

# Student Government Constitution

04/10/2017

## Article I: Name and Purpose

1. Mission
  - a. We the members of The University of Toledo Student Government, dedicate ourselves to embracing and empowering our student body through the principles of independence. We actively pursue these ideals through:
    - i. Serving as the primary advocate for all students.
    - ii. Fostering a diverse student-centered university.
    - iii. Empowering students to lead their community.
    - iv. Empowering an independent student governance.
2. Name
  - a. The official name of this organization shall be known as The University of Toledo Student Government and informally known as UTSG.
3. Structure
  - a. UTSG shall consist of two parts; the Student Senate and Student Judicial Council.
4. Purpose
  - a. The purpose of UTSG shall be to uphold those values listed in our mission statement. Activities and programs sponsored by this organization shall keep with the organization's stated objectives.
5. Definitions and Standards
  - a. Quorum shall be defined as more than half of the voting members of the assembly convening.
  - b. Simple Majority shall be defined as more than half of the voting members voting on the legislation, motion, etc.
  - c. A Two-Thirds ( $\frac{2}{3}$ ) Majority shall be defined as two-thirds ( $\frac{2}{3}$ ) of the active voting members voting on the legislation, motion, etc.
  - d. UTSG reserves the right to identify as an advocating group or student organization for the purpose of legal structure and precedence in its structure and operations.
  - e. The most current Robert's Rules of Order shall be used for all UTSG operations when operations are not prescribed by the UTSG constitution, by-laws, standing rules, and procedural motions.
  - f. Rules and operations not prescribed by the Robert's Rules of Order and our standing documents shall be defined and made by the speaker of the assembly with objection reserved to Steering, Chief Justice, the Vice-President and President.
6. Discrimination

- a. UTSG does not categorically deny membership to any individual based on race, creed, ethnic identity, national origin, sex, sexual orientation, color, veterans' status, age, prior conviction, or presence of disability as defined by law.

## **Article II: Meetings**

1. Definitions and Standards
  - a. All meetings within UTSG must have a simple majority of the voting members present to constitute a quorum.
  - b. Unlimited debate, filibustering, and votes of no confidence are not permitted in UTSG meetings and can be moderated and controlled by the meeting moderator and speaker.
2. Senate General Meetings
  - a. Senate meets weekly, when applicable, during the Fall and Spring semesters, every Tuesday at 8:15 p.m.
  - b. The speaker and moderator of senate has the executive privilege to recognize and ignore motions with overruling granted to the judicial council simple majority vote of justices `present.
3. Judicial Council Meetings
  - a. Judicial Council meets weekly, when applicable, during the Fall and Spring semesters, at a time designated by the chief justice.

## **Article III: Membership**

1. UTSG shall be open to all University of Toledo full-time and part-time students who are registered at the University of Toledo through direct election of the University of Toledo student body, or appointment by the Student Body President or Steering Committee, and approval by the student senate.
2. All members of UTSG shall maintain a cumulative UT GPA of 2.5 or meet other similar academic requirements if they do not receive a traditional grade point average.
  - a. Cumulative GPA's of membership will be checked once a semester by the UTSG Advisor and once prior to elections for prospective candidates.
  - b. Members found not meeting the GPA requirement will be automatically placed on probation for one semester by the advisor in a way that doesn't conflict with FERPA. Prospective members will be barred from running in elections.
    - i. GPA probation shall last until the end of the current semester where the student was found in violation.
    - ii. GPA probation removes a member's ability to vote, make motions, make motions of privilege, and speak during senate.
  - c. Members that don't meet UT GPA requirement due to extenuating circumstances may discuss any concerns with the President, Vice President, or Chief Justice for an alternate penalty.
  - d. Both Elected and Appointed Senate members are considered Probationary Senators until they pass an assessment of their knowledge of the UTSG Constitution, The Bylaws, and Robert's Rules of Order as they pertain to UTSG. The administration of this test will not be enforced until the 53rd session.

- i. Probationary Senators will have three (3) weeks from appointment or election to pass the test. Failure to do so will result in both speaking and voting rights being stripped from them until they do so.
- 3. UTSG does not categorically deny membership to any individual based on race, creed, ethnic identity, national origin, sex, sexual orientation, color, veterans' status, age, or presence of disability as defined by law.
- 4. UTSG reserves the right to deny appointed membership to students on the basis of personal character, student conduct, or other competitive candidates without conflicting with article 1, section 6.
- 5. Types of Membership
  - a. Membership is divided into voting, non-voting members, and Judicial Council members. Voting members are defined as elected and appointed Senators. Non-voting members are defined as general members, cabinet members, website developers, chalk teams, event hosts, etc.
  - b. Senate membership is divided into elected Senators, appointed Senators, and non-voting members. Non-voting members can serve as general members, appointed specialists, or within the President's office as his cabinet.
  - c. Judicial council membership is restricted to judicial council members, the associate chief justice, and the chief justice.

