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CHAPTER 1 – EXECUTIVE OFFICERS

ARTICLE I. OFFICE OF THE STUDENT BODY PRESIDENT

Section 1-1-10. Selection of staff.

(A) The student body president shall select a staff to carry out the duties of his or her office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

(B) The student body president shall select individuals to hold no less than four (4) but no more than eight (8) staff positions. The creation of such staff positions and the selection of individuals to hold such staff positions shall not be subject to the approval of the Student Senate.

(C) The creation of additional staff positions by the student body president beyond eight (8) staff positions shall require the approval of a majority of the Student Senate. For the creation of each subsequent position, the student body president shall transmit a report to the student body vice president, which shall include:

1. The name of the position;

2. The duties of the position;

3. And a description of need for the position.

(D) This report shall be provided to all senators at least seven (7) calendar days prior to the vote on approval of the additional staff position.

(E) The student body vice president shall refer the staff position to the Student Senate Powers and Responsibilities Committee for review, which shall provide in response a favorable or not favorable report on the creation of the additional staff position prior to the vote on approval.

(F) Upon the approval of the Student Senate of the additional staff position, the student body president may select an individual to hold that position. This selection shall not be subject to the approval of the Student Senate.

Section 1-1-15. Removal of staff.

(A) Members of the staff of the student body president shall serve until the conclusion of the student body president’s term of office unless they are removed or resign from office.

(B) Members of the staff of the student body president may be removed from their position by the student body president at any time, but shall not be subject to impeachment by the Student Senate.
(C) When a staff member is removed by the student body president from a required position, the student body president must select an individual to fill that position within seven (7) calendar days of the initial vacancy.

**Section 1-1-20.** Composition of staff.

(A) The staff of the student body president must include the following positions, to be filled upon his or her inauguration:

(1) Chief of staff;

(2) Communications director or press secretary;

(3) Historian;

(4) And webmaster.

(B) The Student Body President may create additional staff positions, such as deputy chief of staff or deputy secretary.

**Section 1-1-30.** Duties of the chief of staff.

(A) The duties of the chief of staff shall include, but are not limited to:

(1) Assisting in the selection of other members of the staff of the student body president;

(2) Supervising the staff of the student body president and ensuring that the duties of staff members required herein are fulfilled;

(3) Assisting in the selection and nomination of members of the Executive Cabinet;

(4) Supervising the Executive Cabinet and ensuring that the duties of Executive Cabinet members required herein are fulfilled;

(5) Assisting in the selection and appointment of individuals to fill other offices as provided herein;

(6) Managing all internal communication to and from the office of the student body president;

(7) And advising the student body president on legislative issues, policies, projects, and initiatives.

(B) Some duties of the chief of staff may be assumed by the deputy chief of staff or a staff member holding a created position of a similar type.

**Section 1-1-40.** Duties of the historian.

The duties of the historian shall include, but are not limited to:
(1) Recording and archiving minutes for all Executive Cabinet meetings;

(2) Recording and archiving minutes for all Student Government-wide meetings;

(3) Archiving all necessary documents deriving from the office of the student body president and the Executive Cabinet;

(4) Archiving the minutes for all meetings of the University of South Carolina Board of Trustees attended by the student body president;

(5) Creating and archiving the annual *Student Body President’s Manual* as required herein;

(6) Obtaining necessary documents from the office of the student body vice president, office of the student body treasurer, the Student Senate, the Constitutional Council, the Elections Commission, Freshman Council, and all other Student Government bodies for archiving purposes;

(7) Maintaining a digital archive for all Student Government documents required herein;

(8) And performing a yearly evaluation of Student Government programs and initiatives, making note of undertakings and accomplishments.

**Section 1-1-50.** Duties of the webmaster.

The duties of the webmaster shall include, but are not limited to:

(A) Obtaining from other Student Government entities information to include:

(1) Contact information for all current members and staff;

(2) Updates on current events and initiatives;

(3) Attendance and voting records of senators;

(4) Pending and passed Student Body Legislation;

(5) Applications for vacant positions;

(B) Maintaining the Student Government website to include the aforementioned information and other updates as requested by the student body president or university administration.

**Section 1-1-60.** Creation and maintenance of the *Student Body President’s Manual*.

(A) The office of the student body president shall be responsible for creating and maintaining the *Student Body President’s Manual* prior to the inauguration of the next student body president.
(B) The Student Body President’s Manual shall include:

(1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of Executive Cabinet secretaries, program directors, and university committee members, with reference to their application, interview, and confirmation;

(2) An overview of certain executive processes, such as the general management of the Executive Cabinet, the review of legislation passed by the Student Senate, and the nomination of Elections Commission members, those for legislation and appointments, including timelines and necessary actions on the part of the office of the student body vice president;

(3) An overview of the weekly duties and responsibilities of the student body president;

(4) An overview of the additional duties and responsibilities of the student body president, such as long-term tasks;

(5) An overview of the weekly duties and responsibilities of the staff of the student body president;

(6) An overview of the additional duties and responsibilities of the staff of the student body president;

(7) An overview of the roles, responsibilities, and duties of Executive Cabinet members;

(8) And any other relevant content that the student body president sees fit for inclusion.

ARTICLE II. EXECUTIVE CABINET

Section 1-2-10. Composition of the Executive Cabinet.

The student body president shall nominate members of his or her Executive Cabinet. These individuals shall enjoy the same general rights and privileges of all members of Student Government. The Executive Cabinet shall include:

(A) Secretaries, to oversee projects, initiatives, and policies;

(B) University committee members, to serve on Faculty and Special Advisory Committees, created by university administration,

(C) And other miscellaneous executive positions, to be defined by these Student Government Codes, which shall not exist as secretary, program director, or university committee positions, but shall not exist within the Executive Cabinet. The nomination and removal of individuals from such miscellaneous positions shall occur in the same manner as for university committee positions.

Section 1-2-20. Nomination and appointment of secretaries and program directors.
(A) The student body president shall nominate no less than twelve (12) but no more than twenty (20) secretaries to the Executive Cabinet. Any additional positions beyond the required ten (10) secretary positions shall be created at the discretion of the student body president. All required secretary nominations must be made within fourteen (14) calendar days of the student body president’s inauguration. The Student Senate may, by a majority vote, grant the student body president an extended time to fill required cabinet positions.

(B) The creation of additional Executive Cabinet secretary positions by the student body president beyond twenty (20) such positions shall require the approval of a majority of the Student Senate. For the creation of each subsequent position, the student body president shall transmit a report to the student body vice president, which shall include:

1. The name of the position;
2. The duties of the position;
3. And a description of need for the position.

(C) This report shall be provided to all senators at least seven (7) calendar days prior to the vote on approval of the additional secretary position.

(D) The student body vice president shall refer the secretary position to the Student Senate Powers and Responsibilities Committee for review, which shall provide in response a favorable or not favorable report on the creation of the additional secretary position prior to the vote on approval.

(E) Upon the approval of the Student Senate of the additional secretary position, the student body president may nominate an individual to hold that position according to the regular Executive Cabinet secretary nomination process.

(F) The appointment of nominated secretaries or program directors to the Executive Cabinet shall require the approval of the majority of the Student Senate, pursuant to the Student Senate appointment process.

Section 1-2-30. Nomination and appointment of university committee members.

(A) The student body president shall nominate university committee members as requested by university administration.

(B) The appointment of nominated university committee members to the Executive Cabinet shall require the approval of the majority of the Student Senate, pursuant to the Student Senate appointment process.

Section 1-2-40. Removal of Executive Cabinet members.
(A) Members of the Executive Cabinet shall serve from the time of their appointment until the conclusion of the student body president’s term of office, unless they are removed or resign from office, with the following exceptions:

(1) Freshman Council advisors shall serve a full academic year, from the beginning of the summer which follows their appointment until the end of the following spring semester.

(2) Program directors shall serve a full academic year, from the beginning of the summer which follows their appointment until the end of the following spring semester.

(3) University committee members shall serve a full academic year, from the beginning of the fall semester which follows their appointment until the end of the following summer.

(B) Members of the Executive Cabinet may be removed from their position by the student body president at any time or impeachment by the Student Senate.

(C) When an Executive Cabinet member holding a required position is removed by the student body president or impeached by the Student Senate, the student body president must nominate within fourteen (14) calendar days an individual to fill that position. The Student Senate may, by a majority vote, grant the student body president an extended time to fill required cabinet positions.

Section 1-2-50. Offices pertaining to academics.

(A) The student body president shall nominate a secretary of academics. The duties of the secretary of academics shall include, but are not limited to:

(1) Serving over a department of academics, if the student body president chooses to create such a department;

(2) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to academic affairs;

(3) Advocating to the provost, to the Faculty Senate, and to the general University administration the positions of the student body president and Student Government as a whole on changes to university academic policies;

(4) And working closely with the Student Senate Academics Committee to accomplish such work.

(B) The student body president shall nominate the following university committee members:

(1) One undergraduate and one graduate student to the University Bookstore Committee;

(2) One undergraduate and one graduate student to the Committee on Curricula and Courses;

(3) One undergraduate student and one graduate student to the Committee on Honorary Degrees;
(4) One undergraduate and one graduate student to the Committee on Instructional Development;
(5) One undergraduate and one graduate student Committee on Scholastic Standards and Petitions;
(6) Two undergraduate and two graduate students to the Committee on Academic Responsibility;
(7) Two students to the Awards Committee;
(8) Six undergraduate students and one graduate student to the Michael J. Mungo Distinguished Professor of the Year Award Committee;
(9) Three students to the Outstanding Faculty/Staff Advisor Award Committee;
(10) Two students to the Registration Committee;
(11) Four students to the Retention Committee;
(12) Three students to the Scholarships and Financial Aid Committee;
(13) And one undergraduate student and one graduate student to the University 101 Academic Advisory Committee.

Section 1-2-60. Offices pertaining to athletics.

(A) The student body president shall nominate a secretary of athletics. The duties of the secretary of athletics shall include, but are not limited to:

(1) Serving over a department of athletics, if the student body president chooses to create such a department;
(2) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to school spirit, university athletics, and campus recreation;
(3) Advocating to the Athletics Department and the Office of Campus Recreation the positions of the student body president and Student Government as a whole;
(4) And working closely with the Student Senate Athletics Committee to accomplish such work.

(B) The student body president may nominate a program director of Carolina Convoy.

(C) The student body president shall nominate the following university committee members:

(1) Two undergraduate students and one graduate student to the University Athletics Advisory Committee;
(2) And three students to the Blatt Physical Education Center Advisory Committee.
Section 1-2-70. Offices pertaining to campus outreach.

(A) The student body president shall nominate a secretary of campus outreach. The duties of the secretary of campus outreach shall include, but are not limited to:

(1) Serving over a department of campus outreach, if the student body president chooses to create such a department;

(2) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to multiculturalism, diversity, and the inclusion of all student groups and demographics;

(3) Advocating to the Office of Multicultural Affairs the positions of the student body president and Student Government as a whole on issues affecting minority students and particular segments of the student population;

(4) And working closely with the Student Senate Multicultural Affairs Committee to accomplish such work.

(B) The student body president may nominate a deputy secretary of diversity and inclusion.

(C) The student body president may nominate a deputy secretary of Greek affairs.

(D) The student body president shall nominate the following university committee members:

(1) Two students to the Provost Advisory Committee on Women’s Issues;

(2) Two students to the Committee on Religious Affairs;

(3) And three students to the Veteran Student Services Advisory Committee who are veterans of the United States Military.

Section 1-2-80. Offices pertaining to community outreach.

(A) The student body president shall nominate a secretary of community outreach. The duties of the secretary of community outreach shall include, but are not limited to:

(1) Serving over a department of community outreach, if the student body president chooses to create such a department;

(2) Assisting the student body president in strengthening communication and collaboration between Student Government and community organization;

(3) And directing all community service activities of Student Government.
(B) The student body president may nominate a program director of Cocky’s Reading Express.

(C) The student body president may nominate a program director of Gamecock Pantry.

Section 1-2-90. Offices pertaining to environmental affairs.

(A) The student body president shall nominate a secretary of environmental affairs. The duties of the secretary of environmental affairs shall include, but are not limited to:

1. Serving over a department of environmental affairs, if the student body president chooses to create such a department;

2. Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to conservation, energy use, and environmental sustainability;

3. Advocating to the Director of Facilities the positions of the student body president and Student Government as a whole in relation to such issues;

4. Serving over the Student Sustainability Fund Committee;

5. And working closely with the Student Senate Environmental Affairs Committee to accomplish such work.

(B) The student body president shall nominate the following university committee members:

1. Two students to the Clean Carolina Committee;

2. And three students to the President’s Sustainability Council.

(C) The student body president may nominate the following miscellaneous Executive Cabinet members: eleven undergraduate students and three graduate students to the Student Sustainability Fund Committee.

Section 1-2-100. Offices pertaining to government relations.

(A) The student body president shall nominate a secretary of government relations. The duties of the secretary of government relations shall include, but are not limited to:

1. Serving over a department of government relations, if the student body president chooses to create such a department;

2. Assisting the student body president in strengthening communication and collaboration between Student Government and any local and state elected bodies;

3. And directing all lobbying activities of Student Government.
(B) The student body president may nominate a program director of the Congressional Advisory Board.

(C) The student body president may nominate a program director of the Legislative Advisory Board.

(D) The student body president may nominate the following miscellaneous Executive Cabinet members: five City of Columbia liaisons.

Section 1-2-110. Offices pertaining to safety and transportation.

(A) The student body president shall nominate a secretary of safety and transportation. The duties of the secretary of safety and transportation shall include, but are not limited to:

(1) Serving over a department of safety and transportation, if the student body president chooses to create such a department;

(2) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to campus development, parking, shuttle services, and student safety;

(3) Advocating to the Division of Law Enforcement and Safety and Parking Service the positions of the student body president and Student Government as a whole in relation to such issues;

(4) And working closely with the Student Senate Safety and Transportation Committee to accomplish such work.

(B) The student body president may nominate a program director of Walk Home Cocky.

(C) The student body president shall nominate the following university committee members:

(1) Two students to the Parking and Transit Advisory Committee;

(2) Three undergraduate students and one graduate student to the Parking Appellate Court;

(3) And two undergraduate students and two graduate students to the University Safety Committee.

Section 1-2-120. Offices pertaining to student services.

(A) The student body president shall nominate a secretary of student services. The duties of the secretary of student services shall include, but are not limited to:

(1) Serving over a department of student services, if the student body president chooses to create such a department;
(2) Assisting the student body president in the formulation of Student Government policies, initiatives, and projects pertaining to student affairs matters not under the jurisdiction of another department;

(3) Advocating to the Department of Student Affairs the positions of the student body president and Student Government as a whole in relation to such issues;

(4) And working closely with the Student Senate Student Services Committee to accomplish such work.

(B) The student body president may nominate a deputy secretary of campus health and wellness.

(C) The student body president may nominate a deputy secretary of dining services.

(D) The student body president may nominate a program director of the University of South Carolina Bucket List.

(E) The student body president shall nominate the following university committee members:

(1) Three students to the Disability Affairs Committee;

(2) Four undergraduate students and one graduate student to the Health Services Advisory Committee;

(3) Two first-year students to the Outstanding Advocate for First-Year Students Committee;

(4) And two students to the South Carolina Residency Appeals Committee.

Section 1-2-130. Offices pertaining to university relations.

(A) The student body president shall nominate a secretary of university relations. The duties of the secretary of university relations shall include, but are not limited to:

(1) Serving over a department of university relations, if the student body president chooses to create such a department;

(2) Assisting in the planning of the Student Government Awards Banquet and other student recognition activities;

(3) And assisting the student body president in matters related to university administration that are not under the jurisdiction of another department.

(B) The student body president shall nominate the following university committee members:

(1) Three students who reside in on-campus housing on the Horseshoe to the Horseshoe Historic Preservation Committee;
(2) Two students to the Orientation Committee;

(3) Two students who are enrolled in the South Carolina Honors College to the South Carolina Honors College Policy Committee;

(4) And four students to the Board of Student Publications and Communications.

**Section 1-2-140.** Other offices pertaining to general matters.

(A) The student body president shall nominate the following university committee members:

(1) The student body president to the Commencement Committee;

(2) And the student body president, student body vice president, and student body treasurer to the Student Trustee Liaison Committee.

(B) The student body president may nominate the following miscellaneous Executive Cabinet members: up to three simultaneous Student Government international ambassadors.

(1) International ambassadors shall be full-time students who are studying abroad during an upcoming academic semester, who shall compile a written report of the initiatives undertaken by the student government association at the institution where he or she is studying abroad, and who shall present his or her findings, upon return, to the Student Senate.

(2) The purpose of the international ambassadors program shall be facilitate the exchange of ideas between student governments at international universities and the University of South Carolina.

**Section 1-2-150.** Attorney general.

The student body president shall nominate an attorney general. The duties of the attorney general shall include, but are not limited to:

(A) Providing opinions on questions of constitutionality when solicited;

(B) Representing Student Government before the Constitutional Council in any and all hearings;

(C) Serving as a member of the Court of Impeachment in the event that impeachment proceedings are brought against the chief justice of the Constitutional Council;

(D) And assisting with the conducting of student body elections.

**Section 1-2-160.** Freshman Council advisors.

The student body president shall nominate two (2) Freshman Council advisors. The duties of the Freshman Council advisors shall include, but are not limited to:
(A) Assisting in the selection of Freshman Council members, according to the Freshman Council Charter.

