

BYLAWS
of the
UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION
GEORGIA INSTITUTE OF TECHNOLOGY
Revised Tuesday, April 14, 2020

ARTICLE I: UNDERGRADUATE HOUSE OF REPRESENTATIVES

Section 1. Definition

- A. The Legislative Branch of the Student Government Association shall comprise of the Undergraduate House of Representatives (“House of Representatives”, “the House”), as defined by the Constitution of the Undergraduate Student Government Association, and shall be composed of the elected Representatives of the Undergraduate Student Body and the officers of the House of Representatives.

Section 2. House Leadership

- A. The standing officers of the House of Representatives, also to be known as House Leadership, shall consist of the Speaker of the House, the Speaker pro Tempore, the Secretary, the Treasurer, the Parliamentarian, the Sergeant at Arms, and the Membership Chair.

Section 3. Duties of House Leadership

- A. The Speaker of the House shall
- a. Fulfill all duties specified in the Constitution and the Bylaws;
 - b. Be the chief officer of the Legislative Branch, responsible for presiding over and planning meetings, retreats, training sessions, and social functions of the Undergraduate House of Representatives, presiding over all other officers of the House and responsible for setting the general direction of the House;
 - c. Be jointly responsible with the Graduate Student Government Graduate Senate Chair for the management and oversight of the joint bills;
 - d. Produce a report to be included in the Annual Report;
 - e. Appoint a Speaker Pro Tempore, Parliamentarian, Sergeant at Arms, and Membership Chair by the second meeting of the current session of the House with the advice and consent of the House, and assume their responsibilities in the event that a position is vacant;
 - f. Preserve order and decorum in debate, decide all questions of order in accordance with these Bylaws, refer all bills and resolutions to the proper committees;
 - g. Order the call of the roll of members of the House should the absence of a quorum be suggested;
 - h. Call and run meetings of House Leadership on a biweekly basis;
 - i. Establish, with the advice and consent of the House, ad hoc committees of the House, for the purpose of considering a specific issue and making recommendations to the House;
 - j. Be charged with fostering a cohesive working unit within the House with assistance from House Leadership and the Vice President of Internal Affairs;
 - k. Attend all Executive Cabinet meetings;
 - l. Attend all Student Government Association retreats;
 - m. Consider, with any one member of House Leadership, candidates to fill open seats in the Undergraduate House of Representatives.
 - n. Represent the opinion of the Legislative Branch in all hearings of judicial bodies, or appoint a member of the House to do so on their behalf.

B. The Speaker Pro Tempore shall

- a. Be appointed from the membership of the Undergraduate House of Representatives by the speaker with the advice and consent of the House;
- b. Serve as the principal advisor for House Leadership;
- c. Fulfill the duties of the Speaker of the House in their absence;
- d. Report to the Speaker of the House as a standing officer of the House and member of House Leadership;
- e. Serve as the chair of the House Rules Committee and provide the committee report to the Undergraduate House of Representatives;
- f. Read out all active resolutions to the Undergraduate House of Representatives at the beginning of each semester;
- g. Be the chief mode of communication between the Undergraduate House of Representatives and outside entities.

C. The Secretary shall

- a. Be elected by the Undergraduate House of Representatives. This election shall take place in the same meeting the Speaker of the House is elected and this individual must be a Representative-elect for the following academic year;
- b. Keep the roll, minutes, and voting records of meetings of the House and post this information on the Student Government Association website;
- c. Record all points of order raised and their description;
- d. Maintain a record of the progress of all bills presented to the House;
- e. Sign and date each bill that is passed within 48 hours after passage and then submit it to the President for their signature;
- f. Maintain all records of the Undergraduate Student Government Association, excluding all resolutions;
- g. Report to the Speaker of the House as a standing officer of the House and member of House Leadership.

D. The Treasurer shall

- a. Be elected by the Undergraduate House of Representatives. This election shall take place in the same meeting the Speaker of the House is elected and this individual must be a Representative-elect for the following academic year;
- b. Prepare the annual budget for the Undergraduate Student Government Association;
- c. Ensure a record is maintained of all Undergraduate Student Government Association financial transactions;
- d. Present a monthly report to the House concerning the previous month's finances of the ULR at the first meeting of each month;
- e. Submit an annual report to the President detailing the expenses of the ULR for the current fiscal year following the conclusion of the regular business of the Undergraduate House of Representatives;
- f. Ensure that all account transfers, payments, and reimbursements of the Undergraduate Student Government Association are handled in accordance with proper procedure and policy;
- g. Have general authority over the fundraising efforts of the Undergraduate Student Government Association;
- h. Report to the Speaker of the House as a standing officer of the House and member of House Leadership;
- i. Provide a report on all bills requesting funding from the Undergraduate Legislative Reserve.

- E. The Parliamentarian shall
 - a. Be appointed from the membership of the Undergraduate House of Representatives by the speaker with the advice and consent of the House;
 - b. Assist the Speaker and the House in all matters concerning Parliamentary Procedure;
 - c. With the exception of the Speaker of the House, serve as the final authority on questions of parliamentary procedure;
 - d. Attend to any other duties as delegated to them by the Speaker related to Parliamentary Procedure;
 - e. Present an overview of Robert's Rules of Order Newly Revised (RONR) at the beginning of each semester before the Undergraduate House of Representatives;
 - f. Report to the Speaker of the House as a standing officer of the House and member of House Leadership;
 - g. Create and maintain informational documents regarding parliamentary procedure which shall be made available to all members of the Undergraduate House of Representatives;
 - h. Serve as a member on the House Rules Committee.
- F. The Sergeant-at-Arms shall
 - a. Be appointed from the membership of the Undergraduate House of Representatives by the speaker with the advice and consent of the House;
 - b. Set up the Undergraduate House of Representatives meetings prior to the meeting time;
 - c. Enforce disciplinary actions of the House;
 - d. Attend to any other duties as delegated to them by the Speaker to preserve order and professionalism during the Undergraduate House of Representatives Meetings;
 - e. Notify representatives in the event that their resignation or impeachment is necessary;
 - f. Assist the Secretary in the event that impeachment is necessary;
 - g. Present the expectations of House Representatives to the House at the beginning of each semester;
 - h. Report to the Speaker of the House as a standing officer of the House and member of House Leadership.
- G. The Membership Chair shall
 - a. Be appointed from the membership of the Undergraduate House of Representatives by the speaker with the advice and consent of the House;
 - b. Foster a cohesive working unit within and among members of the Undergraduate House of Representatives;
 - c. Collaborate with the Vice President of Internal Affairs of the Executive Branch to create a plan for membership development across the Undergraduate Student Government Association;
 - d. Attend to any other duties regarding internal development seen as necessary by the Speaker of the House or by House Leadership;
 - e. Serve as an ex officio member of the Internal Affairs Board;
 - f. Report to the Speaker of the House as a member of House Leadership;
 - g. Assist members of the House in gaining access to email lists for their constituencies.
- H. Each officer shall report all objectives and goals to the Undergraduate House of Representatives as needed.
- I. All meetings of House Leadership shall be open to the undergraduate population of the Georgia Institute of Technology.

Section 4. Other Officers

- A. The Student Organization Finance Office (SOFO) Representative shall

- a. Advise the House concerning account totals and allocations from the Student Activity Fee budgeting process;
- b. Advise the House on any other appropriate financial matters.
- B. The Graduate Student Senate (GSS) Coordinator shall
 - a. Be selected by the Graduate Student Government and approved by the Speaker of the House;
 - b. Attend all meetings of the House and Graduate Student Senate;
 - c. Report to the House the events of the Graduate Student Senate meetings.
- C. The Undergraduate House of Representatives (UHR) Coordinator shall
 - a. Be selected by the Speaker of the House and approved by the Senate Chair;
 - b. Attend all meetings of the Senate and the House;
 - c. Report to the Senate the events of the House meetings.

