

Student Government Codes

Student Government
University of South Carolina – Columbia
Certified Copy
Current as of September 13, 2017

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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 Senate 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.

Section 1-1-70. The Student Body President shall oversee the 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 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 twelve (12) 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.

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 Cockey'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 Vehicle Management and Parking Services 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 Cockey.

(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 services 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 1-2-135. Offices pertaining to veteran affairs.

(A) The Student Body President shall nominate a Secretary of Veteran Affairs. The duties of the Secretary of Veteran Affairs shall include, but are not limited to:

- (1) Assisting the Student Body President in the formulation of Student Government policies, initiatives, and projects pertaining to student veterans.
- (2) Maintain communication with the Student Veterans Association in order to support student veterans.
- (3) Advocate veterans' interests to the Office of Veterans Services and Office of Student Conduct.
- (4) Advocate for the career and professional development of student veterans.
- (5) Advise the student body president in the appointment of three students to the Veteran Services Advisory Committee who are veterans of the United States Military.

(B) The Student Body President may nominate a Deputy Secretary of Veterans' Health and Wellness.

(C) The Student Body President may nominate a Deputy Secretary of Veteran Statistics to oversee veterans' retention rates and other trends of student veterans.

(D) Promote Green Zone Ally Training to members of student government.

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 to 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 applying 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 body 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.

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 or by impeachment by the student senate at any time.

(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 Leadership and Service Center, 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) Attending, as needed, student senate finance committee budget hearings at which the student comptroller's assigned organizations are testifying in order to gain financial assistance.

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 treasurers 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 monthly 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 Student Senate sessions on weekly basis excluding:

- (A) A Senator shall be allowed (3) absences per term from regularly scheduled Senate sessions.
- (B) A Senator shall be allowed (3) absences per term from regularly scheduled committee meetings.
- (C) Once a Senator exceeds (3) absences for either regularly scheduled Senate sessions or regularly scheduled committee meetings, then the Senator shall be removed from office due to non-attendance.
- (D) Committee Chairs shall incorporate committee attendance into their committee reports.

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

- (A) If a Senator accrues more than three absences, the Senate shall vote on their removal during the motion period of the Senate session following the fourth (4) absence.
- (B) The removal of a Senator on the basis of inordinate absences may be enacted by a two-thirds ($\frac{2}{3}$) majority vote of the present voting Senators.
- (C) The removal of a Senator may be appealed to the Constitutional Council within seven (7) calendar days of the Senator's removal.
- (D) In the case of an appeal, the President Pro Tempore will represent Student Government with

the assistance of the Attorney General.

Section 2-1-18. Proxies.

(A) The Student Senate shall allow a proxy representative to be chosen by a Senator to attend a Senate session and vote on behalf of the Senator as long as:

(1) The Proxy checks in with the clerk before the Senate session begins and,

(2) The Proxy shows record of consent from the Senator he/she is representing that states he/she is allowed to attend the Student Senate session on behalf of the Senator via the proxy voting form and,

(3) The Proxy has a completed proxy voting form filled out by the Senator he/she is representing, via email or hard copy, in order to vote.

(B) A Proxy may only represent one (1) Senator per week in Student Senate.

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 presenting 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) Report of the Residence Hall Association;
 - (c) Report of the Freshman Council;
 - (d) Report of the Constitutional Council;
 - (e) Report of the Student Body Treasurer;
 - (f) Report of the Student Body Vice President;
 - (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.

(D) The Powers and Responsibilities Committee may not contain less than (5) members at any time

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

(F) Committees shall not conduct meetings, interviews, consider the favorability of legislation, or evaluate the favorability of referrals unless (3) members of the committee are present.

(G) The Finance Committee shall not conduct interviews, consider the favorability of legislation, or evaluate the favorability of referrals unless (4) members of the committee are present.

(H) The Judiciary Committee shall not conduct interviews, consider the favorability of legislation, or evaluate the favorability of referrals unless (4) members of the committee are present.

