

The Associated Students of Loyola Marymount

Organizational Bylaws

2020-2021

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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 persons 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 Leadership Team, the Programming Team, the Communications Team, and eight Cabinet Directors which include the following: Academic Affairs, Campus Operations, Culture and Social Justice, Free Speech & Expression, Mission and Identity, Student Wellness and Safety, Sustainability, and Spirit.

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.

a. In instances of ties, the Vice President shall cast the decisive vote.

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 considered full-time students. Full-time students are students who are currently enrolled in 12 or more credits at LMU.

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

- A. The purpose of the Executive Branch is to serve the undergraduate students by creating a vibrant campus life and effectively managing the rules, policies, and financial aspects of the Association.
- B. The management, programmatic, and communicative authorities of the Association is vested in the Executive Branch.

Section 2: Structure

A. Membership

The Leadership Team, President's Cabinet, Programming Team, and Communications Team comprise the Executive Branch of the Association.

B. Positions

- a. Leadership Team
 - i. President

- ii. Vice President
- iii. Attorney General
- iv. Secretary
- v. Chief Financial Officer
- vi. Chief Communications Officer
- vii. Chief Programming Officer
- viii. Elections Chair
- ix. Speaker of the Senate
- b. President's Cabinet
 - i. Director of Academic Affairs
 - ii. Director of Campus Operations
 - iii. Director of Culture and Social Justice
 - iv. Director of Free Speech and Expression
 - v. Director of Mission and Identity
 - vi. Director of Student Wellness and Safety
 - vii. Directory of Spirit
 - viii. Director of Sustainability
- c. Programming Team
 - i. Three (3) Event Coordinators
- d. Communications Team
 - i. Photographer
 - ii. Videographer
 - iii. Two (2) Graphic Designers
- C. Appointment Process
 - a. All information regarding an executive appointment must be provided to Senate at least two (2) business days before their scheduled confirmation hearing.

Section 3: Leadership Team

- A. Appointment
 - a. All members of the Leadership Team, alongside the Chief Justice, must be filled by the President and Vice President before the last Senate meetings of the semester in which they take office.
 - i. The Elections Chair shall be appointed by the last Senate meeting of the Fall semester.
- B. Meetings
 - a. The Leadership Team shall meet once a week during the academic year at a time decided by the President. This excludes holidays and school breaks.
 - b. The Vice President, Attorney General, and Secretary, shall all attend the weekly Senate Meetings.

- i. The Chief Programming, Financial, and Communications Officers may send an Event Coordinator in their place if they are unable to attend.
- c. The Chief Communications Officer and Chief Programming Officer may coordinate meetings with their respective teams as needed.
- d. The President, Vice President, Attorney General and Secretary shall attend all meetings of the President's Cabinet.
- e. The Leadership Team shall attend all trainings coordinated by the ASLMU President, Vice President, and ASLMU Advisor(s).

C. Responsibilities

a. President

- i. Serve as the Chief Executive Officer of ASLMU.
- ii. 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.
- iii. Serve as the primary student representative to the University's Administration, Committees, and the Board of Trustees.
- iv. Chair all Leadership Team meetings.
- v. Develop the budget in consultation with the Chief Financial Officer and ASLMU Advisor(s).
- vi. Develop the provisional summer budget in consultation with the ASLMU Advisor(s).
- vii. Establish the annual goals and objectives for ASLMU.
- viii. Oversee all ASLMU relations.
- ix. Recommend resolutions and legislation to the Senate in person or by proxy.
- x. Sign or veto all measures adopted by the Senate within seven (7) school days after passage.
 - 1. If the President chooses to veto a measure, they must veto it in its entirety and provide written notice to the Speaker of the Senate.
 - 2. Failure to act within fourteen (14) school days of receiving the measure results in its passage.
- xi. 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.
- xii. Execute all rulings of the Judicial Committee to the fullest extent of the President's abilities.

- xiii. Call for a Special Meeting of the Senate, as prescribed by these Bylaws in Article 6 Section 3(A)(a)(iv).
 - xiv. Create a President's Cabinet report and present it to the Senate within two weeks of the request, in person or by proxy, by the Senate.
 - xv. Communicate with external administrators regarding outside services, such as New York Times membership.
 - xvi. Execute all appointments to ASLMU and University Committees, as prescribed by the ASLMU Appointments Code.
 - 1. Leadership Team, Cabinet Directors, Election's Chair, and Chief Justice should be appointed by the end of the Spring semester elected.
 - 2. Appointments to SAFAB should be made with an eye to diversity, both demographic and academic (involvements, class year, etc.)
 - xvii. Hold ten (10) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - xviii. Commit to ten (10) hours of work per week throughout the summer academic calendar months.
 - xix. Be an active member of the Jesuit Student Government Alliance
- b. Vice President
- i. Serve as the Vice Chief Executive Officer of ASLMU.
 - ii. Act as an official representative of the ASLMU President in the event of the President's absence.
 - iii. Assist the President in the administration of 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.
 - iv. Assume such executive functions as may be delegated by the ASLMU President.
 - v. Assist the ASLMU President in establishing the annual goals and objectives.
 - vi. Serve as the non-voting Chair of Senate meetings.
 - 1. The Vice President casts the decisive vote in the case of any ties.
 - vii. Attend all Leadership Team meetings.
 - viii. Attend all meetings of the President's Cabinet.
 - ix. Spearhead the planning and execution of "A Day in the Life."
 - x. CC ASLMU President on all ASLMU matters.
 - xi. Present student concerns to Senate.
 - xii. Reserve locations for Leadership Team and Senate meetings.

