ARTICLE I: MEMBERSHIP

A. All Executive Board members, as elected officials, are members of the Association during their tenure. Senators are elected in the manner authorized by Article IV of the Constitution.

B. Students enrolled in the College of Professional Studies who are currently enrolled in programs wherein students take a full load of classes and may eventually enroll in Northeastern University Undergraduate Day programs shall be represented by the Student Government Association, consistent with its objective to represent all full-time undergraduate students currently enrolled at the University. This shall include programs such as: Foundation Year, NUin, and other similar programs.

C. Special Interest seats are offered to student organizations that either represent a significant population of the University community or have significant influence over University programs, and that are in good standing as prescribed by the Student Involvement Board and the Center for Student Involvement. There will be a minimum of fifteen Special Interest seats.

D. Senate meetings are open to the public and members of the public may work with any committee, Senator, or officer.

E. Senators are required to attend weekly Senate meetings, attend all Full Body Senate meetings, act as liaisons between the Association and their respective constituencies, and complete weekly engagement as defined below and interpreted by the Executive Board.
   1. Attendance at a Senate meeting includes attendance via the internet for Senators outside the Boston area, so long as said Senator can hear and speak in all discussions and can see all pertinent documents. In this case, all secret ballot votes will be communicated directly to the Chief of Staff.
   2. A Senator may be excused from a Senate or Full Body meeting for one of the following, provided a 24-hour notice is given to the Chief of Staff:
      a. An academic commitment;
      b. Personal illness or injury;
      c. Illness or death in the family;
      d. Unavoidable occupational commitment;
      e. Religious or cultural commitment;
      f. Jury duty;
      g. Military service; or
      h. A reason approved by the Chief of Staff in the case of a regular Senate meeting, or a majority vote of the Executive Board in the case of a Full Body meeting.

F. In extenuating circumstances, the Chief of Staff has the option to waive the 24-hour requirement.
   1. A Senator will provide weekly documentation of their weekly engagement to the Executive Vice President or their designee(s). Senators missing their scheduled weekly engagement requirement must make it up within one academic week. Failure to make up the missed weekly engagement requirement within one week will count as half an absence from a weekly Senate.
   2. Any Senator attending less than one half of a weekly Senate meeting will be assessed one half of an absence.
   3. Any Senator accumulating three or more absences from weekly Senate meetings or one absence from a Full Body Senate meeting in one semester will be deemed by the Executive Board to have abandoned the seat and will be removed from the roster.
   4. Any Senator may request a leave of absence from the Executive Board if they will not be present in Boston, be unable to attend remotely, and be unable to attend multiple consecutive meetings. If it is granted, the Senator will not receive any absences during the period of leave.
   5. Senators must attend at least one form of the Senator Training and Education Program, as per the guidelines set by the Chief of Staff.
   6. Senators may complete their weekly engagement requirement through either
a. Advocacy hours by serving on one or more standing committees or boards, or any other advocacy as defined by the Executive Board totaling at least one hour.

b. Constituent outreach totaling one hour which may consist of:
   i. Direct contact of a Senator’s constituency through means, such as tabling, email, social media, or any other means approved by the Executive Board.
   ii. Special Interest Senators attending the regular meetings of their Student Organization provided that they communicate at these meetings regarding the activities of the Student Government Association and listen to the members to be able to better represent the Student Organization’s interests.
   iii. Academic Senators attending a meeting of a Student Organization within their college which does not have a Special Interest Senator, provided that at these meetings, they communicate the activities of Student Government Association and listen to the members to be able to better represent the Student Organization’s interests.

G. Standing Committee Delegates are members of a standing committee of the Association. Standing Committee Delegates are required to attend the weekly meeting of the committee on which he or she serves and complete one committee hour per week as defined by the chair of the respective committee. Standing Committee Delegates have the power and responsibility to serve as ex-officio, non-voting members of the Senate.

   1. A candidate for Standing Committee Delegate will provide the chair of the respective committee with their college, year of expected graduation, and major; and a personal statement including, but not limited to, a brief biography and a mission statement.