(B) Planning the events, meetings, and organization of Freshman Council;

(C) And supervising the projects, initiatives, and other efforts of Freshman Council members.

Section 1-2-170. Executive Cabinet programs.

All Executive Cabinet programs under the jurisdiction of a program director shall exist through a charter, which shall be created by the initial director of the program and approved, through legislation, by a majority of the Student Senate. Such charters, once passed, shall be included in Chapter 6 of these Student Government Codes.

ARTICLE III. OFFICE OF THE STUDENT BODY VICE PRESIDENT

Section 1-3-10. Selection of staff.

(A) The student body vice president shall select a staff to carry out the duties of his or her office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

(B) The student body vice president shall select individuals to hold no less than three (3) but no more than six (6) staff positions. The creation of such staff positions and the selection of individuals to hold such staff positions shall not be subject to the approval of the Student Senate.

(C) The creation of additional staff positions by the student body vice president beyond six (6) staff positions shall require the approval of a majority of the Student Senate. For the creation of each subsequent position, the student body vice president shall transmit a report to the Student Senate, which shall include:

(1) The name of the position;

(2) The duties of the position;

(3) And a description of need for the position.

(D) This report shall be provided to all senators at least seven (7) calendar days prior to the vote on approval of the additional staff position.

(E) The student body vice president shall refer the staff position to the Student Senate Powers and Responsibilities Committee for review, which shall provide in response a favorable or not favorable report on the creation of the additional staff position prior to the vote on approval.
(F) Upon the approval of the Student Senate of the additional staff position, the student body vice president may select an individual to hold that position. This selection shall not be subject to the approval of the Student Senate.

**Section 1-3-15. Removal of staff.**

(A) Members of the staff of the student body vice president shall serve until the conclusion of the student body vice president’s term of office unless they are removed or resign from office.

(B) Members of the staff of the student body vice president may be removed from their position by the student body vice president at any time, but shall not be subject to impeachment by the Student Senate.

(C) When a staff member is removed by the student body vice president from a required position, the student body vice president must select an individual to fill that position within seven (7) calendar days of the initial vacancy.

**Section 1-3-20. Composition of staff.**

(A) The staff of the student body vice president must include the following positions, to be filled upon his or her inauguration:

(1) Chief of staff;

(2) Clerk;

(3) And sergeant-at-arms.

(B) The student body vice president may create additional staff positions. Recommended positions include:

(1) Coordinator of senator outreach;

(2) And two (2) legislative aides.

**Section 1-3-30. Duties of the chief of staff.**

(A) The duties of the chief of staff shall include, but are not limited to:

(1) Assisting in the selection of other members of the staff of the student body vice president;

(2) Supervising the staff of the student body vice president and ensuring that the duties of staff members required herein are fulfilled;

(3) Assisting in the selection and nomination of committee chairs, delegation chairs, and other positions as necessary;
(4) Assisting in the administration of the Student Senate, including membership, organization, and records;

(5) Managing all internal communication to and from the office of the student body vice president;

(6) Advising the student body vice president on legislation, appointments, projects, initiatives, and other aspects of the management of the Student Senate;

(7) Maintaining a record of the proceedings of the Student Senate while it is in session. The record shall be called the Student Senate Journal, shall follow the style of the Journal of the South Carolina Senate, shall be published on the Student Government website, and shall be maintained continuously in the Student Government digital records;

(8) Maintaining the minutes of the meetings of each standing Student Senate committee and delegation. These minutes shall be maintained continuously in the Student Government digital records;

(9) Meeting once weekly with the chief of staff to the student body president to facilitate communication, collaboration, and an acknowledgement of ongoing projects and initiatives;

(10) And attending the regular meetings of the Student Senate Rules Committee.

(B) Some duties of the chief of staff may be assumed by a legislative aide or a staff member holding a created position of a similar type.

Section 1-3-40. Duties of the clerk.

The duties of the clerk shall include, but are not limited to:

(A) Posting current copies of all legislation received to the Student Government Blackboard site and any other necessary locations, and regularly notifying senators of current legislation to be considered;

(B) Creating a floor-use copy of all Student Senate legislation, while maintaining a certified copy of each piece of legislation coupled with a status form intended to track the legislation throughout the legislative process;

(C) Transmitting Student Senate legislation to the chair of any committee to which it has been referred, thereafter retrieving legislation from the committee chairs for second reading;

(D) Compiling all amendments and apply those amendments to the legislation at all necessary points throughout the legislative process;
(E) Presenting all legislation passed by the Student Senate to the student body president and any other necessary individuals, and receiving any necessary legislative response from the office of the student body president;

(F) Reading, during the meetings of the Student Senate, received legislation, legislation placed on either reading calendar, amendments to legislation, communications from the student body president or treasurer, applications to the senate, and any other received documents or communications;

(G) And calling the roll at the beginning of each Student Senate meeting, making note of the late arrivals or early departures of senators during a meeting of the Student Senate, and maintaining an accurate docket of senator absences.

Section 1-3-50. Duties of the sergeant-at-arms.

The duties of the sergeant-at-arms shall include, but are not limited to:

(A) Serving as an assistant to the student body vice president for the purpose of maintaining order within the Student Senate Chambers;

(B) Enforcing the call for executive session by assuring that all individuals other than senators and the staff of the student body vice president have departed the Student Senate Chambers, making exceptions when necessary;

(C) Assuring that the Student Senate Chambers are adequately stocked with all materials needed for all sessions;

(D) And assisting senators on the floor of the Student Senate Chambers, managing documents and any other materials.

Section 1-3-60. Creation and maintenance of the Student Body Vice President’s Manual.

(A) The office of the student body vice president shall be responsible for creating and maintaining the Student Body Vice President’s Manual prior to the inauguration of the next student body vice president;

(B) The Student Body Vice President’s Manual shall include:

(1) Suggestions regarding transition procedures, including the selection of staff members and the nomination of committee chairs, delegation chairs, and committee members;

(2) An overview of certain Student Senate processes, such as those for legislation and appointments, including timelines and necessary actions on the part of the office of the student body vice president;

(3) An overview of the weekly duties and responsibilities of the student body vice president;
(4) An overview of the additional duties and responsibilities of the student body vice president, such as long-term tasks;

(5) An overview of the weekly duties and responsibilities of the staff of the student body vice president;

(6) An overview of the additional duties and responsibilities of the staff of the student body vice president;

(7) An overview of the Student Senate Rules of Procedure and reflections on their usage;

(8) An overview of the roles, responsibilities, and duties of committee and delegation chairs, as well as the president pro tempore;

(9) And any other relevant content that the student body vice president sees fit for inclusion.

ARTICLE IV. OFFICE OF THE STUDENT BODY TREASURER

Section 1-4-10. Selection of staff.

(A) The student body treasurer shall select a staff to carry out the duties of his or her office. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

(B) The student body treasurer shall select individuals to hold no less than one (1) but no more than two (2) staff positions. The creation of such staff positions and the selection of individuals to hold such staff positions shall not be subject to the approval of the Student Senate.

(C) The creation of additional staff positions by the student body treasurer beyond two (2) staff positions shall require the approval of a majority of the Student Senate. For the creation of each subsequent position, the student body treasurer shall transmit a report to the student body vice president, which shall include:

(1) The name of the position;

(2) The duties of the position;

(3) And a description of need for the position.

(D) This report shall be provided to all senators at least seven (7) calendar days prior to the vote on approval of the additional staff position.
(E) The student body vice president shall refer the staff position to the Student Senate Powers and Responsibilities Committee for review, which shall provide in response a favorable or not favorable report on the creation of the additional staff position prior to the vote on approval.

(F) Upon the approval of the Student Senate of the additional staff position, the student body treasurer may select an individual to hold that position. This selection shall not be subject to the approval of the Student Senate.

Section 1-4-15. Removal of staff.

(A) Members of the staff of the student body treasurer shall serve until the conclusion of the student body treasurer’s term of office unless they are removed or resign from office.

(B) Members of the staff of the student body treasurer may be removed from their position by the student body treasurer at any time, but shall not be subject to impeachment by the Student Senate.

(B) When a staff member is removed by the student body treasurer from a required position, the student body treasurer must select an individual to fill that position within seven (7) calendar days of the initial vacancy.

Section 1-4-20. Composition of staff.

(A) The staff of the student body treasurer must include the following position, to be filled upon his or her inauguration: chief of staff.

(B) The student body treasurer may create additional staff positions. A recommended position includes: coordinator of student comptroller outreach.

Section 1-4-30. Duties of the chief of staff.

(A) The duties of the chief of staff shall include, but are not limited to:

(1) Assisting in the selection of other members of the staff of the student body treasurer;

(2) Supervising the staff of the student body treasurer and ensuring that the duties of staff members required herein are fulfilled;

(3) Assisting in the selection and appointment of student comptrollers;

(4) Supervising the student comptrollers and ensuring that the duties of the student comptrollers required herein are fulfilled;

(5) Managing all internal communication to and from the office of the student body treasurer;
(6) And serving as the foremost advisor to the student body treasurer on Student Government budget preparation, organizational outreach, and recurring functions of the office of the student body treasurer in relation to budget matters.

(B) Some duties of the chief of staff may be assumed by a coordinator of comptroller outreach, or a staff member holding a created position of a similar type.

**Section 1-4-40.** Creation and maintenance of the *Student Body Treasurer’s Manual.*

(A) The office of the student body treasurer shall be responsible for creating and maintaining the *Student Body Treasurer’s Manual* prior to the inauguration of the next student body treasurer;

(B) The *Student Body Treasurer’s Manual* shall include:

1. Suggestions regarding transition procedures, including the selection of staff members and the nomination of student comptrollers, with reference to their application, interview, and confirmation;

2. An overview of certain executive processes, such as the general management of the student comptrollers, the preparation of the Student Government budget, and other budget procedures;

3. An overview of the weekly duties and responsibilities of the student body treasurer;

4. An overview of the additional duties and responsibilities of the student body treasurer, such as long-term tasks;

5. An overview of the weekly duties and responsibilities of the staff of the student treasurer;

6. An overview of the additional duties and responsibilities of the staff of the student body treasurer;

7. An overview of the roles, responsibilities, and duties of student comptrollers;

8. And any other relevant content that the student body vice president sees fit for inclusion.

**Section 1-4-50.** Additional duties.

(A) The Student Body Treasurer shall oversee the following:

1. Student Government program directors

2. Student Government Communications Team

(a) The duties of the communications director or press secretary shall include, but are not limited to:
(i) Promoting Student Government projects and initiative through external communications;

(ii) Managing external communication from the office of the Student Body Executive Officers, including drafting and sending of press releases;

(iii) Supervising external communication of Student Government

(iv) Serving as the foremost advisor to the Student Body Executive Officers on communications, media relations, public relations, and specific policy stances

(B) Some duties of the communications director or press secretary may be assumed by the communications team or deputy press secretaries.

ARTICLE V. STUDENT COMPTROLLERS

Section 1-5-10. Composition.

The student body treasurer shall nominate student comptrollers. These individuals shall enjoy the same general rights and privileges of all members of Student Government.

Section 1-5-20. Nomination and appointment.

The student body treasurer shall nominate no less than seven (7) but no more than twenty (20) student comptrollers. All required comptroller nominations must be made within fourteen (14) calendar days of the student body treasurer’s inauguration. The Student Senate may, by a majority vote, grant the student body treasurer an extended time to fill required positions.

Section 1-5-30. Removal.

(A) Student comptrollers may be removed from their position by the student body treasurer at any time or impeachment by the Student Senate.

(B) When a student comptroller holding a required position is removed by the student body treasurer or impeached by the Student Senate (i.e. when the number of student comptrollers falls below seven (7)), the student body treasurer must nominate within fourteen (14) calendar days an individual to fill that position. The Student Senate may, by a majority vote, grant the student body treasurer an extended time to fill required cabinet positions.

Section 1-5-40. Duties.

The duties of the student comptrollers shall include, but are not limited to:
(A) Attending a training session sponsored by the office of the student body treasurer and the Office of Student Organizations, the purpose of which will be to acquaint the student comptrollers with the funding process and the specifics of their role.

(B) Serving as the financial advisors to student organizations, assisting them in their understanding of relevant paperwork, deadlines, budget preparation processes, and the allocation and funding processes;

(C) Assisting the student body treasurer in ensuring that student organizations have all the resources needed to voice their desires for funding;

(D) Occasionally attending the meetings of the organizations to which they are assigned;

(E) Meeting, as necessary, with the treasurers of the organizations to which they are assigned in order to provide assistance on financial matters;

(F) And attending, as needed, budget hearings of the Student Senate Finance Committee at which organizations to which they are assigned are testifying in order to provide assistance on financial matters.

Section 1-5-50. Requirements.

Each organization that has previously requested funding shall be assigned a student comptroller, and organizations that are requesting funding for the first time shall be notified of this opportunity at the student organization treasurer’s workshops.
CHAPTER 2 – STUDENT SENATE

ARTICLE I. GENERAL PROVISIONS

Section 2-1-10. Responsibilities of student senators.

Senators shall be required to fulfill the following obligations:

(A) Attending and participating in regular and special sessions of the Student Senate;

(B) Attending and participating in weekly meetings of committees to which they have membership;

(C) And attending and participating in bi-weekly meetings of the delegation to which they have membership.

Section 2-1-12. In addition to the stated responsibilities, Senators shall be expected to attend Senate Session on weekly basis excluding:

(A) Up to three (3) unexcused absences per semester.

(B) An excused absence, given that the absent senator has contacted the Clerk of the Senate at least twenty-four (24) hours prior to Senate Session, providing any of the following reasons:

(1) University sponsored academic event, such as classes for credit, for which their attendance is required.

(2) Any other sponsored athletic event, for which their attendance is required.

(3) Any other University sponsored event, for which their attendance is required.

(4) Medical appointments for which the absent senator must be present, proof of which must be provided to the coordinator of Student Government within five (5) university operating days.

(5) Any non-University event approved, on a case-by-case basis, by the Rules Committee.

(C) Any absences due to other medical concerns which may not require an appointment but prevent the senator from attending the meeting, a private explanation for which the absent senator must submit to the coordinator of Student Government within five (5) university operating days.

Section 2-1-17. Enforcement of Absence Policy.

After two (2) unexcused absences, the Clerk will direct the President Pro tempore to contact and remind the absent Senator of the Student Senate attendance policy. The session after the third unexcused absence, the president pro tempore shall move to impeach the absent senator.
(A) The Student Senate shall meet in regular session each Wednesday at 5:30 PM during the spring and fall academic semesters, barring holidays, final examination weeks, and events that cause class cancellations.

(B) Meetings shall not last longer than two and one-half (2½) hours from the time that the Student Senate is called to order, unless two-thirds (2/3) of senators present and voting call for a continuance.

(C) Meetings shall be held in the Russell House Senate Chambers or another suitable location as determined by the student body vice president.

Section 2-1-20. Regular sessions.

(A) The Student Senate shall meet in regular session each Wednesday at 5:30 PM during the spring and fall academic semesters, barring holidays, final examination weeks, and events that cause class cancellations.

(B) Meetings shall not last longer than two and one-half (2½) hours from the time that the Student Senate is called to order, unless two-thirds (2/3) of senators present and voting call for a continuance.

(C) Meetings shall be held in the Russell House Senate Chambers or another suitable location as determined by the student body vice president.

Section 2-1-30. Special sessions.

(A) The Student Senate shall meet in special session when called together at the discretion of the student body president or, in the event of pressing business, at the discretion of the student body vice president. Other special sessions may be called upon agreement of two-thirds (2/3) of all senators.

(B) All special sessions shall be scheduled by the student body vice president three (3) calendar days prior to their occurrence.

Section 2-1-40. Executive sessions.

(A) The Student Senate shall meet in executive session upon a majority vote of senators present and voting during any regular or special session.

(B) The Student Senate shall meet in executive session only for purposes which are stated as legal under the South Carolina Freedom of Information Act, which include:

(1) Matters concerning personnel;

(2) Contract negotiations or receipt of legal advice;
(3) Subjects of security;

(4) And investigations of allegations involving criminal conduct.

(C) Prior to the Student Senate entering into executive session, the student body vice president shall announce publicly the purpose of the executive session. Then, the Senate Chambers shall be cleared of all non-senators, excluding the student body vice president, the chief of staff to the student body vice president, the clerk of the Student Senate, the sergeant-at-arms, and any other individual(s) asked to remain through a majority vote of senators present and voting.

(D) If the student body vice president, the chief of staff to the student body vice president, the clerk of the Student Senate, or the sergeant-at-arms are the subject of the executive session, they must recuse themselves from their duties and exit the Senate Chambers unless asked to remain through a majority vote of senators present and voting prior to the executive session.

(E) The Student Senate may end any executive session upon a majority vote of senators present and voting.

Section 2-1-50. Quorum.

(A) Quorum shall be required for any meeting of the Student Senate or any Student Senate committee.

(B) Quorum shall be defined for any meeting of the Student Senate as a majority of all senators in office and shall be defined for any meeting of a Student Senate committee as three (3) voting members.

(C) If, for any reason, the number of senators present during an ongoing meeting of the Student Senate falls below a majority of those in office, the student body vice president shall call for adjournment or for a recess in order to regain quorum.

(D) If, for any reason, the number of senators present during an ongoing meeting of a Student Senate committee falls below three (3), the committee chair shall call for adjournment or for a recess in order to regain quorum.

Section 2-1-60. Order of business.