- xiii. Assist the President and ASLMU Advisor(s) in the planning and execution of all organizational retreats and trainings.
 - xiv. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- c. Attorney General
- i. Serve as the Chief Operating Officer of ASLMU.
 - ii. Ensure that all ASLMU Officers, processes, and meetings comply with the ASLMU Constitution, Bylaws, and Codes.
 - iii. Ensure the ASLMU consistently complies with any and all applicable University codes and policies, state, and federal laws.
 - iv. Inform the President of any violations of the ASLMU Constitution, Bylaws, and Codes perpetrated by any ASLMU Officer or any action performed with the financial or in-kind support of ASLMU.
 - v. Pursue action against any and all violations alongside the ASLMU President and Advisor(s).
 - vi. Oversee the fulfillment of all Officers' office hours.
 - vii. Represent the interests of ASLMU to the ASLMU Judicial Committee.
 - viii. Attends all Senate Meetings.
 - ix. Attends all Leadership Team Meetings.
 - x. Chair and create agendas for Cabinet meetings
 - xi. Hold one-on-one meetings with cabinet directors
 - xii. Assists the Chief Financial Officer with the SAFAB process in determining how much money each organization requesting funds is eligible for.
 - xiii. 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 these Bylaws.
 - xiv. Recommend for Presidential Veto all ASLMU Senate legislation passed that lacks clarity of intent and language appropriate to these Bylaws.
 - xv. Hold four (4) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- d. Secretary
- i. Serve as the Chief Historian Officer of ASLMU.
 - ii. Archive and save all official ASLMU documents, including but not limited to, revisions to the ASLMU Constitution, Bylaws, and Codes, resolutions passed by the ASLMU Senate, and official statements released by the Executive Branch.

- iii. Manage and distribute all internal ASLMU communications, especially those corresponding to the Executive, Legislative, and Judicial Branches.
 - 1. This includes managing whichever application is utilized for internal communications.
 - iv. Work with the Chief Communications Officer to archive all ASLMU photos, videos, and designs for future years.
 - v. Serve as the Parliamentarian for Leadership Team meetings, Senate meetings, and meetings of the President's Cabinet.
 - vi. Keep an updated roster of the organization.
 - vii. Organize and oversee all services offered to students by ASLMU.
 - viii. Coordinate all office activities and changes with the ASLMU Advisor(s) and professional staff members in Student Leadership & Development. This includes, but is not limited to, getting each ASLMU Officer OneCard access to office locations and ensuring all technology works.
 - ix. Handle all physical storage operations with the ASLMU Advisor(s) and professional staff members in Student Leadership & Development.
 - x. Hold four (4) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- e. Chief Financial Officer
- i. Serve as the Chief Budget and Financial Officer of ASLMU.
 - ii. Monitor all ASLMU budgetary matters.
 - iii. Monitor the dispersion of all ASLMU funds.
 - iv. Draft the ASLMU annual budget in consultation with the President and the ASLMU Advisor(s).
 - v. Present the budget to the Senate for approval and have the authority to make recommendations to the Senate concerning the annual budget allocations.
 - vi. Receive and process all requests for ASLMU funding.
 - vii. Chair the Student Activity Fee Allocation Board (SAFAB) process.
 - viii. Ensure all funds are transferred to the appropriate organizations receiving SAFAB funding with the ASLMU Advisor(s).
 - ix. Plan and conduct formal SAFAB Mandatory Workshops for clubs and organizations per SAFAB Bylaws.
 - x. Receive and organize all financial records detailing the use of ASLMU funds.
 - xi. Present the financial status of ASLMU to Senate at the second Senate meeting of each month, beginning after the approval of the ASLMU budget.

- xii. Present brief financial reports and updates to each member of the Leadership Team.
 - xiii. Meet with the Student Affairs Budget Manager on a monthly basis.
 - xiv. Attend all Leadership Team meetings.
 - xv. Attend Senate and Cabinet meetings at least once a month.
- f. Chief Communications Officer
- i. Serve as the Chief of ASLMU's brand development and distribution.
 - ii. Develop and nurture healthy working relationships with the major campus media organizations.
 - iii. Assist the President with correspondence on behalf of the Association.
 - iv. Manage and distribute all external ASLMU communications.
 - v. Oversee and hire the members of the Communications Team.
 - 1. Have candidates selected by the first week of June preceding the beginning of the Fall Semester.
 - vi. Maintain and update any digital means of information dissemination that is regularly administered by ASLMU. These platforms include, but are not limited to, the ASLMU website, university-hosted web space, the ASLMU LMU EXP Online portal, and all social media accounts.
 - vii. Work to obtain the best possible technology to assist ASLMU function at an optimal level.
 - viii. Work to obtain more followers and traffic on all ASLMU platforms.
 - ix. Print, distribute, and post the necessary marketing materials on designated ASLMU spaces and spaces that ASLMU as a registered student organization has access to.
 - x. Coordinate tabling efforts and the creation of and distribution of print media, flyers, and posters to be passed out to individuals.
 - xi. Work with the Secretary to archive all photos, videos, and other communications items.
 - xii. Coordinate intentional outreach to student groups advertising ASLMU sponsored events when a student group may have a heightened interest in a certain ASLMU function.
 - xiii. Attend all Leadership Team Meetings.
 - xiv. Attend Senate and Cabinet meetings at least once a month.
 - xv. Schedule and conduct meetings of the Communications Team as needed.
 - xvi. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- g. Chief Programming Officer

- i. Serve as the Chief of ASLMU's programmatic efforts.
 - ii. Develop and nurture healthy working relationships with the major campus programming organizations.
 - iii. Oversee and hire the members of the Programming Team.
 - 1. Have candidates selected by the beginning of the Fall Semester.
 - iv. Serve as the primary liaison to the Association for all programming needs.
 - v. Attend all University Event Planning meetings before large-scale events.
 - vi. Attend all Leadership Team Meetings.
 - vii. Attend Senate and Cabinet meetings at least once a month.
 - viii. Schedule and conduct meetings of the Programming Team as needed.
 - ix. Work with the Chief Communications Officer on publicity for all of ASLMU's programs.
 - x. Hold six (6) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
- h. Elections Chair
- i. Serve as the Chief of ASLMU's General Elections Processes.
 - ii. Attend all Leadership Team Meetings.
 - iii. Meet regularly with the ASLMU Elections Advisor(s) and as needed.
 - iv. Follow the job description as outlined in the ASLMU Elections Code.

D. Compensation

- a. Allocations shall be distributed according to the Student Employment Services' schedule. The total amounts awarded to each position are capped at the amounts provided in these bylaws.
 - i. The President will be allocated \$8,000.00.
 - ii. The Vice President will be allocated \$6,000.00.
 - iii. The Attorney General will be allocated \$3,000.00.
 - iv. The Secretary will be allocated \$3,000.00.
 - v. The Chief Communications Officer will be allocated \$5,000.00.
 - vi. The Chief Programming Officer will be allocated \$5,000.00.
 - vii. The Chief Financial Officer will be allocated \$5,000.00.
 - viii. The Speaker of the Senate will be allocated \$3,000.00.
 - ix. The Elections Chair will be allocated \$1,000.00.

