

The Associated Students of Loyola Marymount

Organizational Bylaws

2017-2018

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Article 1: Name

The name of the organization shall be the Associated Students of Loyola Marymount University (ASLMU).

Article 2: Mission

ASLMU, in keeping with the Jesuit and Marymount tradition, empowers the voice of the students and actively promotes a vibrant campus life. Driven by integrity, we devote ourselves to being men and women for and with others.

Article 3: Membership

Section 1: General Membership

A. ASLMU membership shall consist of all full-time and part-time students pursuing undergraduate studies.

B. During the recess period between semesters or the summer period, membership includes individuals who have completed the immediately preceding term and are eligible for either enrollment or graduation.

Section 2: Member Organization

A. The Executive Branch shall consist of the Management Team and three Cabinet Departments which include the Programming, University Affairs, and Communications Departments.

B. The Legislative Branch shall consist of the Senate.

C. The Judicial Branch shall consist of the Judicial Committee.

Section 3: Voting Membership

A. The voting membership of the organization shall consist of the Senate members of the Legislative Branch.

Article 4: Eligibility of Office

Section 1: Academic Eligibility

A. All Officers must have a cumulative GPA of 2.5 at the time of their election or appointment.

B. Any Officer who achieves either a term GPA of below 2.5 or a cumulative GPA of below 2.5 during their term will be considered to have automatically resigned

C. All Officers must be enrolled in at least 12 credit hours as a degree-seeking student at Loyola Marymount University.

Section 2: Judicial Eligibility

A. Officers may not have any open judicial cases or sanctions at the time of their election or appointment.

B. Any judicial cases or sanctions that develop during the Officer's term will be handled in a manner at the discretion of the ASLMU Advisor(s).

Article 5: The Executive Branch

Section 1: Purpose

To serve the undergraduate students by creating a vibrant campus life and effectively managing the rules, policies, and financial aspects of this Association. The management and programmatic authority of the Association is vested in the Executive Branch.

Section 2: Structure

A. Membership

1. There shall be a Management Team and three (3) Cabinet Departments which shall include the Programming, University Affairs, and Communications Departments.
2. The Executive Branch shall collectively be referred to as “The Cabinet” or “Cabinet.”

B. Positions

1. The Management Team shall be comprised of the following positions:
 - a. President
 - b. Vice President
 - c. Attorney General
 - d. Treasurer
 - e. Speaker of the Senate
2. The Programming Department shall consist of the following positions:
 - a. Chair of Programming
 - b. Director of Performance Events
 - c. Director of Special Events
 - d. Director of Athletic Events
3. The University Affairs Department shall consist of the following positions:
 - a. Chair of University Affairs
 - b. Director of Social Justice

- c. Director of Intercultural Affairs
- d. Director of Environmental Responsibility

4. The Communications Department shall consist of the following positions:

- a. Chair of Communications
- b. Director of Social Media
- c. Director of Media
- d. Director of Marketing
- e. Two (2) Directors of Graphic Design

C. Selection

1. The President and Vice President positions shall be filled during the General Elections, following the procedures outlined by the Elections Code.
2. All other members of the Executive Branch shall be appointed in accordance with the Presidential Appointment procedures as outlined by these bylaws.

Section 3: Meetings

A. Cabinet Meetings

1. The Cabinet shall meet weekly during the academic year. The Cabinet shall not meet on holidays or school breaks.
 - a. The President may invite any member of the LMU Community to observe or participate in Cabinet Meetings.
2. The Cabinet meeting time for the following academic year shall be decided on by members of the Cabinet at the beginning the year and altered as needed.

a. The President may, but is not required to, set a meeting time for the following academic year prior to submission of his/her nominations to the Senate for appointment of the Spring Presidential Appointments.

B. Management Team Meetings

1. The Management Team shall meet at least once per month during the academic year. This excludes holidays and school breaks.

C. Department Meetings

1. Each Cabinet Department shall meet as needed at the discretion of the Department's respective Chair.

Section 4: Compensation

A. Stipends

1. Stipends shall be paid according to the Student Employment Services Schedule, based on a set number of office hours per week.

2. The ASLMU President shall be provided a yearly stipend of \$8,000, in addition to a \$2,000 stipend for summer obligations.

3. The Vice President shall be provided a yearly stipend of \$6,000.

4. The Attorney General, Treasurer, Speaker of the Senate, Chair of Programming, Chair of University Affairs, and Chair of Communications shall each be provided a yearly stipend of \$5,000.

5. The Directors shall each be provided a yearly stipend of \$2,000.

6. The ASLMU President, in consultation with the ASLMU Advisor(s) and Attorney General, may suspend or reduce compensation of a Cabinet member for improper conduct. Such acts include but are not limited to violating punctuality rules, attendance expectations, office hour requirements, failure to fully execute assigned duties, or any other actions deemed not worthy of an ASLMU Cabinet member.

7. The amount of these stipends may be altered through the standard legislative process.

a. The coordinating Student Affairs authority, and ASLMU Advisor(s), must approve of these alterations.

8. No single individual may hold more than one stipend position in ASLMU.

Section 5: Management Team Responsibilities

A. President

1. General Responsibilities

a. Serve as the Chief Executive Officer of ASLMU

b. Administer ASLMU in a manner consistent with the best interests of the undergraduate student body, the University, and the Association, as well as being held accountable to the students for proper conduct and efficient administration of all ASLMU affairs.

c. Serve as the primary student representative to the University administration, University committees, and the Board of Trustees.

d. Chair all Cabinet and Management Team meetings.

2. Executive Responsibilities

a. Execute all student government affairs and/or delegate responsibility for such affairs to his/her subordinate officers.

b. Develop the provisional summer budget in consultation with the ASLMU Advisor(s).

c. Develop the budget in consultation with the Treasurer and ASLMU Advisor(s).

d. Establish the annual goals and objectives for ASLMU for publication on the ASLMU website, in conjunction with the Cabinet, before the start of the academic year.

e. Coordinate and oversee all ASLMU relations with other student organizations and the University Administration.

f. Serve as the primary representative and chief spokesperson of ASLMU to all constituencies on campus and to all off-campus entities

g. Facilitate communication, cooperation, and collaboration among student clubs, organizations, programs and different departments on campus.

i. Hold meetings with the student leadership responsible for the Greek Council, the Service Organization Council, Residence Hall Association, the Loyolan, and other on-campus group leadership councils at least once per semester

h. Recommend resolutions and legislation to the Senate in person or by proxy.

i. Sign or veto all measures adopted by the Senate within seven (7) school days after passage.

i. If the President chooses to veto a measure, he/she must veto it in its entirety and provide written notice to the Speaker of the Senate.

ii. Failure to act within fourteen (14) school days of receiving the measure results in its passage.

j. Execute all measures adopted by the Senate, which have been signed by the President or vetoed by the President and subsequently overridden by the Senate, to the fullest extent of the President's abilities.

k. Execute all rulings of the Judicial Committee to the fullest extent of the President's abilities.

l. Call for a Special Meeting of the Senate, as prescribed by these Bylaws.

m. Hold ten (10) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

n. Commit to ten (10) hours of work per week throughout the summer academic calendar months.

3. Appointment Responsibilities

a. Nominate for Senate appointment the individuals to fill the offices indicated in the Presidential Appointments section of these bylaws.

b. Nominate an Elections Chair in a manner pursuant to the Presidential Appointments section of these bylaws.

c. Appoint any two undergraduate students in either their third or fourth year to serve on the Student Reserve Board.

d. Appoint student representatives to University committees without the approval of the Senate.

e. Have the authority to remove any officer whom he/she has previously appointed.

i. The first exception to this provision is the removal of Justices and the Elections Chair, whose removal requires a two-thirds (2/3) affirmative vote of the entire membership of the Senate.

ii. The second exemption to this provision is the removal of the Attorney General who may be removed by the president only after, in addition to the president's official written proposal of termination, the ASLMU Senate also votes to remove the attorney general with a 2/3 affirmative vote of the entire membership of the Senat

B. Vice President

1. General Responsibilities

- a. Serve as the second highest-ranking executive officer of ASLMU.
- b. Act as an official representative of the ASLMU President in the event of the President's absence.
- c. Assist the President in the administration of ASLMU in a manner consistent with the best interests of the undergraduate student body and the University.

2. Executive Responsibilities

- a. Assume such executive functions as may be delegated by the ASLMU President.
- b. Assist the ASLMU President in establishing the annual goals and objectives.
- c. Initiate and coordinate recruiting efforts for ASLMU.
- d. Provide consultation on all Presidential nominations and appointments.
- e. Serve as the non-voting Chair of Senate meetings.
- f. Present student concerns to Senate.
- g. Reserve the locations for Senate and Cabinet meetings.
- h. Assist the ASLMU President in coordinating the activities of the Cabinet.
- i. Serve as a member of the Student Reserve Board, chair the meetings if the Treasurer is unable to do so.
- j. Assist the President and ASLMU Advisor(s) in the planning and execution of all organizational retreats and trainings.

k. Hold seven (7) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

C. Attorney General

1. General Responsibilities

- a. Serve as the chief operating officer of ASLMU.
- b. Serve as the Parliamentarian for Senate, Cabinet, Student Reserve Board and Elections Committee meetings.
- c. Ensure that the ASLMU Officers are in compliance with the ASLMU Constitution, Bylaws, and Codes.
- d. Ensure that ASLMU consistently complies with any and all applicable University codes and policies, state and federal laws.

2. Executive Responsibilities

- a. Inform the President of any violations of the ASLMU Constitution, Bylaws, and Codes of Procedures perpetrated by any ASLMU Officer or any action performed with the financial or in-kind support of ASLMU.
- b. Pursue action against any and all violations alongside the ASLMU President and Advisors
- c. Oversee the fulfillment of his/her subordinates' office hours.
- d. Represent the interests of ASLMU before the Judicial Committee for any violations that cannot be resolved by non-judicial means, including SRB Appeal cases.
- e. Assists with drafting and review for clarity, intent, and language all Constitution, Bylaws and Code legislation and amendments for consideration by the ASLMU Senate in accordance with the Bylaws, Article II, Section 10.