(A) The order of business of the Student Senate shall be as follows:

(1) Call to order;

(2) Moment of reflection and Pledge of Allegiance;

(3) Call of the roll;
(4) Approval of the previous Senate Journal;

(5) General orders;

(a) Committee reports;

(b) Delegation reports, as needed;

(c) Report of the Residence Hall Association;

(d) Report of the Freshman Council;

(e) Report of the Constitutional Council;

(f) Report of the student body treasurer;

(g) And report of the student body president.

(6) Special orders;

(a) Executive nominations received, as needed;

(b) And Student Senate applications received, as needed.

(7) Motion period;

(8) First reading calendar;

(9) Second uncontested reading calendar;

(10) Second contested reading calendar;

(11) Open discussion period;

(12) Announcement period;

(13) And adjournment.

(B) The student body vice president shall lead the transition from one item of business to the next, calling for motions as necessary.

(C) The Student Senate may amend the Rules of Procedure by a two-thirds vote of senators in office.

Section 2-1-70. Rules of Procedure.
(A) The Student Senate shall, during the first regular session of each term, approve the Student Senate Rules of Procedure by a majority vote of those senators in office.

(B) All processes and procedures described in Chapter 2 of the Student Government Codes shall be undertaken pursuant to the Student Senate Rules of Procedure.

ARTICLE II. PRESIDENT PRO TEMPORE

Section 2-2-10. Election.

(A) The election of the president pro tempore of the Student Senate shall occur during the first regular session of each term. Any senator shall be eligible to serve as president pro tempore.

(B) The election of the president pro tempore shall occur through a roll call vote. The candidate receiving the most votes shall be elected. In the event of a tie, a new roll call vote shall be taken involving only the candidates tied for the most votes.

(C) If the president pro tempore is no longer able to fulfill his or her roles and responsibilities, the Student Senate shall elect a new president pro tempore following the same process as defined for the initial election of the president pro tempore.

Section 2-2-20. Roles and responsibilities.

The roles and responsibilities of the president pro tempore shall be as follows:

(A) The president pro tempore shall be a senator with full voting rights;

(B) The president pro tempore shall preside over the Student Senate in the absence of the student body vice president, or when the student body vice president is momentarily unable to fulfill his or her duties as the presiding officer of the Student Senate. In such a case, the president pro tempore shall assume all powers and responsibilities of the student body vice president while maintaining full voting rights as a senator. In the event that the president pro tempore cannot preside over the Student Senate in the absence of the student body vice president, the vice-chair of the Rules Committee shall do so and shall assume the same powers and responsibilities;

(C) The president pro tempore shall serve as the chair of the Rules Committee and the Summer Advisory Committee;

(D) The president pro tempore shall assist the student body vice president in organizing the annual Student Senate retreat;

(E) And the president pro tempore shall serve as the Student Senate liaison to the Faculty Senate. He or she shall attend meetings of the Faculty Senate and, from time to time, provide a report on
Student Government projects and initiatives. He or she shall inform the Student Senate of any information obtained during Faculty Senate meetings.

ARTICLE III. COMMITTEES

Section 2-3-10. Purpose.

Committees shall exist for the purposes of, but not limited to:

(A) Considering legislation and nominations;

(B) Working on projects and initiatives;

(C) And performing research and acting as a reference on topics falling within their jurisdiction.

Section 2-3-20. Appointment of committee chairs.

(A) The student body vice president shall nominate committee chairs prior to the first regular session of each term, or as needed when vacancies occur.

(B) The confirmation of such nominations shall require a majority vote of senators in office.

Section 2-3-30. Responsibilities of committee chairs.

Senators appointed to serve as committee chairs shall be required to fulfill the following obligations:

(A) Organizing and administering their respective committee, which includes calling regular weekly meetings;

(B) Providing notice of all committee meeting times and conducting all committee meetings openly;

(C) Providing a weekly report to the Student Senate of the activity of their committee;

(D) Receiving from the clerk of the Student Senate all legislation and nominations that have been referred to their committee;

(E) Leading their committee in the review of all legislation and nominations that have been referred to their committee;

(F) Returning to the clerk of the Student Senate all legislation and nominations that have been referred to their committee, including the committee’s report on and any amendments to the legislation;

(G) Attending and participating in Rules Committee meetings;
(H) And maintaining open communication with any and all associates on the Executive Cabinet or within university administration.

Section 2-3-40. Election of committee vice-chairs.

(A) Each committee shall elect, at the soonest possible committee meeting, its own vice-chair upon the beginning of each term or whenever a vacancy arises.

(B) The election of the vice-chair of each committee shall occur through a roll call vote during the committee meeting. The candidate receiving the most votes shall be elected. In the event of a tie, a new roll call vote shall be taken involving only the candidates tied for the most votes.

Section 2-3-50. Responsibilities of committee vice-chairs.

Senators elected to serve as committee vice-chairs shall be required to fulfill the following obligations:

(A) Recording the minutes for each meeting of their committee and submitting those minutes to the office of the student body vice president on a weekly basis;

(B) Assisting the chair of their committee in the organization and administration of the committee;

(C) And presiding over their committee in the absence of the committee chair.

Section 2-3-60. Appointment of committee members.

(A) The student body vice president shall nominate each senator to at least one committee prior to the first regular session of each term, or as needed when vacancies occur.

(B) The confirmation of such nominations shall require a majority vote of senators present and voting.

(C) Following the initial nomination and appointment of members to committees, any senator may motion during a general session of the Student Senate to be added to or removed from a committee, which shall require a majority vote of senators in office.

Section 2-3-70. Responsibilities of committee members.

Senators appointed to serve as committee members shall be required to fulfill the following obligations:

(A) Regularly attending and participating in the meetings of their committee;

(B) Regularly voting on legislation and nominations referred to their committee;
(C) Assisting with projects, initiatives, and research conducted by their committee;

(D) And maintaining communication with the chair and vice-chair of their committee.

**Section 2-3-80. Rules Committee.**

(A) There shall be a Rules Committee whose voting membership shall be composed of the chairs of all standing committees or, in the absence of committee chairs, the vice-chairs of their respective committees, as well as the student body vice president as an ex-officio member.

(B) The duties of the Rules Committee shall include:

1. Providing guidance for the Student Senate;
2. Advising and assisting the student body vice president and his or her staff with their duties;
3. Providing for accountability in the Student Senate, ensuring that the Rules of Procedure are being upheld;
4. Having jurisdiction over legislation related to the Rules of Procedure;
5. Having jurisdiction over projects, initiatives, events, and research related to the general administration of the Student Senate.

(C) And reviewing legislation prior to its first reading during the general Student Senate session.

**Section 2-3-90. Academics Committee.**

(A) There shall be an Academics Committee.

(B) The duties of the Academics Committee shall include:

1. Encouraging academic integrity amongst students;
2. Maintaining open communication with the provost and the Faculty Senate;
3. Having jurisdiction over legislation and nominations related to academic matters;
4. And having jurisdiction over projects, initiatives, events, and research related to academic matters.

**Section 2-3-100. Athletics Committee.**

(A) There shall be an Athletics Committee.

(B) The duties of the Athletics Committee shall include:
(1) Encouraging school spirit amongst students;

(2) Maintaining open communication with the University Athletics Department and other university departments related to athletic matters;

(3) Having jurisdiction over legislation and nominations related to athletic matters;

(4) Having jurisdiction over projects, initiatives, events, and research related to athletic matters;

(5) And organizing the repainting of the Gamecock on Greene Street every year the week before Homecoming.

Section 2-3-110. Environmental Affairs Committee.

(A) There shall be an Environmental Affairs Committee.

(B) The duties of the Environmental Affairs Committee shall include:

(1) Encouraging energy and resource conservation amongst students;

(2) Maintaining open communication with university departments related to environmental matters;

(3) Having jurisdiction over legislation and nominations related to environmental matters;

(4) And having jurisdiction over projects, initiatives, events, and research related to environmental matters.

Section 2-3-120. Finance Committee.

(A) There shall be a Finance Committee.

(B) The duties of the Finance Committee shall include:

(1) Making recommendations to the Student Senate for the purpose of funding allocations to student organizations.

(2) Having jurisdiction over legislation related to financial matters and nominations made by the student body treasurer;

(3) Having jurisdiction over projects, initiatives, events, and research related to financial matters.

(4) And other duties included in Chapter 3 of the Student Government Codes.

Section 2-3-130. Judiciary Committee.
(A) There shall be a Judiciary Committee.

(B) The duties of the Judiciary Committee shall include:

(1) Serving as the Court of Impeachment when necessary;

(2) Having jurisdiction over legislation and nominations related to judicial matters. This shall include a broad jurisdiction over legislation intended to alter the Student Government Codes or call for a referendum to alter the Student Government Constitution, with the exception of those related to financial matters;

(3) And having jurisdiction over projects, initiatives, events, and research related to judicial matters.

Section 2-3-140. Multicultural Affairs Committee.

(A) There shall be a Multicultural Affairs Committee.

(B) The duties of the Multicultural Affairs Committee shall include:

(1) Encouraging awareness of campus diversity amongst students;

(2) Maintaining open communication with university departments related to multicultural or diversity matters;

(3) Having jurisdiction over legislation and nominations related to multicultural or diversity matters;

(4) And having jurisdiction over projects, initiatives, events, and research related to multicultural or diversity matters.

Section 2-3-150. Powers and Responsibilities Committee.

(A) There shall be a Powers and Responsibilities Committee.

(B) The duties of the Powers and Responsibilities Committee shall include:

(1) Encouraging leadership amongst students;

(2) Maintaining open communication with university departments related to student leadership;

(3) Having jurisdiction over legislation related to internal Student Senate matters, excluding the Rules of Procedure, and nominations not falling within the jurisdiction of any other committee;
(4) Having jurisdiction over projects, initiatives, events, and research related to internal Student Senate or student leadership matters;

(5) Recruiting students to apply for vacant Student Senate seats, conducting the interview and consideration process for such applicants, nominating selected individuals to fill vacant Student Senate seats, and assisting with the transition of newly confirmed senators;

(6) And annually submitting legislation intended to reapportion Student Senate districts for the purpose of election based on the recommendations of the Elections Commission.

Section 2-3-160. Safety and Transportation Committee.

(A) There shall be a Safety and Transportation Committee.

(B) The duties of the Safety and Transportation Committee shall include:

(1) Encouraging awareness of matters related to campus safety and transportation amongst students;

(2) Maintaining open communication with university departments related to campus safety and transportation matters;

(3) Having jurisdiction over legislation and nominations related to campus safety and transportation matters;

(4) And having jurisdiction over projects, initiatives, events, and research related to campus safety and transportation matters.

Section 2-3-170. Student Services Committee.

(A) There shall be a Student Services Committee.

(B) The duties of the Student Services Committee shall include:

(1) Encouraging awareness of university and Student Government services available to students;

(2) Maintaining open communication with the Director of Student Life and the Vice President of Student Affairs, as well as other university departments related to matters of student services;

(3) Having jurisdiction over legislation related to general student affairs issues not falling within the jurisdiction of any other committee and nominations related to student services matters;

(4) Having jurisdiction over projects, initiatives, events, and research related to academic matters.

(5) And planning and promoting the Student Government Blitz Week each year and conducting a Blitz Week student survey.
Section 2-3-180. Special committees.

(A) The student body vice president may propose to the Student Senate the creation of any special committee to address a singular, specific issue as needed.

(B) The Student Senate may create any special committee through the passage of a Resolution, so long as a specific time frame for the dissolution of the special committee is noted.

(C) A special committee may review the respective issue for which it was created, but legislation or nominations shall not be referred to any special committee.

(D) The nomination, appointment, and election of special committee chairs, vice-chairs, and members shall occur through the same process as defined for standing committees.

Section 2-3-190. Summer Advisory Committee.

(A) There shall exist a Summer Advisory Committee.

(B) The Summer Advisory Committee shall consist only of senators who shall be present in the Columbia area for the majority of the summer semester;

(C) The nomination, appointment, and election of the vice-chair and members of the Summer Advisory Committee shall occur through the same process as defined for standing committees.

(D) The Summer Advisory Committee shall serve from the adjournment of the Student Senate at the conclusion of the final regular session of the spring semester and until the Student Senate reconvenes for the first regular session of the following fall semester.

(E) The duties of the Summer Advisory Committee shall include:

(1) Compiling a monthly report that details decisions and actions of university administration, the student body president, the student body vice president, the student body treasurer, and other Student Government bodies in regard to issues that affect the student body;

(2) Dispersing the monthly report to all senators and requesting feedback in the form of opinions, comments, or suggestions;

(3) Compiling all feedback received from senators within one week of the dispersal of each monthly report;

(4) And providing a monthly feedback report to the student body president, student body vice president, and student body treasurer.

Section 2-3-200. Requirements and exceptions.
(A) No committee may contain less than four (4) members at any time.

(B) The Finance Committee may not contain less than eight (8) members at any time.

(C) The Judiciary Committee may not contain less than five (5) members at any time.

(B) No senator may serve simultaneously on both the Finance and Judiciary Committees.

ARTICLE IV. DELEGATIONS

Section 2-4-10. Purpose.

Delegations shall exist for the purposes of:

(A) Connecting senators with their constituents;

(B) And working on projects and events used to increase awareness of Student Government services and opportunities.

Section 2-4-20. Election of delegation chairs.

(A) Each delegation shall elect, at the soonest possible delegation meeting, its own chair upon the beginning of each term or whenever a vacancy arises.

(B) The election of the chair of each delegation shall occur through a roll call vote during the delegation meeting. The candidate receiving the most votes shall be elected. In the event of a tie, a new roll call vote shall be taken involving only the candidates tied for the most votes.

Section 2-4-30. Responsibilities of delegation chairs.

Senators elected to serve as delegation chairs shall be required to fulfill the following obligations:

(A) Organizing and administering their respective delegation, which includes calling regular bi-weekly meetings;

(B) Providing notice of all delegation meeting times and conducting all delegation meetings openly;

(C) Providing a regular report to the Student Senate of the activity of their delegation;

(D) Regularly attending and participating in Delegation Steering Committee meetings;

(E) Monitoring the outreach and organization visitation efforts of senators who are members of their delegation, and regularly reporting this information to the student body vice president or a member of his or her staff;
(F) Leading the development of events or projects with the purpose of increasing awareness of Student Government services and opportunities amongst their constituents;

(G) And recording the minutes for each meeting of their delegation and submitting those minutes to the student body vice president’s chief of staff on a bi-weekly basis.

**Section 2-4-40.** Responsibilities of delegation members.

Senators appointed to serve as delegation members shall be required to fulfill the following obligations:

(A) Regularly attending and participating in the meetings of their delegation;

(B) Visiting student organizations for the purpose of outreach;

(C) Assisting with projects, initiatives, and research conducted by their delegation;

(D) And maintaining communication with the chair of their delegation.

**Section 2-4-50.** Delegation Steering Committee.

(A) There shall be a Delegation Steering Committee whose membership shall be composed of the chairs of all delegations.

(B) The duties of the Delegation Steering Committee shall include:

1. Providing guidance for the Student Senate in relation to outreach efforts;

2. Advising and assisting the student body vice president and his or her staff with their duties as they pertain to Student Senate outreach;

3. Discussing upcoming events and projects related to Student Senate outreach;

4. And determining overarching strategies and procedures for Student Senate outreach.

**ARTICLE V. LEGISLATIVE PROCESS**

**Section 2-5-10.** Introduction.

(A) Any senator may write, submit, or introduce legislation.

(B) All legislation should be submitted to the Rules Committee for review. During their committee meeting, the Rules Committee will ensure that the submitted legislation:
(1) Adheres to the proper rules regarding formatting;

(2) Is free of spelling and grammatical errors;

(3) And has been assigned a Student Body Legislation (SBL) number.

(C) Following this review, the submitted legislation shall be added to the first reading calendar.

(D) If legislation is not submitted to the Rules Committee for review, it must be submitted to the office of the student body vice president at least one (1) business day prior to the next regular Student Senate session. In this case, a senator must introduce the legislation and motion for it to be added to the first reading calendar.

**Section 2-5-20. First reading calendar.**

(A) All legislation on the first reading calendar shall be read across the desk.

(B) Senators shall be allowed to speak on the legislation upon the first reading.

**Section 2-5-30. Referral to committee(s).**

(A) Following the first reading of legislation, the student body vice president shall assign the legislation to the appropriate standing committee(s) for review for one (1) week or until the next scheduled Student Senate meeting.

(B) Legislation shall be considered received by a committee when the committee receives a written copy of the legislation at the committee’s scheduled meeting time.

(C) The committee to which the legislation was assigned shall issue a report – favorable, unfavorable, or favorable with amendment – on the legislation at the next scheduled Student Senate meeting following their review.

(D) The report of the committee on the legislation shall have no impact on its progression to the second reading calendar.

(E) Legislation may be recommitted to a committee or committees at any time prior to second reading of the legislation.

**Section 2-5-40. Second reading calendar.**

(A) Following the report of the standing committee(s) to which the legislation was referred, the legislation shall be added to the second uncontested reading calendar.

(B) If a senator has objected to the legislation, then the legislation shall be placed on the second contested reading calendar.
(C) All legislation on the second uncontested or contested reading calendars shall be read across the desk.

(D) Senators shall be allowed to speak on the legislation upon the second reading.

(E) A period of debate shall be held prior to the vote on any legislation placed on the second contested reading calendar.

Section 2-5-50. Amendment.

(A) Legislation may be amended at any point during the legislative process in the following ways:

(1) A senator may submit a formal amendment form to the office of the student body vice president at least one (1) business day prior to a regular Student Senate session and may motion to have that amendment read across the desk;

(2) A senator may motion to make an informal amendment to legislation;

(3) Or a committee may, through their review of legislation, submit a favorable with amendment report on the legislation.