- b. Each Student Employment Authorization (SEA) form will be overseen and administered by the ASLMU Advisor(s).
- c. The amount of these allocations may be altered through the standard legislative process.
 - i. The ASLMU Advisor(s) and Division of Student Affairs must approve of these alterations.
- d. The ASLMU President, in consultation with the ASLMU Advisor(s) and Attorney General, may suspend or reduce compensation of a Leadership Team 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 a Leadership Team member.
- e. No single individual may hold more than one compensated position in the Association.
- f. All compensated members are required to submit a “MyTime” or other work-related hour time sheet every week by Sunday at noon in order to be paid on time. This is overseen by the Chief Financial Officer.

E. Leadership Team Transition

- a. All members of Leadership Team must prepare transition documents that include a transition letter and a detailed timeline of responsibilities. The President is responsible for giving a deadline for these documents and explaining what the exact contents must be. Ideally, these documents should be completed by April 1st.

Section 4: President’s Cabinet

A. Meetings

- a. The President’s Cabinet will meet as a group twice a month during the academic year. Cabinet meetings must be held Mondays at 12:40 PM. This excludes holidays and school breaks.
- b. Each member of the President’s Cabinet will have a one-on-one meeting with the Attorney General at least once a month.
- c. The President’s Cabinet shall attend all trainings coordinated by the ASLMU President, Vice President, and ASLMU Advisor(s).

B. Responsibilities

- a. Director of Academic Affairs
 - i. Advise the President on matters pertaining to academic affairs at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.

- iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- b. Director of Student Wellness and Safety
- i. Advise the President on matters pertaining to accessibility and disability support, mental/physical health, and campus safety/sexual assault at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- c. Director of Mission & Identity
- i. Advise the President on matters pertaining to faith, mission, and identity at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.

- v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- d. Director of Campus Operations
- i. Advise the President on matters pertaining to dining and auxiliary services, technology, and facilities/transportation at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- e. Director of Free Speech & Expression
- i. Advise the President on matters pertaining to free speech and expression at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.

- viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- f. Director of Culture and Social Justice
- i. Advise the President on matters pertaining to socioeconomic inclusivity, culture, social justice, and undocumented student services at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- g. Director of Spirit
- i. Advise the President on matters pertaining to spirit at the University.
 - ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
 - iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
 - iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
 - v. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
 - vi. Set-up a working group or committee, if desired, to execute responsibilities.
 - vii. Attend President's Cabinet.
 - viii. Hold monthly one-on-one meetings with the President.
 - ix. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.
- h. Director of Sustainability
- i. Advise the President on matters pertaining to sustainability at the University.

- ii. Recommend legislation to the Senate that would be relevant to this area of oversight.
- iii. Carry out any legislation passed by the Senate that would be relevant to this area of oversight.
- iv. Serve as the liaison to departments and other groups on campus that have jurisdiction over these areas of oversight.
- v. Serve on the Responsible Investment Advisory Committee.
- vi. Work with the Chief Financial Officer on an amount allocated to their specific budget to support existing programs and initiatives on campus.
- vii. Set-up a working group or committee, if desired, to execute responsibilities.
- viii. Attend President's Cabinet.
 - ix. Hold monthly one-on-one meetings with the President.
 - x. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holiday and school breaks.

C. Compensation

- a. Directors in the President's Cabinet shall not receive any financial compensation for their positional responsibilities.
- b. Directors cannot hold a position on the President's Cabinet and a position that receives financial compensation from the Association.

D. Additional Positions

- a. The President has the authority to add special Directors, in addition to the ones listed above, at any point during their term. The position will be dissolved at the end of the academic year in which it was created, unless the President terminates it before then.

Section 5: Communications Team

A. Meetings

- a. The Chief Communications Officer may coordinate meetings with the entire Communications Team as needed.
- b. The Communications Team shall attend all trainings coordinated by the ASLMU President, Vice President, and ASLMU Advisor(s).

B. Responsibilities

- a. Photographer
 - i. Serve as the official ASLMU photographer.
 - ii. Take photos at all events and ASLMU events as assigned by the Chief of Communications.
 - iii. Edit all photos as directed by the Chief of Communications.

- iv. Upload all photos as needed and directed by the Chief of Communications.
 - b. Videographer
 - i. Serve as the official ASLMU videographer.
 - ii. Take videos at all events and ASLMU events as assigned by the Chief of Communications.
 - iii. Edit all videos as directed by the Chief of Communications.
 - iv. Create promotional and recap videos of events as assigned by the Chief of Communications.
 - v. Upload all videos as needed and directed by the Chief of Communications.
 - c. Graphic Designer
 - i. Serve as the official ASLMU graphic designer.
 - ii. Create all promotional items, designs, and posters as assigned by the Chief of Communications.
 - iii. Upload all designs as needed and directed by the Chief of Communications.
- C. Compensation
- a. Allocations shall be distributed hourly according to the Student Employment Services' schedule. The total amounts awarded to each position are capped annually at the amounts provided in these bylaws.
 - i. The Photographer will be allocated \$1,000.00 per semester.
 - ii. The Videographer will be allocated \$1,000.00 per semester.
 - iii. The Graphic Designers will each be allocated \$2,000.00.
 - b. Each Student Employment Authorization (SEA) form will be overseen and administered by the ASLMU Advisor(s).
 - c. The amount of these allocations may be altered through the standard legislative process.
 - i. The ASLMU Advisor(s) and Division of Student Affairs must approve of these alterations.
 - d. The ASLMU President, in consultation with the ASLMU Advisor(s), Attorney General, and Chief Communications Officer, may suspend or reduce compensation of a Communications Team member for improper conduct. Such acts include but are not limited to violating punctuality rules, attendance expectations, failure to fully execute assigned duties, or any other actions deemed not worthy of a Communications Team member.
 - e. No single individual may hold more than one compensated position in the Association.

Section 6: Programming Team

A. Meetings

- a. The Chief Programming Officer may coordinate meetings with the entire Programming Team as needed.
- b. The Programming Team shall attend all trainings coordinated by the ASLMU President, Vice President, and ASLMU Advisor(s).

B. Responsibilities

a. Event Coordinator

- i. Serve as the official ASLMU Event Coordinator.
- ii. Handle all duties as assigned by the Chief Programming Officer to execute all of ASLMU's programmatic efforts. These events include, but are not limited to, Fallapalooza, the Christmas Tree Lighting, LMU Day, and After Sunset.
 1. The CPO should consider adding the Director of Spirit and the NCAA Senator to the LMU Day committee.
- iii. Work all ASLMU sponsored events.