Section 5. Duties of the Representatives

- A. Representatives shall
 - a. Attend all House meetings.
 - i. Any Representative who is absent from a House meeting shall submit an excuse to the Secretary no later than forty-eight (48) hours after the missed meeting.
 - ii. Each House member shall be absent from no more than three (3) meetings for the fall semester and three (3) meetings for the spring semester.
 - b. Not be permitted to serve in the Executive Cabinet of the Executive Branch.
 - c. Any Representative elected to office and also receiving a nomination from the President to join their Cabinet shall give up their seat in the Undergraduate House of Representatives if they accept said nomination. The open seat shall go to the runner up candidate. In the event that no such candidate exists, the seat will be considered open and shall be eligible to the student body via application process.
 - d. Maintain contact with their constituencies during their term of office.
 - i. Representatives, with the exception of Members-at-Large, shall provide monthly updates to their constituencies regarding the status of bills and all relevant issues before the House.
 - ii. Representatives shall provide a minimum of one-hour (1) biweekly in which they are available to meet with their constituents to discuss pending legislation and upcoming issues. All office hours must be filed with the appropriate Student Government Association calendar system.
 - e. First consideration for any representative who fails to fulfill these requirements may be grounds for impeachment.

Section 6. Committees of the Undergraduate House of Representatives

- A. Ad Hoc Committees established by the Speaker of the House shall
 - a. Serve the purpose or issue for which they were founded;
 - b. Have a chairperson appointed by the Speaker of House upon the inception of the committee. This chairperson will then report to a member of House Leadership depending on the nature of the issue of the committee. At the discretion of the Speaker of the House, all ad hoc committees pertaining to issues of finance will report to the Treasurer, pertaining to issues of campus life will report to the Speaker Pro Tempore, and pertaining to internal issues of the House or the Student Government Association report to the Secretary. At the discretion of the Speaker of the House, all members of House Leadership shall serve as ex officio members on committees that pertain to their roles.

- c. Report all objectives and goals to the Undergraduate House of Representatives as needed;
 - d. Maintain exact records of all committee business;
 - e. Submit a written semester report by the end of the semester to the Secretary and the Undergraduate House of Representatives summarizing that semester's activities;
 - f. Submit a final report to the Secretary and the Undergraduate House of Representatives within two (2) weeks of the adjournment of the committee, which shall include all semester reports and all records of committee business.
 - g. All meetings of Ad Hoc Committees of the House shall be open to the general undergraduate student population.
- B. Standing Committees of the Undergraduate House of Representatives
- a. The House Rules Committee shall
 - i. Be chaired by the Speaker Pro-Tempore and have the Parliamentarian sit on the committee;
 - ii. Serve as the primary point of contact for issues brought up in Open Forum;
 - iii. Serve as a direct medium of communication on behalf of the UHR to the administration of the Georgia Institute of Technology;
 - iv. Have a working knowledge of the structure of the administrations of the Georgia Institute of Technology;
 - v. Provide recommendations regarding the proposed budgets of Tier II and Tier III organizations;
 - vi. Provide recommendations regarding proposed Undergraduate and Joint Resolutions;
 - vii. Manage the catalog of all resolutions and commendations for a five-year (5) history;
 - viii. Have the authority to rectify any code in accordance with approved resolutions or commendations;
 - ix. Follow all policies set forth in the House Rules Policy.

Section 7. Meetings of the Undergraduate House of Representatives

- A. Regular meetings of the Undergraduate House of Representatives shall be held Tuesday nights at 7:30 pm during Fall and Spring Semesters unless otherwise ordered by a two-thirds vote of the House members present.
- B. The first meeting of each semester shall be the second full week of classes.
- C. The last meeting of each semester shall be the week before the reading period begins.
- D. Prior to the adjournment of each meeting, the date, time, and place of the next meeting shall be fixed if different from above.
- E. The last regular House meeting of the Spring Semester shall be known as the Annual Meeting. This meeting shall be for the purpose of receiving annual reports of all members of Executive Cabinet and committee chairs.
- F. The Annual Meeting shall be for the election of the new Speaker of the House, Secretary, and Treasurer.
- G. Special meetings of the Undergraduate House of Representatives may be called by the President or Speaker of the House at any time during the regular academic semester beginning with the first day of the academic semester and extending to the last day of classes under the following limitations:
 - a. Each representative shall be notified at least forty-eight (48) hours prior to the meeting;
 - b. Each representative shall be informed of the reason for the meeting;

- c. Business transacted at the special meeting shall be limited to that mentioned in the notification.
- H. The Order of Business shall be established by the Speaker with the advice and consent of the Undergraduate House of Representatives at the first meeting of the Fall semester.
 - a. The Order of Business must include the following: Open Forum, Old Business, New Business, and Announcements.

Section 8. Procedures

- A. The rules contained in the most current edition of Robert's Rules of Order shall govern the Undergraduate House of Representatives, in all cases in which they are consistent with the Constitution and Bylaws.
- B. All matters being voted upon by the Undergraduate House of Representatives shall be classified as either motions or resolutions. Any main motion or resolution to be considered by the Undergraduate House of Representatives shall be designated as a bill.
- C. The Undergraduate House of Representatives may, by a majority vote of the membership, waive any section or part of a section of Article I of the Bylaws to consider a specific question before the Undergraduate House of Representatives, with the exception of Article I Section 8 Part G, which may be waived only by a unanimous vote of the House. Once the Bylaws have been waived, the Undergraduate House of Representatives may consider no more than one (1) bill or slate before the Bylaws are automatically reinstated.
- D. All joint-financial bills shall be submitted according to JFC policy.
- E. Speaking Rights
 - a. Each Representative will have the right to speak twice per motion, with a limit of two (2) minutes per speech, unless changed by a majority vote of the members present;
 - b. The Student Body President and the Joint Vice President of Finance may speak at the discretion of the Speaker and are subject to the same limitations of the line above.
- F. The following procedure shall be observed for all bills:
 - a. Consideration of all joint-financial bills shall be postponed for at least one (1) meeting unless otherwise motioned and accepted by a two-thirds vote of the members present;
 - b. The Speaker of the House shall refer all bills to the proper committee;
 - c. In order to be considered, all financial bills must stipulate the fund or account from which they are to be drawn;
 - d. The Undergraduate House of Representatives shall not consider any joint-financial bill until the Joint Finance Committee has reviewed the bill and provided a recommendation to the House;
 - e. All joint-financial bills must adhere to the guidelines set forth in the Joint Finance Committee Policy unless policy is waived by a two-thirds vote of all members present;
 - f. A motion to friendly amend a subsidiary motion being discussed need only be accepted by the maker of original motion;
 - g. The motion to straw poll requires the consent of the Speaker.
 - i. A straw poll consists of an uncounted voice vote in order to gauge the floor on how it would vote on the bill at the moment. The proposer can also suggest multiple possible scenarios about the bill and conduct an unofficial voice vote on each scenario.
 - ii. A straw poll cannot be subject to Division of the House.
 - h. The President may veto any bill in accordance with the procedure set forth in the Constitution.
 - i. The motion to lay a bill on the table shall be a debatable motion.

