for any purpose with the approval of the Court.

8.6.6.4. Answer all questions from both parties truthfully and to the best of their ability, except those where the witness asserts their right not to answer as delineated in the Bylaws.

8.6.7. The Court may choose to call witnesses should it deem it necessary.

8.6.8. The Court may adopt procedures to accommodate and/or rule on any invocation of any right. Such procedures shall be delineated in the Rules of the Court.

8.7. Rules of the Court:

8.7.1. The Supreme Court may, at its discretion, prescribe rules for the conduct of its business. The Rules of the Court shall be consistent with the Bylaws and the Constitution.

8.7.1.1. The Supreme Court shall review the rules of the court once per academic year.

8.7.1.2. Rules of the Court shall be published prior to the inauguration of the new term.

8.7.2. Any rule prescribed by the Supreme Court shall be prescribed only after giving appropriate public notice and an opportunity for comment.

8.7.3. Any rule changes shall take effect upon the date specified by the Court and shall have such effect on any pending proceedings as the Court may order.

8.7.4. If the Court determines that there is an immediate need for a rule, the Court may proceed with the rule without public notice and opportunity for comment, but the Court shall accord such notice and opportunity for comment thereafter.

8.8. Attorney General:

- 8.8.1. Shall investigate and prosecute all offenses against the student body, including finance and election violations.
- 8.8.2. Shall defend the Government as a body in all civil actions, suits, or proceedings brought in its courts.
- 8.8.3. Shall work to enforce compliance with all student government, state, federal law including by bringing suits against any officers or bodies of the government on behalf of the student body within its courts.
- 8.8.4. Shall be appointed by the President with the advice and consent of the Senate to serve until the next inauguration, subject to removal only through impeachment as an independent officer of the judiciary.
- 8.8.5. Shall serve as an officer of all courts of the government, regularly attending meetings of such bodies and reviewing their decisions.
- 8.8.6. Shall remain independent in all elections of the government, neither endorsing or supporting any particular candidate nor running for any elected office.
- 8.8.7. Shall maintain an active record of all closed investigations or allegations of government law to be made available for review upon written request.

8.9. Student Advocates:

8.9.1. This program shall offer students the voluntary option of peer-to-peer advising with the Student Conduct Process.

- 8.9.1.1. Such committees shall not act as a court and hear cases.

8.9.2. Leadership:

- 8.9.2.1. The Chief Justice shall oversee this program.

8.9.2.2. The Chief Justice shall nominate a director.

- 8.9.2.2.1. The choice of director shall be presented to the Speaker of the Senate who will then draft a bill for their confirmation.

- 8.9.2.2.2. A simple majority of seated senators shall be required to confirm the Director of Student Advocates

8.9.3. Membership:

- 8.9.3.1. The Director shall select committee members.

- 8.9.3.2. Committee membership will have between two and six committee members.

8.9.3.3. These members shall not require Senate approval.

- 8.9.3.3.1. Committee members will be available to advise students only after completing the Student Conduct Hearing Board training.

- 8.9.3.4. Members shall serve until graduation from Goucher College, resignation, or removal by the Director.

8.9.4. Role:

- 8.9.4.1. The committee shall provide peer support and assistance in navigating the Student Conduct Process.
- 8.9.4.2. Committee members are not authorized or able to provide any legal advice.

8.9.5. Data must be collected regarding the number of students referred, using the program, the type of hearings/ meetings attended, student satisfaction with the program, etc.

- 8.9.5.1. The Director of Student Advocates or their designee shall be responsible for this data collection.
- 8.9.6. Committee members will sign confidentiality agreements as they may have access to student educational record information protected by FERPA.

8.10. Special Judicial Committees:

8.10.1. The Chief Justice shall have the power to form additional special judicial committees that perform student government functions or provide services to the student body.

- 8.10.1.1. The Chief Justice shall have the power to form additional special judicial committees that perform student government functions or provide services to the student body.
- 8.10.2. The Chief Justice, in a written document, shall delineate the purpose, duties, responsibilities, and membership of special judicial committees.
- 8.10.3. The Chief Justice, in a written document, shall delineate the duties and responsibilities of special judicial committee chairs.
- 8.10.4. Special judicial committee chairs shall be required to provide timely reports to the Chief Justice, or at the Chief Justice's request.

8.11. Feasance Process:

8.11.1. Upon the occurrence of malfeasance, misfeasance, or nonfeasance, the Speaker of the Senate shall contact the individual in question to discuss the alleged breach of Government Law.

- 8.11.1.1. In the event of the occurrence being the first nonfeasance, the Speaker of the Senate shall inform the individual in question of Government Law
- 8.11.2. **In the event of a malfeasance, misfeasance, or after the first nonfeasance the Rules Committee shall hold investigative hearings to discuss the alleged breach.**
 - 8.11.2.1. **The Rules Committee, upon completing the investigation, may:**
 - 8.11.2.1.1. Dismiss all charges of misconduct.
 - 8.11.2.1.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.
 - 8.11.2.1.3. Author a Senate Order censuring the individual in question.

8.11.2.1.4. Recommend the impeachment of the individual.

8.12. Special Actions of the Supreme Court:

8.12.1. Interpretation of the Bylaws or Constitution.

8.12.1.1. Two Senators may submit a question for the court regarding an interpretation of Government Law.

8.12.1.2. The Court shall attempt to interpret the relevant section of Government law.

8.12.1.3. The Court shall meet to discuss interpretation requests no later than two (2) weeks after the request is received.

8.12.1.4. Additional procedures for this action shall be outlined in the Rules of the Court.

8.12.2. Recommendations for Governing document changes:

8.12.2.1. The Supreme Court may vote to make formal recommendations for changes to either the Bylaws or the Constitution.

8.12.2.2. Recommendations shall be presented to the Speaker of the Senate for discussion within the Rules Committee.

8.12.3. This Chapter is applicable when we have a Judicial Branch.

CHAPTER 09

IMPEACHMENT PROCEDURES OF STUDENT GOVERNMENT

- 9.1.** Impeachment may be brought against members of the executive.
- 9.2. Definition of Terms:**
- 9.2.1. The “Initiators” shall be defined as Senators who have initiated an Impeachment Hearing.
- 9.2.2. The “Plaintiff” shall be defined as those Senators who have initiated an Impeachment Hearing and where the Senate has impeached the party in question.
- 9.2.3. The “Party in Question” shall be defined as the party that is named to be impeached.
- 9.2.4. The “Defendant” shall be defined as the party in question upon the Senate’s Impeachment of said party.
- 9.2.5. The “Chair of the Trial” shall be defined as the Speaker in all cases except where the President is impeached, when it shall be defined as the Chief Justice.
- 9.3. Grounds of Impeachment:**
- 9.3.1. Grounds for Impeachment shall include the following:**
- 9.3.1.1. Malfeasance of duty.
- 9.3.1.2. Misfeasance of duty.
- 9.3.1.3. Nonfeasance of duty.
- 9.3.1.4. Failure to maintain the qualifications for office.
- 9.4. Initiation of Impeachment:**
- 9.4.1. An Initiation of Impeachment must be filed by two (2) Senators and such initiation shall be filed with the Speaker of the Senate.
- 9.4.2. The Initiation of Impeachment shall include:**
- 9.4.2.1. The names of the Senators filing.
- 9.4.2.2. The name of the Party in Question.
- 9.4.2.3. A statement of charges.
- 9.5. Impeachment Hearing:**
- 9.5.1. Upon the filing of an Initiation of Impeachment, the Speaker shall convene the Rules Committee to hear the charges.
- 9.5.2. The following persons shall be requested to appear before the Rules Committee:**