(B) When an amendment has been submitted to the desk or introduced, the legislation in question shall not be amended until:

(1) The primary sponsor of the legislation has accepted the amendment as friendly;

(2) Or a majority of senators in office vote to do so.

(C) If an amendment is considered hostile by the primary sponsor of the Bill, the legislation shall not be amended unless a majority of senators in office vote to do so.

Section 2-5-60. Passage by the Student Senate.

(A) Following the second reading of legislation, the Student Senate may pass the legislation by a majority vote of senators in office.

(B) Upon passage by the Student Senate, Resolutions shall be sent to the office of the student body vice president for ratification through signature by the student body vice president.

(C) If legislation fails to receive passage, it shall be removed from the second uncontested or contested reading calendar.

Section 2-5-70. Passage or veto by student body president.

(A) Upon passage by the Student Senate, Bills shall be sent to the student body president for review.
(B) The student body president shall have fourteen (14) calendar days to sign or veto any Bill. At this point in time, the Bill shall be considered signed by the student body president if not yet signed or vetoed.

Section 2-5-80. Overrides of presidential vetoes.

The Student Senate may, with a two-thirds vote of senators in office, override the veto of any Bill by the student body president.

Section 2-5-90. Passage or veto by university administration.

(A) When a Bill has been signed by the student body president or when the veto of a Bill by the student body president has been overridden by the Student Senate, the office of the student body vice president shall then deliver the Bill to university administration for review.

(B) A Bill shall be considered fully passed and become Act when it has been signed by the president of the university.

Section 2-5-100. Requirements and exceptions.

(A) Legislation on the first reading calendar may be passed by acclamation.

(B) Any legislation allocating funds if passed shall require a roll call vote.

ARTICLE VI. APPOINTMENT PROCESS

Section 2-6-10. Nomination.

(A) All nominations made by the student body president, student body vice president, or student body treasurer shall be submitted to the office of the student body vice president at least one (1) business day prior to a regular Student Senate session.

(B) All nominations made by the student body president, student body vice president, or student body treasurer shall be submitted in the form of a letter that must include:

(1) The title of the position;

(2) The status of the position (cabinet secretary, etc.);

(3) A description of need for the position, if that position is not required;

(4) The name of the nominee;

(5) And a statement of support for the nominee.
(C) Once a nomination is reviewed and approved for the necessary components by the office of
the student body vice president, and communicated to all senators, it may be read across the desk
during the regular Student Senate session.

Section 2-6-20. Referral to committee(s).

(A) Following the reading across the desk of the nomination, the student body vice president shall
assign the nomination to the appropriate standing committee(s) for review for one (1) week or until
the next scheduled Student Senate meeting.

(B) Nominations shall be considered received by a committee when the committee receives a
written copy of the nomination letter at the committee’s scheduled meeting time.

(C) The committee to which the nomination was assigned shall interview the nominee and issue a
report – favorable or unfavorable – on the nomination at the next scheduled Student Senate meeting
following their review.

Section 2-6-30. Confirmation.

Following the report of the standing committee(s) to which the nomination was referred, the
nomination may be confirmed upon the motion of a senator and the approval of a majority of
senators in office.

Section 2-6-40. Requirements and exceptions.

(A) The report of any committee(s) on a nominee shall have no impact on the right of any senator
to motion for the confirmation of that nominee.

(B) For university committee nominations, the nomination letter need only include:

(1) The title of the position;
(2) The status of the position (university committee member, etc.);
(3) And the name of the appointee;

(C) For university committee nominations, no committee referral or interview shall be required.

(D) University committee nominations may be confirmed any time after they are read across the
desk. Time limitations shall not apply to the approval process for such nominations.

ARTICLE VII. APPLICATION PROCESS

Section 2-7-10. Application.
(A) Applications shall be made available by the office of the student body vice president to the general student body for all Student Senate seats.

(B) When applications are received for Student Senate seats which are not vacant, they shall be read across the desk at the next regular Student Senate session and kept on file by the office of the student body vice president for later use.

(C) When applications are received for Student Senate seats which are vacant, they shall be reviewed by the office of the student body vice president and read across the desk at the next regular Student Senate session.

Section 2-7-20. Referral to committee.

(A) Following the reading of an application for a vacant Student Senate seat, the student body vice president shall assign the application to the Powers and Responsibilities Committee for review for one (1) week or until the next scheduled Student Senate meeting.

(B) Applications shall be considered assigned to a committee when the committee receives a written copy of the application at the committee’s scheduled meeting time.

(C) The Powers and Responsibilities Committee shall interview the applicant and issue a report – favorable or unfavorable – on the applicant at the next scheduled Student Senate meeting following their review.

Section 2-7-30. Confirmation.

Following the report of the Powers and Responsibilities Committee, the applicant may be confirmed upon the motion of a senator and the approval of a majority of senators in office.

Section 2-7-40. Requirements and exceptions.

(A) The Powers and Responsibilities Committee must consider all applications received for vacant Student Senate seats once they have been read across the desk and referred to the committee.

(B) The Powers and Responsibilities Committee shall not be required to issue a favorable report on an applicant, even if there is just one application for the vacant Student Senate at that time.

(C) The report of the Powers and Responsibilities Committee on an applicant shall have no impact on the right of any senator to motion for the confirmation of that applicant.

(D) Any applications received between the filing day for student body elections and the inauguration of new senators must be confirmed by a two-thirds majority of senators in office.

ARTICLE VIII. IMPEACHMENT PROCESS
Section 2-8-10. Eligibility.

Student Government members eligible for impeachment shall include any individual who is elected or whose appointment requires nomination by the student body president, student body vice president, or student body treasurer and subsequent confirmation by the Student Senate.

Section 2-8-20. Court of Impeachment.

(A) The Court of Impeachment shall consist of at least six (6) members, including all members of the Judiciary Committee and, as a non-voting member, the chief justice of the Constitutional Council.

(B) The chief justice of the Constitutional Council shall sit as the chair of the Court of Impeachment.

Section 2-8-30. Articles of impeachment.

(A) Articles of impeachment may be brought by any student enrolled at the University of South Carolina – Columbia.

(B) Articles of impeachment shall be considered received when they are submitted to the clerk of the Student Senate.

Section 2-8-40. Charges of impeachment.

(A) The chief justice of the Constitutional Council shall call the Court of Impeachment to order within ten (10) working days of the receipt of articles of impeachment in order to consider the articles.

(B) The Court of Impeachment may issue charges of impeachment by a two-thirds vote.

(C) Charges for impeachment may include, but are not limited to:

(1) Conviction of a criminal act by local, state, or federal courts;

(2) A violation of the Student Government Oath of Office;

(3) Academic dishonesty, as determined by an official university body or department;

(4) Or a failure to maintain the academic requirements of the office.

Section 2-8-50. Trial of impeachment.

(A) If the Court of Impeachment issues charges of impeachment, a trial of impeachment shall be held at the next regular Student Senate meeting or within ten (10) working days of the charges of impeachment.
(B) The Student Senate may issue a conviction of the impeached party by a two-thirds vote of senators in office.

**Section 2-8-60. Requirements and exceptions.**

(A) If impeachment charges are brought against the chief justice of the Constitutional Council, the attorney general shall sit as the chair of the Court of Impeachment.

(B) If impeachment charges are brought against any member of the Judiciary Committee, that member shall not sit on the Court of Impeachment. If such charges cause the membership of the Court of Impeachment to fall below six (6) members, the student body vice president shall nominate another senator to be seated on the Judiciary Committee pursuant to the standard process for committee member nomination.

(C) If impeachment charges are brought against a senator who is not a member of the Judiciary Committee, that senator shall not vote during the trial of impeachment.

(D) If impeachment charges are brought against the student body vice president, the president pro tempore of the Student Senate shall assume the duties of the student body vice president for the duration of the impeachment process.
CHAPTER 3 – FUNDS, BUDGETS, AND ALLOCATIONS

ARTICLE I. GENERAL PROVISIONS

Section 3-1-10. Scope.

These codes shall apply to Student Government and all registered undergraduate student organizations at the University of South Carolina-Columbia. For all graduate, pharmacy, and law appropriations, refer to their respective financial guidelines.

Section 3-1-20. Definitions.

(A) A “Student Organization” shall be defined as any undergraduate organization that has been registered as an official university organization.

(B) A “Dialogue” shall be defined as a Student Senate Finance Committee-Student Organization dialogue event which includes a brief presentation concerning requested funds to the Student Organization from the Student Senate Finance Committee, followed by a question and answer session between the Student Senate Finance Committee and Student Organization.

(C) “Accepted Forms of Documentation” shall refer to the published guide which lists clarifications and examples of price quotes that the Student Senate Finance Committee will accept. All costs in budget requests must show supporting documentation and price quotes. This guide should be published by the Student Senate Finance Committee by the first day of class of the fall academic semester.

ARTICLE II. AUTHORITY OF FUNDING

Section 3-2-10. Determination of funds available.

The Board of Trustees shall determine the funds available for Student Government and Student Organizations. This amount shall be based on projected tuition and fee collections for the next fiscal year.

Section 3-2-20. Authority for the funding of Student Organizations.

The vice president of student affairs, or his or her designee, shall determine the funds available for allocation prior to that allocation for the next fiscal year. All organizations shall be divided into five categories: undergraduate, graduate, law, medical and pharmacy. The amount of funding available for each category shall be based on student enrollment. Funds in these classifications shall be assigned as follows:

<table>
<thead>
<tr>
<th>Series</th>
<th>Funded Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>D300-D399</td>
<td>Undergraduate Student Organizations</td>
</tr>
<tr>
<td>D600-D699</td>
<td>Graduate School Organizations</td>
</tr>
</tbody>
</table>
Section 3-2-30. Authority for the funding of Student Government.

The vice president of student affairs shall project the amount of funds available for allocation to Student Government from tuition and fees available. This amount shall be known as the Student Government budget. The amount shall be determined by adjusting the previous fiscal year fee based on the projected increase or decrease in enrollment. Student Government will be assigned fund numbers within the following series:

<table>
<thead>
<tr>
<th>Series</th>
<th>Funded Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>D002-D019</td>
<td>Student Government</td>
</tr>
</tbody>
</table>

ARTICLE III. STUDENT SENATE FINANCE COMMITTEE

Section 3-3-10. Membership.

(A) In addition to membership as defined in Chapter 2 of these Student Government Codes, the Student Senate Finance Committee shall consist of:

(1) At least one member of the minority student population as defined by standing University policies;

(2) The student body treasurer as an ex-officio member;

(3) And the coordinator of Student Organizations as an ex-officio member.

(B) Additionally, the chair of the Student Senate Finance Committee shall reserve the right to call for the recusal of voting rights for members who have been deemed by the committee to have a conflict of interest at a specific time.

Section 3-3-20. Quorum.

(A) Quorum for the Student Senate Finance Committee shall be defined as the majority of existing Student Senate Finance Committee members.

(B) The chair of the Student Senate Finance Committee shall reserve the right to take appropriate action up to and including removing members who are deemed to have a conflict of interest for the questions at hand. If this causes quorum not to stand, the committee shall not proceed until quorum has been regained.

Section 3-3-30. Responsibilities.
The responsibilities of the Student Senate Finance Committee shall include, but are not limited to:

(A) Providing information to all Student Organizations on approved methods for budgeting and the Student Government allocation process;

(B) Individually reviewing and acting on budget requests from any Student Organizations, as well as Student Government;

(C) Serving in an advisory role through the student body president and the Student Trustee Liaison Committee to advise the vice president of student affairs, the University president, and the Board of Trustees on all matters pertaining to the use of student tuition and fees;

(D) And setting and publishing at the beginning of the fall academic semester:

(1) An updated list of acceptable forms of documentation;

(2) A sample timeline for Student Organization budget requests, including appeals and the introduction of subsequent legislation to the Student Senate;

(3) The publication date of the Student Senate Finance Committee’s initial recommendations (at least seventy-two (72) hours prior to consideration by the Student Senate) which will be publicized through the Student Organization System (SOS), and sent to organizations’ official email addresses and The Daily Gamecock newspaper;

(4) A due date for any appeals to the Student Senate Finance Committee’s initial recommendations, which shall occur at least forty-eight (48) hours before the Student Senate Finance Committee presents its recommendations to the Student Senate, and must take into consideration the needed time for the Student Senate Finance Committee to consider all such appeals;

(5) And the date and time the Student Senate Finance Committee will present its recommendations to the Student Senate in the form of legislation.

Section 3-3-40. Votes.

A majority vote of committee members present and voting shall determine the decision on all budget requests. Should the voting members reach a tie, the chair shall make the final decision.

ARTICLE IV. FUNDING REQUEST PROCESS

Section 3-4-10. Eligibility for the request of funds by Student Organization.

Allocations will be done on a rolling basis throughout the semester. To be considered for funding, a Student Organization must:
(A) Request funding from Student Government as outlined in these codes and by the timeline set by the Student Senate Finance Committee;

(B) Make such a request at least five Student Senate Finance Committee meetings prior to the event. End-of-semester requests must be made three weeks before the final Student Senate session of each semester;

(C) Make such a request within the fiscal year, beginning July 1;

(D) Reflect with its budget requests actual prices as opposed to projected cost. All costs must show supporting documentation quotes. Acceptable Forms of Documentation are at the discretion of the Student Senate Finance Committee, will be published at the beginning of the fall academic semester, and will be available for public review;

(E) Send an executive officer (or representative) to the Student Organizations’ treasurer’s workshop and pick up a Student Organization finance information packet from the office of Student Government;

(F) And acknowledge and be aware that all materials printed with funds received must include the Student Government logo, and present an example for Student Senate Finance Committee approval.

Section 3-4-20. Budget preparation and submission.

Each Student Organization directly funded through the Student Senate shall submit its budgets through the staff advisor to the chair of the Student Senate Finance Committee. Each submission must occur at least five Student Senate Finance Committee meetings prior to the event and no later than three weeks before the final Student Senate session of each semester or session. Budgets that require approval by the Student Senate shall be submitted in the format detailed in the Treasurer's Manual. Budgets shall be prepared with regard to the fiscal year beginning July 1.

Section 3-4-30. Budget approval.

Each budget submitted by a Student Organization must have prior approval of that Organization’s executive leadership. The Student Senate Finance Committee will be the approval authority of the submitted budget.

ARTICLE V. FUNDING ALLOCATION PROCESS

Section 3-5-10. Allocation of fees available.

The Student Senate shall allocate funds to Student Organizations based on the recommendations of the Student Senate Finance Committee following its review of all budget requests from Student Organizations.

Section 3-5-20. Eligibility for the receipt of funds by Student Organizations.
In order to receive funding, Student Organizations must meet the following requirements:

(A) Student Organizations must registered for at least one semester and have an active faculty advisor who is approved by the University;

B) Programmatic activities of student organizations receiving general funding must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and student groups, or foster campus community;

(C) Participation in events must be open to all members of the University community;

(D) And Student Organizations shall not be denied funding nor given preferential treatment in funding based upon the viewpoint of the Student Organization requesting funds, as outlined in University policy and federal, state, or local law.

Section 3-5-30. Student Organizations funding category guidelines.

The allocation process and timeline will be developed and published by the Student Senate Finance Committee. Any alterations made to the Student Organization funding allocation process must be approved by the Student Senate by November 1.

Section 3-5-40. Criteria for allocating Student Activity Fees.

(A) Participation must be open to all students;

(B) The number and scope of services must be provided in order to determine costs and expenses;

(C) And the actual costs and expenses of the services must be provided for the event to be held.

Section 3-5-50. Funding categories.

(A) Monies shall be appropriated to registered Student Organizations under three categories: programming, conferences, and tournaments.

(B) Programming budgets include monies for any events or other social, recreational, or educational programs. On-campus retreats are classified as programs. Off-campus retreats set within a twelve (12) mile radius of university property will be classified as programs if the Student Senate Finance Committee is given good cause for the off-campus location of the retreat.

(C) Conference budgets may be allocated for any costs associated with conferences. Travel costs and other expenditures for conferences will be the last item considered in the budget process. The respective organization requesting funding for a conference may receive travel funds for up to three members of their respective organization. The organization must provide a brief oral or written summary as to why multiple persons are going and how they are the best candidates for the conference. There will be no funds given towards food while traveling. Requests for conference
allocations must include current conference registration forms and conference information (brochures). Off-campus retreats set outside of a twelve mile radius of campus will be classified as conferences.

(D) Tournament budgets may be allocated for any costs associated with tournaments. A tournament is defined as a trial or contest where the whole purpose of the event is to display the organization’s talent in a competitive way. Tournament budgets will fully fund participants’ registration fees on a case by case basis. Funds will also be allocated on a case by case basis for travel funds. If a respective organization goes to a tournament, they must provide a brief summary of the organization’s participation of how the tournament as well as documentation to how well the respective organization performed.

Section 3-5-60. Funding levels.

Registered Student Organizations may file for funding under two levels of applications. All Student Senate Finance Committee recommended Level I and II requests will be included and listed separately in an allocation bill presented to the Student Government Senate by the Chair of the Student Senate Finance Committee:

(A) Level I Funding – Funding shall include applications requesting funds under five hundred (500) dollars. Level I funding applications will require no further action other than submitting the funding application and budget. Dialogues with the Student Senate Finance Committee are not mandatory, but are encouraged.

