

Georgetown University Student Association

Governing By-laws

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MISSION OF THE STUDENT ASSOCIATION

The Mission of the Georgetown University Student Association is to (I) empower Hoyas by giving them control over resources, (II) improve the student quality of life, (III) safeguard Hoya rights, (IV) involve Hoyas in the governance of the University and, (V) ensure that the University conducts itself in an ethical and responsible manner.

This mission statement shall manifest itself through a spirit of cooperation and professionalism between the Executive and the Senate. This mission statement shall also serve as an ideal foundation for any work done through committees or student commissions.

INTERNAL ORGANIZATION OF THE SENATE

1. Membership and Formation of the Senate

1.01 The Senate shall consist of twenty-eight elected members, elected as follows.

(a) The Senate shall divide all student residences into geographic districts consisting of approximately equal students, deriving the appropriate number of students within any one district by dividing the total number of students on and off campus by the number of geographic districts.

(b) There shall be twenty-four districts elected on a geographic basis. They are listed as follows, with the geographic district followed by the number of Senators to be elected from each:

- Townhouses (one [1] senator)
- Village A (two [2] senators)
- Southwest Quadrangle (three [3] senators)
- Henle Village (two [2] senators)
- LXR Hall (one [1] senator)
- Nevils Hall and Alumni Square (two [2] senators)
- Copley Hall (one [1] senator)
- Village C East (one [1] senator)
- New South Hall and Village C West (three [3] senators)
- Darnall Hall and Harbin Hall (three [3] senators)
- Off-Campus (five [5] senators)
- For those districts electing more than one senator, a single election shall be held for all candidates. In a district with multiple seats, the number of winners shall be equal to the number of seats available for contestation.
- There shall be four additional at-large seats elected by the entire student body.

- 1.02 Elections to the Senate shall be conducted with Instant Run-off Voting.
- 1.03 Upon taking office at the first Session of the Senate, new members of the Senate shall recite the following oath as administered by the Vice-President of the Student Association in his or her capacity as President of the Senate: "I, (name), do hereby affirm that I will support and defend the Constitution and By-Laws of the Georgetown University Student Association against all enemies, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter."
- 1.04 Every third year beginning with the year 2011-2012, the Vice Speaker and the Chairman of the Election Commission shall meet to evaluate the state of Senate districts, paying attention to changes in student enrollment and geographic distribution of students. Should they determine that the present distribution of districts is no longer suitable, they shall convene a Select Committee on Redistricting to propose changes to Senate districts, which shall be presented to the full Senate for an up or down vote.

2. Officers

- 2.01 The Senate shall elect a Speaker and a Vice-Speaker at the second meeting of each new legislative session. The Speaker and Vice-Speaker shall be elected by means of a simultaneous vote which shall be taken down by the Secretary.
- 2.02 The Speaker and Vice-Speaker shall be full-time undergraduate students at Georgetown University.
- 2.03 The Speaker shall have the following powers:
- (a) The power to assign Senators to Committees in conjunction with the Chairs, except as otherwise specified.
 - (b) Decide the order of the docket.
 - (c) Recognize members to speak and make motions.
 - (d) Rule on all motions in accordance with Robert's Rules and the By-laws.
 - (e) Nominate a Director of Technology for the GUSA Senate.
- 2.04 The Speaker shall have the following responsibilities:
- (a) Publicizing Senate meetings to Senators and any other persons who may be relevant.
 - (b) Preparing the Agenda for each Senate Meeting.
 - (c) Distributing the most recent minutes to all Senators prior to the next meeting.
 - (d) Notifying Senators by email with two unexcused absences that any additional unexcused absences shall be considered grounds for removal.
 - (e) Conducting all Senate meetings in accordance with the rules set forth by these By-Laws.
 - (f) Becoming familiar with the work of all Standing Committees.
 - (g) Establishing a working relationship with the executive.
 - (h) Meeting regularly with the Vice-Speaker and the Chair of the Finance Committee.
 - (i) Notifying the Senate after the roll call of any Senator who has sent in an excuse prior to the meeting.

- 2.05 The Vice-Speaker shall have the following powers and responsibilities:
- (a) Chairing the Ways and Means Committee.
 - (b) Becoming familiar with the work of all Standing Committees, and in his or her capacity as Chairman of the Standing Committee on Ways and Means, evaluating and overseeing the progress made by all other Standing Committees.
 - (c) Meeting regularly with the Speaker and the Chair of the Finance Committee
 - (d) Acting in the place of the Speaker at all Senate meetings which the Speaker is unable to attend.
 - (e) Assuming the role of Speaker should the Speaker resign or be removed.
 - (f) Possessing a recent edition of Robert's Rules of Order.
 - (g) Convening with the Chair of the Election Commission every third year to assess the state of the Senate districts.
 - (h) Informing Senators of their attendance record, censuring Senators, and calling to a vote the removal of a Senator.
- 2.06 The Ways and Means Committee shall solicit candidates for the position of Executive Officer of the Senate, and present the candidates to the Senate at its second meeting for a vote via Instant Runoff Voting. All undergraduate students who are not already a member of the GUSA Senate are eligible to apply for the position. The position shall be for a full-year and be awarded with a \$200 stipend per semester from the Senate operating budget. The Executive Officer shall be responsible for:
- (a) Maintaining a Senate roster. The roster shall include the district of representation, current address, preferred email address, cell phone number, school, and year of graduation of all members of the Senate.
 - (b) Attending all Senate meetings. Should the Executive Officer be unable to attend a meeting, they shall be required to secure a substitute to temporarily assume the duties of the position, and notify the Speaker of their absence in advance and provide contact information for their substitute.
 - (c) Taking attendance and minutes at all Senate meetings.
 - (d) Archiving all Senate minutes, bills, resolutions, reports and recommendations in the public Senate archive.
 - (e) Assisting the Senate in ruling on matters regarding the procedure of Senate business.
 - (f) Providing advice on all bills and resolutions so that they are consistent with the bylaws and Constitution of GUSA.
 - (g) Utilizing social media as appropriate in order to properly inform the public of Senate proceedings.
 - (h) Maintaining the GUSA Senate website
 - (i) All other duties as requested by members of the Ways and Means Committee.
- 2.07 The Senate shall appoint up to two Deputy Executive Officer(s), tasked with the same nominal roles as the executive officer, for the purpose of aiding the Executive Officer and the Senate in the discharging of their respective duties. These positions shall be for a full-year and be awarded with a \$150 stipend per semester from the Senate operating budget. Any Deputy Executive Officer who takes office during November shall be paid \$75, half the full amount, to reflect the shorter length of his or her term. (The above paragraph shall be deemed valid until December 31, 2014)