- 9.5.2.1. Representatives for the Initiators of the Impeachment.
- 9.5.2.2. Representatives for the Party in Question.
- 9.5.3. This part is a little confusing. It should be changed to “The Committee may close the hearing at any time. If the Committee chooses to close the meeting before deliberation, no other person but the representatives shall be allowed to remain in the hearing.
- 9.5.4. Any evidence introduced during closed session shall not be made available to anyone outside of the Committee and the respective parties until either:**
 - 9.5.4.1. The Committee orders such evidence to be made available to the public.
 - 9.5.4.2. The Committee issues a recommendation for an Impeachment Trial.
- 9.5.5. The Impeachment Hearing shall follow this order of events:**
 - 9.5.5.1. The Speaker shall read the charges in the Initiation of Impeachment.
 - 9.5.5.2. The representatives of the Initiators shall present evidence to the Committee.
 - 9.5.5.3. Members of the Committee may ask questions concerning the evidence only.
 - 9.5.5.4. The representatives of the Party in Question may address the evidence presented.
 - 9.5.5.5. The Committee shall deliberate on each charge.
 - 9.5.5.6. Upon the end of deliberation, the Committee shall conduct a roll call vote on each charge to determine if the evidence presented merits an Impeachment Trial.
- 9.5.6. Upon an affirmative vote on any charge, the Committee shall draft a Senate Order recommending an Impeachment Trial that shall be limited to the following:**
 - 9.5.6.1. Whereas clauses that pertain to the charges that have merited the Impeachment Trial.
 - 9.5.6.2. Resolved clauses that shall only include the charges that have merited the Impeachment Trial.
 - 9.5.6.3. The Senators who have initiated the Impeachment shall be listed as the authors of the Senate Order.
- 9.5.7. Upon the drafting of the Senate Order, the Rules Committee shall recommend the Order to the Senate.
- 9.5.8. The Senate shall vote on accepting the recommendation of the Rules Committee to hold an Impeachment Trial pursuant to the Senate Order. The Senate Order shall not be amenable.

- 9.5.9. Upon a majority vote of the Senate, the Party in Question is officially impeached.
- 9.5.10. The Senate shall then follow the procedure in bylaw 4.17.3 and 4.17.4 concerning the transfer of the article to the Chief Justice or Election Commissioner and the appointment of impeachment managers.

9.6. Power, Duties, and Composition of an Impeachment Court:

9.6.1. An impeachment court is a special, non-permanent body of the judicial branch of the Student Government.

- 9.6.1.1. The court shall be brought into existence only upon the call of the Chief Justice of the Supreme Court of the Election Commissioner after they officially receive articles of impeachment from the Senate.
- 9.6.1.2. The court shall dissolve immediately upon announcing its rulings on the articles of impeachment presented to them.
- 9.6.2. An impeachment court has the sole power to rule upon whether or not there is clear and convincing evidence to support the articles of impeachment they were called to decide. There is no appeal from the decision of the impeachment court.

9.6.3. Composition of the Court:

- 9.6.3.1. The impeachment court shall be composed of all justices of the Supreme Court unless one of the justices is the impeached party.
- 9.6.3.2. If one of the justices of the Supreme Court is the impeached part, the impeachment court shall be composed of the Election Commissioner, Vice Election Commissioner, and the next four most senior members of the election commission.
- 9.6.3.3. The Chair of the Impeachment Court will be the Chief Justice of the Supreme Court or the Election Commissioner. They shall be styled as the Chief Justice of the Impeachment Court during the trial. All other members of the court will be styled as Associate Justices of the Impeachment Court during the trial.
- 9.6.4. The impeachment trial shall follow the same procedure as any regular case before the supreme court. The involved parties will hold all rights detailed within the operating procedures of the Supreme Court.

9.6.5. Deliberation and Ruling:

- 9.6.5.1. Following the trial hearing, the justices will meet to deliberate the issues of the case and come to decide the ruling on each article of impeachment.
- 9.6.5.2. Concurrence of two-thirds of justices is necessary for conviction.
- 9.6.5.3. The justices will write a majority opinion as well as any dissenting or concurring opinions.
- 9.6.5.4. The justices must present their ruling and opinions within a week of retiring for deliberation. The final written opinions shall be delivered to

both parties, the President of the Student Body, and the Speaker of the Senate.

- 9.6.5.5. Before the presentation of their final opinions, no justice may share knowledge of the deliberations to either party or anyone outside of the justices.
 - 9.6.5.6. Upon conviction for any of the presented articles of impeachment, the defendant will immediately relinquish any office of the government and be barred from holding any office in the future.
 - 9.6.6. The burden of proof in all Impeachment Trials shall lie on the Plaintiff to show clear and convincing evidence that the Defendant has committed the alleged violations of government law detailed in each article of impeachment.
 - 9.6.7. The Chief Justice shall be responsible to address the objections of either party and may recess the court at any time.
 - 9.6.8. All parties are prohibited from influencing or attempting to influence any justice of the Impeachment Court outside of the trial. Any violation of this provision shall be considered gross malfeasance of duty and a violation of Due Process. Violators may be referred to the Rules Committee of the Senate, the Supreme Court, University Office of Judicial Affairs, or the Dean of Students Office for infractions including, but not limited to, severe malfeasance of duty and violation of Student Disciplinary Regulations.
- 9.7. This Chapter is applicable when we have a Judicial Branch.

CHAPTER 10

FINANCE PROCEDURES AND POLICIES

10.1. Definition of Terms:

- 10.1.1. A fiscal year shall be defined as commencing on July 1 and ending on June 30 of any given year.
- 10.1.2. Student fee money shall be defined as funds collected from the mandatory Student Activities Fee and allocated to the SG from the Special Student Fee and Tuition Committee. The SG shall not charge dues directly to any of its members.
- 10.1.3. Finance Priorities and Criteria shall be defined as the document used for stating SG rules and restrictions for allocations of student fee money in addition to the rules and restrictions delineated in the Bylaws.
- 10.1.4. An organization's SG Budget shall be defined as only those funds approved for allocation by the SG Senate through Annual Allocations or any other allocation process.
- 10.1.5. Operating expenditures shall be defined as those expenses incurred in the regular operation of an organization.
- 10.1.6. Funding eligible items shall be defined in Finance Priorities and Criteria.
- 10.1.7. Funding ineligible items shall be defined in Finance Priorities and Criteria.
- 10.1.8. Financial support shall be defined as any monetary contribution in the form of salaries, donations, or services purchased.
- 10.1.9. Material support shall be defined as any donations of equipment, advertisements, posters, or in-kind donations.