- j. A motion may be withdrawn by the author of a motion.
- G. Each member of the Undergraduate House of Representatives shall have one vote, except the Speaker, who shall vote only in case of a tie for undergraduate specific bills.
 - a. The Undergraduate House of Representatives shall prohibit the use of the secret ballot, except for the election of House Leadership and representatives.
 - b. A voice vote will be used on simple majority votes and all subsidiary motions unless opposed by a member of the Undergraduate House of Representatives or if a vote cannot be decided by voice vote, in which case a hand vote shall be used.
 - c. All financial bills will require a recorded vote.
 - d. The Secretary shall record the exact count of a recorded vote on bills.
 - e. Upon the demand of one-third of the members present, the Speaker shall order the calling of the roll upon any questions before the House and shall announce the results of the vote. Members shall vote in order of the Secretary's roll, and shall be allowed aye, nay, or abstain.
 - f. The results of the vote on each bill shall be stated immediately after the vote is taken in order that, for non-joint bills, the President be given the opportunity to veto the bill during that meeting.
 - g. At each meeting, the vote of each representative on each bill shall be accurately recorded.
 - h. The voting record of each representative shall be made public on the Georgia Tech Student Government Association website and updated weekly to reflect the most up to date Undergraduate House of Representatives session.
 - i. If the Undergraduate House of Representatives wishes to change the procedures for gathering the voting data or the methods for publicizing the collected data, it may do so with a two-thirds majority vote, after a motion is made specifying the changes to be made. The motion shall be treated as a main question.
- H. Issue Meetings
 - a. The Undergraduate House of Representatives may discuss, during regular meetings, pertinent issues on campus outside the bill process.
 - b. The Speaker shall solicit issues from Representatives and set the Order of Business for issue meetings. This Order of Business may be amended by the Undergraduate House of Representatives by a simple majority vote.
 - c. Issues shall be discussed under the title of "Special Topics," which shall be inserted into the Order of Business after Old Business.
 - d. Discussion of issues shall not last longer than sixty (60) minutes, unless approved by a two-thirds vote of the House.
 - e. Members of the Executive Branch may speak at the discretion of the Chair.
- I. Summer
 - a. Emergency legislation shall be defined as any bill, which, in the judgment of the Student Body President, must be acted upon during the Summer Semester.
 - b. A vote may be taken on any emergency bill by sending a copy of the bill via electronic communication to each member of the Undergraduate House of Representatives. All of the votes are to be tallied forty-eight (48) hours after two-thirds of the representatives respond.
 - c. If a Bill must be considered over the Summer, it shall be considered by the Undergraduate House of Representatives members from the previous year who have not yet graduated and facilitated by the newly-elected Speaker of the House, Secretary, and Treasurer for the upcoming year.

- d. During the Summer Semester, the Student Body President shall have the authority to approve allocations for student organizations from legislative appropriations up to the remainder of the Undergraduate Legislative Reserve (ULR), but no more than \$10,000 per summer session.

Section 9. Student Organization Charters

- A. The Undergraduate House of Representatives shall have the authority to review the constitutions of all chartered organizations, councils, governing boards, and commissions each year.
- B. Any discrepancies between an organization's activities and their constitution shall be brought before the Student Activities Committee of the Faculty Senate.
- C. Authority to grant, revoke, and approve revisions to charters for all campus organizations is delegated to the Student Activities Committee and Student Engagement.
 - a. The Joint Vice President of Campus Organizations or their designated representative will be a voting student member of the Student Activities Committee.

Section 10. Awards

- A. The Undergraduate House of Representatives shall annually recognize members of the Georgia Tech community at a dinner, which shall be called the Annual Banquet.
- B. The following awards shall be bestowed upon members of the Georgia Tech community by the consent of the majority of the House through secret ballot as selected in Executive Session:
 - a. The "Dean James E. Dull" Administrator of the Year Award – awarded to an outstanding member of the Georgia Tech Administration;
 - b. The "Dean George C. Griffin" Faculty of the Year Award – awarded to an outstanding member of the Georgia Tech Faculty;
 - c. The "Sergeant Gary F. Beringause" Friend of the Student Award – awarded to an outstanding member of the Georgia Tech community;
 - d. Student Council Member of the Year Award – awarded to the most outstanding member of the Undergraduate House of Representatives;
 - e. The "Betsy Kidwell" Committee of the Year Award – awarded to the most outstanding Student Government committee, department, board, or commission;
 - f. The "Georgia W. Braxton" Award – awarded to the most outstanding graduating student who has shown a career involvement within Student Government.
- C. The following award shall be bestowed upon a member of the Undergraduate House of Representatives by decision of the standing officers that comprise House Leadership:
 - a. The Community & Constituent Engagement Award
 - i. The award shall be given to one member of the Undergraduate House of Representatives on a semester basis; during the Annual End of Year Banquet in May.
 - ii. The records of office hours attendance, and participation in SGA shall be taken into consideration by the officers of House Leadership when deciding on the recipient of this award.
 - iii. No standing officer of House Leadership shall be eligible to receive this award.

ARTICLE II: EXECUTIVE

Section 1. Officers

- A. The standing officers of the Executive Cabinet shall consist of the Undergraduate Student Body President, the Executive Vice President, the Chief of Staff, the Joint Vice President of Finance, the Joint Vice President of Campus Organizations, the Vice President of Campus Services, the

Vice President of Student Life, the Vice President of Communications, the Vice President of External Affairs, the Vice President of Academic Affairs, the Joint Vice President of Information Technology, and the Vice President of Internal Affairs. The Speaker of the House is included in weekly Executive Cabinet meetings and channels of communication and shall be the authority in the Executive Branch on the interpretation of the Bylaws and Constitution of the Undergraduate Student Government Association.

Section 2. Duties of Officers

- A. All Executive Cabinet Officers shall
 - a. Attend weekly Executive Cabinet meeting set by the Undergraduate Student Body President;
 - b. Attend all Student Government Association retreats;
 - c. Present weekly reports to the Undergraduate House of Representatives;
 - d. Meet biweekly with their respective Executive Committee Chairs;
 - e. Receive all grievances pertinent to their position and refer them to the appropriate committees;
 - f. Abide by the expectations set by the Undergraduate Student Body President and Executive Vice President;
 - g. Maintain an official record of all the reports and minutes of committees placed under their authority;
 - h. Produce a report to be included in the Annual Report;
 - i. Aid the President in administrative duties as necessary.
- B. The Undergraduate Student Body President shall
 - a. Fulfill all duties specified in the Constitution and the Bylaws;
 - b. Sit on the Faculty Executive Board;
 - c. Be the chief executive of the Executive Branch—responsible for the organization and operations of the various boards and committees of the Undergraduate Student Government Association;
 - d. See that an Annual Report, which shall include the President’s own report for the year, for the Undergraduate Student Government Association is published;
 - e. Meet regularly with the Executive Cabinet;
 - f. Perform all duties and responsibilities as outlined in documents superior in authority to the Constitution of the Undergraduate Student Government Association;
 - g. Within Constitutional limits, write, amend, or retire Executive Orders as necessary to properly govern the operations of the Executive Branch:
 - i. All newly written or modified Executive Orders are to be presented to the Undergraduate House of Representatives at their next meeting;
 - ii. The Undergraduate House of Representatives may repeal any Executive Order by a simple majority vote, except for Executive Orders that are written to appoint students to standing positions or bodies, which requires a two-thirds majority vote;
 - iii. No Executive Order may be in conflict with the Bylaws or the Constitution;
 - iv. Executive Orders shall be valid for the duration of the President’s term in office, or until they are rescinded;
 - h. Have the authority
 - i. To establish and dissolve departments and committees of the Undergraduate Student Government Association with the consent of two-thirds of the membership of the Undergraduate House of Representatives;