- 2.08 Serious negligence by the Executive Officer or the Deputy Executive Officer in performing the duties of their respective offices shall be considered grounds for removal by a two-thirds majority of the Senate.
- 2.09 If the Vice-Speaker is removed, a replacement shall be elected by instant run-off voting at the following meeting.

3. Duties of a Senator

- 3.01 Senators shall attend all Senate meetings. If a Senator unable to attend a meeting, he or she must notify the Speaker prior to that meeting. Three absences per semester may be considered grounds for removal.
- 3.02 Senators shall actively serve on at least one Senate Standing Committee.
- 3.03 Every Senator elected to his or her first term shall meet individually with the GUSA faculty advisor within [6] weeks of taking his or her oath of office, so that he or she might better understand the bounds and inherent expectations of his or her service as a Senator. The Speaker may also join these meetings, subject to his or her availability of the wishes of the Senator in question.

4. Standing Committees

- 4.01 The Senate is the elected voice of the student body and seeks to improve the lives of students on the Hilltop by addressing their concerns and issues through feasible and cooperative action. The Senate shall accomplish this through standing committees. Each Senator must serve on at least one committee but no more than two, unless otherwise stated.
- 4.02 There shall be four standing committees in the Senate. The committees shall have the authority to:
- (a) Exercise original jurisdiction over all legislation affecting their purview.
 - (b) Meet at least once per week outside of regular Senate meetings; these meetings shall be open and advertised to the public and notes shall be made available.
 - (c) Appoint a Secretary, who must be a member.
 - (d) By majority vote, compel any member of the Georgetown University Student Association, or any student acting on its behalf, to appear before it to give testimony.
 - (e) Be able to conduct and publish, when appropriate, research pertaining to issue under its purview, but may not independently and without approval speak on behalf of the GUSA Senate.
- 4.03 The chairs of each standing committee shall be elected via instant run-off voting by the Senate proper. Each chair shall be a de facto member of the Ways and Means Committee. The Speaker and Vice-Speaker shall not be eligible to be a Committee Chair.
- 4.04 The Senate shall consist of the following standing committees:

(a) Ways and Means Committee – Five Senators

This committee shall be comprised of each standing committee's Chair, the Speaker, and the Vice-Speaker of the Senate, who shall serve as de jure Chair. It shall deal with issues involving internal reforms, including, but not limited to constitutional, by-law, Committee and power issues, as well as community building and outreach. It shall also be in charge of creating legislation to apportion the districts for geographic representation in accordance with the Article I, Section II of the Constitution. The Ways and Means Committee also has the responsibility of maintaining progress and ensuring accountability within the student association through the power to subpoena members of the student association, including presidential appointments as specified in Article V Section 1. In order to remove a Senator from his or her duties, a unanimous vote must be reached by the Ways and Means Committee following a proper hearing and a subsequent two thirds vote of no-confidence by the Senate.

(b) Finance & Appropriations Committee

This committee shall be the only Committee that may produce bills to allocate funding from either the Student Association operating budget or Student Activities Fee account(s).

i. Composition of Committee

- The Finance and Appropriations Committee Chair must be a Senator, and shall be elected by a majority concurrence of the Senate through a simultaneous vote which shall also be taken down by the Secretary. In addition to the Chair, there shall be seven Senators who shall be elected by majority concurrence by the Senate to serve on the Committee; no more than three Senators of the Finance & Appropriations Committee shall serve concurrently on another Committee. Any Senator elected to serve on the Finance & Appropriations Committee shall be required to attend a comprehensive informational session on the funding process, conducted by the Director of the Center for Student Programs or his/her designee. No Senator may vote on an advisory board budget bill before the completion of this training session. In addition, the Vice President of Student Affairs or his or her designee, the Senior Business Manager for the Office of Student Affairs, and the GUSA advisor shall serve the Committee as non-voting advisors for any and all allocations of the Student Activity Fee.

ii. Budget Summit

- The Finance & Appropriations Committee shall convene an annual Budget Summit where the proposed budgets of the five advisory boards (as defined in the by-laws), GPB, the Campus Ministry Student Forum, and incoming GUSA executive shall be considered following their presentation to the Committee. Each proposal must include but is not limited to a detailed budget for the coming year, past expenditures and financial information, and any other information the Committee so deems. The summit shall be held no later than 21 days following the election of the incoming GUSA executive, nor before the official beginning of that year's Executive election campaign period. Should a required group or the next Executive be unable to present at the Budget Summit, the Budget Summit may be extended over multiple dates, times and locations, at the discretion of the majority of the Finance & Appropriations Committee. No official deliberations

shall be conducted until the final presentation is heard by the Finance & Appropriations Committee.