C. Compensation

- a. Allocations shall be distributed hourly according to the Student Employment Services' schedule. The total amounts awarded to each position are capped annually at the amounts provided in these bylaws.
 - i. The Event Coordinators will each be allocated \$1,500.00.
- b. Each Student Employment Authorization (SEA) form will be overseen and administered by the ASLMU Advisor(s).
- c. The amount of these allocations may be altered through the standard legislative process.
 - i. The ASLMU Advisor(s) and Division of Student Affairs must approve of these alterations.
- d. The ASLMU President, in consultation with the ASLMU Advisor(s), Attorney General, and Chief Programming Officer, may suspend or reduce compensation of a Programming Team member for improper conduct. Such acts include but are not limited to violating punctuality rules, attendance expectations, failure to fully execute assigned duties, or any other actions deemed not worthy of a Communications Team member.
- e. No single individual may hold more than one compensated position in the Association.

Article 6: Legislative Branch

Section 1: Purpose

- A. The purpose of the Legislative Branch is to serve as a representative of and

advocate for the needs and interests of all undergraduate students at LMU, in addition to providing accountability and competence through oversight. The legislative authority of the Association is vested in the Legislative Branch.

Section 2: Structure

A. Membership

- a. The Senate comprises the Legislative Branch of the Association.

B. Positions

a. At-Large Positions

i. Senator At-Large

1. Five (5) seats

ii. Senator for Diversity & Inclusion

1. Three (3) seats

b. Constituency-Based Positions

i. Senator for Bellarmine College of Liberal Arts (BCLA)

1. One (1) seat

ii. Senator for College of Business Administration (CBA)

1. One (1) seat

iii. Senator for College of Communication & Fine Arts (CFA)

1. One (1) seat

iv. Senator for School of Film & Television (SFTV)

1. One (1) seat

v. Senator for Seaver College of Science & Engineering (SOE)

1. One (1) seat

vi. Senator for Commuter Students

1. One (1) seat

vii. Senator for the Service Community

1. One (1) seat

viii. Senator for NCAA Athletes

1. One (1) seat

ix. Senator for International Students

1. One (1) seat

x. Senator for Sorority & Fraternity Life

1. One (1) seat

xi. Senator for Transfer Students

1. One (1) seat

xii. Senator for First Year Students

1. Two (2) seats

Section 3: Senate

A. Meetings

- a. Senate will be flexible while the university abides to LA County's COVID-19 guidelines.
- b. The Senate will meet every Thursday between 7:30pm and 9:00pm during the academic year. This excludes holidays and school breaks.
 - i. The Vice President shall chair the meeting. In their absence, the Speaker of the Senate shall chair the meeting.
 - ii. The meetings of the Senate shall be open to the public.
 - iii. 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.
 - iv. All meeting agendas shall be posted publicly at least by the preceding Monday at 5:00 PM. The meeting agenda shall be posted by the Vice-President or the Speaker of the Senate.
 - v. Quorum for meetings of the Senate shall be two-thirds of the seated Senators.
 - 1. Quorum must be present to commence a meeting of the Senate.
 - 2. Loss of quorum during a duly commenced meeting of the Senate shall result in the possible conclusion of the meeting if unable to regain quorum within fifteen (15) minutes of losing it.
 - 3. Official business of the Senate cannot be conducted unless quorum is present.
 - vi. Any regular meeting of the Senate may be cancelled by a two-thirds (2/3) vote by the seated Senators.
 - vii. The proceedings of the meetings of the Senate shall be conducted according to the most recent edition of "Robert's Rule of Order," maintained by the Attorney General.
- c. The Senate will attend a Special Meeting of the Senate if it is called at the will of the ASLMU President or by a petition of a simple majority of the seated Senators.
 - i. Notice of a Special Meeting of the Senate 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.
 - ii. This meeting, once declared, shall be classified as a "regular" meeting of the Senate.
- d. The Senate shall attend all trainings coordinated by the ASLMU President, Vice President, Speaker of the Senate, and ASLMU Advisor(s).

B. Responsibilities

- a. Senator At-Large

- i. Represent the overall undergraduate community.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- b. Senator for Diversity & Inclusion
 - i. Represent the varying needs and issues related to identities including, but not limited to, gender, sexual orientation, culture, disabilities, and neurodiversity.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- c. Senator for Bellarmine College of Liberal Arts (BCLA)
 - i. Represent the students within the Bellarmine College of Liberal Arts (BCLA).
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- d. Senator for College of Business Administration (CBA)
 - i. Represent the students within the College of Business Administration (CBA).
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- e. Senator for College of Communication & Fine Arts (CFA)
 - i. Represent the students within the College of Communication & Fine Arts (CFA).
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.

- iv. Author at least one initiative and either author or co-author one resolution per semester
- f. Senator for School of Film & Television (SFTV)
 - i. Represent the students within the School of Film & Television (SFTV).
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- g. Senator for Seaver College of Science & Engineering (SOE)
 - i. Represent the students within the Seaver College of Science & Engineering (SOE).
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- h. Senator for Commuter Students
 - i. Represent students who commute to campus.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- i. Senator for the Service Community
 - i. Represent students who are members of service-based clubs and registered student organizations.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
- j. Senator for NCAA and Varsity Athletics
 - i. Represent the student athletes on NCAA and Varsity Sports athletic teams.
 - ii. Attend all regularly scheduled and special meetings of the Senate.

- iii. Attend all regularly scheduled and special meetings of the Student-Athlete Advisory Committee (SAAC) within the Athletics Department.
 - 1. Shall serve as the liaison between the SAAC and ASLMU.
 - 2. Only one office hour is required per weeks that have a scheduled SAAC meeting
 - iv. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - v. Author at least one initiative and either author or co-author one resolution per semester
 - k. Senator for International Students
 - i. Represent the international student population.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
 - l. Senator for Sorority & Fraternity Life
 - i. Represent the students who are members of sororities and fraternities.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
 - m. Senator for Transfer Students
 - i. Represent the students who have transferred to LMU.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester
 - n. Senator for First Year Students
 - i. Represent the first-year students.
 - ii. Attend all regularly scheduled and special meetings of the Senate.
 - iii. Hold two (2) regularly scheduled office hours per week during the academic year. This excludes holidays and school breaks.
 - iv. Author at least one initiative and either author or co-author one resolution per semester

C. Compensation

- a. Senators in the Legislative Branch shall not receive any financial compensation for their positional responsibilities, with the exception of the Speaker of the Senate who becomes a formal member of Leadership Team.
- b. Senators cannot hold a position in the Legislative Branch and a position that receives financial compensation from the Association, with the exception of the Speaker of the Senate who becomes a formal member of Leadership Team.