(B) Level II Funding – Funding shall include registered Student Organizations whose total applications request funds greater than or equal to five hundred (500) dollars. All conference budgets are included in Level II funding. An executive officer (or representative) of the Student Organization applying for funding must request a dialogue with the Student Senate Finance Committee. Failure to attend a dialogue may result in decreased allocated funds or removal from consideration.

Section 3-5-70. Budget Allocation Process.

All properly submitted Student Organization funding applications shall be subscribed to the following process:

(A) To be considered by the Student Senate Finance Committee, all requests must be made by 4:30pm on the Friday at least five weekly committee meetings prior to the event.

(B) At least three weeks prior to the event, any mandatory dialogues will be scheduled.

(C) The Student Senate Finance Committee shall publish its initial recommendations on the SOS (Student Organization System) at least 72 hours before the Student Organization allocation Bill recommendation is presented to the Student Senate.
(D) The student body treasurer must receive all comments and appeals no later than 24 hours following the publishing of the initial recommendation on the SOS.

(E) The Student Senate Finance Committee shall consider all comments and appeals during the 48 hours prior to the Student Government Senate meeting where the Student Organization allocation Bill recommendation will be initially considered.

(F) Upon consideration of all comments and appeals, the Student Senate Finance Committee shall submit the Student Organization allocation Bill recommendation for consideration to the Student Senate unless circumstances would require the Student Senate Finance Committee to delay submission.

(G) By the second Wednesday following winter break, the chair of the Student Senate Finance Committee must introduce legislation requesting total funds to be allocated for the next fiscal year. Following the passage of a bill to allocate funds to the Student Senate Finance Committee with the intent to allocate funds to Student Organizations, the committee chair shall introduce, when the need arises, a recommendation to the Student Senate for the allocations of funds to the Student Organizations.

Section 3-5-80. Student Senate approval process.

Requesting Student Organization applications are public documents, available to any student who wishes to view them, including student senators. From the beginning of the fiscal year, when the first application is turned in, student senators may review itemized budgets and justifications as indicated on the applications.

Section 3-5-90. Approved Budget Implementation.

(A) The student body treasurer shall be the sole executor of approved budgets in conjunction with the Student Life business manager or designee.

(B) The student body treasurer shall be responsible for seeing that the monies appropriated to each Student Organization are spent in accordance with the Student Organization’s application and the will of the Student Senate as outlined in the Student Organization allocation Bill recommendation.

Section 3-5-100. Reallocations.

(A) Student Organizations may only spend money as outlined in the Student Senate’s allocation recommendation unless receiving approval for reallocation.

(B) The student body treasurer may only authorize the transfer of up to one hundred (100) dollars between funded class codes within individual components of an organization’s budget.

(C) Re-financing may include changing the initial date, location, or use of funding so long as the reallocation does not exceed the total amount allocated to the Student Organization. The Senate Student Senate Finance Committee shall have the power to approve these changes.
(D) The student body treasurer, in conjunction with the Student Government advisor and student life business manager or designee, shall establish financial protocol to effectively distribute appropriated monies.

Section 3-5-110. Reimbursement process.

(A) All receipts are due within thirty-one (31) days of the event. Failure to turn in the receipts will result in no reimbursements by the student body treasurer’s office. If allocated monies are not spent or if receipts are not turned in on time, the money will be rolled back into the Student Government budget.

(B) All Student Organizations are required to submit evaluation and assessment reports for every event or program in which money allocated by Student Government was used. These forms will be available from the office of Student Government, and must be completed within thirty-one (31) days of the event or program.

Section 3-5-120. Funding generic rentals from the Russell House.

(A) Funding for renting rooms, equipment, or any miscellaneous items is available from Russell House Rental Fund (D009) and not into an organization's general account. Use of such funds must be submitted in accordance with policies given during the student body treasurer’s workshops. Russell House Rental Funds can only be spent for the specific rental or reservation for which it was approved and cannot be carried forward by the organization.

(B) Requests for Russell House rentals must be made through the allocation process to be submitted before the Student Senate Finance Committee. Funding for the Russell House Rental Fund (D009) will be allocated during the rolling allocations as necessary. Funds left in the Russell House Rental Fund (D009) at the end of the session will remain in the D009 fund for use during the next appropriation session.

Section 3-5-130. Emergency Student Organization funding.

Emergency Student Organization Funding shall not occur for an event if the Student Organization was denied funding for the event through the normal budgeting process. All emergency funding must comply with these Chapter 3 Codes. Emergency Student Organization funding shall only be considered in the following situations:

(A) If an event would be cancelled due to inclement weather;

(B) If a local or national tragedy occurs after which Student Organizations would like to hold an event in immediate response to the tragedy;

(C) Or if the Student Senate Finance Committee approves by a 2/3 majority.
ARTICLE VI. REQUIREMENTS AND RESTRICTIONS

Section 3-6-10. Property of organizations.

All equipment purchased with Student Activity Fee money by a Student Organization is seen as an investment and, therefore, becomes property of the University of South Carolina and may be used for official University use only. Property will not be removed from University premises except by written formal authorization from vice presidents, deans, or department heads that have designated responsibility for the inventory item. All use of and transactions involving property shall be done in accordance with University of South Carolina policy. The staff advisor shall monitor the official use of University equipment and property. All use must be in accordance with University policy and the organization’s constitution.

Section 3-6-20. Funds and assets of organizations.

All funds allocated to an organization or deposited into a University "D" account of a funded student organization are subject to the rules and procedures stated in the Student Government Constitution and Codes, and the policies and procedures of the University of South Carolina.

Section 3-6-30. Source of funding.

Any Student Organization that receives funds from Student Government shall not receive funding from any other student fee. Any Student Organization that is determined by the Student Senate Finance Committee and the office of Student Organizations to be receiving both Student Government funds and funds from another student fee shall have their remaining Student Government allocation suspended. This money shall be placed back into the Student Government allocation budget.

Section 3-6-40. Account may be frozen.

Any Student Organization which uses funds allocated by Student Government for any reason other than the purpose approved during the time of allocation, unless given specific approval by the Student Senate Finance Committee or student body treasurer via re-allocation form, shall have their remaining Student Government allocation suspended. Student Organizations that use funds allocated by Student Government for purposes that violate University policy and/or federal, state, or local law shall have their remaining Student Government allocation suspended. Any organization’s account may also be frozen during any period when an organization or its officer(s) fail to meet the standards that are necessary to remain in good standing as a registered student organization. This money shall be placed back into the Student Government allocation budget.

Section 3-6-50. No expenditures from frozen funds.

If an organization’s funds are frozen, that organization is not permitted to spend money from its account. If an organization spends money while its account is frozen, its expenditures will not be reimbursed.
Section 3-6-60. Misuse of funds.

Any Student Organization which misuses funds as outlined above shall only be eligible for Level I funding for the following semester of rolling allocations. Any Student Organization which repeatedly misuses funds in this manner may also be subject to suspension and/or loss of University privileges at the discretion of the Student Senate Finance Committee.

Section 3-6-70. Restrictions on Uses of Student Funds.

The following restrictions should be considered to receive funding:

(A) Food for regularly scheduled meetings shall not be funded. Exceptions may be expressed at a dialogue with Senate Student Senate Finance Committee

(B) Clothing purchases shall not be funded.

(C) Funds from budgets approved by the Student Senate for salaries to professional staff, graduate assistants, or clerical staff must be submitted to the Senate Student Finance Committee. This request must be approved by the Student Senate Finance Committee and passed in the form of an allocation Bill recommendation by the Student Senate. Only upon the passage of the bill recommendation may a salary, as described above, be incorporated into an organization budget submission.

(D) In the event that a tip is warranted or necessary, a maximum of twenty percent of the total bill recommendation may be spent by the university organization. The money for the tip must be available in their budget. If the tip exceeds the twenty percent maximum, the student organization shall be responsible for the excess.

Section 3-6-80. Prohibited uses of student funds.

Student Organizations may not use funding for any of the following:

(A) To purchase alcoholic beverages;

(B) To fund academic journals;

(C) For any type of donations;

(D) As cash rewards or for gift cards;

(E) By an organization for investment purposes;

(F) To pay for individual memberships or private lessons;

(G) As contributions to charitable organizations in any form or manner. An organization may sponsor a fundraising event for the purpose of raising money for contributions. It must be clearly
understood that only net profits may be used for contributions. Net profits are the monies left after all direct expenses involved with the fundraising event have been paid;

(H) Or for hooding or graduation ceremonies.

Section 3-6-90. Revenue generating events.

An organization utilizing Student Activity Fee funds to sponsor a revenue-generating event must process all expenses through their designated D-Fund account and deposit all proceeds from the event into the same account. Only the net profits may be kept for the organization’s use.

Section 3-6-100. Residence hall governments and activities.

Residence hall governments and activities are funded through the Residence Hall Association, and therefore are not eligible to be funded through this process.

Section 3-6-110. Budget compliance.

It is the responsibility of the organization to spend allocated funds in compliance with their requested budget. All transactions must be approved by the vice president for student affairs or his designee and processed in accordance with the policies and procedures of the University of South Carolina and these Chapter 3 Codes of Student Government.

Section 3-6-120. Bank accounts – outside.

An organization established with the Internal Revenue Service as a non-profit organization and given a Federal Employer Identification Number cannot be prohibited from establishing an outside bank account providing the account is not identified or affiliated with the University of South Carolina in any way.

Section 3-6-130. Accounts – non-funded organizations.

Organizations not receiving funds allocated by the Student Senate Finance Committee from the University’s student activity fees are not permitted to hold a University of South Carolina D-fund account.

Section 3-6-140. Travel authorization for Student Organizations.

All travel authorizations and motor vehicle reservation forms require the signature of the organization’s faculty advisor along with other required signatures. All forms must be turned in seven (7) days prior to departure. The staff advisor for a funded area may add additional requirements for student travel.

Section 3-6-150. Deposited funds of Student Organizations.
Deposits made to an organization's account which exceed the organization's approved budget shall be available for expenditure by the organization for its programs and shall not require Senate approval, provided that the monies shall be properly accounted for, and use of excess funds is approved by the Staff Advisor.

Section 3-6-160. Carry-over balances.

All Student Organizations with remaining self-generated funds in their University account must notify the Office of Student organizations by April 15 before the end of the fiscal year if they wish to carry-over these funds to the next year. If the organization does not notify the Office of Student Organizations, they forfeit all funding. Student Government funding cannot be carried over and will be removed at the end of the fiscal year.

ARTICLE VII. RESPONSIBILITIES OF ADVISORS

Section 3-7-10. Student Government advisor.

(A) The designated Student Government advisor shall serve in a support and advisory role to the student body executive officers.

(B) The advisor shall carry out his or her responsibilities as detailed in the description on file.

(C) The advisor shall ensure compliance with actions by the Student Senate and any other duly constituted authority designated by the University of South Carolina Board of Trustees.

Section 3-7-20. Staff advisor for Student Organizations.

(A) The staff advisor is the vice president of student affairs or a full-time employee of the University of South Carolina designated by the vice president of student affairs to monitor an organization's activities. The designee is generally the coordinator for student organizations, and shall henceforth be referred to as such.

(B) The coordinator for student organizations shall:

(1) Be responsible for advising organizations and approving or disapproving transactions that involve University of South Carolina funds, equipment, facilities or inventory, or the University in any way, directly or indirectly;

(2) Be responsible for revising and updating the Treasurer's Manual annually. It shall be posted on the student body treasurer’s resource center webpage and distributed to any organization or person requesting a paper copy. He or she shall verify the content for accuracy and compliance with University financial policy and the Student Government Codes prior to being uploaded or published;
(3) Have the authority to act on behalf of the Student Senate Finance Committee or the student body treasurer during periods when student leadership is unavailable. In such an event, the chair of the Student Senate Finance Committee and student body treasurer must be notified in writing on the day of the action. Before any decision may be made, the student body treasurer, the student body president, and the Student Senate Finance Committee chair must be e-mailed at their given University e-mail account or otherwise notified and given twenty-four (24) hours to respond or comment;

(4) Furnish management information reports and budget information to any area receiving funds upon request;

(5) And shall, with the student body treasurer, keep approved budgets available for viewing on file in the Student Government office.

Section 3-7-30. Faculty advisor.

(A) The faculty advisor for a student organization is a University employee who has volunteered to serve as an advisor to an organization and has been appointed by the vice president of student affairs.

(B) The duties and responsibilities of the faculty advisor are described in the student affairs section of the University Policies and Procedures Manual and the Carolina Community Handbook.

(C) This advisor may authorize the expenditure of budgeted funds only as provided by these Student Government Codes and only with the concurrent approval of the staff advisor.

Section 3-7-40. Signature authority for student organizations.

(A) All transactions for student organizations involving the University of South Carolina or its funds, equipment, facilities, inventory, either directly or indirectly, must be signed by:

(1) The organization's treasurer or, in the absence of the treasurer, an officer of the organization;

(2) And the vice president of student affairs or a designated full-time employee authorized to fulfill this responsibility.

(B) In the absence of an organization's officer, the organization's faculty advisor may sign. Official signatures for individuals authorized to sign for the organization shall be on the organization's registration form for the current semester. Changes may be made by updating officer info on the online fund request system.

(C) The Treasurers' Manual shall indicate the members of the vice president of student affairs’ staff authorized to approve transactions. These signature approvals in no way remove the necessity of all transactions to be processed in accordance with the policies and procedures of the state of South Carolina, the policies of the University of South Carolina as stated in its Policies and Procedures Manual, and these Student Government Codes.
Section 3-7-50. Budget information availability.

The Office of Student Organizations and student body treasurer shall keep approved budgets available for viewing on file in the Student Government office.

Section 3-7-60. Staff advisor.

The staff advisor is the vice president of student affairs or a full-time employee of the University of South Carolina designated by the vice president of student affairs to monitor an organization's activities. The designee is generally the coordinator for student organizations. This designee is responsible for advising the organization and approving or disapproving transactions that involve University of South Carolina funds, equipment, facilities or inventory, or involve USC directly or indirectly in any way.

Section 3-7-70. Faculty advisor.

The faculty advisor is a University employee who has volunteered to serve as an advisor to an organization or committee and has been appointed by the vice president for student affairs. This person's duties and responsibilities are described in the student affairs section of the University Policies and Procedures Manual and the Carolina Community Handbook. This advisor may authorize the expenditure of budgeted funds only as provided by these Chapter 3 Codes and only with the concurrent approval of the staff advisor.

Section 3-7-80. Act in the absence of student leadership.

The Student Government advisor or designee has the authority to act on behalf of the Student Senate Finance Committee or the student body treasurer during periods when student leadership is unavailable. Any action taken will be emailed the day of the action and recorded in writing for the chair of the Student Senate Finance Committee and student body treasurer upon their return to the office. Before any decision may be made, the student body treasurer, the student body president, and the Student Senate Finance Committee chair must be e-mailed at their given University email account or otherwise notified and given twenty-four (24) hours to respond or comment.
CHAPTER 4 – ELECTIONS COMMISSION AND ELECTIONS

ARTICLE I. ELECTIONS COMMISSION

Section 4-1-10. Authority.

(A) The Elections Commission shall exist as a service to the student body, conducting the student body elections and inauguration.

(B) Authority shall be derived from and regulated by the Student Government Constitution and Codes. Any changes made to Chapter 4 of these codes after January 1st shall not go into effect until after the upcoming election has concluded.

(C) The Elections Commission shall act as an independent body, advised by the Student Government coordinator.

Section 4-1-20. Funding.

(A) Funding shall be derived from student activity fees on the same basis as other Student Government bodies.

(B) All expenditures by the Elections Commission shall be approved by the elections commissioner and the Student Government coordinator.

(C) The Student Government advisor shall be authorized to disburse funds necessary to conduct elections in accordance with the Student Government Constitution and Codes.

Section 4-1-30. Composition.

The Elections Commission shall be composed of the elections commissioner, the deputy elections commissioner, and seven (7) to nine (9) assistant elections commissioners, as follows:

(A) The publicity chair;

(B) The marketing and outreach chair;

(C) The candidate relations chair;

(D) The posting regulations chair;

(E) The debate chair;

(F) The violations chair;

(G) The inauguration chair;
(H) And, optionally, two other chairs, whose titles shall be determined by the elections commissioner.

Section 4-1-40. Nomination and confirmation.

(A) The student body president shall nominate the elections commissioner for consideration by the Student Senate within two (2) weeks of his or her inauguration.

(B) The elections commissioner shall nominate the deputy elections commissioner for consideration by the Student Senate by the conclusion of the spring academic semester.

(C) The elections commissioner shall nominate all assistant elections commissioners for consideration by the Student Senate by October 1st.

(D) No member of the Elections Commission may take office without being nominated, being interviewed by either the Student Senate Powers and Responsibilities or Judiciary Committee (or both committees in the case of the elections commissioner and deputy elections commissioner), being confirmed by the Student Senate, and taking the Student Government oath of office.

(E) In the event that the office of elections commissioner becomes vacant, the student body president shall nominate a replacement within two (2) weeks of the initial vacancy.

(F) In the event that the office of deputy elections commissioner becomes vacant, the elections commissioner shall nominate a replacement within two (2) weeks of the initial vacancy.

(G) In the event that an assistant elections commissioner position becomes vacant and the total number of assistant elections commissioners falls below seven (7) as a result, the elections commissioner shall nominate a replacement within two (2) weeks of the initial vacancy.

(H) The attorney general may, if requested by the Student Government coordinator, direct the postponement of the election if the minimum staff is not appointed and approved within the time limits stated herein.

Section 4-1-50. Duties of the elections commissioner.