- ii. To establish by Executive Order, ad hoc committees to carry out such specific functions as they define, which shall exist for the length of time necessary to carry out the charge issued by the President and submit a full report of the activities and findings to the President upon completion of the task;
 - iii. To appoint, by Executive Order, any number of Special Assistants;
 - iv. To appoint advisors to assist with the duties of the Undergraduate Student Body President;
 - v. To award annually up to ten (10) Presidential Honors to outstanding members and organizations of the Georgia Tech Community.
- C. The Executive Vice President shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the principal advisor to the President in administrative duties;
 - c. Serve as an ambassador in the President's stead as necessary;
 - d. Manage the implementation of all revisions to the Constitution and Bylaws, as well as all referenda for Constitutional amendments;
 - e. Coordinate all efforts of the committees placed under their authority;
 - f. Coordinate the application process for student appointments, and maintain a record of the appointees and the position descriptions;
 - g. Provide annual recommendations on short and long-term areas of opportunity within SGA in order to achieve the goal of best serving the student body each year;
 - h. Assist the President in compiling and writing the Annual Report.
- D. The Chief of Staff shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Represent the interests of the Student Body President and Executive Vice President both within and outside of the Student Government Association;
 - c. Maintain a list of Institute Wide Committees and maintain consistent SGA membership on said committees in cooperation with the President;
 - i. Institute-wide committee seats shall be filled in accordance with position descriptions in section 2; any remaining vacancies will be filled at the discretion of the President in accordance with the Statutes of the Georgia Institute of Technology and with the approval of the House.
 - d. Advise the President and Executive Vice President;
 - e. Provide annual recommendations on areas of opportunity within SGA in order to achieve the goal of best serving the student body each year;
 - f. Facilitate year-over-year transition between all branches;
 - g. Attend meetings or facilitate organizational operations on the behalf of the President and/or Executive Vice President if necessary;
 - h. Serve as a member of the Restructuring Committee;
 - i. Preside over the Advisory;
 - j. Preside over meetings of the Executive Cabinet.
- E. The Joint Vice President of Finance shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the Financial Advisor for the Undergraduate House of Representatives;
 - c. Serve as Chairperson of the Joint Finance Committee;
- F. The Joint Vice President of Campus Organizations shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Advise the President and the Undergraduate House of Representatives concerning administration of campus organizations;

- c. Serve as the Chairperson of the Joint Campus Organizations Board and coordinate all the efforts of committees placed under their authority;
- G. The Vice President of Campus Services shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's advisor of campus services issues;
 - c. Serve as Chairperson of the Campus Services Board and coordinate all the efforts of committees placed under their authority;
 - d. Serve as Chairperson of the Campus Safety Advisory Board.
- H. The Vice President of Student Life shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's advisor of student life issues;
 - c. Serve as Chairperson of the Student Life Board and coordinate all the efforts of committees placed under their authority;
- I. The Vice President of Communications shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's spokesperson, and advisor on student body opinion;
 - c. Serve as Chairperson of the Communications Board and coordinate all the efforts of committees placed under their authority;
 - d. Be responsible for regularly communicating the initiatives of the Student Government Association to the student body.
- J. The Vice President of Academic Affairs shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's advisor for the academic and educational environment of Georgia Tech;
 - c. Serve as Chairperson of the Academic Affairs Board and coordinate all the efforts of committees placed under their authority;
 - d. Aid in the maintenance of the academic excellence and educational environment of Georgia Tech through advocacy to the Undergraduate Student Body President, campus administrators, and other concerned parties;
- K. The Vice President of External Affairs shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's advisor on matters of external affairs;
 - c. Serve as Chairperson of the External Affairs Board and coordinate all the efforts of the committees placed under their authority;
 - d. Aid in increasing Georgia Tech's presence locally, regionally, nationally, and internationally through civic engagement, community service, and collaboration;
- L. The Joint Vice President of Information Technology shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;
 - b. Serve as the President's advisor on matters of Information Technology;
 - c. Be responsible for any Information Technology initiatives, and perform necessary maintenance of the Student Government Association website;
 - d. Serve as leader and coordinator of the Information Technology Board;
 - e. Coordinate efforts to disseminate information through electronic means;
 - f. Maintain all governing document and reports of the Student Government Association business on the website;
- M. The Vice President of Internal Affairs shall
 - a. Fulfill all duties as specified in the Constitution and the Bylaws;

- b. Advise the officers of the Executive, Legislative, and Judicial Branches on matters of internal interest;
 - c. Collaborate regularly with the Faculty, Head, and Assistant Head Advisors of FreShGA to guide the organization's programming;
 - d. Maintain a membership list, membership requirements, and semester objectives of each committee.
 - e. Collaborate with the Speaker of the House and Membership Chair of the Legislative Branch to create a plan for membership development across the Undergraduate Student Government Association;
- N. The Joint Vice President of Conference Funds shall
- a. Fulfill all duties as specified in the Constitution and the Graduate and Undergraduate Bylaws;
 - b. Be a graduate student;
 - c. Be recommended by the Graduate Student Body President and approved by both graduate and undergraduate legislative bodies;
 - d. Be responsible for the approval and distribution of both the Graduate and Undergraduate Conference Funds;
 - e. Provide timely notice to applicants of approval or denial of submission;
 - f. Provide in a timely manner approval of reimbursements through Workday;
 - g. Be exempt from the responsibilities outlined in Section 2 Subsection A.

Section 3. Committees and Boards

- A. Boards shall consist of all committees housed under a single Executive Cabinet member's role.
- B. Committees shall consist of a Committee Chair and Committee Members.
 - a. In the case that an Executive Cabinet member desires to appoint two co-chairs to lead a single committee, an appeal must be approved by the Chief of Staff.
- C. The Campus Services Board shall be composed of the Vice President of Campus Services and all chairs of ad hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning campus service issues. The following standing committees shall be placed under the authority of the Vice President of Campus Services and may function solely as chairs or form committees as necessary:
 - a. *Housing* shall advocate for the needs and interests of students as they pertain to the Department of Housing, Residence Life, residential facilities and maintenance in collaboration with Residence Life Reps and the Residence Hall Association;
 - b. *Dining* shall advocate for the needs and interests of students as they pertain to residential and non-residential dining and meal plans;
 - c. *Infrastructure and Transportation* shall advocate for the needs and interests of students as they pertain to parking, transportation, campus safety, roads, construction, and the planning of on- and off-campus infrastructure in collaboration with Parking and Transportation Services and the Georgia Tech Police Department;
 - d. *Campus Enterprises* shall advocate for the needs and interests of students as they pertain to the Campus Recreation Center, the Student Center, the bookstore, retail, vending, buzzcard, and digital signage operations;
 - e. *Sustainability* shall convey student desires regarding campus sustainability and environmental consciousness to the Administration and external entities, review and coordinate a sustainability policy and platform of the Campus Affairs Board committees, and facilitate communication with and between other student organizations dedicated to sustainability issues.

- D. The Student Life Board shall be composed of the Vice President of Student Life and all chairs of ad-hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning student life issues. The following standing committees shall be placed under the authority of the Vice President of Student Life:
- a. *Athletics* shall be responsible for representing student concerns regarding varsity athletics and campus recreation to the Administration and the Georgia Tech Athletic Association, and for coordinating available block seating for athletic events;
 - b. *Cultural and Diversity Affairs* shall seek to heighten the participation and inclusiveness of all parts of the Student Body, and to increase understanding within a diverse student population;
 - c. *Health and Wellbeing* shall advocate for the needs and interests of students as they relate to holistic wellness on Georgia Tech's campus and empower students to take control of their physical, mental, emotional, and spiritual wellbeing in collaboration with Health Initiatives, the Campus Recreation Center, and Stamps Health Services;
 - d. *Arts* shall form connections and collaborate on group initiatives related to art on campus, to unify the arts under one body and advocate for student needs related to the arts.
- E. The Communications Board shall be composed of the Vice President of Communications and all chairs of ad hoc or standing committees placed under their authority. It shall meet as needed for general organization and strategic planning. The following standing chair positions shall be placed under the authority of the Vice President of Communications and may function solely as chairs or form committees as necessary:
- a. *Public Relations and Graphic Design* shall:
 - i. Market the Undergraduate Student Government Association to the Georgia Tech community by publicizing its activities,
 - ii. Have general authority over all publications of the Undergraduate Student Government,
 - iii. Increase student awareness and understanding of Student Government by disseminating all official Undergraduate Student Government information to the public,
 - iv. Actively monitor and maintain SGA's social media presence on the following platforms: Facebook, Twitter, Instagram, and Reddit;
 - v. Document the activities of the Student Government Association through photography and videography
 - vi. Create all graphic designs and promotional materials for the Undergraduate Student Government Association
 - b. *Special Events* shall coordinate events hosted by the Student Government Association;
- F. The Academic Affairs Board shall be composed of the Vice President of Academic Affairs and all chairs of standing committees or ad hoc placed under their authority. It shall meet as needed for general organization and strategic planning concerning academic and educational issues. The following standing committees shall be placed under the authority of the Vice President of Academic Affairs:
- a. *Curriculum and Classroom Practices* shall strive to enrich the Georgia Tech education by developing educational opportunities for students within the classroom through innovative, whole-person curriculum and supportive classroom practices and policies, such as student rules and regulations review, faculty-student development, and department and Institute curriculum initiatives;;
 - b. *Educational Enhancement* shall strive to enrich the Georgia Tech education by developing educational opportunities for students beyond the classroom, such as

undergraduate research, leadership development, professional experience, service-learning, and international programs.