D. Senator Attendance Accountability

- a. If a senator has three (3) unexcused absences for senate meetings during their tenure, they will be considered to have automatically resigned.
- b. The 1st unexcused absence will warrant a check-in conversation with the Attorney General and/or the Speaker of the Senate.
- c. The 2nd unexcused absence will result in an official meeting with the Speaker of the Senate and the ASLMU Advisor.
- d. The 3rd unexcused absence will result in the senator to have automatically resigned.

E. Senator Office Hours Accountability

- a. Senators must submit their office hours to the Attorney General and Chief Communications Officer no later than two (2) weeks after the start of the academic fall semester. This is to ensure the hours are posted to the website at a reasonable time.

F. Transitional Duties

- a. Senators are required to submit a “transition letter” at the end of their term to be delivered to the new incoming senator. The contents of this letter are to be determined by the ASLMU advisor, Speaker of the Senate, and the Attorney General. This process shall be overseen by the ASLMU Advisor and Speaker of the Senate.

Section 4: [Legislative Duties](#)

A. Legislative Powers

- a. The Senate shall have the legislative authority to:
 - i. Amend the Constitution, Bylaws, and Codes by an affirmative two-thirds (2/3) vote of the seated Senators.
 - ii. Determine general rules, regulations, and policies of ASLMU.

- iii. Override a Presidential Veto by an affirmative three-fourths (3/4) vote of the seated Senators.
- iv. Approve the ASLMU Budget and revisions to the ASLMU Budget by a simple majority vote of the seated Senators.
- v. Confirm Presidential Appointments with an affirmative, simple majority vote of the seated Senators.
- vi. Amend the SAFAB Code.
- b. The Senate shall also have the power of resolution:
 - i. Non-binding expressions of approval or disapproval on issues, events, or policies over which the Senate lacks legislative jurisdiction.
- c. An application-based “bus fund” of at least \$2000 shall be included in the annual ASLMU budget.
 - i. The purpose of these funds shall be to make LMU more accessible to outside guests/visitors from underrepresented communities.
 - ii. These funds shall be distributed per a publicized, Senate-designated deadline.
 - 1. There shall be a spending limit of \$1000 per semester.
 - 2. Late Applications shall not be reviewed.
 - iii. An organization may receive an award once per academic year.
 - iv. The distribution of these funds shall be voted upon by the five (5) Senators-at-Large after review of available applications that most align with the intended purpose of these funds.
 - 1. In case of a tie, the deciding vote shall be cast by the Vice President.
 - v. The ASLMU President, in consultation with the ASLMU Chief Financial Officer, may choose to increase these funds, subject to Senate approval.

B. Legislative Process

a. Legislation

i. Process

1. Legislative Branch

- a. Legislation must originate from a Senator
 - i. It can be at the suggestion of a student or member of the Executive Branch
- b. Initiatives heard at a Senate meeting must be sent to all attending members the preceding Monday by 5:00 PM
- c. Once heard, the Chair shall dedicate time for discussion

- d. At the end of discussion, the Chair shall call for a vote
 - i. Matters concerning the creation and revision of general policies of ASLMU, the approval of the ASLMU Budget, the approval of Presidential appointments, and the granting of money to organizations shall require a simple majority of seated Senators
 - ii. Matters concerning amendments to the Constitution, Bylaws, and Codes or line-item amendments to the ASLMU Budget shall require a two-thirds (2/3) vote of seated Senators
 - iii. Matters concerning the override of a Presidential Veto or a freeze of any Executive Branch account shall require a three-fourths (3/4) vote of seated Senators.
- e. If the vote passes, then the initiative is passed to the Executive Branch for approval.

2. Executive Branch

- a. All legislation that is presented to the President for approval must be check for compliance by the Vice President, Attorney General, and Chief Financial Officer
 - i. Recommendations for veto by the Attorney General and Chief Financial Officer must be because of violations of governing documents and/or State and Federal Laws or concerns with financial feasibility.
- b. The President must sign or veto in accordance with the procedures outlined in Article 5, Section 3(C)(a)(xi).
 - i. Vetoes are returned to the Senator for a possible overturning.
- c. The final piece of legislation is to be signed by the President, Vice-President, Speaker of the Senator, the Author, the Attorney General, and the Chief Financial Officer.

3. Judicial Branch

following their election and prior to the approval of the ASLMU Budget.

b. Budget Approval Process

- i. The ASLMU Budget shall be presented to the Senate by the Chief Financial Officer no later than the fourth (4th) regular meeting of the Senate of the fall semester.
- ii. Any Senator may question the Chief Financial Officer and request a verbal explanation of the specific budget allocations.
- iii. A two-thirds (2/3) affirmative vote of the seated Senators shall be needed to make a line item amendment to the ASLMU Budget.
- iv. A simple majority vote of the seated Senators shall be required to approve the ASLMU Budget.
- v. Each the semester, the President may re-allocate up to \$3,000 between Executive Branch accounts. All re-allocations must be reported to the Senate at the next regularly scheduled meeting following the re-allocation but are not subject to Senate approval.

c. Account Freezes

- i. The Senate may freeze any Executive Branch account with an affirmative three-fourths (3/4) vote of the seated Senators.
 1. Accounts shall not remain frozen for longer than fourteen (14) calendar days without further action taken by the Senate.
- ii. The Judicial Committee may reverse the freezing of accounts following a challenge.
 1. The Speaker of the Senate or a proxy designated by the Speaker shall serve as the respondent in such case.

D. Confirmation of Presidential Appointments

- a. 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.
- b. The approval procedures are as follows:
 - i. After each nominee has been publicly interviewed and discussed by the Senate, a simple majority vote of the entire Senate is needed to approve the appointment.
 1. Votes shall be non-secret.
 - ii. If a nominee fails to garner the simple majority vote, the President must nominate and present to the Senate another applicant at a future meeting.