   2. A Standing Committee Delegate is considered on the roster after attending 2 consecutive meetings at any point in the semester and submitting the Delegate Nomination Form to the respective committee chair.

   3. A Standing Committee Delegate may be excused from a committee meeting for one of the following, provided a 24-hour notice is given to the chair of the committee:
      a. An academic commitment;
      b. Personal illness or injury;
      c. Illness or death in the family;
      d. Unavoidable co-op commitment;
      e. Religious or cultural commitment;
      f. Jury duty;
      g. Military service; or
      h. A reason approved by a majority vote of the Executive Board. In extenuating circumstances, the chair has the option to waive the 24-hour requirement.

   4. Any Standing Committee Delegate accumulating two or more unexcused absences from the weekly committee meetings during a given academic semester will be deemed by the chair of the committee to have abandoned the seat.

   5. If a Standing Committee Delegate cannot attend a weekly committee meeting, the Standing Committee Delegate must submit formal notification to the committee chair in writing 24 hours in advance. In extenuating circumstances, the chairperson has the option of waiving the 24-hour requirement. A Standing Committee Delegate may be excused from a committee meeting only if they are on the committee roster.

ARTICLE II: BOARDS AND COMMITTEES

A. CHAIR RESPONSIBILITIES

The Chairperson of each of the following standing committees will have the responsibility to:

   1. Set the time, date, agenda and location for meetings;
   2. Enforce parliamentary procedure;
   3. Coordinate all administrative duties of the committee; and
4. Vote only in the case of a tie.

B. MEMBER RESPONSIBILITIES
Members of each of the following committees will have the responsibility to:
1. Attend all meetings promptly;
2. Be prepared to discuss items on each week’s agenda;
3. Work on assigned issues and update the committee on progress made; and
4. Promote the legislative process of the Association.

C. STANDING COMMITTEES
Standing committees include the Academic Affairs Committee, Communications and Events Committee, Student Affairs Committee, and the Student Services Committee, and are subject to the following:
1. Standing committees will be composed of the chair, as defined in the Constitution, Vice-Chair (the Assistant Vice President for the respective area) and the Standing Committee Delegates on the roster for that respective Committee.
2. Standing committees meetings are open to all members of the University community, unless a motion to go into executive session is carried by a two-thirds vote of the committee.
3. Voting privileges are reserved for the Vice-Chair and the Standing Committee Delegates on the roster for that respective Committee.
4. Standing committee powers and responsibilities lie within the area of the respective Vice President or Executive Director.

D. FINANCE BOARD
1. The Finance Board will be composed of the chair, as defined in the Constitution, Deputy Comptroller, not more than six Association Senators (no more than one of which is a Special Interest Senator), and not more than six undergraduate students that are not Senators. All members will have voting privileges, except the chair, who will vote only in the case of a tie. There must be at least two students that are not Senators for voting to occur. The members of the Board are not to vote as special interest advocates, but as student interest advocates.

2. The Finance Board will, during the course of its deliberations:
   a. Accept and review, until a date designated by the chair and announced one month in advance, program requests from student groups that meet the guidelines of the Student Activity Fee Manual.
   b. Accept and review, at any time before the last Finance Board meeting of any semester, reallocation notices of student groups;
   c. Review the current financial status of all funded student groups;
   d. Collect and review spending reports, according to deadlines established in the Student Activity Fee Manual;
   e. Set up and announce Treasurers’ Workshops to be held a minimum of three times per full semester and once during each summer semester;
   f. Record allocation summaries and discussions made in the Board for future reference; and
   g. Maintain a Student Activity Fee Manual including Finance Board policies, objectives and procedures, subject to approval of the Student Involvement Board.

3. Members of the Finance Board will have the responsibilities to:
   a. Review all budget proposals and all possible financial records before each meeting; and
   b. Maintain confidentiality on matters discussed when requested by the Chairperson. Violating this rule will be cause for dismissal from the Board. The Chairperson will take appropriate action for the violation of this rule.
   c. Perform tasks as the Comptroller may direct, including:
      i. Serve as a liaison from the Board to the assigned groups;
      ii. Assist the assigned groups with program requests, program request presentations, spending reports, and reallocations;
iii. Act as a lead member during discussion of the assigned groups and provide necessary financial information and status to the rest of the Board.