#### **Article IV: The Executive Branch**

- 1. President
  - a. Elected by the students alongside the Vice-President to serve for one (1) session.
  - b. Serve as the chief spokesperson for UTSG and the student body.
  - c. Represent the student body on major university committees and city groups.
  - d. Hold the primary power of appointment within UTSG unless otherwise stated by the constitution and bylaws.
  - e. Has the responsibility to sign legislation passed by the Senate into effect barring a veto as described in the following point
  - f. Have the power to veto legislation.
    - i. Vetoes can be overridden by a two-thirds ( $\frac{2}{3}$ ) majority vote the next meeting following the Presidential veto.
    - ii. Vetoes cannot be overridden or avoided pre-emptively with a unanimous or two-thirds ( $\frac{2}{3}$ ) majority vote.
  - g. Meeting Responsibilities
    - i. Attend all senate general meetings.
    - ii. Attend weekly meetings with the UTSG advisor.
    - iii. Attend weekly meetings with the Executive Cabinet.
    - iv. Reserves the right to delegate duties to other members.
    - v. Reserves the right to appoint non-voting members for specific tasks.
    - vi. Reserves the right to appoint a cabinet with the advice and consent of the Senate.
- 2. Vice-President

- a. Elected by the students alongside the President to serve for one (1) session.
  - b. Attend all senate general meetings.
  - c. Attend weekly meetings with the UTSG advisor.
  - d. Attend weekly meetings with the Executive Cabinet meetings.
  - e. Votes in the event of a tie in senate.
  - f. Assist the President in carrying out the powers and duties of UTSG.
  - g. Assume the office of President in the event of their absence.
3. The Executive Cabinet
- a. Secretary of Athletic Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Preferably a student athlete.
    - iii. Responsible for providing a weekly report on the concerns and desires of the student athlete population at the University of Toledo.
  - b. Secretary of Adult, Transfer, Online, and Military (ATOM) Student Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Preferably an ATOM Student
    - iii. Responsible for providing a weekly report on the concerns and desires of the ATOM student population at the University of Toledo.
  - c. Secretary of Multicultural Student Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Preferably a student with multicultural organization experience.
    - iii. Responsible for providing a weekly report on the concerns and desires of the multicultural student population at the University of Toledo.
  - d. Secretary of Fraternal & Sororal Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Must be a member of any fraternity or sorority represented by the Interfraternity Council (IFC), the National Panhellenic Conference (Panhel), or the National Pan-Hellenic Council (NPHC). Any other Greek-letter organization not belonging to one of the aforementioned entities is excluded from representation within the Greek Life Caucus.
    - iii. Responsible for providing a weekly report on the concerns and desires of the greek life student population at the University of Toledo.
  - e. Secretary of Resident Student Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Must currently be a Residential Advisor at The University of Toledo Campus.
    - iii. Responsible for providing a weekly report on the concerns and desires of

- the residential student population and at the University of Toledo.
- f. Secretary of Commuter Student Relations
    - i. Appointed by the President to serve for the one (1) session they are appointed for with the advice and consent of Senate.
    - ii. Must currently be a commuter student at the University of Toledo
    - iii. Responsible for providing a weekly report on the concerns and desires of the commuter student population and at the University of Toledo.
  - g. General Executive Cabinet Responsibilities
    - i. Each member is responsible for meeting with and building working relationships with applicable faculty groups.
    - ii. Each member is responsible for attending a meeting twice a month with the President and the Vice President.

## **Article V: Legislative Branch**

### 1. Powers and Responsibilities

- a. Student Senate shall be vested in all legislative power in UTSG.
- b. Student Senate shall oversee all actions pertaining to the University of Toledo
- c. Student Senate shall establish all rules and procedures for UTSG
- d. Motion of Censure
  - i. A motion of censure is a statement that a person in a position of responsibility is no longer deemed fit to hold that position because: they are inadequate in some respect, are failing to carry out obligations, or are making decisions that other members feel are detrimental to the goals UT Student Government, and is then therefore removed from their position. Then they will return to either being only a Senator or only a justice.
    1. The goal of a motion of censure is to make it possible for the UT Student Government to remove its members from internally appointed positions while still permitting its members to retain their membership.
    2. Position eligible for removal under a motion of Censure include but are not limited to: Committee Chairs, secretaries, social chair, Chief Justice, Associate Chief Justice, any appointment to ad-hoc committees, and UTSG appointments to intra-campus committees.
    3. Ineligible positions include President, Vice-President, Elected Senators, Appointed Senators, and Justices or any position that requires an impeachment hearing.
  - ii. The claim must be presented in the form of a motion and will be called a “motion of censure” and requires a  $\frac{2}{3}$  votes to pass.
  - iii. The passage of a motion of censure will follow the standard legislative procedures required of motions.