- i. All drafting activity shall take place in strict accordance with the spirit of the Letter of Intent to Amend.
- f. Recommend for Presidential Veto all ASLMU Senate legislation passed that lacks clarity of intent and language appropriate to these Bylaws.
- g. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

D. Treasurer

1. General Responsibilities

- a. Serve as the chief financial officer of ASLMU.
- b. Monitor all ASLMU budgetary matters.
- c. Monitor the dispersion of all ASLMU funds.
- d. Enforce the Student Reserve Board Code.

2. Executive Responsibilities

- a. Draft the ASLMU annual budget in consultation with the President and the ASLMU Advisor(s).
- b. Present the budget to the Senate for approval and have the authority to make recommendations to the Senate concerning the annual budget allocations.
- c. Serve as the ex-officio Chair of Student Reserve Board.
- d. Receive and process all requests for dispersion of ASLMU funds.

- e. Receive and organize all financial records detailing the use of ASLMU funds.
- f. Report to the ASLMU Senate on all SRB allocations.
- g. Plan and conduct formal SRB Mandatory Workshops for clubs and organizations at least once each semester.
- h. Present the financial status of ASLMU in person or by proxy to Senate at the second Senate meeting of each month, beginning after the approval of the ASLMU budget.
- i. Present brief financial reports to each Cabinet Department Chair.
- j. Meet with the Student Affairs Budget Manager on a monthly basis.
- k. Hold eight (8) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

E. Speaker of the Senate

1. General Responsibilities

- a. Serve as the chief legislative officer of ASLMU.
- b. Administer Senate in a manner consistent with the best interests of the members of ASLMU and the University.
- c. Speak on behalf of the Senate when working with faculty and administration
- d. Represent the Senate at University committee meetings when Senate presence is requested.
- e. Serve as the administrative manager of the Senate.
- f. Chair the Senate meetings in the Vice President's absence.

g. Serve as the President of ASLMU in the event of a dual Presidential vacancy.

2. Executive Responsibilities

a. Coordinate and manage the Senate subcommittees.

b. Ensure that the Vice President has scheduled the Senate meetings for the year and reserved appropriate locations.

c. Collect and electronically post and distribute the Senate agenda no less than twenty-four (24) hours before the meeting is to occur.

d. Maintain a record comprised of all resolutions, letters, amendments, minutes and any other official documents written in each semester.

e. Work with the Treasurer to oversee any money allocated to each Senator and the Senate as a whole in the budget.

f. Serve as a member of the Student Reserve Board.

g. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

Section 6: Programming Department Responsibilities

A. Chair of Programming

1. General Responsibilities

a. Serve as the chief of ASLMU's recreational programming.

b. Serve as the primary liaison to the other Cabinet Departments for all Programming Department needs.

i. University Affairs Department for joint events or certain pieces of events.

ii. Communications Department for all publicity needs.

c. Attend all University Event Planning meetings before large-scale events.

2. Executive Responsibilities

a. Assume responsibility for all actions of the Programming Department and be held accountable by the Cabinet and the Senate for proper conduct and efficient administration of the Programming Department.

b. Work with his/her Department in establishing annual Department goals and objectives for ASLMU within sixty (60) calendar days following appointment approval by the Senate. These goals shall be taken into consideration by the President and incorporated into the Department's annual goals to be published on the ASLMU website.

c. Coordinate and manage all activities of subordinate Directors.

d. Intercede in the activities of subordinate Directors when a Director fails to meet previously assigned expectations/duties or otherwise fails to fulfill job description.

e. Report any misconduct directed by any subordinate Director to the President.

f. Schedule and conduct Department meetings as needed.

g. Report to the President with weekly updates on the Department's activities.

h. Report the activities of the Department to the Senate upon request.

i. Complete a report each semester detailing campus programming issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

j. Hold eight (8) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

B. Director of Performance Events

1. Responsibilities

a. Coordinate performance events in association with the rest of the Programming Department.

i. These events include, but are not limited to: Fallapalooza, After Sunset, Comedy for a Cause, concerts, musical performances, comedians, spoken word, educational speakers, and entertainment speakers.

b. Coordinate any and all other performance events as requested by the Chair and/or President.

c. Manage a Performance Events committee of student volunteers to assist in execution of responsibilities. This group shall meet as needed at the discretion of the Director.

d. Complete a report each semester detailing performance event issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and/or any member of the University community upon request.

e. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

C. Director of Special Events

1. Responsibilities

a. Coordinate special events in association with the rest of the Programming Department.

i. These events include but are not limited to: Third Thursday activities, the Christmas Tree Lighting, Welcome Back activities, End of the Year activities, and other programming efforts.

b. Coordinate all other special events as requested by the Chair and/or President.

c. Manage a Special Events committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.

d. Complete a report each semester detailing special event issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and/or any member of the University community upon request.

e. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

D. Director of Athletic Events

1. Responsibilities

a. Coordinate athletic events in association with the rest of the Programming Department.

i. These events include, but are not limited to: Madness, Homecoming Week festivities, Pep Rallies, Tailgates for athletic contests, post-activities for athletic contests, halftime events for athletic

contests, and sponsorship of intercollegiate athletic contests.

- b. Serve as the liaison to the Athletics Department.
- c. Coordinate all other athletic events as requested by the Chair and/or President.
- d. Manage an Athletics committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.
- e. Complete a report each semester detailing athletic event issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.
- f. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

Section 7: University Affairs Department Responsibilities

A. Chair of University Affairs

1. General Responsibilities

- a. Serve as the chief of ASLMU's efforts concerning student and community issue advocacy.
- b. Serve as the chief of ASLMU's programmatic responses to student and community issues.
- c. Serve as the primary liaison to the other Cabinet Departments for all University Affairs Department needs.
 - i. Programming Department for joint events or certain pieces of events.
 - ii. Communications Department for all publicity needs.

2. Executive Responsibilities

- a. Assume responsibility for all actions of the University Affairs Departments and be held accountable by the Cabinet and the Senate for proper conduct and efficient administration of the University Affairs Department
- b. Work with applicable Department in establishing annual Department goals and objectives for ASLMU within sixty (60) calendar days following his/her approval by the Senate. These goals shall be taken into consideration by the President and incorporated into his/her annual goals to be published on the ASLMU website.
- c. Coordinate and manage all activities applicable subordinate Directors.
- d. Intercede in the activities of subordinate Directors when
 - a Director fails to meet previously assigned expectations/duties or otherwise fails to fulfill job description.
- e. Report any misconduct directed by any subordinate Director to the President.
- f. Schedule and conduct Department meetings as needed.
- g. Report to the President with weekly updates on the Department's activities.
- h. Report the activities of the Department to the Senate upon request.
- i. Complete a report each semester detailing campus community issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

j. Recognize registered student organizations who have promoted a more vibrant LMU community through the RSO of the Month Award.

k. Maintain contact with students appointed by the President on University Committees and ensure the monthly updates of the University Committee database on the ASLMU website with official committee reports.

l. Hold eight (8) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

C. Director of Social Justice

1. Responsibilities

a. Plan and co-sponsor philanthropic, service-oriented, and social-justice related events that promote awareness of and seek solutions to justice issues.

b. Facilitate communication, cooperation, and collaboration among the various service and justice oriented student organizations and the different entities on campus, including but not limited to the Center for Service and Action, Campus Ministry, and the Human Rights Coalition.

d. Advise the President and Cabinet on matters pertaining to justice.

e. Assist and encourage all facets of the University in its efforts to recruit and retain faculty, staff and students who support and advance the cause of justice.

f. Manage a Social Justice committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.

g. Complete a report each semester detailing University-wide justice issues and advancements to be

distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

h. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

C. Director of Intercultural Affairs

1. Responsibilities

a. Plan and co-sponsor educational events that promote intercultural dialogue about our diverse cultures, histories, ethnicities, genders, sexual orientations, and beliefs in order to alleviate cultural tensions, celebrate individual differences, and reveal the commonalities between individual heritage and global cultures.

b. Facilitate communication, cooperation, and collaboration among the various student-led cultural clubs and organizations and the different entities on campus, including but not limited to the offices of Ethnic and Intercultural Services, Ethnic Studies, and academic departments.

c. Be the principal ASLMU advocate and voice for student concerns regarding diversity, sexual orientation, gender, and issues regarding students with disabilities both within the university and in the larger community.

d. Advise the President and Cabinet on matters pertaining to diversity and intercultural advancement and coordinate diversity training within ASLMU.

e. Assist and encourage all facets of the University in its efforts to recruit and retain faculty, staff and students from historically underrepresented groups, and to provide affirmative and supportive environments for work and life at LMU.

f. Manage an Intercultural Affairs committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.

g. Complete a report each semester detailing University-wide intercultural issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

h. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

D. Director of Environmental Responsibility

1. Responsibilities

a. Plan and co-sponsor events to cultivate an ethic of environmental awareness and activism.

b. Be the principal ASLMU advocate and voice for student concerns regarding resource consumption, recycling and waste management, decisions about sustainability on-campus, and environmental justice, impact and preservation in the greater Los Angeles area.

c. Advise the President and Cabinet on matters pertaining to environmental responsibility.

d. Serve as a liaison between the University Sustainability Coordinator and any University committees regarding environmental sustainability.

e. Manage an Environmental Responsibility committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.

f. Complete a report each semester detailing University-wide environmental issues and advancements to

be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

g. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

Section 8: Communications Department Responsibilities

A. Chair of Communications

1. General Responsibilities

a. Serve as the chief of ASLMU's publicity development and distribution.

b. Serve as the primary liaison to the other Cabinet Departments for all Communications Department requests.

i. University Affairs Department for all publicity needs.

ii. Programming Department for all publicity needs.

c. Develop and nurture a healthy working relationship with the major Campus Media organizations to the fullest extent feasible.