(I) The Powers and Responsibility Committee shall not conduct interviews, consider the favorability of legislation, or evaluate the favorability of referrals unless (4) members of the committee are present.

(J) A Committee's Chairperson or Vice Chairperson may be removed from their position by a two-thirds majority vote of their committee or by seven-tenths majority vote of the Rules Committee. Chairpersons must entertain all motions for removal. If a Chairperson or Vice

Chairperson is removed from their position, they shall continue to serve as a member of the committee.

(K) If a Chairperson is removed or resigns from their position, the Vice President shall appoint a different senator to the position.

(L) If a Vice Chairperson is removed or resigns from their position, the committee shall elect a new Vice Chairperson.

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 monthly 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) 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;

(E) Leading the development of events or projects with the purpose of increasing awareness of Student Government services and opportunities amongst their constituents;

(F) 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 monthly 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) Each Delegation shall be required to complete outreach projects.

(1) Delegation members must complete at least two (2) projects per term under the following guidelines:

(I) Outreach projects may be completed by individual senators or may be a collaborative effort between senators;

(II) Outreach projects must be one (1) of the following: Tabling, campus improvement initiatives, comprehensive surveys, or other projects that must be submitted and approved by the Rules Committee at least one (1) week before said project begins;

(III) A minimum of one (1) project must be completed by the end of the fall semester.

(IV) A report of the project must be submitted to the Vice President's Chief of Staff within one week of the project's completion.

(V) At large Senators will be responsible for a project in the delegation that the chair they are

filling is representing.

(E) 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) Legislation regarding the allocation of student funds to student organizations should be automatically placed on the Second Uncontested Reading Calendar.

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 pharmacy, and law appropriations, refer to their respective financial guidelines.

(B) For the purposes of these Codes, all graduate student appropriations shall be made by the Graduate Student Association as a separate body of Student Government as outlined in Chapter 6 of these codes.

Section 3-1-20. Definitions.

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

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

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

Section 3-1-30. Time period.

All legislation regarding funds, budgets, and allocations shall be passed by the respective governing body by November 1 in order to be enacted in that session.

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 four categories: undergraduate, graduate, law, and pharmacy. The amount of funding available for each category shall be based on student enrollment. Funds will be classified based on the following groups: Undergraduate Student Organizations, Graduate School Organizations, Law School Organizations, and Pharmacy School Organizations.

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.

ARTICLE III. RESPECTIVE FINANCE COMMITTEE

Section 3-3-10. Membership.

(A) In addition to membership as defined in Chapter 2 of these Student Government Codes, the Respective 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, non-voting member;
- (3) And the Vice President of Student Affairs or a designee as an ex-officio, non-voting member.

(B) Additionally, the chair of the Respective 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 Respective Finance Committee shall be defined as the majority of existing Respective Finance Committee members.

(B) The chair of the Respective 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 Respective 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 Respective governing body;
 - (3) The publication date of the Respective 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;
 - (4) A due date for any appeals to the Respective Finance Committee's initial recommendations, which shall occur at least forty-eight (48) hours before the Respective Finance Committee presents its recommendations to the Respective governing body, and must take into consideration the needed time for the Respective Finance Committee to consider all such appeals;
 - (5) And the date and time the Respective Finance Committee will present its recommendations to the Respective governing body 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 Organizations.

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 Respective Finance Committee;
- (B) Make such a request at least two meetings of the Respective Finance Committee prior to the event. End-of-semester requests must be made three weeks before the final Respective governing body 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 Respective Finance Committee, will be published at the beginning of the fall academic semester, and will be available for public review;
- (E) Send either the President or Treasurer to the Student Organizations' treasurer's workshop;
- (F) And acknowledge and be aware that all promotional materials printed with funds received must include the phrase "Sponsored in part by the Student Activity Fee".

