



The Code
of the
Clemson University
Graduate Student Body

1 PREAMBLE

1.1 Purpose and Authority

1.1.1 This Code collects all legislation enacted by the Clemson University Graduate Student Government, exclusive of appropriations and other time-limited legislation.

1.1.2 The legislation contained herein is inferior to the Supreme Constitution and the Graduate Student Body Constitution but superior to the Rules of Order of the Graduate Student Senate.

2 ELECTIONS

2.1 Graduate Election Commission

- 2.1.1 The Graduate Election Commission ("GEC") shall independently manage Executive Branch elections.
 - 2.1.1.1 The President shall appoint one (1) Commissioner and two (2) members from the Clemson University Graduate Student Body to the GEC.
 - 2.1.1.2 Appointees shall be confirmed by a majority of the Senate.
 - 2.1.1.3 A graduate student running for an Executive Office or serving as a Senator may not serve on the GEC.
- 2.1.2 The Commissioner shall lead and supervise the commission.
- 2.1.3 The GEC shall have the following powers and duties:
 - 2.1.3.1 Determine and publish the dates for candidacy filings, candidate meetings, campaigning, and voting.
 - 2.1.3.2 Verify the qualifications of each candidate within two (2) business days of said candidate's completed filing.
 - 2.1.3.3 Ensure all Campaign Rules are followed and enact punishment when violations occur.
 - 2.1.3.4 File election reports and rulings with the Executive Branch no later than one (1) calendar day following the conclusion of the election.

2.2 Candidacy

- 2.2.1 Candidate: The word "Candidate" as used in this Code means a graduate student seeking election for a position in the Executive Branch of the Clemson University Graduate Student Government.
- 2.2.2 A graduate student may seek candidacy by completing the following steps:
 - 2.2.2.1 File an intention to run for office with the Commissioner of the GEC.
 - 2.2.2.2 Sign an Election Code compliance document.
 - 2.2.2.3 Pay a non-refundable filing fee of twenty (20) dollars.
 - 2.2.2.4 Demonstrate Constitutional eligibility to hold the desired office.

- 2.2.3 A graduate student desiring to become a Candidate must satisfy the following criteria:
 - 2.2.3.1 Complete at least one semester as a graduate student at Clemson University within two (2) years prior to the current election year.
 - 2.2.3.2 Have, at the time of filing, a minimum 3.0 cumulative graduate grade point average.
 - 2.2.3.3 Intend to be enrolled as a graduate student at Clemson University for the calendar year following their election.
 - 2.2.3.4 Not be on disciplinary probation with Clemson University.
 - 2.2.3.5 Not be disqualified from two (2) previous elections.
- 2.2.4 A graduate student desiring to become a Candidate for the office of Vice President of the Graduate Student Body must satisfy the following criteria in addition to Section 2.2.3:
 - 2.2.4.1 Complete at least one (1) semester of service in the Senate or have equivalent experience with parliamentary procedure and Senate rules and policies as determined by the GEC.
- 2.2.5 A graduate student may not be a Candidate for more than one office at the same time.
- 2.2.6 A graduate student shall become a Candidate upon verification by the GEC that the student has met all of the candidacy requirements for the desired office.
- 2.2.7 A Candidate may withdraw from the election by submitting a letter to the GEC at least seven (7) calendar days prior to the election date.

2.3 Campaign Rules

- 2.3.1 Campaigning and fundraising of any form shall not be permitted prior to February 15.
- 2.3.2 Candidate Meetings
 - 2.3.2.1 All Candidates are required to attend candidate meetings held by the GEC, unless given a specific exemption by the GEC.
 - 2.3.2.2 The GEC shall hold a mandatory candidate information meeting no earlier than February 10 and no later than February 15.
 - 2.3.2.3 The GEC may hold additional candidate meetings as needed.
- 2.3.3 Advertisements
 - 2.3.3.1 Advertisement: The term "advertisement" as used in this Code means all written and verbal forms of promoting a Candidate.