10.2. All Student organizations receiving SG funding shall adhere to the eligibility requirements and subsidiary exceptions as outlined in Priorities and Criteria:

- 10.2.1. The organization shall not request student fee money for the purposes of satisfying debts to either the SG or other entities except through a debt contract between the student organization and SG administered through the Student Organization Debt Reserve Account.
- 10.2.2. Student Organizations in compliance with an approved debt contract shall not be prohibited from receiving Student Government funds for having outstanding debt with Student Government.
- 10.2.3. Any student organization requesting funding through Student Government accounts must send a representative to the Senate from the relevant organization at the time of the funding request.

10.3. Types of Organizations:

10.3.1. Prior to an organization requesting and receiving SG funds, the organization must be first determined to fall into one of the following tiers:

- 10.3.1.1. SG Partner
- 10.3.1.2. SG Sponsored
- 10.3.1.3. SG Funding Eligible
- 10.3.1.4. SG Funding Ineligible

10.3.2. Which tier an organization falls into is determined by careful consideration of the following criteria:

- 10.3.2.1. The organization's relationship with SG

10.3.2.2. The organization's relationship with the College

- 10.3.2.2.1. The organization's relationship with the College is determined by evaluating the student organization's mission and goals as they related to the mission, vision, goals, and culture identified by SG and the College in their strategic planning documents
- 10.3.2.3. The purpose and scope of the organization's activities
- 10.3.2.4. The size of the College population served
- 10.3.2.5. The perceived potential risk to participants and the College

10.3.3. SG Partners:

10.3.3.1. SG Partner organizations are those:

- 10.3.3.1.1. Critical to the mission and culture of SG
- 10.3.3.1.2. Work as a partner of SG or one of its branches
- 10.3.3.1.3. Inherently linked to SG because of their role servicing the College
- 10.3.3.1.4. That present events of such broad appeal they are considered an integral part of the institution
- 10.3.3.1.5. Whose purpose and effect are to serve a broad segment of the College community, not just its membership

10.3.3.2. SG Partner organizations shall have:

- 10.3.3.2.1. Routinely presented events of broad appeal for the campus community
- 10.3.3.2.2. Operations and event planning that are complex
- 10.3.3.2.3. A designated risk management officer who shall serve as a member of the organization's executive team
- 10.3.3.2.4. The risk management officer shall develop and maintain standard operating procedures reviewed on an annual basis by the organization, and must remain consistent with the College and SG policies

10.3.3.3. SG Partner organizations include, at the minimum:

- 10.3.3.3.1. SG and all portions thereof
- 10.3.3.3.2. Student Activities Center Student Counseling Center
- 10.3.3.3.3. Wellness Center
- 10.3.3.3.4. International Students and Scholars
- 10.3.3.3.5. Information Technology Services
- 10.3.3.3.6. Student Alumni Leadership Council

10.3.3.4. These organizations are not required to hold the Priorities and Criteria.

10.3.4. SG Sponsored Organizations:

10.3.4.1. SG Sponsored organizations are those:

- 10.3.4.1.1. That serve the broad interest of student and the public, not just its members
- 10.3.4.1.2. That are operated and maintained by its members
- 10.3.4.1.3. That contributes to the mission, vision, goals, and culture of SG and the College by routinely presenting events for members of the College community.
- 10.3.4.1.4. Student Organizations that produce Publications and other media

10.3.5. SG Funding Eligible organizations:

10.3.5.1. SG Funding Eligible organizations are those:

- 10.3.5.1.1. That is consistent with the mission and culture of SG and the College, and primarily engage in activities that benefit or interest their membership.
- 10.3.5.1.2. Whose primary interest groups are capable of functioning with minimal outside support
- 10.3.5.1.3. That satisfies the eligibility requirements section as delineated in Priorities and Criteria.

10.3.6. SG Funding Ineligible Organizations:

10.3.6.1. SG Funding Ineligible Organizations are those:

- 10.3.6.1.1. That violates any of the eligibility requirements as delineated in Priorities and Criteria.

10.4. Regulations for Receiving Money:

10.4.1. Any student organization that receives money from SG, and doing any event with the money received from SG (if more than 30% expense of the event is covered by SG provided fund) shall do the following:

- 10.4.1.1. Send an email to all of its registered members about the event or program, and include the Director of Organizations in the email, at least 24-48 hours before the event or program.

- 10.4.1.2. All the advertising and printed or electronic material that is circulated outside of the organization must have the approved SG logo and contain the phrase “Funded by Student Government Association (SGA)” right next to the logo in a suitable type size.
- 10.4.1.3. Failure to meet these criterias will cause a 20-100% budget cut from the money that was allocated for that specific event or program by SGA.
- 10.4.1.4. The Finance Committee with the presence of the Treasurer will determine the percentage of the budget cut for that specific event.
- 10.4.1.5. The determined percentage of that budget cut by the Finance Committee must be approved by the SG President.
- 10.4.2. Allocated funds shall be spent as stated in legislation and SG Budgets.
- 10.4.3. All allocated funds for a fiscal year that remain unspent or unencumbered as of the last day of the fiscal year shall be transferred in equal amounts to the Special Projects Account or main SG Account.
- 10.4.4. Unspent or unencumbered budgets that were provided by SG will not carryover for the following fiscal year.

10.5. Requirements of all allocation:

10.5.1. Communication during allocation cycles:

10.5.1.1. The Finance Committee shall provide an Allocation Information Packet, which shall include:

10.5.1.1.1. Finance Priorities and Criteria that shall be followed:

- 10.5.1.1.1.1. A schedule of dates for the allocation process.
- 10.5.1.1.1.2. The name and contact information of the financial advisor assigned to the specific organization.

10.5.1.2. The organization shall provide the following information to the Finance Committee:

- 10.5.1.2.1. The names and contact information of the officers and advisor(s) of the organization. A complete budget for the next fiscal year, including income from all sources and an itemized list of all expenditures.
- 10.5.1.2.2. Any other pertinent information that may assist the Finance Committee in conducting a fair and efficient process.
- 10.5.1.2.3. Current account balance of every organization requesting funds.

10.5.2. Process and Policies Governing the Request of Criteria Items:

- 10.5.2.1. Once the organization submits a budget request, changes may only be made by the Finance Committee.

- 10.5.2.2. The Finance Committee shall have the authority to recommend a funding eligible item not be funded.
- 10.5.2.3. The Finance Committee shall have the authority to place reasonable limits on criteria line item requests.
- 10.5.2.4. The Finance Committee shall have the authority to remove any line items from an organization's budget with sufficient cause.
- 10.5.2.5. The Finance Committee shall have the authority to reduce organizations' request of funds to be within budget restrictions.
- 10.5.2.6. The Finance Committee shall not grant increases in the budgets of organizations from fiscal year to fiscal year based solely upon inflation.