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

Each Student Organization directly funded through the respective governing body shall submit its budgets through the Student Organization System. Each submission must occur at least two Respective Finance Committee meetings prior to the event and no later than three weeks before the final Respective governing body session of each semester. 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 and the Organization's faculty advisor. The respective 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 respective governing body shall allocate funds to Student Organizations based on the recommendations of the respective 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 be actively registered with the Leadership and Service Center;
- (B) The Treasurer of the Student Organization must have attended a Treasurers' workshop in the fiscal year.
- (C) 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;
- (D) Participation in events must be open and free to all members of the University community;
- (E) 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 Respective Finance Committee. Any alterations made to the student organization funding allocation process must be approved by the Respective Governing body by November 1.

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

- (A) Participation must be open and free 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 social, recreational, or educational events. On-campus events are classified as programs. Off-campus retreats set within a twelve (12) mile radius of university property will be classified as programs if the Respective 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 five members of their respective organization provided the majority of attendees are underclassmen. 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. Funds will be allocated for registration and travel for up to three members. Larger requests shall be considered on a case by case basis. If a respective organization goes to a tournament, they must provide a brief summary of the organization's participation in 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 respective Finance Committee recommended requests will be included and listed separately in an allocation bill presented to the Student Government Senate by the Chair of the respective Finance Committee:

(A) Budget requests for funding of under \$500 for undergraduate Student Organizations will not require further action other than submitting the funding application and budget. Dialogues with the respective Finance Committee are not mandatory, but are encouraged.

(B) Budget requests for funding of over \$500 for Undergraduate Student Organizations will require an executive officer (or representative) of the student organization applying for funding must request a dialogue with the respective Finance Committee. Failure to attend a dialogue may result in removal from consideration.

Section 3-5-70. Budget Allocation Process.

All properly submitted Student Organization budget requests shall be subscribed to the following process:

(A) To be considered by the respective Finance Committee, all requests must be made by 4:30 p.m. on the Wednesday at least two weeks in which class is in session prior to the event.

(B) At least three weeks in which class is in session prior to the event, any mandatory dialogues will be scheduled by the Respective Finance Committee.

(C) The Respective 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 Respective Governing Body.

(D) The Respective governing 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 Respective Finance Committee shall consider all comments and appeals during the 48 hours prior to the Respective Governing Body meeting where the Student Organization Allocation Bill Recommendation will be initially considered.

(F) Upon consideration of all comments and appeals, the respective Finance Committee shall submit the Student Organization Allocation Bill Recommendation for consideration to the respective governing body unless circumstances would require the Respective Finance Committee to delay submission.

(G) By the second Wednesday following the University's winter break, the chair of the Respective 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 Respective Finance Committee with the intent to allocate funds to student organizations, the committee chair shall introduce, when the need arises, a recommendation to the respective governing body for the allocations of funds to the student organizations.

Section 3-5-80. Respective governing body approval process.

Budget requests 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 respective governing body treasurer shall be the sole executor of approved budgets within their governing body in conjunction with the Student Life Director of Finance or designee.

(B) The Student Life Director of Finance or designee shall be responsible for seeing that the monies appropriated to each student organization are spent in accordance with the student organization's budget request and the will of the respective governing body 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 respective governing body's allocation recommendation unless receiving approval for reallocation.

(B) The respective governing 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 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 Director of Finance or designee, shall establish financial protocol to effectively distribute appropriated monies.

Section 3-5-110. Reimbursement process.

(A) All receipts are due within fifteen (15) days of the event. Failure to turn in the receipts will result in no reimbursements by the Department of Student Life. If allocated monies are not spent or if receipts are not turned in on time, the money will be rolled back into the Student Activity Fee budget.

(B) All Student Organizations are required to submit evaluation and assessment reports for every event or program in which money allocated by the respective governing body was used. These forms will be available from the Leadership and Service Center, and must be completed within fifteen (15) days of the event or program.

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

(A) Budget requests for renting rooms, equipment, or any miscellaneous items within Russell House must be submitted in accordance with policies given during the Treasurer's workshop by the Vice President of Student Affairs or designee.

