

CONSTITUTION AND CODE

ASSOCIATED STUDENT BODY

OF THE UNIVERSITY OF MISSISSIPPI

17 March 2023

THE LAWS AND ACTS CONTAINED IN THIS DOCUMENT ARE ACCURATE AS OF THE LAST FORMAL SENATE OF THE FALL 2022 SENATE TERM.

CURRENT LAWS PASSED AND ENACTED AFTER **17 March 2023** ARE NOT CONTAINED IN THIS DOCUMENT.

THE OFFICE OF THE ASB ATTORNEY GENERAL SHALL MAINTAIN AN UPDATED CONSTITUTION AND CODE, WHICH SHALL BE OPEN FOR PUBLIC INSPECTION AS REQUIRED BY THE CONSTITUTION AND CODE OF THE ASSOCIATED STUDENT BODY OF THE UNIVERSITY OF MISSISSIPPI.

TABLE OF CONTENTS

CONSTITUTION	PAGE 4
CODE	PAGE 15
TITLE I: EXECUTIVE BRANCH	PAGE 16
TITLE II: LEGISLATIVE BRANCH	PAGE 36
TITLE III: JUDICIAL BRANCH	PAGE 56
TITLE IV: SCHOOL HONORS	PAGE 63
TITLE V: CAMPUS ELECTIONS	PAGE 66
TITLE VI: CODE OF ETHICS	PAGE 86

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CONSTITUTION
OF THE
ASSOCIATED STUDENT
BODY

WE, THE STUDENTS OF THE UNIVERSITY OF MISSISSIPPI, in order to promote the welfare of each student attending this institution, to train ourselves in the general principles of democratic government, and to prepare ourselves to assume the privileges and responsibilities of citizens of the State of Mississippi and the United States of America, do ordain and promulgate this Associated Student Body Constitution.

**ARTICLE I
GENERAL**

SECTION 1. NAME. The name of the organization shall be “The Associated Student Body of The University of Mississippi” (herein after cited as ASB).

SECTION 2. PURPOSE. The purpose of this organization is to deal effectively with matters of student affairs, to perpetuate the best traditions of The University of Mississippi, to promote the best understanding between faculty and students, to govern all matters which are delegated to the ASB by the administration of The University of Mississippi, to work with the administration in all matters affecting the welfare of the student body, and to supervise all student body activity in order that it may be conducted for the best interest of the student body as a whole and to the credit of The University of Mississippi.

SECTION 3. RECOGNITION OF AUTHORITY. It is recognized that The University of Mississippi is a state institution whose powers and authority are derived from the Legislature through the Board of Trustees of Institutions of Higher Learning. Therefore, any part of this Constitution or of any law passed under the authorization thereof which shall be in conflict with any law of the State of Mississippi, or with any rules or regulations promulgated by the Board of Trustees of Institutions of Higher Learning, or of the Board’s representative, the Chancellor of The University of Mississippi, shall be null and void from the time of its enactment.

SECTION 4. DEFINITION OF STUDENT. Any person, except faculty and administration who shall be duly registered as a student of The University of Mississippi, and who shall be actively engaged in pursuing a prescribed course of work and attending classes on the Oxford campus, shall be deemed a student and shall be entitled to all the rights and privileges allowed under this Constitution.

SECTION 5. DISTRIBUTION OF POWERS. The powers of the ASB shall be divided by function into three distinct departments: legislative powers shall be vested in The University of Mississippi Campus Senate (herein after cited as the Campus Senate); executive powers, in the President of the Associated Student Body (herein after cited as the President); judicial powers, in the ASB Judicial Council.

**ARTICLE II
ELECTIONS**

SECTION 1. QUALIFICATIONS FOR VOTING. Every student duly registered and qualified as an elector at the time of any student body election shall be entitled to vote in the election of all officers and in all matters which may be submitted to the vote of the student body. A certificate from the Dean of Students shall determine any question as to voting eligibility.

SECTION 2. METHOD OF VOTING. Voting in all elections or on referenda and initiatives shall be by secret ballot and in conformity with such other methods as may be developed and prescribed by law.

SECTION 3. ELECTION OF OFFICIALS. All officials charged with the direction or administration of the election system of the student body shall be appointed in such manner as the Campus Senate may direct by law.

**ARTICLE III
THE EXECUTIVE**

SECTION 1. ESTABLISHMENT OF THE EXECUTIVE. The executive power of the ASB shall be vested in a President. The President and other elected ASB Executive Officers shall be chosen by the direct vote of the students in an election primary on the fourth Tuesday in March, for a term of one year beginning no later than one (1) month from the election primary. (Amended 2/19/2014)

SECTION 2. ELECTED OFFICERS. There shall be elected from among the students of The University of Mississippi the following Associated Student Body officers: (Amended 2/19/2014)

(A) A President who shall have completed 60 semester hours, 30 hours of which shall have been completed at The University of Mississippi at Oxford, and in addition shall have served a minimum of one term in either the Executive or Legislative branches of the ASB prior to the time of taking office, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. (Amended 9/24/2013)

(B) A Vice-President, who shall have the same semester hour qualifications as the President, and in addition shall have served a minimum of one term as an elected member of The University of Mississippi Campus Senate or one term in the position of Parliamentarian or Legislation Monitor on the Executive Council of a previous Vice-President prior to the time of taking office, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. (Amended 9/24/2013)

(C) A Secretary, who shall have completed at least 36 semester hours of postsecondary education, one year of full time study of which shall have been completed at the University of Mississippi, and in addition shall have served a minimum of one term in either the Executive (including Cabinet members) or Legislative branches of the ASB prior to the time of taking office, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. (Amended 3/19/2017)

(D) A Treasurer, who shall have completed at least 36 semester hours of postsecondary education, one year of full time study of which shall have been completed at the University of Mississippi, and in addition shall have served a minimum of one term in either the Executive or Legislative branches of the ASB prior to the time of taking office, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. (Amended 9/24/2013)

(E) An Attorney General, who shall have completed at least 45 semester hours of post-secondary education, one year of full time study or more of which shall have been completed at the University of Mississippi, and in addition shall have served a minimum of one term in any of the Executive, Legislative or Judicial branches of the ASB prior to the time of taking office and shall have a reasonable understanding of the laws and procedures of the Associated Student Body, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. (Amended 9/24/2013)

SECTION 3. LEGISLATIVE POWERS. The President shall at the beginning of each regular semester, and may at other times at the pleasure of the Campus Senate, present to the Campus Senate information as to the affairs of the ASB; and the President may recommend such measures as deemed necessary. The President shall have the power to veto bills approved by the Campus Senate as prescribed in Article IV, § 12 of the ASB Constitution.

SECTION 4. EXECUTIVE AND ADMINISTRATIVE POWERS. The President shall see that the laws of the ASB Constitution and Code are faithfully executed. The President shall appoint all officers and assistants necessary to discharge the duties of the office, and shall be empowered to remove the same for just cause.

SECTION 5. OATH OF OFFICE. The President and all executive officials of the student body, before entering upon the duties of their respective offices, shall take and subscribe to the following oath or affirmation: "I do solemnly swear (or affirm) that I will support and defend the Constitution of the Associated Student Body, and that I will faithfully discharge the duties of _____ to the best of my ability."

SECTION 6. ADMINISTRATIVE DEPARTMENTS. There shall be such administrative departments not to exceed a number determined by the ASB Code with such powers and duties as may be prescribed by law. The heads of said departments shall be appointed by the President with final approval by the Campus Senate preceded by a formal introduction of each appointee by the President or his agent and concluded by an optional question and answer period; said period is left to the discretion of the Senate. Any appointed head may be removed from office by the President for just cause.

SECTION 7. SUCCESSION TO PRESIDENCY. In the event the office of ASB President, Vice-President, Secretary, Treasurer or Attorney General becomes vacant without the term of said office being completed, the following provisions shall govern succession:

(A) In the case of the office of ASB President becoming vacant before the end of the term of said office being completed, the ASB Vice-President shall succeed to said office for the remainder of the term.

(B) In the case of the office of ASB Vice-President becoming vacant before the end of the term of said office is completed, the President Pro Tempore of the Campus Senate will succeed to the office for the remainder of that term.

(C) In the case of both offices of ASB President and Vice-President becoming vacant simultaneously, the President Pro Tempore shall succeed to the office of President for the remainder of the term. The Campus Senate shall elect a new ASB Vice-President and President Pro Tempore.

(D) In the case of the office of ASB Secretary becoming vacant before the term of said office being completed, the ASB President shall appoint a person to the office of Secretary with the approval of a simple majority of the Campus Senate to serve for the remainder of the term.

(E) In the case of the office of ASB Treasurer becoming vacant before the term of said office being completed, the ASB Comptroller shall receive first consideration for the office of Treasurer with the approval of a simple majority of the Campus Senate. In the event that the ASB Comptroller is not approved, the President shall reserve the right to submit a nominee for the position of Treasurer, who must also be approved by a simple majority of the Campus Senate to serve for the remainder of the term. (Amended 9/24/2013)

(F) In the case of the office of ASB Attorney General becoming vacant before the end of the term of said office being completed, the Chairman Deputy Attorney General of Elections shall succeed to said office for the remainder of the term. (Amended 9/24/2013)

ARTICLE IV LEGISLATIVE

SECTION 1. LEGISLATIVE POWER. The legislative power shall be vested in the Campus Senate.

SECTION 2. COMPOSITION OF THE CAMPUS SENATE. The Vice-President of the ASB shall be the president of the Campus Senate. The Vice-President's Executive Council shall aid the Vice-President in preparing and conducting meetings of the Campus Senate. The Campus Senate shall be composed of such number of elected members as may be prescribed by law but not to exceed 100 elected members.

SECTION 3. MEMBERS. Any qualified student shall be eligible to be elected to the Campus Senate. A senator must meet such qualifications as the Campus Senate may prescribe by law. (Amended 2/15/2001)

SECTION 4. ELECTION OF MEMBERS. The elective members of the Campus Senate shall be chosen by a plurality vote of the qualified students of The University of Mississippi for a term of one year. If a member moves from the district from which elected, said senator can petition the Campus Senate as a whole for permission to remain in the Campus Senate, representing the original district, by obtaining twenty-five signatures of residents from that district during a time period to be prescribed by the Campus Senate. Otherwise, the term of office shall be immediately forfeited, and the Campus Senate shall select a new senator to finish the forfeited term as soon as possible. (Amended 2/15/2001)

SECTION 5. APPORTIONMENT. The Campus Senate shall be apportioned according to such procedures as the Campus Senate may enact by law. (Amended 2/15/2001)

SECTION 6. SESSION. The Campus Senate shall be deemed a continuous body during the calendar year for which its members are elected. It shall meet at least four times during each school semester or at such times as may be prescribed by law. Special meetings may be called by the president of the Campus Senate or by a majority of the members of the Campus Senate. (Amended 2/15/2001)

SECTION 7. ORGANIZATION AND PROCEDURE. The Campus Senate shall be the judge of the election, returns, and qualifications of its members, and may by law vest in the Judicial Council the trial and determination of contested elections of its members. It shall determine its rules of procedure, compel the attendance of members, punish members for disorderly conduct, and with the concurrence of two-thirds of all the members, expel a member for just cause.

SECTION 8. TRANSACTION OF BUSINESS. A majority of all the members of the Campus Senate shall constitute a quorum. The Campus Senate shall keep a journal of its proceedings, which shall be open to the public at all times. The Campus Senate shall prescribe the methods of voting on all legislative matters, but a roll call, with the yeas and nays entered upon the journal, shall be taken on the demand of one-fifth of the members present.

SECTION 9. BILLS AND TITLES OF BILLS. No law shall be passed except by bill. Every bill for appropriations, codification, revision or rearrangement of existing laws shall be confined to one subject, which shall be expressed in the title. Bills for appropriations shall pertain to no other subject.

SECTION 10. PASSAGE OF BILLS. No bill shall become law unless it has been duly entered in the Campus Senate journal and has received the assent of a majority of all the members present. No act shall become effective until published, as prescribed by law.

SECTION 11. REQUIRED READING OF BILLS. A member may require that a bill be read in full before The University of Mississippi Campus Senate, prior to its final passage upon a motion duly made and seconded to such effect with the concurrence of one-fifth of all members present.

SECTION 12. ACTION BY THE PRESIDENT. Upon passage by the Campus Senate, each bill shall be presented to the President. The President may sign the bill or may return it with objections attached to the Campus Senate within ten days of its presentation to the President. If the President shall not sign the bill within ten days, it shall be considered passed and not vetoed. Any bill returned by the President shall be reconsidered by the Campus Senate, and if, upon reconsideration, two-thirds of the members present shall agree to pass the bill, it shall become a law. In all such cases the vote of the Campus Senate shall be by roll call, and entered on the journal.

SECTION 13. IMPEACHMENT POWERS. Upon petition of twenty percent of the student body for the impeachment of any elected officer of the ASB or appointed member of the Judicial Council, the Campus Senate shall have the power to try the case according to the Campus Senate Rules, and, if warranted, to remove from office by a two-thirds vote of the members elected thereto.

SECTION 14. PRESIDENT PRO TEMPORE. The Campus Senate shall elect a President Pro Tempore who shall serve in accordance with rules of the Campus Senate. (Amended 9/24/2013)

SECTION 15. REVIEW OF LEGISLATION MEETINGS. In the middle of, and at the end of, each semester, there shall be a meeting of the Rules Committee, the Legislation Monitor(s), the President of the ASB Campus Senate, and all other senators who wish to attend. At this meeting all legislation that has yet to go into effect will be brought up for review and a plan of action will be taken to make said legislation go into effect.

ARTICLE V
JUDICIAL

SECTION 1. ESTABLISHMENT. The University of Mississippi Student Judiciary shall be composed of the ASB Judicial Council, which shall be the supreme judicial body of the ASB, and such inferior courts as the Campus Senate shall from time to time establish.

SECTION 2. ELECTION AND TENURE OF JUDICIAL COUNCIL MEMBERS. The ASB Judicial Council shall be composed of a Judicial Chair who shall be elected from the students at the time of the Spring officer elections and ten members who shall be appointed by the Judicial Chair, with final approval by the ASB President, and the advice and consent of a majority of the members of the Campus Senate present. The tenure of the Judicial Chair shall be one year. (Amended 9/24/2013)

SECTION 3. QUALIFICATIONS OF JUDICIAL COUNCIL MEMBERSHIP. The Chair of the Judicial Council must be a full-time student at The University of Mississippi Oxford Campus and must have completed at least 36 undergraduate semester hours in any University or College, and in addition shall have served a minimum of one term on the ASB Judicial Council prior to the time of taking office, and who shall have a minimum cumulative GPA of 3.0 on a 4.0 scale. Other members of the Judicial Council must be full-time students at The University of Mississippi and must have completed 12 semester hours. All members shall have a cumulative grade point average of 3.0 on a 4.0 scale both at the time of election and for the duration of their term. (Amended 9/24/2013)

SECTION 4. JURISDICTION OF THE JUDICIAL COUNCIL. The ASB Judicial Council only shall have jurisdiction to hear and decide all cases arising under this Constitution and all laws or resolutions passed by the Campus Senate.

SECTION 5. INELIGIBILITY OF MEMBERS OF THE ASB JUDICIAL COUNCIL TO OTHER OFFICES. No member of the ASB Judicial Council shall hold any other position in either the legislative, executive, or judicial branch of the ASB, but this provision shall not be construed to exclude any member of the Council from holding office either in a club or organization other than the ASB, or any school or college of The University of Mississippi. (Amended 9/24/2013)

SECTION 6. CONSTITUTION OF A QUORUM. A quorum shall be required of all judicial bodies before hearing and deciding a case unless otherwise authorized by law. A quorum of the ASB Judicial Council consists of five members. (Amended 9/24/2013)

SECTION 7. PROCEDURE BEFORE THE STUDENT JUDICIARY. Unless otherwise provided by law, the ASB Judicial Council and all inferior courts that may be established shall adopt and employ their own rules of procedure.

SECTION 8. GUARANTEE OF STUDENT RIGHTS. No law or procedure shall be enacted by the Campus Senate or construed by the Judicial Council or its inferior courts that abridges any right of a student guaranteed by the Constitution or laws of the State of Mississippi or the Constitution of the United States of America.

SECTION 9. RIGHT TO A HEARING. Nothing in the ASB Constitution or in any existing law or procedure enacted in the future shall deny a student the right to a hearing conducted in such a manner as to do substantial justice.

**ARTICLE VI
INITIATIVE AND REFERENDUM**

SECTION 1. INITIATIVE. The students reserve to themselves the power, by a petition signed by ten percent of the qualified students, to propose laws and, by a petition signed by fifteen percent of the qualified students, to propose amendments to this Constitution, as prescribed by law, and directly to enact or reject such laws and amendments at the polls. This reserved power shall be known as the initiative. The initiative shall not be used to appropriate student body funds, not to enact special legislation. No measure submitted by the initiative shall contain therein the name of any person to be designated as administrator of any office to be established by the proposed law or constitutional amendment.

SECTION 2. REFERENDUM. The students also reserve to themselves the power, by a petition of ten percent of the students, to require that measures enacted by the Campus Senate be submitted to the qualified voters for their approval or rejection. This reserved power shall be known as the referendum.

**ARTICLE VII
FINANCE**

SECTION 1. THE FISCAL YEAR. The fiscal year of the Associated Student Body shall coincide with the fiscal year of The University of Mississippi, in that it shall commence on July 1 and end on June 30 of the following year.

SECTION 2. BUDGET. The Budget Appropriations for the coming fiscal year shall be approved in accordance with guidelines set forth in the Associated Student Body Code.

SECTION 3. EXPENDITURE OF FUNDS. No Associated Student Body funds shall be expended except in accordance with appropriations made by law, nor shall any obligations for payment of money be incurred except as authorized by law.

**ARTICLE VIII
AMENDMENTS**

SECTION 1. AMENDING PROCEDURE. Amendments to the Constitution may be proposed by the Campus Senate at any two regular meetings, or by petition of the student body as prescribed in Article VI, § 1 of the ASB Constitution. Any such amendment presented in the Campus Senate and twice agreed to by two-thirds of the members elected thereto shall be entered each time on the journal, with the record of the roll call vote, and submitted after the second legislative action for approval by a majority of the qualified students voting in the next regular election.

**ARTICLE IX
ENACTMENT**

SECTION 1. This Constitution shall go into effect on the ninth day of November, 1982.

SECTION 2. This Constitution shall go into effect as comprehensively revised on the third day of October, 2000.