10.5.3. Organizations may request extensions of deadlines and different hearing times to be approved or denied by the Finance Committee.

10.6. Required Financial Legislation:

10.6.1. Finance Priorities and Criteria Bill:

- 10.6.1.1. The Finance Committee shall recommend to the Senate the "Finance Priorities and Criteria" for the next fiscal year.
- 10.6.1.2. The Finance Priorities and Criteria shall state any additional rules and regulations for the funding of organizations that are not delineated in existing Government Laws.
- 10.6.1.3. The Vice Chair of the Finance Committee shall introduce "Finance Priorities and Criteria" no later than the first meeting of the third session of the Senate.

10.6.2. Asset Priority Funding Bill:

- 10.6.2.1. The Finance Committee shall recommend to the Senate the "Asset Funding Priorities" for the Asset allocations of the next fiscal year.
- 10.6.2.2. The Asset funding priorities shall focus on the needs of the students of Goucher College.
- 10.6.2.3. The Finance Committee shall deliver to the Speaker the "Asset Funding Priorities" no later than the second to the last Senate meeting of the third session.
- 10.6.2.4. The Vice Chair of the Finance Committee shall author the bill and deliver it to the Senate.

10.6.3. Annual Allocations Recommendations Bill:

- 10.6.3.1. The Finance Committee shall deliver to the Senate the "Annual Allocations Recommendations" upon completion of its proceeding.
- 10.6.3.2. The Finance Committee shall submit its recommendations no later than four (4) Senate meetings before the end of the Senate's term.

- 10.6.3.3. The Vice Chair of the Finance Committee shall author the bill and deliver it to the Senate.

10.7. Breaches of Policy and Procedures:

10.7.1. The following shall be considered breaches of policy and procedures by organizations:

- 10.7.1.1. Failure to include the appropriate SG identification on printed material or advertising.

10.7.1.2. Poor financial handling, which shall be defined as the following:

- 10.7.1.2.1. Knowingly misrepresenting material facts regarding the organization's purpose, sources of income, or cause for expenditures.
- 10.7.1.2.2. Careless use of or mishandling of SG funds or equipment.
- 10.7.1.2.3. Deficit spending.
- 10.7.1.2.4. Failure to meet finance process deadlines.
- 10.7.1.2.5. Failure to provide requested information.
- 10.7.1.2.6. Maintaining any accounts outside of the Organization's office.

- 10.7.1.3. Failure to abide by Government Laws.

- 10.7.2. In the event that the Finance Committee Chair finds reasonable cause is found that an organization has breached policy and/or procedure, the Finance Committee Chair shall freeze the organization's account until the matter is resolved.

- 10.7.3. The Finance Committee Chair will meet with a representative of the student organization to discuss the alleged breach and, if possible, reach an agreeable, joint resolution that brings the student organization back into compliance with government law. Such joint resolution shall be signed by both parties and kept in the records of the Student Government.

- 10.7.4. If the Student Organization does not agree to a joint resolution, the Finance Committee Chair shall refer the matter to the Attorney General, who shall compile evidence and present the case to the Supreme Court of the Student Government, or other such lower court as shall be provided in government law.

10.7.5. The court shall hold trial to rule on the case in accordance with government law and the rules of the court.

- 10.7.5.1. **If the student organization is found to be guilty of violating government law, the court may, at its discretion, order the following:**

- 10.7.5.1.1. That all unused funds be reverted to their original Student Government Account or Special Events Account.

- 10.7.5.1.2. That Student Organization repays all or a portion of the funds appropriated to them by the Student Government.
 - 10.7.5.1.3. That Organization's account be frozen for up to the remainder of the fiscal year.
 - 10.7.5.1.4. That organization will be barred from requesting funding from the Student Government for up to two fiscal years.
- 10.7.5.2. In the event that there has been sufficient evidence for the Court to conclude that the breach was malicious or premeditated, all officers and/or the faculty advisor(s) of the organization may be held personally liable for any damages, deficit, or debts incurred by the organization in question.
- 10.7.5.3. In the event that there has been sufficient evidence for the Court to conclude that the breach may have violated a college, local, state, or federal law, a copy of all proceedings shall be immediately forwarded by the Court to the Dean of Students Office.

CHAPTER 11

ELECTION COMMISSION

11.1. Scope and Mission Statement:

11.1.1. The mission of this commission shall be the fair and proper administration of all elections of the Government.

11.2. Composition of the Election Commission:

11.2.1. The Election Commissioner shall serve as the chair of the Election Commission and shall only vote if the Commission is equally divided.

11.2.2. The Commission shall comprise up to 6 (six) regular voting members and two (2) non-voting members.

11.2.3. Members of the Commission shall serve from time of appointment until resignation, removal, or until no longer enrolled as a student at Goucher College..

11.2.4. All election commission members shall be bound to follow the same Judicial Code of Conduct as the Supreme Court.

11.3. Selection of the Vice Commissioner of the Election Commission:

11.3.1. One (1) member of the Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Election Commission to serve as Vice Commissioner of the Commission.

11.3.2. The Vice Commissioner's selection shall require Senate approval.

11.4. Selection of the Election Commission Recorder:

11.4.1. One (1) member of the Election Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Commission to serve as the Election Commission Recorder.

11.4.2. The Recorder's selection shall not require Senate approval.

11.5. Powers and Responsibility of the Election Commission:

11.5.1. The Commission as a whole shall:

11.5.1.1. Have the authority to promulgate additional rules and procedures within the guidelines of Government Law to address specific situations that may arise during any election. Such rules and procedures shall expire upon the certification of the results for said election.

11.5.1.2. Have the authority to hold hearings in regard to possible violations of Government Election Law.

- 11.5.1.3. Have the authority to impose penalties in regard to found violations of Government Election Law.
- 11.5.1.4. Recommend to the Senate Rules Committee changes in Government Law to improve election procedures and policies.
- 11.5.1.5. Apportion the seats on the Senate between the various constituencies using the Fall Semester registration numbers from the Registrar's office, barring preemptive known changes.
- 11.5.1.6. Submit to the Speaker, who shall author a bill for the Senate's consideration, "Apportionment for the next Senate Term" no less than three (3) Senate meetings prior to the end of the Fall Semester.**
 - 11.5.1.6.1. The Senate, by majority vote, may refer apportionment back to the Election Commission with recommendations for alterations to the total population figures and apportioned Senate seats if evidence for such an alteration is presented.
 - 11.5.1.6.2. The Election Commission shall publish on the SG website the number of seats apportioned to each constituency during the first week of the Spring Semester.
- 11.5.1.7. Publicly announce the "General Election Timeline" prior to the end of the Fall Semester, which shall include a minimum of the following:**
 - 11.5.1.7.1. The date of the start of the general election cycle, beyond which no changes to any election law shall be made until the certification of the results for that general election.
 - 11.5.1.7.2. Candidate seminar dates.
 - 11.5.1.7.3. The deadline for registering as an official candidate.
 - 11.5.1.7.4. The candidate petition, referenda, and student initiative deadline(s).
 - 11.5.1.7.5. The date of candidate ballot positioning.
 - 11.5.1.7.6. The financial disclosure deadline. Polling days and times.
 - 11.5.1.7.7. The date and time of the preliminary announcement of the election results.
- 11.5.1.8. Publicly announce a "Special Election Timeline" within forty-eight (48) hours of a request for a special election.**
 - 11.5.1.8.1. The announcement of a special election shall indicate the start of a special election cycle, beyond which no changes to any election law shall take effect until the certification of the results for that special election.