E. ELECTIONS COMMITTEE
1. The Elections Committee will be composed of the chair, Vice-Chair, Association Senators and Students at Large. Membership will exclude the President, any member of the Operational Appeals Board, and, during the election period, any candidate for direct election.
2. Quorum for the Committee will be defined as one-half of the voting membership, plus one. Quorum cannot be fewer than five.
3. Voting Rights and Attendance Requirement
   a. All students attending any three of the first five meetings in a given semester will be granted voting rights for the remainder of that semester.
   b. Any member may be excused from attendance for extenuating circumstances allowing that member to have until the sixth meeting to be granted voting rights. The chair and vice-chair of the Committee must unanimously approve any excused absence. Appeals of such decisions may be submitted in writing to the chair of the Elections Committee within five days. The chair will place the appeal on the agenda of the committee’s next regularly scheduled meeting. A two thirds vote of the present members of the committee, excluding the chair and vice-chair, will overturn the decision.
   c. Any member requesting an excused absence must request it at least 24 hours in advance. In dire circumstances, this rule may be waived with the unanimous approval of the chair and vice-chair of the Committee.
   d. A member may not exceed two unexcused absences any time after receiving voting rights in any one semester.
   e. All members of the undergraduate student body will have speaking rights regardless of voting status, except in executive session.
4. The Elections Committee will have the responsibilities to:
   a. Organize and administer Association elections;
   b. Collaborate with the Communications and Events Committee on the promotion of Association elections;
   c. Ensure the validity of Senate elections under the supervision of the President;
   d. Request from University Student Affairs and receive verification of candidates’ good academic and judicial standing and certify their eligibility in accordance with the Center for Student Involvement guidelines;
   e. Set campaign guidelines for Association elections; and
   f. Maintain the Direct Elections Manual, which will contain all the rules and procedures pertaining to the direct election of Association officers, subject to Senate approval.

F. STUDENT INVOLVEMENT BOARD
1. The Student Involvement Board will be composed of the chair, as defined in the Constitution, Vice-Chair, six Association Senators who are not members of the Finance Board, six members of any recognized student organization in good standing as determined by the Center for Student Involvement, and the Assistant Dean for Student Involvement, who is a non-voting member.
2. Review is defined as oversight of the final decisions of the appropriate committees for an approval or disapproval by the Student Involvement Board. The specific duties of the Board are to:
   a. Review changes in student group constitutions, excepting the Student Government Association;
   b. Grant full status/recognition to student groups on tentative status;
   c. Review questions regarding student organization status classifications;
   d. Distribute student organization office space;
   e. Serve as an arbitrator in matters when a student feels that a student organization is not following its constitution as approved by the Student Involvement Board;
   f. Aid the Assistant Dean for Student Involvement in amending the Student Organization Handbook;
g. Draft and maintain a mission statement, as well as list operating procedures with regard to elections to the Board, and procedures for filling vacated seats; and

h. Provide resources to student organizations regarding communication and collaboration.

3. Members of the Student Involvement Board will have the responsibilities to:
   a. Present sound reasoning and debate on matters being discussed;
   b. Attend all meetings of the Board. After two unexcused absences, a seat will be considered vacated by the Vice President for Student Involvement;
   c. Remove themselves in the event of a possible conflict of interest in order to preserve the integrity of the Board;
   d. Keep confidential all matters discussed, unless otherwise instructed by the consensus of the Board and the Chair. Violation of the confidentiality of the Board will be cause for removal from the Board; and
   e. Meet with and prepare student organizations for presentations to the Board.

G. SUSTAINABILITY BOARD

1. The Sustainability Board will be composed of the following voting members:
   a. The Vice President for Sustainability.
   b. An Assistant Vice President, if deemed necessary, who would be designated by the Vice President for Sustainability.
   c. No more than six Student Government Association senators, of which no more than three can be Special Interest Senators representing student organizations that focus on sustainability initiatives.
   d. No more than six students at-large of which no more than three can be members of student organizations that focus on sustainability initiatives.
   e. No more than one faculty member who is knowledgeable in the fields of economics, environmental sciences, environmental studies, or engineering, who will serve as a non-voting member.
   f. No fewer than two Student Government Association Senators and two students at-large.