- G. The External Affairs Board shall be composed of the Vice President of External Affairs and all chairs of standing committees or ad-hoc committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning external affairs issues. The following standing committees and individuals shall be placed under the authority of the Vice President of External Affairs:
- a. *Government Relations* shall be charged with promoting civic engagement on campus and promoting awareness of government issues and processes;
 - i. *Ramblin Reps* subcommittee shall be a student advocacy group that will involve the students of the Georgia Institute of Technology in the political process of the State of Georgia. Members will advocate for student initiatives identified by the Student Government Association (SGA) as well as institute initiatives. Ramblin' Reps will follow its Governing Policy and coordinate with the Government Relations chair(s) for all programming and activities.
 - b. *Community Relations* shall be charged with working on initiatives to expand opportunities for Georgia Tech students to get involved in our surrounding communities
- H. The Internal Affairs Board shall be composed of the Vice President of Internal Affairs and all chairs of standing committees or ad-hoc committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning internal affairs issues. The following standing committees and individuals shall be placed under the authority of the Vice President of Internal Affairs:
- a. *Leadership Development* shall be charged to create leadership development opportunities for all members of the Student Government Association and to fully utilize the leadership endowment fund;
 - b. *Alumni Relations* shall maintain all communications with Undergraduate Student Government Association alumni, and accrue funding for the Endowment Fund;
 - c. *FreShGA* shall be sponsored by Freshman Leadership Organization and maintained by the Undergraduate Student Government Association with the intent of developing future SGA and campus leaders.
 - i. FreShGA will follow its Constitution and coordinate with the Vice President of Internal Affairs and Faculty Advisor for all programming and activities. Any changes to the Constitution of FreShGA shall be agreed upon by its members and approved by the organization's Faculty Advisor, the Vice President of Internal Affairs, and the Undergraduate House of Representatives.
- I. Committees of the Executive Vice President:
- a. *Internal Restructuring Board* shall work toward identifying organizational inefficiencies and suggesting improvements to further enhance the mission, vision and goals of the Undergraduate Student Government.

Section 4. Joint Standing Committees

- A. The Joint Finance Committee shall review and recommend to the Undergraduate House of Representatives and the Graduate Student Senate the annual Student Activity Fee Budget. The Committee shall, upon review, make recommendations to the Undergraduate House of Representatives and the Graduate Student Senate concerning all joint financial bills and any special allocations of the Student Activity Fee.
- a. The Joint Finance Committee shall have ten (10) members.
 - b. The Joint Finance Committee shall be apportioned in the following manner:

- i. The number of seats on the committees multiplied by the fraction of total Student Activity Fees paid by Undergraduates shall be the number of Undergraduate seats on the Committee. In performing this calculation, figures of exactly one-half or higher shall be rounded up, while figures lower than one half shall be rounded down. The remaining seats shall be the number of Graduate Seats.
 - c. The Chairperson of the Joint Finance Committee shall hold one (1) of the possible seats within their classification as Undergraduate or Graduate.
 - d. The Treasurer of the House shall hold one (1) of the Undergraduate seats.
 - e. The Joint Finance Committee shall meet within seven (7) days after a financial bill has been introduced in the House for the purpose of reviewing the bill.
- B. The Joint Campus Organizations Board shall be composed of the Joint Vice President of Campus Organizations and all chairs of standing committees or ad-hoc committees placed under their authority. It shall meet as needed for general organization and strategic planning concerning campus organizations issues and projects. The following standing committees and individuals shall be placed under the authority of the Joint Vice President of Campus Organizations:
 - a. The *Joint Campus Organizations Committee* shall be responsible for supporting the administration of the chartering, review, and necessary revocation of student organizations alongside the Student Activities Committee of the Faculty Senate and Student Engagement within the Division of Student Life. The committee shall be charged with maintaining all Student Government policies concerning student organization charters, and shall serve as an initial means for resolving disputes concerning the interpretation of any student organization constitution, with the exception of the Constitutions of the Graduate and Undergraduate Student Governments.
 - i. The Joint Campus Organizations Committee shall have a minimum of eleven (10) members.
 - ii. The Joint Campus Organizations Committee shall be apportioned in the following manner:
 - 1. The number of seats on the committees multiplied by the fraction of total Student Activity Fees paid by Undergraduates shall be the number of Undergraduate seats on the Committee. In performing this calculation, figures of exactly one-half or higher shall be rounded up, while figures lower than one half shall be rounded down. The remaining seats shall be the number of Graduate Seats.
 - iii. The Chairperson of the Joint Campus Organizations Committee shall hold one (1) of the possible seats within their classification as Undergraduate or Graduate.
 - b. *Organizational Development* shall be responsible for planning events, including Up With the White and Gold and Presidents' Summit, in partnership with the Center for Student Engagement within the Division of Student Life, that help strengthen organizations and/or develop the leadership capacity of student leaders at Georgia Tech.
 - c. *Outreach and Collaboration* shall be responsible for building relationships between SGA and student organizations at Georgia Tech, maintaining Collaborative Structures as defined in Article II Section 6, promoting collaboration between student organizations, and advocating for organizations to relevant decision-makers in SGA.
- C. The Information Technology Board shall be composed of the Joint Vice President of Information Technology and all project team leads and project members or ad hoc project teams placed under their authority. It shall meet as needed for general organization and strategic planning concerning information technology issues and projects. The following standing project teams or lead

positions shall be placed under the authority of the Joint Vice President of Information Technology:

- a. *Project Teams* shall design, create, and maintain information technology systems and tools to serve the larger needs of the student body and the internal needs of Student Government;
 - b. *Website Manager* shall be a member of the IT Development Board tasked with maintaining the functionality of the SGA Website.
- D. *Joint Sexual Violence Advisory Committee* shall be challenged with creating a campus where all students, faculty, and staff are protected and supported on all matters related to sexual and domestic violence. The JSVAC Chair will be jointly appointed by both Student Body Presidents. They will ensure that both students and faculty are actively working to create a campus that is safe for all Tech students in matters relating to sexual and domestic violence.

Section 5. Institute Wide Committees and External Bodies

- A. Any student shall be eligible for membership on a body external to the Student Government Association provided they meet the requirement for student membership on the committee as specified in the Statutes of the Georgia Institute of Technology.
- B. First consideration for any student member of a judicial body external to the Student Government who neglects their duties, is convicted of a violation of the Student Conduct Code, or is accused of action which is detrimental to the interests of the Student Body, shall be grounds for impeachment. If impeachment charges are brought against said official, a hearing shall be held by the Undergraduate House of Representatives. The Executive Vice President shall chair the hearing proceedings, and a three-fourths vote of the entire Undergraduate House of Representatives shall be necessary to remove said official from office. This paragraph shall apply to judicial bodies as determined by the Student Government and defined by the Georgia Tech (GT) Policy Handbook.