11.5.1.8.2. In the case of a recall election or an election to fill the positions of President and Vice President, the commission shall establish:

- 11.5.1.8.2.1. The deadline for registering as an official candidate.
- 11.5.1.8.2.2. The candidate petition deadline.
- 11.5.1.8.2.3. The date of candidate ballot positioning.
- 11.5.1.8.2.4. The financial disclosure deadline.
- 11.5.1.8.2.5. Polling days and times.
- 11.5.1.8.2.6. The date and time of the preliminary announcement of the election results.
- 11.5.1.9. Be available to students interested in seeking office and/or interested in petitioning for initiative(s).
- 11.5.1.10. Comply with Maryland Open Meeting Laws and publish weekly meeting minutes and vote totals to this end.

11.5.2. The Election Commissioner shall:

- 11.5.2.1. Have their nomination before the Senate no later than the fourth Senate meeting of the Senate's second session.
- 11.5.2.2. Act as the official representative of the Commission, unless otherwise designated by the Election Commissioner or the Commission.
- 11.5.2.3. Call such meetings of the Commission, as they deem necessary.
- 11.5.2.4. Appoint a member of the Commission to act as advisor to each candidate seeking office and each student petitioning for initiative(s).
- 11.5.2.5. Create such subcommittees as they deem necessary or at the request of the Commission.
- 11.5.2.6. Appoint the members of subcommittees.
- 11.5.2.7. Sign such letters or documents as are necessary to carry out the will of the Commission.
- 11.5.2.8. Exclusively control the results of all elections as defined in this act and hold them confidential for a period of at least twenty-four (24) hours following the close of the last polling place.
- 11.5.2.9. That General Election results be announced publicly within 48 hours of the polls closing.

- 11.5.2.10. The Election Commissioner will attempt to arrange a public announcement with campus media and make digital copies of the results available following the public announcement.
- 11.5.2.11. Lead all investigations into possible violations of Government Election Law and delegate full or partial responsibility for such investigations to another member of the Election Commission.
- 11.5.2.12. Be responsible for ensuring that the Election Commission is in compliance with and acts in a manner consistent with all Government Laws, and act as the parliamentarian to this end when questions of parliamentary procedure arise.
- 11.5.2.13. Create reports of the operations of the Election Commission at regular intervals, and present said reports to the Chief Justice.
- 11.5.2.14. Report directly to the Chief Justice of the Supreme Court.

11.5.3. The Election Vice-Commissioner shall:

- 11.5.3.1. Directly assist the Election Commissioner in the operation of the Commission.
- 11.5.3.2. Assume the duties of the chair in the absence of or conflict of interest of the Election Commissioner.
- 11.5.3.3. This includes, but is not limited to, working with the Student Government Finance committee to form and execute the advertisement and marketing of the elections, establishing price quotes for materials necessary to promote all elections and proposing the necessary budget for such materials needed by the Election Commission.
- 11.5.3.4. Assume the duties and responsibilities of the Election Commissioner upon extended absence, resignation, or removal under the title of Interim Election Commissioner.**
 - 11.5.3.4.1. If the annual Election Code review has been completed for the term, there shall not be a replacement Election Commissioner. Instead the Interim Election Commissioner shall act as the Election Commissioner for the remainder of the term.
 - 11.5.3.4.2. If the annual Election Code review has not been completed for the term, there shall be a replacement Election Commissioner. This replacement Election Commissioner shall be nominated by the President and confirmed by the Senate.

11.5.4. The Election Commission Recorder shall:

- 11.5.4.1. Be responsible for taking minutes at all meetings of the Commission.
- 11.5.4.2. Present within five (5) days of a Commission meeting, a typed or electronic copy of the minutes to the Election Commissioner. Such minutes shall be reviewed and approved by the Commission at the

following meeting after which they shall be made available by request.

11.6. Operation Procedures of the Commission:

11.6.1. The Commission and all of its subcommittees shall conduct all meetings in accordance with the current edition of *Robert's Rules of Order Newly Revised*, unless special rules are delineated in these Bylaws.

11.6.2. Quorum of the Commission:

11.6.2.1. Quorum shall consist of two-thirds (2/3) of the regular members of the Commission.

11.6.2.2. Should Quorum not be met with 2/3rd of voting members present, the Election Commissioner may elevate a non-voting member to a voting member for the duration of the meeting. The elevated non-voting member would count for purposes of Quorum.

11.6.2.3. Elevated non-voting members shall be referred to as irregular members.

11.6.3. All regular and irregular members of the Commission, except when serving as chair, may make motions and participate in debate during Commission meetings.

11.6.4. All non-voting members may participate in debate during Commission meetings.

11.6.5. In the event that a Commission member assumes the duties of the chair, they give up all voting rights, except in the event that the Commission is equally divided.

11.6.6. The Commission may adopt additional operating procedures to ensure fairness and efficiency in the Commission's proceedings.

11.6.7. All voting thresholds codified in Election Commission operating documents shall be read to mean a proportion of members voting and present, unless stated otherwise.

11.7. The Verification Panel:

11.7.1. At least two (2) members of the Election Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Commission to serve on the Verification board supervised by the Election Commissioner.

11.7.2. The Verification Panel shall meet to review all challenged ballots no later than eight (8) hours before the preliminary announcement.

11.7.3. If there are enough challenged ballots to affect the outcome of any question on the ballot, the Election Commission may delay the preliminary announcement of the election results.

11.7.4. At no time shall the results of any ballot be released to anyone, including those serving on the Verification Panel.

11.7.5. The Verification Panel shall consider all evidence presented by the voter, and use any other means at their disposal to determine if the voter has a valid claim.

11.7.5.1. If the Verification Panel determines that the voter's claim is valid, the ballot shall be included with the non-challenged ballots and tabulated normally.

11.7.5.2. If the Verification Panel determines that the voter's claim is not valid, the Verification Panel shall not include that ballot in the tabulation of votes.

11.7.5.3. Voters who have their ballots rejected shall be notified in writing as to the reason for the rejection.

11.7.6. The Verification Panel has the final authority over the acceptance or rejection of all challenged ballots.

11.7.7. Voters may appeal the decision of the Verification Panel to the Supreme Court only on the grounds of procedural error or lack of a fair hearing.