2. Any student may attend meetings as a non-voting member and will have the right to participate in any and all discussions at meetings.

3. The responsibilities of the Sustainability Board are to:
   a. Serve as the liaison between the student body and the university administration in matters concerning sustainability initiatives.
   b. Maintain contacts with university offices in order to facilitate future collaboration.
   c. Provide guidance for members of the Northeastern University community pursuing sustainability initiatives.
   d. Manage the Renewable Energy Initiatives Fund, including:
      i. Making available funds for sustainability projects initiated by members of the Northeastern University community.
      ii. Reviewing all projects meeting the requirements in the Sustainability Fund Policies.
      iii. Promoting the Fund in order to maintain it through continued donations.
   e. Meet regularly to discuss possible projects and approve of project proposals.

ARTICLE III: OPERATIONAL APPEALS BOARD

A. Membership of the Operational Appeals Board will vary by case as defined by the Constitution. The Board shall be composed of no more than six Justices who will hold their office while in good standing in the University and may not hold any other position within the Association while serving on the Board. The procedures and processes of the Board shall be determined as defined in the Operational Appeals Board Manual.

ARTICLE IV: NOMINATIONS AND ELECTIONS

A. EXECUTIVE BOARD
1. A candidate for President must:
   a. Be enrolled as a full-time undergraduate student and be in good academic standing, throughout the campaign period, as defined by the Undergraduate Student Handbook;
   b. Complete an Intent to Run form as prescribed by the Direct Elections Manual;
   c. Attend the Candidates Briefing with one campaign worker as prescribed by the Direction Election Manual, unless excused by the Elections Committee.

2. Any candidate for office is required to have spent a minimum number of weeks on the roster respective to the position for which they intend to run, prior to their nomination, not including intersessions or time spent on the inactive roster.
   a. Candidates for President must have been on one or more Association rosters for a total of twenty-five weeks;
   b. Candidates for Executive Vice President must have had Senatorial status for twenty-five weeks;
   c. Candidates for Executive Board positions that chair a committee or board must have been on the respective committee or board roster for twenty weeks; and
   d. Candidates for Elections Committee Chair must have been on the Elections Committee roster for fifteen weeks;
   e. Should nominations close for any officer position with no qualified candidate having accepted a nomination, then this section may be suspended with a simple majority vote of the Senate.

3. Annual elections for the President and Executive Vice President for the following academic year will be held in the spring semester according to procedures in the Direct Elections Manual. Annual elections for all other elected officers for the following academic year will be held in the spring semester and will be conducted by the Full Body Senate.

4. Any member of the Senate may move to block any nomination for a directly elected position during any Full Body Senate at which nominations are made; the motion to block will be carried by a two-thirds vote, conducted by secret ballot.

5. In a Senate election to fill an officer position, a Senator may:
   a. Vote for any candidate qualified and nominated as prescribed by the Constitution and Bylaws, and recommended by the Elections Committee;
   b. Submit a statement of no confidence in all candidates nominated for that position; or
   c. Abstain from voting.

6. If any election results in a plurality of “no confidence” votes, the position will be declared vacant and nominations for the position will reopen. A special election will be duly convened. If no qualified members have accepted nominations by the close of nominations, or if the special election otherwise fails to produce an officer, the Executive Board will appoint a Senator to serve as the acting officer until a special election can convene to fill the position.

7. Executive Board members shall serve a term beginning at the end of the Summer I semester and extending to the end of the following Summer I Semester.

8. Rising seniors are ineligible for office if they are on track to complete their course of study in the fall Semester. The Executive Board will assume office knowingly aware of the continued moral responsibility to fulfill the roles and responsibilities associated with their term in office.

9. The election process for Association officers will follow a procedure recommended by the Elections Committee and approved by the Executive Board.