- Non-advisory board student organizations may also submit budgetary requests. The Finance & Appropriations Committee Chair shall conduct the meeting.
 - A draft of the student activities budget as approved by the chair, in consultation with the GUSA advisor or his or her designee, shall be produced and made available no later than seven days following the presentation of the last budget proposal. A final student activities budget may not be voted on until seven days have elapsed. During this seven-day period appeals and public comment shall be heard by the committee. All committee members must be present throughout the Budget Summit and any votes on the budget.
 - Within seven [7] days of the completion of the draft budget by the Finance and Appropriations Committee, that Committee shall convene a public meeting with the express stated purpose of hearing appeals from concerned advisory board chairpersons.
 - Upon consideration of the budget by the full Senate, the Speaker shall be directed to allow for a period of public comment at the commencement of the session during which the budget will be considered, such that any concerned advisory board may make its case to the full Senate before any vote on the budget takes place.
- iii. Procedure for allocations of the Student Activities Fee
- Any allocation of Student Activities Fee (including the annual student activities budget) requires a two-thirds affirmative vote of the Finance & Appropriations Committee and a two-thirds affirmative vote of the full Senate. Any Senator may move to amend an allocation of the Student Activities Fee provided such an amendment has a sufficient second consisting of the majority of Senators present. Passage of an amendment requires two-thirds support of the Senators present. Following passage in the Senate the student body president must approve or veto the allocation of the Student Activities Fee. If the proposed allocations fails to pass the Senate or is vetoed by the student body president it is recommitted to the Finance & Appropriations Committee for emendation. Any allocation of the Student Activities Fee outside of the annually approved student activities budget shall require a seven-day period for public comment between passage from committee and vote in the Senate. In addition, any allocation of the Student Activities Fee, including the student activities budget, must be presented to the full Senate before it votes. The presentation must include a detailed description of all allocations. If at the Spring Budget Summit the Finance and Appropriations Committee fails to pass a budget for any Advisory Board and GPB, that Advisory Boards budget will revert to the previous year.
 - The total allocation for the GUSA Annual Budget may not exceed fifteen (15) percent of the total allocation of Student Activities Fee money at the Spring Budget Summit.

- iv. Rules Governing Official GUSA Budget and GUSA Accounts
 - The Official GUSA Budget shall be divided into three accounts: 1) The GUSA Executive Discretionary Account, 2) the GUSA General Account, and 3) the GUSA Reserve Account. The Executive Discretionary Account is meant for miscellaneous, minor expenses of the Executive. Only the GUSA President has the authority to allocate funds from this account. The size of the Executive Discretionary Budget is determined at the annual Budget Summit.
 - The GUSA General Account is the main operating account for GUSA and holds funds to be used by both the Executive and Senate for initiatives, events, projects and other needs throughout the year. Only the Senate has the authority to allocate funds from this account with a majority vote in the affirmative and the signature of the GUSA President. All allocations from this account must follow standard legislative processes. The Senate may use this account for its miscellaneous, minor discretionary needs. The size of the GUSA General Account is determined at the annual Budget Summit.
 - The GUSA Executive is required to submit the Official GUSA Budget at the annual Budget Summit. This budget should include the Executive's projected funding needs for initiatives, events, and projects. The Finance & Appropriations Committee will use the Executive's proposed budget to determine how much money should be allocated to the GUSA General Account where the funds will be held until requested by the Executive.
 - The GUSA Reserve Account holds surplus money from previous years. Only the Senate has the authority to allocate funds from this account with a majority vote.
 - Additional accounts for specific initiatives may be created only with a majority vote of the Senate or during the Budget Summit.
- v. Rules of the committee
 - At least one Senator from the Finance & Appropriations Committee shall regularly attend meetings of the advisory boards and GPB. . Additionally, the liaisons to each Advisory Board must conduct bi-semesterly reviews of the Advisory Board budgets and how they have been spending the Student Activities Fee. The advisory boards may submit a complaint to the Chair of the Finance & Appropriations Committee and the Speaker of the Senate if they believe their Finance & Appropriations Committee liaison has not attended advisory board meetings in accordance with the by-laws. The advisory boards and GPB will have independent authority to determine the time and place of their regular meetings.
 - A Senator on the Committee shall be designated to be responsible for keeping and publishing timely records of all appropriations of the Student Activities Fee.
 - In the case of a tie in an in-committee vote with all members voting, the Chair's vote shall be removed in the count to create a half-plus-one majority.

(c) Student Life – Nine Senators

- This Committee shall deal with issues of student life at Georgetown University. Examples of issues under its purview include but are not limited to transportation, alcohol policy, student safety, wireless internet, GOCard improvement, student space, rights of student groups, Off-Campus housing, and On-Campus social affairs.
- Any bill produced by the Student Life Committee may be brought to the floor of the Senate by majority vote of its members.

(d) Intellectual Life - Nine Senators

- This Committee shall deal with issues of intellectual life at Georgetown University, defined to include not only academic facilities and programs but also the housing and study spaces in which the daily embodiment of the life of the mind is located. Examples of issues under its purview shall include but shall not be limited to class registration, curriculum content, intellectual honesty, intellectual freedom, Social Justice and Community Based Learning, facilities, housing, residential security, and Faculty Senate relations in conjunction with Senate leadership.
- Any bill produced by the Intellectual Life Committee may be brought to the floor of the Senate by majority vote of its members.

4.05 Within [2] weeks of a new Senate being sworn in, the Standing Committee on Finance and Appropriations shall allocate, and the full Senate shall confirm, an operating budget for each Senate Standing Committee with the exception of the Standing Committee on Ways and Means. These funds are to be allocated from the Senate discretionary budget.

4.06 Any standing committee may create sub-committees under their purview with the approval of both the Speaker and the Committee Chair. Sub-committees must include at least one senator of the parent committee as Chair and may propose legislation to the supervising committee for consideration. Non-senators may serve on sub-committees as voting members, not on standing committees.

5. Meetings of the Senate

5.01 The Full Senate shall meet at least every other week during the academic year, with the time and place to be determined by the Senate at the beginning of the academic year.

(a) By the Friday of the first full week after the Speaker and Vice-Speaker are elected in the Fall (and the Friday of the first full week of classes in the Spring), the Speaker and Vice-Speaker shall propose a calendar scheduling all regular meetings of the full Senate and all regular meetings of Committee Chairs for that semester. At next full Senate meeting, the Senators shall vote to approve the Calendar by simple majority.