**ARTICLE X
ASB STUDENTS' BILL OF RIGHTS**

A DECLARATION OF RIGHTS made by the students of The University of Mississippi in the exercise of their sovereign powers, which rights do pertain to them and their posterity, as the basis and foundation of government. All laws promulgated under the ASB Constitution shall be subject to the rights reserved by the students of The University of Mississippi under this Students' Bill of Rights. (Amended 2/15/2001)

SECTION 1. FREEDOM OF SPEECH. The freedoms of speech and of the press are among the great bulwarks of liberty, and can never be restrained except by despotic governments; that any student may freely speak, write, and publish his sentiments on all subjects, being responsible for the abuse of that right; that the Campus Senate shall not pass any law abridging the freedom of speech or of the press nor the right of the people to peaceably assemble, and to petition the ASB for redress of grievances.

SECTION 2. FREEDOM OF RELIGION. The Campus Senate shall make no law respecting an establishment of religion or prohibiting the free exercise thereof.

SECTION 3. PRIVACY. The right of the students to be secure in their persons, papers, and effects shall not be violated.

SECTION 4. DUE PROCESS. Excluding violations of elections law, which shall be under the sole jurisdiction of the Elections Commission and the ASB Judicial Council, no student shall be held to answer for a violation of the ASB Code or Constitution unless on a presentment of an indictment; nor shall any student be subject for the same offense to be twice put in jeopardy; nor shall be compelled in any case to be a witness against him/herself; nor be deprived of liberty or property without due process of law.

SECTION 5. RIGHTS OF THE ACCUSED. In all prosecutions under the ASB Code and Constitution, the accused shall enjoy the right to a speedy hearing and ruling, by an impartial body of the ASB; to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him/her; and to have the assistance of counsel for his/her defense.

SECTION 6. EXCESSIVE FINES. Excessive fines shall not be imposed.

SECTION 7. EQUAL PROTECTION; NON-DISCRIMINATORY STATEMENT. The ASB shall not discriminate against any student based on race, gender, age, ethnicity, ability or disability, marital status, classification, sexual orientation, socioeconomic status, religious affiliation, or national origin. Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our campus, and it is the duty of the ASB to encourage and promote these ideals. The ASB is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to think and make their contribution. We will achieve an environment in which every student may think, learn, and grow without prejudice, intimidation, and discrimination. We will achieve an environment in which personal dignity and respect for the individual are recognized by all students.

SECTION 8. ALL RECORDS SHALL BE PUBLIC. All documents, memorandums, minutes, rulings, and applications shall be public records and made available to the students upon request for their inspection. Information contained on such documentation that is covered under privacy laws of the State of Mississippi and the United States of America shall be stricken from such records upon such request for inspection. This definition in this section shall not be construed to limit what is considered a public record of the ASB.

SECTION 9. LIMITATION OF POWERS. The powers of the ASB are limited to the powers enumerated in the ASB Constitution.

SECTION 10. RESERVATION OF POWERS NOT ENUMERATED TO THE STUDENTS. The powers not granted by the students to the ASB in the ASB Constitution are reserved to the students

ASSOCIATED STUDENT BODY CODE

TITLE I

EXECUTIVE BRANCH

(I) Section 101. ASB Executive Branch Overview

- A) The ASB Executive Branch shall consist of the following Departments:
- 1) **The ASB President's Cabinet**, composed of a Chief of Staff, an Executive Assistant, an Executive Liaison, a Director of Internal Affairs, and the Principals serving as the heads of the various Bureaus and Agencies of the ASB.
 - 2) **The Secretarial Department**, composed of the ASB Secretary, an Undersecretary for Public Relations, an Undersecretary for Legislative Affairs, an Undersecretary for Executive Affairs, an Undersecretary for Campus Outreach, an Undersecretary for Involvement, an Undersecretary for Programming, an Undersecretary for Philanthropy & Community Service, and any other Undersecretaries appointed by the ASB Secretary.
 - 3) **The Department of the Treasury**, composed of the ASB Treasurer, the ASB Comptroller, and any Deputy ASB Comptrollers appointed by the ASB Treasurer.
 - 4) **The Department of Justice**, composed of the ASB Attorney General, the Deputy Attorney General of Elections, the Deputy Attorney General of the Code & Constitution, the Elections Commissioners, and any other Deputy Attorneys General appointed by the ASB Attorney General.
- B) Appointed members of the ASB Executive Branch serve through the completion of the term of the executive officer who appointed them, following successful confirmation of consent by a majority of the ASB Senate.

(I) Section 102. The President's Cabinet

- A) Members of the Cabinet are responsible for maintaining internal operations of ASB and participating in external capacities to further the ASB agenda.
- B) The President shall appoint, if necessary, an interim Chief-of-Staff and interim Executive Assistant immediately following their election to aid them in their period of transition and for selection of the next Cabinet.
- C) The ASB President shall advertise all of their Cabinet positions and must conduct an application and interview process for the Cabinet positions.
- 1) In the event of resignation or failure to comply with attendance requirements, vacant Cabinet positions shall be advertised and filled in an identical manner.

- D) The ASB President shall have the power to appoint appropriate individuals on an interim basis in the extreme event that Senate approval is not possible, granted:
- 1) The ASB President must seek approval of these appointees as soon as circumstances allow according to standard procedure outlined in the Code and the Senate Rules.
 - 2) If the Senate, pursuant to its power to approve or disapprove Presidential nominees for positions, finds that a nominee is not qualified, then the individual so disapproved may not be subsequently appointed by the ASB President to the same position in any acting capacity. This Section does not prevent the President from nominating or appointing this individual to another position.
- E) Duties of the Members of the Cabinet:
- 1) Maintain compliance with the attendance policy
 - a) Each Member is entitled to four (4) unexcused absences throughout their term.
 - b) A record of all Cabinet absences shall be maintained by the Undersecretary of Executive Affairs and made available upon request. The President and Chief of Staff shall be notified by the Undersecretary when any Member has accumulated more than four (4) unexcused absences.
 - c) If a Member misses a Cabinet meeting after accumulating the allowed absences, the President and Chief of Staff will issue a notice of removal.
 - (1) The Member may request to meet with the Chief of Staff before removal, and the notice of removal may be tabled under the Chief of Staff and President's discretion.
 - (2) If a notice of removal is tabled, the Chief of Staff should again issue another notice of removal if the Member accumulates one (1) additional absence.
 - 2) Maintain compliance with the Cabinet to Campus engagement policy
 - a) Cabinet Members must accumulate Cabinet to Campus engagement points each semester in their position.
 - b) A record of all Cabinet to Campus engagement points shall be maintained by the Executive Assistant and made available upon request.
 - 3) If a position in the President's Cabinet becomes vacant, the President must fill it within three (3) weeks of the vacancy's creation.

F) Duties of the Chief of Staff:

- 1) Supervise the President's Cabinet
- 2) Work with the ASB Executive Board in managing the ASB Internal Budget
- 3) Serve as the chief representative of the President's Cabinet on the Executive Board
- 4) Provide resources and information to enable Cabinet officers to perform their duties

G) Duties of the Executive Assistant:

- 1) Support and aid the Executive Board and the President's Cabinet in their projects, events, and policy initiatives
- 2) Fulfill the duties of the Chief of Staff in their absence
- 3) Research Executive Board initiatives, incorporating data from university departments, University of Mississippi peer institutions, and other sources as needed
- 4) Supervise Cabinet to Campus engagement policy

H) Duties of the Executive Liaison:

- 1) Advise Cabinet members on Senate matters
- 2) Keep the Senate informed of Cabinet activities via reports at Senate meetings and monthly written reports
- 3) Provide relevant officials for questioning by Senators upon request by the Senate or a Senate Committee
- 4) Serve, upon the request of the ASB President, as their representative to the University of Mississippi Faculty Senate and Staff Council
- 5) Supervise the activities of student appointees to the University Standing Committees, including
 - a) Confirming their attendance at all Standing Committee meetings
 - b) Collecting reports from representatives and delivering them to all relevant ASB officers
- 6) Coordinate monthly meetings between the President's Cabinet and the Senate Committee on Rules

I) Duties of the Director of Internal Affairs:

- 1) Identify and work to eliminate disparities in ASB action or policy which cause or pose harm to ASB members or other persons

- 2) Improve the accessibility of ASB resources to the student body and student organizations
- 3) Supervise a constructive feedback process for members of ASB
- 4) Facilitate communication for initiatives which overlap between branches
- 5) Coordinate mandatory diversity and bias training for all members of ASB with the Division of Diversity and Community Engagement prior to the beginning of the fall semester
- 6) Produce a strategic report at the beginning and end of each term on the progress of the Cabinet on policy issues

(I) Section 103. ASB Bureaus and Agencies

A) Each Bureau and Agency shall consist of:

- 1) A Principal appointed by the ASB President and confirmed by the ASB Senate
- 2) Additional members appointed by the ASB Executive Board
 - a) Any student is eligible to serve as a member of any Standing or Ad Hoc Bureau or Agency, unless otherwise stated in the Constitution or Code.
 - b) Bureaus shall be approved by a majority of the Executive Board.
 - c) The selection process may include an application, but may include additional requirements such as an interview or letters of recommendation
 - d) All students are welcome to join an open opportunity initiative.

B) Each Bureau and Agency will continually work to:

- 1) Seek student input
- 2) Improve student and campus life
- 3) Advance the relevant agenda items of the ASB President

C) The Standing Bureaus and Agencies shall be as follows:

- 1) Bureau of Student Life
 - a) Duties of the Bureau of Student Life:
 - (1) Coordinate all ASB initiatives involving Campus Dining, the University Police Department, the University Post Office, or other on-campus services not covered by another part of ASB
 - (2) Voice student concerns regarding any other on-campus services not covered by another part of ASB

- (3) Assist with ASB initiatives involving school spirit and honors
 - (4) Maintain regular communication and collaboration with the Senate Committee on Student Life
- 2) Bureau of Athletics
- a) Duties of the Bureau of Athletics:
 - (1) Coordinate all ASB efforts regarding University Athletics and SEC-wide athletic initiatives
 - (2) Maintain regular communication and collaboration with the Senate Committee on Athletics and the Student Athletic Advisory Council
- 3) Bureau of Academic Affairs
- a) Duties of the Bureau of Academic Affairs:
 - (1) Assist with all ASB activities regarding the University Registrar, Course Evaluation System, and Academic Advising
 - (2) Work with the Schools in communicating academic policies, procedures, and regulations to the undergraduate community
 - (3) Assist with all ASB activities relating to the Global Engagement Office and study abroad opportunities, activities, and development
 - (4) Serve as the student representatives on the following university standing committees:
 - (a) Council of Academic Administrators
 - (b) Academic Grade Appeal
 - (c) Academic Discipline
 - (d) Undergraduate Council
 - (e) Graduate Council
 - (5) Work with the Council of Academic Administrators and appropriate University officials in promoting academic integrity
 - (6) Assist with ASB efforts in providing graduate school exam preparation and test facilitation on campus
 - (7) Facilitate a process by which student concerns and grievances can be represented to the proper administrators, department heads and faculty.

- (8) Maintain regular communication and collaboration with the Senate Committee on Academics and Administration, including, but not limited to, the annual revision of the Honor Society Evaluation Task Force Report
- 4) Bureau of Inclusion & Cross-Cultural Engagement
 - a) Duties of the Bureau of Inclusion & Cross-Cultural Engagement:
 - (1) Advocating for diversity and multicultural issues to the University community
 - (2) Assist in University efforts to promote campus unity and community building through execution of campus activities and programs
 - (3) Assist in efforts ensuring the views of the diverse student population and student groups are properly represented within ASB
 - (4) Serve as ASB's liaison to the International Student Services Office (ISS).
 - (5) Serve as ASB's liaison to the Student Veterans Association (SVA).
 - (6) Serve as ASB's liaison to the Center for Inclusion & Cross-Cultural Engagement
 - (7) Maintain regular communication and collaboration with the Senate Committee on Inclusion & Cross-Cultural Engagement
 - b) The Principal of the Bureau of Inclusion & Cross-Cultural Engagement shall serve as ASB's representative to the Council for an Inclusive Community's bi-weekly meetings
 - 5) Bureau of Infrastructure & Environmental Affairs
 - a) Duties of the Bureau of Infrastructure & Environmental Affairs:
 - (1) Assist with ASB activities regarding the housing application process and assisting the Office of Student Housing in publicizing changes to the process
 - (2) Assist with ASB activities regarding housing or maintenance improvements by working with the Office of Student Housing and Residential Housing Association
 - (3) Assist with ASB activities involving the Office of Facilities Management
 - (4) Promote environmental affairs and sustainability on campus
 - (5) Assist with sustainability awareness and education on campus
 - (6) Assist and operate the Green Fund in conjunction with the Office of Sustainability
 - (7) Serve as a liaison to environmental student organizations on campus

- (8) Assist with ASB efforts regarding University capital improvements to student facilities
 - (9) Coordinate all ASB initiatives regarding University Parking Services
 - (10) Maintain regular communication & collaboration with the Senate Committee on Infrastructure & University Development
- b) The Principal of the Bureau of Infrastructure & Environmental Affairs shall serve as ASB's representative to the Green Fund
- 6) Bureau of External Affairs
- a) Duties of the Bureau of External Affairs:
- (1) Represent the issues of the student body in correspondence and meetings with local, county, state, and national officials
 - (2) Organize meetings with the Mayor of Oxford to discuss ASB initiatives and report back on City of Oxford policies
 - (3) Regularly update the President and the President's Cabinet on state and local affairs affecting the student body
 - (4) Routinely communicate and collaborate with the Senate Committee on External Affairs
 - (5) Plan ASB efforts at SEC D.C.
- 7) Bureau of Health & Wellness
- a) Duties of the Bureau of Student Health & Wellness:
- (1) Assist in and augment University efforts to address alcohol and substance abuse
 - (2) Assist in and augment University efforts in augmenting campus safety measures, including measures to combat sexual violence
 - (3) Support initiatives of the ASB Judicial Council aimed at restorative and preventative justice
 - (4) Serve as the primary liaison between ASB and the Health Center to increase publicity efforts, give feedback on student needs, and assist with programming
 - (5) Work with relevant University administrators to improve student health and wellness
 - (6) Address and carry out additional initiatives regarding health and wellness

8) Bureau of First Year Encounters

a) Duties of the Bureau of First Year Encounters:

- (1) Provide opportunities for all first year students to get involved with ASB, including, but not limited to:
 - (a) The Freshman Council Program, focused on introducing younger students to the different branches, departments, agencies, and programs of the ASB
 - (b) The Freshman Forum Program, dedicated to providing students a platform to discuss key events and issues affecting campus student life
- (2) Work with appropriate members of ASB to information about the First Year Encounters are available to all students

9) Active Minds Agency

a) Duties of the Active Minds Agency:

- (1) Promote Mental Health and Wellness on campus
- (2) Serve as the primary liaison between ASB and the Counseling Center
- (3) Assist in University efforts to improve mental health awareness and programming as well as increase publicity of campus resources

10) Safe Ride Agency

a) Duties of the Safe Ride Agency:

- (1) Appoint an Executive Board of the agency through an application and interview held by the current Executive Board.
- (2) Supervise the Safe Ride System
- (3) Increase awareness of the bus routes to the student body

11) Ad Hoc Bureaus

- a) The President may form Ad Hoc Bureaus or Agencies at any time they deem necessary. The Principal of an ad hoc bureau shall be appointed by the President and confirmed by a simple majority vote of the Senate. Ad Hoc Bureaus and Agencies are subject to all rules and guidelines for Standing Bureaus and Agencies, unless otherwise stated by the Constitution or Code.

12)Bureau Reports

- a) Bureau Principals for all ASB Standing and Ad Hoc Bureaus shall be responsible for publishing committee reports to ASB website on a regular basis, but at least monthly, as determined by the Chief of Staff. These reports shall consist of recently accomplished, current, and proposed initiatives and any other information that a Principal deems pertinent. At least one report per month shall then be distributed to Senators. This process shall be jointly executed by the Chief of Staff and the ASB Vice President.
- b) At Senate sessions where a bureau report has been submitted, the principal or a designated proxy of each bureau must be present and available for technical questioning about concerns raised by the report. Bureau principals may only select proxies that are members of their respective bureaus. If this is deemed impossible, any Cabinet member may serve as a proxy. However, a given Cabinet member may only serve as a proxy for one Principal per session.

(I) Section 104. Powers and Duties of the ASB Vice President.

In the absence of the ASB President, the ASB Vice President shall execute the duties of the ASB President.

(I) Section 105. Secretarial Department.

- A) The Secretarial Department, housed under the Executive Branch, consists of the ASB Secretary, the Undersecretary for Public Relations, the Undersecretary for Legislative Affairs, the Undersecretary for Executive Affairs, the Undersecretary for Campus Outreach, the Undersecretary for Involvement, the Undersecretary for Programming, the Undersecretary for Philanthropy & Community Involvement, and any other Undersecretaries deemed necessary by the Secretary. All Undersecretaries shall be appointed by the Secretary and confirmed by the Senate.
- B) Executive Branch Duties of the ASB Secretary:
 - 1) Managing the ASB Office
 - 2) Performing the administrative duties of the Executive Board
 - 3) Maintaining ASB member lists
 - 4) Preparing annual ASB office budget expenses
 - 5) Maintaining an ASB “Calendar of Events”
 - 6) Keeping and distributing Cabinet meeting minutes
- C) The Secretary has additional responsibilities in the Legislative Branch, detailed in Title II Section 105 of this Code.