Section 5: Conflict of Interest

A. Written Disclosure Form

- a. 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.
- b. At the beginning of each semester, each Senator and the Vice President shall complete and sign a standard written disclosure form.
- c. 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
 - i. Failure to disclose a conflict of interest or abstain from voting when a conflict exists may be grounds for removal.
 - ii. 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.
 1. 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 6: Senate Committees

A. Ad Hoc Committees

- a. An Ad Hoc Committee is one that is established for a particular purpose outside the jurisdiction of the Standing Committees.
- b. 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.
- c. 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.

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

Section 7: Senator Appointment Process

A. Positions

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

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

2. 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.

3. Mid-Year Vacancies are appointed as needed.

B. Applications

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

b. 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.

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

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

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

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

d. 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.

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

C. New Senator Selection Process

a. Each applicant will give a brief introduction speech that will last no longer than two (2) minutes. After this introduction speech, the applicant shall be interviewed.

b. 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 four (4) minutes in length.

c. After all applicants have been introduced and interviewed, a discussion will take place within the Senate without the applicants present. All applicants will serve as a topic of discussion with no more than four (4) minutes in length for each candidate.

d. Following the discussion, each Senator will vote and rank all applicants in order of preference.

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

f. 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.

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

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

- i. 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.
- j. Newly appointed Senators shall begin their duties at the next Senate meeting.

Section 8: Speaker of the Senate

A. Obligations

- a. The Speaker of the Senate is obligated to fulfill—but is not limited to—the following:
 - 1. The Speaker shall serve as the main liaisons between the Senate and the Leadership Team
 - 2. The Speaker shall coordinate and hold one-on-one meetings with each member of the Senate per semester
 - 3. Chair Senate meetings in the absence of the Vice President
 - 4. Present the Attorney General with a complete list of resolutions and initiatives proposed by each Senator at the end of each semester
 - 5. Attend all SAFAB meetings
 - 6. Attend all Leadership Team meetings

B. Selection

- a. General Overview
 - 1. The Speaker shall be an elected member of the Senate.
 - 2. The Speaker shall be selected by a vote of the entire membership of the Senate.
 - 3. 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.
- b. Proceedings for Selection
 - 1. 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.

2. Following the reading, candidates for Speaker shall be nominated by a motion and a second.
 - i. Candidates may move to nominate themselves.
3. 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.
4. 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 the Vice President and Attorney General.

c. Voting Procedure

1. After all nominees have been interviewed, each Senator, including the nominees, shall rank all applicants in order of preference.
2. The rankings shall be collected and tabulated by the Vice President and the ASLMU Advisor.
3. 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.
4. The points for each nominee shall be totaled. The most preferred nominees will have received the fewest points.
5. The nominee receiving the fewest points shall fill the position.
6. 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.
7. The newly appointed Speaker of the Senate shall begin their duties immediately.

- d. 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

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

B. Positions

- a. The judicial committee shall be comprised of the following positions.
 - 1. One (1) Chief Justice
 - 2. Four (4) Associate Justices
- b. The Judiciary Advisor(s) shall be designated by the Senior Vice President of Student Affairs or his/her designee.

1. 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.

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

C. Eligibility

a. 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.

b. Justices shall not hold an ASLMU elected or appointed office or serve on a committee concurrent with membership in the Judicial Committee.

c. Justices may not be a volunteer or compensated member of any campus media organization.

d. 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.

e. Justices shall serve no more than two terms. Each term consists of one academic year.

D. Selection

a. All members of the Judicial Committee shall be appointed following the Presidential Appointment procedures as outlined by these bylaws.

1. Each of these positions requires an approval by the Senate.

2. Appointments must be presented to the Senate by the first Senate

Section 3: Meetings

A. Judicial Committee Hearings

a. The Judicial Committee shall only meet for scheduled hearings.

1. The Chief Justice and Judicial Committee Advisor shall review complaints to determine whether there is enough 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

- a. Chair the Judicial Committee and preside over all hearings.
 1. Position must be filled in conjunction with the rest of the Leadership Team.
- b. Serve as a voting member of the Judicial Committee.
- c. 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.
- d. Coordinate arrangements for hearings including date, time, location, meeting room reservations, set-up, and notification of hearing to involved parties.
- e. Provide all parties with an outline of the Judicial Committee procedures.
- f. Inform, in writing, the complainant, respondent, ASLMU President, and Judiciary Advisor of the hearing, decision, and sanctions (if applicable).
- g. Ensure the maintenance of all records on file in the ASLMU Office.
- h. 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.

- i. Inform any member of the LMU community on the judicial process upon request.
- j. Fulfill the same regular duties of an Associate Justice.
- k. Fulfill other duties prescribed by the ASLMU Constitution, Bylaws, policies and other procedures.

B. Associate Justice

- a. Participate in training and education sessions.
- b. Conduct fair and impartial hearings.
- c. Maintain confidentiality before, during, and after each hearing.

Section 6: Judicial Duties

A. Restrictions on Activity

- a. The Chief Justice and Associate Justices shall not be able to do the following.
 - 1. 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.
 - 2. Partake in any campaign for or against any candidate, Constitutional amendment, referendum, or recall effort
 - 3. 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

- a. 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.
- b. Each Justice must keep confidential all transactions that are not explicitly open to the public.
- c. Each Justice must sign a standard written agreement at the onset of his/her term expressly acknowledging these duties.

Section 7: Complaints

A. Categories

- a. Conduct Complaints are suspected violations of the ASLMU Bylaws by ASLMU Officers and other policies and procedures, including decisions made by Senate.
- b. Elections Conduct Complaints are suspected violations of the Elections Code by an Elections Committee member.
- c. Election Committee Decision Appeals are based on the grounds for appeal stated in the Elections Code.
- d. SAFAB Decision Appeals are based on the grounds for appeal stated in the SAFAB Code.

B. Eligibility for Submission

- a. Persons filing a complaint are required to provide information pertinent to the case by completing the standard Complaint Form.
 - i. Complaints may not be submitted anonymously.
 - ii. Conduct Complaints must be submitted by a full-time undergraduate student.
 - iii. Elections Conduct Complaints must be submitted by a full-time undergraduate student.
 - iv. Appeal of an Election Committee decision must be submitted

by an affected respondent in the original case.

v. Appeal of a SAFAB decision must be submitted by the President of an affected club or organization

b. Persons who file a complaint shall appear before the Judicial Committee if a hearing is commenced.