- 2.3.3.2 All written and digital advertisements must be registered with the GEC within two business days of dissemination by providing either:
 - 2.3.3.2.1 A copy of the advertisement, either digital or physical.
 - 2.3.3.2.2 A photograph of the advertisement with all text clearly readable.
- 2.3.3.3 All advertisements must adhere to Clemson University policies, including Clemson University Facility Use Police, Appendix E.
- 2.3.3.4 Candidates shall only use advertisements registered with the GEC and, as appropriate, the University.
- 2.3.3.5 Advertisements shall not be placed in any Clemson University mailbox, nor will advertisements be placed on vehicles, or in any other location except as permitted by Clemson University Facility Use Policy, Appendix E.
- 2.3.3.6 The following guidelines shall be observed for advertisements smaller than eleven (11) inches by seventeen (17) inches:
 - 2.3.3.6.1 All advertisements must be removed within forty-eight (48) hours of the conclusion of the election.
- 2.3.3.7 The following guidelines shall be observed for advertisements eleven (11) inches by seventeen (17) inches or larger:
 - 2.3.3.7.1 An advertisement shall not exceed the size of eight (8) square feet.
 - 2.3.3.7.2 An advertisement shall be posted on campus only within five (5) academic days of the election date.
 - 2.3.3.7.3 A Candidate shall be restricted to six (6) advertisements.
 - 2.3.3.7.4 All advertisements must be removed within twenty-four (24) hours of the conclusion of the election.
- 2.3.4 No campaigning may take place within 15 feet of a student in the act of voting. If a complaint is filed with the Graduate Election Commission, it will be the discretion of the GEC to decide whether or not there was an intent to campaign by the candidate. Any intent to campaign by the candidate within 15 feet of a student in the act of voting will be considered a major infraction.

2.4 Campaign Rules Violations

- 2.4.1 Minor Infraction: The term "minor infraction" as used in the Code means a violation which would likely not change the outcome of the election.
- 2.4.2 Major Infraction: The term "major infraction" as used in this Code means a violation which would likely change the outcome of the election.

2.4.3 Unless otherwise stated in this Code, the GEC shall determine the classification of infractions for campaign rule violations.

2.4.4 The punishment for a minor infraction shall be:

2.4.4.1 A fine not exceeding fifteen (15) dollars

2.4.5 The punishment for a major infraction shall be either or a combination of:

2.4.5.1 A fine not exceeding thirty (30) dollars

2.4.5.2 Disqualification from the election

2.4.6 A Candidate shall be disqualified upon any of the following conditions:

2.4.6.1 The Candidate accumulates more than thirty (30) dollars in fines

2.4.6.2 The Candidate accumulates three (3) minor or major infractions

2.4.7 Fines must be paid to the GEC within three (3) academic days of issuance or further penalties may be assessed.

2.4.8 An elected Candidate may not assume office until any and all fines are paid.

2.5 Candidate Forum

2.5.1 A Candidate forum organized by the GEC shall be held at least three (3) calendar days before the election date.

2.5.2 The forum shall be advertised to the Graduate Student Body and shall be open to the general public.

2.5.3 All registered Candidates or their representatives for each office shall be allowed to speak about their platform and to answer questions from attendees.

2.5.4 The GEC shall facilitate the forum in an organized manner, giving each Candidate equal opportunity to speak.

2.6 Voting

2.6.1 Only currently enrolled graduate students shall be eligible to vote in elections for CGSG Executive Officers.

2.6.2 Elections shall be conducted online in cooperation with Clemson University, except in the following extenuating circumstances:

2.6.2.1 A failure of infrastructure which prevents electronic voting.

- 2.6.2.2 Conclusive evidence of voter fraud or tampering is found when an electronic vote is taken.
- 2.6.3 In the event of extenuating circumstance, elections shall be re-held either electronically if the issue causing the extenuating circumstance can be resolved or with paper ballots and polling stations. The following guidelines shall be observed if paper ballots are to be used:
 - 2.6.3.1 The GEC shall print ballots.
 - 2.6.3.2 The GEC shall advise the Graduate Student Body of the number and locations of polling places at least three (3) calendar days prior to the election, the day prior to the election, and the day of the election.
 - 2.6.3.3 Graduate students attending Clemson by distance education only or living more than fifty (50) miles from the nearest polling location shall be allowed to vote by email.
 - 2.6.3.4 Campaign advertisements must be at a minimum one-hundred (100) feet from designated polling locations.