- D) The Undersecretary for Public Relations shall have the following responsibilities:
- 1) Documenting/photographing all ASB events
 - 2) Managing and utilizing all ASB social media accounts and the ASB website
 - 3) Assisting ASB members with any public relations issues
 - 4) Coordinating the ordering and distribution of ASB branded merchandise
 - 5) Drafting ASB statements for public release
 - 6) Maintaining good relationships with the media, including but not limited to the Daily Mississippian
 - 7) Ensuring the quality of ASB media and marketing efforts
 - 8) Reporting all activities to the ASB Secretary on a bi-weekly basis
 - 9) Responding to all requests from members of the Associated Student Body within one (1) business day of the request
- E) The Undersecretary for Legislative Affairs shall have the following responsibilities:
- 1) Attending all formal and informal meetings of the Senate
 - 2) Taking minutes of Senate proceedings
 - 3) Maintaining an accurate record of Senate attendance
- F) The Undersecretary for Executive Affairs shall have the following responsibilities:
- 1) Attending all meetings of the President's Cabinet
 - 2) Taking minutes of Cabinet proceedings
 - 3) Releasing minutes to relevant parties within one week of the meeting
- G) Duties of the Undersecretary for Campus Outreach:
- 1) Serve as the liaison for ASB to the student body and other student organizations
 - 2) Manage the outreach efforts of the ASB, including, but not limited to:
 - a) Coordinating participation in involvement fairs at orientation
 - b) Scheduling ASB meetings with EDHE classes
 - c) Organizing ASB members to speak at Registered Student Organization (RSO) meetings

H) Duties of the Undersecretary for Involvement:

- 1) Work with appropriate ASB members to facilitate Board and appointed Position applications
- 2) Coordinate and implement leadership and professional development opportunities for ASB members
- 3) Respond to ForUM requests
- 4) Coordinate tabling at different involvement opportunities and preview days alongside the Undersecretary for Outreach

I) Duties of the Undersecretary of Programming:

- 1) Plan and coordinate the various programs of the ASB
- 2) Communicate and collaborate with the Student Activities Association on cross-organization programs
- 3) Manage Everybody's UM Agency, which hosts the following events:
 - a) Everybody's Tent during at least two (2) fall home football games
 - b) Everybody's Formal during Homecoming Week
 - c) A Spring Event for all students, at the discretion of the Undersecretary

J) Duties of the Undersecretary of Philanthropy & Community Service:

- 1) Plan and organization a "Match Day" in both the fall and spring semester to connect students to various service organizations
- 2) Work in coordination with Mr. Ole Miss and Miss Ole Miss in organizing their philanthropic endeavors
- 3) Serve as a liaison between various community service opportunities and the student body
- 4) Plan and organization one designated philanthropy event in both the fall and spring semester:
 - a) Adopt-A-Basket in the fall semester
 - b) An event that is up to the director's discretion in the spring semester

K) Undersecretaries shall additionally assist the Secretary in the performance of their duties, both in the Executive and Legislative Branches.

(I) Section 106. Department of the Treasury.

- A) The Department of the Treasury, housed under the Executive Branch, consists of the ASB Treasurer, the ASB Comptroller, and any Deputy ASB Comptrollers appointed by the Treasurer. All Deputy Comptrollers shall be appointed by the Treasurer and confirmed by the Senate.
- B) Duties of the ASB Treasurer:
- 1) Prepare a complete statement balance of the previous year's expenditures to be presented with the proposed budget, and serve as an ex-officio member of any ASB committee whose function entails the receipt of ASB funds
 - 2) Create a report each semester on the standing of funds at the time of the submission of the budget before the ASB Senate
 - a) The Senate has the power to deny the ASB budget, in which case the Treasurer must create and present a new budget for Senate approval
 - 3) Prepare the ASB internal budget and the allocation of funding to student organizations
 - a) The ASB President is authorized to request as a protective measure an appropriation for a Presidential Contingency Fund to be included for each of the Fall and Spring semester budgets. Any expenditure from this fund shall be made with the concurrence of the ASB Treasurer only after consideration of the needs and desires of the student body and will be subject to Senate approval. If any expenditure shall be made from this fund, the ASB President must submit a written report on the purpose and amount of the expenditure to the ASB Treasurer and to the full Senate by the earliest succeeding Senate meeting.
 - b) The ASB Treasurer shall have authority over the General Contingency Fund, which shall be included in the ASB Budget.
 - 4) Issue appropriate penalties for funding violations
 - a) Any member of the ASB that violates the ASB Expenditure Policy, University of Mississippi Policy, or the State of Mississippi's policy shall be personally liable to the ASB for the amount spent in violation.
 - b) Any student or organization that violates the ASB Expenditure Policy, University of Mississippi policy, or the State of Mississippi's policy shall be liable to the extent of the amount spent in violation or for the amount of the loss incurred, and the student organization may lose funding eligibility for up to one year. More information about the violations process is included in the ASB Expenditure Policy.
 - c) Individuals and organizations have the right to appeal funding violations through the ASB Judicial Council, outlined in the ASB Expenditure Policy.

- 5) Supervise the use of all fees allocated to ASB for operations and management
 - a) Funding Request Forms Statements: The Funding Request Forms must be completed in full and include valid information. Both ASB members and non-ASB organizations will be held responsible for the information included in the request forms.
 - b) Restraints on Spending:
 - i. No funds allotted to an ASB President's Cabinet Member shall be transferred from that Director to another without prior approval of the transfer by the ASB Treasurer.
 - ii. No ASB Presidential Cabinet Member may overspend their total budgetary allocation by more than 10% or \$100.00, whichever is greater, without approval of the excess by the ASB Senate.
 - iii. All ASB Programs that request funding shall submit the financial documents outlined in the ASB Expenditure Policy to the ASB Treasurer
 - iv. All non-ASB organizations that request funding shall submit the financial documents outlined in the ASB Expenditure Policy to the ASB Treasurer.
 - 6) Work with the ASB Executive Board to establish and manage an ASB UM Foundation Account
 - 7) Create and maintain a balance of the expenditures and income of both internal and non-ASB organizations requesting ASB funding
 - a) The ASB Treasury Department will make the balance available to the ASB Senate upon request
 - 8) Allocate funding to Registered Student Organizations from the Student Activity Fee
 - a) The ASB Treasurer must follow all procurement policies set by the State and University Procurement services
 - b) Protocol for funding Registered Student Organizations include procurement policies as well as policies set by the ASB Treasury Department located in the Student Activity Fee Fund Manual
- C) The Department of the Treasury shall include one (1) ASB Comptroller, who shall be appointed by the ASB Treasurer with the advice and consent of a majority of the Campus Senate. The ASB Comptroller shall be responsible for:

- (1) Coordinating efforts for the ASB Treasury Department to assist student organizations with budgeting and finance questions
 - (2) Representing and taking over the duties of the ASB Treasurer in their absence
 - (3) Completing at least one office hour per week
- E) Deputy ASB Comptrollers shall assist the ASB Treasurer and ASB Comptroller in performing their duties. The Deputy Comptrollers will also each complete at least one office hour per week.
- F) The fiscal year of the ASB shall commence on July 1 and conclude on June 30 of the following year. Budget appropriations shall be approved for a fiscal year beginning on July 1 and ending on June 30 and shall be submitted to the Senate at the first formal Senate meeting of the fall semester.

(I) Section 107. Department of Justice.

- A) The Department of Justice, housed under the Executive Branch, consists of the ASB Attorney General, a Deputy Attorney General of Elections, a Deputy Attorney General of the Code & Constitution, ten (10) Elections Commissioners, and any additional Deputy Attorney Generals deemed necessary by the Attorney General. All Deputy Attorney Generals and Elections Commissioners shall be appointed by the Attorney General and confirmed by the Senate.
- 1) Members of the Department of Justice shall not be a candidate for any other ASB office, position or honor. In the event that a member of the Department of Justice chooses to become a candidate, they must immediately resign their position within the Department of Justice.
 - 2) Members of the Department of Justice are prohibited from campaigning for or endorsing any candidate. In the event that a member of the Department of Justice chooses to campaign for or endorse any candidate, they must immediately resign their position within the Department of Justice.
- B) The ASB Attorney General shall have the following duties and responsibilities:
- 1) Issue written opinions clarifying legislation, provisions of the ASB Code, and other such orders and functions of the ASB as shall require clarification. Any such written opinions may be appealed to the ASB Judicial Council for final review and interpretation.
 - 2) Serve as the custodian of the ASB Constitution and Code.
 - 3) Ensure that at least one (1) member of the Department of Justice attends every meeting of the ASB Senate to serve as a liaison between the Department and the Senate.
 - 4) The Attorney General shall either prosecute suits to which the ASB or any official thereof acting in their official capacity is a plaintiff or defend suits in which such a named official or the ASB is a defendant. If a case shall ever arise where the Department of Justice would

be in position of prosecuting and defending the same suit, the Attorney General shall serve as prosecutor and the President, with the approval of a majority of the Campus Senate, shall name a special counsel to defend the suit.

5) During elections, the Attorney General shall additionally have the following powers and duties:

- a) Supervising the elections organizations within the Justice Department and all legal aspects and questions concerning laws and regulations provided for in the Constitution, Code, and customs in administering the elections process and shall keep permanent files of all such actions and elections results.
- b) Submitting legislation to the Senate Committee on Governmental Operations concerning the elections process.
- c) Issuing Advisory Opinions concerning any problem within the jurisdiction of campus elections. Advisory Opinions shall have the effect of law, subject to appeal and review by the ASB Judicial Council.
- d) Producing a clear and easily understandable summary of any proposed constitutional amendments to supplement the amendments themselves for display on Election Day.
- e) Presenting all infractions or established laws and regulations governing elections to the Elections Review Board.
- f) Instructing elections officials on the provisions of campaign laws and regulations and disseminating campaign laws and regulations to candidates upon certification.
- g) Enforcing the decisions of the Elections Review Board.
- h) Filing for injunctive relief for campaign violations upon recommendation of the Election Review Board.
- i) Appointing Elections Commissioners.
- j) Removing Elections Commissioners for nonperformance or other cause with the consent of the ASB President.
- k) Planning and organizing an Elections Roundtable each semester that culminates the respective election season.

C) The Deputy Attorney General of Elections shall have the following duties and responsibilities:

- 1) Assisting the Attorney General in performing their duties during election periods.
- 2) Serving as the chair of the Elections Review Board, which shall consist of the Deputy Attorney General of Elections, the Deputy Attorney General of the Code & Constitution, the ten (10) Elections Commissioners, and the Chair and Vice Chair of the Senate

Committee on Governmental Operations. All members of the Elections Review Board are voting members.

a) The Elections Review Board shall have the following duties and responsibilities:

- (1) To levy fines or dismiss with or without hearings or to call a hearing regarding complaints filed against candidates, depending on the evidence produced.
- (2) To choose to hold hearings as determined necessary on any violations of this Title and to dismiss charges or fine or disqualify the candidate.
- (3) Any other duties and responsibilities as assigned to the Elections Review Board by the ASB Code.

3) Placing the names and/or constitutional amendments upon and ordering the ballots prior to the Friday before the elections.

4) Ensuring that the election process is efficient and conducive to maximum student participation by evaluating voter turnout and the student body's attitude during and after each election.

D) The Deputy Attorney General of the Code & Constitution shall have the following duties and responsibilities:

- 1) Ensuring that the laws of the ASB are codified in a timely manner and made readily available to the student body.
- 2) Updating the ASB Code, no less than once each semester, with the approved laws of the Senate.
- 3) Advising all ASB Constitutional Officers of their duties and responsibilities in carrying out the oaths of their respective offices.

E) The Department of Justice shall also include ten (10) Elections Commissioners selected by the ASB Attorney General and approved by a majority of the Senate.

(I) Section 108. SEC Exchange Commission.

A) For the purposes of this section, SEC Exchange is defined as a collaborative conference between the student governments of the SEC universities, where groups meet to discuss initiatives, strategies, and ideas and engage in programming, and hosted at a different university by rotating basis.

B) The SEC Exchange Commission, housed under the Executive Branch, consists of the ASB SEC Exchange Commissioner, Chief of Staff, Scheduling Manager, Public Relations Specialist, Records Manager, and any other positions deemed necessary by the SEC Exchange Commissioner. All positions shall be appointed by the SEC Exchange Commissioner and confirmed by the Senate at the same time the other ASB Executive Officer's appointments.

- C) Duties of the SEC Exchange Commissioner:
- 1) Spearheading the planning and execution of SEC Exchange.
 - 2) Navigate the interests of all groups and produce a strategic project brief for this conference.
 - 3) Make top-level budgetary and strategic decisions.
- D) The SEC Exchange Chief of Staff shall have the following responsibilities:
- 1) Act as the internal liaison between the SEC Exchange Commission and other ASB agents via reports at Senate meetings and monthly written reports.
 - 2) Support and aid the SEC Exchange Commission in their projects, events, and initiatives.
- E) The SEC Exchange Scheduling Manager shall have the following responsibilities:
- 1) Act as primary contact for any facilities rentals, food and beverage vendors, onsite volunteers, security, photographers, and campus management.
 - 2) Communicate with external parties involved with the event.
 - 3) Book any special guests for the conference.
 - 4) Prepare the agenda and programming for the conference.
- F) The SEC Exchange Public Relations Specialist shall have the following responsibilities:
- 1) Create all visual marketing for the conference, which includes but is not limited to, the SEC Exchange logo, t-shirts and merchandise, printed and web materials, and informational packets about the university, ASB, and the conference.
 - 2) Oversee all media and external affairs for SEC Exchange, which includes but is not limited to, official Instagram accounts, groupme(s), email communications, and SGA interrelations.
- G) The SEC Exchange Records Manager shall have the following responsibilities:
- 1) Register all attendees and create records of any collected information.
 - 2) Oversee the internal budget, financial management, and record keeping.
 - 3) Create name badges, assist with hotel or restaurant reservations, and event departure.
- H) ASB Agents that serve in the SEC Exchange Commission shall additionally assist the SEC Exchange Commissioner in the performance of their duties, including those outside of their responsibilities.

- I) The ASB President shall advertise the SEC Exchange Commission position to all current ASB Agents and must conduct an application and interview process for the position.
 - 1) All nominees shall be a currently enrolled upper-class student in academic good standing.
 - 2) All nominees shall be current ASB Agents that do not plan on pursuing any other position during the term the SEC Exchange occurs.
 - 3) The ASB SEC Exchange Commission shall be nominated by the former ASB President and confirmed by a simple majority of the Senate.
 - 4) In the event of resignation or failure to comply with requirements, the position shall be advertised and filled in an identical manner.

- J) The SEC Exchange Commissioner shall receive an hourly wage determined by the ASB President and ASB Treasurer, during their term. The SEC Exchange Commissioner shall also receive the cost of three (3) academic hours tuition for each summer session in which the SEC Exchange Commissioner serves. Payment for summer tuition shall be made on the first day of registration of each summer session.
 - 1) The SEC Exchange Commissioner shall complete no less than 10 hours per week of their term, which corresponds with the calendar determined by the SEC, in order to receive compensation.

- K) The ASB President shall have the power to appoint appropriate individuals on an interim basis in the extreme event that Senate approval is not possible, granted:
 - 1) The ASB President must seek approval of these appointees as soon as circumstances allow according to standard procedure outlined in the Code and the Senate Rules.
 - 2) If the Senate, pursuant to its power to approve or disapprove nominees for positions, finds that a nominee is not qualified, then the individual so disapproved may not be subsequently appointed by the ASB President to the same position in any acting capacity. This Section does not prevent the President from nominating or appointing this individual to another position.

- L) All parts of this section are only to be enacted in a year in which the SEC Exchange will be hosted at the University of Mississippi by ASB in the following summer.

- M) All parts of laws in conflict with this section are hereby null.

(I) Section 109. ASB Annual Reports.

- A) There shall be an annual report compiled by the ASB Executive Branch, the Senate committee chairpersons, officers of the ASB (as needed) and the directors of any special projects that may take place. This report shall include but not be limited to a copy of the ASB Budget, a summary of all functions and/or activities from departmental heads and directors of special projects, expenditures, successes, and problems they have encountered in carrying out their designated

responsibilities. The ASB President shall also submit a letter to include insight from their past term in office.

- B) It shall be the joint responsibility of the Executive Officers to collect all the information herein prescribed by this Section from those responsible and prepare it in such a form so that copies may be distributed to the following: the Chancellor of the University, Vice-Chancellor of Student Affairs, Office of the Dean of Students, ASB Senators at their first meeting of the academic year, and at the same, depositories of the ASB Code.

(I) Section 110. Salaries for the ASB Officers.

The following shall be the salaries of the officers and employees of the ASB:

- A) The ASB President shall receive a salary of \$300 per month during their term. The ASB President also receives the cost of three (3) academic hours tuition for each Summer session in which the ASB President shall serve. The payment for Summer tuition shall be made on the first day of registration of each Summer session.
- B) The ASB Vice President shall receive a salary of \$275 per month during the regular Spring and Fall semesters. The ASB Vice President shall also receive the cost of up to three (3) academic hours tuition for each Summer session in which the ASB Vice President shall serve. Payment for Summer tuition shall be made on the first day of registration of each Summer session.
- C) The ASB Secretary shall receive a salary of \$250 per month during the regular Spring and Fall semesters. The Secretary shall also receive the cost of up to three (3) academic hours tuition for each Summer session in which the ASB Secretary shall serve. Payment for Summer tuition shall be made on the first day of registration of each Summer session.
- D) The ASB Treasurer shall receive a salary of \$250 per month during their term. The ASB Treasurer shall also receive the cost of three (3) academic hours tuition for each Summer session in which the ASB Treasurer serves. Payment for Summer tuition shall be made on the first day of registration of each Summer session.
- E) The Chair of the Judicial Council shall receive a salary of \$275 per month during their term. The Chair shall also receive the cost of three (3) semester hours tuition for each Summer school term in which the Chair serves. The payment for Summer school shall be made on the first day of registration for each Summer session.
- F) The Vice Chair of the ASB Judicial Council shall receive a salary of \$50 per month during the regular Spring and Fall semesters.
- G) The ASB Attorney General shall receive a salary of \$250 per month during the regular Spring and Fall semesters. The ASB Attorney General shall also receive the cost of three (3) academic hours tuition for each Summer session in which the ASB Attorney General serves. Payment for Summer tuition shall be made on the first day of registration of each Summer session.

- H) The salary payments to the officers of the ASB for the Spring and Fall semesters shall be made in the following nine (9) months: September, October, November, December, January, February, March, April, and May.
- I) Funds to pay the officers of the ASB shall be appropriated as a portion of the ASB budget.
- J) Other officials of the ASB shall receive compensation only as provided for by the ASB Code. No salary shall exceed an officer's period. No salary shall be increased or decreased during an officer's term in office.
- K) The ASB Officers shall complete the following tasks in order to receive compensation:
 - 1) The ASB President shall complete no less than forty (40) hours devoted to student service each month. These hours may include, but not be limited to, office hours, attendance at committee meetings, and time spent serving in an official representative capacity at functions.
 - 2) The ASB Vice President shall complete no less than thirty-five (35) hours devoted to student service each month. These hours may include, but not be limited to, office hours, time spent presiding over the ASB Senate, and any time spent serving in an official representative capacity at functions.
 - 3) The ASB Judicial Chair shall complete no less than thirty-five (35) hours devoted to student service each month. These hours may include, but not be limited to, office hours, time spent presiding over the ASB and University Judicial Councils, and any time spent serving in an official representative capacity at functions.
 - 4) The ASB Secretary and ASB Treasurer shall complete no less than thirty (30) hours devoted to student services each month. These hours may include, but not be limited to, office hours, committee service, and time spent meeting with the constituents and student organizations or attending ASB Senate meetings.
 - 5) The ASB Attorney General shall complete no less than thirty (30) hours devoted to student services each month. These hours may include, but not be limited to, office hours, time spent attending ASB Senate meetings, time spent overseeing ASB elections, and any time spent serving in an official representative capacity at functions.
 - 6) The ASB President and ASB Vice President shall report to campus two weeks prior to the start of the regular fall semester to begin work for the academic year in which their term exists.