- iv. Following the passage of the motion of censure, the appointed position specified in the motion will be immediately be vacated.
- 2. Student Senate Meetings
  - a. Senate general meetings shall occur weekly, when applicable, every Tuesday.
  - b. Senate general meetings must be advertised to the public at least 24hrs prior.
  - c. General meetings can be moved when necessary, notice must be made publicly available to the university community.
- 3. Student Senate Membership
  - a. UTSG shall be open to all University of Toledo students through direct election of the University of Toledo student body, or appointment by the Student Body President or senate Chairs and approval by the student senate.
  - b. Student senate shall consist of forty (40) voting seats.
  - c. Ten (10) voting seats will be reserved for voting member appointments at the start of each Fall semester, thereby leaving only thirty (30) elected member seats available for elections.
  - d. Student senate voting seats left vacant may be filled by Appointed Senators.
  - e. Elected Senators
    - i. Elected by the students to serve for two (2) sessions.
    - ii. Elected Senators shall:
      - 1. Attend and serve on all student senate general meetings.
      - 2. Attend and serve on one (1) senate committee.
      - 3. Satisfy any and all requirements set forth by the bylaws, standing rules, resolutions, and procedural motions approved by the senate.
      - 4. Uphold the ideals and duties of UTSG.
  - f. Appointed Senators
    - i. Appointed by the President, Vice-President, or senate chairs to serve for the session they are appointed and shall be approved BY A MAJORITY VOTE OF SENATE.
    - ii. Appointed Senators shall:
      - 1. Attend and serve on all student senate general meetings.
      - 2. Attend and serve on one (1) senate committee.
      - 3. Satisfy any and all requirements set forth by the bylaws, standing rules, resolutions, and procedural motions approved by the senate.
      - 4. Uphold the ideals and duties of UTSG.
  - g. Speaker of The Senate
    - i. Elected by the Senators to serve for the session they are appointed
    - ii. Must be a Senator that has been in Student Government for a full session as either an Appointed or Elected Senator.
      - 1. Must be elected by 2/3rds of senate.
    - iii. The Speaker is not a voting member of the UTSG Senate.

- iv. The Speaker may initiate and preside an executive session as needed.
  - 1. An executive session shall consist of a meeting of the general assembly without the presence of any executive board member.
- v. The Speaker of The Senate shall:
  - 1. Serve as the chair of the Steering Committee.
  - 2. Oversee UTSG Senate meetings and moderate debate in an unbiased fashion in accordance to Robert's Rules of Order. The Speaker shall serve as the de facto parliamentarian.
  - 3. Attend the Executive Cabinet meeting once a month to update them on the situation of the Steering Committee and the UTSG Senate as a whole.
  - 4. Fulfill any other requirements that the Steering Committee feels appropriate through either an amendment for permanent additions, or a 2/3rds majority vote of the Steering for temporary roles.
- h. Senate Chairs
  - i. Nominated by senate and approved by majority vote should there be any contention, whereas otherwise, they shall be approved by a 2/3 voting majority to serve during the session in which they are appointed.
  - ii. Senate chairs must be voting members of senate to be elected.
  - iii. Serve as the speaker and coordinator of their respective committee.
  - iv. The senate chairs shall:
    - 1. Attend and serve on all student senate general meetings.
    - 2. Oversee their committee and any of its sub-committees.
    - 3. Conduct regular committee meetings.
- i. Legislative Secretary
  - i. Elected by the Senators to serve for the session they are appointed for.
  - ii. Secretaries must be members of senate to be elected.
  - iii. The legislative secretary shall:
    - 1. Receive, prepare, and finalize legislation for the steering committee, senate general meetings, and President.
    - 2. Distribute legislation to the senate and judicial council.
    - 3. Update the constitution, bylaws, and governing documents.
    - 4. Present legislation during senate general meetings.
- j. Recording Secretary
  - i. Elected by the Senators to serve for the session they are appointed for.
  - ii. Secretaries must be members of senate to be elected.
  - iii. The Recording Secretary shall:
    - 1. Keep detailed minutes of the senate general meetings.
    - 2. Keep detailed minutes of the senate steering committee.
    - 3. Call roll when necessary.
    - 4. Record the results of votes.