11.8. Election Commission Account:

11.8.1. All unused funds at the end of the fiscal year shall be transferred to the Main Account or Special Projects Account.

11.9. The Commission will be responsible for hearing all cases involving violations of election law.

11.10. This Chapter is applicable when we have a Judicial Branch and Election Commission. Otherwise, follow the Constitution.

CHAPTER 12

ELECTION PROCEDURES AND POLICIES

12.1. Election Code:

12.1.1. The Government shall establish an Election Code, which shall contain the provisions of Government Law that directly regulate candidate and student behavior in regard to Government elections.

12.1.2. The Election Commission shall annually review the Election Code and shall present a proposal for any necessary and proper changes to the Speaker of the Senate no fewer than two (2) meetings prior to the end of the Fall Semester. Upon receipt, the Speaker of the Senate shall author a bill to amend the standing Election Code, pursuant to a two-thirds (2/3) vote of the present senators.

12.1.3. The Election Code shall establish a penalty structure for violations of the rules set forth in this act, the Election Code, and other rules and procedures established by the Election Commission.

12.1.3.1. Penalties shall consist of reduction or elimination of a candidate's or slate's eligibility for reimbursement funds and/or reduction or elimination of an executive slate's scholarship should they be elected and/or fined and/or the nullification of the contest.

12.1.3.1.1. When a Senate contest is voided due to extreme malicious violation of Election Law, it shall be considered a vacant seat.

12.1.3.1.2. When the President and Vice-President positions are voided due to extreme malicious violation of Election Law, there shall be a special election.

12.1.3.2. If a student is found to have committed an extreme malicious violation of Election Law, they shall be ineligible to hold the seat until the next general election.

12.1.4. The Election Code shall:

12.1.4.1. Establish candidate and slate campaign spending limits.

12.1.4.2. Define valid campaign expenses.

12.1.4.3. Specify necessary Financial Reporting.

12.1.4.4. Set up procedures for verifying these reports.

12.1.4.5. Define Campaigning Guidelines and Rules.

12.1.4.6. Set up debate procedures and guidelines.

12.1.5. The Election Code shall specify all voting procedures, including methods of voting and polling places for general election.

12.2. Procedures and Policies Applicable to all Elections:

12.2.1. Registered Member Defined:

12.2.1.1. All students currently admitted to Goucher College are registered members and are eligible to run for the roles of President, Vice-President, and Senator, as long as they comply with the bylaws and have no specified restrictions.

12.2.2. No member of the Election Commission shall seek office in any election supervised by the Election Commission during the time period from their confirmation by the Senate until the certification of results of said election.

12.2.3. Voter Eligibility:

12.2.3.1. All currently enrolled students shall be eligible to vote in any Government election.

12.2.3.2. All students shall be eligible to vote for the positions of President and Vice President and any College-wide referendum or initiative.

12.2.3.3. Students shall be eligible to vote only for senators in their respective class of graduation.

12.2.3.4. Students shall be eligible to vote for any additional offices that are designated by and in accordance with Government Law.

12.2.4. Tabulation of Votes:

12.2.4.1. The Election Commission shall tabulate all of the write-in candidates and group together names that are obviously the same individual per constituency and President and Vice President.

12.2.4.2. Fictitious candidates and candidates not legally qualified to serve shall be disqualified before the tabulation of votes.

12.2.4.3. Referenda and initiatives shall be tabulated by “yes” and “no.” All referenda and initiatives shall require a majority vote to be approved with the exception of Constitutional amendments.

12.2.4.4. President and Vice President votes shall be tabulated by candidacy and elected by plurality.

12.2.4.5. Persons receiving the highest number of votes equal to the number of seats open in a constituency shall be determined the winners of Senate races.

12.2.4.6. The Election Commission shall recount the votes of any ballot item if the margin is within one (1) percent.

12.2.4.7. In the event of a tie for President and Vice President, the Election Commission shall hold a run-off election with only the tied candidates participating. Such an election shall be conducted as a special election under Government Law.

- 12.2.4.8. In the event of a tie for a Senate seat, the constituency council for that seat shall determine the method by which the tie shall be broken.
- 12.2.4.9. The Election Commission shall withhold the preliminary results of any election for a minimum of twenty-four (24) hours after the close of polling for that election.
- 12.2.5. The Election Commissioner, Vice Commissioner, and Election Commission Recorder shall certify the final results of any election five (5) class days after the last day of polling for that election. The Government Office.
- 12.2.6. Any election contestations alleging violations of Government election law on the part of the Election Commission shall be filed with the Supreme Court within twenty-four (24) hours of the close of the last polling place.
- 12.2.7. Ballot positioning for all SG elections shall be determined by a method of chance.
- 12.2.8. A valid signature shall include a student's printed name, signature, and Goucher College Student ID Number if collected on paper. Signatures collected by virtual means will be valid if verified to an authenticated Goucher College netID belonging to the student.
- 12.2.9. A student may sign any number of petitions only once per individual seeking election, regardless of multiple candidates.
- 12.2.10. Slates need not to disclose their funding option preference to students when gathering petitions.
- 12.2.11. **Procedures for Election Violation Hearings:**
 - 12.2.1.1. The accused and, if applicable, the accusing party shall be notified by the Commission within twenty-four (24) hours of the submission of a suit to the commission. Any evidence in such a suit and the date and time of the hearing shall be presented with the notification.
 - 12.2.1.2. The hearing itself shall not be held earlier than forty-eight (48) hours after the initial notification.
 - 12.2.1.3. Both the prosecution/plaintiff and the accused may call witnesses and present evidence as is necessary to present their case.
 - 12.2.1.4. The commission will operate in accordance with the rules for original actions established by the Rules of the Court prescribed for the Judicial Branch and any additional rules as it finds appropriate, which shall be subject to adoption by the same procedures as the Rules of the Court.
 - 12.2.1.5. A case involving a ticket for President and Vice President may be pursued against only one of the candidates if the evidence suggests that the other had no knowledge of the alleged wrongdoing.
 - 12.2.1.6. The prosecutor or commission must inform the defendant of their rights before questioning.

12.2.12. Enforcement of Penalties:

- 12.2.12.1. If the Commission has found that a violation has occurred, the commission shall determine an appropriate penalty in accordance with the penalty schedule established in the Election Code.
- 12.2.12.2. The penalized party shall be notified, in writing, of the penalty, justification and terms of payment within twenty-four (24) hours of the decision of the Election Commission.

12.3. Privately Funded Campaigns:

- 12.3.1. Any unused privately funded campaign funds shall be returned to the original funder, less any violations or fines, by means of a Deposit Refund. Monies will be refunded equally based on the percentage of funds used.