B. STUDENT SENATE

1. To become a Senator, before the fourth meeting of Senate in a semester, a candidate will provide the Chief of Staff with a petition of thirty signatures of students:
   a. In the same college or same undergraduate academic program within the Office of the Provost as the candidate, as well as their college, year of expected graduation, and major; and a personal statement including, but not limited to, a brief biography and a mission statement; or
   b. Currently active and registered with the Center for Student Involvement in the student organization to be represented. For organizations containing less than thirty members, the candidate must obtain three fourths of said organization’s members’ signatures. The
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president of said student organization must sign the candidate’s nomination form
signifying confirmation of candidate’s status as an active member of the student
organization and appointment as Special Interest Senator.

i. Any group that is deemed by the Chief of Staff to have violated the criteria for
Senatorial status will be given the opportunity to appoint a new Special Interest
Senator within the time period of four weeks from notification. In the case that
the group’s representative is removed from the roster on a second occasion
within one academic semester, that group will be unable to petition for a seat
until one academic semester has passed from the date of removal.

c. Signatures may not come from any voting member of Senate or the Student Body
President. This includes Senators, Vice Presidents, Executive Vice President, and
Comptroller.

2. A Senator shall receive voting rights for Resolutions of Governances and Internal Resolutions
after having been a member, in good standing, for four academic weeks during the past fourteen
months, and been on the roster for the preceding two Senate meetings.

C. NOMINATIONS BY MAIL
Nominations by Mail may be used for any position nominations. E-mail may be used to submit
Nominations by Mail. In order to do so a voting member of Senate must:

1. Send an email to nusgaelections@gmail.com or another email provided by the Elections
Committee Chair when Nominations by Mail are open that:
   a. Contains the full name of the person nominated,
   b. States the position they are being nominated for, and
   c. Should have the voting member of Senate who will second the nomination and the
      individual nominated copied on the email.

2. After the initial email with the nomination another voting member of Senate must reply to the
email and second the nomination or send an additional email to the same address as the
nomination seconding the nomination.

3. The individual nominated must accept the nomination in a reply to the email or an additional
email to the same address as the nomination and second within 48 hours of the nomination being
seconded.

4. All Nominations by Mail must be announced publicly in the Senate meeting following the
acceptance of the nomination by the Elections Chair during their address to Senate.

ARTICLE V: LEGISLATION

A. The following forms of legislation shall be used by the Senate.

1. A Senate Resolution shall be used to call for action from the University on any matter that affects
the student body directly or indirectly. These resolutions are forwarded to the President of the
University for consideration.

2. A Sense of the Senate shall be used to provide student opinion on any matter of concern to
students.

3. An Internal Resolution shall be used to define the operations of the Association and its
committees, officers, and Senators in order to clarify the powers and duties of the Association as
stated within the Constitution and Bylaws. An Internal Resolution shall expire at the close of the
Summer I semester following its adoption, unless the resolution specifies an expiration date that is
before the close of the Summer I semester following its adoption.

4. A Resolution of Governance shall be used to amend the Constitution and Bylaws.

B. If legislation ratified in the Senate is not approved by the signature of the Association President within one
week, the legislation is enacted. If vetoed, the reasons for the veto must be presented by the President at the
next Senate meeting.

C. All legislation will be introduced to the Senate Under New Business. This legislation can only be voted
upon during the next meeting or any following meeting, in which the resolution is introduced under Old
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Business. The Bylaws can be suspended in accordance with the rules for the suspension of ordinary standing rules in Robert’s Rules of Order, Newly Revised. In order for this rule to be suspended, a two-thirds majority shall be required for the suspension of the rule and the passage of the legislation.

D. Legislation pending on the floor of the Senate at the end of any semester must be reintroduced in the following semester. Any amendments or changes in language or structure approved during the previous semester are retained as part of the bill, even if the amended document was not voted on in the previous semester. Standing Senate rules that apply to new legislation will also apply to reintroduced legislation. If the chief sponsor of the legislation to be reintroduced will not be present, the sponsor will be responsible for officially appointing a new chief sponsor for the legislation.