2. Executive Responsibilities

a. Assume responsibility for all actions of the Communications Department and be held accountable by the Cabinet and the Senate for proper conduct and efficient administration of the Communications Department.

b. Work with his/her Department in establishing annual Department goals and objectives for ASLMU within sixty

(60) calendar days following his/her approval by the Senate. These goals shall be taken into consideration by the President and incorporated into his/her annual goals to be published on the ASLMU website.

c. Coordinate and manage all activities of his/her subordinate Directors.

d. Intercede in the activities of his/her Directors when a Director fails to meet previously assigned expectations/duties or otherwise fails to fulfill his/her job description.

e. Schedule and conduct Department meetings as needed.

f. Report to the President with weekly updates on the Department's activities.

g. Report the activities of the Department to the Senate upon request.

h. Complete a report each semester detailing communications issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

i. Hold eight (8) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

B. Director of Media

1. Responsibilities

a. Maintain and update any digital means of information dissemination that is regularly administered by ASLMU.

i. These platforms include but are not limited to, the ASLMU website, University-hosted webspace, the ASLMU LMU EXP Online OrgSync Portal, and Trello.

b. Work to obtain the best possible technology (hardware) to assist ASLMU to function at an optimal level.

c. Serve as the official ASLMU photographer.

i. Take photos at ASLMU events as seen fit or at the request of another member of ASLMU.

d. Serve as the official ASLMU videographer.

i. Create promotional and recap videos as seen fit or at the request of another member of ASLMU.

e. Manage a Media committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.

f. Complete a report each semester detailing technology issues, advancements, and suggestions to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

g. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

C. Director of Social Media

1. Responsibilities

a. Maintain and update any social media means of information dissemination that is regularly administered by ASLMU.

i. These platforms include but are not limited to, any ASLMU groups or accounts for Facebook, Instagram, Twitter, Snapchat, LinkedIn, YouTube, and Pinterest.

- b. Work to obtain more followers, likes, and traction on all operating platforms to assist ASLMU to function at an optimal level.
- c. Utilize new and trending social media features to keep ASLMU relevant and up to date.
- d. Manage a Social Media committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.
- e. Complete a report each semester detailing social media issues, advancements, and suggestions to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.
- f. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

D. Director of Marketing

1. Responsibilities

- a. Work in close coordination with the Chair of Communications to develop a written marketing plan, to be approved by the President, for each event, program, or issue being publicized by ASLMU.
- b. Print, distribute, and post the necessary marketing implements as outlined in the marketing plan on designated ASLMU spaces and spaces that ASLMU as a registered student organization has access to.
 - i. These spaces include but are not limited to, academic buildings, university buildings, residence halls, on-campus apartment complexes, on-campus dining services, and digital screens.

- c. Coordinate the creation of and distribution of print media, flyers, and posters to be passed/given out to individuals.
- d. Coordinate tabling efforts and ASLMU booths for event publicity and overall organizational branding awareness.
- e. Be responsible for elevating the ASLMU brand and stimulating awareness for all organizational efforts in regards to printed/posted media and on a student to student in-person basis.
- f. Assist the Senators with crafting marketing and outreach plans to better reach their constituency groups.
- g. Manage a Marketing committee of student volunteers to assist in executing responsibilities. This group shall meet as needed at the discretion of the Director.
- h. Coordinate intentional outreach to student groups advertising ASLMU sponsored events when a student group may have a heightened interest in a certain ASLMU function.
- i. Collect email addresses from students and compile an ASLMU informational listserv where recipients may receive bi-weekly ASLMU updates from the President.
- j. Complete a report each semester detailing marketing development issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.
- k. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

E. Director of Graphic Design

1. Responsibilities

a. Work in close coordination with the Chair of Communications to meet strict deadlines for all graphic design requests for all ASLMU projects, events, and initiatives from other ASLMU members.

i. Develop a system for ASLMU members to submit requests to ensure that all necessary information is received.

ii. All designs must be reviewed by the ASLMU Advisor(s) before distribution.

b. Complete a report each semester detailing graphic design issues and advancements to be distributed to the ASLMU President, Cabinet, Senate, and any member of the University community upon request.

c. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

Section 8: Presidential Appointments

A. Positions

1. The President shall nominate individuals for positions for Senate approval.

a. These positions that require Senate approval include the Attorney General, Treasurer, Chair of Communications, Chair of University Affairs, Chair of Programming, Chief Justice, four (4) Associate Justices, the Elections Chair.

i. A new Vice President requires Senate approval in the event of a Vice Presidential Vacancy as described by these bylaws.

ii. New Senators require Senate approval, in the event of a General Election or Summer Senate vacancy as described by these bylaws.

b. These nominations will first take place in the Spring semester of his/her election.

i. The only exception is the Elections Chair, which will be nominated in the Fall semester.

c. This nomination process may occur again at any point during the academic year in the event of a vacancy of one of the aforementioned positions.

2. The President shall appoint individuals to positions that do not require Senate approval.

a. The positions that do not require Senate approval include the Director positions in the Programming, University Affairs, and Communications Departments.

b. These appointments will first take place in the Spring semester of his/her election.

c. This appointment process may occur again at any point during the academic year in the event of a vacancy of one of the aforementioned positions.

B. Applications

1. Application for appointments shall include job descriptions and relevant eligibility requirements.

2. The President, Vice President, and ASLMU Advisor(s) shall ensure that applications are available electronically and/or in the ASLMU office at the start of the period for Spring appointments and at the beginning of the academic year for Fall appointments.

3. Applications for positions requiring Spring Senate approval are due electronically and/or physically to the ASLMU President within a timely manner following the certification of the General Election determined by the Elections Chair, before the end of the Spring semester or as otherwise outlined on the ASLMU website.
4. Applications for positions not requiring Spring Senate approval are due to the ASLMU President in a timely manner following the appointment of the Chair positions, before the end of the Spring semester or as otherwise outlined on the ASLMU website.
5. Applications for the Elections Chair are due by the third week of the Fall semester.
6. Applications for positions that are filling a vacancy can be on a timeline determined by the President, in consultation with the ASLMU advisor.

C. Interviews

1. Each applicant for positions requiring Senate approval, who meets the minimum qualifications outlined in the Constitution, Article I, Section 1, Item C, shall be interviewed by the President and Vice President.
2. Each applicant for positions not requiring Senate approval who meets the minimum qualifications outlined in the Constitution, Article I, Section 1, Item C, shall be interviewed by the Chair and either the President and/or the Vice President.

D. Appointment

1. In the Spring semester of his/her election, the President shall nominate and present one individual to the Senate for each position requiring Senate Approval.
 - a. This nomination process may occur again at any point during the academic year in the event of a

vacancy of one of the positions that requires Senate approval.

b. The Elections Chair shall be nominated in the Fall semester.

2. The President, the Vice President, and the respective Chair must come to a consensus concerning the appointment of the Director Positions in the Programming, Communications and University Affairs Departments.

a. This appointment process may occur again at any point during the academic year in the event of a vacancy of one of the aforementioned positions.

3. The President shall nominate and present to Senate during the fourth week of the Fall semester one individual to serve as the Elections Chair.

a. In the event that the President is unable to present an Elections Chair during the fourth week, the Senate will have the power to extend the time period the President has to select the Elections Chair.

i. The President must come before the Senate biweekly after the fourth week of the semester to request an extension until he or she is able to present a potential Elections Chair candidate to the Senate for approval.

ii. An Elections Chair must be appointed by the second to last Senate meeting of the Fall semester.

4. The original applications of the nominees must be provided to Senate seventy-two (72) hours in advance of the approval meeting.

5. The Spring Presidential Appointments must be filled before the start of the academic year following his/her General Election.

Article 6: Legislative Branch

Section 1: Purpose

Serve as a representative of and advocate for the needs and interests of all undergraduate students at LMU and provide accountability and competence through oversight. The legislative authority of the ASLMU shall be vested in the Senate.

Section 2: Structure

A. Membership

1. There shall be twenty-one (21) members of the Senate.

B. Positions

1. At-Large Positions

a. Senator-at-Large

- i. Five (5) seats

b. Diversity and Inclusion

- ii. Three (3) seats

2. Constituency-Based Positions

- a. There shall be five (5) college-based Senators. There shall be one (1) seat for each of the following colleges.

- i. Bellarmine College of Liberal Arts

- ii. College of Business Administration

- iii. College of Communication & Fine Arts

- iv. School of Film & Television

- v. Seaver College of Science & Engineering

- b. Off-Campus/Commuter Senator

- i. One (1) seat

- c. Service Community Senator
 - ii. One (1) seat
- d. Athletics Senator
 - i. One (1) seat
- e. International Senator
 - i. One (1) seat
- f. Sorority and Fraternity Life Senator
 - i. One (1) seat
- g. Transfer Senator
 - i. One (1) seat
- h. First Year Senator
 - ii. Two (2) seats

C. Selection

1. Every position shall be initially filled during the General Elections following the procedures outlined by the Elections Code.
 - a. The only exceptions to these provisions are the First Year and Transfer Senator positions, and shall be filled in the Fall using the Senator Appointment procedure as outlined by these bylaws.

Section 3: Meetings

A. Senate Meetings

1. The Senate shall meet every Wednesday between 12:40pm and 2:20pm during the academic year, excluding holidays and school breaks.
 - a. The Vice President shall chair the meeting. In his/her absence, the Speaker of the Senate shall chair the meeting.
 - b. These meetings of the Senate shall be open to the public.

c. The meetings shall be publicized to the LMU community using both electronic and physical means by the Vice President until the Speaker of the Senate is selected and assumes responsibility.

d. All persons shall be guaranteed the right to speak before the Senate, subject to its procedural rules.

e. All agendas shall be posted publicly twenty-four (24) hours in advance.

f. Quorum for Senate meetings shall be two-thirds of the current amount of Senators.

i. A quorum of Senators must be present to commence a meeting of the Senate.

ii. Loss of a quorum during a duly commenced Senate meeting shall result in the possible conclusion of the meeting if unable to regain quorum within fifteen (15) minutes of losing it.

iii. Official business of the Senate cannot be conducted unless quorum is present.

g. Any regular meeting may be cancelled by a two-thirds (2/3) vote of the Senate.

h. The proceedings of these Senate meetings shall be conducted according to the most recent edition of "Robert's Rules of Order", maintained by the Attorney General.

B. Special Meetings

1. A Special Meeting may be called at the will of the ASLMU President or by a petition of a simple majority of the seated Senators.

a. Notice of a Special Meeting must be posted and presented in writing or electronically to each Senate

member no less than twenty-four (24) hours before the meeting is to be held.

b. This meeting, once declared, shall be classified as a “regular” Senate meeting.

Section 4: Compensation

A. Senators shall not receive any financial compensation for their positional responsibilities.

B. The Speaker of the Senate shall receive financial compensation as a member of Management Team within the Executive Branch.