(b) A quorum shall consist of a majority of the Senate.

(c) For all votes in the Senate, including ones in committee, a majority is defined as the approval of greater than half of those present who are voting members.

5.02 Special sessions of the Senate may be called at the discretion of the Speaker of the Senate, as well as the President of the Student Body. Furthermore, fifteen Senators may instruct the Speaker of the Senate to call a special session.

- 5.03 A regular session of the full Senate shall include the following agenda items: Call to Order by the Speaker, Roll Call, Approval of the Minutes from the last session, All Standing Commission Reports, and the Executive Report.
- 5.04 Other agenda items may be added at the discretion of the Speaker.
- 5.05 The Senate, at its discretion, shall have a Sergeant-at-Arms which shall be in charge of keeping order at each Full Senate meeting. The Sergeant-at-Arms will not limit the debate of Senators but instead loudly announce which Senator has the floor. Any nominee for this position must be approved by the Ways and Means Committee followed by a majority vote from the Senate.
- 5.06 The use of proxies shall be permitted under the following conditions:
- (a) The proxy's identity is affirmed in writing on a document or electronic communication to the Speaker and Secretary with the names of both the Senator and his/her proxy.
 - (b) A Senator does not make use of a proxy more than twice in a single semester.
 - (c) Senators may not proxy for other Senators.
 - (d) No non-Senator may proxy for more than one Senator at any given time, or cast more than one vote on any given item.
- 5.07 Senators who are deemed by the Speaker to be unable to participate in person in Sessions of the Senate may, no more than twice in one academic year, participate as full voting members of the Senate by way of telepresence technology as long as said presence is not deemed to be obtrusive by the members of the Senate present and voting. This sub-section applies only to technology that provides audio or audio-video telepresence, and not to text-based services including but not limited to instant messaging and e-mail.

6. Senator Accountability, Attendance Policies, Removal and Replacement of Senators.

- 6.01 Any Senator who misses three full Senate meetings will need to have a valid excuse (which can be determined invalid by the Speaker) in order to miss any future full Senate meetings.
- (a) After two unexcused absences, the Vice Speaker will privately inform the senator that they risk removal from their position.
 - (b) After three unexcused absences, the Vice Speaker will censure the Senator on the Senate Floor.
 - (c) If the Senator fails to attend another meeting without a valid excuse, the Vice Speaker will call to a vote the removal of the Senator.
 - (d) The Senator shall be removed from their position with a 2/3 vote in favor of removal.
- 6.02 Any Senator who misses three weekly Standing Committee meetings will need to have a valid excuse (which can be determined invalid by the the Committee Chair) in order to miss any future Standing Committee meetings.
- (a) After two unexcused absences, the Chair of the Committee in question will privately inform the senator that he or she risks removal from his position.

- (b) After three unexcused absences, the Committee Chair will censure the Senator on the Senate Floor.
 - (c) If the Senator fails to attend another meeting without a valid excuse, the Committee Chair will call to a vote the removal of the Senator.
 - (d) The Senator shall be removed from his or her position with a 2/3 vote in favor of removal.
 - (e) Formalized and regular liaison meetings are to be considered committee meetings in the above terms, and absences from said liaison meetings will be accordingly considered an absence from a committee meeting.
- 6.03 In the event of a removal of a Senator, that Senator is barred from serving in the Senate until the following academic year. Furthermore, to serve in any capacity on the Student Association during the year in which they is removed, they must obtain formal approval from the Senate by receiving a majority from those voting in order to assume the duties of that position. All restrictions placed on a Senator are lifted at the start of each academic school year.
- 6.04 Upon a seat in the Senate becoming vacant, the President of the Student association shall issue writs of election, with a special election to take place within thirty days of the vacancy, University holidays and final examination periods excepted. Such elected successor shall hold that Senatorial seat until the termination of the remaining Legislative Term of Office, as mandated by the Constitution of the Georgetown University Student Association.

7. Legislation

- 7.01 When proposing legislation, any Senator must propose the legislation to the relevant Committee or to the Senate as a whole if the proposed legislation does not fall under the purview of an existing Committee. The Senator need not be a member of the Committee to which he or she presents the legislation, but may only vote on it if a member of that Committee. The legislation must pass Committee by simple majority; upon passing, the Committee shall present the legislation to the full Senate. Legislation requires simple majority to pass. The Committee may attach a recommendation report along with the bill to the full Senate based on the majority's view; any member who wishes to do so may add a concurring or dissenting report which must also be included in the report, provided that such report is received in a timely fashion.
- 7.02 If proposed legislation fails to pass the relevant Committee, any Senator may put forth a Discharge Petition. If the Senator shall obtain the signatures (including that of the sponsor of the Petition) of a number of Senators equaling or exceeding a majority of the total membership of the Senate, the legislation goes straight to a floor vote. An appropriations bill may not be considered under a Discharge Petition.
- 7.03 By petition of no less than ten undergraduate students, certified by signature, any undergraduate student may present legislation to the relevant Committee of the Senate for consideration or to the full Senate if the proposed legislation does not fall under the purview of an existing Committee, subject to a seconding motion by a Senator.

- 7.04 Any student, having obtained 300 affirmative signatures from current Georgetown undergraduates (roughly 5 percent of the student body), may present a proposal for a referendum to the Senate. The Senate may also call for a referendum with the passage of an Act of Referendum by a 2/3 majority.
- 7.05 The Georgetown University Student Association may enter into compacts and agreements with other student governments. Such compacts and agreements must be signed by the President of the Student Association, then ratified by a two-thirds supermajority of all seated Senators in order to begin effect. If the Senate fails to ratify by a two-thirds supermajority, then the charter or other agreement is not enacted.