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 respective 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 the Vice President of Student Affairs, 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 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 governing body which allocates disbursements of the Student Activity Fee. Any student organization that is determined by the respective Finance Committee and the Department of Student Life 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 freezing.

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 respective Finance Committee or student body treasurer via re-allocation form, shall have their remaining Student Government allocation suspended for the remainder of the academic year. 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. All monies within frozen accounts 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 repeatedly misuses funds in this manner may also be subject to suspension and/or loss of university privileges at the discretion of the respective Finance Committee.

Section 3-6-70. Restrictions on uses of student funds.

The following restrictions should be considered to receive funding:

(A) Food and expenses for regularly scheduled meetings shall not be funded.

(B) Clothing purchases shall not be funded.

(C) Funds from budgets approved by the respective governing body for salaries to professional staff, graduate assistants, or clerical staff must be submitted to the respective Finance Committee. This request must be approved by the respective Finance Committee and passed in the form of an allocation Bill recommendation by the respective governing body. 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.

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

(B) If an event generates revenue for the student organization, the organization shall reimburse all monies allocated from the Student Activity Fund to the allocating body.

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. External bank accounts.

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 respective Finance Committee from the university's student activity fees are not permitted to hold a University of South Carolina account, provided that the requirements outlined in the Treasurers' workshop by the Vice President of Student Affairs or a designee.

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 the Organization's President or Treasurer. All forms

must be turned in seven (7) days prior to departure to the staff advisor. 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 Department of Student Life 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 Department of Student Life, 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 of Student Government with University policy, as well as all local, state, and federal laws.

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.

(B) The designee 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 respective Finance Committee or the student body treasurer during periods when student leadership is unavailable. In such an event, the chair of the respective 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 respective 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 Department of Student Life and student body treasurer shall keep approved budgets available for viewing on file in the Student Government office.

Section 3-7-60. Action in the absence of student leadership.

The Student Government advisor or designee has the authority to act on behalf of the respective Finance Committee or the student body treasurer during periods when student leadership is unavailable. This may only apply to matters of budget allocations. Any action taken will be emailed the day of the action and recorded in writing for the chair of the respective 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 respective 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 session, 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 election shall be notified by the Elections Commissioner after it is determined that this person is eligible to serve.

(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) – eleven (11) 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) – eight (8) seats;
- (5) District 5 (College of Education) – three (3) seats;
- (6) District 6 (College of Engineering and Computing) – five (5) 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) – two (2) 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) – four (4) 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:

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

(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 a.m. on the Monday seven (7) weeks before the University's spring break and continue through 5:00 p.m. on that Monday. Filing will reopen at 9:00 a.m. on Tuesday and conclude at 5:00 p.m. If that Monday is a holiday, filing shall start at 9:00 a.m. on the Tuesday seven (7) weeks before the University's spring break and continue through 4:00 p.m. 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 is defined as attempts to gain votes after the conclusion of the candidates meeting until one week prior to the Student Government election. This includes passing out flyers, mass-emailing and public declarations of candidacy on social media, in a publication, or at a mass assembly of students. Reaching out to individuals to learn about issues, attempting to find campaign staff, and having exploratory conversations and email exchanges are not considered to be soft campaigning. If a violation is issued, the elections commission may choose to bar the candidate from the election. The candidate has the right to appeal the election commission's decision to the Constitutional Council. 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 is defined as any attempts to gain votes the week before the conclusion of the election period, through methods such as tabling, distributing campaign promotional items such as cups, t-shirts, food, beverages, and any items related to the exchange of food, beverages, or consumer products. It 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 candidate's 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. Candidate's 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 envelopes;
 - (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 p.m. 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 residence hall 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 p.m. each business day 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 p.m. 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 Conduct. 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 Conduct.

(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 a.m. 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 a.m. 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.

Section 6-1-50. Member requirements.