Section 5: Senator Responsibilities

A. General Responsibilities

1. Attend all regularly scheduled and special meetings of the Senate in their entirety.

a. A Senator may not miss more than two meetings in a single semester.

b. Senators must be punctual to Senate meetings.

2. Serve on University committees, if appointed by the President and confirmed to serve.

a. Fill out committee reports and submit to Chair of University Affairs via established process.

3. Hold two (2) regularly scheduled office hours per week during the academic year, excluding holidays and school breaks.

B. Positional Responsibilities

1. At-Large Positions

a. Senator-at-Large

- i. Represent the overall undergraduate community.

- b. Diversity and Inclusion

- ii. Represent the varying needs and issues related to identities including, but not limited to, gender, sexual orientation, culture, disabilities and special needs.

2. Constituency-Based Positions

- a. College-Based Senators

- i. Represent the needs of students within each academic college.

- b. Off-Campus/Commuter Senator

- i. Represent students who live off-campus.

- c. Service Community Senator

- i. Represent students who are members of service-based clubs and organizations.

- d. Athletics Senator

- i. Represent student athletes on NCAA teams.

- e. International Senator

- i. Represent students from the communities outside of the United States.

- f. Sorority and Fraternity Life Senator

- i. Represent students who are members of sororities and fraternities.

- g. Transfer Senator

i. Represent students who have transferred to LMU from another institution.

h. First Year Senators

ii. Represent students of the first-year class.

Section 6: Senate Duties

A. Legislative Powers

1. The Senate shall have the legislative authority to:

- a. Amend the Bylaws and Codes of ASLMU by an affirmative two-thirds (2/3) vote of the Senate.
- b. Determine general rules, regulations and policies of ASLMU.
- c. Pass non-binding resolutions for the purpose of expressing approval or disapproval on issues, events, or policies over which the Senate lacks legislative jurisdiction.
- d. Override a Presidential Veto by an affirmative three-fourths (3/4) vote.
- e. Approve the ASLMU Budget.
- f. Approve Presidential Appointments with a majority vote for each position.

B. Fiscal Review

1. Summer Spending

- a. In preparation for the Fall semester, the President may spend up to one-fifth (1/5) of the budget during the period

following his/her election and prior to the approval of the budget.

2. Budget Approval

a. The budget shall be presented to the Senate by the Treasurer no later than the fourth (4th) Senate meeting of the Fall semester.

b. Any Senator may question the Treasurer and request a verbal explanation of specific budget allocations.

c. A two-thirds (2/3) vote shall be needed to make a line-item amendment to the budget.

i. Amendments shall only be used to reduce a line item or remove a specific allocation(s) and must be remanded back for re-allocation.

d. A simple majority shall be required to approve the budget.

i. Each semester the President may reallocate up to \$3,000 between Executive Branch accounts. All reallocations must be reported to the Senate at the next regularly scheduled meeting following the reallocation, but are not subject to Senate approval.

3. Account Freezes

a. The Senate may freeze any Executive Branch account with a three-fourths (3/4) vote.

b. Accounts shall not remain frozen for longer than fourteen (14) calendar days without further action taken by the Senate.

c. The Judicial Committee may reverse the freezing of accounts following a challenge.

i. The Speaker of the Senate or a proxy designated by the Speaker shall serve as the respondent in such a case.

4. Co-Sponsorship Funds

a. ASLMU funding, other than those already allocated to the Student Reserve Board, may not be used to co-sponsor, or otherwise fund in cash or in-kind, any organization or entity that is eligible for an SRB funding allocation.

C. Confirmation of Presidential Appointments

1. Senate shall have the sole authority to approve or reject the nominations made by the President for all positions requiring Senate approval as described by these bylaws.

2. The approval procedures are as follows:

a. After each nominee has been publicly interviewed and discussed by the Senate, a simple majority vote of the Senate is needed to approve the appointment.

i. Votes shall be non-secret.

b. If a nominee fails to garner a simple majority vote, the President must nominate and present to the Senate another applicant at a future meeting.

Section 7: Conflict of Interest

A. Written Disclosure Form

1. Each Senator's duty requires that he/she make a full disclosure of any potential conflicts of interest that might arise in any ASLMU transaction.

2. At the beginning of each semester, each Senator and the Vice President shall complete and sign a standard written disclosure form.

3. Should such a conflict of interest arise, the Senator should make a full public disclosure of that interest and is strongly encouraged to abstain from voting on the proposed transaction.

a. Failure to disclose a conflict of interest or abstain from voting when a conflict exists may be grounds for removal.

b. Should the Senate question a Senator's decision to vote on a measure due to the possibility of a conflict of interest, Senate may debate and vote to exclude the Senator in question from voting on the measure.

i. Such a decision requires a two-thirds (2/3) majority vote, and if the vote succeeds, the Senator in question may debate, but not vote on the measure. A Senator may not vote on their own exclusion motion.

Section 8: Senate Committees and Student Reserve Board

A. Student Reserve Board

1. Three (3) Senators shall be selected by their peers to serve on the Student Reserve Board (SRB).

2. Nominations for the three (3) SRB positions shall occur following the selection of the Speaker of the Senate but no later than twenty-one (21) calendar days after the beginning of the academic year.

3. The SRB members shall be selected in the following fashion:

a. The Vice President shall begin the proceedings by reading the sections of the Code that pertain to the mission, responsibilities, and time commitments of the SRB.

b. Following the reading, candidates for SRB shall be nominated by a motion and a second.

i. Candidates may move to nominate themselves.

c. All nominees for SRB must have equal time, fixed by a majority vote, to state their qualifications for the position and list all affiliations with registered on-campus organizations.

d. Other Senators that are not nominees may question each nominee for SRB following the presentations.

e. Subsequent to all presentations and questioning, the Senate shall vote by a majority to begin the voting procedure.

4. The SRB members shall be voted on in the following fashion:

a. If exactly three (3) senators are nominated for the Student Reserve Board:

i. A majority vote shall grant a nominee a position on the SRB.

ii. Should the nominee fail to garner a majority, nominations shall take place again.

b. If more than three (3) senators are nominated for the Student Reserve Board:

i. After all applicants have been interviewed, each Senator shall rank all applicants in order of preference.

ii. The rankings shall be collected and tabulated by the Vice President and the ASLMU Advisor.

iii. Each applicant on each ranking shall be given points according to their rank.

1. The first-ranked applicant shall be given one (1) point.

2. The second-ranked applicant shall be given two (2) points and so on.

iv. The points for each applicant shall be totaled. The most preferred applicants will have received the fewest points.

v. The applicants receiving the fewest points shall fill the positions.

vi. Should a tie occur, Senators shall cast a vote to appoint one of the tied applicants. The applicant garnering a majority of tie-breaking votes shall be appointed.

B. Standing Committees

1. There shall be in the ASLMU Senate the following Standing Committees:

a. University Policy, Academic Affairs, and Senate Public Relations

2. Once selected, the Speaker may choose to:

a. Chair any one of the (3) Standing Committees.

b. Assign a willing Senator to serve on any of the Standing Committees.

3. Nominations for any remaining Committee Chair positions shall occur following the selection of the Speaker of the Senate but no later than twenty-one (21) calendar days after the beginning of the academic year following this process.

- a. Senators shall be nominated for Chair positions by a motion and a second
 - i. Candidates may move to nominate themselves.
 - ii. Chairs of the Standing Committees may also serve on SRB.
- b. Nominated Senators shall be given time to state their qualifications for the position.
- c. Other Senators may question each candidate following the presentation of his/her qualifications.
- d. Each Senator shall vote for one candidate.
- e. The candidate garnering the majority vote shall be granted the Chair position.

4. Chairs of Standing Committees may be removed at the discretion of the Speaker or by a majority vote of the Senate.

5. Each Standing Committee shall have the jurisdiction and related functions assigned to it by the Senate motions and resolutions throughout the Senate term.

C. Ad Hoc Committees

- 1. An Ad Hoc Committee is one that is established for a particular purpose outside the jurisdiction of the Standing Committees.
- 2. Ad Hoc Committees are created and dissolved by a majority vote of the Senate and shall be automatically dissolved at the close of the academic year during which they were created.
- 3. The Chair of a given Ad Hoc Committee is selected and removed in the same fashion as the Chair of a Standing Committee.

i. The Speaker of the Senate may choose to Chair any Ad Hoc Committee.

4. Ad Hoc Committees may choose to collaborate with any interested member of the LMU Community.

Section 9: Senator Appointment Process

A. Positions

1. The Senate shall conduct the Senator Appointment Process to fill the following positions.

a. Two (2) First Year Senators, one (1) Transfer Senator, and any Mid-Year Vacancies in Senate Positions as outlined by these bylaws.

b. The First Year Senators and Transfer Senator will be appointed at the beginning of the Fall semester within twenty-one (21) days after the beginning of the Fall semester.

c. Mid-Year Vacancies are appointed as needed.

B. Applications

1. Application for appointments shall include job descriptions and relevant eligibility requirements.

2. The Vice President shall ensure that applications are available electronically and/or in the ASLMU office for all positions filled by the Senator Appointment Process.

a. Applications for First-Year and Transfer Senators must be available within two (2) school days after the beginning of the Fall semester.

b. Applications for Senate positions that have resulted in a Mid-Year Vacancy must be available within two (2) school days after the vacancy occurs.

3. The Vice President is responsible for vigorously promoting, facilitating, and publicizing the application process.

a. The Speaker of the Senate shall assume this duty once selected.

4. The Vice President shall ensure that an applicant meets the eligibility requirements and schedules a time for the applicant to come before the Senate for interview and appointment.

a. The Speaker of the Senate shall assume this duty once selected.

C. Interviews

1. Prior to interviewing the applicants, the Senate shall set by majority vote a fixed amount of time per interview, equal for each applicant and no less than two (2) minutes in length.

2. After all applicants have been interviewed, each Senator shall rank all applicants in order of preference.

3. The rankings shall be collected and tabulated by the Vice President and the ASLMU Advisor.

4. Each applicant on each ranking shall be given points according to their rank.

a. The first-ranked applicant shall be given one (1) point.

b. The second-ranked applicant shall be given two (2) points and so on.

5. The points for each applicant shall be totaled. The most preferred applicants will have received the fewest points.

6. The applicants receiving the fewest points shall fill the positions.

7. Should a tie occur, Senators shall cast a vote to appoint one of the tied applicants. The applicant garnering a simple majority of tie-breaking votes shall be appointed.