12.4. Procedures and Policies Applicable to the General Election:

- 12.4.1. Elections for the President and Vice President of the Student Government Association shall be held each spring semester.
- 12.4.2. Candidate applications shall be made available no less than the 6th week of the spring semester.
- 12.4.3. Candidate applications shall be due to the SGA advisor or selected person no later than Noon on the Friday of the 7th week of class.
- 12.4.4. Approved candidates may start campaigning at Noon on the Monday of the 9th week.
- 12.4.5. A public debate between all approved candidates for President and Vice President shall be held no more than two weeks and no less than three days before the election voting period begins.
- 12.4.6. The election voting period shall be open for a day beginning at 10 am to 10 pm on the 11th week of class.
- 12.4.7. Election results will be announced to the student body on the day of voting.
- 12.4.8. No Student Government Association officer may use their position or title to endorse any candidate.
- 12.4.9. No Student Government Association resources or spaces shall be used to benefit any candidate, excepting those resources or spaces explicitly provided for candidate use.
- 12.4.10. No individual may personally or through an agent directly compel by force, intimidation, or authority, especially without regard for individual desire or volition, an elector to vote for or against any candidate.
- 12.4.11. No individual may personally or through an agent knowingly disseminate false information to, or provide any compensation to, an elector with the purpose of compelling them to vote for or against any candidate.

12.4.12. Any candidate found to have violated any of the aforementioned rules will automatically lose their candidacy. The Attorney General shall inform the candidate within 24 hours of the violation.

12.4.13. Election Commission shall:

12.4.13.1. The Election Commission shall hold a minimum of two (2) candidate seminars to assist and inform students wishing to run for office. If a candidate cannot attend one of the scheduled seminars, they may fulfill this requirement by contacting the Election Commissioner no later than twenty-four (24) hours prior to the deadline for petitions.

12.4.14. Petitions:

12.4.14.1. The Election Commission shall provide a standard petition form for students seeking office at least two (2) weeks before the petitioning deadline.

12.4.14.2. Students wishing to be placed on the ballot as candidates for President and Vice President must acquiesce to the financial restrictions stated within the Election Code

12.4.15. The Election Commission shall sponsor a minimum of one (1) public debates for the Presidential and Vice Presidential candidates.

12.5. Procedures and Policies Applicable to Special Elections:

12.5.1. A special election shall be held when called for under the provisions of the Constitution or in the case of a tie between Presidential and Vice Presidential executive slate candidates during a general election.

12.5.1.1. The Senate may exercise their right to call for a special election with the passage of a Senate Order

12.5.1.1.1. In the case of a constitutional amendment or referendum, the Senate may attach a request for a special election to the amendment bill, or they may pass a separate Senate Order.

12.5.2. A special election may consist of a recall election, an election to fill the positions of President and Vice President, an initiative election, or a referenda election.

12.5.3. Recall Elections and Elections to Fill the Positions of President and Vice President:

12.5.3.1. A recall election shall be held upon receipt of a petition signed by ten (10) percent of the students of that constituency

12.5.3.2. Members of the Election Commission shall individually assist students wishing to run for office.

12.5.4. Petitions:

12.5.4.1. The Election Commission shall provide a standard petition form for students seeking office at least one (1) week before the petitioning deadline.

- 12.5.4.1.1. Students wishing to be placed on the ballot as candidates for President and Vice President shall have their petition signed.
- 12.5.4.1.2. The official being recalled shall be placed first on the ballot, followed by any other candidates in an order determined by a method of chance.

12.5.5. Initiative & Referendum Elections:

- 12.5.5.1. Any initiative or referendum, whether on a separate ballot or the same ballot as some other general or special election constitutes a separate election. Votes in such an election shall be tabulated independently of all other elections.
- 12.5.5.2. Students wishing to sponsor an initiative shall submit a request to obtain a customized petition form from the Election Commission containing the proposed ballot question exactly as it will appear on the ballot.
- 12.5.5.3. The Election Commission shall publish all proposed initiatives and referenda in the Goucher College magazine prior to the first polling day of any election.

12.5.6. The Election Commission shall allow a minimum of one (1) week from the time of the announcement of the special election to the first day of polling for campaigning.

- 12.5.6.1. When the Senate is the one requesting an election, they may stipulate the constitutional amendment or referenda being posed to voters on the Senate Order requesting the election or through a Senate Order anytime sooner than 2 weeks before the day of the election.

12.5.6.2. The request shall be considered official only once the Speaker communicates the request of the Senate to the Election Commissioner.

- 12.5.6.2.1. Requests for special elections may include a proposed date, but must be communicated to the election commission no sooner than 4 weeks before the proposed date.
- 12.5.6.2.2. The Senate may choose to designate a time at which the Speaker will be required to communicate the request of the Senate.

12.6. Any campaign or student with injury due to a violation of election law may bring suit against the responsible candidate or campaign before the Election Commission.

- 12.6.1. If there is a generalized injury to the student body at large, the Attorney General may join the plaintiff on behalf of the student body

12.7. This Chapter is applicable when we have a Judicial Branch and Election Commission. Otherwise, follow the Constitution.

CHAPTER 13

COMPENSATION FOR EXECUTIVE & LEGISLATIVE BRANCH

13.1. Executive Branch:

13.1.1. Executive Board Compensation:

13.1.1.1. President of Student Government:

- 13.1.1.1.1. Hourly paid positions with a maximum work allowance of up to 12 hours per week.
- 13.1.1.1.2. The determination of wage rate is contingent upon discussions with the SGA Advisor/Administrative Staff.

13.1.1.2. Vice-President of Student Government:

- 13.1.1.2.1. Hourly paid positions with a maximum work allowance of up to 10 hours per week.
- 13.1.1.2.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.1.3. Chief of Staff:

- 13.1.1.3.1. Hourly paid positions with a maximum work allowance of up to 10 hours per week.
- 13.1.1.3.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.1.4. Attorney General:

- 13.1.1.4.1. Hourly paid positions with a maximum work allowance of up to 10 hours per week.
- 13.1.1.4.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.1.5. Treasurer:

- 13.1.1.5.1. Hourly paid positions with a maximum work allowance of up to 10 hours per week.
- 13.1.1.5.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2. Executive Cabinet Compensation:

13.1.2.1. Chief of Staff:

- 13.1.2.1.1. Hourly paid positions with a maximum work allowance of up to 10 hours per week.
- 13.1.2.1.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.2. Director of Student Affairs:

- 13.1.2.2.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.2.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.3. Director of Student Organizations:

13.1.2.3.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.3.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.4. Director of Diversity, Equity and Inclusion:

13.1.2.4.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.4.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.5. Director of Academic Affairs:

13.1.2.5.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.5.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.6. Director of Communications and Marketing:

13.1.2.6.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.6.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.1.2.7. Director of Special Events and Procurement:

13.1.2.7.1. Hourly paid positions with a maximum work allowance of up to 6 hours per week.

13.1.2.7.2. Wage rate adheres to the prevailing rate for hourly paid positions, in accordance with Goucher College's Tier I level job wage rate.