Section 6. Collaborative Structures

- A. The following Executive Committees and Boards shall be designated as a part of Collaborative Structures and paired with Organization Categories defined in the Joint Campus Organizations Committee Policy as follows:
 - a. Academic Affairs shall be responsible for the Professional/Departmental category;
 - b. Athletics shall be responsible for the Competitive and Recreation/Leisure category;
 - c. Community Relations shall be responsible for the Civic Engagement category;
 - d. Cultural and Diversity Affairs shall be responsible for the Cultural and Faith categories;
 - e. Government Relations shall be responsible for the Political category;
 - f. Student Arts Council shall be responsible for the Performance/Publication category;
 - g. Outreach and Collaboration shall be responsible for all other categories.
 - h. Any additional pairings for a given academic year may be added at the discretion of the Joint Vice President of Campus Organizations.
- B. An Executive Committee or Board designated as a part Collaborative Structures shall, at minimum:
 - a. Host one (1) round-table discussion per year for the category they for which they are responsible;
 - b. Serve as a liaison between SGA and the category for which they are responsible.

ARTICLE III: JUDICIARY

Section 1. Selection of Undergraduate Justices

- A. A list of suggested Justices will be forwarded to the Undergraduate Student Body President based on the recommendations of the Justices of the Undergraduate Judiciary Cabinet, otherwise referred to as the Student Conduct Panel in the Georgia Tech Student Code of Conduct.
- B. All Justices must be approved by the Undergraduate House of Representatives before deliberating a case.
- C. A bill for approving the new Justices must be presented to the Undergraduate House of Representatives.
- D. No more than four (4) members of any one Greek organization may serve on the Undergraduate Judiciary Cabinet concurrently.
- E. A selection for Chief Justice of the Undergraduate Judiciary Cabinet will also be formulated by the Justices of the Undergraduate Judiciary Cabinet and approved by the Undergraduate House of Representatives by a majority vote. A Chief Justice may not serve for more than one (1) consecutive year, without being re-elected by the Board to resume the position as Chief Justice.
 - a. In the case that impeachment charges are brought against the Chief Justice of the Undergraduate Judiciary Cabinet, and the Chief Justice is successfully impeached, the remaining Justices of the Undergraduate Judiciary Cabinet shall vote and propose a Justice to assume the position of Chief Justice of the Undergraduate Judiciary Cabinet, and shall be confirmed by the Undergraduate House of Representatives.

Section 2. Code of Ethics

- A. A Justice's official behavior should be beyond reproach and free from impropriety. No case or pending case before any court should be mentioned, commented upon, or discussed in any manner by any Justice (or by anyone under their direction or authority) except when the court itself is sitting to consider the case.
- B. A Justice should only judge a case or pending case when sitting as a member of a court to hear and consider the case.
- C. A Justice should be fair and just, and should not be swayed by partisan demands, public outcry, or consideration of a person's popularity.
- D. A Justice shall recuse themselves from a case which might justify the inference that a party could improperly influence them to unduly rule in that party's favor.
- E. A judiciary body may give an advisory opinion, at its sole discretion, on issues not before any other judicial body. Such opinions should not be binding on the party making the request.
- F. Proceedings of the courts by the Undergraduate Judiciary Cabinet should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.
- G. Any Justice who is accused of any action that is detrimental to the Student Body must be reported to the Undergraduate House of Representatives.
- H. Justices are not allowed to be involved in any campaign.
- I. Justices who wish to run for an elected position within SGA during their tenure shall step out of their position as a Justice for the duration of the election. Upon the conclusion of the election, if the Justice is not awarded another position in SGA, the Justice may reapply to the Cabinet to be reinstated.
- J. Any justice that is in violation of the Code of Ethics will be evaluated by the Board with a vote to determine if the Justice will be removed.

Section 3. Composition of Joint Judiciary Cabinet

- A. For appeals cases, the Chief Justices of the Undergraduate and Graduate Judiciary Cabinets shall assemble a hearing panel consisting of six (6) members and a chair who shall not vote except to break a tie. The number of hearing panel members selected from the Graduate Judiciary Cabinet

shall be determined by multiplying the fraction of student activity fees paid by graduate students by six (6) and rounding up if the fractional part is greater than one-half. The remainder of the six (6) hearing panel members shall be selected from the Undergraduate Judiciary Cabinet. The chairpersonship of hearing panels shall alternate between the Chief Justices.

- B. The Joint Judiciary Cabinet (JJC) may be used as a Student Conduct Panel at the discretion of the Institute. The hearing panel shall be formed according to a procedure established by the Office of Student Integrity and JJC. The hearing panel shall adhere to all guidelines set forth in the Student Code of Conduct for a Student Conduct Panel.

Section 4. Committees of the Chief Justice

- A. Elections Committee shall
 - a. Be placed under the authority of the Chief Justice;
 - b. Announce, organize, and carry out Student Government elections, and shall annually review the Elections Code and all other documents pertaining to elections and submit necessary amendments to the House for approval before the end of the Fall Semester;
 - c. Publicize the Student Government elections to the general student body
 - d. Calculate the apportionment of the House in accordance with these Bylaws and the Elections Code. Once the apportionment calculation has been completed for an election, the Elections Committee shall inform the House of the positions available;
 - e. Collect the names of all candidates for any elected office and submit this list to the House before the election;
 - f. Provide an annual verbal explanation of the Elections Code to the Undergraduate Judiciary Cabinet and the Undergraduate House of Representatives, or whenever the Code has been modified;
 - g. Conduct investigations into Elections Code violations:
 - i. In cases brought before the Elections Committee, the accused may unseat as many as two (2) voting members; however, a quorum of five (5) voting members and the Chair must remain;
 - ii. The committee shall hear cases involving minor violations and pass judgment on the accused;
 - iii. A major violation or disqualification decision may be appealed to the Dean of Students;
 - iv. Cases involving minor violations of the Elections Code or major violations not resulting in disqualification shall be handled solely by the Elections Committee;
 - v. Cases involving major violations of the Elections Code resulting in disqualifications shall be handled by the Undergraduate Judiciary Cabinet for consideration;
 - vi. Prior to each hearing, the Elections Committee shall send updates regarding all recently submitted violations to the Undergraduate Judiciary Cabinet;
 - vii. The Elections Committee shall send minutes of each hearing and a copy of the current Elections Code to the Undergraduate Judiciary Cabinet as soon as they are produced;
 - viii. The Elections Committee shall have a minimum of seven (7) and maximum of ten (10) voting members and a Chair. The Chair shall be non-voting and shall have no voice in discussion in cases concerning elections code violations, unless there is a tie, in which case the Chair shall vote to break the tie. The voting members of the Elections Committee shall be selected by the Chair during the committee selection process, and be approved by a simple majority of the UHR.

- h. Voting members appointed to the Elections Committee for the Spring Elections shall not be eligible to run for any position in the Undergraduate Student Government Association with the exception of Member-at-Large for a period of one year following the beginning of their term on the Elections Committee. Voting members appointed to the Elections Committee for the Fall Elections will be eligible to run for a position in the following Spring Elections conditional on their resignation from the committee immediately upon the installation of the Freshman Representatives.

ARTICLE IV: APPEALS

Section 1. Standing for Appeals

- A. Any student has standing to appeal any decisions regarding allocations they believe to be made in an unfair or biased manner by the Student Government Association according to the procedure set forth.

Section 2. Appeals Procedure by the Undergraduate Judiciary Cabinet

- A. Complaints to be heard by the Undergraduate Judiciary Cabinet shall regard non-joint decisions of the Undergraduate House of Representatives or of the Undergraduate Student Government Association. These complaints shall be documented communication sent to the Chief Justice of the Undergraduate Judiciary Cabinet.
- B. For complaints regarding legislative action(s), the Chief Justice shall notify the Speaker of the House within two (2) business days, and they shall serve as an advocate to represent the legislature before the Undergraduate Judiciary Cabinet. For all other complaints regarding the Student Government Association, the President shall appoint an advocate who shall represent the Student Government Association before the Undergraduate Judiciary Cabinet. The advocate shall submit a written response to the complaint to the Chief Justice of the Undergraduate Judiciary Cabinet.
- C. For each complaint, the Undergraduate Judiciary Cabinet shall conduct all hearings under procedures established by the Undergraduate Judiciary Cabinet and may, at its discretion, dismiss a complaint upon the basis of written arguments alone.
- D. The Undergraduate Judiciary Cabinet shall have the authority to overturn a final decision on an allocation bill from the Undergraduate Legislative Reserve if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The Undergraduate Judiciary Cabinet may modify the allocation to comply with the established policies of the Student Government Association or precedents set by the Undergraduate House of Representatives.