E. A referendum is a direct vote in which the undergraduate student body is asked to either accept or reject a particular proposal. A referendum shall be classified as a Sense of the Student Body, as a Call for the Northeastern Administration to Act, or as a Call for the Student Government Association to Act.
   1. Referenda are carried out in accordance with policies and a timeline established by the Executive Board.
   2. The referendum classifications are to be utilized in the following ways:
      a. The purpose of the designation “Sense of the Student Body” is to communicate the will of the student body to the Northeastern Administration.
      b. The purpose of the designation “A Call for the Northeastern Administration to Act” is for the student body to call upon the Northeastern Administration to address implementing the question of the referendum.
      c. The purpose of the designation “A Call for the Student Government Association to Act” is for the student body to call upon the Student Government Association to address implementing the question of the referendum.
   3. Referenda will be accepted according to the following procedure:
      a. The sponsor of the referendum must complete the Referenda Submission Form (to be released no later than one month prior to the due date established by the Executive Board) to the Executive Board.
      b. Within 72 hours of the due date, the Executive Board will make each referendum proposal available on the Association website. The President and Executive Vice President will meet with the referenda authors to discuss the questions submitted and vetting criteria.
      c. One week following the due date of referenda proposals, the Executive Board will hold a town hall meeting for public comment on each proposal.
         i. Senator attendance at this town hall is subject to the same criteria of Senate attendance at weekly meetings.
      d. Within five days of the due date, the Executive Cabinet will convene to vet the referenda proposals based on: adherence to University and legal policies and fairness in wording. Cabinet will publicly release meeting minutes within 48 hours of the meeting. The authors of vetted referenda that have been vetoed by the Cabinet will receive a written statement with rationale referencing specific guideline(s) which were broken, within 48 hours of the meeting. All voting records will be made public within the minutes. The minutes will be published to the Student Government Website within 48 hours of the Cabinet’s meeting. If a Cabinet member submits or sponsors referenda, that specific Cabinet member will be excluded from discussion of those questions and will not have voting rights on those referenda.
         i. The Adherence to University and Legal Policy standard shall be determined using the following guidelines:
            a. The question must not violate any part of any official Northeastern University or Student Government Association policy.
            b. Official Northeastern University policies are those that are publicly hosted on an official Northeastern University webpage and/or distributed to the student body.

d. The question must not violate any part of Boston Local Law, Massachusetts State Law, or Federal law. Explicitly enumerated answers to referenda questions cannot advocate for Northeastern University to allow or disallow actions, sentiments, nor resolutions in a way that would violate Boston Local Law, Massachusetts State law, Federal law, or respective judicial precedents. NOTE: Referenda questions can be utilized to express student body-wide disapproval of existing laws and legal precedents.

e. The question must not violate the most recent update of the Northeastern Student Code of Conduct, or any other part of the OSCCR Student Code of Conduct handbook. Further, referenda questions must not be considered a bias-related incident, as defined by the most recent update of the Northeastern Student Code of Conduct, or any other part of the OSCCR Student Code of Conduct handbook. Explicitly enumerated answers to referenda questions cannot advocate for Northeastern University to allow or disallow actions, sentiments, nor resolutions that would violate the most recent update of the Northeastern Student Code of Conduct, or any other part of the OSCCR Student Code of Conduct handbook. Referenda can move for the University to change the wording or definitions of the Student Code of Conduct. NOTE: Referenda questions can be utilized to express student body-wide disapproval of existing University Policies.

ii. The Fairness of Wording standard shall be determined using the following guidelines:
   a. The question must not be leading.
      i. A leading question is defined as a question put or framed in such a form as to suggest the answer sought to be obtained.
   b. The question must not contain an appeal to morality.
   c. The question must be as specific as possible, providing clarity regarding the potential implications of the referenda, if passed.

e. In the regularly scheduled Senate meeting the week after the town hall, in the event of more than five (5) referenda proposals, the Senate shall examine and approve or deny at most up to five referenda based on the following criteria: Feasibility, University Prioritization, Beneficence and Repetitiveness. The following standards are subjective, and it is up to the discretion of the Senate to determine to what extent the referenda questions violate or work with the standards set forth. Voting records from this approval shall be made public on the Association’s website within 48 hours of the vote.
   i. The Feasibility standard shall be determined using the following guidelines:
      a. The Senate should consider the financial impact the referenda will have on the University.
      b. The Senate should consider the impact the referendum has on the University’s policies, values, and pillars of learning.
      c. The Senate should consider the length of time required to complete the referendum.
      d. The Senate should consider the likelihood of completion of the project.
   ii. The University Prioritization standard shall be determined using the following guidelines:
a. The Senate should consider the current state of the University, current initiatives, and projects currently in progress.