2.7 Election Results

- 2.7.1 For each office, the Candidate receiving a plurality of the total number of votes cast shall be the winner.
- 2.7.2 In the case of a tie, run-off elections for the tied office shall be conducted as quickly as possible, in the same manner as the general election, until a Candidate receives a plurality.
- 2.7.3 The Commissioner of the GEC shall notify the Graduate Student Body of the results of the election by noon (12:00 PM) of the day following the certification of the election results.
- 2.7.4 The Commissioner of the GEC shall provide a written certification of the election results to the CGSG Advisor within twenty-four (24) hours of the certification.

2.8 CGSG Neutrality

- 2.8.1 No member of CGSG in their official capacity shall endorse or support any Candidate.
- 2.8.2 No campaign advertisements shall be posted in spaces controlled by CGSG.
- 2.8.3 No materials pertaining to a Candidate's campaign shall be stored in spaces controlled by CGSG.
- 2.8.4 No resources belonging to or under the control of CGSG shall be used to support any Candidate.

3 FINANCE

3.1 Appropriations

- 3.1.1 All general funds collected by CGSG must be spent in accordance with duly enacted legislation of the Senate or adopted motion of the Special Finance Committee.
- 3.1.2 Special funds provided to CGSG for a specific purpose may be allocated and spent by the Executive Branch without need for legislation.
- 3.1.3 Funds shall be allocated and spent for the direct or indirect benefit of the Graduate Student Body.
- 3.1.4 Funds shall be spent in accordance with the purchasing guidelines for South Carolina state agencies.

3.2 Revenue

- 3.2.1 A Graduate Student Activity Fee shall be levied each fall and spring semester.
- 3.2.2 The amount of the Graduate Student Activity Fee shall be:
 - 3.2.2.1 Twenty (20) dollars per full-time graduate student, regardless of assistantship
 - 3.2.2.2 Two (2) dollars per credit hour per part-time graduate student

3.3 Special Finance Committee

- 3.3.1 The Special Finance Committee is an *ad hoc* committee which may be convened by the Student Body Vice President when the Senate is dissolved or has adjourned for a time to exceed two (2) weeks.
- 3.3.2 The membership of the Special Finance Committee shall consist of the Student Body President, Student Body Vice President, chairs of Satellite Councils, chairs of standing committees, and Secretary of the Treasury.
- 3.3.3 The Special Finance Committee shall be chaired by the Student Body Vice President.
- 3.3.4 A quorum of the Special Finance Committee shall be two-fifths (2/5) of members.
- 3.3.5 The Special Finance Committee shall have the power, by majority vote, to appropriate CGSG funds for any purpose in accordance with this Code; however, appropriations of the Special Finance Committee must be earmarked for specific use and not for discretionary spending by another individual or body.

4 OATH OF OFFICE

4.1 Administration

- 4.1.1 An Oath (or Affirmation) of Office shall be administered to a graduate student upon entry to a position within CGSG.
- 4.1.2 For the position of President of the Graduate Student Body, the Oath (or Affirmation) shall be administered by the outgoing President of the Graduate Student Body. All other Oaths (or Affirmations) shall be administered by the President of the Senate.
- 4.1.3 The Oath (or Affirmation) of Office may be administered during a meeting of the Senate or privately in the presence of at least two (2) witnesses.

4.2 Text

- 4.2.1 The Oath (or Affirmation) of Office for members of CGSG shall be: "I, [NAME], do solemnly swear (or affirm) that I will faithfully execute the Office of [TITLE], and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Body."