Section 3. Appeals Procedure by the Joint Judiciary Cabinet

- A. Complaints to be heard by the Joint Judiciary Cabinet shall regard joint decisions of the Undergraduate House of Representatives and Graduate Student Senate or of the Undergraduate and Graduate Student Government Association. These complaints shall be submitted in writing to the Chief Justice of the Undergraduate Judiciary Cabinet and Graduate Judiciary Cabinet.
- B. For complaints regarding legislative action(s), the Chief Justices shall notify the Speaker of the House and the Graduate Senate Chair, and the Undergraduate House of Representatives and the Graduate Student Senate shall each elect an advocate(s) to represent the legislature before the Joint Judiciary Cabinet. For all other complaints the Undergraduate and Graduate Student Body Presidents shall designate advocate(s) to represent the Student Government Association before the Joint Judiciary Cabinet. The advocate(s) shall submit a written response(s) to the complaint to the Chief Justices of the Undergraduate Judiciary Cabinet and Graduate Judiciary Cabinet.

- C. For each complaint, the Chief Justices shall assemble a hearing panel which shall conduct all hearings under procedures established by the Joint Judiciary Cabinet.
- D. The hearing panel may, at its discretion, dismiss a complaint upon the basis of written arguments alone.
- E. The Joint Judiciary Cabinet shall have the authority to overturn a final decision on a joint allocation bill if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The Joint Judiciary Cabinet may modify the allocation to comply with the established policies of the Student Government Association or precedents set by the Undergraduate House of Representatives and the Graduate Student Senate.

ARTICLE V: ADVISORS

Section 1. Legislative and Executive Branches

- A. The Dean of Students of Georgia Tech shall be the ex-officio faculty advisor of the Undergraduate House of Representatives and the Executive Branch.

Section 2. Judicial Branch

- A. The OSI Coordinator of Georgia Tech or designee(s) shall be the ex-officio faculty advisor of the Judicial Branch.

ARTICLE VI: ADVISORY

Section 1. Purpose

- A. The purpose of the Advisory is to foster communication between the highest officers of the three (3) branches of Student Government and advise the operations of Student Government.
- B. The Advisory shall
 - a. Review upcoming legislation and past actions taken by the Organization and make recommendations concerning such legislation and future action as appropriate;
 - b. Provide feedback from students and student organizations;
 - c. Discuss the plans and goals of the branches, and formulate necessary action to reach these goals.

Section 2. Organization and Membership

- A. The Undergraduate Chief of Staff shall organize and chair the meetings of the Advisory.
- B. Meetings of the Advisory shall be open to all undergraduate students of the Georgia Institute of Technology.
- C. The Advisory meetings shall convene with the following members
 - a. At least one (1) representative from each branch of Student Government;
 - b. At least two (2) of the following:
 - i. President;
 - ii. Executive Vice President;
 - iii. Chief of Staff;
 - iv. Joint Vice President of Finance;
 - v. Joint Vice President of Campus Organizations;
 - vi. Speaker of the House;
 - c. Any student organization representatives;
 - d. Any students.
- D. The Advisory shall meet at the discretion of the President, Executive Vice President, and Chief of Staff.

ARTICLE VII: EQUAL OPPORTUNITY

No person shall be denied the rights and privileges of membership in the Undergraduate Student Government Association, including, but not limited to, access, representation, participation, and membership within any committee, board, council, student or campus organization, department, or any other organization established by and affiliated with the Undergraduate Student Government, on the basis of race, color, gender, gender identity, sexual orientation, nationality, ethnicity, age, religion, disability, political affiliation, and veteran status, except when prohibited by law. It shall be the accepted practice of the House of Representatives to represent the majority opinion of the Undergraduate Student Body while providing fair consideration of the views of all undergraduate students, and to ensure fair and unbiased access to activities funded by the Student Activity Fee. This includes, but is not limited to, applications for any appointed position in the Undergraduate Student Government Association.

ARTICLE VIII: ELECTIONS

Section 1. Schedule

- A. Elections for academic department representatives, class representatives (excluding Freshman representatives), the Executive Ticket (Undergraduate Student Body President and Executive Vice President), and Speaker of the House shall be held during the Spring Semester. A detailed Elections Schedule, which shall specify the period of voting, campaigning, and all applicable deadlines, shall be submitted to the Undergraduate House of Representatives for approval before an election may begin.
 - a. Elections for Freshman Representatives shall be held in the Fall. All rules, schedules, and other regulations pertaining to Freshman Representative elections shall be included in the Spring Elections Code.
- B. In the event a tie vote prevents the installation of any Representative, the House shall hold a runoff vote within eight (8) days. Any election with two (2) consecutive ties shall be resolved by a majority vote of the Undergraduate House of Representatives.
- C. The Members-at-Large shall be elected by majority vote of the House as follows:
 - a. Nominations for the positions shall be opened immediately after the new House is sworn in;
 - b. Elections for these positions will be held by the second meeting of the Fall Semester. Should one of these seats later become vacant, election for this position will be held at the Undergraduate House of Representatives' earliest convenience.
- D. Speaker of the House, Secretary, and Treasurer shall be elected by majority vote of the House as follows:
 - a. Elections for these positions will be held at the Annual Meeting of the Spring Semester;
 - b. The results of each election shall be announced before the nominations are closed for the next position.
- E. In the event that any representative positions must be filled by appointment, the appointed representative shall be selected using the following procedure:
 - a. The Speaker of the House and Membership Chair shall notify the President and the body;
 - b. The Speaker and the Vice President of Communications shall advertise the open position and collect applications for at least one (1) week;
 - c. Qualified candidates shall be interviewed by at least two (2) members of House Leadership Committee, who shall submit a report to the Speaker for consideration;
 - d. The applications and interview reports shall be reviewed by the Speaker and one (1) member of House Leadership who will select the representatives;

- e. If any member of House Leadership believes they present a bias towards candidate(s) applying for a position, then they shall recuse themselves from any discussion on filling that position. No more than six (6) affiliates of the same Greek-letter organization may be appointed to the House each year;
- f. All vacancies shall be filled no later than four (4) weeks from the time the vacancy occurs unless there are no applicants for the position;
- g. Interviews for open positions after elections will take place in the fall semester.

Section 2. Apportionment of the House

- A. Representatives shall be apportioned and elected from the various academic units of the Institute as follows
 - a. Each degree-granting school shall elect representatives based on the fall semester enrollment figures prior to the election according to the following formula, ignoring any remainders and rounding down:

$$\text{Number of Representatives} = \frac{\text{Enrollment}}{1000} + 1$$

- b. Each degree-granting school, as defined by the Provost of Georgia Tech, shall elect at least one (1) representative;
 - c. A new degree granting school established after the apportionment of the house shall be offered one (1) appointed position for the following school year.
- B. Representatives shall be elected from the Freshman, Sophomore, Junior, and Senior Classes. Each class shall elect four (4) representatives.
- C. Two (2) representatives shall be elected Members-at-Large from the Student Body by the House.
- D. Two (2) representatives shall be elected from the varsity athletes: One (1) student to serve each semester (Fall or Spring) during which their athletic schedule would allow them to meet the attendance requirements of the House. If their schedule permits, one (1) representative may serve both semesters.
- E. Two (2) representatives shall be elected from the cooperative education program: One (1) student from each rotation to serve the semester (Fall or Spring) during which they were not on work semester. If their schedule permits, one (1) representative may serve both semesters.
- F. Two (2) representatives shall be elected from the international student body.
- G. Two (2) representatives shall be elected from the transfer student body.
- H. One (1) representative shall be elected from each program that is cross-listed among two or more degree-granting colleges, as defined by the Provost.