8. Appropriation of Funds

- 8.01 Subsequent to an allocation of funds to GUSA by the Finance & Appropriations Committee, the funds shall be allocated such that up to 25% of the funds are made available to the Senate and Executive with the remainder of the funds being placed in a General Fund.
- 8.02 This first total shall be allocated between the Senate and the Executive by its chief representatives (read: The President, The Speaker) at their mutual discretion.
- 8.03 Each branch shall draw up according to its own procedures an operating budget to inform future allocations.
- 8.04 Within the Senate, all expenditures of over \$100 require majority approval by an assembly of the Senate. The GUSA Fund may, however, allocate up to \$500 for an individual student event without approval by an assembly of the Senate.
- 8.05 If a quorum of the Senate is not possible, expenditures may be otherwise approved at the discretion of the Speaker.
- 8.06 Student Activities Fee money may only be used by the GUSA Senate or Executive for official business that directly affects public GUSA activities.

9. Senate Transitions

- 9.01 The Transition Committee is charged with advocating for students over the summer; working in conjunction with the Election Commission to ensure that elections take place on time; and with publicizing elections, and recruiting potential candidates, and informing all students about the Senate.
- 9.02 Elections for the Senate shall be no later than a month after the first day of classes.
- 9.03 The Transition Committee shall elect from among its members a Chair and a Vice-Chair.
- 9.04 The Transition Committee shall certify the results of the Senate elections at the first full Senate meeting.

- 9.05 The Chair of the Transition Committee shall chair the first meeting of the Senate during each new legislative session, and shall chair the second meeting until the election of a new Speaker.

OTHER BODIES RELEVANT TO THE SENATE AND GUSA

10. The Constitutional Council

- 10.01 Members of the Constitutional Council shall be nominated by the President-Elect of the Student Association of Georgetown University and confirmed by a majority vote of the Senate.
- 10.02 The President of the Student Association shall nominate the Chair of the Constitutional Council and confirmed by majority vote of the Senate.
- 10.03 Each Councilor shall hear all cases brought before the Constitutional Council, vote in all such cases, write and issue opinions and reports, and act in other appropriate areas which may further the ability of the Constitutional Council to fulfill its constitutional obligations.
- 10.04 The Constitutional Council shall appear before the Senate at the first session of the Senate immediately following the disposition of a case, at least once a semester to summarize decisions on all cases argued before the Constitutional Council, and at other times the Senate may deem it necessary and appropriate.
- 10.05 All three members of the Constitutional Council shall be present to constitute quorum to conduct the business of the Constitutional Council.
- 10.06 The three members of the Constitutional Council are obliged to sit on the GUSA Election Appeals Board as set forth in 20.05, 20.06, and 20.07.
- 10.07 The Constitutional Council shall hold its sessions in a specific location, which shall be determined by the Council at the beginning of the academic year.
- 10.08 Formal sessions of the Constitutional Council shall be open to the public.
- 10.09 Upon receiving a petition to hear a case, the members of the Constitutional Council shall by private conference determine whether or not to hear the case.
- 10.10 If, in the opinion of at least one of the members of the Constitutional Council, the case under consideration involves a substantial constitutional question, the Constitutional Council shall hear the case, without the Constitutional Council divulging its reasons to hear the case. Otherwise, the case may not be argued in front of the Constitutional Council.
- 10.11 During the course of the Constitutional Council's deliberations, witnesses may be allowed to testify particular positions on the case in question. When the hearing is closed, the members of the Constitutional Council shall retire in private to render a decision on the case. The Constitutional Council shall be required to render a decision on cases no later

than ten working days after the case was argued, University holidays and final examination periods excepted.

- 10.12 A majority vote of the Councilors shall constitute the ruling of the Constitutional Council on the case, which shall be binding on the Student Association and all elements thereof. The opinion shall be placed in writing, composed by a Councilor, as assigned by the Chair of the Constitutional Council. There may be both majority and minority opinions.
- 10.13 Petitions for reconsideration of the decisions of the Constitutional Council may be made, in writing, to the Chair of the Constitutional Council no more than seven working days after the original decision was reached. Upon receiving such petition, the Councilors shall by private conference determine whether or not to reconsider the case. If, in the opinion of at least two of the Councilors, the case being petitioned for reconsideration is characterized by discrepancies in the first decision which warrant a reconsideration of the case, the Constitutional Council shall the proceed to reconsider it; otherwise, the case shall not be reconsidered by the Constitutional Council, and the decision made previously on the case in question shall stand as the final and binding decision of the Constitutional Council.

11. The Executive

- 11.01 The formation of staff offices within the executive branch is left up to the discretion of the incoming President and Vice President of the Student Association. The incoming President and Vice President should evaluate the existing Cabinet and departmental structure and propose either a continuation of the existing structure or a modified structure to the Senate within the first three [3] weeks after their election. The Senate shall either confirm the new structure without amendment by a majority vote or reject it outright. In the event of rejection, the President and Vice President shall have two [2] weeks to present a new Cabinet and departmental structure to the Senate. This process shall continue until agreement is reached.
- 11.02 Members of the Executive Cabinet must be selected through an application process that is open to every undergraduate student at Georgetown University.
- 11.03 The Executive must have at least one member of their Staff present at all Senate meetings.
- 11.04 Upon taking office, the President-Elect and Vice-President-Elect shall recite the following oath: I do hereby affirm to faithfully execute the office of President or Vice-President of the Georgetown University Student Association (which ever office it may be) and to the best of my ability preserve, protect, and defend the Constitution and by-laws of the Student Association.
- 11.05 The Executive Cabinet is required to have a Treasurer appointed by the President and approved by the Senate in a majority vote. The responsibilities of the Treasurer are as follows:
- (a) The Treasurer is responsible for overseeing the finances and budget of both the Executive and Senate
 - (b) The Treasurer must attend Treasurer Training and complete all necessary University paperwork

(c) The Treasurer must attend every Finance & Appropriations Committee meeting as a non voting member unless otherwise directed by the Chair

(d) Perform other duties as requested by the Chair of FinApp or GUSA President relating to GUSA finances

12. External Boards

12.01 The President shall appoint Senators, members of the Executive, or students to External boards. All Presidential appointments must be confirmed by the Ways and Means Committee of the Senate, and confirmed by majority vote of the Senate, and may be brought before the Senate Ways and Means Committee for review at any time. Some Presidential appointments also require training and approval from the Joint Committee on Information and Training in order to assume their positions.