13.2. Legislative Branch:

13.2.1. Speaker:

13.2.1.1. Unpaid (Volunteer).

13.2.2. Vice - Speaker:

13.2.2.1. Unpaid (Volunteer).

13.2.3. Senator:

13.2.3.1. Unpaid (Volunteer).

CHAPTER 14

EMERGENCY SITUATION POLICIES

14.1. All bylaws in this chapter shall take precedence over all other Student Government bylaws, in the event of a pandemic, emergency situation, or specific instructions from the Goucher administration, the bylaws outlined in this chapter shall maintain precedence, notwithstanding any conflicting provisions in other Student Government bylaws. This prioritization ensures adaptability to unforeseen circumstances or directives from the Goucher College administration.

14.2. Rules for the Legislative Branch:

14.2.1. Senate Meetings:

14.2.1.1. The Senate shall meet in person each Wednesday at 7:30 p.m. on the Goucher College campus unless an alternative location or mechanism is specified under the provisions of Bylaw, during the Fall and Spring semesters except when the Senate shall, by a motion at a prior meeting with a two-thirds majority vote, set an alternative date, time or cancel a meeting.

14.2.1.2. The wearing of face-coverings will be mandatory for all individuals while attending meetings of the Senate:

14.2.1.2.1. Instances, where members of Student Government fail to comply, shall be considered a nonfeasance of duty

14.2.1.2.2. Any guests who attend meetings of the Senate and fail to comply will be asked to leave or removed from the meeting

14.2.2. Senator Office Hours:

14.2.2.1. Senators are required to serve up to two hours in the office, and the Vice-Speaker shall track the attendance of Senators in the Senate office

14.2.3. Senate Committees:

14.2.3.1. The Standing Committees of the Senate, Special Committees created by order of the Senate, and Ad-hoc committees created by the Speaker shall be considered Senate Committees

14.2.3.2. All Senate Committees shall meet either virtually or in a socially distant and safe manner outlined by the Speaker:

14.2.3.2.1. Instances, where members of Student Government fail to comply, shall be considered a nonfeasance of duty

14.2.4. Senate Proxy Voting and Representation:

- 14.2.4.1. Should a Senator be distant from a Senate meeting, and the Senate is still meeting in a manner that does not allow that Senator to participate, that Senator may designate a Proxy of their own choosing to be their representation during a Senate meeting. This proxy must be a current Senator, and may not simultaneously be a Proxy for another Senator
- 14.2.4.2. The Vice President must be notified of the Proxy's identity by the distant Senator 24 hours prior to the Senate meeting at which the Proxy will be participating.
- 14.2.4.3. The Proxy must identify themselves as a Proxy during the roll call for the Senator they are representing. From the beginning of the Senate meeting until its conclusion, and only during this time, the Proxy shall have the authority to speak and vote on behalf of the Senator they are representing.

14.2.4.4. Proxy Behavior:

- 14.2.4.4.1. The distant Senator is required to observe debate
- 14.2.4.4.2. Should the proxying Senator lose communication with the distant Senator, the proxy must move to strike the distant Senator from the roll.
- 14.2.4.4.3. Once communication is regained, the proxy must move to add the distant Senator back to the rolls.
- 14.2.4.4.4. Should the distant Senator not communicate a preference for a vote, the proxy shall not vote on the bill on their behalf
- 14.2.4.4.5. The Speaker shall issue a malfeasance or misfeasance of duty in the case of abuse or misuse of the temporary proxy voting rules.

14.2.4.5. Quorum and Attendance:

- 14.2.4.5.1. Senators with a proxy are counted as a part of determining quorum as long as active communication is maintained.
- 14.2.4.5.2. Should the proxying Senator lose communication with the isolated/quarantined Senator, the proxy may not vote, and the isolated/quarantined Senator will be automatically struck from the rolls.
- 14.2.4.5.3. Once communication is regained, the proxy must move to add the isolated/quarantined Senator back to the rolls.

14.3. Rules for The Executive Branch:

14.3.1. Executive Committees:

14.3.1.1. All committees established by Chapter 7 of the Student Government Bylaws or by an executive order from the President shall be considered Executive Committees

14.3.1.2. All Executive Committees shall meet either virtually or in a socially distant and safe manner outlined by the President.

14.3.1.2.1. Instances, where members of Student Government fail to comply, shall be considered a nonfeasance of duty

14.3.2. Cabinet Meetings:

14.3.2.1. Cabinet meetings shall be held in person unless otherwise directed by the President. Face coverings shall be required along with any additional measures outlined by the President at all in-person meetings

14.4. Rules for The Judicial Branch:

14.4.1. Judicial Bodies:

14.4.1.1. All committees established by Chapter 9 of the Student Government Bylaws, any special judicial committees created by the Chief Justice, and the Election Commission shall be considered Judicial Bodies

14.4.1.2. All Judicial Bodies shall meet either virtually or in a socially distant and safe manner outlined by the Chief Justice.

14.4.1.2.1. Instances, where members of Student Government fail to comply, shall be considered a nonfeasance of duty.

14.5. Rules for Chief Officers:

14.5.1. Office Hours:

14.5.1.1. All Chief Officers shall serve up to 10 in-office hours a week.

14.5.1.2. The President and Vice President shall serve their respective office hours in the executive office.

14.5.1.1.1. The Speaker and Vice Speaker shall serve their respective office hours in the Senate office.

14.6. Virtual Meetings:

14.6.1. In all instances where a committee or body of the government is required or has been directed to meet virtually, virtual attendance of the meeting shall count towards the quorum required to meet.

14.6.2. All virtual meetings must be conducted in a way that they are publicly available via livestream with proper notice of the time and URL posted on the Student Government website for any students to watch virtually in accordance with Maryland Open Meetings Open Records laws.

14.7. Acting Cabinet Officials:

- 14.7.1. All acting members of the cabinet who were appointed by the current president in the Spring of the academic year shall remain in their post until a nominee is confirmed to their post by the Senate, they resign, or they are removed by the President.

14.8. Minimum Requirements for Bodies of the Government:

- 14.8.1. All bodies of the government will seek to adhere as closely as possible to the United States Center for Disease Control guidelines and the Maryland Department of Public Health recommendations regarding the Pandemic/emergency situation (if applicable).**

- 14.8.1.1. This shall include, but is not limited to, all meetings or events where attendance of Student Government members is required.

CHAPTER 15

AMENDING THE BYLAWS

- 15.1. The Bylaws shall be amended only at a regular meeting of the Senate.
- 15.2. Amending the Bylaws shall be outlined in the SG Constitution.
- 15.3. Within ten **(10) days of an amendment** of the Constitution, Articles of Cooperation or Bylaws, the updated document(s) shall be forwarded to the Office of Student Engagement at Goucher College.

CHAPTER 16

RATIFICATION

- 16.1. These Bylaws shall go into effect with a roll call vote when **two-thirds (2/3)** of all seated Senators approve them at a regularly scheduled Senate meeting.