(I) Section 111. ASB Officer Succession in Interim.

- A) In the event the Office of ASB President becomes vacant when the ASB Senate is not in session the ASB Vice President shall succeed to the post of ASB President. They shall then reserve the right to appoint an interim Vice President, who shall serve until the next session of the ASB Senate, at which point a permanent successor shall be chosen according to the Article III, Section 7, Subsection A of the ASB Constitution.

- B) In the event the Office of ASB Vice President becomes vacant when the ASB Senate is not in session the ASB President shall reserve the right to appoint an interim Vice President who shall serve until the next session of the ASB Senate, at which point a permanent successor shall be chosen according to Article III, Section 7, Subsection B of the ASB Constitution. The ASB President must appoint someone who served as a member of the Senate in the immediately preceding session, giving preference to the immediate past president pro tempore.
- C) In the event the Office of ASB Secretary becomes vacant when the ASB Senate is not in session the ASB President shall reserve the right to appoint an interim Secretary who shall serve until the next session of the ASB Senate, at which point a permanent successor shall be chosen according to Article III, Section 7, Subsection D of the ASB Constitution.
- D) In the event the Office of ASB Treasurer becomes vacant when the ASB Senate is not in session the ASB President shall reserve the right to appoint an interim Treasurer who shall serve until the next session of the ASB Senate, at which point a permanent successor shall be chosen according to Article III, Section 7, Subsection E of the ASB Constitution. The ASB President must appoint a current comptroller to the interim position.
- E) In the event the Office of ASB Attorney General becomes vacant when the ASB Senate is not in session the ASB President shall reserve the right to appoint an interim Attorney General who shall serve until the next session of the ASB Campus Senate, at which point a permanent successor shall be chosen according to Article III, 7, Subsection Section F of the ASB Constitution. The ASB President must appoint a current Deputy Attorney General to the interim post.
- F) The ASB President shall consult with the remaining Constitutional officers before making any official appointment.

(I) Section 112. Terms of Elected Associated Student Body Officers

- A) ASB Officers elected pursuant to the procedures detailed in Title V shall be inaugurated and take office during the fourth week in April.
- B) Elected ASB Officer terms shall run from the date of inauguration until the date of the next officer inauguration.

TITLE II
LEGISLATIVE BRANCH

(II) Section 101. Rules of Senate Procedure.

- Rule 1.** *Scope of Rules.* These Rules govern the procedure of the Associated Student Body Senate, and are to be interpreted to secure a just and speedy determination of action.
- Rule 2.** *Suspension of Rules.* These Rules shall not be suspended, except upon a two-thirds (2/3) vote of the members present and voting, and after an expression of good cause for the suspension given by the Senator after their motion. The Rules shall be automatically reinstated upon the completion of business for which they were suspended, or upon a majority vote of the members present and voting.
- Rule 3.** *Quorum.* A quorum shall consist of a simple majority of the members of the Senate.
- Rule 4.** *Senatorial Privilege.* Senators shall be the only persons with the right to introduce legislation or cast votes without prior authorization from the Committee on Rules.
- Rule 5.** *Legislative Process.* The process by which legislation is passed through the Senate is as follows:
- (1) All legislation must originate in an Ad Hoc or Standing Committee, though the author need not be a member of the Committee of origin.
 - (1) If the legislation passes out of the Committee favorably, it shall be brought before the full Senate at the next formal meeting for passage, if first approved by the Committee on Rules.
 - (2) If, by a majority vote, the legislation is moved to the Committee of the Whole for immediate consideration or is not approved by the Committee on Rules prior to the Formal Senate meeting, the Committee of the Whole shall assume the function of the other Committee.
 - (2) Legislation approved by a Committee will then be reported out by the Committee's Chair at the conclusion of the informal Senate meeting.
 - (3) Legislation, along with supporting documentation, must be provided to the Legislation Monitors by 7:00 PM on the Wednesday following the upcoming Formal Senate meeting.
 - (4) The Committee on Rules shall meet weekly not before 5:00 PM on Wednesdays (but not after 5:00 on Fridays) which precede a Formal Senate meeting to approve speakers and legislation to come to the floor.
 - (5) The Legislation Monitors shall provide a copy of the legislation coming to the Senate floor to members of the Legislative Branch, ASB Executive Board, ASB advisors, and all other relevant recipients following the meeting of the Committee on Rules, but prior to the Formal Senate meeting.

- (6) Upon final passage or failure by the Senate, the Legislation Monitors shall attain the signatures of the Committee's Chair, the Senate Clerk, and the Senate Presiding Officer on the legislation at the meeting at which it was passed.
 - (1) All legislation passed by the Senate will be signed by the aforementioned members and then sent to the ASB President to continue the remainder of the routing process.
 - (2) All legislation failed by the Senate will also be signed by the aforementioned members. Following these three signatures, the legislation will be considered completed and added to the ASB binder.
 - (3) Tabled legislation will not be signed until it has been untabled and officially voted on by the Senate. While it remains tabled, this legislation will reside within the "Incomplete Legislation" folder.
- (7) The Legislation Monitors shall provide all pieces of signed passed legislation to the President for review within seventy-two (72) hours.
 - (1) If the President does veto a piece of legislation, they must write "veto" on the signature line to provide a record of the action.
 - (2) If the ASB Senate overturns a Presidential veto, the Senate Clerk and Presiding Officer must then sign the legislation a second time in order to document this legislative action.
 - (3) If the legislation is passed through the expiration of the ten (10) day Presidential time allotment, the words "passed through time expiration" shall be signed on the document by the Legislation Monitors.
- (8) Once reviewed by the President, legislation shall be provided to corresponding University, Staff, or Faculty departments as applicable.
- (9) The Legislation Monitors shall then provide the passed or vetoed legislation to the Dean of Students, Vice Chancellor for Student Affairs, and University Chancellor. The Legislation Monitors will also provide additional memos and explanations regarding the legislation to these officials upon request.
- (10) After all relevant signatures of Lyceum officials have been gathered, the Legislation Monitors shall collect the finalized legislation and add it to the *Legislative Binder's* "Completed Legislation" tab.
- (11) If gathering of signatures from Lyceum officials is not completed in the present term, the Legislation Monitors shall add the legislation to the Legislative Binder's "Completed Legislation" tab, with an attached note explaining the lack of relevant signatures.
- (12) Completed legislation shall be sent to the Undersecretary for Public Relations for publication. It shall also be sent to the Deputy Attorney General of the Code & Constitution for update of this Code.

Rule 6. *Order of Business.* The regular order of business of the Senate is as follows:

- (1) The Presiding Officer calls proceedings to order.
- (2) Moment of Silence.
- (3) Pledge of Allegiance.
- (4) The Senate Clerk calls roll.
- (5) Committees are recognized to give reports.
- (6) Legislation Monitors give reports on the routing of passed legislation.
- (7) The Executive Liaison gives a report on the President's behalf.
- (8) The Campus Liaison reads comments submitted to the Senate.
- (9) [if applicable] Consideration of nominations (including Open Seat Elections).
- (10) [if applicable] The Senate enters into Committee of the Whole.
- (11) Disposition of pending business from the previous meeting.
- (12) Introduction and Consideration of Bills and Constitutional Amendments.
- (13) Introduction and Consideration of Resolutions.
- (14) Senatorial Comments.
- (15) Announcements.
- (16) Adjournment.

Rule 7. *Committee of the Whole.*

- (1) A motion for immediate consideration shall require a two-thirds (2/3) majority of members present and voting. If carried, Senate proceedings are suspended, and the Senate enters into the Committee of the Whole.
- (2) During the Committee of the Whole, a vote by the Committee shall take the place of the formal Senate vote.
- (3) A Committee of the Whole may not adjourn or recess but must rise in motion to reconvene.
- (4) During the Committee of the Whole, the President Pro Tempore shall serve as Presiding Officer. In the absence of the President Pro Tempore, the Chair of the Committee on Governmental Operations shall preside.

- (5) Upon resumption of formal Senate proceedings, the President Pro Tempore shall tender the report of the Committee to the Vice President.

Rule 8. *Decorum and Debate.*

- (1) No individual may speak without recognition of the Presiding Officer. Recognition shall come in the order in which recognition is sought, but no person shall be recognized twice until all individuals wishing to speak have been recognized.
- (2) The following individuals shall have the privilege of debate on the floor but shall not be able to introduce legislation or cast votes. They may make a motion, but shall not vote on any such motion.
 - (1) The President of the Faculty Senate, who shall be able to provide the opinion of the Faculty Senate concerning any legislation which may come to the floor.
 - (2) The Executive Liaison, who shall be able to provide the opinion of the President and the President's Cabinet concerning any legislation which may come to the floor.
 - (3) The Deputy Attorney General of the Code & Constitution, who shall be able to provide the opinion of the Attorney General and the Department of Justice concerning any legislation which may come to the floor.
 - (4) The Legislation Monitor(s), who shall be able to provide the opinion of the University administration concerning any legislation which may come to the floor.
- (3) Other than the individuals listed above, individuals seeking to debate on the floor must receive prior authorization from the Committee on Rules.
- (4) Speaking Times:
 - (1) Author Introduction of Legislation: five (5) minutes
 - (2) Technical questions for the Author(s): total of fifteen (15) minutes
 - (3) Debate: total of thirty (30) minutes, with two (2) minutes for each speaker recognized
 - (1) During debate, speakers should be recognized in accordance with the principles of recency, which in order follows as:
 1. Speakers who have not yet spoken shall be given priority for recognition
 2. Speakers who have spoken fewer times (i.e. a Senator who has spoken twice should be recognized before a speaker who has spoken thrice)

3. Speakers who spoke earliest/least recently (precedence)
 - (2) Speeches of authorship shall not factor into recency
 - (4) Author summation: four (4) minutes
- (5) The Chamber shall receive notice during periods of question and debate when half of the bank of time is remaining, and when five (5) minutes are remaining.
- (6) Speakers shall receive one (1) tap of the gavel when thirty (30) seconds are remaining, and two (2) taps of the gavel when time has elapsed. After a fifteen (15) second grace period, speakers shall be gavelled repeatedly until the speaker yields.
- (7) Senators shall avoid addressing previous comments made by another speaker directly, but may refer to previous comments made. When referencing another speaker, the proper address is to title (e.g. Senator _____).
- (8) In the case of death in the family, illness, academic obligation, or duties to the University, Senators may send proxies.
 - (1) Proxies may not debate on the floor, but shall have the privilege of voting in their Senator's stead.
 - (2) Senators wishing to send a proxy must notify the Vice President and Senate Clerk by no later than 5:00 p.m. on the day prior to a Senate meeting.
 - (3) Senators are limited to two (2) proxies per legislative term.
- (9) A roll call vote may be motioned for and, if seconded, approved by one-tenth (1/10) of members present and voting.
 - (1) In the absence of such a motion, voting shall occur through voice acclamation for all votes requiring a simple majority for adoption.

Rule 9. *Rules for Committees.*

- (1) All Committees shall report to the Senate each meeting.
- (2) Committees shall report legislation as follows:
 - (1) Passes out favorably
 - (2) Bill as amended passes out favorably
 - (3) Passes out unfavorably
 - (4) Bill as amended passes out unfavorably
 - (5) Bill not reported out

Rule 10. *Parliamentary Guidance.*

- (1) Any rules of procedure not contained in this Code shall be determined by Robert's Rules of Order. If these documents do not satisfy the parliamentary inquiry, Senate precedent shall determine the matter.
- (2) All precedent and other decisions on rules are in the eyes of the Presiding Officer. An overrule of the Chair's ruling on a matter shall require a two-thirds (2/3) majority vote.

(II) SUBTITLE A
Senate Organization

(II.a) Section 102. Senate Apportionment

- A) The number of Senate seats shall be fifty (50). Apportionment will be based on Academic Schools and Registered Student Organizations.
- B) Academic School Seat Apportionment:
 - 1) There shall be twenty (20) Senate seats apportioned among the Academic Schools
 - 2) The number of Senators apportioned to each Academic School shall be apportioned in the following manner:
 - a) The number of students enrolled in an academic school shall be divided by the total enrollment of the University. The resulting number shall be multiplied by the twenty (20) seats allotted for all Academic Schools. The result shall be the School's Unadjusted Allocation
 - b) If a School's Unadjusted Allocation is less than or equal to one (1), then the School's Guaranteed Allocation is one (1). If a School's Unadjusted Allocation is greater than one (1), then the School's Guaranteed Allocation shall be the largest whole number not exceeding the Unadjusted Allocation
 - c) Each Academic School shall receive the number of Senate seats equal to its Guaranteed Allocation
 - d) If this process assigns less than twenty (20) seats, then each School's Guaranteed Allocation less its Unadjusted Allocation shall yield a Remainder. The remaining seat(s) shall be assigned to the School(s) with the highest Remainder(s)

3) Each of the Academic Schools shall have proportionate representation:

- a) School of Law
- b) School of Liberal Arts
- c) School of Pharmacy
- d) School of Business Administration
- e) School of Accountancy
- f) School of Applied Sciences
- g) School of Education
- h) Graduate School
- i) School of Engineering
- j) School of Journalism and New Media

C) Registered Student Organization Seat Apportionment:

- 1) There shall be thirty (30) Senate seats apportioned among the constituencies of Registered Student Organizations
- 2) Registered Student Organizations are divided into the following thirteen (13) categories, as assigned by the ASB Attorney General:
 - a) Academic/Professional
 - b) Cultural/Multicultural
 - c) Honorary/Honors Society
 - d) Political
 - e) Religious/Spiritual
 - f) Service/Philanthropic
 - g) Special Interest
 - h) University Department-Sponsored
 - i) Sport Club
 - j) Student Governance

- k) Wellness/Health
 - l) Greek
 - (1) Representation of the Greek category shall be subdivided into the National Panhellenic Council (NPHC), the Panhellenic Council, and the Interfraternity Council (IFC)
 - m) Campus Equity/Advocacy
- 3) Each category of Registered Student Organizations shall receive two (2) Senate seats, with the exception of Greek, which shall receive two (2) Senate seats per Council listed above
- D) There shall, from time to time, be a reapportionment of the Senate seat allocations. The process for reapportionment is as follows:
- 1) The process must be initiated by a unanimous vote of the Executive Board
 - 2) At such a time as the process is initiated, the Ad Hoc Commission on Senate Reapportionment shall meet and move to evaluate needed changes to the allocations of Senate seats
 - 3) The Ad Hoc Commission on Senate Apportionment shall consist of:
 - a) The President (or a designated representative of the President)
 - b) The Vice President (or a designated representative of the Vice President)
 - c) The Attorney General (or a designated representative of the Attorney General)
 - d) The Director of Internal Affairs
 - e) The Principal of Inclusion & Cross-Cultural Engagement
 - f) The Chair of the Senate Committee on Governmental Operations
 - g) The Deputy Attorney General of the Code & Constitution
 - 4) The Commission shall come to a Senate Reapportionment Plan, which shall go into effect only upon approval by the ASB Advisors and ratification by a majority of the Senate
 - a) Senate Reapportionment Plans must be ratified or rejected by the Senate as presented, and may not be amended after presentation
 - 5) To affect a given Senate election, a Senate Reapportionment Plan must be approved and ratified one (1) month prior to the election's public notice date
 - 6) Senate Reapportionment Plans shall be considered legislation for the purposes of judicial review, and shall be appealable to the ASB Judicial Council

(II.a) Section 103. Senate Presiding Officer

- A) The ASB Vice President shall serve as the Presiding Officer of the Senate, and shall coordinate a minimum of four (4) Senate meetings each semester
- B) Duties of the Presiding Officer:
 - 1) Maintaining order and decorum
 - 2) Recognizing members to speak
 - 3) Interpreting Senate rules, practices, and precedent
 - 4) Signing legislation passed during the session, certifying that procedure was followed
 - 5) Signing subpoenas of the Senate
 - 6) Voting, only in the case of a tie
- C) In the absence of the Vice President, the Senate President Pro Tempore shall preside over Senate proceedings. In the case that both are absent, the Chair of the Committee on Governmental Operations shall preside. If none of these are present, the meeting will not be held

(II.a) Section 104. Legislative Council

- A) Choosing from the pool of qualified applicants, the ASB Vice President shall nominate and appoint a Legislative Council to serve as advisors and assist in conducting Senate business
- B) The Legislative Council shall consist of the following positions:
 - 1) Senate Chief of Staff
 - a) Duties of the Senate Chief of Staff:
 - i) Assist the Chief of Staff with the affairs of the Legislative Council
 - ii) In conjunction with the President Pro Tempore, collect weekly reports from the Chair of each Committee
 - iii) Prepare and assist the President Pro Tempore for any meeting which they must conduct in the absence of the Vice President

2) Senate Executive Assistant

a) Duties of the Senate Executive Assistant:

i) Coordinate special events for the Senate including, but not limited to, Senate Orientation

a. Senate Orientation shall include, but is not limited to,:

i. A Parliamentary Procedure workshop, set up and conducted by the Parliamentarian. This workshop shall educate Senators on how to participate in a Senate meeting conducted using the Senate Rules and Robert's Rules of Order

ii. A Legislative Writing workshop, set up and conducted by the President Pro Tempore. This workshop shall educate Senators on how to write Bills, Resolutions, and Amendments

iii. A Legislative Routing workshop, set up and conducted by the Legislation Monitors. This workshop shall educate Senators on how to pass legislation through the Senate

ii) List order of Senators to debate for the Vice President

iii) Help to prepare for the Senate meetings

iv) Perform any immediate task with which the Vice President requires assistance

v) Responsible for managing attendance for all Senators and Legislative Aides at their respective meetings or public forums

3) Legislation Monitors

a) Duties of the Legislation Monitors, of which there shall be two (2), but no more than three (3):

i) Acquire all legislation passed in the various Committees, and relay it to the Committee on Rules and the Public Relations Board

ii) Distribute legislation to all members of the legislative branch, advisors, and all those approved to speak on the floor prior to the Senate in which said legislation will be debated

- iii) Publish a new edition of *The Senatorial Comment* newsletter prior to each formal Senate. The purpose of this newsletter is to connect and update the Legislative Branch on current affairs and shall be sent to the Branch along with other ASB members upon request
 - a. Each January, a “Year in Review” edition shall be published, establishing goals for the new year and reflecting on the accomplishments of the prior one.
 - iv) Distribute and accurately detail ASB legislation to administration as needed
 - v) Periodically update the Senate on the status of legislation after its passage
 - vi) Work in conjunction with the Department of Justice to ensure signed legislation is recorded in the Code in a timely manner
 - vii) Monitor, and if necessary, lobby for legislation passed by the Senate, and at all times have knowledge of the disposition and progress of each bill and resolution which has been sent to the proper university officials for final approval.
- 4) Senate Parliamentarian
- a) Duties of the Senate Parliamentarian:
 - i) Educate the Senators regarding parliamentary procedure through workshops at the beginning of the full Senate term
 - ii) Along with the Sergeant-at-Arms, regulate the procedure of meetings
 - iii) When requested by the Presiding Officer or a Senator, inform the Senate of proper parliamentary procedure
- 5) Campus Liaison(s)
- a) Duties of the Campus Liaison(s), of which there shall be one (1), but no more than two (2):
 - i) Keep the Senate up to date on campus concerns and events
 - ii) Maintain a strong working relationship with student organizations, faculty, and administrators
 - iii) Make the list of corresponding academic organizations and categorized RSOs for Senators representing both Academic Schools and RSOs

available to all Senators and ensure they bring the concerns of these organizations back to Senate

6) Senate Historian

a) Duties of the Senate Historian:

- i) Maintain accurate records on legislative history to serve as a reference during inquiries into previous Senate legislation
- ii) Conduct the portion of Senate training related to the history and culture of The University of Mississippi
- iii) Serve as a reference for factual inquiries during points of information
- iv) Operate the Legislative Aides Program, which shall include:
 - a. Regular meetings for legislative research and development
 - b. Mentor opportunities with other members of the Legislative Branch

7) Sergeant-at-Arms

a) Duties of the Sergeant-at-Arms:

- i) Regulate the procedure of meetings
- ii) Escort visitors to and from the Senate chamber when appropriate
- iii) Enforce the rulings of the Presiding Officer

C) All Legislative Council members shall be nominated by the Vice President and confirmed by a simple majority of the Senate

(II.a) Section 105. Secretarial Department

A) In addition to the ASB Secretary's responsibilities laid out in Title I, Section 117(B), the Secretary shall serve as the Senate Clerk.