12.02 The following External Boards must find appointments by the President:

(a) Board of Directors

The ultimate source of authority in the university, the Board of Directors is composed of 46 members, chiefly alumni with influential business connections but also academics, Jesuits, and elected officials. Members are elected for three- year terms, with the President of the University, the Secretary of the Alumni Association, and the President of the Student Association sitting *ex officio*. The Board maintains committees and sub-committees for each of the three campuses as well as for university relations, finances, academics, and faculty relations. The Board also has the right to elect and remove the President. The only condition the candidate has placed upon them is that they must receive training and approval from the Joint Committee on Information and Training in order to assume their position on this board. One, two year, appointment exists per year.

(b) Main Campus Planning Committee

The Main Campus Planning Committee (MCPC) is an advisory body to the Provost, and the Provost rarely deviates from its advice. Composed of faculty, students, and deans, the MCPC is responsible for Main Campus forward- planning, reviews the annual Main Campus budget, and addresses issues such as faculty salaries. The only condition the candidate has placed upon them is that they must receive training and approval from the Joint Committee on Information and Training in order to assume their position on this committee. One, two-year appointment exists per year.

(c) Alumni Board of Governors

The Alumni Board of Governors (ABOG) advises the President of the University and other University officers on a range of issues. Board members are elected by the members of the Alumni Association and include four or five undergraduates appointed by the President of the Student Association. The Governors meet quarterly, with one meeting coinciding with the Alumni Association's annual John Carroll Awards Weekend. The only condition the candidate has placed upon them is that they must receive training and approval from the Joint Committee on Information and Training in order to assume their position on this board. There are 4 or 5 one-year appointments.

(d) Advisory Committee on Business Practices

Appointees advise the University Senior Vice President to analyze, evaluate, and deepen understanding of the ethical and moral issues that should be taken into consideration in the evaluation of staff labor policy and contracts with Georgetown University vendors. Three, one-year appointments exist.

(e) Athletics Advisory Board

Appointees are charged with advising and assisting the University Department of Athletics toward the advancement of athletic programs at Georgetown, including both intercollegiate (NCAA) sports and all other levels. Two, one-year appointments exist per year: one male and one female.

(f) Licensing & Oversight Committee

This committee is charged with primary responsibility for establishing, managing, and reviewing policy toward, and relations with, the Collegiate Licensing Company and all licensees, making sure that all companies that make products which use the Georgetown name and logo abide by the university's Code of Conduct for socially responsible practices. Three, one-year appointments exist.

(g) Food Committee

Appointees must meet with representatives of Auxiliary Services and the Dining Services team to provide feedback on menu selection and input on future planning. Multiple, one-year appointments exist.

(h) Computing Services UIS Advisory Committee

Appointee must advise UIS and other university bodies on computing and technology service matters, including suggesting and recommending new services and priorities for future expenditures. One, one yearlong appointment exists.

(i) Library Affairs Advisory Committee

Appointee must work with library officials to discuss the direction of library facilities and resources and ways to improve the library as a student resource. At the minimum one, one year-long appointment exists.

(j) VPS CSJ Advisory Board for Student Organizations

The VPS Center for Social Justice Advisory Board for Student Organizations works in conjunction with the Office of Volunteer and Public Service under the Center for Social Justice, Research, Teaching, & Service. This funding board allocates money to community service and outreach organizations. Six, one year- long appointments exist.

(k) Media Board

The Media Board allocates money to the various campus media organizations, including GUTV, The Hoya, The Voice, The Independent, WGTB FM Radio, Ye Doomsday Booke, The Georgetown Journal, and the Anthem. Four, one year-long appointments exist.

(l) Performing Arts Advisory Council

The Performing Arts Advisory Council oversees and allocates funds to the various Performing Arts groups, in coordination with the Program in Performing Arts. Four, one year-long appointments exist: one from each branch of the performing arts. Advisory Board for Club Sports This funding board allocates money to the various Club Sports teams, making sure that they are in compliance with University, intercollegiate, and federal policies. Six, one year-long, appointments exist.

(m) Advisory Board for Club Sports

This funding board allocates money to the various Club Sports teams, making sure that they are in compliance with University, intercollegiate, and federal policies. Six, one year-long, appointments exist.

(n) Speech and Expression Committee

The Speech and Expression committee is a body composed of students, faculty, and administrators who advise the Vice President of Student Affairs on administering the University's speech and expression guidelines. Two, one year-long appointments exist.

(o) Campus Living Advisory Council

The Campus Living Advisory Council meets regularly throughout the year to discuss issues regarding student housing and facilities. Multiple, one year-long, appointments exist.

(p) Disciplinary Review Committee

Appointees must evaluate the Student Code of Conduct and the policies regarding how the University will handle student violations of the Code of Conduct. Two, one year-long appointments exist.

(q) Student Safety Advisory Board

Student Safety Advisory Board (SSAB) members take an active concern in enhancing Georgetown University's safety and security policies. The SSAB meets bi-weekly with the Vice President of University Safety to address a variety of safety issues affecting the Georgetown community. The Board coordinates projects to improve campus security and serves as a liaison between students and the administration of the University including departments such as the Department of Public Safety. Multiple, one year-long, appointments exist.

(r) Emergency Response Team

A cooperative effort with participants from virtually every campus department, the Emergency Response Team (ERT) meets every week to evaluate, test, and update the University's planned response to a variety of potential emergencies. A crucial component of the ERT's mission is to ensure that the appropriate resources needed to recover from a disaster are in place. Only one, one year-long appointment exists.