5. Compile records of attendance at meetings.
- k. Website Secretary
  - i. Elected by the Senators to serve for the session they are appointed
  - ii. Secretaries must be members of senate to be elected
  - iii. The Website Secretary shall:
    1. Maintain and update the website
    2. Serve as Legislative or Recording Secretary when either is absent
4. Senate Committees
  - a. The following committees will serve as the permanent committees of senate.
  - b. The following committees will be ranked in precedence by the order they are presented in this constitution. In the event the speaker of senate is left vacant it shall be filled by the chair of the next highest ranking committee.
  - c. Committee Structure
    - i. Committees can be structured internally by the chair who leads it.
      1. Committees can be broken into subcommittees.
      2. Individuals within a committee can be given specific duties.
    - ii. Non-voting members can serve and work within committees.
    - iii. Overlapping duties and initiatives between committees can be settled by the chairs or left up to the decision of the steering committee.
5. Steering Committee
  - a. Steering will be the executive board of senate and preside over all things relating to senate as a whole. The steering committee holds executive authority over the other senate committees.
  - b. Steering shall:
    - i. Review and approve legislation to the senate general meeting.
    - ii. Form and approve the senate general meeting agenda.
    - iii. Review, approve, and manage senate membership requirements.
    - iv. Make executive decisions regarding senate operations.
  - c. Legislation
    - i. Receiving legislation: steering must accept all legislation that is submitted at least twenty-four (24) hours prior to convening.
    - ii. Approving legislation: steering can approve legislation to be on the senate assembly floor and agenda by a motion without objection or a simple majority vote.
    - iii. Tabling legislation: legislation can be tabled for a later meeting or tabled and referred to a senate committee or the original author for further revisions by a motion without rejection or simple majority vote.
    - iv. Rejecting legislation: legislation can be struck down and all progress by committees halted by a motion without rejection or simple majority vote.
    - v. Tabled or rejected legislation can be overridden by senate with a two-thirds ( $\frac{2}{3}$ ) majority vote of the voting members of senate.



- d. Voting membership will be limited to President, Vice-President, the Speaker of the Senate, the Treasurer and the remaining three (3) chairs of the permanent senate committees.
  - e. Non-voting membership will be limited to the Chief Justice, the Recording Secretary, the Legislative Secretary, the Website Secretary and the UTSG Faculty Advisor but they still retain speaking rights in Steering.
  - f. Guests are permitted to attend the meeting upon approval of a simple majority vote by the steering voting membership. Otherwise, all steering meetings are closed to the public.
  - g. The chair will be the Speaker of the Senate
6. Internal Affairs Committee
- a. Internal affairs will preside over all things relating to the internal operation and promotion of senate. In addition, internal affairs shall:
    - i. Manage revisions to this constitution and standing documents.
    - ii. Manage the finances and budgets of UTSG and approve expenses.
    - iii. Manage and maintain office furniture, resources, and rules.
    - iv. Manage, plan, and promote new member orientation and training.
    - v. Establish and maintain a mentorship program in order to foster a sense of community and belonging.
    - vi. Manage, plan, and promote UTSG retreats and team building events, and social events. Update and maintain the UTSG handbook sessionally.
    - vii. Establish and oversee a Treasurer, with the advice and consent of the Office who will chair SAC and manage the UTSG budget.
    - viii. Serve as the primary historians of UTSG by keeping detailed records online and in person.
  - b. Financial procedures
    - i. The President and Vice-President shall receive financial support in the form of a work stipend and book allowance.
    - ii. Level One (1) Expenditures
      - 1. Be expenditures totaling \$200.00 or less.
      - 2. Require a simple majority vote of the internal committee's voting membership to approve.
      - 3. May only be used from the Office Supplies and Photocopies budget lines.
      - 4. The President can veto level one (1) expenditures.
    - iii. Level Two (2) Expenditures
      - 1. Be expenditures totaling over \$200.00.
      - 2. Require legislation that has been approved by Senate's voting membership.
      - 3. Require a simple majority vote of the internal committee's voting membership to approve and accommodating, approved legislation.
      - 4. The President can veto level two (2) allocations.

- iv. Level Three (3) Expenditures
  - 1. Be emergency expenditures without prior approval.
  - 2. Done when senate and the internal chair cannot meet to approve the legislation through regular means due to unexpected restrictions.
  - 3. Require approval from the President and chair of internal affairs.
  - 4. Subject to review and punishment by the judicial council.
- v. Budget Line Reallocations
  - 1. Require Legislation that has been approved by Senate's voting membership.
  - 2. Any Legislation requesting a Line Reallocation (i.e. moving money from Sponsored Events to Office Supplies) must obtain a simple majority vote of the Internal Committee's voting membership prior to reaching the Steering Committee.
  - 3. Any Legislation must then be approved by a  $\frac{2}{3}$  vote of the Steering Committee and will then be moved for approval by the Senate.
  - 4. Line Reallocations that are the direct result of Level Three Expenditures do not require legislation, but do require approval from the Internal Affairs Chair.
- c. UTSG Fund
  - i. Internal affairs shall be tasked with managing and raising money for the UTSG fund designed to provide financial support to UTSG programs and operations.
  - ii. A fund manager and subcommittee can be appointed by the President.
- d. Voting membership will be limited to elected and appointed Senators.
- e. The chair will be a voting member of senate elected by the senate.
- 7. External Affairs Committee
  - a. External affairs shall preside over all things relating to the external operation and promotion of senate. In addition, external affairs shall:
    - i. Work with the Office of Government Relations to manage and promote relations with the Toledo community, meeting with city councilmen, attending city meetings and events, and forming partnerships with city companies and organizations.
    - ii. Manage and maintain external communication and releases of UTSG.
    - iii. Manage, plan, and promote the advertising and relations of UTSG.
    - iv. Manage, plan, and promote the community events of UTSG.
  - b. Voting membership will be limited to elected and appointed Senators.
  - c. The chair will be a voting member of senate elected by senate.
- 8. Campus Culture Committee
  - a. Campus affairs shall preside over all things relating to campus life, its facilities, and accommodations for students. In addition, campus affairs shall:
    - i. Manage, plan, and promote changes to academic programs and services.