B) Duties of the Senate Clerk:

- 1) Keep minutes of all Senate proceedings, including the date and vote on legislation, that shall be published to the ASB website within one week of the meeting
- 2) Record the presence or absence of all Senators, and call roll at the beginning of each Senate meeting

- 3) Log the time of presentation of legislation to the ASB President
 - 4) Certify the passage or failure of Senate legislation
- C) In the absence of the Secretary, the Undersecretary for Legislative Affairs may serve as Senate Clerk. No Senate proceedings may occur in the absence of the Clerk.

(II.a) Section 106. President Pro Tempore.

- A) The President Pro Tempore shall be elected from the membership of the Senate by a majority vote
- B) Duties of the President Pro Tempore:
- 1) Assume the duties of the Presiding Officer in the Vice President's absence
 - 2) Preside as Chair of the Committee on Rules
 - 3) Be a non-voting member of all Committees
 - 4) Ensure that all Committees hold regular meetings
 - 5) Collect reports from each Committee Chair at each Senate meeting

(II.a) Section 107. Senator.

- A) ASB Senators shall represent the constituency by which they were elected and uphold the values of the Creed
- B) Duties of ASB Senators:
- 1) Maintain compliance with the attendance policy
 - a) Each Senator is entitled to four (4) unexcused absences throughout their term.
 - (1) Failure to attend a Senate meeting or official Senate function shall be considered one full absence
 - (2) Failure to attend a Committee meeting shall be considered one-half absence
 - b) A record of all Senate absences shall be maintained by the Senate Clerk and made available upon request. The Chair of the Committee on Rules shall be notified by the Clerk when any Senator has accumulated more than four (4) unexcused absences

- c) If a Senator misses a Senate or Committee meeting after accumulating the allowed absences, the Committee on Rules shall issue a recommendation for immediate expulsion
 - (1) A two-thirds vote by Senators in attendance shall be required to expel a Senator
 - (2) A Senator recommended for expulsion has the option to resign or speak for themselves at the Senate meeting before the vote on expulsion
 - d) Should a vote on expulsion fail, the Committee on Rules should again issue a recommendation for expulsion if the Senator accumulates one (1) additional absence
- 2) Participate in and complete five hours of community service in the fall and spring semester. All community service hours should be reported to the Senate Clerk
 - 3) Maintain compliance with the Senate's constituency engagement policy
 - a) Senators must accumulate five (5) constituency engagement points per semester in their position
 - b) For Senators representing academic schools, attendance at meetings hosted by any corresponding academic organization shall count for one (1) constituency engagement point
 - c) For Senators representing Registered Student Organizations (RSOs), attendance at a meeting of an RSO falling under the Senator's category shall count for one (1) constituency engagement point
 - d) Additional opportunities to accumulate constituency engagement points shall be provided by the Vice President and the Campus Liaison(s) throughout the semester
 - e) A record of all constituency engagement points shall be maintained by the Senate Clerk and made available upon request
 - 4) Research and develop legislation which benefits students and the university
- C) If a Senate seat becomes vacant, the Vice President must hold an Open Seat Election within two (2) weeks of the vacancy's creation to fill the seat(s). If more than twenty (20) percent of seats in the Senate become vacant, the Attorney General shall hold a special election pursuant to Title V, Section 129
- 1) Open Senate seats become At-Large, and candidates may be certified from any constituency

- 2) Public notice of an Open Seat Election must be given at least one (1) week before the election is held
- 3) Completed petitions shall be turned in to the Attorney General and certified by the Department of Justice
- 4) Certified candidates for an Open Seat shall meet with the Vice President prior to the Open Seat Election to cover procedure and answer questions
- 5) Campaigning for Open Seats shall be limited to a ninety (90) second introduction before the Senate. Use of any funds or materials on campaigning is grounds for disqualification
- 6) Voting on Open Seats shall be by closed ballot following introduction and debate on all candidates
- 7) Senators will be allowed one (1) vote for each open seat. Senators may cast no more than one vote for any candidate. Senators should take into consideration the previous apportionment and district of the open seat during debate and voting for that seat.
- 8) Following voting, the Senate Clerk will accept and count all ballots. The candidate(s) receiving the most votes will be named Senators.
- 9) After the Senate has voted, the newly elected Senator is to be sworn in and given all documents relevant to completion of their duties. The newly elected Senator shall not have voting or debate privileges until the next regular Senate meeting following the election.

(II.a) Section 108. Senate Committees.

- A) The Senate shall be divided into Committees, from which related legislation will come to the floor
- B) Each Committee will consist of:
 - 1) A Chair, selected by the Vice President and President Pro Tempore based on specified committee preferences and seniority (determined by number of weeks served as Senator, Legislative Aid, Executive Cabinet member, and/or ASB officer)
 - a) No member of the Senate may be Chair of more than one Committee simultaneously
 - 2) A Vice Chair, elected by a majority of the members of the respective Committee
 - 3) Additional members, appointed by the Vice President and President Pro Tempore
 - a) Each Senator shall be assigned to one Standing Committee at the beginning of their term. Senators may petition to be assigned to additional Standing Committees, at the

discretion of the Vice President and President Pro Tempore. Senators may be asked to serve on Ad Hoc Committees as needed

C) The Senate shall have the following Standing Committees:

- 1) The Committee on Rules, comprised of the Chairs of the other Standing Committees, which shall have jurisdiction over all matters regarding Senate Procedure, calendar, discipline, and absences
 - a) The Committee on Rules will be responsible for determining if legislation acts in accordance with the standards of the Associated Student Body, the University of Mississippi, the state of Mississippi, and the United States of America
 - b) The Committee on Rules shall not approve legislation if prior research is not pursued
 - c) The Committee on Rules shall approve all non-senatorial speakers as defined by the Senate Rules
 - d) the Committee on Rules will be responsible for the progressive completion of the Committee transition documents, which shall be defined as a document outlining the status of current projects and any additional relevant information for the subsequent administration
- 2) The Committee on Governmental Operations, which shall have jurisdiction over all matters relating to the ASB Code and Constitution, governmental structure, and elections
 - a) Members of the Committee on Governmental Operations shall not be a candidate for any other ASB office or position. In the event that a member of the Committee chooses to become a candidate, they must immediately resign their position within the Committee
 - b) Members of the Committee on Governmental Operations are prohibited from campaigning for or endorsing any candidate. In the event that a member of the Committee on Governmental Operations chooses to campaign for or endorse any candidate, they must immediately resign their position within the Committee
 - c) During elections, the Committee on Governmental Operations shall have the power to ensure proper execution of election laws, review all audits and expense vouchers submitted to the Department of Justice, and propose legislation concerning elections
 - d) the Chair and Vice Chair of the Committee on Governmental Operations must serve as a voting member of the Elections Review Board within the Department of Justice

- e) A representative from the Committee on Governmental Operations will meet regularly with a representative from the Department of Justice to discuss matters pertaining to code revisions and elections
- 3) The Committee on Student Life, which shall have jurisdiction over all matters pertaining to campus organizations, school spirit, and honors. The Committee shall additionally maintain the Mental Health Resource Bank, ensure the links and agencies are still active, and create monthly awareness highlights
 - a) A representation of the Committee on Student Life shall meet regularly with the Principal of Student Life to discuss all matters pertaining to student life on campus, including organizations, school spirit, and honors
- 4) The Committee on Athletics and Recreation, which shall have jurisdiction over all matters pertaining to student athletics, fan experience, and campus recreation. The Committee shall maintain relations with the Athletics Department and Campus Recreation
 - a) A representative from the Committee on Athletics shall meet regularly with the Principal of Athletics to discuss matters pertaining to Athletics
- 5) The Committee on Academics and Administration, which shall have jurisdiction over all matters pertaining to academic affairs and University administration
 - a) A representative from the Committee on Academics and Administration shall meet regularly with the Principal of Academics to discuss matters pertaining to Academics
- 6) The Committee on Inclusion & Cross-Cultural Engagement, which shall have jurisdiction over all matters pertaining to the Office of Inclusion & Cross-Cultural engagement, and shall aim to promote inclusion within the Senate and the ASB
 - a) A representative from the Committee on Inclusion & Cross-Cultural Engagement shall meet monthly with the Principal of Inclusion & Cross-Cultural Engagement and a representative from the Department of the Secretary to discuss inclusion and cross-cultural engagement matters as they relate to public relations and programming
- 7) The Committee on Infrastructure & Environmental Affairs, which shall have jurisdiction over all matters pertaining to physical plans, traffic, transportation, parking, property development, construction, and environmental sustainability
 - a) The Committee Chair from the Committee on Infrastructure and Environmental Affairs shall sit on the Chancellor's Traffic and Parking Committee

- b) The Committee Chair and a representative from the Committee on Infrastructure and Environmental Affairs shall sit on the Saferide/Paratransit Student Advisory Board
 - c) A representative from the Committee on Infrastructure & Environmental Affairs shall meet regularly with the Principal of Infrastructure and a representative from the Department of the Secretary to discuss infrastructure and environment affairs matters on campus
- 8) The Committee on External Affairs, which shall have jurisdiction over all matters concerning student or alumni relations, city, county, state, or national policy, and matters of fundraising
- a) a representative from the Committee on External Affairs shall meet regularly with the Principal of External Affairs to discuss matters relating to External Affairs and the Lafayette-Oxford community
 - b) The Committee shall maintain relationships with Oxford Community Market and aid in the planning, promotion, and execution of On-Campus Market days
- D) The Vice President and President Pro Tempore may establish Ad Hoc Committees as necessary to address topics not covered by the standing committees. Ad Hoc Committees shall only serve for the current Senate term, and may be dissolved at the discretion of the Vice President and President Pro Tempore

(II.a) Section 109. Legislative Aides

- A) Each Standing Committee shall be assigned a Legislative Aide, who shall be a first year student at the University in good academic standing
- B) Duties of Legislative Aides:
 - 1) Keep Committee minutes, which must be submitted to the Clerk within one week of the meeting
 - 2) Maintain attendance consistent with the policies laid out for Senators
- C) Legislative Aides cannot vote, sponsor legislation, and cannot speak on the Senate floor without approval of the Committee on Rules
- D) The term of the Legislative Aides ends with the election of a new Senate
- E) If a Legislative Aide position become vacant, the Vice President is responsible for filling the vacancy within two (2) weeks via one of the following methods:

- 1) Opening a new application process for the position
 - 2) Contacting a former applicant for Legislative Aide
 - 3) If no applicants can be found, the Vice President may appoint a student to the position of Legislative Aide, provided that they are in good academic standing, have at least a 2.5 GPA, and have never held an office in the ASB. This appointment must be confirmed by a simple majority of the Senate
- F) During the time between the vacancy's creation and appointment of a new Legislative Aide, a Senator must volunteer or be appointed by the Vice President to record and submit Committee minutes to the Clerk within one week of the meeting

(II) SUBTITLE B

Nominations

(II.b) Section 110. Approval of Nominations.

- A) All nominations shall be delivered to the Vice President by the nominating ASB Officer
- B) The Vice President shall refer said nomination to the appropriate Senate Standing Committee, which shall fully investigate all nomination(s) sent and make its recommendation(s) for approval or disapproval to the Senate with supporting rationale
- C) All persons nominated must appear before the Senate when their name is being considered. If a nominee is not present when their name is considered, the consideration shall be postponed until they can appear

(II.b) Section 111. Senators Receiving Nominations or Appointments.

- A) A Senator who receives a nomination or appointment requiring Senate confirmation must recuse themselves as a Senator during the meeting of their nomination or appointment
- B) A Senator receiving approval from the Senate for a nomination or appointment must resign immediately following their confirmation
- C) A Senator not receiving approval from the Senate shall be restored as a Senator at the next Senate meeting

(II) SUBTITLE C

Legislation

(II.c) Section 112. Veto Power of the President.

- A) The ASB President holds the power to veto legislation. Once successfully passed by the Senate, legislation must be presented to the President within seventy-two (72) hours of passage following its signature by the Committee's Chair, Senate Clerk, and Senate Presiding Officer. The President shall have ten (10) days in which to veto. If the President does not veto in this period, the bill shall be considered passed, and not vetoed.
- 1) If the President does veto a piece of legislation, they must write "veto" on the signature line to provide a record of the action. An explanation of the veto shall be sent to the Senate before the next Formal Senate meeting.
 - 2) The Senate shall then have the ability to override the veto by a two-thirds (2/3) majority of the members present at the next Formal Senate. If this occurs, the Senate Clerk and Senate Presiding Officer must then sign the legislation a second time in order to document this legislative action
 - 3) If the legislation is passed through the expiration of the ten (10) day Presidential time allotment, the words "passed through time expiration" shall be signed on the document by the Legislation Monitors

(II.c) Section 113: Associated Student Body Senate Voting Record

- A) The ASB Senate shall reserve the right to withhold a vote from being recorded in the record only if:
- 1) The publication of the vote or its results may lead to targeting, threats, or injury
 - 2) Additional special circumstances outside the control of the Senate may require the vote be withheld from the record
- B) The Senate may withhold information on a vote, a voting session, or the vote on a specific bill from the record by a simple majority vote of the Senators present
- 1) Voting sessions withheld from the record shall not be recorded in any way, including video/photograph
- C) All other votes shall be entered in the record, which shall be kept and made publicly available by the Clerk

TITLE III

JUDICIAL BRANCH

(III) Section 101. Rules of Judicial Procedure.

Rule 1. *Scope of Rules.* These rules govern the Procedure in the ASB Judicial Council and are to be construed to secure the just and speedy determination of every action.

Rule 2. *Purpose of Rules.* These rules are to provide students of The University of Mississippi the most effective, the most efficient, and the simplest judicial procedure possible.

Rule 3. *Jurisdiction Requirement of Complaint.*

- (1) Before the Judicial Council may hear or decide a case, the complainant(s) shall set out the following in compliance with Form 1 (The Complaint):
 - (1)(1) Student Status of Party. If any of the parties, whether the complainant(s) or the defendant(s), is a student as defined in the ASB Constitution, in Article I, Section 4.
 - (1)(2) Official Status of Party. If any of the parties, whether the complainant(s) or the defendant(s), is an officer or organization of the ASB.
 - (1)(3) Short, brief, and concise written statement as to why the complainant(s) are entitled to relief, including the date on which cause of action arose.
 - (1)(4) Remedy sought by complainant(s).
- (2) If warranted, a candidate may choose to appeal an Elections Review Board decision of which the appeal form is listed as Form 3 (ERB Appeals)
- (3) The required allegations of complainant(s) are jurisdictional; however, the Council may in its discretion grant complainant(s) permission to amend should a defective complaint be filed.
- (4) The Council shall not be bound to the remedy prayed for in the complaint.

Rule 4. *Filing the complaint.*

- (1) To be duly filed, a complaint must be addressed to the Attorney General.
- (2) Complaints should be filed during normal operating hours of the ASB office.
 - (2)(1) All Election Review Board Hearing Appeals Forms (Form 3) must be submitted within twenty-four (24) hours of the original hearing decision, in compliance with Title V

Rule 5. *Docketing the Complaint.* Upon receiving a complaint, the Attorney General shall work with the Judicial Chair to determine an appropriate time for the hearing.

Rule 6. *Process.* The procedures for the Judicial process shall follow those that are outlined in the “M” Book. The Attorney General shall provide the Judicial Council with all pertinent information including previous rulings and current ASB rules.

Rule 7. *Hearings.*

- (1) Any charged individual(s) or organization defendant(s) may exercise the right to formal council hearing.
- (2) All hearings held by the University Judicial Council and ASB Judicial Council shall be full and complete hearings before a legal minimum of the respective Judicial Council.
- (3) A legal minimum for the ASB Judicial Council shall be defined as six (6) Judicial Council members, including the Chair.

Rule 8. *Recusal.*

- (1) Any member of the ASB Judicial Council shall recuse themselves (as set forth by 28 USC 455) in any proceeding in which their impartiality may be questioned.
- (2) In the event the Chair of the Council shall recuse themselves, the Vice Chair shall serve as Acting Chair.
- (3) If the Chair and Vice Chair recuse themselves, the Chair shall appoint an Acting Chair from the ASB Judicial Council members present.