(1) All members of Freshman Council will be required to complete ten (10) service hours with Student Government partnered programs per semester to be determined by the overseeing authority.

(2) Freshman Council advisors will serve as the primary authority, with oversight from the Student Body President.

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.

Section 6-2-80. Gamecock REACH

(A) Gamecock REACH shall exist for the purpose of providing emotional support to students through trained student volunteers in cooperation with USC Health and Wellness

(B) The governing document of Gamecock REACH shall be the Gamecock REACH Manual, which shall not contradict these Student Government Codes. The adoption and revision of the manual shall be under the purview of the program director and members, and the process for doing so shall be detailed within the manual. The Student Senate shall retain jurisdiction over Gamecock REACH.

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. Carolina Closet

(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. Carolina Concerns

(A) Carolina Concerns shall exist for the purpose of encouraging cooperation amongst the student body as it provides and 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 Committee, 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 consist of the following nine (9) members: the Faculty Principal of Green Quad; University Recycling Coordinator; Director of the Office of Sustainability; Sustainability Coordinator for Housing; Assistant Director for Leadership and Outreach within the Office of Sustainability; Secretary of Environmental Affairs, appointed by the Student Body President; the Chair of the Student Senate Environmental Affairs Committee; one EcoRep from the on-campus EcoRep organization; and one student representative from Sustainable Carolina to be vetted by the Student Senate Environmental Affairs Committee.

(B) The director of the Office of Sustainability shall serve as the chairperson of the committee and have duties including, but not limited to; calling meetings, setting the agenda, and ensuring proper functioning of the committee.

(C) If a committee member is removed for any reason (studying abroad, change in leadership, etc.), a replacement is to be named within 10 business days. As members of this committee are a part of different organizations on campus and therefore change leadership at different times, all of these positions are ex officio. In addition, as these roles change representatives, the successor will attend the next meeting.

Section 6-5-30. Funding.

(A) The funding application will be live and available online at all times, and the allocations will be made according to a rolling application to which student groups, individual students, and partnerships with faculty and staff may apply at any time.

(B) Funding applications submitted to the Student Sustainability Fund Committee should present an initiative in common with one of the five pillars of sustainability: natural landscape systems, water, energy, materials and waste, and transportation.

(C) Disqualification for funding will be left to the discretion of the committee, but should result from the lack of budget, lack of relation to the five pillars of sustainability, or lack of feasibility.

(D) The committee will convene once per month each fall and spring semester in order to vote on funding applications and to access the status of funded initiatives.

(E) Following the presentation of the initiative and deliberation by the committee, status of funding will be reported to applicants within three (3) business days. Allocations will be determined according to a majority vote of the committee. If the committee is equally divided on

an allocation decision, the head of the committee may vote to break the tie.

(F) Funds may be allocated in full coverage of the requested amount, in partial coverage of the requested amount, or the request may be denied according to applicable disqualifications.

ARTICLE VI. STUDENT LEGISLATIVE ACTION NETWORK

Article I: TITLE

The name of this body shall be the Student Legislative Action Network, a program of the Executive Branch of the Student Government of the University of South Carolina.

Article II: MISSION

The mission of the Student Legislative Action Network, in addition to the purpose stated in Chapter 6, Section 6-2-70 of Student Government Codes, is the following:

- (A) To serve as a non-partisan advocacy entity, frequently communicating with the South Carolina General Assembly and other political officials on behalf of the constituency of the University of South Carolina student body so as to directly influence state and local government;
- (B) To track legislation year-round through the legislative process, following the legislative chambers while in session and attending meetings and hearings as necessary, to culminate in a Legislative Report Card;
- (C) To engage in critical and thoughtful research through individual projects to present to state lawmakers, executive officials, and other political bodies.

Article III: EXECUTIVE BODY

All executive powers of the Student Legislative Action Network shall be vested in an executive body composed of an Executive Director, Director of Lobbying, Deputy Director of Lobbying, a Director of Research, and a Deputy Director of Research, known as the Directorate.