- ii. Manage, plan, and promote changes to the office of student involvement, student life, and resources provided to student organizations.
  - iii. A member of this committee shall be appointed to become a representative on faculty senate.
  - iv. Manage, plan and organize an annual Administrative Dinner designed to connect UTSG members with the faculty.
  - v. Manage, plan, and promote changes to parking services.
  - vi. Manage, plan, and promote changes and events for campus dining and food services.
  - vii. Manage, plan, and promote campus beautification and facility renovations.
- b. Voting membership will be limited to elected and appointed Senators.
  - c. The chair will be a voting member of senate elected by senate.
9. Ad-Hoc Committees
- a. Ad-hoc committees are formed through legislation and can absorb the duties of other committees in special circumstances where it is warranted. Examples include constitutional revision committees, bike share committees, or committees on specific initiatives.
  - b. Ad-hoc committees can be chaired by non-voting members but do not supercede the permanent committees and cannot supercede regular voting procedure as determined by the judicial council.
  - c. Ad-hoc committees last until disbandment or at the conclusion of the session they were formed.

## **Article VI: Judicial Branch**

1. Powers and Responsibilities
- a. Student Judicial Council shall be vested in all judicial power in UTSG.
  - b. Judicial Council shall motion and vote on all controversies and interpretations arising under the UTSG constitution, bylaws, and governing documents. Questions on constitutionality of member actions or decisions will be the decision of the judicial council.
    - i. Judicial review can be exercised when there are conflicts, interpretations, and controversial decisions on the UTSG constitution, bylaws, and governing documents and shall be voted on and decided by a simple majority of the Judicial Council.
  - c. Judicial Council review, conduct, and moderate UTSG impeachments.
  - d. Judicial Council shall review, conduct, and moderate UTSG elections.
  - e. Judicial Council shall craft and administer an assessment over the Student Government Constitution, Bylaws, and Robert's Rules of Order as they pertain to UTSG. SJC is also responsible for crafting a study guide to

assist senators

- i. SJC must review and refresh the assessment each time the UTSG Constitution is amended.
- ii. SJC must keep a record of the senators that have and have not passed the assessment.
- iii. The test should be of a reasonable length and of reasonable difficulty.
- iv. The test must be approved two thirds ( $\frac{2}{3}$ ) majority by Steering.

## 2. Judicial Council Membership

- a. Judicial Council shall consist of seven (7) judicial council members, one (1) associate chief justice, and one (1) chief justice.
- b. Chief Justice
  - i. Appointed by the President to serve for the session they are appointed for.
  - ii. Serve as the speaker and coordinator of the Judicial Council.
  - iii. Charged with swearing in every elected and appointed member of UTSG.
  - iv. Must have served as a Judicial Council member prior to appointment
- c. Associate Chief Justice
  - i. Appointed by the President to serve for the session they are appointed for.
  - ii. Assist the Chief Justice in carrying out the powers and duties of the judiciary.
  - iii. Assume the office of Chief Justice in the event of their absence.
  - iv. Must have served as a Judicial Council member prior to appointment.
- d. Judicial Council Members
  - i. Appointed by the Chief Justice to serve for two (2) sessions.
  - ii. Judicial council members shall:
    1. Attend and serve on Judicial Council meetings and hearings.
    2. Attend and serve on student conduct hearings when called.
    3. Satisfy any and all requirements set forth by the constitution, bylaws, and governing documents.
  - iii. Maintain neutrality in all legislative proceedings.
  - iv. Public statements cannot be made on legislation or debates brought before UTSG except on constitutionality.

- v. Breaching neutrality is grounds for removal by a motion and simple majority vote of the remaining justices
  - vi. Justices cannot be granted speaking rights in senate general meetings except for points of clarification.
  - vii. Review the University of Toledo Student Code of Conduct sessionally with the advice and consent of the Dean of Students.
  - viii. Uphold the ideals and duties of UTSG
3. Emergency Meetings
- a. Judicial Council and the steering committee can call for an emergency meeting of senate for unsettled business in regards to governing documents of UTSG, the election manual, elections, or impeachments.
    - i. Emergency meetings initiated by the steering committee must be approved by the judicial council prior to being finalized to the public.
  - b. A minimum of three (3) days must be given before the emergency meeting can convene.
  - c. Failing to attend the meeting will be an impeachable offense for the members of senate.
  - d. Emergency meeting dates must be approved by a simple majority vote of the judicial council and senate steering committee or a two-thirds (2/3) vote of the judicial council.