(s) Diversity Action Council

The Diversity Action Council (DAC) is a body of administrators, faculty, staff and students that draws from and collaborates with multiple units across the University. The DAC acts as educators to incorporate diversity as a value to the University curriculum

and as advocates to identify and encourage discussion and action on key campus issues affecting diversity. In the role of catalyst, the DAC challenges each member of the University community to hold themselves and each other accountable to an institutional commitment to diversity, and seeks to establish an academic community and campus climate that assure freedom for each member to develop intellectually, physically, socially, and spiritually without impediment. One, one year-long appointment exists.

ELECTION AND CAMPAIGN RULES

13. Presidential Elections and Campaign Rules

- 13.01 The total cost of a presidential campaign may not exceed \$300, including all materials and any other expenses incurred. The total cost of a senatorial campaign may not exceed \$50, except for candidates running for At-Large seats, in which case the campaign may not exceed \$150. All receipts must be handed in to the Election Commission by the close of polls on Election Day. Such receipts must be submitted to the Election Commission in the Center for Student Programs office or via other means detailed and approved by the Election Commission. If the Election Commission finds that a ticket has spent more than the set amount or has neglected to hand in all receipts or has submitted falsified receipts, the Election Commission shall have the power to disqualify said candidate.
- 13.02 The content of all campaign materials shall be subject to the following regulations and cost assessments:
- (a) All costs associated with campaign websites, including development, hosting, and upkeep, must be reported in full to the election commission.
 - (b) Websites may be developed by a current Georgetown University undergraduate at no additional cost on a volunteer basis. Web developers must be indicated as such on candidacy forms at the beginning of the campaign.
 - (c) Professional or volunteer web development by anyone other than a current GU undergraduate must be reported at standard market value as determined by the Election Commission.
 - (d) Printing costs for 8 1/2 x11 sheets are to mirror public printing prices at Lauinger Library as noted by the Election Commission at the start of the campaign.
 - (e) Printed sheets larger than 8x11 will be assessed at a higher price proportional to their size.
 - (f) Non-standard paper, including card stock, laminated or waxed sheets, but not colored paper, must be reported both for cost of the sheet and for printing costs.
- 13.03 Candidates may begin campaigning starting at 12:01 AM, fourteen days before the election for the presidential elections. For senatorial elections in the fall, candidates may begin campaigning at 12:01 AM, seven days before the election. For by-elections to fill Senate vacancies, the campaign time frame will be determined by the Election Commission but must be at least 3 days.
- (a) Discreet preparations may begin before this time, limited to ticket formation and the recruiting of campaign managers, personal advisors, and designers.

- 13.04 On Election Day, candidates or anyone acting on behalf of a candidate may not set up voting stations with any electronic device, including, but not limited to, laptops, desktop computers, BlackBerries, et cetera. However, candidates may conduct normal campaign activities on Election Day, including campaigning using electronic devices and electronic communication. Election Day is defined as the period during which voting occurs, beginning from the receipt of the official election email and ending when voting is closed.
- 13.05 In order to appear on the ballot, candidates must sign the candidacy form, which signifies understanding of the campaign rules and intent to abide by them. The form also lists campaign managers and staff (if applicable).
- 13.06 No other restrictions other than those stated here shall apply to campaigning.
- 13.07 In order to be elected, candidates must comply with all campaign regulations. Moreover, anyone who a candidate enlists to act on his or her behalf or anyone who a candidate knowingly allows to act on his or her behalf is also subject to the campaign regulations. Any violation of the campaign rules by the aforementioned parties may result in the disqualification of the ticket concerned by the Election Commission.
- 13.08 All Election Commission communications, including disqualifications and complaints, shall be delivered via e-mail immediately to the candidates accused of a violation. Candidates are responsible for checking their email. Appeals may be made to the Constitutional Council only on the following two claims/grounds: (a) The Election Commission incorrectly or inadequately applied the rules. (b) The Election Commission showed bias in its application to the rules.
- 13.09 Only candidates and University officials may file complaints over the conduct of elections. Candidates may file complaints with the Election Commission, but they must do so in writing via email to the official Election Commission email address.
- 13.10 The Georgetown University Student Association Senate shall sponsor a debate between all candidates for President of that Association, the date of which being determined by the Election Commission, moderated by representatives of each major campus news organization and a non-partisan individual associated with GUSA. In order to participate in this debate, candidates must submit a tentative Georgetown University Student Association budget proposal to the Election Commission no later than forty-eight [48] hours before the scheduled start of the debate.
- 13.11 Elections for President, Vice-President, and the Senate shall be conducted by instant runoff voting. The Election Commission should include the following instructions, substituting “x” for the total number of candidates: “Please rank the candidates in the order of your most-preferred (1) to least-preferred (x). After the first round of voting, if no candidate receives over 50% of the vote, the candidate with the fewest votes is eliminated and his or her votes redistributed to the second-choice candidate, and so on, until one candidate receives a majority in that round of voting. You do not have to rank all the candidates, but understand that if your candidates are all eliminated, your vote will not count to the final determination.”

- 13.12 The tickets shall be ordered randomly on the ballots, and the Senate shall be given the opportunity to review the ballot prior to its release to ensure that this has been done.
- 13.13 At minimum, the election must run for 24 hours.
- 13.14 The Senate must certify the results of the presidential election – as modified by the final decision of the Election Commission or Constitutional Council, if applicable, and after all appeals or objections have been exhausted – before the president is eligible to be sworn in. Certification requires a two-thirds majority. If the Senate votes to deny certification, as opposed to failing to certify, another election must be held no later than two weeks after that vote. If the Senate does not deny certification, but a certification vote fails, then the Election Commissioner must appear for testimony, and subsequent votes will be held until the results are either certified or denied certification. In the event of a new election, the certification of the new results shall be dealt with in the same manner by the Senate.
- 13.15 Barring ongoing challenges or lack of certification of the election result, the president and vice-president elect shall be sworn in by the Saturday following the resumption of classes after spring break. If there are still challenges to the results after March 1, or if a conclusive vote on certification has not been held by that date, then the president and vice-president elect shall be sworn in immediately following the successful certification of the results.
- 13.16 Door-knocking in presidential elections will only be allowed between the weekday hours of 6:00 pm and 10:00 pm, and all-day the day of the election. Any door-knocking outside of these hours will be a violation of the election campaign rules.