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

d. The complainant must file a complaint against the respondent within at most three months of the alleged incident.

i. Elections Committee Decision Appeals shall be submitted no later than twenty-four (24) hours after written notification of the Elections Committee decision.

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

e. 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

a. 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.

b. 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.

- a. The Chief Justice shall keep all dismissed complaints for record keeping.

Section 9: Due Process

A. Hearing Notification

- a. The Chief Justice, by way of electronic written statement, will notify both the complainant and the respondent of the hearing
 - i. At least two (2) school days before the hearing date for all Conduct Complaints and SAFAB Decision Appeals.
 - ii. No less than eight (8) hours prior to the hearing for all Elections Conduct Complaints and Election Committee Decision Appeal
- b. The electronic written statement shall include the following items:
 - i. A summary of the charges and citations of the violated codes.
 - ii. The hearing date, time, and location.
 - iii. Conduct Complaint hearings shall be held within seven (7) school days of the filing time.
 - iv. 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.
 - v. Election Committee Decision Appeal hearings shall be held to within twenty-four (24) hours of the filing time.
 - vi. SAFAB 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.
- g. The Chief Justice shall telephone the notified parties following the delivery of the electronic written statement.

B. Hearing Components

- a. A hearing shall be held during which the respondent shall have the opportunity to respond to the complaint/appeal.
- b. All hearing procedures shall provide for fair and equal treatment for both the complainant and respondent.
- c. During the hearing, the Judicial Committee shall explain the following items.
 - i. The ASLMU judicial system.
 - ii. The due process.
 - iii. The hearing shall become part of the file relating to the case.
- d. A copy of the ASLMU Constitution, Bylaws, Codes and other applicable policies and procedures will be provided during the hearing to both parties.
- e. Reasonable access to the evidence supporting the charge will be made available to the respondent, upon request, prior to the hearing.
 - i. Twelve (12) hours prior to the hearing for an Elections Complaint.
 - ii. Forty-eight (48) hours prior to the hearing for a Conduct Complaint.
- f. The respondent and complainant may be advised by no more than one (1) individual at the hearing.
 - i. Advisors may not speak publicly during the hearing but may confer privately with the advised party.
 - ii. 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.
 - iii. An advisor may not appear in lieu of the advised party.
- g. Parties may have the support of witnesses in Conduct Complaint hearings and Elections Conduct Complaint hearings only.
 - i. The Chief Justice must be notified electronically in writing at least four (4) hours prior to the hearing if witnesses will be provided.
 - ii. Witnesses must serve to provide relevant information pertaining to the case. Character witnesses are not allowed.

- h. 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

- a. 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.
- b. 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
- c. The quorum for Judicial Committee hearings is three (3) voting members.
 - Should an even number of Justices be present at a hearing, the Justices shall pick lots at random to determine who shall not participate.
- d. 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.
- e. Both parties may challenge up to one (1) member of the Judicial Committee on the grounds of personal bias or conflict of interest.
 - 1. 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.
 - 2. Forced disqualification may not occur if it will reduce the Judicial Committee to below quorum.
- f. The Chief Justice shall explain the hearing process and verbally note the following provisions.
 - 1. 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.

2. LMU student media may not participate in the hearing in any way unless called as an official witness.
3. 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.
- g. The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by a preponderance of the evidence.
- h. Witnesses are only permitted in non-appellate hearings.
 1. 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.
 2. 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.
- i. Written statements shall not be admitted into evidence unless signed by the affiant and witnessed by the Judiciary Advisor or a designee.
- j. Judicial Committee hearings are not a formal court of law; therefore, formal rules of evidence and discovery are not applicable in this forum.
 1. 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.
 2. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Chief Justice.
- k. 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

- a. Call to order by Chief Justice or appointed designee.
- b. Introductions of the parties and their potential advisors.
- c. 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.
- d. Five (5) minute opening statement by the complainant(s).
- e. Five (5) minute opening statement by the respondent(s).
- f. Presentation of Evidence.
 - 1. Presentation and explanation of evidence by the complainant.
 - 2. Questioning of the complainant by the respondent regarding the evidence.
 - 3. Presentation and explanation of evidence by the respondent.
 - 4. Questioning of the respondent by the complainant regarding the evidence.
- g. Call of witnesses (non-appellate hearings only).
 - 1. Call of witnesses for the complainant and direct examination by the complainant.
 - 2. Cross-examination of the complainant's witnesses by the respondent.
 - 3. Call of witnesses for the respondent and direct examination by the respondent.
 - 4. Cross-examination of the respondent's witnesses by the complainant.
- h. Judicial Committee members reserve the right to ask questions of any party at any point during the course of the hearing.
- i. Five (5) minute closing statement by the complainant(s).
- j. Five (5) minute closing statement by the respondent(s).
- k. Adjournment by the Chief Justice.

Section 11: Deliberation Procedures

A. Judicial Deliberation Committee Rules

- a. Deliberations shall be held in a closed session with only the Chief Justice, participating Justices and Judiciary Advisor.

- b. Deliberations are confidential, and the comments are not to be reported outside of the deliberations.

B. Judicial Deliberation Agenda

- a. The Chief Justice shall begin deliberations with a review of the charges against the respondent(s).
- b. The Judicial Committee shall discuss the evidence relating to the case and determine the facts.
- c. The nature or degree of sanctions (if applicable) shall not be discussed until all alleged violations have been decided upon.
- d. For each alleged complaint violation, the Judicial Committee shall by majority vote render one of the following two (2) decisions.
 - 1. 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.
 - 2. Not Responsible
 - i. If there is insufficient evidence to support the allegation, the complaint shall be dismissed.
- e. For each issue in an appeal, the Judicial Committee shall by a majority vote render one of the following decisions.
 - 1. Uphold the entirety of the original Opinion.
 - 2. Overturn the part or all of the original decision.
 - 3. Modify some or all of the original sanction(s).
 - 4. 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

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

B. Voting

- a. 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

- a. The nature of the offense(s).
- b. The severity of any damage, injury or harm resulting from the violation(s).
- c. All previous violations and sanctions issued against a given individual.
 - 1. 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.
- d. All precedents set by the current and former Judicial Committee(s) governed under versions of the ASLMU Constitution, Bylaws, and Codes.
 - 1. Precedent is non-binding.