## **VII: Impeachment and Removal**

- 1. Impeachment
  - a. Elected UTSG members may only be impeached through an impeachment hearing. Non-elected UTSG members can be removed without an impeachment hearing depending on their classification as listed below.
  - b. In the event that UTSG officers or members are not fulfilling the specific duties listed above, general members have the right to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member. A University of Toledo faculty advisor must be present in all removal/impeachment proceedings.
- 2. Impeachment Process
  - a. Members of UTSG must file articles of impeachment to the judicial council.
    - i. Articles of impeachment must:
      - 1. Have the name of the member being impeached.
      - 2. Have the name of the member presenting the impeachment.
      - 3. Have (3) fellow UTSG appointed or elected members who are not justices sponsoring the impeachment.

4. Have a cause for impeachment that coincides with the requirements and clauses of this constitution, bylaws, and governing documents.
  - b. Judicial council must approve the articles of impeachment with a simple majority vote. The vote must be conducted at the following judicial council meeting.
  - c. The defendant must be notified and given at least seven (7) days prior to the hearing to prepare a defense.
  - d. The impeachment hearing and coinciding emergency meeting must be conducted within fourteen (14) days of when the articles of impeachment were approved.
3. Impeachment Hearing
    - a. The impeachment hearing format will be decided by the judicial council and broadcast at least seven (7) days prior to the meeting for all UTSG members.
    - b. The defendant and accuser must be given the floor to speak.
    - c. Impeachment hearings can be closed to the general public, non-UTSG members are not permitted to speak on behalf of any members, the defendant, or the accuser. Guests can be given prior approval by the judicial council.
    - d. The chief justice or associate chief justice shall serve as the speaker and moderator of the hearing depending on the decided format.
    - e. An impeachment must obtain a two-thirds ( $\frac{2}{3}$ ) majority vote of the senate.
  4. Removal
    - a. Appointed UTSG members in senate can be removed by a two-thirds vote of the steering committee for failure to meet requirements or for creating conflict within the organization.
      - i. Removal from senate can be appealed to the judicial council who can overrule the removal and immediately begin the impeachment process for the planned to be removed member.
      - ii. Overturning a removal can only be done if the judicial council judges there to be grounds for corruption or unfair treatment of the member.
    - b. All other appointed members not within senate must be impeached.
  5. Membership Ban
    - a. Upon a successful impeachment or removal vote, the judicial council and the steering committee can enact a membership ban on the former member during that same session.
    - b. A membership ban must be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the steering committee and the judicial council.
    - c. A membership ban can last between one (1) term and a lifetime ban.
    - d. Members in the organization who are found to be under a ban must be automatically removed by the UTSG advisor.

## **VIII. Legislation**

1. Legislation Process
  - a. Prospective legislation must be submitted to the senate steering committee.
  - b. Legislation must have one (1) sponsorship from a committee.

- c. Senate Steering:
    - i. Receiving legislation: steering must accept all legislation that is submitted no later than at least twenty-four (24) prior to convening.
    - ii. Approving legislation: steering can approve legislation to be on the senate assembly floor and agenda by a motion without objection or a simple majority vote.
    - iii. Tabling legislation: legislation can be tabled for a later meeting or tabled and referred to a senate committee or the original author for further revisions by a motion without rejection or simple majority vote.
    - iv. Rejecting legislation: legislation can be struck down and all progress by committees halted by a motion without rejection or simple majority vote.
    - v. Tabled or rejected legislation can be overridden by senate with a two-thirds ( $\frac{2}{3}$ ) majority vote.
  - d. Prospective legislation is voted on by the voting membership of senate.
  - e. Prospective legislation must be signed or vetoed within twenty-four (24) hours of it passing in the senate by the President. Presidents who do not veto or sign legislation within the time frame are "pocket-passed." Legislation is not voided from a failure to sign.
  - f. Legislation can be found in violation of the constitution, bylaws, or governing documents by a simple majority vote of the judicial council within twenty-four (24) hours of it passing in the senate. Unconstitutional legislation is automatically voided and cannot be overridden.
  - g. All legislation whether passed, failed, tabled, or otherwise brought before the public must be made publicly available.
2. Resolutions
    - a. Resolutions dictate the opinion, direction, or operation of UTSG.
    - b. Can allocate funds to programs, organizations, and expenditures.
    - c. Cannot create ad-hoc committees and session-long programs.
    - d. Can be voted on during the first appearance at senate.
    - e. Require a simple majority vote to pass.
  3. Bills
    - a. Bills dictate the structure, direction, and operation of UTSG programs.
    - b. Can allocate funds to programs, organizations, and expenditures.
    - c. Can create ad-hoc committees and session-long programs.
    - d. Can be voted on during the second appearance at senate.
    - e. Require a simple majority vote to pass.
  4. Amendments
    - a. Amendments make permanent changes to the UTSG constitution.
    - b. Can be voted on during the third appearance at senate.
    - c. Require a two-thirds ( $\frac{2}{3}$ ) majority vote.
  5. Appointments
    - a. Appointments outline the requirements, timeline, duties, and responsibilities of prospective members of UTSG.