Section A: APPOINTMENT OF THE DIRECTORATE

According to Article II, Section 3, Subsection A8 of the Constitution of Student Government, the President shall appoint the Executive Director of the Student Legislative Action Network.

Section B: DUTIES AND POWERS OF EXECUTIVE DIRECTOR

The Executive Director shall:

1. Uphold the Student Legislative Action Network Charter;
2. Appoint a Director of Research;

3. Appoint a Director of Lobbying;
4. Create any and all subcommittees that he or she deems necessary for the expeditious conduct of Student Legislative Action Network business;
5. Act as the official representative of the Student Legislative Action Network to Student Government, state legislators, or any other officials;
6. Apply to the Student Government for financial means necessary for the operation of the Student Legislative Action Network;
7. Preside over weekly meetings;
8. Take all actions necessary and proper for the maintenance of the Student Legislative Action Network.

Section C: DUTIES AND POWERS OF THE DIRECTOR OF ADVOCACY

The Director of Lobbying shall:

1. Serve in lieu of the Executive Director in his or her absence or disability and, in the case of vacancy, succeed to that office by application to the President of Student Government and confirmation by the Student Senate;
2. Recruit the members necessary to advocate on behalf of the University of South Carolina student body and form the Student Network;
3. Maintain a list of all members of Student Government who reside in the state of South Carolina and their senatorial district so that he or she may call upon said members to serve upon the Student Network;
4. Serve as presiding officer of the Student Network;
5. Call for and preside over any special meetings of the Student Network;
6. Assist in the organization of Carolina Day;
7. Work in accordance with the Director of Research on projects;
8. Shall keep a list of bills that the directorate believes will affect the day-to-day life of the student body.
9. Take all actions necessary and proper to adequately represent the University of South Carolina student body in the legislative process.

Section D: DUTIES AND POWERS OF THE DIRECTOR OF RESEARCH

The Director of Research shall:

1. Upon appointment, create all documents necessary and proper for the organization of research projects;
2. Maintain the collection of documents relating to the Student Legislative Action Network and provide access to each member;
3. Organize and document all research and projects conducted by members;
4. Serve as presiding officer of the Legislative Report Card Committee;
5. Call for and preside over any meetings of the Student Project Committee or Legislative Report Card Committee;
6. Publish the Legislative Report Card at an appropriate time.

Article IV: COMMITTEE STRUCTURE

Section A: COMPOSITION

The Legislative Advisory Network shall be composed of as many members as the Directorate sees fit. These members shall represent the student body but shall be assigned to the State Senator who represents his or her senatorial district, so long as there are as many members as there are State Senators. If the number of members of the Student Network is fewer than the number of State Senators, then members may be assigned to more than one Senator.

Section B: SELECTION

The entire Directorate based on merit and geographical location of residence shall select members among the pool of applicants.

Applications will be available year-round although the primary application period will occur during the beginning of each semester.

A non-South Carolinian who holds a position on the Student Network may not be removed on the basis of his or her state residency.

Section C: TERM LIMIT

A term shall be defined as beginning on the first day of fall semester and ending on the last day of Spring semester within a single academic year. Upon appointment of the new directorate

members may request another term.

Article V: RESPONSIBILITIES

Section A: DUTIES

Members of the Student Network shall meet weekly. A member unable to attend the meeting must provide a valid excuse two days prior to the meeting.

In the event that a bill should arise that would affect the day-to-day life of the Student Body, the Student Network as a whole shall poll the sentiment of the student body as necessary. Upon determining the viewpoint of the students, the Student Network shall communicate the Student Body's majority opinion to the assigned Senator and Representatives through the most impactful means.

Section B: LOBBYING RESPONSIBILITIES

The members of the Student Project Committee shall actively pursue a project at the discretion of the Director of Research.

The members shall attend all weekly meetings, but, should a member be unable to attend a meeting, he or she must provide a valid excuse at least two days prior to the meeting.