8. Newly appointed Senators shall begin their duties at the next Senate meeting.

Section 10: Speaker of the Senate Selection Process

A. Selection

1. General Overview

a. The Speaker shall be an elected member of the Senate.

b. The Speaker shall be selected by a vote of the entire membership of the Senate.

c. The Speaker shall be selected after the Senate term of office begins in the Spring but before the close of the academic year.

i. All Senate seats filled at that time must be present for a Speaker to be selected.

2. Proceedings for Selection

a. The Vice President shall begin the proceedings by reading the sections of the ASLMU Bylaws that pertain to the Speaker's responsibilities and job description.

b. Following the reading, candidates for Speaker shall be nominated by a motion and a second.

i. Candidates may move to nominate themselves.

c. All nominees for Speaker must have equal time, fixed by the Vice President and Attorney General, to state their qualifications for the position.

- i. Nominees will speak in the order that they were nominated, as designated in the minutes
- d. Any other Senators not nominated for Speaker of the Senate may question each nominee for Speaker following the presentation of his/her qualifications.
 - i. This time is fixed by Vice President and the Attorney General

3. Voting Procedure

- a. After all nominees have been interviewed, each Senator, including the nominees, shall rank all applicants in order of preference.
 - b. The rankings shall be collected and tabulated by the Vice President and the ASLMU Advisor.
 - c. Each nominee on each ranking shall be given points according to their rank.
 - i. The first-ranked nominee shall be given one (1) point.
 - ii. The second-ranked nominee shall be given two (2) points and so on.
 - d. The points for each nominee shall be totaled. The most preferred nominees will have received the fewest points.
 - e. The nominee receiving the fewest points shall fill the position.
 - f. Should a tie occur, Senators shall cast a vote to appoint one of the tied applicants. The applicant garnering a simple majority of tie-breaking votes shall be appointed.
 - g. The newly appointed Speaker of the Senate shall begin their duties immediately.
4. The Senate may vote by two-thirds (2/3) to assess a fine of up to \$500.00 to any Senator who voluntarily resigns within thirty

(30) calendar days following a failed attempt to become the Speaker of the Senate.

Article 7: Judicial Branch

Section 1: Purpose

To provide self-governance by respecting the privilege of peer review, prioritizing ethical and moral behavior of all members, and striving to create and maintain a highly competent judicial body that makes responsible decisions in the best interest of the student body. To provide accountability by ensuring ongoing compliance with all ASLMU bylaws and all policies and procedures that result from these documents.

Section 2: Structure

A. Membership

1. There shall be five (5) voting members of the judicial committee.

B. Positions

1. The judicial committee shall be comprised of the following positions.

a. One (1) Chief Justice

b. Four (4) Associate Justices

2. The Judiciary Advisor(s) shall be designated by the Senior Vice President of Student Affairs or his/her designee.

- a. The Judiciary Advisor(s) will not participate in the course of the proceedings, but will attend all hearings and provide advice to the Chief Justice and the Judicial Committee.

3. The quorum for Judicial Committee hearings is three (3) voting members.

C. Eligibility

1. All Justices must be full-time undergraduate students entering at least into their second academic year at LMU by the start of the academic year immediately following their approval by the Senate.
2. Justices shall not hold an ASLMU elected or appointed office or serve on a committee concurrent with membership in the Judicial Committee.
3. Justices may not be a volunteer or compensated member of any campus media organization.
4. Justices running officially or unofficially for an ASLMU position shall be ineligible to serve on the Judicial Committee during the election period as defined by the Election Code.
5. Justices shall serve no more than two terms. Each term consists of one academic year.

D. Selection

1. All members of the Judicial Committee shall be appointed following the Presidential Appointment procedures as outlined by these bylaws.
 - a. Each of these positions requires an approval by the Senate.

Section 3: Meetings

A. Judicial Committee Hearings

1. The Judicial Committee shall only meet for scheduled hearings.
 - a. The Chief Justice and Judicial Committee Advisor shall review complaints to determine whether there is sufficient evidence to charge a violation and to hold a hearing.

Section 4: Compensation

- A. No Justice shall receive a stipend or any other form of compensation.

Section 5: Justice Responsibilities

A. Chief Justice

1. Chair the Judicial Committee and preside over all hearings.
2. Serve as a voting member of the Judicial Committee.
3. Coordinate the training of the Judicial Committee along with the Judiciary Advisor, Student Leadership & Development and the Office of Judicial Affairs.
 - a. Subjects shall include but are not limited to; the purpose of the Judicial Committee, ASLMU Constitution & Bylaws, hearing procedures, proper questioning techniques, the rights of the complainant and respondent, the evaluation of evidence, deliberations and sanctioning.
4. Coordinate arrangements for hearings including date, time, location, meeting room reservations, set-up, and notification of hearing to involved parties.
5. Provide all parties with an outline of the Judicial Committee procedures.

6. Inform, in writing, the complainant, respondent, ASLMU President, and Judiciary Advisor of the hearing, decision, and sanctions (if applicable).
7. Ensure the maintenance of all records on file in the ASLMU Office.
8. Report, or designate a Justice to do so, on all hearings, decisions, and problems of the Judicial Committee to the ASLMU Senate at least once per semester.
9. Inform any member of the LMU community on the judicial process upon request.
10. Fulfill the same regular duties of an Associate Justice.
11. Fulfill other duties prescribed by the ASLMU Constitution, Bylaws, policies and other procedures.

B. Associate Justice

1. Participate in training and education sessions.
2. Conduct fair and impartial hearings.
3. Maintain confidentiality before, during, and after each hearing.

Section 6: Judicial Duties

A. Restrictions on Activity

1. The Chief Justice and Associate Justices shall not be able to do the following.
 - a. Be eligible for election to any ASLMU elected office in an academic year during which they have served more than fourteen (14) calendar days on the Judicial Committee, regardless of resignation from the committee.
 - b. Partake in any campaign for or against any candidate, Constitutional amendment, referendum, or recall effort.

c. Be absent from more than three Judicial Committee meetings regardless of excuse.

i. Justices who violate this provision shall be considered to have vacated their position. The Chief Justice must notify the Senate of any vacancies at the first regular Senate meeting following a vacancy.

ii. The only exception to this absence clause is in cases of extenuating circumstances. These are defined as circumstances beyond the control of the absent member and include but are not limited to severe illnesses, severe illnesses or deaths of close relatives or partners, physical attacks, or witnessing a seriously distressing event or other events of comparable effect.

B. Conflict of Interest

1. Should a conflict of interest arise, the Justice must make a full public disclosure of that interest and recuse himself/herself from all transactions potentially influenced by that conflict interest.

2. Each Justice must keep confidential all transactions that are not explicitly open to the public.

3. Each Justice must sign a standard written agreement at the onset of his/her term expressly acknowledging these duties.

Section 7: Complaints

A. Categories

1. Conduct Complaints are suspected violations of the ASLMU Bylaws by ASLMU Officers and other policies and procedures, including decisions made by Senate.

2. Elections Conduct Complaints are suspected violations of the Elections Code by an Elections Committee member.

3. Election Committee Decision Appeals are based on the grounds for appeal stated in the Elections Code.
4. Student Reserve Board Decision Appeals are based on the grounds for appeal stated in the SRB Code.

B. Eligibility for Submission

1. Persons filing a complaint are required to provide information pertinent to the case by completing the standard Complaint Form.
 - a. Complaints may not be submitted anonymously.
 - b. Conduct Complaints must be submitted by a full-time undergraduate student.
 - c. Elections Conduct Complaints must be submitted by a full-time undergraduate student.
 - d. Appeal of an Election Committee decision must be submitted by an affected respondent in the original case.
 - e. Appeal of a Student Reserve Board decision must be submitted by the President of an affected club or organization.
2. Persons who file a complaint shall appear before the Judicial Committee if a hearing is commenced.
3. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
4. The complainant must file a complaint against the respondent within at most three months of the alleged incident.
 - a. Elections Committee Decision Appeals shall be submitted no later than twenty-four (24) hours after written notification of the Elections Committee decision.

b. Student Reserve Board Decision Appeals shall be submitted no later than forty-eight (48) hours after written notification of the Student Reserve Board's decision

5. Any other explicit period of limitations defined in the ASLMU Constitution, Bylaws, Codes, rules or policies supersedes the authority of this clause.

C. Submission and Processing of Complaints

1. All Complaint Forms shall be submitted in writing and electronically delivered by the appropriate procedures to the Chief Justice and be time-stamped upon receipt.

2. All Complaint Forms filed electronically must be accompanied by a phone call to the Chief Justice alerting him/her of the existence of a complaint.

Section 8: Jurisdiction Review

A. The Chief Justice and Judicial Committee Advisor shall review complaints to determine whether there is sufficient evidence to charge a violation and to hold a hearing.

B. Written notification to the complainant(s) must be provided for all dismissed cases, citing the reason for dismissal.

1. The Chief Justice shall still keep all dismissed complaints for record keeping.

Section 9: Due Process

A. Hearing Notification

1. The Chief Justice, by way of electronic written statement, will notify both the complainant and the respondent of the hearing.

a. At least two (2) school days before the hearing date for all Conduct Complaints and Student Reserve Board Decision Appeals.

b. No less than eight (8) hours prior to the hearing for all Elections Conduct Complaints and Election Committee Decision Appeals.

2. The electronic written statement shall include the following items.

a. A summary of the charges and citations of the violated codes.

b. The hearing date, time, and location.

i. Conduct Complaint hearings shall be held within seven (7) school days of the filing time.

ii. Elections Conduct Complaint hearings shall take place no less than twelve (12) hours and no more than forty-eight (48) after the decision to hold a hearing is made.

iii. Election Committee Decision Appeal hearings shall be held to within twenty-four (24) hours of the filing time.

iv. Student Reserve Board Decision appeal hearings shall be held within seven (7) school days of the filing time.

c. The location of a copy of the most current ASLMU Constitution, Bylaws, and Codes.

d. The names and relevance of any witnesses requested by the Judicial Committee.

e. A copy of the complainant's Complaint Form.

f. An explanation of the due process rights.