b. The Senate should consider how much the University administration will likely accept the referendum as valid, and worthwhile to pursue.

iii. The Beneficence standard shall be determined using the following guidelines:

a. The Senate should consider how many students the referendum will benefit.

b. The Senate should consider how much, if at all, the referendum will hinder, impose difficulty upon, or inconvenience any number of students.

c. The Senate should consider this ratio, and ensure that student body is receiving a net gain by this referendum’s potential approval and implementation.

iv. The Repetitiveness standard shall be determined using the following guidelines:

a. The Senate should consider whether past referenda with similar language or goals have been posed within the last 5 years.

b. If the Senate deems a referendum to be repetitive, the Senate should consider the previous student body response to the referendum.

i. The Senate should consider whether circumstances have changed such that the student body may respond differently to this referendum than it had on the previous one.

ii. The Senate should consider whether the Feasibility, University Prioritization, and Beneficence have changed since the referendum was last posed.

iii. Repetition is not automatic cause for keeping referenda off the ballot.

4. In the instance wherein an aggrieved party wishes to appeal a referendum’s approval or disapproval, the party may submit a notice to the parliamentarian. The Operational Appeals Board will consider the appeal based on the established criteria.

a. Results of the examination and approval process shall be announced by the President at the next meeting of the Senate following the decision.

b. The day following the Senate announcement, referenda sponsors approved for the ballot are allowed to begin collecting the required petitionary signatures. Sponsors are required to submit 750 signatures and a statement of support to the Executive Board in order to be put on the ballot. Sponsors shall have a minimum of two weeks for signature collection. The exact timeline for signature collection will be determined by the Executive Board and Elections Chair.

c. During the signature gathering period, an opposition group to a referendum may be formed by registering with the Executive Board. Opposition groups may submit a statement to be presented on the ballot in conjunction with the referendum. Opposition group formation and the opposition statement are to be due at the same time as petition signatures according to the timeline set by the Executive Board and Elections Chair and must be reviewed by the Executive Board using the following criteria: adherence to University policy and fairness of wording. Statements of support and opposition are subject to the same vetting criteria, though may contain arguments and appeals as defined above while remaining adherent to University and Student Government Association policy.

d. Referenda proponents and opposition groups will be given the opportunity to submit rebuttals to each other’s statements to be hosted online prior to the spring direct election and to be hosted on the ballot, which must be reviewed by the Executive Board using the following criteria: adherence to University policy and fairness of wording.

e. All appeals of the decision are to be referred to the Operational Appeals Board.

f. All approved questions will be posed to the student body during the spring direct elections for a campus-wide vote.
ARTICLE VI: MAINTENANCE OF PUBLIC RECORDS

A. Student Government Association Senate minutes shall be posted to the Association website or some other easily accessible public forum no more than five business days after the approval of the minutes.

B. Student Government Association legislation shall be posted to the Association website or some other easily accessible public forum no more five business days after the legislation is signed by the President, vetoed, or passed by the overturning of a Presidential veto as described in the Constitution.

C. Committee reports and other major committee proceedings shall be posted to the Association website no more than five business days after their approval or presentation to the Association senate, whichever comes later.

D. Meeting minutes, legislation, reports, and other documents substantively documenting the work of the Association shall not be destroyed. Minor documents shall be defined as documents not meeting the above criteria and may be discarded at any time.

E. All other non-confidential records of the Student Government Association shall be made available to members of the University community upon request within seven days after the request is made. Should a request be made during a recess or intersession, the request shall be fulfilled seven days after classes resume following the recess or intersession during which the request is made.