D. Possible Sanctions

- a. Warning Letter
 - 1. A written reprimand to the responsible parties for the violations specified, including notice that repeated violations may be cause for further Judicial Committee action.
- b. Formal Letter of Apology
 - 1. A letter written by the respondent apologizing to those individuals or organizations affected by the responsible party's violation(s).
- c. Creative Educational Projects

1. 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.
- d. Restitution or Reimbursement for Damages or Lost Property
- e. Probation Status
1. 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.
- f. Loss of Privileges
1. Defined as the exclusion of the responsible party from participating in ASLMU activities and/or removal of duties and responsibilities.
 2. This may also encompass the removal of offensive or damaging materials.
- g. Loss of Right to Seek or Hold Elected or Appointed Office
1. 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.
 2. It is recommended that this degree of sanction be used as a last resort for individuals who cannot be sanctioned by any other means.
 3. Individuals currently holding office may not be removed by the Judicial Committee without the successful impeachment of said individual.
- h. Changes in SAFAB funding amounts
1. The Judicial committee can reallocate funds that they deemed improperly allotted during the SAFAB process.
- i. Other Sanctions or Course of Action

1. The Judicial Committee retains the right to impose additional sanctions, or course of action according to the specific needs of a situation.
- j. 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.
 - a. 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.
 - a. No audio documentation shall be released.
 - b. 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

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

1. Loss of academic or judicial eligibility as described by these bylaws.
2. 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.
- b. 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

- a. 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.
 - 1. 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.
 - 2. Other Executive Branch resignations must be delivered to the President.
 - i. The resignation of the officer is effective immediately after the letter is received.
 - 3. 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.
 - 4. Judicial Branch resignations must be delivered to the President.
 - i. The resignation of the officer is effective immediately after the letter is received.
- b. 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

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A. Presidential Impeachment by the Senate

- a. 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.
- b. Impeachment is constituted by the following grounds:
 1. 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.
 2. Conduct that violates the mission of ASLMU or the University.
 3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
 4. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.
- c. The impeachment process shall be as follows:
 1. 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.
 2. 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.
 3. 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.
 - 4. A motion and a second is needed to adjourn the questioning and discussion.
 - 5. 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.
- d. Impeachment is subject to review upon complaint by the Impeached party to the Judicial Committee.
 - 1. The case shall be treated as a Conduct Complaint.
 - 2. 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

- a. Senator Impeachment by the Senate is defined as the indictment of a Senator or the Speaker of the Senate on charges of improper conduct. Impeachments is required to initiate removal proceedings
- b. 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 SAFAB, or as Speaker of the Senate.
- c. Proceedings to remove a Senator from a given position and proceedings to remove an individual from the Senate may not occur simultaneously.
 - 1. Any Senator removed from the Senate shall automatically forfeit his/her position(s).
- d. Impeachment is constituted by the following grounds:
 - 1. 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.

2. Conduct that violates the mission of ASLMU or the University.
 3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
 4. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.
- e. The impeachment process shall be as follows:
1. 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.
 2. 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.
 3. 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.
 4. A motion and a second is needed to adjourn the questioning and discussion.
 5. 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.

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

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

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

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

Section 3: Removal & Recall

A. Presidential Removal and Recall

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

1. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.
2. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.
3. 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.
4. 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.

5. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.
- b. Both the President and the Vice President are subject to recall by the student body as provided for in the Elections Code.
- c. 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

- a. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.
 1. A vote to remove may not take place until all formal ASLMU and University appeals of the Impeachment decision have been exhausted.
 2. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.
 3. Should the vote be insufficient to achieve removal, the matter shall be closed.
 4. Removal by the Senate is not subject to appeal or review by the Judicial Committee and cannot be reversed.
- b. There is no recall process for Senator Removal.
- c. 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

- a. Removal is constituted by the following grounds.
 1. 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.
 2. Conduct that violates the mission of ASLMU or the University.
 3. Conduct that severely damages the integrity or authority of ASLMU or the office held by the individual in question.
 4. A Justice's decision-making conduct may not serve as grounds for removal.
- b. The removal process shall be as follows.
 1. 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.
2. 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.
3. 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.
4. A motion and a second is needed to adjourn the questioning and discussion.
5. 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.
6. Removal decisions are not subject to review by the Judicial Committee and cannot be reversed.
7. There is no recall process for Justice Removal.
8. 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

- a. 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.
 1. 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.
 2. 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

- a. 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.
 1. 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

- a. 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.

1. 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.
2. 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

- a. Vacancies in non-Presidential and Vice-Presidential Executive Officers must be filled according to the Presidential Appointment Procedures outlined in these Bylaws.
- b. 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
 1. Interim officers may not receive compensation for their duties.
 2. 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

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

D. Spring Semester Vacancies

a. 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

1. 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.

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

E. Summer Vacancies

a. 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.

F. Mid-Year Vacancies

a. 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.

G. Inability to Meet Quorum

a. 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.

H. First Year and Transfer Senator Vacancies

a. 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.

b. 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.

I. Speaker of the Senate Vacancy

- a. 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

- a. 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.

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

J. Associate Justice

- a. 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.

- 1. 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

- a. All events and programs coordinated by ASLMU must adhere to the following procedures.
 - i. 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).
 1. Excludes projects funded through the SAFAB.
 - ii. Present the planning documentation for a proposed event or project to the Department Chair, who then presents it to the President, Chief Financial Officer and the ASLMU Advisor for written approval.
 1. The President shall create a process at the beginning of the year for proposals to be collected.
 2. Senators may also submit a proposal by submitting a proposal through the Speaker of the Senate.
 - iii. Make any changes mandated by the President or the ASLMU Advisor.
 - iv. 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, Chief Financial Officer and the ASLMU Advisor before any excess transactions are made.
 - v. Schedule and attend University event planning meetings for large-

scale events.

- vi. Serve as the primary contact for performers and production contractors for the event.
- vii. Oversee and manage the activity of all Officers required to assist the coordinating Officer(s) during the event.
- viii. Submit a one-page post-event debrief to the ASLMU Adviser and the President within two weeks following the event including:
 1. Successes of the event.
 2. Weaknesses of the event planning or execution.
 3. Difficulties encountered in the University Administration.
 4. 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 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.

“SAFAB” means the Student Activity Fee Allocation 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]

-Revised [04/09/2018]

-Revisions by: [Alfredo Hernandez ('19), Attorney General]

-Revision Summary: [Restructuring of Executive Branch (creation of Leadership Team), SAFAB Process, Removed Standing Committees, Implemented Minimal Actions for Senators, and Conflict of Interest Guidelines]