Duties of the elections commissioner shall include, but may not be limited to:

(A) Implementing, in good faith, Chapter 4 of these Student Government Codes;

(B) Reviewing the Student Government Codes with all members of the Elections Commission and ensuring awareness of these codes;

(C) Providing a copy of Chapter 4 of these Student Government codes, along with the official candidates’ packet, to all student organization presidents no earlier than January 1st;

(D) Procuring all materials necessary to conduct student body elections;
(E) Nominating and training the deputy elections commissioner and assistant elections commissioners;

(F) Selecting and training any poll workers deemed necessary;

(G) Overseeing the publicity and marketing surrounding all student body elections;

(H) Overseeing the planning and holding of the candidate interest meetings, the official candidates’ meeting, the candidates’ debate, any violation hearings, and the announcement of election results;

(I) And overseeing the tabulation of results of all student body elections;

Section 4-1-60. Duties of the Elections Commission.

Duties of the Elections Commission shall include, but may not be limited to:

(A) Meeting regularly with the Student Government coordinator, beginning four weeks prior to the student body election;

(B) Publicizing student body elections to ensure that students are aware of the dates and times for candidate interest meetings, the official candidates’ meeting, the candidates’ debate, and voting;

(C) Communicating effectively and consistently with candidates prior to and during the campaign period to ensure that the candidates are aware of all rules, regulations, procedures, and relevant actions by the Elections Commission;

(D) Establishing and maintaining posting regulations and the official candidates’ packet, and providing this information to candidates during the official candidates’ meeting;

(E) Planning and holding candidate interest meetings and the official candidates’ meeting;

(F) Planning and holding a debate for candidates for executive office at least one (1) week prior to the regular student body elections;

(G) Establishing a process for hearing and considering complaints of election violations and fraud, and making decisions on such complaints following those hearings;

(H) Monitoring all write-in procedures and reporting any irregularities or violations to the elections commissioner;

(I) Assuring the security of all ballots and other election records for a period of thirty (30) days after the student body election. If the election is contested, records must be retained until a settlement is reached;

(J) Tabulating the results of all elections and certifying those results;
(K) Planning and holding an event to announce the results of all regular and other elections;

(L) And planning and holding an inauguration for elected candidates on the Wednesday following spring break.

ARTICLE II. STUDENT BODY ELECTIONS

Section 4-2-10. Date and time.

(A) So long as class is in session, the regular student body election shall be held on the Tuesday and Wednesday three weeks prior the University’s spring break.

(B) So long as class is in season, any runoff student body election shall be held on the Tuesday and Wednesday during the week following the regular student body election.

(C) All elections shall last for a period of two (2) consecutive days, beginning at 9:00 AM on the first day and lasting until 5:00 PM on the second day.

(D) If an election is determined to be null and void, a new election shall take place at a time to be determined by the Elections Commission, with the approval of the Office of Student Affairs.

Section 4-2-20. Offices elected.

The following elected offices shall be filled in the designated spring elections: student body president, student body vice president, student body treasurer, and student senators.

Section 4-2-30. Election procedures.

(A) In elections for executive offices, a winner shall be determined at such time that one candidate gains a majority of the votes cast, which shall be defined as fifty (50) percent of all votes cast, plus one vote.

(B) In elections for executive offices, a run-off election shall be held if no candidate receives a majority of votes cast for a particular office. The two persons receiving the highest number of votes cast shall be eligible for the run-off election.

(C) In elections for Student Senate, a winner or winners shall be determined as stated in the Student Government Constitution.

(D) In elections for Student Senate, a run-off election shall be held in the event of a tie for one or more seats.

(E) In the general election, but not in any run-off election, a candidate may be elected to an executive office or to the Student Senate by write-in ballots. All write-in candidates winning their
(F) For a referendum to appear on the ballot it must be published in The Daily Gamecock at least one (1) week prior to the vote of the student body pursuant to the Student Government Constitution. If necessary, a referendum may appear on the ballot in an abbreviated form, as determined by the Elections Commission.

Section 4-2-40. Student Senate districts.

(A) The electoral districts of the Student Senate and the apportionment of the fifty (50) Student Senate seats shall be as follows:

(1) District 1 (College of Arts and Sciences) – thirteen (13) seats;
(2) District 2 (College of Hospitality, Retail, and Sport Management) – four (4) seats;
(3) District 3 (College of Social Work) – two (2) seats;
(4) District 4 (Darla Moore School of Business) – seven (7) seats;
(5) District 5 (College of Education) – three (3) seats;
(6) District 6 (College of Engineering and Computing) – four (4) seats;
(7) District 7 (College of Mass Communications and Information Studies) – three (3) seats;
(8) District 8 (School of Law) – two (2) seats;
(9) District 9 (College of Nursing) – three (3) seats;
(10) District 10 (South Carolina College of Pharmacy) – two (2) seats;
(11) District 11 (South Carolina College of Pharmacy – Pre-Pharmacy) – two (2) seats;
(12) District 12 (Arnold School of Public Health) – three (3) seats;
(13) And District 13 (School of Music) – two (2) seats.

(B) Any school or college having more than one hundred (100) full-time students (as defined by the University Registrar) shall have a corresponding Student Senate district, and each district shall have at least one (1) seat.

Section 4-2-50. Student Senate reapportionment.
(A) Each fall, the Elections Commission shall review the enrollment figures for each academic college and school at the University for the purpose of reapportionment of Student Senate districts.

(B) The apportionment of Student Senate seats shall occur as follows:

1) Each district shall be assigned one (1) seat.

2) The additional seats assigned to each district shall be derived by dividing the number of full-time students (FTS) enrolled in that particular college or school by the number of FTS enrolled in the University, and then multiplying the result by the number of seats remaining after all districts have been assigned one (1) seat. This formula shall be as follows:

\[ \text{Additional seats per district} = \frac{\text{(FTS enrolled in the college or school)}}{\text{(FTS enrolled at the University)}} \times \text{(Remaining seats)} \]

3) All number of remaining seats per district shall be properly apportioned by the whole number, excluding the decimal.

4) If a district receives no whole additional seats through this process, assign one of any remaining seats to each district bringing them to two (2) seats. If not possible, award the seats based on the decimal value in descending order. By receiving this additional seat, these districts are excluded from the remaining apportionment process.

5) If seats still remain, they shall be allocated to the districts based upon which districts’ had the highest decimal value. In descending order, the remainder of additional seats per district shall be apportioned based upon the above formula. (For instance, a district with 2.6 additional seats per district shall be awarded a remaining seat over a district with 1.3 or 3.3 additional seats per district).

(C) Once the apportionment of seats is calculated, the elections commissioner shall transmit the calculations and a recommendation for reapportionment (if necessary) to the student body vice president, who shall refer them to the chair of the Student Senate Powers and Responsibilities Committee.

Section 4-2-60. Candidate filing and fees.

(A) The Elections Commission shall plan and hold a period during which any candidates wishing to be placed on the ballot for a particular office must file for election in the Student Government office. Filing shall start at 9:00 AM on the Monday seven (7) weeks before the University’s spring break and continue through 5:00 PM on that Tuesday. If that Monday is a holiday, filing shall start at 9:00 AM on the Tuesday seven (7) weeks before the University’s spring break and continue through 4:00 PM on that Wednesday.

(B) During the filing period, each candidate shall submit a filing form certifying that he or she meets the requirements for the office, has read the appropriate rules, and grants the Student Government advisor permission to certify his or her academic eligibility. In accordance with
university policy, no student can be approved for candidacy if he or she is currently on academic probation or is otherwise not in good standing with the University.

(C) During the filing period, each candidate must provide to the elections commissioner a list of his or her campaign staff, and must update this list if the membership of his or her campaign staff changes. A person who operates on the behalf of a particular candidate shall be judged a member of that candidate’s campaign staff if it is determined that this person received explicit or implicit encouragement to campaign on that candidate’s behalf. If it is determined that this person is a member of that candidate’s campaign staff, he or she may be given consideration for the purposes of assessing elections fraud or elections violations against that candidate.

(D) The filing fee to run for Student Senate shall be a non-refundable amount of five (5) dollars.

(E) The filing fee to run for executive office shall be fifty (50) dollars, of which forty-five (45) dollars is refundable, provided that all of the candidate's campaign materials are removed within forty-eight (48) hours of the last election to the satisfaction of the Elections Commissioner. If not, the money is forfeited to the Elections Commission.

(F) A receipt for fees paid shall be issued to each candidate by a Student Government office staff employee upon the candidate’s filing.

(G) The student body treasurer shall keep on file for one year a copy of each receipt issued. These shall constitute a public record.

(H) All collected monies shall be deposited to the Student Government elections account, as prescribed by University policy.

(I) Candidates filing to run for Student Senate may only do so in a district according to their academic certification pursuant to the Student Government Constitution.

(J) A candidate running for an executive position may simultaneously file for a seat in the Student Senate. In the case of the candidate winning both the executive election and Student Senate election, that candidate will be moved to the executive office, and the vacated Student Senate seat will be given to the next candidate with the highest votes.

(K) Candidates must file for office using their names as listed in University records. The candidate's name as it is to appear on the ballot shall be subject to approval by the Elections Commission.

(L) If a student seeking a Student Senate seat is a member of the South Carolina Honors College, that student shall seek the seat that represents the college the he or she is enrolled in for his or her major.

(M) After the filing deadline has passed, the elections commissioner shall give the names of the applicants to the Student Government advisor for verification of eligibility.
Section 4-2-70. Candidates’ meeting.

(A) The Elections Commission shall plan and hold an official candidates meeting that shall be mandatory for all candidates.

(B) The date of this meeting shall be determined during the fall semester, and candidates shall be informed of the meeting and its date and time when they complete the filing process.

(C) If a candidate is unable to attend the mandatory meeting, the candidate, to be eligible to run for office, must:

1) Submit a written excuse to the Elections Commission prior to the mandatory meeting;

2) And meet with the Elections Commission within two (2) business days after the mandatory meeting.

(D) At this meeting, the Elections Commission shall provide a copy of the official candidates’ packet for all candidates, which must contain Chapter 4 of these Student Government Codes, the posting regulations, a copy of the University Solicitation Policy, a copy of the Carolinian Creed, contact information for members of the Elections Commission, and any other information deemed necessary.

(E) At this meeting, all candidates must sign an agreement affirming that they have read the documents mentioned above and fully understand all of their meanings and implications. It is the responsibility of the Elections Commission to explain any ambiguities or answer any questions that the candidates may have.

Section 4-2-80. Campaign period.

(A) The period in which candidates may campaign shall begin immediately following the official candidates’ meeting and shall end upon the conclusion of the final voting period for that candidate’s particular race.

(B) There shall be two distinct periods of campaigning: Soft Campaigning and Hard Campaigning.

1) Soft Campaigning may consist of all campaign methods not including:

(a) Those in violation of these Student Government Codes;

(b) The distribution of campaign promotional items such as cups, t-shirts, food, beverages, and items related to the exchange of food, beverages, or consumer products;

(c) Or the holding of campaign rallies or special events.

2) Hard Campaigning may consist of all campaign methods not including those in violation of these Student Government Codes.
(C) The period of Soft Campaigning shall begin with the conclusion of the official candidates’ meeting and shall end at the conclusion of the Wednesday four (4) weeks before the University’s spring break.

(D) The period of Hard Campaigning shall start at the conclusion of Soft Campaigning and shall end at the conclusion of the final voting period for each race.

(E) The distribution of campaign promotional items to campaign members, as named at the official candidates’ meeting, shall not be prohibited at any point during the campaign period.

Section 4-2-90. Polling locations.

(A) Students may vote from any computer with access to the designated online voting system.

(B) The Elections Commission may designate other polling locations where voting may be encouraged and facilitated by the Commission.

(C) The Elections Commission shall determine whether an area constitutes a polling location for the purpose of complaints of election violations or fraud.

(D) Every person eligible to vote in the student body elections shall receive an email from the University reminding them to vote. This email must contain a link to online voting system, instructions for voting, and candidate information or a link to candidate information. This email shall be sent out the day of elections to students’ official University email accounts. In case of a runoff, new, or special election, the same requirements apply.

Section 4-2-100. Voting procedures.

(A) The Student Government advisor, in coordination with University Technology Services, shall be responsible for the implementation and preparedness of all ballot information for the elections.

(B) Voting shall occur through the designated online voting system and all ballots shall be automatically tallied by the system.

(C) Voters shall access the election site through the website of the designated online voting system.

(D) All students registered at the University of South Carolina-Columbia campus will be provided electronic ballots for regular and other elections. The ballot shall be appropriate based on their college or school of enrollment.

(E) Each student will be allowed to access the electronic ballot to vote one time. Additional attempts to access the site shall not be allowed.

(F) If not possible through electronic randomization, the order of candidates’ names on the ballot shall be determined through a random drawing to be conducted by the Elections Commission.
during the mandatory candidates’ meeting only for contested races. Candidates’ names in uncontested races will appear in alphabetical order.

(G) Each candidate’s name on the ballot must contain no more than twenty-five characters or letters. Each candidate is responsible for viewing the ballot on the online voting system and verifying the correct spelling of their name on the ballot with the Student Government advisor no later than four (4) days prior to the election. Any requests for a change of ballot information must be submitted in writing four (4) business days prior to the election and must be issued a receipt by the Student Government advisor.

(H) The online voting system must be accessible for at least seventy-five (75) percent of the allotted election time available during any election. If it is not, that election may be considered null and void at the discretion of the Elections Commission.

(I) Students wishing to submit a write-in ballot during the general election must do so through the electronic voting system. If unavailable, students may submit a write-in ballot at the Student Government office polling location by the following process:

1. The student shall present to the poll worker a picture identification.
2. The student shall log onto the online voting system and submit a blank ballot.
3. The student shall be provided a paper ballot by the designated member of the Elections Commission monitoring the write-in location. This paper ballot must contain the names of all executive candidates and senatorial candidates for the student’s college or school of enrollment, spaces for the student to write-in votes for each office, and an envelope.
4. The student shall indicate his or her selections on the ballot, seal the ballot in the envelope, and place it in the designated ballot box.

(J) The Elections Commission shall be responsible for providing the following items at the write-in polling station located in the Student Government office:

1. One large, lockable ballot box;
2. Write-in ballots and envelops;
3. Instructions for any poll workers;
4. And materials to designate the polling location;

Section 4-2-110. Tabulation and notification.

(A) A member of the Elections Commission must be present to close the write-in polling location at 5:00 PM on the final day of the regular student body election and to transport the ballots to the
counting location. Candidates for executive office may have one observer present from the time the poll closes until the tabulation of the write-in ballots is complete.

(B) The attorney general must be present as an observer at the time the write-in ballot box is opened and until the tabulation is complete. The attorney general shall be responsible for the security of the area where counting is taking place. If the attorney general is not present, the chief justice of the Constitutional Council or an individual designated by the Student Affairs shall substitute.

(C) The tabulation of the write-in ballots is the responsibility of the Elections Commission. The Elections Commission shall count the write-in ballots under the direct supervision of the elections commissioner.

(D) Upon completion of the tabulation of write-in ballots and their addition to the total vote count, the elections commissioner shall certify the results prior to publishing the results.

(E) The Elections Commission shall announce the results of the elections on the evening of their certification, barring any pending complaints of election violations or fraud.

(F) The elections commissioner shall post a copy of the results within twenty-four (24) hours of their certification, at which time the official results shall constitute a public record. The record on file in the Student Government office shall include the total number of ballots cast and the total votes cast for each candidate.

(G) Anyone wishing to contest an election must do so within twenty-four (24) hours after the posting of the official vote tabulation results by the Elections Commissioner. Contests must be filed during normal business hours.

ARTICLE III. ELECTION VIOLATIONS

Section 4-3-10. Definition.

An election violation shall be defined as any willful act, deed, or conspiracy that violates the provisions of these codes. An election violation may occur on any date during or before the campaign period.

Section 4-3-20. General rules and regulations.

(A) In all instances, candidates and members of a candidate’s campaign shall, in addition to these codes, observe and abide by:

(1) The University Solicitation Policy;

(2) And the posting regulations as provided in the official Candidates’ Packet.

(B) Prior to the campaign period, a candidate may communicate with others for the purpose of enlisting campaign members, but shall not campaign for the explicit purpose of acquiring votes.
Section 4-3-30. Electronic communication.

(A) Phone calls or text messaging may only be directed at individuals who have a pre-existing relationship with the candidate or the campaign member performing the contact.

(B) No candidate may campaign through any listserv or webpage operated by the University.

Section 4-3-40. Oral communication.

(A) Candidates wishing to reserve tables for their campaign shall do so through the Elections Commission. Tables may only be reserved on the days of the election, and on one day during the week prior to the election, to be determined by the Elections Commission.

(B) Candidates or members of a candidate’s campaign may not solicit organizations to set up speaking times until that candidate has filed for office.

(C) Candidates or members of a candidate’s campaign are prohibited from soliciting on off-campus residences, which include private homes, condominiums, or apartment complexes, unless they have signed written permission by the owner or complex manager and submit a copy of that written permission to the Elections Commission.

Section 4-3-50. Materials-based communication.

(A) All fliers, banners, promotional items, and other forms of materials-based communication to be posted or distributed must be approved by the Elections Commission in advance.

(B) Candidates wishing to reserve space for banners for their campaign shall do so through the Elections Commission. Banners may be displayed as soon as campaigning begins.