Members must maintain a document detailing a summary of his or her active project and supplement this document with any progress including, but not limited to, meetings with political figures or changes to relevant legislation.

Section C: RESEARCH RESPONSIBILITIES

A student may ask the Director of Research to work on the Legislative Report Card Committee in lieu of or in addition to working on an individual project or working jointly on another member's project. With consent of both the Director of Research and Executive Director, he or she may be admitted to the Legislative Report Card Committee, whose number shall not exceed eight (8).

The committee will research the prior legislative session's bills that affect the University and determine a "grade" for each legislator in both the State Senate and State House based on his or her voting behavior in regard to said bills.

The committee shall determine the grading system most appropriate to accurately reflect each legislator's behavior towards bills affecting the Student Body. The committee shall include all bills relevant to tuition, revenue for higher education, core requirements, and other bills pertinent to high school and university life. The Legislative Report Card shall be submitted by the end of the Fall semester.

The goal of the Legislative Report Card is to keep legislators accountable for their actions.

Article VI: REMOVAL OF MEMBERS OR DIRECTORS AND REPLACEMENT THEREOF

A member of the Student Network may be removed for failure to perform the duties described in Article IV, Section D only after the Director of Lobbying has addressed his or her failures to the member. A member of the Student Project Committee may be removed for failure to perform the duties described in Article V, Section D only after the Director of Research has addressed his or her failures to the member. Upon unanimous decision in favor of removal by the Directorate, the member shall be notified and thereby removed.

Either the Director of Lobbying or Director of Research may be removed for failure to perform the duties described in Article II, Section C or Section D respectively. A Petition for Removal signed by one third of the members of the group presided by the Director (i.e. 1/3 of the Student Network for the Director of Lobbying or 1/3 of the Student Project Committee for the Director of Research) shall be submitted to the Executive Director. The Executive Director shall announce a Notice of Impeachment to all members and the hearing shall be scheduled for the next meeting of the whole. The Executive Director shall present the failures to the whole; the impeached Director shall have three (3) minutes to present a defense. The whole shall then vote anonymously via paper ballots, counted by the Executive Director; if a supermajority (2/3) of members of the whole find the Director guilty of failure to perform, he or she shall be removed. The Executive Director must then appoint a new Director within one (1) meeting.

The Executive Director may be removed for failure to perform the duties described in Article II, Section B. A Petition for Removal signed by two-fifths of the members of the whole shall be submitted to the President of Student Government. The Director of Lobbying shall announce a Notice of Impeaching to all members and the hearing shall be scheduled for the next meeting of the whole. The Director of Lobbying shall present the failures to the whole; the Executive Director shall have five (5) minutes to present a defense. The whole shall then vote anonymously via paper ballots, counted by the Director of Research; if a supermajority (2/3) of members of the whole find the Director guilty of failure to perform, the Director of Research and Director of Lobbying shall present to the President of Student Government a Notice of Lack of Confidence. The President of Student Government must then consider appointing a new Executive Director who will then appoint as necessary.

Article VII: MINUTES

At all weekly meetings, monthly meetings, and special meetings, the presiding officer shall appoint a member to take detailed minutes which shall then be submitted to the Director of Research, who will then make the minutes available to all members. Minutes shall include attendance.

Article VII: GOVERNING DOCUMENTS

This Charter shall be the governing document of the Student Legislative Action Network but its contents and amendments shall in no way contradict the Constitution or Student Government Codes. If any provision of this Charter comes into conflict with the Constitution or Student Government Codes, the Student Government Constitution or Codes shall be supreme, and it shall be the duty of the Directorate to propose an amendment to this Charter, which will thereby ensure accordance to the Constitution and Student Government Codes.

Article IX: AMENDMENT

Any member of the Student Legislative Action Network has the capacity to propose an amendment to this Charter. The amendment shall be submitted to the Executive Director and the hearing thereof shall be scheduled for the next meeting of the whole. The whole, after hearing arguments, shall then vote anonymously via paper ballots, counted by the Executive Director; if a supermajority (2/3) of the members vote in favor of the amendment, it shall then be signed by all present members and submitted to Student Senate, pursuant to 6-2-70(B) for official amendment.