14. The Election Commission

- 14.01 The Election Commission shall consist of three members appointed by the President and confirmed by the Senate that shall serve for the duration of their enrollment at Georgetown University.
- 14.02 Upon a seat in the Senate becoming vacant, the President of the Student association shall issue writs of election, with a special election to take place within thirty days of the vacancy, University holidays and final examination periods excepted. Such elected successor shall hold that Senatorial seat until the termination of the remaining Legislative Term of Office, as mandated by the Constitution of the Georgetown University Student Association.
- 14.03 The Election Commission must run the Senate and Presidential elections according to the election by-laws established by the Senate. The Election Commission does not have the power to make any new rules for election or modify election regulation.
- 14.04 The Election Commission should report the results the day after the election, and must report the results within 72 hours of the elections being concluded.
- 14.05 The Election Commission must appear before the Senate to report the election results to the Senate.

- 14.06 The Election Commission is responsible for exercising due diligence in investigating all complaints made in writing, and shall publish for the public record a summary digest of all complaints, their source, and action taken (if any) for the public record before the certification of the election by the Senate.
- 14.07 The Election Commission shall have the power to apply the following sanctions at their discretion to tickets found in violation of election By-laws after thorough investigation:
- (a) Issue private warnings to tickets in danger of violating election By-laws before pursuing further action.
 - (b) Issue public statements to the Senate or to the press detailing confirmed violations.
 - (c) Modify the randomly ordered ballot by moving the offending ticket's name to the bottom of the ballot.
 - (d) Bar a ticket from participation in the Presidential debate and any other debates that may be subsequently held.
 - (e) Audit a campaign during the election if significant concerns arise regarding overspending.
 - (f) Disqualify a ticket after all due diligence and alternative sanction options are exhausted.
- 14.08 Should any member of the Election Commission be found by a majority vote of the members of the Standing Committee on Ways and Means to be seriously negligent in the performance of the duties of his or her office, following a fair hearing, that Election Commissioner would then be liable for removal from his or her position by a vote of removal from not less than two-thirds [2/3] of all Senators.

GENERAL PROVISIONS

15. Provisions

- 15.01 The President of the Student Body of Georgetown University shall be required to remain in the District of Columbia area through the summer months to act as the undergraduate Student Representative to Georgetown University for any and all purposes of this Student Association, unless excused for reasons deemed necessary by majority vote of the Senate, at which point the President shall secure a suitable substitute.
- 15.02 No person shall hold more than one elective office at any given time, and no person, by virtue of holding multiple offices, shall be permitted to cast more than one vote within the Senate or within any other body of this Student Association. Additionally, no senator shall simultaneously hold a position within the Executive branch. Should a senator be appointed to the Executive, that senator shall immediately resign his or her seat. Subsequent to his or her resignation, traditional vacancy procedures shall be followed promptly.
- 15.03 Beginning with the 4th Senate, any Executive Appointment who is subject to confirmation must first be reviewed by the Ways and Means Committee. In the review process, Senators on the committee are allowed to question the candidate and in turn, the candidate is allowed to make a short presentation advocating for their candidacy. At the beginning of an executive term, the appointees of the new executive, having been individually recommended by the Ways and Means Committee, may be approved en masse by

unanimous consent voice vote of the Senate. All candidates for confirmation must be present at this meeting. Should any Senator have objections to a specific candidacy, he or she must raise it prior to the voice vote. In this case, senators are allowed to question the candidate and the candidate is allowed to once again make a short presentation advocating for his or her candidacy. Subsequent to the resolution of the individual objection, the remaining recommended candidates may be approved similarly by unanimous consent. Furthermore, the Ways and Means Committee must submit to the Senate a verbal or written recommendation on the candidacy of the person being confirmed.

- 15.04 If any appointee of the Executive or Senate is not approved by the Ways and Means Committee, a discharge petition with the signatures of two-thirds of the Senators may be brought forward in order to bypass the committee and bring the candidate before a full Senate vote. In the event of this occurring, the procedure for confirmation by the full Senate, as prescribed in Article VIII, Section III, shall be followed exactly as if the candidate had been approved by the Ways and Means Committee, with the exception that the Ways and Means Committee would not be required to submit a recommendation, but would be allowed to give a short presentation on the candidacy of the person being confirmed before that candidate's confirmation was voted on.
- 15.05 The Georgetown University Student Association, in full compliance with the established University requirements for student organizations which have been granted access to benefits, shall endeavor to comply with the policies of Georgetown University as they apply to student organizations.
- 15.06 These By-laws shall be adopted by a two-thirds majority of the Senate of the Student Association, and shall enter into full force ad effect at midnight, the 28th of January, 2009, amending and superseding any By-laws of the Student Association that may have existed prior to that date.
- 15.07 These By-laws shall stand in full effect by virtue of the authority granted by the Constitution of the Student Association of Georgetown University.
- 15.08 Amendments to these By-Laws will be referred to the Senate Select Committee on Ways and Means, which shall provide a recommendation by a simple majority vote to the full Senate on their adoption. The Committee may also amend proposed By- Laws changes by a simple majority vote. Upon receipt of the Committee's recommendation, the Senate may pass proposed By-Laws amendments with the assent of 2/3 of the body. It may also amend or amend further proposed changes before their final adoption by a simple majority vote.