(C) Campaign materials:

(1) May not be distributed before the official candidates’ meeting;

(2) May be distributed following the official candidates’ meeting, but in a person-to-person manner only during student organization meetings or at times designated by the Elections Commission for oral and materials-based communication;

(3) May only be placed in University posting locations and other places specifically designated for announcements and public notices;

(4) May not be placed on dormitory doors without the consent of the resident;

(5) May not be placed in any official polling location (e.g. a computer lab);
(6) May not employ any officially trademarked or copyrighted materials (e.g. the University logo, seal, etc.);

(7) And may include stick-on decals, as long as the decals are of the type that do not leave a residue upon removal.

ARTICLE IV. ELECTION FRAUD

Section 4-4-10. Definition.

(A) Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process during the voting period.

(B) Elections fraud shall include the following acts, committed by the candidate or members of his or her campaign:

1. Attempting to vote or voting in place of another;

2. Attempting to procure or procuring – by the payment, delivery, or promise of money or other article of value – another to vote for or against any particular candidate or ballot measure;

3. Attempting to procure or procuring – by the use of threats or intimidation – another to vote for or against any particular candidate or ballot measure;

4. Attempting to make disparaging assertions with the intent to defame by slander, libel, or other injurious process against other candidates or campaigns;

5. Attempting to influence or influencing a voter who is in the process of voting;

6. Or attempting to monitor or monitoring a voter who is in the process of voting.

ARTICLE V. COMPLAINTS AND HEARINGS

Section 4-5-10. Filing.

(A) Any student, faculty member, or staff member can file a complaint of an alleged election violation or election fraud.

(B) Any complaint of an alleged election violation must be may be filed with the Elections Commission at any time up until two (2) business days following the conclusion of the final voting period for the particular race in question.

(C) Any complaint of alleged election fraud must be filed with the Elections Commission during normal business hours and within two (2) business days of the incident in question.
(D) The person filing the complaint:

(1) Must state in that complaint who was involved, what was done, where the act occurred, and any other known, relevant information;

(2) Must be informed that he or she may be asked to testify before the Elections Commission or at any other level of the appeals process;

(3) And must be informed that his or her name could be made publicly available in accordance with governmental regulations at the time of filing the complaint.

Section 4-5-20. Response.

(A) The Elections Commission shall, in a timely manner, inform the person filing a complaint of an alleged election violation or election fraud that the report has been received;

(B) The Elections Commission must send an email to all candidates by 3:00 PM each business during which campaigning is allowed, detailing any complaints received and the time at which the Elections Commission will convene to consider the complaint.

Section 4-5-30. Hearing.

(A) The Elections Commission shall convene to consider a complaint at a time no earlier than 6:00 PM on the day that the complaint is filed and no later than two (2) business days after the complaint is filed.

(B) During the hearing of a complaint, the candidate against whom the complaint was filed has the right to be present at all times during which the complaint is being considered and to witness all documentation against him or herself, with the exception of any period reserved solely for deliberation by the Elections Commission, Constitutional Council, or Office of Student Affairs, which shall not include any candidates or campaign members.

Section 4-5-40. Decision.

(A) The Elections Commission shall announce its decision in response to a complaint immediately following the hearing of the complaint.

(B) The Elections Commission may, with a two-thirds (2/3) vote of its total membership, disqualify any candidate, including write-in candidates, who do not comply with the rules and regulations set forth in these codes. Written notifications of disqualification must be filed with the attorney general as they are forwarded to the candidates.

(C) The Elections Commission shall refer violations of University policy concerning general student conduct to the Office of Student Judicial Programs. In the event that a person found to
have committed an election violation or election fraud is not a member of a campaign, he or she will be referred to the Office of Student Judicial Programs.

(D) The Elections Commission shall not impose a penalty exceeding the amount of the filing fee or the disqualification of a candidate.

(E) The Elections Commission shall conduct a new election for each race significantly affected if it is determined that election fraud has occurred and has had a significant impact upon the result of the election.

Section 4-5-50. Appeal.

(A) A candidate may appeal any decision of the Elections Commission, but must do so within one (1) business day of the Elections Commission’s decision.

(B) Any appeal of a decision by the Elections Commission, if determined to have sufficient merit to warrant consideration, shall be heard by the Constitutional Council.

(C) The Elections Commission may, by a majority vote of its total membership, forward responsibility to rule on any decision directly to the Constitutional Council without making an initial ruling.

(D) A candidate may appeal any decision of the Constitutional Council, but must do so within one (1) business day of the Constitutional Council’s decision.

(E) Any appeal of a decision by the Constitutional Council, if determined to have sufficient merit to warrant consideration, shall be heard by the Office of Student Affairs.

(F) The attorney general shall represent the decision of the Elections Commission during all levels of appeal.

(G) The outcome of any decision by the Elections Commission or Constitutional Council shall be postponed until the appeals process is complete.

ARTICLE VI. INAUGURATION

Section 4-6-10. Date.

The inauguration of new Student Government officers shall be held no earlier than one (1) week and no later than (3) weeks following elections.

Section 4-6-20. Accommodations.

(A) Efforts shall be made to accommodate the University President.
(B) A reception shall be planned for the event, as well as advertising and the purchase of any other materials needed to conduct the event in a traditional manner.

(C) All costs associated with inauguration shall be charged to the Student Government Elections Commission budget.

Section 4-6-30. Oath of office.

(A) The Student Government oath of office shall be as follows:

I, [name], do solemnly pledge to faithfully execute the office of [name of office], to abide by the Student Government Constitution, to uphold the Carolinian Creed, and to represent my constituents to the best of my ability.

(B) The chief justice of the Constitutional Council shall administer the oath of office to the incoming officers. If the chief justice is unavailable, an associate justice of the Constitutional Council or the outgoing president pro tempore of the Student Senate may administer the oath.

(C) All elected Student Government officials (the student body president, the student body vice president, the student body treasurer, and student senators) must take the oath of office upon their inauguration.
CHAPTER 5 – CONSTITUTIONAL COUNCIL

ARTICLE I. JUSTICES

Section 5-1-10. Chief justice.

There shall be a chief justice of the Constitutional Council, whose duties shall include but are not limited to:

(A) Serving as the custodian of the Student Government Constitution, Codes, and passed Student Body Legislation, and applying all passed Student Body Legislation and constitutional amendments to the Student Government Codes and Constitution, respectively;

(B) Presiding over Constitutional Council hearings of constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;

(C) Maintaining all necessary communication in relation to the filing of, hearing of, and decisions regarding constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;

(D) Administering the oath of office to all elected and, as required, appointed Student Government officials;

(E) And, when necessary, serving as the chair of the Court of Impeachment.

Section 5-1-20. Associate justices.

There shall be four (4) associate justices of the Constitutional Council, whose duties shall include but are not limited to:

(A) Participating in Constitutional Council hearings of constitutional challenges, organizational challenges, and appeals of decisions by the Elections Commission;

(B) And, when the chief justice of the Constitutional Council is unable to, administering the oath of office to all elected and, as required, appointed Student Government officials.

Section 5-1-30. Justices as candidates.

In order to run for any elected Student Government office, a Constitutional Council justice must first resign from their position.

ARTICLE II. CHALLENGES

Section 5-2-10. Constitutional challenges.
A constitutional challenge may be filed to address instances in which an individual feels as though the constitutional rights granted by the Student Government Constitution to that individual or to a group to which he or she belongs have been violated, such as:

(A) A current Student Government Code;

(B) Pending Student Body Legislation that has been signed by the student body president but not yet signed by the university president;

(C) And other actions by Student Government bodies or a registered student organization or other student-led body under the jurisdiction of Division of Student Affairs.

Section 5-2-20. Organizational challenges.

An organizational challenge may be filed to address instances in which an individual or group of students feels as though the rights granted by the constitution or by-laws of a registered student organization or other student-led body under the jurisdiction of the Division of Student Affairs have been violated.

Section 5-2-30. Filing of a challenge.

(A) Any student or group of students registered at the Columbia campus of the University of South Carolina may file a constitutional or organizational challenge by submitting a letter to the Constitutional Council detailing the alleged violation.

(B) Upon the submission of this letter, the individual or group submitting the letter shall be considered the plaintiff. The group or body against which the challenge was filed shall be considered the defendant.

(C) Upon the receipt of this letter, the Constitutional Council shall inform the student body president, student body vice president, student body treasurer, and the defendant of the challenge.

Section 5-2-40. Determination of standing.

(A) Upon the receipt of this letter, the Constitutional Council shall determine, within two (2) business days, if the plaintiff has standing.

(B) The plaintiff shall be said to have standing if the Constitutional Council determines that his, her, or their rights may have been violated, depending on the type of challenge that has been filed. Standing shall not be granted on the grounds that the plaintiff is displeased with a Student Government or student organization action or resolution.

(C) If the Constitutional Council does determine that the plaintiff has standing, the Constitutional Council shall immediately request a brief from the plaintiff.
(D) If the Constitutional Council does not determine that the individual has standing, the challenge shall not be taken up by the Constitutional Council.

Section 5-2-50. Filing of briefs.

(A) Following the request of the Constitutional Council, the plaintiff shall have three (3) business days to submit a brief. The brief may not exceed ten (10) pages in length and must be typed in a reasonably-sized font.

(B) Following the submission of a brief by the plaintiff, the defendant shall have five (5) business days to submit a brief. The brief may not exceed ten (10) pages in length and must be typed in a reasonably-sized font.

(C) After both briefs have been filed, they shall both be available for public viewing in the Student Government office.

Section 5-2-60. Discovery of evidence.

Following the receipt of both the brief of the plaintiff and of the defendant, there shall be a two (2) business day period in which all evidence to be brought before the Constitutional Council must be submitted to the Constitutional Council, which shall disseminate all submitted evidence to both parties.

Section 5-2-70. Hearing of the challenge.

(A) The Constitutional Council shall hold a public hearing in response to the challenge within five (5) business days after the conclusion of the period for the discovery of evidence. All parties shall be informed of the date, time, and location of this public hearing immediately after the date, time, and location have been set.

(B) During a hearing of a challenge, both the plaintiff and defendant shall have the right to state their cases before the Constitutional Council.

(C) The process of hearings shall be governed by the Constitutional Council Rules of Evidence and Procedure, which shall be adopted and amended by the Constitutional Council by a majority of its members and may not contradict these Student Government Codes.

Section 5-2-80. Ruling.

(A) Following a hearing of a challenge, the Constitutional Council shall either issue a ruling based on the majority opinion of its members no later than 10:00 AM on the day following the hearing. Damages may not exceed the overturning of a Student Government Code or pending piece of Student Body Legislation, or the suspension of an action by a Student Government body, student organization, or student-led group.
(B) The majority opinion of the Constitutional Council shall be written by the chief justice or by a designated associate justice within ten (10) business days of the Constitutional Council’s ruling on the challenge.

(C) Members of the Constitutional Council wishing to issue a dissenting or concurring opinion may do so.

(D) Copies of all opinions shall be provided to Student Government, the plaintiff, the defendant, the vice president of student affairs, and The Daily Gamecock.

Section 5-2-90. Appeals.

Any ruling of the Constitutional Council may be appealed to the Office of Student Life.

Section 5-2-100. Pending legislation or actions.

(A) Upon the Constitutional Council’s acceptance of a challenge, the legislation or action in question of the defendant shall be considered pending until the Constitutional Council issues its ruling.

(B) A challenge pertaining to an existing Student Government Code shall not render the code ineffective during the review process.

Section 5-2-110. Recusal.

If a justice of the Constitutional Council is found by a majority vote of the Constitutional Council to have a conflict of interest in respect to a challenge, the justice shall recuse him or herself from the consideration of the challenge.

ARTICLE III. APPEALS OF DECISIONS OF THE ELECTIONS COMMISSION

Section 5-3-10. Filing of an appeal.

(A) Any candidate affected by a ruling of the Elections Commission may appeal the decision of the Elections Commission to the Constitutional Council by submitting a letter to the Constitutional Council detailing the decision of the Elections Commission within one (1) business day from the time that the decision of the Elections Commission is submitted to the candidate.

(B) Upon the submission of this letter, the candidate submitting the letter shall be considered the plaintiff. The Elections Commission shall be considered the defendant.

(C) Upon the receipt of this letter, the Constitutional Council shall inform the student body president, student body vice president, student body treasurer, and the Elections Commission of the appeal.
Section 5-3-20. Determination of standing.

(A) Upon the receipt of this letter, the Constitutional Council shall determine, within one (1) business day, if the plaintiff has standing.

(B) The plaintiff shall be said to have standing if the Constitutional Council determines that the decision of the Elections Commission may have violated the Student Government Constitution or Codes. Standing shall not be granted on the grounds that the plaintiff is displeased with the decision of the Elections Commission.

(C) If the Constitutional Council does determine that the plaintiff has standing, the Constitutional Council shall inform both the plaintiff and defendant.

(D) If the Constitutional Council does not determine that the individual has standing, the appeal shall not be taken up by the Constitutional Council.

Section 5-3-30. Discovery of evidence.

Following the determination of the standing of the plaintiff, there shall be a one (1) business day period in which all evidence to be brought before the Constitutional Council must be submitted to the Constitutional Council, which shall disseminate all submitted evidence to both parties.

Section 5-3-40. Hearing of the appeal.

(A) The Constitutional Council shall hold a public hearing in response to the appeal within three (3) business days after the conclusion of the period for the discovery of evidence. All parties shall be informed of the date, time, and location of this public hearing immediately after the date, time, and location have been set.

(B) During a hearing of an appeal, both the plaintiff and defendant shall have the right to state their cases before the Constitutional Council.

(C) The process of hearings shall be governed by the Constitutional Council Rules of Evidence and Procedure, which shall be adopted and amended by the Constitutional Council by a majority of its members and may not contradict these Student Government Codes.

Section 5-3-50. Ruling.

(A) Following a hearing of an appeal, the Constitutional Council shall either issue a ruling based on the majority opinion of its members no later than 10:00 AM on the day following the hearing. Damages may not exceed the overturning of the decision in question by the Elections Commission.

(B) The majority opinion of the Constitutional Council shall be written by the chief justice or by a designated associate justice within five (5) business days of the Constitutional Council’s ruling on the appeal.
Section 5-3-60. Appeals.

Any ruling of the Constitutional Council may be appealed to the Office of Student Life.
CHAPTER 6 – OTHER BODIES

ARTICLE I. FRESHMAN COUNCIL

Section 6-1-10. Purpose.

The Freshman Council shall exist for the purpose of bringing the opinion of freshman students to the attention of Student Government and the University. It shall also conduct other activities as desired to unify and involve freshman students within Student Government and the general student body.

Section 6-1-20. Governing document.

(A) The governing document of the Freshman Council shall be the Freshman Council Charter, which shall not contradict these Student Government Codes.

(B) The revision of this charter shall be under the purview of the Student Senate and shall require a majority vote of those senators present and voting. Revisions shall be suggested as needed by the Freshman Council advisors and members.

Section 6-1-30. Selection of members.

(A) The selection of the Freshman Council members shall be specified in the Freshman Council Charter. However, only members of the outgoing Freshman Council, current or previous student senators, and current or previous members of the Executive Cabinet shall be allowed to participate as voting members on the selection committee.

(B) The Freshman Council advisors shall keep a list of all freshmen that apply to the Freshman Council for the purpose of recruitment for other vacant Student Government positions. The advisors shall write a letter of recruitment to all freshman applicants who do not acquire a Freshman Council position. This letter shall include a list of other positions of involvement in Student Government, including, but not limited to, the Student Senate, the Executive Cabinet, university committees, and the Elections Commission.

Section 6-1-40. Abilities of members.

(A) Any member of the Freshman Council shall be allowed to attend meetings of Student Senate committees as a non-voting observer.

(B) Any member of the Student Senate shall be allowed to attend meetings of the Freshman Council committees as a non-voting observer. The names of the observers shall be presented to the chair of the Freshman Council committee and to the Freshman Council advisors prior to the meeting they wish to attend.
(C) At least one member of Freshman Council shall regularly attend the meetings of the Student Senate as a Student Senate liaison in order to give weekly reports on the Council’s activity. This need not be the same Freshman Council member from week to week.

(D) If a member of the Freshman Council is elected to the Student Senate or appointed to the Executive Cabinet, Elections Commission, or Constitutional Council following the elections, that member shall be allowed to serve as an ex-officio (non-voting) member of the Freshman Council until the conclusion of their Freshman Council term.

ARTICLE II. STUDENT GOVERNMENT PROGRAMS

Section 6-2-10. Cocky’s Reading Express.

(A) Cocky’s Reading Express shall exist for the purpose of promoting literacy amongst primary school-aged children in South Carolina. The program shall exist as a collaboration between Student Government and the School of Library and Information Science.

(B) The governing document of Cocky’s Reading Express shall be the Cocky’s Reading Express Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-2-20. Walk Home Cocky.

(A) Walk Home Cocky shall exist for the purpose of encouraging cooperation amongst the student body as it ensures a safer campus for walking students.

(B) The governing document of Walk Home Cocky shall be the Walk Home Cocky Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-2-30. Gamecock Pantry.

(A) Gamecock Pantry shall exist for the purpose of ensuring that all students, faculty, and staff have access to food aid, and ensuring the overall wellness of the community through the process of non-profit community building through service, education, awareness, advocacy, and fundraising.

(B) The governing document of Gamecock Pantry shall be the Gamecock Pantry Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-2-40. USC Bucket List.
(A) The USC Bucket List shall exist for the purpose of establishing and maintaining a list that includes experiences and achievements from all different aspects of campus and community life; each list item shall aim to instill new university traditions, keep established traditions alive, support the Columbia community, or encourage students to be involved in campus life.