- b. Appointments shall:
    - i. Appoint members to a designated body or committee within UTSG.
    - ii. Outline the duties and responsibilities of the prospective appointment.
    - iii. Outline the timeframe for the prospective appointment up to the session they were appointed in unless specified by the constitution, bylaws, and governing documents.
  - c. Can be voted on during the first appearance at senate.
  - d. Require a simple majority vote to pass.
6. Referendum
- a. Referendums create legislation referred to the student body for a vote that dictate the opinion, direction, structure, or operation of the University of Toledo.
  - b. Can be voted on in the second appearance at senate.
  - c. Require a simple majority vote to pass.
    - i. Upon passage, the referendum must be put up for a vote by students.
    - ii. Require a two-thirds ( $\frac{2}{3}$ ) majority vote of the students who vote to pass.
  - d. Referendums can be vetoed when voted on in the senate assembly.
  - e. Referendums cannot be vetoed once up for a vote by the student body.
7. Governing Documents
- a. Governing documents further outline the operations, duties, and responsibilities of UTSG.
  - b. Bylaws shall:
    - i. Set the procedure and operations of UTSG.
    - ii. Expand and interpret the framework of the constitution.
    - iii. Must be voted on no later than the second senate meeting of the Fall semester.
  - c. Standing rules shall:
    - i. Set additional rules for senate and its membership.
    - ii. Outline additional requirements, responsibilities, and duties of UTSG.
    - iii. Must be voted on within the first month of the Fall semester.
  - d. Annual documents require a simple majority vote to pass.
  - e. Annual documents can be voted on in the first appearance at senate.

## **IX: Elections**

- 1. Election Timeline
  - a. Conducted each spring semester by the election board.
  - b. Newly elected members take office on the fifteenth week.
  - c. The outgoing senate shall hold their final meeting on the fifteenth week of the spring semester. Immediately following the adjournment of the outgoing senate, the newly elected senate will convene and elect their committee chairs and secretaries.
- 2. Senate Elections
  - a. Student Senate shall consist of forty (40) voting seats. (As defined in article II)



- b. Ten (10) voting seats will be reserved for voting member appointments at the start of each Fall semester, thereby leaving only thirty (30) elected member seats available for elections.
- c. The Senate shall be composed of six constituent caucuses, each representing a key aspect of University life. The number of seats available to each caucus for elected senators shall be proportionately allocated based on data provided by the Dean of Students annually. A candidate may only run for a seat on one caucus. Appointed Senators shall be placed into a caucus by the President. The President reserves the authority to place Appointed Senators to a different caucus mid-year as long as the Appointed Senator belongs to the intended population of said caucus. The President reserves the authority to place Elected Senators into a caucus if they were not elected by a caucus. The caucuses serve to augment the purposes of the standing committees of the Senate (Internal, External, and Campus) and shall meet a minimum of twice monthly. The names of the caucuses and their constituencies are as follows:
  - i. **Residence Life Caucus** - The Residence Life Caucus shall be composed of student representatives who live in any of the residence halls operated by the University of Toledo Office of Residence Life with the exception of McComas Village or any other Greek-designated housing. Residents of the Honors Academic Village may also run for a Residence Life Caucus seat.
  - ii. **Adult, Transfer, Online, and Military (ATOM) Caucus** - The ATOM caucus shall be composed of student representatives who meet any one of the below criteria
    - 1. Adult- The University of Toledo defines an “adult” student as any student who matriculates to the University of Toledo in a period of time longer than one semester after graduation from High School; the Senate shall subscribe to the University definition and no other definition
    - 2. Transfer- Any student who transferred to the University of Toledo from any four-year, two-year, or for-profit institution
    - 3. Online- Any student enrolled in all-online classes, including post-secondary enrollment students
    - 4. Military- Any student who currently or has previously served in the United States Armed Services. Students enrolled in the Reserve Officer Training Corps. (ROTC) may be represented in the ATOM Caucus
      - a. A seat for one **Veteran Student Senator** shall be reserved for appointment by the President upon nomination by the University of Toledo Director of Military Student Services
  - iii. **Greek Life Caucus** - The Greek Life Caucus shall be composed of student representatives who belong to any fraternity or sorority represented by the Interfraternity Council (IFC), the National Panhellenic

Conference (Panhel), the National Panhellenic Council (NPHC), and the Multicultural Greek Council (MGC). Any other Greek-letter organization not belonging to one of the aforementioned Greek Life entities is excluded from representation within the Greek Life Caucus.