3. The Chief Justice shall telephone the notified parties following delivery of the electronic written statement.

B. Hearing Components

1. A hearing shall be held during which the respondent shall have the opportunity to respond to the complaint/appeal.

2. All hearing procedures shall provide for fair and equal treatment for both the complainant and respondent.

3. During the hearing, the Judicial Committee shall explain the following items.

a. The ASLMU judicial system.

b. The due process.

c. The hearing shall become part of the file relating to the case.

4. A copy of the ASLMU Constitution, Bylaws, Codes and other applicable policies and procedures will be provided during the hearing to both parties.

5. Reasonable access to the evidence supporting the charge will be made available to the respondent, upon request, prior to the hearing.

a. Twelve (12) hours prior to the hearing for an Elections Complaint

b. Forty-eight (48) hours prior to the hearing for a Conduct Complaint.

6. The respondent and complainant may be advised by no more than one (1) individual at the hearing.

a. Advisors may not speak publicly during the hearing but may confer privately with the advised party.

b. The advised party must notify the Chief Justice electronically in writing at least four (4) hours prior to the hearing if an advisor will be in attendance.

c. An advisor may not appear in lieu of the advised party.

7. Parties may have the support of witnesses in Conduct Complaint hearings and Elections Conduct Complaint hearings only.

a. The Chief Justice must be notified electronically in writing at least four (4) hours prior to the hearing if witnesses will be provided.

b. Witnesses must serve to provide relevant information pertaining to the case. Character witnesses are not allowed.

8. A sanction shall be levied if it is determined that the party is responsible for the violation. If not, the charge will be dismissed.

Section 10: Hearing Procedures

A. Judicial Hearing Committee Rules

1. The purpose of the hearing is to give the members of the Judicial Committee the opportunity to gather the information necessary to fairly, accurately, and impartially adjudicate the issue in question.

2. The hearing must be held on campus and begin and end between the hours of 9:00 AM and 7:00 PM on a school day, as defined by the current year's academic calendar.

3. The quorum for Judicial Committee hearings is three (3) voting members.

a. Should an even number of Justices be present at a hearing, the Justices shall pick lots at random to determine who shall not participate.

i. The picking of the abstaining Justice shall occur prior to the commencement of the hearing and the non-participating justice should not participate at all in the hearing or the deliberations.

4. If either the respondent or complainant fails to appear at the hearing, the Judicial Committee, by way of majority vote, will select to either reschedule the hearing or continue with the proceeding and render a decision based on the available information.

5. Both parties may challenge up to one (1) member of the Judicial Committee on the grounds of personal bias or conflict of interest.

a. The Chief Justice, in close consultation with the Judiciary Advisor, shall determine the outcome of any disqualification challenges against any Justices.

i. The Judiciary Advisor shall determine the outcome of a disqualification challenge against the Chief Justice.

b. Forced disqualification may not occur if it will reduce the Judicial Committee to below quorum.

6. The Chief Justice shall explain the hearing process and verbally note the following provisions.

a. Hearings are open to one (1) representative from each official university affiliated student media organization. However, they may not use audio, video, photographic or other recording devices at any time during the hearing.

i. Violations of this provision may result in the lifetime permanent expulsion of the violating LMU journalist following a decision of the Chief Justice.

b. LMU student media may not participate in the hearing in any way unless called as an official witness.

c. All hearings shall be recorded by the Judicial Committee using a digital audio recording device. The audio will not be released.

i. Official written or digital records of audio recordings may be discarded no earlier than the close of the academic year.

ii. Digital audio recordings shall be coordinated and their records maintained by the Judiciary Advisor.

iii. The digital audio record taken during Elections Committee hearings is admissible upon complaint or appeal.

7. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.

8. Witnesses are only permitted in non-appellate hearings.

a. Witnesses shall be asked to affirm that their testimony is truthful and made to understand that perjury is an offense punishable under the Student Conduct Code.

b. Prospective witnesses, other than the complainant and the respondent, may, at the discretion of the Chief Justice,

be excluded from the hearing during the testimony of other witnesses.

9. Written statements shall not be admitted into evidence unless signed by the affiant and witnessed by the Judiciary Advisor or a designee.

10. Judicial Committee hearings are not a formal court of law; therefore formal rules of evidence and discovery are not applicable in this forum.

a. The Judicial Committee shall give general consideration to privacy, privilege, and confidentiality but shall otherwise admit all relevant matters that reasonable persons may consider gathered from within the scope of ordinary student life into evidence.

b. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Chief Justice.

11. The Chief Justice shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of present individuals. Any individual, including advisor(s), who disrupts the hearing or who fails to adhere to the rulings of the Judicial Committee, may be excluded from the proceedings.

B. Judicial Hearing Agenda

1. Call to order by Chief Justice or appointed designee.

2. Introductions of the parties and their potential advisors.

3. Chief Justice specifies the exact nature of the allegation or of the decision made by the lower body, basis of the hearing, and reviews the hearing procedures.

4. Five (5) minute opening statement by the complainant(s).

5. Five (5) minute opening statement by the respondent(s).

6. Presentation of Evidence.

a. Presentation and explanation of evidence by the complainant.

b. Questioning of the complainant by the respondent regarding the evidence.

c. Presentation and explanation of evidence by the respondent.

d. Questioning of the respondent by the complainant regarding the evidence.

7. Call of witnesses (non-appellate hearings only).

a. Call of witnesses for the complainant and direct examination by the complainant.

b. Cross-examination of the complainant's witnesses by the respondent.

c. Call of witnesses for the respondent and direct examination by the respondent.

d. Cross-examination of the respondent's witnesses by the complainant.

8. Judicial Committee members reserve the right to ask questions of any party at any point during the course of the hearing.

9. Five (5) minute closing statement by the complainant(s).
10. Five (5) minute closing statement by the respondent(s).
11. Adjournment by the Chief Justice.

Section 11: Deliberation Procedures

A. Judicial Deliberation Committee Rules

1. Deliberations shall be held in a closed session with only the Chief Justice, participating Justices and Judiciary Advisor.
2. Deliberations are confidential, and the comments are not to be reported outside of the deliberations.

B. Judicial Deliberation Agenda

1. The Chief Justice shall begin deliberations with a review of the charges against the respondent(s).
2. The Judicial Committee shall discuss the evidence relating to the case and determine the facts.
3. The nature or degree of sanctions (if applicable) shall not be discussed until all alleged violations have been decided upon.
4. For each alleged complaint violation, the Judicial Committee shall by majority vote render one of the following two (2) decisions.

a. Responsible

- i. The complaint is supported by a preponderance of evidence.
- ii. Appropriate sanction(s) shall be determined if the respondent is found to be responsible.

b. Not Responsible

i. If there is insufficient evidence to support the allegation, the complaint shall be dismissed.

5. For each issue in an appeal, the Judicial Committee shall by a majority vote render one of the following decisions.

- a. Uphold the entirety of the original Opinion.
- b. Overturn the part or all of the original decision.
- c. Modify some or all of the original sanction(s).
- d. Remand the case back to the original body with instructions for further proceedings with the intent to remedy procedural errors and/or incorporate newly discovered relevant evidence.

Section 12: Sanctions

A. Purpose

- 1. The purpose of imposing sanctions is both to serve as an appropriate remedy for the violation and to deter future improper conduct.

B. Voting

- 1. A majority vote of the Judicial Committee shall determine the most appropriate sanction(s). The nature and degree of the sanctions may be recommended by any member of Judicial Committee or by the Judiciary Advisor.

C. Factors

- 1. The nature of the offense(s).

2. The severity of any damage, injury or harm resulting from the violation(s).

3. All previous violations and sanctions issued against a given individual.

a. In order to discourage multiple, consecutive, or subsequent violating activities, sanctions levied against repeat-violators may be more severe than sanctions levied against first-time violators for the same violation.

4. All precedents set by the current and former Judicial Committee(s) governed under versions of the ASLMU Constitution, Bylaws, and Codes.

a. Precedent is non-binding.

D. Possible Sanctions

1. Warning Letter

a. A written reprimand to the responsible parties for the violations specified, including notice that repeated violations may be cause for further Judicial Committee action.

2. Formal Letter of Apology

a. A letter written by the respondent apologizing to those individuals or organizations affected by the responsible party's violation(s).

3. Creative Educational Projects

a. Defined as a social service, educational or public apology project determined by the Judicial Committee that would

be completed by the responsible party for the benefit of their members or the University community.

4. Restitution or Reimbursement For Damages or Lost Property

5. Probation Status

a. Defined as a specific period of time which the responsible party must abide by all established policies and regulations, with the knowledge that more severe Judicial Committee actions will be taken as a result of future violations.

6. Loss of Privileges

a. Defined as the exclusion of the responsible party from participating in ASLMU activities and/or removal of duties and responsibilities.

b. This may also encompass the removal of offensive or damaging materials.

7. Loss of Right to Seek or Hold Elected or Appointed Office

a. Individuals who commit severe violations that seriously or irreparably undermine the integrity of the ASLMU may lose their right seek or hold elected or appointed office in ASLMU for a future period determined by the Judicial Committee. This prohibition may not extend to participation in ASLMU activities normally open to member participation.

b. It is recommended that this degree of sanction be used as a last resort for individuals who cannot be sanctioned by any other means.

c. Individuals currently holding office may not be removed by the Judicial Committee without the successful impeachment of said individual.

8. Other Sanctions or Course of Action

a. The Judicial Committee retains the right to impose additional sanctions, or course of action according to the specific needs of a situation.

9. Failure to comply with a sanction or course of action may result in further judicial action and more severe sanctions.

Section 13: Publication of Judicial Committee Opinions

A. The Opinions of the Judicial Committee shall include a summary of the testimony, the findings of fact, decisions on each case, and sanction(s) or course of action. All decisions shall be reviewed by the Judiciary Advisor prior to delivery.

B. Opinions shall be sufficiently detailed to permit review as provided for in this Code.

C. Non-election related Opinions regarding violations and sanctions shall be delivered electronically in writing to the respondent within two (2) school days of the hearing.

D. Elections-related Opinions regarding violations and sanctions shall be delivered in writing to the respondent within six (6) hours of the hearing.

1. If six (6) hours past the adjudication falls during the period of time between 12:00am (midnight) and 7:00am, the delivery shall take place not later than 12:00pm (noon) on the calendar day following the day on which the hearing began.

E. Immediately following electronic delivery to the respondent, all Opinions shall be made available for review upon request by any undergraduate Student.