5 SATELLITE COUNCILS

5.1 Greenville Council

5.1.1 The Greenville Council shall be a satellite council representing graduate students enrolled in graduate programs housed on campuses within Greenville County, South Carolina.

5.1.2 At the beginning of each academic year or if the seat is vacant for any reason, the President of the Graduate Student Senate shall appoint an Interim Chair of the Greenville Council, who shall preside until that body appoints a successor.

5.1.2.1 If the Council is dissolved, the Interim Chair shall solicit the selection of Councilors from Graduate Programs and shall convene the initial meeting of the Council.

6 STUDENT ORGANIZATIONS

6.1 Recognition

- 6.1.1 Clemson University Graduate Student Government may recognize Graduate Student Organizations by enacting legislation.
- 6.1.2 Organizations which are recognized shall be granted all the rights and responsibilities enumerated in this Code.
 - 6.1.2.1 The Organizations Committee shall enforce these rights and responsibilities and notify organizations of any changes.
- 6.1.3 A Graduate Student Organization must meet the following requirements to obtain and maintain recognition by CGSG:
 - 6.1.3.1 Not be a recognized organization of the Clemson University Undergraduate Student Government
 - 6.1.3.2 Have an advisor who is a full-time employee of Clemson University
 - 6.1.3.3 Plan to hold at least two meetings each semester
 - 6.1.3.4 Limit active membership to the students of Clemson University, with the exception of honorary, advisory, and associate members
 - 6.1.3.5 Not deny membership on the basis of race, sex, creed, color, religion, sexual orientation, gender identity or national origin
 - 6.1.3.6 Provide a confidential membership list of at least six (6) members or twenty (20) percent of graduate students in a program of study if the organization is sponsored by that program of study, whichever is fewer
 - 6.1.3.7 Comply with national organization requirements if the organization is chartered by a national organization
 - 6.1.3.8 Provide a Constitution and/or By-Laws containing, at minimum, the following:
 - 6.1.3.8.1 Name
 - 6.1.3.8.2 Purpose
 - 6.1.3.8.3 Requirements for membership
 - 6.1.3.8.4 A list of the official positions of the organization, their duties, the method of selection, and provisions for filling a vacancy
 - 6.1.3.8.5 The method of selection of Faculty/Staff Advisor(s)

6.1.3.9 Meet the definition of at least one of the following categories:

6.1.3.9.1 Service and Advocacy: An organization with the primary purpose of providing philanthropic services which benefit the welfare of others, as by charitable events, activities, or aid. Provision of said services should not be performed for tangible, personal, or collective gain.

6.1.3.9.2 Professional/Academic/Departmental: An organization with the primary purpose of promoting future professional activity such as one's occupation or program of study.

6.1.3.9.3 Cultural and International: An organization designated to the purpose of providing social and cultural awareness to students along with helping acclimate students from foreign countries to the Clemson community.

6.1.3.9.4 Honorary: An organization with the primary function of conferring distinction for honorable achievement.

6.1.3.9.5 Creative and Performing Arts: An organization dedicated to the practice and encouragement of visual arts, literary arts, and performing arts such as music, theatre, dance, and film.

6.1.3.9.6 Governing: An organization whose primary purpose is to govern another body of individuals. These include groups such as Student Government.

6.1.3.9.7 Special Interest and Activity: An organization whose primary purpose is to provide an opportunity for individuals to discuss and share information regarding specific, non-academic related topics of interest and to participate in such activities.

6.1.4 CGSG may enact legislation to revoke the recognition of any Graduate Student Organization which violates the recognition requirements.

6.1.4.1 Revocation of recognition shall invalidate all pending allocation of funds to the derecognized organization.

6.1.5 The Organizations Committee shall annually assess and renew, as appropriate, the recognition of each recognized Graduate Student Organization. This assessment shall occur at the beginning of each academic year and be completed no later than six (6) weeks after the start of classes.