F. Any non-confidential document may be archived with the University library consistent with their practices and policies. Any request for documents that have been archived at the library shall result in the requestor being notified that the records are in the library within seven days of the request, and the remainder of the request shall not be covered by the Association’s procedures. Records may also be archived internally.

G. If a records request cannot be met within seven days due to the size or availability of records, the requestor shall be notified of the time delay, and a new timeline for release shall be agreed upon within seven days of the request. If the document is permanently unavailable, the requestor shall be notified within seven days.

H. If a records request is made for a confidential document, the requestor shall be notified within seven days.

I. Public records requests shall be the responsibility of the Chief of Staff or designee.

ARTICLE VII: ABANDONMENT/IMPEACHMENT

A. Impeachment is defined as the process whereby an accusation is brought against a member for serious misconduct. These charges must be initiated on the Senate floor. Any member of the Senate may move Articles of Impeachment and name the person at whom the charges are directed. There must be a second to the motion. Before stating the motion and naming the individual(s), the mover must motion to enter executive session for the purpose of hearing a motion to impeach. If carried, the motion to impeach may then be debated. Once debate closes, a vote will be taken to determine if the process should be continued. A simple majority will carry this motion. If the Senate votes to continue the process, a Full Body Senate meeting will be convened to hear the impeachment charges and decide whether to convict the accused individual. At this meeting, the Senator who made the initial motion shall present detailed reasons for requesting the impeachment. The person so accused will then have an opportunity to rebut the charges. A vote will be taken on the question and must pass by a three-fourths vote. If issues remain unclear, the motion can be postponed for one week. The three-week notification requirement for this Full Body Senate meeting will be waived, however, with at least one-week notice given to Senators prior to such meetings.

B. If Executive Board believes that one or more of the officers have abandoned their responsibilities, the Executive Board shall move to declare the office vacant and move into the vacancy procedures outlined in the Constitution. Abandonment is defined as a sustained failure to perform required duties as set forth in
the Constitution, Bylaws, and legislation, or persistent absences from meetings of the Senate, Executive Board, committees, or other bodies on which the officer serves. The recommendation will be voted upon by the Executive Board and needs a simple majority to pass. If the recommendation passes, a Full Body Senate meeting will be held, at which the Executive Board will put forward its recommendation(s) and ask that the position(s) be declared vacant. Officers who abandon their responsibilities will automatically forfeit their Senate seats.

ARTICLE VIII: VOTING PROCEDURES

A. All votes concerning legislation and substantive amendments will be taken by mandatory roll-call votes unless a motion is made from the floor for adoption by unanimous consent. If no objection is raised to the motion, the legislation or amendment is considered ratified. If an objection is raised, a roll-call vote must be taken.
   1. Roll-call votes are not mandatory for approval of minutes, or for any other motions and non-substantive amendments to legislation.
   2. Senators maintain the right to call for a roll call vote at times that they deem appropriate and that are in accordance with Robert’s Rules of Order, Newly Revised.

ARTICLE IX: AMENDMENTS

A. To amend this document a Resolution of Governance must be ratified by the Full Body Senate.

B. Proposed amendments to the Constitution or Bylaws must be submitted in writing no less than one week in advance of a Full Body Senate meeting to the Executive Board to be placed on the agenda and considered by the Senate.

C. The agenda and proposed amendments will be provided to the Senate and on the Association’s website no less than six days before the Full Body Senate meeting.

ARTICLE X: SENATE DOCUMENTS

A. The Executive Board shall be responsible for providing pertinent documents to be reviewed and considered by the Senate, to the entire Full Body Senate roster, no later than 48 hours prior to the Senate’s call to order for all legislation, and 24 hours for all other documents.

ARTICLE XI: STANDING PROCEDURES

A. The standing procedures of the Association shall be a document which may contain parliamentary procedures not specified in the Constitution or Bylaws. The standing procedures shall be subordinate to the Constitution and Bylaws, shall be amenable by a simple majority of a Full Body Senate, wherein amendments are provided as main motion with one-week advance notice to the Senate.

ARTICLE XII: ASSOCIATION APPROVAL

A. This amended document has been approved by the required two-thirds majority vote of the Full Body Senate of the Association through a vote on November 25th, 2019.