Article X: RATIFICATION

This Charter shall be ratified upon the unanimous vote in favor thereof by all members of the current Student Legislative Action Network and upon a majority vote of those present and voting of the Student Senate. It shall take effect upon the signature and date of all members and of the President of the Student Government.

Done in meeting of the whole by the unanimous consent of the members of the Student Legislative Action Network present and of the President of Student Government, the 4th day of February 2016.

In witness thereof, we have hereunto subscribed our names.

ARTICLE VII. COCKY CONNECTIONS

SECTION 1: Name

The name of this program shall be The Cocky Connections: A First Year Mentoring Program, hereafter referred to as Cocky Connections.

SECTION 2: Purpose

1. To facilitate relationships between new students and student mentors at University of South Carolina during a new student's first semester on campus.
2. To acquaint first semester freshmen with the resources and services provided at the University of South Carolina and answer any additional questions they may have about student life.
3. To instill in the new students a level of comfort that will assist them in their transition

into University life to become productive members of the Carolinian community.

4. To provide leadership development for upperclassmen University of South Carolina students serving as mentors.

SECTION 3: Qualifications & Selection

1. Any student considered full-time who has completed at least one full semester at the University of South Carolina and maintained a GPA of 2.5 or higher and who can attend at least one program event in the fall semester shall be eligible to apply to be a mentor with the program.
2. Any student enrolled as a first year student at the University shall be eligible to apply as a mentee.
3. The selection process for mentors and mentees shall be under the jurisdiction of the Freshman Council Student Services Committee for the 2017 selections and will thereafter be under the jurisdiction of the First Year Mentoring Program Director who may be appointed by the Student Body President each year to follow, as an executive cabinet position under the Director of Programs.
4. All incoming students who wish to be mentees with Cocky Connections shall go through only an online application process, whereas all current students who wish to be mentors with Cocky Connections shall be required to submit the mentor application online and may be required to interview with a selection committee to be appointed by the Director.
5. The entire selection process for mentors shall be concluded no later than June 30th.
6. The entire selection process for mentees shall be concluded no later than September 1st.
7. For the first year of this program's existence, the number of mentees shall not exceed 50 and the number of mentors shall not exceed 25. Each year to follow the number of mentors and mentees shall be decided by the Program Director and Student Body President.

SECTION 4: Communication

1. Cocky Connections mentors are required to copy the Program Director on the initial email to their mentee and to check in with the Program Director midway through the semester in order to be considered a mentor in good standing.
2. Cocky Connections mentors will be given the emails and phone numbers of their mentee and may proceed to communicate however they and their mentee decide.
3. Mentors will be required to watch an online orientation and training video including the Cocky Connections mission statement, description of mentor position, initial contact exemplars, handling questions beyond a mentor's scope of knowledge, "Do's & Don'ts", and basic tips on how to be a good mentor.

SECTION 5: General

1. Cocky Connections is an affiliated organization of Student Government, and works closely with the Executive Branch which will oversee budgeting and appointment of the Director.

2. The mentors and mentees will communicate once before September 8th via email, and will officially meet on the mentor and mentee's own terms. Mentors and mentees will be required to attend a final event at the end of the semester to be decided by the Director, at a time that does not conflict with the regularly scheduled meetings of Freshman Council, Student Senate, or Executive Cabinet.
3. Any situation not covered in this charter shall be referred to the Executive Codes of Student Government, or if pertaining to parliamentary procedure, Robert's Rules of Order, at the discretion of both the Director and Student Body President.
4. This act shall take effect upon the passage of this charter through the Student Senate and upon signatures of the Student Body President and the University President.

SECTION 6: Revision

1. This charter shall be amended by a majority vote in the University of South Carolina Student Senate.