Section 3. Eligibility

- A. Candidates for the office of Representative and all Officers of the House shall
 - a. Be in good standing as defined by the Registrar and the Dean of Students Office;
 - b. Be a full-time undergraduate student, as defined by the Registrar, with the exception of Student Activity Fee-paying in-town Co-ops and graduating seniors;
 - c. Comply with all regulations as established by these Bylaws.
- B. Candidates for the office of Academic Unit Representative shall also
 - a. Be a declared major, as defined by the Registrar, in the Academic Unit they represent;
 - b. Have completed or be currently enrolled in at least two (2) declared major classes as defined by the Registrar;
 - c. Have obtained at least Sophomore standing, as defined by the Registrar;

- d. Have completed at least one (1) full-time semester at Georgia Tech.
- C. Candidates for Class Representative additionally must have completed the number of years of full-time enrollment in college corresponding to their office before the first Undergraduate House of Representatives meeting of the fall semester of the year they take office.
- D. Candidates for the office of Member-at-Large shall have completed at least twelve (12) resident credit hours as defined by the Registrar.
- E. To be eligible to run for, or to hold, an office in the Executive Branch, a student must
 - a. Remain an undergraduate student throughout their term of office, with the exception of the Joint Vice President of Finance, Joint Vice President of Campus Organizations, or Joint Vice President of IT;
 - b. Be enrolled as a Student Activity Fee paying student or in-town co-op during every semester except Summer Semester;
 - c. Be in good standing, as defined by the Student Rules and Regulations of the Georgia Institute of Technology.
- F. To be eligible to run for the office of Undergraduate Student Body President or Executive Vice President, in addition to the qualifications listed in Part E, a student shall
 - a. Have been enrolled as a full-time student for at least three (3) semesters during the two years previous to their campaign for either office;
 - b. Have reached junior standing as defined by the Registrar's Office.
- G. To be eligible to run for the office of Speaker of the House, in addition to the qualifications listed in Part E, a student shall
 - a. Have been enrolled as a full-time student for at least three (3) semesters during the two years previous to their campaign for either office;
 - b. Have reached junior standing as defined by the Registrar's Office.
- H. Persons found by the Elections Committee to be guilty of elections tampering shall be permanently ineligible to hold office in any branch of the Undergraduate Student Government Association.

Section 4. Electorate

- A. The Undergraduate Student Body President and Executive Vice President shall be elected by the undergraduate student body.
- B. The Speaker of the House shall be elected by a majority vote of the Undergraduate House of Representatives in office.
- C. Members At-Large shall be elected by a majority vote of the Undergraduate House of Representatives in office.
- D. Representatives for Academic Units or Programs shall be elected by students enrolled in that unit or program, as defined by the Registrar.
- E. Representatives for Classes shall be elected by the electorate as determined by the following procedure:
 - *an academic year is defined as the preceding summer, fall, and then spring
 - a. Voters shall determine the number of academic years completed by the following criteria:
 - i. Students who entered the Institute as "Freshmen" students, as defined by the Office of Admissions, shall determine the number of academic years they have completed at the Institute, for the purpose of elections, by totaling the number of academic years they have received credit for classes at the Institute;
 - ii. Students who entered the Institute as "Transfer" students, as defined by the Office of Admissions, shall determine the number of academic years they have completed at the Institute, for the purpose of elections, by the following:

1. The number of transfer hours divided by thirty(30), ignoring remainder, shall correspond to the number of academic years the student has completed prior to entering the Institute;
 2. The previously calculated number of academic years, plus the number of academic years completed at the Institute, as defined in (i), shall determine the number of academic years the student is considered to have completed at the Institute;
- b. Voters shall determine the representatives for whom they may vote by the following criteria:
- i. The Freshman Class Representative shall be elected by those who entered the Institute in the Fall or Summer immediately preceding freshmen elections as “Freshmen” as defined by the Office of Admissions;
 - ii. The Sophomore Class Representative shall be elected by those who have received credit in one (1) academic year;
 - iii. The Junior Class Representative shall be elected by those who have received credit in two (2) academic years of study at the Institute;
 - iv. The Senior Class Representative shall be elected by those who have received credit in three (3) academic year of study at the Institute.
- F. Representatives for International Students and Transfer Students shall be elected by students specified as such by the Registrar.

Section 5. Assuming Office

- A. To assume any elected or appointed office in the Undergraduate Student Government Association, the following oath of office shall be verbally affirmed:
 “I, [full name of member] do solemnly affirm that I will uphold the Constitution of the Undergraduate Student Government of the Georgia Institute of Technology, faithfully serve my constituents to the best of my abilities, and execute the duties of the office of [name of position] to the best of my abilities.”

Section 6. Elections Code

- A. The Elections Code shall specify regulations and procedures for student elections.
- B. The Elections Code shall include all necessary sections of the Constitution and Bylaws that pertain to student elections, as well as all effective legislation passed by the Undergraduate House of Representatives that pertains to student elections.
- C. The Elections Code shall be approved by the Undergraduate House of Representatives before becoming effective.

ARTICLE IX: ORGANIZATION POLICY

Section 1. Joint Finance Policy

- A. The Joint Finance Committee Policy shall specify standards and regulations for the recommendation on allocation of Student Activity Fee funds by the Joint Finance Committee.
- B. Any changes to the Joint Finance Committee policy shall be submitted to the House and Senate and considered as a joint bill for approval before becoming effective as outlined by the JFC policy.
- C. The final version of all financial bills will conform to the Joint Finance Committee Policy.

Section 2. Undergraduate Legislative Reserve (ULR) Policy

- A. Receiving ULR Funds

- a. Bill Submissions
 - i. Any member of the Undergraduate Student Government Association may submit a bill to request funds for specific line items from the ULR.
 - ii. These will be heard by and voted on by the Undergraduate House of Representatives and require a simple majority and signature of the President to pass.
 - iii. Each bill submitted requesting ULR funding must list the treasurer as the author of the bill.
 - iv. Any bill that requests ULR funding for a proposed event shall include a date, a description of what the event encompasses, and the planned location of the event.
- b. Committee Budgets
 - i. Each semester, committee chairs may present a budget to their supervisory cabinet member requesting a sum amount for the events they are planning in the upcoming semester, excluding first time events.
 - ii. Any item that features the SGA or freShGA logo must also receive approval from the Vice President of Communications.
 - iii. Each semester, the President will submit a bill that includes the upcoming semester's budget for the Executive Committees.
 - iv. Each event shall be a separate line item.
 - v. Each event shall have a description of the proposed event in the line items in the description of the bill.
 - vi. The description of the events proposed in the line items of the budget shall at least include a date, a description of what the event encompasses, and the location of the event.
 - vii. In the event that a budget does not feature the previously defined description on line items, a verbal description shall be given by the Committee Chairperson on the event in a manner that gives members of the Undergraduate House of Representatives sufficient information on the date, nature and location of the event.
 - viii. The treasurer must approve all expenditures prior to purchase to insure the item fits the event description approved by UHR and that the purchase does not violate institute policy.
 - ix. The fall committee budget bill shall be submitted within one month following the SGA Retreat or by October 1, whichever is sooner. The spring committee budget bill shall be submitted by February 1.
 - x. At the end of the fall semester, committee chairs may choose to carry over funds for unused events into the spring semester or allow them to be reallocated to the total ULR budget.
 - xi. Committees may still submit bills for new events or extra funding following existing procedures.
- B. Restrictions on the use of ULR Funds
 - a. No single event, excluding the annual SGA banquet, may be allocated a total amount from the ULR that exceeds 15% of the account's initial balance at the beginning of the fiscal year.
 - b. The ULR may not be used to fund clothing.

Section 3. Policy Handbook

- A. The policies contained in the most current edition of the SGA Policy Handbook shall govern the Undergraduate Student Government Association, in all cases in which they are consistent with the Constitution and Bylaws.