6.2 Rights

- 6.2.1 A recognized Graduate Student Organization shall have the right to determine its structure, provided that it does not conflict with any University policies, and to invite its own faculty or staff advisors.
- 6.2.2 A recognized Graduate Student Organization shall have the right to publish its organization picture in the Clemson University yearbook.
- 6.2.3 A recognized Graduate Student Organization shall have the right to utilize the CGSG contract with Campus Activities & Events to reserve University facilities, provided the organization agrees to meet the requirements for the use of the facility.
- 6.2.4 A recognized Graduate Student Organization shall have the right to be provided an organizational email and web account.
- 6.2.5 A recognized Graduate Student Organization shall have the right to sponsor a candidate for Miss Homecoming.
- 6.2.6 A recognized Graduate Student Organization shall have the right to request funding from the Clemson University Graduate Student Government.

6.3 Responsibilities

- 6.3.1 A recognized Graduate Student Organization shall have the responsibility to provide any organizational information to the Organizations Committee upon request.
- 6.3.2 A recognized Graduate Student Organization shall have the responsibility to participate in any mandatory meeting held by the Organizations Committee by sending at least two (2) members to the meeting.
- 6.3.3 A recognized Graduate Student Organization shall have the responsibility to spend any and all funds received from CGSG in accordance with University, State, and Federal guidelines.

6.4 Funding

- 6.4.1 All allocations of funds to recognized Graduate Student Organizations shall be made on the basis of funding requests for specific events.
- 6.4.2 All funding requests must include a line-item budget of the event.
- 6.4.3 Funds provided by CGSG to an Organization remain State funds and thus are subject to the purchasing guidelines of State agencies.
- 6.4.4 Funds provided by CGSG to an Organization shall be earmarked for specific use by the organization and shall not be reallocated for a different purpose.
- 6.4.5 Funds awarded to an Organization shall be disbursed upon production of receipts.

7 SUBPOENAS

7.1 Definition

- 7.1.1 Subpoena. The term “subpoena” as used in this Code means a formal request for the submission of information or the appearance of a specific member of the Graduate Student Body.

7.2 Power

- 7.2.1 The power to issue subpoenas shall be vested in the Senate President Pro-Tempore and the Chairs of all committees.
- 7.2.2 The Senate may compel the President Pro-Tempore to issue a subpoena.
- 7.2.3 A committee may compel the Chair to issue a subpoena.
- 7.2.4 Abuse of subpoena power may result in censure or impeachment.

7.3 Filing

- 7.3.1 A written subpoena shall be filed with the Senate Clerk, stating at minimum:
 - 7.3.1.1 The person or committee submitting the subpoena
 - 7.3.1.2 The recipient of the subpoena
 - 7.3.1.3 The requested information or individual
 - 7.3.1.4 The reason for the subpoena
- 7.3.2 The Senate Clerk shall maintain a record of all subpoenas issued and shall provide the Senate with a list of all newly issued subpoenas at each Senate meeting.
- 7.3.3 A subpoena is issued on behalf of the Senate in the care of the specified member or committee.

7.4 Effect

- 7.4.1 A subpoena must be filed with the Senate Clerk before service.
- 7.4.2 Subpoenas shall be served by the Senate Sergeant-at-Arms.
- 7.4.3 A subpoena may be invalidated by the CGSG Advisor if the Advisor determines it violates University, State, or Federal privacy guidelines.

- 7.4.4 A subpoena cannot be ignored and the recipient must respond or challenge within five (5) business days of issuance.
 - 7.4.4.1 The recipient may challenge the subpoena by submitting a redress request to the Attorney General and the Senate Clerk.
 - 7.4.4.2 A recipient who fails to respond in a timely manner may be held in contempt of the Senate.

8 AMENDMENTS OF THE CODE

8.1 Terms

- 8.1.1 This Code may be amended by duly enacted legislation receiving the approval of the Executive Branch.