(III) Section 102. Associated Student Body Judicial Council

- A) The ASB Judicial Council, housed under the Judicial Branch, consists of the ASB Judicial Council Chair, the ASB Judicial Council Vice Chair, and any additional members appointed by the Judicial Council Chair and confirmed by the Senate.
- B) The ASB Judicial Council shall serve as the highest judicial body of the ASB.
- C) The ASB Judicial Council shall receive all appeals brought to them in accordance with the rules outlined above and additional rules as follows:
 - 1) Election Review Board Appeals will only be considered along the bases of a possible concern with the ERB hearing that could have affected the outcome, as outlined in Form 3
- D) The ASB Judicial Council shall have jurisdiction over:
 - 1) All rulings of the Elections Review Board
 - 2) Advisory Opinions authored by the Attorney General or Deputy Attorneys General
 - 3) Disputes between branches of the ASB

- 4) Disputes between ASB members
 - 5) Ethical complaints and violations of the Code of Ethics
 - 6) The form and content of Senate legislation, in the context of the Code and Constitution
- E) The ASB Judicial Council shall make available to the public all Judicial Council decisions involving interpretation of the ASB Code, ASB Constitution, or the Rules of the Senate, subject to university policy, state, and federal law.

(III) Section 103. University Judicial Council.

Members of the ASB Judicial Council shall serve as representatives to the University Judicial Council, and the ASB Judicial Chair shall serve as University Judicial Chair. This supplementary committee shall be appointed by the Chair and approved by the Senate.

(III) Section 104. Student Traffic Appeals Board.

- A) The Student Traffic Appeals Board, housed under the Judicial Branch of the ASB, consists of the Chair of the Student Traffic Appeals Board and members, which shall be appointed by the Chair and confirmed by the Senate.
- 1) The Student Traffic Appeals Board is to be supervised by the Dean of Students.
 - 2) The Chair of the Student Traffic Appeals Board is selected by the ASB Judicial Council Chair and the current Chair of the Student Traffic Appeals Board.
 - 3) Applications for the Board open as positions become available.
- B) Duties of the Chair of the Student Traffic Appeals Board:
- 1) Arrange weekly meetings with the ASB Judicial Council Chair to hear all student traffic appeals.
 - 2) Schedule and arrange a training session to be conducted by the Department of Parking and Transportation for all members of the Board.
 - 3) Create and provide the Department of Parking and Transportation a budget for annual expenses.
- C) Any student who is accused of violating any of The University of Mississippi parking or driving regulations shall be entitled to a hearing before the Student Board of Traffic Appeals. Such persons shall further be entitled:
- 1) To receive notice in writing at least three (3) days prior to the hearing and such notice shall set forth charges with sufficient particularity and clarity to enable the accused to prepare a reasonable defense.

- 2) To know the names of witnesses who are directly responsible for having reported the alleged violation to the Student Board of Traffic Appeals; or if there be no such witnesses, to be fully informed of the manner in which the violation came to the attention of such Board.
 - 3) To present a defense to the Student Board of Traffic Appeals and shall have the right to present evidence and a reasonable number of defense witnesses and shall be given the opportunity to hear and question adverse witnesses.
 - 4) If the person so chooses, to be accompanied and represented by legal counsel or by law advisor provided, however, that in all hearings before the Student Board of Traffic Appeals, the normal rules of procedure of such Board shall be followed; but in no case shall the Board consider matter not introduced in evidence at the hearing.
- D) During in-person appeals, all non-Board members present shall leave the room during deliberation by the Board but shall remain available for further questioning.
- E) Appeals must be initiated within seven (7) days of the date the citation is issued. Appeals are initiated online from the student's MyParking account, at which time the student must specify whether the appeal shall be in-person or online.
- F) The failure of any person to appear before the Board within ten (10) business days of opening an in-person hearing shall be considered to have waived the right to such a hearing.
- G) The findings of the Student Board of Traffic Appeals shall be final.
- H) In case of persistent or flagrant violations and in cases involving the giving of false information, the Chief of Policy or the Director of Parking and Transportation may recommend to the proper University official that disciplinary action be taken against the offender.
- I) Any penalty assessed shall be paid to the Bursar's Office.
- J) All discrepancies of bills should be resolved within the thirty (30) day period after the first Bursar bill has been generated. Failure to comply could result in charges being due and payable.

(III) Section 105. Judicial Reform Committees.

If warranted, there shall be a Judicial Reform Committee, which shall study the ASB Judicial system and make recommendations to the Senate for any reform it deems necessary to statutory or Constitutional provisions affecting the ASB Judicial Branch.

(III) Form 1: The Complaint

Name and Email of the Person(s) Who Witnessed the Violation

Date of the Violation Witnessed

Name of the Person(s) Involved with the Violation

Description of Violation Witnessed:

Section(s) and Subscription(s) of ASB Law Violated:

Any Other Pertinent Information You Wish to Make Known:

Signature of Complainant(s)

Date

Signature of Receiving ASB Staff Member

Date

(III) Form 2: The Summons

I, _____, have received a summons and notice of a complaint
Defendant

Filed against me, styled A. B. v. C. D.

On this _____ day of _____.
Month, Year

Signature of Defendant

Date

Signature of Person Serving Process

Date

(To be Retained by Person Serving Process)

(III) Form 3: ERB Appeals

Name: _____ Role: Defendant Defensive Counsel

Basis for Appeal (Check all that apply):

- Procedural irregularity that affected the outcome of the matter

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
- The Elections Review Board had a conflict of interest or bias for or against defendant or complainant generally or the individual complainant or respondent that affected the outcome of the matter

- The sanctions imposed by the Elections Review Board were not appropriate for the violation that the respondent was found to have committed

Please complete a statement or attach a letter providing rationale that supports the basis for the appeal. Provide a statement or letter for each basis marked.

Signature: _____ Date: _____

Signature of Receiving ASB Member: _____ Date: _____

TITLE IV

SCHOOL HONORS

(IV) Section 101. Who's Who Among American Colleges and Universities.

- A) There shall be a permanent committee of The University of Mississippi to select students for Who's Who, composed of the following members:
 - 1) The Chancellor of the University
 - 2) The Vice-Chancellor of Student Affairs
 - 3) The Dean of Students
 - 4) The Deans of each of the respective University schools
- B) The committee will base applicants for Who's Who on each applicant's overall impact by evaluating their applications on a rubric provided by the Dean of Students.
- C) The selection of this committee shall be final.
- D) The Who's Who selection committee shall make its selections by November 1st of each year for that year's Who's Who.

(IV) Section 102. Hall of Fame Selection.

- A) Qualification requirements for the Hall of Fame Nominees:
 - 1) In order to be nominated for the Hall of Fame, a student must have:
 - a) Been selected for Who's Who
 - b) A "C" or better overall average
 - c) At least ninety-four (94) semester hours by the end of the Fall semester
 - d) At least thirty-six (36) semester hours at The University of Mississippi by the end of the Fall semester
 - e) Not been a member of the Hall of Fame previously
- B) Hall of Fame nominees must show evidence of outstanding contributions in all aspects of campus life.
- C) There shall be a permanent committee of The University of Mississippi to select students for the Hall of Fame, composed of the following members:
 - 1) The Dean of Students.
 - 2) Immediate past president of Lambda Sigma.

- a) In the event the immediate past president of Lambda Sigma is not able to serve, the next officer in succession will serve.
- 3) A student representative of the Black Student Union who shall not be above junior classification.
- 4) A student representative of the Black Student Union who shall be a senior or graduate student, and who was not a recipient of Who's Who.
- 5) A student representative selected by the ASB Senate who shall not be above junior classification.
- 6) A student representative selected by the ASB Senate who shall be a senior or graduate student, and who was not a recipient of Who's Who.
- 7) A student representative who shall not be above junior classification from each of the University's academic schools.
- 8) In the event that there is duplication of persons for selection committee membership, the selection committee will choose persons to replace the duplications.
- 9) Each of the aforementioned student representatives will be required to sign an oath of anonymity about their involvement in the Hall of Fame selection process.

D) Nominations for the Hall of Fame.

- 1) Nominations for the Hall of Fame will be made from the pool of students who were initially ranked among the top seventy-five (75) applicants for Who's Who.
- 2) Each member of the Selection Committee will nominate ten (10) people for the Hall of Fame from the pool of Who's Who recipients that will be provided to them by the Dean of Students. These nominations will be held by secret ballot. Instructions will be enclosed with the ballot along with a form that is to be signed by each member of the Selection Committee and returned to the Dean of Students certifying that his or her ballot has been cast.
- 3) Final Selection of Members to the Hall of Fame.
 - a) The Dean of Students Office must hold a meeting to discuss the nominations made by each member of the Selection Committee to finalize the members of the Hall of Fame.
 - b) A minimum of ten (10) undergraduates shall be declared as members of the Hall of Fame. A maximum of fifteen (15) people may be declared members if the balloting justifies such actions; the decision is made by the Selection Committee.

E) The Hall of Fame selection committee shall make its selections by April 1st the following spring after the Who's Who selection in the fall.

TITLE V

CAMPUS ELECTIONS

(V) SUBTITLE A **ELECTORAL PROCESS**

(V.a) Section 101. Notification of Elections.

A) Election Dates

- 1) Each Fall, an election shall be held for the election of a Miss Ole Miss, a Mr. Ole Miss, a Homecoming Queen, a Homecoming King, ten (10) Campus Favorites, and four (4) Homecoming Maids [one (1) from each class].
- 2) Each Spring, an election shall be held for the election of an ASB President, an ASB Vice President, an ASB Secretary, an ASB Treasurer, an ASB Attorney General, a Chair of the ASB Judicial Council, all members of the ASB Senate, a Senior Class President, a Senior Class Vice President, and a Senior Class Secretary/Treasurer.
- 3) All elections must be held with a general election on a date recommended by the Attorney General and any run-off elections, if necessary, two days following the general election.
 - a) If more than twenty (20) percent of seats in the ASB Senate become vacant, the Attorney General shall hold a special election to fill all open seats within two weeks of the vacancy's creation.
- 4) Subject to the specific provisions of the ASB Code & Constitution, sole authority to set the date of an election shall rest with the Department of Justice.

B) Notification of Available Positions

- 1) Public notice for all positions provided for in the ASB Constitution or ASB Code shall be given and widely shared no later than one week before the end of the petitioning period.
- 2) Public notice of Advisory Opinions pertaining to procedural, policy, or campus climate changes that have occurred since the conclusion of the previous election cycle shall be given and widely shared no later than one week before the end of the petitioning period.
- 3) Public notice shall be defined as any widely available effort of mass communication, including, but not limited to, advertisements on social media, in *The Daily Mississippian*, and mass emails.
- 4) Public notice regarding elections should consist of pertinent information such as positions, dates, and qualifications.

B) Recusal and Resignation

- 1) All ASB Executive Officers and members of the Elections Review shall disaffiliate themselves from their Greek Organization two (2) weeks before the date of candidate certification and may not reaffiliate until the conclusion of the election cycle.

- 2) Public notice for any ASB Agent that resigns from their position with intent to campaign and has conflict of interest present with their current role shall be given and widely shared no later than one week before the end of the petitioning period.

(V.a) Section 102. Petitioning/Nomination.

- A) In order to be nominated for any position provided for in the ASB Constitution or ASB Code, a student must petition the Department of Justice for nomination.
- B) At the time a potential nominee requests their petition, that individual shall receive the Code subtitles covering their election. The Attorney General or the Deputy Attorneys General shall explain and answer any questions concerning these elections at the time the petition is filed.
- C) All offices shall require the petition of the nominee to contain the names of the twenty-five (25) qualified electors.
- D) Nominees for the office of Senator shall additionally be required to present a petition designating a District from which the candidate is seeking election
 - 1) For Academic School seats, nominees shall be required to present a personal petition designated the Academic School from which the nominee is seeking election, and signed by twenty-five (25) qualified electors from the nominee's designated Academic School
 - 2) For Registered Student Organization (RSO) seats, no shall be required to present an endorsement designating the RSO and seat to which the nominee is seeking election. An endorsement is an official signature from the president or primary leader of the organization
 - a) For the Greek seats (NPHC, Panhellenic, IFC), nomination requires endorsement by the chapter of which they are an active member
 - b) No RSO may endorse more than two (2) nominees
- E) For seats where a grade point average or number of hours are required, the nominee shall submit proof by way of an unofficial transcript from the University Registrar.
 - 1) If the nominee is a first-year student at the University of Mississippi, they shall present a notice from the Registrar of first-year status and good academic standing.
- F) All petitions for campus positions shall be submitted at a time and date to be designated by the Attorney General, at least forty-eight (48) hours prior to the certification meeting.
- G) Petitions must be turned into, and certified as correctly filled out by, the ASB Attorney General or the Deputy Attorney General of Elections. All nominees shall be required to sign their petitions. Failure to do so will result in not being certified to run for the desired position.
- H) The petitions shall then be placed in a secured area for ultimate inspection by the Attorney General and Deputy Attorney General of Elections.

- I) The Department of Justice shall keep a roster of all submitted petitions and the time and date of certification.

(V.a) Section 103. Certification.

- A) Upon submission of a correctly and completely filled out petition, a petitioner shall be considered nominated for the position which they petitioned, provided they meet all requirements for nomination.
 - 1) Whether a petitioner meets the requirements for nomination shall be in the eyes of the Attorney General, who may consult the Deputy Attorney General of Elections and the Deputy Attorney General of the Code and Constitution as needed.
 - 2) If a petitioner is deemed to not meet the requirements for nomination, such petitioner shall not be nominated, nor have their candidacy certified.
 - a) Certification decisions are appealable to the ASB Judicial Council within twenty-four (24) hours of notification
- B) All individuals duly nominated to a position in a given election shall be required to attend a certification meeting, to be held at 7:00 p.m. on the Thursday twelve (12) days prior to the election. At the certification meeting, nominees shall be presented with the rules governing the election in both verbal and written formats.
 - 1) If a nominee is unable to attend the certification meeting, they may request that the Attorney General excuse the absence. Absences are excused only if due to an academic conflict or other extremely mitigating circumstance.
 - a) All requests to have an absence excused must be received no later than 5:00 p.m. on the night of the certification meeting.
 - b) Any absent nominees who do not have their absences excused shall not be certified.
 - 2) At the certification meeting, nominees shall submit:
 - a) A point of contact, including the email and phone number of said point of contact.
 - b) A campaign platform, to be compiled and released to the public by the ASB during the campaign period.

(V.a) Section 104. Election Schedule.

- A) Upon completion of the certification meeting, all nominees in attendance and meeting the requirements of the position they seek shall be considered certified candidates for that position.
- B) The period for campaigning shall begin immediately following the conclusion of the certification meeting.

- C) The period for public campaigning shall begin at the prescribed areas on the established dates provided in the presentation of rules governing elections at the certification meeting.
- D) The campaign period shall last for the twelve (12) days between the certification meeting and the general election.

(V.a) Section 105. Voting.

- A) Voting will open at 7:00 a.m. and close at 7:00 p.m. on specified election dates.
- B) To vote in any election, each qualified voter shall log onto their personal MyOleMiss account where they may submit their ballot.
 - a. All certified candidates shall be included on the ballot, and candidates shall be listed on the ballot in alphabetical order
- C) Voters shall have one vote per office, with the following exceptions:
 - a. For Senate seats representing Academic Schools, voters may cast votes for as many candidates as there are seats allotted to the School.
 - b. For Senate seats representing Registered Student Organizations (RSOs), voters may select as many as three (3) RSO categories, and may cast votes for as many as two (2) candidates in each category selected.
 - c. For Open Senate seats during special elections held when more than twenty (20) percent of Senate seats become vacant, voters may cast votes for as many candidates as there are vacancies being filled.
 - d. For Campus Favorites, voters may cast votes for as many as ten (10) candidates.
- D) In the event of individual malfunctions on student MyOleMiss accounts, paper ballots may be cast in a polling location supervised by members of the Department of Justice, located in the ASB Office.
- E) In the event of wide-scale technical malfunction, the Attorney General shall postpone the election until the malfunction is resolved.
- F) Each qualified voter is only allowed to vote on their personal account and may not vote on any other voter's behalf.
- G) Voting Qualifications
 - a. To be a qualified elector in any election of the ASB, one must be qualified according to Article I of the Constitution.
 - b. In the case of Senate elections, voters may only cast votes for seats allocated to districts of which they are members.

- i. In a special election held when more than twenty (20) percent of Senate seats become vacant, all voters shall be able to cast votes for all open seats being filled.
- c. Any voter wishing to vote in the Senior Class Officer election must have earned at least seventy-two (72) credit hours at the time of the election.

(V.a) Section 106. Write-In Votes.

- A) Any voter shall have the privilege of writing in the name of any student as a candidate or nominee in the general election only. In order for any write-in vote to be valid, the name written must be that of a student qualified to vote in the election in which their name is submitted, and the name written must consist of a reasonable facsimile of the actual or common name of the person receiving the write-in vote.
- B) Any candidate or campaign organization actively engaged in a write-in campaign for any office shall be subject to the regulations of this Section and to those which are listed under “Campaign Rules” within Title V of the ASB Code.
- C) Any write-in candidate who receives so many votes in the general election that their name would ordinarily be placed on the ballot for the run-off election shall have their name so placed providing that they do the following:
 - 1) Produces an unofficial University of Mississippi transcript indicating that they have the required course work, credit hours, and cumulative grade point average for the position as required by the ASB Constitution and ASB Code.
 - 2) Documents their eligibility at law for the position as might be required in Title V, the section(s) listed as “qualifications” of the ASB Code.
 - 3) Provides the information required in (1) and (2) above to the Attorney General by twenty-four (24) hours after the results of the general election are announced.
- D) In the event that any person receives as a write-in so many votes as to ordinarily be duly elected for a position, such person shall be deemed so elected upon completion of the requirements established above. If the individual does not meet the requirements, then a run-off election between the next two highest vote getters shall be held.

(V.a) Section 107. Determining Winners of Campus Elections

- A) Determining Winners of Campus Elections:
 - 1) In the case of all positions except for Senator, Campus Favorite and Homecoming Maid, any candidate receiving a simple majority (over fifty (50) percent) of all valid ballots cast for that position shall be declared the winner. If no candidate receives a majority, the two candidates receiving the most votes shall qualify for a run-off election, in which the candidate receiving the majority of valid ballots cast shall be declared the winner.

- 2) In Senate elections, the candidate receiving the most votes for each seat shall be declared the winner. In the event that a Registered Student Organization category or Academic School allows for multiple seats for that position, the candidates with the most votes shall fill those respective seats in order of most votes received. In the event there is a tie for the last available seat, both candidates shall be elected to the Senate.
 - a) During a special election held when more than twenty (20) percent of Senate seats are vacant, a tie shall be broken by the Senate.
- 3) In elections for Campus Favorites, the ten (10) candidates with the most votes shall be declared the winners except in case of a tie for tenth place; the tied candidates will all be declared Favorites.
- 4) In elections for Homecoming Maid, the candidate receiving the most votes will be declared the winner.

(V.a) Section 108. Procedures for Tallying Ballots and Certification of Results.