1. No audio documentation shall be released.

2. The Opinion shall be posted on an access-controlled ASLMU or University operated webspace within 24 hours of the delivery to the respondent.

Section 14: Further Appeals

A. Subject to the superseding and overriding jurisdiction of the Student Conduct Code, decisions of the Judicial Committee are final and may not be challenged.

Section 15: Files and Records

A. The Judiciary Advisor and Chief Justice shall be responsible for the safekeeping of Judicial Committee case files and decisions, in hard-copy version, for a minimum of five (5) years.

Section 16: Amendments

Any amendments to this Article shall not be in conflict with the Student Conduct Code.

Article 8: Resignation, Impeachment, Removal, and Recall

Section 1: Resignation

A. Automatic Resignation

1. Any Officer of ASLMU in any branch is considered to have automatically resigned in the following events.

a. Loss of academic or judicial eligibility as described by these bylaws.

b. Incarceration for more than five (5) calendar days or conviction of any felony offense, misdemeanor involving violent crime, trespassing, driving under the influence, or possession of a weapon or drugs.

i. Automatic resignation shall not occur due to citable offenses including but not limited to, traffic violations.

ii. Automatic resignation shall not occur due to incarceration derived from acts of civil disobedience.

2. In the event of an automatic resignation of any ASLMU Officer, a vacancy now exists and shall be filled following the appropriate procedure as outlined by these bylaws.

B. Voluntary Resignation

1. Any Officer of ASLMU may resign on their own will with a written, dated, and signed resignation letter, stating their resignation, at any point during their term of office.

a. Presidential and Vice-Presidential resignations must be delivered to the Speaker of the Senate.

i. The letter must be read aloud to members of the Senate by the Speaker.

ii. The resignation of the Officer is effective immediately after the letter is read at the Senate meeting.

b. Other Executive Branch resignations must be delivered to the President.

i. The resignation of the officer is effective immediately after the letter is received.

c. Senator resignations must be delivered to the Speaker of the Senate.

i. The letter must be read aloud to members of the Senate by the Speaker.

ii. The resignation of the Officer is effective immediately after the letter is read at the Senate meeting.

iii. A Speaker of the Senate resignation falls under the Executive Branch resignations.

d. Judicial Branch resignations must be delivered to the President.

i. The resignation of the officer is effective immediately after the letter is received.

2. In the event of the voluntary resignation of any ASLMU Officer, a vacancy now exists and shall be filled following the appropriate procedure as outlined by these bylaws.

Section 2: Impeachment

A. Presidential Impeachment by the Senate

1. Presidential Impeachment by the Senate is defined as the indictment of the President or the Vice President on charges of improper conduct. Impeachment is required to initiate Removal or Recall proceedings.

2. Impeachment is constituted by the following grounds:

a. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as President/Vice President

b. Conduct that violates the mission of ASLMU or the University

- c. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
- d. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.

3. The impeachment process shall be as follows:

- a. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses.
 - i. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment.
 - ii. Complaints must be physically distributed to each Senator.
- b. A motion and a second are required to commence impeachment proceedings.
 - i. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.
- c. During the next regularly scheduled Senate meeting following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.
 - i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format.
 - ii. The student filing the original complaint must be present.

iii. The individual facing impeachment may be present.

iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.

d. A motion and a second is needed to adjourn the questioning and discussion.

e. Following the discussion, the Senate shall vote on the Impeachment. With a majority vote, the Senate may choose to use a secret ballot for the impeachment vote.

i. Impeachment may occur only by a two-thirds (2/3) vote of the entire membership of the Senate.

4. Impeachment is subject to review upon complaint by the Impeached party to the Judicial Committee.

a. The case shall be treated as a Conduct Complaint.

b. Impeachment decisions may only be reversed in the following instances.

i. The alleged improper conduct does not qualify as grounds for impeachment.

ii. The due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the Officer.

B. Senator Impeachment by the Senate

1. Senator Impeachment by the Senate is defined as the indictment of a Senator or the Speaker of the Senate on charges of improper conduct. Impeachment is required to initiate Removal proceedings.

2. Impeachment and Removal proceedings may be used to remove a Senator from the Senate or from his/her position on a committee, as Chair of a committee, as a member of the Student Reserve Board, or as Speaker of the Senate.

3. Proceedings to remove a Senator from a given position and proceedings to remove an individual from the Senate may not occur simultaneously.

a. Any Senator removed from the Senate shall automatically forfeit his/her position(s).

4. Impeachment is constituted by the following grounds:

a. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as a Senator.

b. Conduct that violates the mission of ASLMU or the University.

c. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.

d. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.

5. The impeachment process shall be as follows:

a. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses.

i. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment.

ii. Complaints must be physically distributed to each Senator.

b. A motion and a second are required to commence impeachment proceedings.

i. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.

c. During the next regularly scheduled Senate meeting following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.

i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Vice President shall serve as Chair.

ii. The student filing the original complaint must be present.

iii. The individual facing impeachment may be present.

iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.

d. A motion and a second is needed to adjourn the questioning and discussion.

e. Following the discussion, the Senate shall vote on the Impeachment. The Senate may choose to use a secret ballot for the impeachment vote.

i. Impeachment may occur with a simple majority vote of the entire membership of the Senate, excluding the Senator in question.

6. Impeachment is subject to review upon complaint by the Impeached party to the Judicial Committee.

a. The case shall be treated as a Conduct Complaint.

b. Impeachment decisions may only be reversed in the following instances.

i. The alleged improper conduct does not qualify as grounds for impeachment.

ii. The due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the Officer.

C. Justice Impeachment by the Senate

1. Found in Article 8, Section 3, Sub-Section B.

Section 3: Removal & Recall

A. Presidential Removal and Recall

1. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.

a. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.

b. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.

c. Should the vote be insufficient to achieve removal, a majority vote of the entire membership of Senate may bring a recall referendum vote to the student body. The recall referendum is to be conducted by the Elections Advisor and in a manner pursuant to the Elections Code.

d. The matter shall be closed following either a failure to garner a majority during a removal vote or a failure to bring a referendum before the electorate.

e. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.

2. Both the President and the Vice President are subject to recall by the student body as provided for in the Elections Code.

3. A Presidential and/or Vice-Presidential Vacancy now exists in the event of a successful removal/recall. Fill the vacancy as prescribed by these bylaws.

B. Senator Removal and Recall

1. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.

a. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.

b. A three-fourths (2/3) vote of the entire membership of Senate is necessary to achieve removal.

c. Should the vote be insufficient to achieve removal, the matter shall be closed.

d. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.

2. There is no recall process for Senator Removal.

3. A Senator Vacancy now exists in the event of a successful removal. Fill the vacancy as prescribed by these bylaws.

C. Justice Removal and Recall

1. Removal is constituted by the following grounds.

- a. Egregious and/or intentional violations of official ASLMU or University, rules, policies, or procedures as they relate to the individual's duties as a Justice.
- b. Conduct that violates the mission of ASLMU or the University.
- c. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
- d. A Justice's decision-making conduct may not serve as grounds for removal.

2. The removal process shall be as follows.

- a. Any member of ASLMU may present a request to remove any Justice directly to the Senate.
 - i. Requests must include at least a description of the alleged improper conduct and indicate the grounds for removal into which the conduct falls.
 - ii. Requests must be physically distributed to each Senator.
- b. A motion and a second are required to commence removal proceedings.
 - i. Following a successful motion to commence removal, the Senate shall approve by a simple majority a list of relevant Officers of ASLMU required to appear before the Senate during the proceeding.
- c. During the next regularly scheduled Senate meeting following the meeting during which the removal proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.

- i. The Speaker of the Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Vice President shall serve as Chair.

- ii. The ASLMU member filing the original complaint must be present.

- iii. The individual facing impeachment may be present.

- iv. The Senate may only question present witnesses listed on the complaint form and officers of ASLMU required to appear.

- d. A motion and a second is needed to adjourn the questioning and discussion.

- e. Following the discussion, the Senate shall vote on the removal.

- i. A two-thirds (2/3) vote of the entire membership of the Senate shall achieve removal.

- ii. Failure to garner a two-thirds (2/3) vote during a removal vote shall indicate the close of the matter.

4. Removal decisions are not subject to review by the Judicial Committee and cannot be reversed.

5. There is no recall process for Justice Removal.

6. A Justice Vacancy now exists in the event of a successful removal. Fill the vacancy as prescribed by these bylaws.

Article 9: Vacancies

Section 1: Executive Branch Vacancies and Succession

A. Presidential Vacancy

1. In the event of a Presidential vacancy or incapacitation such that the President cannot perform the functions of office, the Vice President shall succeed to the Presidency.

a. The new President shall appoint a Vice-President per the Presidential appointment procedures described in these Bylaws. The new President shall recommend a Vice-President to the Senate for approval within ten (10) calendar days of assuming the role of President.

i. The Senate must approve the nomination by a majority vote.

b. A Vice President, when called upon to succeed to the Presidency, may not refuse the succession and cannot retain his/her position as Vice President.

i. Should the Vice President be unwilling to succeed, he/she will be considered to have resigned and a Dual Vacancy situation will exist.

B. Vice Presidential Vacancy

1. In the event of a Vice Presidential vacancy or incapacitation such that the Vice President cannot perform the functions of office, the President shall appoint a new Vice President.

a. The President shall appoint a Vice-President per the Presidential appointment procedures described in these Bylaws. The President shall recommend a Vice-President to the Senate for approval within ten (10) calendar days after the vacancy begins.

- i. The Senate must approve the nomination by a majority vote.

C. Dual Vacancy

1. In the event of a simultaneous Presidential and Vice Presidential vacancy or incapacitation such that the President and Vice President cannot perform their functions of office, the Speaker of the Senate shall become President.

a. The new President shall appoint a Vice-President per the Presidential appointment procedures described in these Bylaws. The new President shall recommend a Vice-President to the Senate for approval within ten (10) calendar days of assuming the role of President.

- i. The Senate must approve the nomination by a majority vote.

b. The new President shall forfeit his/her Senate seat and a new Speaker shall be selected in the manner prescribed in these Bylaws.

- i. A new Senator shall also be selected using the mid-year vacancy procedure.

D. Non-Presidential & Vice Presidential Executive Branch Vacancies

1. Vacancies in non-Presidential and Vice Presidential Executive Officers must be filled according to the Presidential Appointment Procedures outlined in these Bylaws.