- iv. **Off-Campus Caucus** - The Off-Campus Student Caucus shall be composed of student representatives who do not live on campus, including residents of any privately-owned apartment complex in the immediate proximity of the UT campus with the exception of the Honors Academic Village.
  - v. **Student Organizations Caucus** - The Student Organizations Caucus shall be composed of student representatives who belong to any official on-campus organization that is registered with the UT Office of Student Involvement with the exception of any Greek organizations as defined in subsection 3. Any professional, service, or academic Greek-letter organization may be represented in the Student Organizations Caucus.
  - vi. **Student Multicultural Caucus** – The Student Multicultural Caucus shall be composed of individuals who are keen on furthering the interests of their respective multicultural groups. The caucus is open to any enrolled university student regardless of race, gender, sexual orientation, creed, or political views.
- d. The six standing caucuses may create commissions to research and discuss specific issues or concerns of its parent caucus.
    - i. Each commission must be approved by a simple majority vote of the active membership in the parent caucus.
    - ii. Legislation from these commissions must be approved by a simple majority vote of the active membership in the parent caucus to be considered for sponsorship by a committee
    - iii. A commission may be short-term or permanent depending on the needs of the parent caucus that creates the commission. A commission may be dissolved by a simple majority vote of the parent caucus.
  - e. Seats filled by Senators still serving the second half of their two (2) session terms will not be up for election during the election season.
3. Election Board
- a. Powers and Responsibilities
    - i. Formulate the rules and stipulations of the election season by drafting and publishing the election manual.
    - ii. Enforce the election manual.
    - iii. Conduct election hearings and meetings.
  - b. Election Board Membership
    - i. The election board shall consist of seven (7) members, not including the election board chair. Two of those members shall be appointed from the Student Judicial Council and will abstain from an SJC ruling.

- ii. The election board members shall be appointed by the President and be approved by the senate with a simple majority vote.
  - 1. Election board members shall not run for office in the same session that they serve on the election board.
- iii. The election board chair shall be appointed by the election board members and be approved by the senate with a simple majority vote.
  - 1. The election board chair shall not have been part of a contested election the previous session.
  - 2. The election board chair shall vote in the event of a tie.
- iv. The election board shall be approved no later than the 7th or 8th senate meeting of the Fall semester.
- v. No Presidential or senate candidates may campaign before the passage of the election manual.

### **X: Amendments**

- 1. Amendments
  - a. Any UTSG member, or student may propose amendments to this constitution under the procedures outlined in this constitution.
  - b. It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Student Activities Committee and the Office of Student Involvement every detail of the desired changes to be made.
  - c. All approved constitutional amendments, which shall meet the requirements of Article VIII: Section 4, shall be immediately added to the current version of this constitution and submitted to The Office of Student Involvement (OSI).
    - 1. The approved amendment shall immediately take effect once OSI has confirmed that the latest edition of this constitution is on file.
    - 2. The Internal Affairs Chair, President, and Vice-President shall all be responsible for submitting the most currently updated edition of this constitution to OSI and shall also receive confirmation from OSI that the most current edition of this constitution is on file.

### **XI: Advisor**

- 1. The UT advisor shall be the Dean of Students and any additional co-advisors for this organization shall be decided upon by President and the steering committee of senate.

### **XII: Ratification**

- 1. Grandfather clause
  - a. Any and all elected members of UTSG prior to the ratification of this constitution shall fulfill the remaining portion of their term until completion.
  - b. All requirements, procedures, and systems of this constitution must be followed by members of UTSG regardless of election and appointment prior to this constitution's ratification.

### **XIII: Amendments**

1. Any amendments to this governing document shall be listed below.

Tabled 4/14/15

Approved 1hr and 47 mins 32-1 10:02 pm 40-0 4/21/15

October 20, 2015

Amendment 1002-A-092715

V.6.b

- Changed "allocations" to "expenditures"
- Limited Internal Affairs' Level One Expenditures
- Layed out reallocation procedure

February 21, 2017

Amendment 2017-A-02.07.06

III.5.d

VI.1.e

- Added a SG knowledge test written by SJC and approved by Steering

March 15, 2017

Amendment 2017-A-02.14.02

X.1.b

- Removes "Amendments shall go into effect the following session or year of UTSG."

March 21, 2017

Amendment 2017-A-02.21.01

IV

- Added the Executive Cabinet

March 21, 2017

Amendment 2017-A-02.21.02

V

- Reorganized legislative branch and added Speaker of the Senate

March 28, 2017

Amendment 2017-A-02.21.03

VI

- Reorganized Judicial branch

April 4, 2017

Amendment 2017-A-03.21.02

IX, Section 2, Clause C

-Introduced caucus system