The proper authorities for counting votes shall be the Attorney General, Deputy Attorney General of Elections, and the Elections Commissioners. No one else shall be allowed to count votes for purposes of determining election results.

- B) The Tally Center shall be deemed as a private room where any computer may access the tabulated votes of the current election. The Tally Center shall be closed except to the proper authorities named above. The Attorney General, Deputy Attorney General of Elections, or Elections Commissioners shall be allowed to leave and re-enter the Tally Center. The Deputy Attorney General of Elections shall designate one (1) person to be stationed outside of the Tally Center door to control entry into the Tally Center.
- C) Election results will not be made public except by the Deputy Attorney General of Elections or the Attorney General. This announcement will be made in a public place on campus, the night of the general or run-off election, at a time designated by the Attorney General.
- D) The results of any election shall be submitted to the Attorney General after the counting of ballots. These results shall be unofficial and not require certification. The official certified results shall be submitted when the Attorney General and the Deputy Attorney General of Elections counting the ballots have signed the results, which shall be done before the official announcement on the night of the general or run-off election.
- E) Every candidate shall have the right to contest the tally of ballots, and in such cases, the ballots shall be recounted in the presence of the interested parties, all of which shall be conducted, however, by the proper authority.
- F) The right to contest shall be limited to a period of five (5) days after the election has been certified.

- G) No election shall take place without a method of archiving the student identification numbers of constituents voting in any election. The current ASB Attorney General and ASB Deputy Attorney General of Elections shall have access to these archives.

(V) SUBTITLE B **QUALIFICATIONS**

(V.b) Section 109. ASB Executive Officers.

- A) There shall be no qualifications other than those provided in the ASB Constitution and its amendments for the following offices:
- 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
 - 5) Attorney General
 - 6) Chair of the Judicial Council

(V.b) Section 110. Senator.

- A) All nominees shall be a currently enrolled freshman in good standing or an upper-class student with a minimum 2.75 GPA.
- B) Academic School Senators must be enrolled in the Academic School from which they are elected.
- C) Registered Student Organization Senators must be endorsed by a Registered Student Organization in the category from which they are elected.

(V.b) Section 111. Miss Ole Miss.

- A) Completed sixty (60) semester hours, twelve (12) hours of which shall have been completed at The University of Mississippi.
- B) Must have a minimum 3.0 GPA.
- C) Must have completed ten (10) hours of community service in the one (1) year period prior to the election.
- D) Must serve as a representative of The University of Mississippi, through the Office of Admissions, in two (2) or more university sponsored multiple-high school college fairs during their elected term.

- E) Must, in tandem with Mr. Ole Miss, select a local charity to partner with for the duration of their terms.
- F) Must announce their selection of a local charity at halftime of the homecoming football game.
- G) Must work in collaboration with the ASB Principal of Philanthropy to raise campus awareness of their charity and encourage the student body to donate time and money to the selected charity.

(V.b) Section 112. Mr. Ole Miss.

- A) Completed sixty (60) semester hours, twelve (12) hours of which shall have been completed at The University of Mississippi.
- B) Must have a minimum 3.0 GPA.
- C) Must have completed ten (10) hours of community service in the one (1) year period prior to the election.
- D) Must serve as a representative of The University of Mississippi, through the Office of Admissions, in two (2) or more university sponsored multiple-high school college fairs during their elected term.
- E) Must, in tandem with Miss Ole Miss, select a local charity to partner with for the duration of their terms.
- F) Must announce their selection of a local charity at halftime of the homecoming football game.
- G) Must work in collaboration with the ASB Principal of Philanthropy to raise campus awareness of their charity and encourage the student body to donate time and money to the selected charity.

(V.b) Section 113. Homecoming Queen.

- A) Completed sixty (60) semester hours, twelve (12) hours of which shall have been completed at The University of Mississippi.
- B) Must have a minimum 3.0 GPA.

(V.b) Section 114. Homecoming King.

- A) Completed sixty (60) semester hours, twelve (12) hours of which shall have been completed at The University of Mississippi.
- B) Must have a minimum 3.0 GPA.

(V.b) Section 115. Homecoming Maid.

- A) All nominees for Freshman Maid shall be a currently enrolled freshman in good standing, both academically and judicially.
- B) All nominees for Sophomore Maid shall have successfully completed thirty (30) hours, twelve (12) hours of which shall have been completed at The University of Mississippi, and be in good standing, both academically and judicially with a minimum 2.5 GPA.
- C) All nominees for Junior Maid shall have successfully completed sixty (60) hours, twelve (12) hours of which shall have been completed at The University of Mississippi, and be in good standing, both academically and judicially with a minimum 2.5 GPA.
- D) All nominees for Senior Maid shall have successfully completed ninety (90) hours, twelve (12) hours of which shall have been completed at The University of Mississippi, and be in good standing, both academically and judicially with a minimum 2.5 GPA.
- E) No student who has been previously elected Homecoming Maid is eligible for re-nomination.

(V.b) Section 116. Campus Favorite.

- A) All nominees for Campus Favorite shall have completed sixty (60) semester hours, twelve (12) hours of which shall have been completed at The University of Mississippi.
- B) Must have a minimum 2.5 GPA.
- C) There shall be ten (10) Campus Favorites, unless there is a tie. In the event of a tie for the last position available, for example a tie for the tenth favorite, then all of the tied students shall be declared class favorites.
- D) No student who has been previously elected Campus Favorite is eligible for re-nomination.

(V.b) Section 117. Senior Class President.

- A) Nominees for Senior Class President shall have completed 87 semester hours by the beginning of the next Fall semester.
- B) Must have a minimum 3.0 GPA.

(V.b) Section 118. Senior Class Vice President.

- A) Nominees for Senior Class Vice President shall have completed 87 semester hours by the beginning of the next Fall semester.
- B) Must have a minimum 3.0 GPA.

(V.b) Section 119. Senior Class Secretary/Treasurer.

- A) Nominees for Senior Class Secretary/Treasurer shall have completed 87 semester hours by the beginning of the next Fall semester.
- B) Must have a minimum 3.0 GPA.

(V) SUBTITLE C
CAMPAIGN RULES

(V.c) Section 120. Definitions.

- A) “Campaigning” shall be defined as any act by a candidate or their representatives intended to present that person to the general public as a candidate.
- B) The “general public” shall be defined as two or more persons.
- C) A “meeting” shall be defined as any gathering or endeavor by the general public to discuss, strategize, or implement any idea(s) or action(s) concerning a candidate’s campaign for any office, including all in-person and electronic gathering(s)/action(s). This term shall exclude campaign planning sessions held prior to the start of the campaign period.
- D) A “campaign material” shall be defined as any material, apparatus, or other property used by a candidate for the purpose of campaigning as defined above. All campaign material shall include the name of the candidate, and that person shall be identified as such.
- E) “Public campaigning” shall be defined as the public use of campus for campaigning.
- F) “Coordinated campaigning” shall be defined as actions taken by an external party with the knowledge and consent of a candidate and/or their representatives.
- G) An “academic setting” shall be defined as any forum through which academic or professional programming is offered. This term shall include all in-person or electronic forums and shall not be limited to formal classroom settings.
- H) A “sign” shall be defined as any campaign material larger than eight-and-one-half-by-eleven (8 ½ x 11) inches.
- I) “Unsolicited messaging” shall be defined as the sending or attempting to send messages to recipients with whom the sender does not have a mutual social media relationship.
- J) A “campus residence hall” shall be defined as any building on the university grounds in which persons live. This term shall include university-operated dormitories and Greek houses, but shall exclude common meeting places, such as chapter meetings.
- K) “Campus media” shall be defined as any method of mass communication available to all students, including social media and advertisements in *The Daily Mississippian*.

(V.c) Section 121. Rules Governing Campaigns for all Elections.

- A) No candidate, or their representatives, may indulge in campaigning prior to the beginning of the campaign period as set by the Department of Justice and this Title.
 - 1) Candidates are permitted to have developed a core campaign team, campaign strategies, and platforms, prior to the beginning of the campaign period. Any such meetings shall be limited to no more than five (5) members, of which the candidate must be a member.
- B) Coordinated campaigning or other support, including donations of money or campaign materials, for candidates by groups not comprised exclusively of University of Mississippi students is prohibited.
- C) Any attempt by a candidate, campaign representative, or organization to coerce, bribe, incentivize, intimidate, or force a person to vote or campaign in any form, shall result in the candidate's immediate disqualification.
 - 1) Candidates benefitting in any way from an organization or campaign representative penalizing members for not voting or campaigning in any form shall be immediately disqualified.
 - 2) Neither candidates, nor representatives, from the campaign shall utilize organizations to penalize members for failing to participate in voting or campaigning.
- D) No campaigning shall occur in an academic setting, except through apparel worn by students.
- E) No campaigning may occur on the steps or porches of the Student Union.
- F) Posted campaign materials shall not exceed eight-and-one-half-by-eleven (8 ½ x 11) inches in size.
- G) No candidate or their representatives shall offer food for campaigning purposes.
- H) Free giveaways of non-food campaigning items are allowed, given that each item has a value of \$1 or less per unit. All items used as a giveaway must be accounted for in the candidate's expense voucher.
- I) Campaign cards, stickers, or buttons for candidates' supporters to wear shall not exceed five-by-seven (5 x 7) inches.
- J) Candidates shall include the costs of t-shirts, costumes, and other articles of clothing worn for the purposes of campaigning on their expense voucher.
- K) No candidate or their campaign representative shall tear down, mutilate, remove, or otherwise damage another candidate's campaign and campaign materials.
- L) The public use of campus media and social media for campaigning shall be permitted.

- 1) Forms of campus media, including advertisements in the *Daily Mississippian* or campus radio and television stations, shall be unlimited within campaign expenditure limits during the time of campaigning.
 - 2) The use of digital campaign materials posted to social media accounts (including, but not limited to, graphics, photos, videos, etc.) are not required to be included on a candidate's expense voucher, unless the digital materials were professionally created and procured.
 - 3) The sponsoring or boosting of campaign material on social media shall be permitted, provided that the amount paid is included on the candidate's expense report, and that the total value is accounted for in the candidate's overall budget for the campaign.
 - 4) The use of individualized or targeted unsolicited campaign messaging shall be prohibited, except in the case of GroupMe.
 - 5) The use of GroupMe for the purposes of campaigning shall be permitted.
 - a) There shall be no restriction as to how many Campaign GroupMes (CGM) may be created, nor on the total number of participating individuals.
 - b) Campaigning in existing GroupMes shall be permitted, provided the campaigner was a member of the GroupMe in question prior to the certification meeting for the relevant election.
- M) No student shall infringe upon the right of another to a private ballot.
- N) Public campaigning on the Tuesday of Election Day and, if necessary, the Thursday of the run-off election will be limited to the Union Plaza. Public campaigning at the prescribed areas shall be permitted from 7:00 AM until 7:00 PM on the established dates.
- O) Campaigners at the Union shall be limited to the location(s) determined by the Department of Justice at any given period of time during the established times. Any violations of this subsection shall be considered an intermediate violation.
 - 1) Each campaign team will be allotted at least ten (10) identification materials that the candidate and their campaigners at the Union Plaza must wear.
 - 2) No campaigner may wear identification materials from two or more campaign teams at a time. No campaigner may wear campaign materials from a campaign that does not belong to the same campaign identification material they are wearing.
- P) Campaigning in residence halls will be permitted in accordance with guidelines agreed upon by the Department of Justice and Student Housing.
- Q) Candidates shall remove all campaign materials from public areas of campus within twenty-four (24) hours of the end of their campaign.

R) Candidates shall be responsible for the nature and legality of their campaign, materials, and demonstrations.

(V.c) Section 122. Additional Campaign Rules Governing Campaigning for Campus-Wide Elections.

- A) For the purposes of this section, campus-wide elections include ASB Executive Officers, Miss Ole Miss, Mr. Ole Miss, Homecoming Queen, and Homecoming King.
- B) The use of signs for the purposes of campaigning in campus-wide elections shall be permitted.
 - 1) Candidates utilizing signs shall display no more than one (1) sign at a time.
 - 2) The display of signs shall be limited to location(s) determined by the Department of Justice.
 - 3) Displayed signs may not exceed seventy-two-by-thirty (72 x 30) inches.
- C) Candidates may use one (1) reserved table on the Student Union Plaza for the purposes of on-campus campaigning.
 - 1) Additional guidelines for tabling may be imposed by the Department of Justice or the Gertrude C. Ford Ole Miss Student Union.

(V.c) Section 123. Rules Governing Campaign Expenditures.

A) Spending limits for candidates' campaigns shall be as follows:

ASB President	\$750.00
ASB Vice President	\$750.00
ASB Secret ary	\$750.00
ASB Treasurer	\$750.00
ASB Attorney General	\$750.00
ASB Judicial Council Chair	\$750.00
Miss Ole Miss	\$750.00

Mr. Ole Miss	\$750.00
Homecoming Queen	\$750.00
Homecoming King	\$750.00
Homecoming Maid	\$100.00
Senator	\$100.00
Senior Class Officer	\$100.00

- B) Upon an order of the Attorney General, candidates may be required to submit evidence in a hearing before the Elections Review Board to show proof of information on the voucher or prove simple omission according to Item (E) of this Section.
- C) At the time the candidate is certified, the Department of Justice shall issue three (3) expense forms on which the candidates shall state campaigning expenditures, and to which they shall attach all relevant receipts.
 - 1) One (1) expense form shall be filed by 5:00 p.m. on the Monday immediately preceding the election, and, if necessary due to a run-off election
 - 2) One (1) expense form shall be filed by 5:00 p.m. on the day of the run-off elections.
 - 3) Each candidate must submit a timely expense form even if no expenses were incurred during the candidate's campaign, including during any run-off election.
- D) Failure of a candidate to make a required report to the Department of Justice on the prescribed date and time shall be considered a minor violation of Title V of the ASB Code.
- E) Any omission, falsification, distortion, or misrepresentation on the required expense form by the candidate or any of their agents shall automatically disqualify the candidate from the election or from assuming office.
 - 1) This provision of the elections regulations may be waived by the Attorney General only if it can be clearly proven that the violation was a simple omission made in complete good faith by the candidate or their agent.
- F) Any material used by a campaign, including expenses for administering, publicizing, or otherwise conducting a campaign, must be assessed at its fair market value against the campaign spending limit.
 - 1) Candidates may accept discounts for purchased or donated goods, but if the discount is not available to the general public, the expenditure must be recorded at its undiscounted value.

- 2) Any donated materials must be recorded at full, fair market value.
 - 3) Sales tax may not be assessed against the campaign spending limit.
- G) Campaign organizations of individuals may conduct fund-raising activities.
- 1) These activities shall be subject to the regulations concerning campaigning, the posting and distribution of literature and campaign materials, the times and types of campaigning that may occur.
 - 2) Any capital funds necessarily spent for conducting these fund-raising activities need not be reported as campaign expenses on the expense form.
- H) Any candidate whose campaign expenses total more than the limits prescribed under this Title, upon determination of the Department of Justice, will be subject to a penalty equal to three (3) times the amount overspent (this penalty shall be added against the spending limit, but shall not be extracted through real monetary exchange). The prescribed limits are for the duration of the elections, including any run-off election.
- 1) If the overspent amount is found to be blatantly and grossly in excess of the spending limit (defined as 10% or more over the spending limit) the candidate shall be disqualified.
 - 2) If a penalty puts the candidate over the ten (10) percent maximum prescribed above, then they shall be disqualified.
- I) The Elections Review Board shall have the power to grant economic relief by authorizing additional spending for any candidate whose campaign materials are destroyed or damaged beyond use by acts or force beyond the control or knowledge of the candidate.
- 1) In the case of special elections because of more than one run-off or invalidated elections, additional spending may be authorized by the Department of Justice, not to exceed one-half (1/2) the original limits set within this Title.
- J) The Department of Justice, upon receiving candidates' completed expense vouchers, shall provide copies of these vouchers to the Secretarial Department to be made available to the public at large.

(V) SUBTITLE D

PENALTIES, HEARINGS, AND PROCEDURES

(V.d) Section 124. Elections Review Board Hearing Procedure.

- Rule 1.** *Scope of Rules.* These rules govern the Procedure in the Department of Justice's Elections Review Board and are to be construed to secure the just and speedy determination of every action.

Rule 2. *Purpose of Rules.* These rules are to provide campaigns of elections administered by the Associated Student Body the most effective, the most efficient, and the simplest judicial procedure possible.

Rule 3. *Jurisdiction Requirement of Complaint.*

(1) Before the Elections Review Board may hear or decide a case, the complainant(s) shall set out the following in compliance Title V(d), Appendix A (Election Violation Report Form):

(1)(1) The time and date of filing this report.

(1)(2) The name of the candidate or campaign involved in the violation.

(1)(3) A description of the violation witnessed,

(1)(4) Evidence of the violation.

(1)(5) Section & Subsection of ASB law violated.

(2) The required allegations of complainant(s) are jurisdictional; however, the Attorney General may in its discretion grant complainant(s) permission to amend should a defective complaint be filed.

(3) In violation where there is no complainant (i.e. expense report violations, defendant absence at hearings), the Department of Justice shall submit the violation. In such a case, the Attorney General, or one of the Deputy Attorneys General not serving on the Elections Review Board, shall serve as the complainant.

Rule 4. *Filing the complaint.*

(1) To be duly filed, a complaint must be addressed to the Attorney General.

(2) Complaints should be filed until one (1) hour before voting concludes on election day.

Rule 5. *Docketing the Complaint.*

(1) Upon receiving a complaint, the Attorney General shall work with the Deputy Attorney General of Elections to determine an appropriate time for the hearing and provide notice of the following in compliance with Title V(d), Appendix B (Notice of Filed Violation Report).

(1) The time, date, and location of the hearing.

(2) The nature of the alleged violation(s) and the violation's specific grounds.

(3) A copy of the complaint filed, including the time and date of the report(s).

(4) A copy of Title V(d), Appendix C (Elections Review Board Hearing Script), and Title V(d), Appendix D (Notice of Confidentiality and Waiver).

- (2) Notice may be waived by the parties, provided documentation of the waiving is recorded.
- (3) All parties alleged to have committed a violation shall be informed of their right to have a twenty-four (24) hour notice prior to the date and time of their hearing, to have defensive counsel present, to bring witnesses, and to bring additional evidence to the hearing in their defense.

Rule 6. *Process.*

- (1) The procedures for the hearing process shall follow those that are outlined in Title V(d), Appendix C (Elections Review Board Hearing Script). The Attorney General shall provide the Elections Review Board with all pertinent information including previous rulings and current ASB rules.
- (2) All present parties and members of the Elections Review Board shall honor confidentiality prior to each violation hearing, in compliance with Title V(d), Appendix D (Notice of Confidentiality and Waiver).