(B) The governing document of the USC Bucket List shall be the USC Bucket List Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-2-50. Carolina Convoy.

(A) Carolina Convoy shall exist for the purpose of encouraging a sense of school spirit, support for athletics, and a feeling of university loyalty through trips to away and neutral-site athletic events with groups of students.

(B) The governing document of Carolina Convoy shall be the Carolina Convoy Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-2-60. Congressional Advisory Board.

(A) The Congressional Advisory Board shall exist for the purpose of communicating to members of the South Carolina congressional delegation the views and interests of all students at the University of South Carolina and its satellite campuses.

(B) The governing document of the Congressional Advisory Board shall be the Congressional Advisory Board Charter, which shall not contradict these Student Government Codes. The adoption and revision of this charter shall be under the purview of the Student Senate and shall require a majority vote of those senators present and voting. Revisions shall be suggested as needed by the program director and members.

(C) The Congressional Advisory Board shall consist of twelve members as follows: the student body president, the student body vice president, the student body treasurer, the secretary of government relations, the director of the Congressional Advisory Board, and seven members appointed by the student body president and confirmed by a majority vote of the Student Senate.

(D) The Congressional Advisory Board shall develop an annual list of priorities and goals for recommendations to the members of the South Carolina congressional delegation. Such recommendations shall be published in an annual report to be presented to the delegation members and posted online for the general public.
(E) If funding is available, the Congressional Advisory Board shall personally present their proposal to the members of the South Carolina congressional delegation and federal officials by traveling to the nation’s capital.

Section 6-2-70. Legislative Advisory Board.

(A) The Legislative Advisory Board shall exist for the purpose of ensuring that higher education is a priority among elected officials in both the budget and allocations processes through the lobbying of local, state, or federal elected bodies.

(B) The governing document of the Legislative Advisory Board shall be the Legislative Advisory Board Charter, which shall not contradict these Student Government Codes. The adoption and revision of this charter shall be under the purview of the Student Senate and shall require a majority vote of those present and voting. Revisions shall be suggested as needed by the program director and members.

(C) Consistent with the purpose of the Legislative Advisory Board, any student shall be allowed to attend the meetings of the Legislative Advisory Board as a non-voting observer. It is also encouraged that members of the Legislative Advisory Board attend meetings of the Student Senate as observers.

ARTICLE III. NEIGHBORHOOD ASSOCIATION

Section 6-3-10. Purpose.

The University of South Carolina Neighborhood Association shall exist to identify and recommend solutions to community needs and concerns and foster and maintain relationships with surrounding neighborhoods and the City of Columbia.

Section 6-3-20. Governing document.

The governing document of the University of South Carolina Neighborhood Association shall be the University of South Carolina Neighborhood Association Bylaws, which shall not contradict these Student Government Codes.

Section 6-3-30. Officers.

(A) The student body president shall serve as the president of the University of South Carolina Neighborhood Association and assume all responsibilities as outlined in the Neighborhood Association Bylaws.

(B) The student body vice president shall serve as the vice president of the University of South Carolina Neighborhood Association and assume all responsibilities as outlined in the Neighborhood Association Bylaws.
(C) The student body treasurer shall serve as the treasurer of the University of South Carolina Neighborhood Association and assume all responsibilities as outlined in the Neighborhood Association Bylaws.

(D) The secretary of student services and chair of the Student Services Committee of the Student Senate shall sit on the Executive Committee of the University of South Carolina Neighborhood Association and assist in the operations as outlined in the Bylaws.

(E) All members of the Student Senate shall serve as voting members of the University of South Carolina Neighborhood Association as outlined in the Bylaws.

Section 6-3-40.

(A) Carolina Closet shall exist for the purpose of encouraging cooperation amongst the student body as it ensures every Gamecock an opportunity to be successful.

(B) The governing document of Carolina Closet shall be the Carolina Closet Operation Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

Section 6-3-50.

(A) Carolina Concerns shall exist for the purpose of encouraging cooperation amongst the student body as it provides an outlet for the student body to voice concerns.

(B) The governing document of Carolina Concerns shall be the Carolina Concerns Operation Manual, which shall not contradict these Student Government Codes. The adoption and revision of this manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual.

ARTICLE IV. RICHARD REMPEL AWARD SELECTION COMMITTEE

Section 6-4-10. Award.

The Rempel Award is annually given to a member of the faculty or administrative staff of the University of South Carolina who, by their concern for the welfare of the student body, most closely emulates the career of Professor Richard Rempel.

Section 6-4-20. Committee.

The recipient of this award shall be chosen by a selection committee consisting of: the chair of the Student Senate Academics Committee and two at-large members nominated by the student body
president, whose appointment shall require a majority vote of the Student Senate. The Student Government advisor shall serve as an ex-officio (non-voting) member of the committee.

Section 6-4-30. Nomination.

The format for the nominations shall be decided by the Rempel Awards Committee. Nominations for the award may be made by any student, faculty, or staff member of the University.

Section 6-4-40. Selection.

The Rempel Award committee shall meet prior to the annual Student Government inauguration to select a recipient for the Richard Rempel Award. The name of the recipient shall be submitted to the student body president serving on the University Awards Day, who will make the presentation.

ARTICLE V. STUDENT SUSTAINABILITY FUND COMMITTEE

Section 6-5-10. Purpose.

The Student Sustainability Fund Committee shall exist for the purpose of encouraging energy efficiency on campus through the funding of projects that demonstrate an economic benefit to students and a reduction in the University’s consumptions of energy.

Section 6-5-20. Membership.

(A) The membership of the Student Sustainability Fund Committee shall be composed of fourteen (14) voting student members: the chair of the Student Senate Environmental Affairs Committee, the chair of the Student Senate Finance Committee, the student body treasurer, a graduate student member of Student Government, the chief officer of sustainability of the Residence Hall Association, seven (7) undergraduate students at-large, and two (2) graduate students at-large.

(B) All at-large members shall be nominated by the student body president and confirmed with a majority vote of the Student Senate.

(C) The Student Sustainability Fund Committee shall elect a chair and establish internal meeting and operations procedures upon its initial meeting.

Section 6-5-30. Term.

All members of the Student Sustainability Fund Committee shall serve a term concurrent with that of the executive officers and student senators.
CHAPTER 7 – THE HOUSE OF DELEGATES

ARTICLE I. CODE ACCESSIBILITY AND FUNCTION

Section 7-1-10.

These codes of the House of Delegates are the rules that govern the activity of the House of Delegates. These codes, in their most current form, must be accessible by all delegates upon request.

Section 7-1-20.

Any and all of the Chapter 700 codes and the Rules of Procedure may be suspended by unanimous consent of the membership present, with override power given to the speaker of the House.

Section 7-1-30.

Changes to any of the Codes may occur without a vote only for the purpose of reforming scrivener’s errors which shall be limited to changes to grammar, punctuation, numbering problems, or to update the name of an office or institution referenced in the codes that has changed its name, such that doing so does not alter the intent or meanings of the Codes.

Section 7-1-40.

Each member of the House of Delegates has rights and obligations equal to those of every other member; there are no seniority rights.

Section 7-1-50.

The delegates shall adopt Rules of Procedure that may not conflict with these codes or with the Constitution of Student Government.

Section 7-1-60.

Any proposed changes to these Chapter 7 codes must be approved by the Student Senate and the House of Delegates concurrently.

ARTICLE II. HOUSE MEETINGS

Section 7-2-10.

The House shall meet in General Session each week during the fall and spring calendar of the semesters. Exceptions are school holidays and week(s) of final examinations.

Section 7-2-20.
The time and place of the meetings shall be determined by the speaker of the House.

Section 7-2-30.

Meetings shall be limited to two (2) hours from the time the meeting is officially called to order. The exception shall be when adjournment is called for or a two-thirds (2/3) majority of the House votes for continuance.

Section 7-2-40.

Order of Business:

(A) Call to order by presiding officer;
(B) Call for quorum;
(C) Reading and approval of the previous Journal (optional);
(D) Officer reports;
(E) Communications and reports from Student Government;
(F) Committee reports;
(G) Guest reports (optional);
(H) Special orders and appointments;
(I) Old business;
(J) New business;
(K) Open forum (optional);
(L) And adjournment.

Section 7-2-50.

No non-member of the House of Delegates may sit in seating designated for Delegates at the House meetings.

ARTICLE III. ROLL CALL

Section 7-3-10.
When there is a call for a vote, the question shall be decided by a method determined by the presiding officer. All legislation shall be put on contested reading calendar by the request of any delegate with voting rights.

Section 7-3-20

Once the presiding officer announces that voting has ended, all votes are final and may not be changed.

Section 7-3-30.

Additional House of Delegate sessions may be called upon by a two-thirds (2/3) majority of the Delegates, and the approval of the Speaker of the House of Delegates. These meetings must be scheduled one week prior to occurrence.

Section 7-3-40.

Non-members wishing to address the membership of the House of Delegates may do so by contacting the speaker of the House of Delegates.

Section 7-3-50.

A minimum of ten (10) voting delegates shall constitute quorum.

Section 7-3-60.

If it is determined by the presiding officer at any time during a regular meeting that quorum is not present, no business shall be in order, except a motion to recess until a quorum is gathered or a motion to adjourn.

ARTICLE IV. RESPONSIBILITIES OF MEMBERS OF THE HOUSE OF DELEGATES

Section 7-4-10.

(A) Delegates shall, in the course of their duties, fulfill the following obligations:

(1) Regularly attend and participate in weekly general session meetings of the House of Delegates;

(2) Regularly attend and participate in weekly meetings of Committees to which they have voluntary membership;

(3) And make an effort in good faith to assess the needs and will of their constituents by attending meetings of their student organizations.
(B) Delegates shall have full voting and membership rights in the House of Delegates, to include but not limited to introducing legislation, making motions, speaking on matters presented to the floor, and amending legislation.

Section 7-4-20.

Delegates may, in the course of their responsibilities in a House of Delegates session, allow a proxy to act in their stead, with the following guidelines:

(A) A proxy shall have no voting rights in the House of Delegates place of meeting;

(B) A proxy shall be able to speak on matters presented to the floor;

(C) A proxy shall not be able to introduce legislation to the floor;

(D) A proxy shall not be able to amend legislation.

Section 7-4-30.

Each student organization that is duly registered and in good standing with the office of Student Government and student organizations shall be entitled to send one delegate in a manner provided for by that organization’s rules, charter, or by-laws.

Section 7-4-30.

Each student organization that is duly registered and in good standing with the office of Student Government and student organizations shall be entitled to send one delegate in a manner provided for by that organization’s rules, charter, or by-laws.

ARTICLE V. SPEAKER OF THE HOUSE OF DELEGATES

Section 7-5-10.

The speaker of the House of Delegates shall, with the consent of the body, appoint the desk officers of the House of Delegates. The Speaker may appoint a chaplain as well as any other positions deemed necessary for the orderly conduct of the House of Delegates. These officers serve at the pleasure of the speaker of the House of Delegates, and may be removed at any time by the speaker of the House of Delegates.

Section 7-5-20.

The speaker of the House of Delegates shall distribute all proper, appropriate, or required documentation to their respective parties.
Section 7-5-30.

The speaker of the House of Delegates shall appoint the chairs of the standing committees of the body with the advice of the deputy speaker.

Section 7-5-40.

(A) The speaker of the House of Delegates may propose the creation of any special committee to address a singular specific issue to the body, as needed.

(B) “Limited charter” – The House of Delegates, in such a charter, will include a statement that said charter will dissolve when the committee has met its stated purpose or when the Speaker of the House of Delegates leaves office, whichever comes first.

Section 7-5-50.

The speaker of the House of Delegates shall appoint all members of any special committees that are created by the body as needed. They shall function as ad hoc committees and shall be governed as directed by the speaker of the House of Delegates. An ad hoc committee may not exist later than the final day the speaker of the House of Delegates is in office or when the committee has fulfilled its stated purpose, whichever comes first.

Section 7-5-60.

The speaker shall appoint a secretary to serve at the speaker’s tenure. The appointment shall be confirmed by the House by simple majority.

Section 7-5-61.

The speaker of the House of Delegates shall be a full voting member of the body, with access to all rights and privileges guaranteed to all delegates.

Section 7-5-62.

The speaker of the House shall appoint a delegate as the official representative to the Senate. The secretary of the House of Delegates shall be a full voting member of the body, with access to all rights and privileges guaranteed to all delegates.

Section 7-5-63.

The Secretary shall keep the record and contact information of current delegates. The secretary shall also be responsible for keeping attendance.

Section 7-5-64.

The secretary shall keep records of legislations and votes that occur within the House of Delegates.
ARTICLE VI. OTHER ELECTED POSITIONS

Section 7-6-10

The deputy speaker of the House of Delegates shall be a full voting member of the body, with access to all rights and privileges guaranteed to all delegates.

Section 7-6-20

If the speaker of the House of Delegates is unable to preside over the House, or should choose not to, the deputy speaker of the House, or his or her designee, shall preside in his or her place, maintaining his or her voting rights.

Section 7-6-30.

All roll call votes shall be recorded by the House of Delegates deputy speaker of the House and sent to The Daily Gamecock for publication and their discretion.

Section 7-6-40.

The deputy speaker shall be an ex-officio member of every committee formed by the House.

ARTICLE VII. RESPONSIBILITIES OF COMMITTEE CHAIRS

Section 7-7-10.

Delegates appointed to serve as chairs of standing committees shall, in the course of their duties, fulfill the following obligations:

(A) Organize and administer their standing committee, calling regular weekly meetings.

(B) Provide for the recording of the minutes for that committee, noting attendance of members, and transmitting those minutes to the secretary.

(C) Report to the House on the committee’s activities.

(D) Retrieve legislation from the secretary that has been referred to their committee, and return the same to the clerk, with proposed amendments attached, once it has been passed out of the committee.

Section 7-7-20.

The Facilitation Committee shall be an established Standing Committee with the following
purposes:

(A) To educate and assist delegates in the appropriate legislative processes involved with the workings of the House of Delegates.

(B) Consult and provide constructive guidance on the progression of initiatives of delegates within the House.

(C) To communicate with Student Government Student Senate and aid the process of moving legislation from the House to the Senate.

Section 7-7-30.

The Communications Committee shall be an established Standing Committee with the following purposes:

(A) Communicate and organize House of Delegates information and events as needed.

(B) Reach out to student organizations and encourage their participation in the House of Delegates.

(C) Manage all branding and visual communications of the House of Delegates.

(D) Manage the social media of the House of Delegates.

ARTICLE VIII. RELATIONSHIP OF THE HOUSE OF DELEGATES TO THE STUDENT SENATE

Section 7-8-10.

When the House of Delegates passes legislation to the Senate to be considered for confirmation, the Senate may suggest amendments to the legislation to be submitted back to the House for consideration for revision to be voted upon by the House at their earliest convenience. This relationship shall be reciprocal for any proposed legislation submitted to the House by the Senate.

ARTICLE IX. TRANSITION AUTHORITY

Section 7-9-10.

The period of time between the House of Delegates election and the inauguration shall be a time of organization for the newly appointed House leadership.

Section 7-9-20.
The outgoing elected leadership of the House of Delegates shall assist the incoming delegates as necessary during and after the transition period.

Section 7-9-30.

The House of Delegates shall have representative authority on behalf of student organizations duly registered with the Office of Student Affairs.

Section 7-9-40.

The elected leadership may meet to organize as many times before inauguration as the Speaker of the House finds necessary. Matters to be covered during the organizational meetings shall be limited to:

(A) Adoption of Rules of Procedure;

(B) Confirmation of the desk officers and committee chairs;

(C) Organization of House committees;

(D) Creation of special or ad hoc committees;

(E) Discussion of House goals for the coming term.

ARTICLE X. TRANSPARENCY POLICY FOR THE HOUSE OF DELEGATES

Section 7-10-10.

Every House of Delegates elected leadership shall be listed with picture and email on the Student Government website.

ARTICLE XI. IMPEACHMENT

Impeachment shall be defined as charging with improper conduct in office before the proper court defined by the Constitution.

Section 7-11-15.

Every elected officer of the House shall be impeachable.

Section 7-11-20.

Charges for impeachment may include, but are not limited to:
(A) The conviction of a criminal act by local, state, or federal courts;

(B) A violation of the oath of office;

(C) Failure to uphold the Constitution of Student Government;

(D) Academic dishonesty;

(F) Failure to maintain the academic requirements of office.

Section 7-11-30.

The Chief Justice, while presiding as the chair of the Court of Impeachment, shall not vote on the question, except in the case of a tie.

Section 7-11-40.

The deliberations of the Court of Impeachment (COI) shall be conducted in accordance with the South Carolina Freedom of Information Act. The Student Government advisor is considered an ex-officio non-voting member of the COI.

Section 7-11-50.

If the Court of Impeachment finds sufficient grounds to indict the officer, then the case shall go before the full House for trial.

ARTICLE XII. LEGISLATION

Section 7-12-10.

Legislation originating in the House of Delegates shall be given a designated HDL for House of Delegates Legislation, followed by the semester in which the legislation was proposed, and then the number of the legislation submitted to the floor, by its type. An example of such is HDL (S14) B01 for the first bill submitted by the House in the spring semester of 2014. Such legislation must conform to formatting standards used by the Student Senate.

Section 7-12-20.

The delegates may adopt non-binding resolutions expressing the will of that body by a majority vote.

Section 7-12-30.
The delegates may adopt bills or binding resolutions by a majority vote, provided that such receives a concurrence of a majority of the Student Senate and the approval of the student body president and the University president.