2. During the period following a vacancy and prior to the appointment of a permanent replacement, an interim officer may serve at the pleasure of the President.

- a. Interim officers may not receive compensation for their duties.

- b. If the vacancy exists within a Director position, the respective Department Chair may be asked to assume their responsibilities until the vacancy is filled.

Section 2: Legislative Branch Vacancies

A. General Election Vacancies

1. If fewer Senators are elected in the General Election than are supposed to be elected, the newly elected President shall nominate individuals for approval by the Senate by the end of the Spring semester. These vacant positions shall be appointed according to the Presidential Appointment Procedures outlined in these bylaws.

- a. The Senate must approve any nominations with a majority vote.

B. Spring Semester Vacancies

1. Should a vacancy arise with any of the Senators elected during the General Election, prior to the completion of the Spring semester in which they were elected, the losing Senate candidate garnering the next most votes in the General Election shall fill the vacancy, provided that the former candidate accepts the position.

- a. If the runner-up candidate declines the position, the position will become a General Vacancy and shall follow that process as described by these Bylaws.

- b. The Elections Chair shall be responsible for contacting the former Senate candidate to notify them of the opportunity to serve.

C. Summer Vacancies

1. Should a vacancy in a Senate seat occur any time after the Spring semester in which General Elections are held and before the beginning of the Fall semester, the vacancy will be treated as a Spring Semester Vacancy.

D. Mid-Year Vacancies

1. Should a vacancy in a Senate seat occur any time after the beginning of the Fall semester after the Spring semester in which General Elections are held, the position shall be filled within twenty-one (21) days after the vacancy has occurred using the Senator Appointment Process.

E. Inability to Meet Quorum

1. If the number of vacant seats in the Senate is ever so great that Senate can no longer meet quorum, Senators shall begin to appoint new Senators to the vacant positions until such a time that all positions have been filled.

F. First Year and Transfer Senator Vacancies

1. These positions are intended to be filled in the Fall semester after the Spring General Election in which the Senate was supposed to be elected and shall remain vacant until the Fall semester.
2. These positions shall be selected using the Senator Appointment Process as outlined by these bylaws and must be filled within twenty-one (21) days after the beginning of the Fall semester.

G. Speaker of the Senate Vacancy

1. In the event of a Speaker of the Senate vacancy or incapacitation such that the Speaker cannot perform the functions of office, a new Speaker shall be selected using the Speaker of the Senate Selection Process as prescribed by these bylaws.

Section 3: Judicial Branch Vacancies

A. Chief Justice

1. In the event of a vacancy for the position of Chief Justice, a new Chief Justice shall be nominated by the President for approval by the Senate. This will follow the Presidential Appointment Process as outlined by these bylaws.

- a. The Senate must approve any nominations with a majority vote.

B. Associate Justice

1. In the event of a vacancy for the position of Associate Justice, a new Associate Justice shall be nominated by the President for approval by the Senate. This will follow the Presidential Appointment Process as outlined by these bylaws.

- a. The Senate must approve any nominations with a majority vote.

Article 10: Bylaw and Code Amendments

A. Bylaw and Code amendments may be initiated by either the President or a Senator by drafting a document describing the intent of the amendment and rationale for the amendment, referred to as a “Letter of Intent to Amend.”

B. The Letter of Intent to Amend shall be forwarded to the Attorney General, who will, within fourteen (14) calendar days from receipt of the letter, draft the language of the proposed amendment in consultation with the primary author(s) of the Letter of Intent and forward the completed draft and the Letter of Intent to the Senate.

C. The Senate may take either one of the following actions:

1. Adopt the proposed amendment by two-thirds (2/3) vote and forward it to the President for action.
2. Return it to the Attorney General with a simple majority vote along with items for reconsideration, redrafting and resubmission.

D. Should the proposed amendment fail to garner a simple majority vote for revision, redrafting and resubmission, the proposed amendment shall be considered dead.

E. The ASLMU Advisor shall keep in its files the Letter of Intent to Amend and multiple draft revisions for the purpose of later Judicial Committee interpretation of those actions.

F. The Speaker of the Senate shall maintain a record comprised of all resolutions, letters, amendments, minutes and any other official documents written in each semester.

Article 11: Programming Guidelines

A. Procedures

1. All events and programs coordinated by ASLMU must adhere to the following procedures.

a. Complete planning documentation, as deemed necessary by the ASLMU Advisor and ASLMU President, for all performance events that have been agreed upon by the respective Officer(s).

i. Excludes projects funded through the Student Reserve Board.

b. Present the planning documentation for a proposed event or project to the Department Chair, who then presents it to the President, Treasurer and the ASLMU Advisor for written approval.

i. The President shall create a process at the beginning of the year for proposals to be collected.

ii. Senators may also submit a proposal by submitting a proposal through the Speaker of the Senate.

c. Make any changes mandated by the President or the ASLMU Advisor

d. Execute the event or project planning within the dollar amount budgeted for that event or project in the ASLMU Budget for the year in which your event or project will take place. Spending in excess of the amount budgeted for a specific event or project must first be approved by the President, Treasurer and the ASLMU Advisor before any excess transactions are made.

e. Schedule and attend University event planning meetings for large-scale events.

f. Serve as the primary contact for performers and production contractors for the event.

g. Oversee and manage the activity of all Officers required to assist the coordinating Officer(s) during the event.

h. Submit a one-page post-event debrief to the Chair and the President within two weeks following the event including:

i. Successes of the event

ii. Weaknesses of the event planning or execution

iii. Difficulties encountered in the University Administration

iv. Recommendations to anyone planning this event in the future

Article 12: Definitions

These definitions apply to the ASLMU Constitution, Bylaws, Codes, rules, policies, and procedures.

“Advisor” means any current faculty, staff or religious community member, but not Law School students, faculty, and staff. Off-campus individuals, parents, or those who have no affiliation with the University cannot serve as advisors. Current faculty or staff cannot act as advisors to their familial relations.

“Associate Justice” serves as a member of the Judicial Committee.

“Calendar Days” means all days including Saturday and Sunday.

“Campaign Period” means the span of time between the beginning of campaigning and end of the campaigning.

“Campus Media” means any University sponsored student media organizations.

“Chief Justice” means the Chair of the Judicial Committee.

“Committee Member” means all students selected to serve on a Cabinet Department Committee within this Association.

“Complainant” means the party who makes the complaint.

“Complaint” means the report submitted by the Complainant.

“Elections Committee Member” means all students appointed to serve as members of the Elections Committee.

“Election Period” means the period beginning when elections information packets become available and ends with the certification of the election.

“Entire Membership of the Senate” means all of the Senate seats, regardless of vacancy or absence.

“Executive Officer” means all students elected or appointed to serve within the Executive Branch of this Association.

“Filing Time” means the time-stamp made when a Violation Report Form was received by the controlling party.

“First Year Student” means a student who is in their first academic semester of enrollment at LMU, including those who have transferred from another institution.

“Initiative” means the procedure enabling a specified number of undergraduate students, by petition, to propose legislation by submission to a vote of the membership.

“Institution” and “University” mean Loyola Marymount University.

“Judiciary” means the ASLMU Judicial Committee.

“Judiciary Advisor” means the University staff member serving as the advisor to the ASLMU Judicial Committee.

“Justice” means a member of the ASLMU Judiciary Committee, including the Chief Justice.

“LMU” means Loyola Marymount University.

“Majority Vote” means a majority of individuals present at a duly commenced meeting.

“Member” means all fulltime and part-time students pursuing undergraduate studies. During the recess period between semesters or the summer period, membership includes individuals who have completed the immediately preceding term and are eligible for either enrollment or graduation.

“Officers” mean all Executive Officers, Senators, Elections Committee Members, Justices and Committee Members within the Association.

“Official Candidate” means a candidate who has declared their candidacy by the deadline.

“Party” means the complainant or respondent.

“Preponderance of Evidence” means the evidentiary standard that that has been met when the evidence presented by the complainant, when weighed against the evidence presented by the respondent, has more convincing force and the greater probability of truth. Note that the amount or sheer quantity of evidence is irrelevant to meeting a standard of preponderance. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or one signed

agreement with definite terms may outweigh numerous opinions or speculation about what the signing parties intended.

“Quorum” means the required proportion of members required to be present for open business to be conducted.

“Recall Leader” means the leader of the recall effort.

“Referendum” means the practice of submitting to a vote of the membership a measure passed upon or proposed by the Senate for such purpose.

“Retaliation” means any adverse action taken against a Party in response to the filing of a Complaint.

“Respondent” means the party a complaint is made against.

“School Day” means days when undergraduate classes are scheduled. It shall not include Saturdays, Sundays, summer sessions or administrative holidays.

“Senator” means all students elected by the student body or appointed by the Senate of this Association for the position of Senator.

“Student” includes all persons taking courses at the University, both fulltime and parttime, and pursuing undergraduate studies. During the recess period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrollment or graduation.

“Student Body” means all members of the Association.

“SRB” means the Student Reserve Board.

“University Community” means students, employees, faculty or religious community members of the University.

“University Premises” means the University campus including, without limitation, all buildings or grounds owned, leased, operated, controlled or supervised by the University at the relevant time.

“Voting Period” means the time bloc when voting occurs during an election.

The terms of “will” or “shall” are used in the imperative sense. The term “may” is used in the permissive sense.

Article 13: Revision History

-Passed into Action: February, 21 2007 -Drafted By: Matthew S. Schechter (Class of 2007) and ASLMU 2006-2007

-Revised: [10/14/2013]

-Revision by: [Michael Hanover]

-Revision Summary: [updates include changes to the Director of Campus Community job description, stricter requirements for Senate meeting attendance, and a reworked dual vacancy procedure]

-Revised: [04/27/2014]

-Revision by: [Stephen Mangelsdorf]

-Revision Summary: [removes the position of the Assistant to the Director of Environmental Responsibility, removes the Director of Special Events, updates Director of Performance Events' responsibilities, removes Assistant Director of Physical Media, and adds ASLMU Videographer]

-Revised: [09/10/2017]

-Revision by: [Hayden Tanabe ('18), President and Miles Kent ('19), Attorney General]

-Revision Summary: [Terminology Update, Spring/Summer Vacancy Update, Quorum Updates, Senate Appointment Update]