Rule 7. *Hearings.*

- (1) Any charged campaign defendant(s) may exercise the right to a violation hearing.
- (2) All violation hearings where the defendant(s) may not be present shall result in an additional intermediate violation and a new complaint shall be filed by the Department of Justice. In the event the defendant(s) may not be present for three (3) hearings, the campaign's three (3) intermediate violations shall accumulate to a major violation. Shall the defendant(s) not be present at the hearing for the aforementioned major violation, the campaign shall be disqualified.
- (3) No hearings shall be held without the physical presence of the complainant(s). Only if new evidence is submitted through the proper complainant procedure shall the same violation and campaign reappear for a hearing.
- (4) All hearings held by the ASB Elections Review Board shall be full and complete hearings before a quorum, defined as seven (7) Elections Review Board Members, not including the Prosecuting or Defensive Counsel.
- (5) The Prosecuting Counsel, assumed by the ASB Attorney General, shall serve as legal counsel to the complainant, and shall present evidence or witnesses from the filed violation report or so long as it is submitted to the Acting Chair before the hearing begins. The Prosecuting Counsel and/or complainant(s) shall argue and present recommended remedy. In the absence of the complainant, the Prosecuting Counsel may not present evidence outside of the filed violation report.
- (6) The complainant shall have the burden of proof in a hearing and must prove by a preponderance of the evidence that the violation occurred. Preponderance of the evidence is an evidentiary burden that is defined for the purpose of the hearing as being more likely than not that the violation occurred.

- (7) The Defensive Counsel, assumed by the Chair of the Senate Committee on Governmental Operations, shall serve as legal counsel to the defendant, and shall present any additional evidence or witnesses, so long as it is submitted to the Acting Chair before the hearing begins. The Defensive Counsel and/or defendant(s) shall argue and present their recommended remedy.
- (8) In all cases, all parties shall be presumed innocent of any alleged violation, until the Elections Review Board finds the party to be guilty.
- (9) All decisions of the Elections Review Board shall be by a supermajority, defined as two-thirds (2/3) of members present and voting.
- (10) The decision of the Elections Review Board, including the vote, reasons, and causes thereof, shall be filed in writing by the Acting Chair, assumed by the Deputy Attorney General of Elections, within twenty-four (24) hours following the conclusion of the hearing.
- (11) At the completion of the election process, the decision of the Elections Review Board should remove all identifiers not integral to a reasonable understanding of the case and shall be made public.

Rule 8. *Recusal.*

- (1) Any member of the ASB Elections Review Board shall recuse themselves or be asked to do so at the request of the Deputy Attorney General of Elections, in any proceeding in which their impartiality may be questioned.
- (2) The Acting Chair must share the names of the Elections Review Board members with the defendant and complainant prior to the start of the hearing. The defendant or complainant may request recusal of any member to the Acting Chair, so long as the request is reasonable, and the member's impartiality may be questioned.
- (3) In the event the Attorney General shall recuse themselves, the Deputy Attorney General of the Code and Constitution shall serve as the Prosecuting Counsel.
- (4) In the event the Deputy Attorney General of Elections shall recuse themselves, the Deputy Attorney General of the Code and Constitution shall serve as Acting Chair.
- (5) In the event the ASB Chair of the Senate Committee on Governmental Operations shall recuse themselves, the Vice Chair of the Senate Committee on Governmental Operations shall serve as Defensive Counsel.
- (6) If the Attorney General, Deputy Attorney General of Elections, and Chair and Vice Chair of the Senate Committee on Governmental Operations recuse themselves, the Deputy Attorney General of the Code and Constitution shall serve as the Prosecuting Counsel and the Deputy Attorney General of Elections shall appoint an Acting Chair and Defensive Counsel from the Elections Commissioners present.

- (7) In the event any member of the ASB Elections Review Board serving as Prosecuting Counsel, Defensive Counsel, or Acting Chair recuse themselves, they shall not be allowed to serve as an ex-officio member of the Elections Review Board, including participation in deliberation.
- (8) The Prosecuting Counsel shall recuse themselves and follow the line of succession outlined above if they have already prosecuted a campaign's previous hearing.
- (9) In the event that the proper line of succession is not feasible, due to time constraints or lack of quorum, the Attorney General or Prosecuting Counsel may serve in a hearing with the same campaign repeatedly.

(V.d) Section 125. General Provisions for the Elections Review Board.

- A) When an alleged violation of the above campaign rules or an order of the Attorney General is brought before the Elections Review Board, the Elections Review Board may, depending on the evidence produced, hold a hearing to determine whether a violation occurred.
- B) The Elections Review Board, in compliance with Title I, Section 107, shall consist of the Deputy Attorney General of Elections, the Deputy Attorney General of the Code & Constitution, the ten (10) Elections Commissioners, and the Chair and Vice Chair of the Senate Committee on Governmental Operations. All members of the Elections Review Board are voting members, unless serving as Prosecuting or Defensive Counsel.
 - 1) The Elections Review Board shall have the following duties and responsibilities:
 - a) To levy fines or dismiss with or without hearings or to call a hearing regarding complaints filed against candidates, depending on the evidence produced.
 - b) To choose to hold hearings as determined necessary on any violations of this Title and to dismiss charges or fine or disqualify the candidate.
 - 2) In compliance with Title I, Section 107, in all violation hearings, the complainant shall be advised by the Prosecuting Counsel, the Attorney General. The defendant shall be advised by the Defensive Counsel, the Chair of the Senate Committee on Governmental Operations. The Acting Chair of the Elections Review Board shall be the Deputy Attorney General of Elections.
 - a) The Attorney General may in its discretion allow the ASB Advisor to provide any additional counsel for the complainant, the Elections Review Board, and the defendant.
- C) The Attorney General shall work with the Deputy Attorney General of Elections to reserve time and space for Elections Review Board hearings to occur. At least one hearing reservation shall be on the election day and the runoff election day.
 - 1) In compliance with Title V(d), Appendix D (Notice of Confidentiality and Waiver), the student body shall be given public notice of outstanding Elections Review Board hearings if any violation hearing(s) must be held after the conclusion of voting on election day.

(V.d) Section 126. Appeals.

- A) All decisions of the Elections Review Board and advisory opinions of the Attorney General may be appealed to the Associated Student Body Judicial Council following the procedures set forth in Title III of the ASB Code.
 - 1) All present parties and members of the Elections Review Board shall honor confidentiality prior to each violation hearing, in compliance with Title V, Appendix D (Notice of Confidentiality and Waiver).
- B) In appeals to the Associated Student Body Judicial Council, the facts shall be taken as decided at the hearing, and questions shall be limited to legal issues of intent, interpretation, or a similar issue.
- C) All appeals must be filed within twenty-four (24) hours of the conclusion of the Elections Review Board hearing. The Associated Student Body Judicial Council appeal hearing is to be concluded within forty-eight (48) hours of the Elections Review Board's written decision.
 - 1) In compliance with Title V, Appendix D, the student body shall be given public notice of outstanding hearings if any appeal(s) must be held after the conclusion of voting on election day.
- D) The decision of the Elections Review Board/Attorney General shall be upheld by the ASB Judicial Council unless the ASB Judicial Council finds the decision was clearly erroneous. Under this standard, the ASB Judicial Council must have a definite and firm conviction that a mistake has been committed.
- E) This Section shall be applied and construed as an addition and supplement to and with the Sections governing appeals from ASB decisions as set out in Title III of the ASB Code.
 - 1) The Attorney General shall serve as the representative of the Department of Justice, with the Deputy Attorney General of Elections as a witness of the Elections Review Board deliberation and decision.
- F) If a decision of the Elections Review Board is appealed to the Associated Student Body Judicial Council, the decision of the Elections Review Board shall not be made public until the appeal has been waived or exhausted.

(V.d) Section 127. Penalties Assessable.

- A) The following system describes the penalties for election offenses:
 - 1) Minor Violations: clear violations of the Code, but typically not violations of the spirit of a fair campaign. Individuals or organizations found to have committed a minor violation shall be subject to this range of penalties including:
 - a) Warning

- b) Community Service (which must be directly tied to the violation committed)
 - c) Monetary [a charge of at least five (5), but no more than twenty-five (25), dollars against the campaign spending limit, which shall not incur any financial obligation]
 - d) Suggestive, self-imposed sanction made by the group and agreed upon by the Elections Review Board.
- 2) Intermediate Violation: clear violations of the Code which a “flagrant or intentional” basis may not be determinable. These violations shall also be those that may violate the spirit of a fair campaign or the fairness of the ASB elections process. A number of repeated minor violations (no less than three) may also be considered an intermediate violation. Individuals or organizations found to have committed an intermediate violation shall be subject to this range of penalties including:
- a) Probation
 - b) Loss of Privilege
 - c) Monetary [a charge of at least twenty-five (25), but no more than seventy-five (75), dollars against the campaign spending limit, which shall not incur any financial obligation]
 - d) Community Service (which must be directly tied to the violation committed)
 - e) Private/Public censure
 - f) Suggestive, self-imposed sanction made by the group and agreed upon by the Elections Review Board.
- 3) Major Violation: clear violations which are “flagrant or intentional” or violations that damage the integrity of the campaign process, election process, or the University and its population. A number of repeated intermediate violations (no less than three) may also be considered a major violation. Individuals or organizations found to have committed a minor violation shall be subject to this range of penalties including:
- a) Restitution
 - b) Disqualification
 - c) Disenfranchisement (only in the case of a voter casting more than one ballot)
 - d) Monetary [a charge of at least seventy-five (75), but no more than one-hundred-and-twenty-five (125), dollars against the campaign spending limit, which shall not incur any financial obligation]
 - e) Community Service (which must be directly tied to the violation committed)

- f) Disciplinary action with the Office of the Dean of Students, Office of Student Conduct, Judicial Council, etc.
 - g) Suggestive, self-imposed sanction made by the group and agreed upon by the Elections Review Board.
- B) Any violations not specifically noted within the aforementioned system or in the given subsection of any Section of this Title shall be judged on the basis of the nature of the violation and dealt with accordingly.
- C) A candidate may be disqualified for violations of campaign or election laws or regulations upon the authority of the Elections Review Board after an official charge has been filed by the Attorney General as set forth within the ASB Code.
- D) All fines collected for violations of this Title shall be remitted to the General Fund of the ASB.

(V.d) Appendix C: Elections Review Board Hearing Script

In compliance with [ASB Code: Title V(d), Section 124 Rule 6], the ASB Elections Review Board shall follow the process outlined in the hearing script below:

Acting Chair: I now call this meeting of the ASB Election Review Board to order. There are [Insert number] present and voting members of the Elections Review Board, reaching the seven (7) person minimum for quorum.

Do all members present affirm that they have no conflict of interest within this hearing and will remain impartial? *At this time, the Acting Chair will collect all confidentiality waivers.*

The ASB Attorney General's Office has received a campaign violation report for candidate [Insert Name] who is running for [Position]. The violation report alleges that the candidate [insert alleged violation]. *At this time, the Acting Chair will show the submitted violation report.*

The ASB Attorney General will serve as the Prosecuting Counsel for this hearing. The candidate will serve as the defendant and may be assisted by the Chair of the Senate Committee on Governmental Operations serving as the Defensive Counsel. Both parties may provide evidence and witnesses, so long as they are submitted to the Acting Chair before the beginning of this hearing. I now recognize the prosecuting counsel to present the complainant's case.

ASB Attorney General: *The Attorney General may present witnesses or physical evidence; it does not matter the order. The Attorney General will also introduce the complainant if present.*

Acting Chair: Does the Board wish to question the Attorney General, complainant, or their witnesses? *At this time the Acting Chair will allow ERB members to ask questions but will not recognize any questions that are speculative or unrelated to the matter at hand.*

At this time, the defensive counsel is recognized to present the defendant's case.

ASB Chair of Governmental Operations: *The Chair of Governmental Operations may present witnesses or physical evidence; it does not matter the order. The Chair of Governmental Operations will also introduce the candidate.*

Acting Chair: Does the Board wish to question the Defensive Counsel, candidate, or their witnesses? *At this time the Acting Chair will allow ERB members to ask questions but will not recognize any questions that are speculative or unrelated to the matter at hand.*

At this time, I ask that both parties leave the room for the deliberation period.

(Present and voting members of ERB and Acting Chair begin deliberation)

Acting Chair: Based on the evidence presented in this hearing, do we believe that a violation of the ASB Code occurred? As a reminder, the prosecuting party shall have the burden of proof in the hearing and must prove by a preponderance of the evidence that the violation occurred.

Preponderance of the evidence is an evidentiary burden that is defined for the purpose of the hearing as being more likely than not that the violation occurred.

The Acting Chair shall allow for deliberation. If two-thirds ($\frac{2}{3}$) of the members present and voting do not agree that a violation occurred, bring both parties back in and explain that the ERB determined that no violation occurred based on the evidence presented. If $\frac{2}{3}$ of the members present and voting decide that a violation has occurred, proceed to the following:

Acting Chair: What type of violation does this constitute? *At this time the Acting Chair will read the definitions for minor, intermediate, and major violations per the ASB Code.*

The Acting Chair shall allow for deliberation. Two-thirds ($\frac{2}{3}$) of the members present and voting must decide which type of violation occurred.

Acting Chair: Now that the violation has been classified as (minor/intermediate/major), what penalty should the candidate receive? *At this time the Acting Chair will read the penalties accessible for the classified violation per the ASB Code.*

The Acting Chair shall allow for deliberation. Two-thirds ($\frac{2}{3}$) of the members present and voting must decide on a penalty. After the vote, the Acting Chair will summarize the results of discussion and invite both parties back for the conclusion of the hearing.

Acting Chair: I now invite both parties back into the room to inform the candidate of our decision. After a period of deliberation, the Elections Review Board, by a vote of (insert tally), determined that the actions of the candidate or campaign representative [constitute/do not constitute] a violation of (insert citation here) of ASB Law.

If $\frac{2}{3}$ of the members present and voting decide that a violation has occurred, proceed to the following:

Acting Chair: The Elections Review Board, by a vote of (insert tally), has classified this violation as a [minor/intermediate/major] violation. By a vote of (insert tally), the ERB assesses a penalty of (insert penalty related to the violation's classification). If the defendant believes this decision was clearly erroneous and would like to appeal the result of this hearing, it is in your right to do so, through the authority of the ASB Judicial Council. Please see ASB Code Title V(d) to learn more about the appeals process. At (insert time), I now conclude this hearing.

(V.d) Appendix D: Notice of Confidentiality and Waiver

I, _____, agree with the following statements:

I understand that all present parties and members of the Elections Review Board shall honor confidentiality prior to each violation hearing.

I understand that I will encounter confidential information in this hearing, and I shall keep in strict confidence any information regarding any persons, party, or process.

I understand that the decision of the Elections Review Board, including the vote, reasons, and causes thereof, shall be filed in writing by the Acting Chair, assumed by the Deputy Attorney General of Elections, within twenty-four (24) hours following the conclusion of the hearing.

Furthermore, I understand that this hearing’s written decision shall be made public with all identifiers not integral to a reasonable understanding of the case, in compliance with ASB Code Title VI Section 103 (D). “Public” or “publicizing” may be defined as uploading to the ASB Website but is ultimately determined by the Attorney General.

I understand that the University’s Dean of Students, ASB Advisor(s), or other relevant administrator may be present for this hearing or request original copies of the Elections Review Board decision and shall keep in strict confidence any information regarding any persons, party, or process.

I understand that the ASB Executive Officers, due to the proximity of their roles and office space with the Attorney General, may encounter confidential information and shall sign this waiver at the beginning of each election cycle and keep in strict confidence any information regarding any persons, party, or process.

I understand that if any violation hearing(s) or appeal(s) must be held after the conclusion of voting on election day, the student body shall be given public notice of outstanding Elections Review Board hearings. “Public notice” may be defined as posts to the ASB social media and communication with campus media but is ultimately determined by the Attorney General.

I understand that violations of this confidentiality waiver are subject to review if it is believed to have not acted in an ethical manner as defined by the ASB Code Title VI.

Signature

Date and Time

TITLE VI

CODE OF ETHICS

(VI) Section 101. University of Mississippi Creed.

The following Creed shall be accepted as the values of The University of Mississippi, and should guide the actions of its students, faculty, and staff:

- 1) The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:
 - a) I believe in respect for the dignity of each person.
 - b) I believe in fairness and civility.
 - c) I believe in personal and professional integrity.
 - d) I believe in academic honesty.
 - e) I believe in academic freedom.
 - f) I believe in good stewardship of our resources.
 - g) I pledge to uphold these values and encourage others to follow my example.

Though the Creed should guide the policies and actions of The University of Mississippi and its members, the Creed is a set of beliefs, and shall not be enforced by the Associated Student Body or any other body based on its tenets alone.

(VI) Section 102. Negative Duties of all Members of the ASB.

- A) No member of the ASB shall further their personal or political goals at the expense of the organization and/or its members.
- B) No member of the ASB shall hold more than one elected or appointed position in the ASB at any one time.
- C) No member of the ASB shall participate in any activity which would place that person in a position where there may be a conflict between a private interest and an interest of the ASB.
- D) No member of the ASB shall wrongfully use, authorize to use, or condone in any way the wrongful use of ASB property or funds.
- E) No member of the ASB shall solicit or accept direct or indirect payment for the performance or nonperformance of any act not specifically allowed for in the ASB Code & Constitution.
- F) No member of the ASB shall deceive members of the ASB, either through action or inaction.
- G) No member of the ASB shall enforce a section of this Code when enforcement would violate this Title.

(VI) Section 103. Positive Duties of all Members of the ASB.

- A) Members of the ASB shall uphold the values of the Creed.
- B) Members of the ASB shall think in terms of “students first”, and make all decisions in the light of how they affect the student.
- C) Members of the ASB shall appraise the present and future needs of the University community without preference or bias.
- D) Members of the ASB must disclose all knowledge of violations of ASB laws.
- E) Associated Student Body members will subject themselves to a review of their practices if it is believed they have not acted in an ethical manner as defined by this Code.

(VI) Section 104. Additional Duties of ASB Executive Officers.

- A) Executive Officers are responsible for the actions of their direct reports in the scope of their ASB duties.
- B) Executive Officers are required to submit the reasons for the dismissal, replacement, or removal of any members which report directly to them.
- C) Associated Student Body Executive Officers shall not discriminate on the basis of race, color, sex, religion, national origin, age, disability, marital status, political views, or sexual orientation when considering applicants to the Associated student Body.
- D) Associated Student Body Executive Officers are to choose the most qualified and capable applicants and may take into account any number of factors, such as a lack of representation from certain groups on campus.