

UNIVERSITY OF IOWA STUDENT GOVERNMENT

BY-LAWS

Updated September 2011

Preamble

We, the undergraduates, are an important part of the University of Iowa community; As such, we hereby reconstitute the University of Iowa Student Government (UISG). It shall be our foremost goal to serve as ambassadors of all student academic and community-related issues and to preserve academic freedom. The University of Iowa Student Government shall act as a liaison between the Students, Faculty, Administration and the Iowa City community promote, and fund, student organizations in an effort to foster these goals and ideals.

1. Membership and Organization

1.1 Membership

- 1.1.1 All those persons registered as undergraduate students with a minimum part-time nine semester hours status at the University of Iowa shall constitute the membership of the University of Iowa Student Government. The University Registrar shall determine said registration. The Composition of the UISG legislative branch shall be a unicameral legislative body that shall not consist of more than 50 undergraduate Senators from the following constituencies, and number:

- 1.1.1.1 American Indian Student Association (AISA)—1 (Appointed)

- 1.1.1.2 Asian American Coalition (AAC)—1 (Appointed)

- 1.1.1.3 Association for Latinos Moving Ahead (ALMA)—1 (Appointed)

- 1.1.1.4 At-Large—39 (Elected)

- 1.1.1.5 Black Student Union (BSU)—1 (Appointed)

- 1.1.1.6 Freshmen—5 (Appointed)

- 1.1.1.7 Gay, Lesbian, Bisexual, Transgender, Allied Union (GLBTAU)—1 (Appointed)

- 1.1.1.8 Student Disability Services (SDS)—1 (Appointed)

- 1.1.2 The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precepts that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. Among the classifications that deprive the person of consideration as an individual are those based on associational preference. These principles are expected to be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. The University shall work cooperatively with the community in

furthering these principles.” (Policy on Human Rights). The UISG strives to uphold these standards in its elections/appointments, and daily operation.

- 1.1.3 Any enrolled student at the University of Iowa, appointed by his or her stated student organization or governing body to represent that specific constituency shall-- upon submitting an official letter, dated and signed by the executive leadership of the stated group--signifying the Senator was chosen to represent said organization or governing body in the UISG. These materials shall be submitted to the Speaker no later than the day senator petitions are due— contingent upon the approval of the Speaker and the SEB the directly elected senator shall be sworn in by the Student Judicial Court Chief Justice or his or her designee. After completion of these procedures the senator will be eligible for immediate membership within the UISG legislative branch. The appointed seats shall be terminated on March 31st unless the representative is removed prior to this date by their respective constituency. All seats not appointed in the aforementioned manner by May 1, shall convert to the at-large seat pool for special elections for the duration of that term.

1.2 Organization

- 1.2.1 The UISG derives its Governmental authority from the Board of Regents, State of Iowa.
- 1.2.2 The UISG shall serve as the supreme governing body of undergraduate students at the University of Iowa

2. Legislative Branch

2.1 Power and Responsibilities

- 2.1.1 All legislative powers and authority of the UISG shall be vested in the Student Senate (Senate).
- 2.1.2 The Senate shall have the power to draft bills in the form of a Senate Bill or Resolution.
 - 2.1.2.1 Definition of a ‘Bill’
 - 2.1.2.1.1 Legislation that approves of or requires action to be take by UISG or any of its members.
 - 2.1.2.2 Definition of a ‘Resolution’
 - 2.1.2.2.1 Legislation used to make an endorsement, recognition, or announcement by UISG.
- 2.1.3 The Senate shall have the power to allocate designated student fee money as determined by Student Assembly Budgeting and Allocating Committee (SABAC) in the form of a Senate Resolution. Through a Senate Resolution, the Senate may enact other legislation required for the effective operation of the UISG and the distribution of designated student fees money.
- 2.1.4 The Senate shall be required to ratify all contracts and agreements negotiated by the UISG President by an affirmative two-thirds vote.
- 2.1.5 The Senate may amend the UISG By-Laws through a Senate Bill by an affirmative two-thirds vote of seated senators. The Senate, at its discretion, shall have the power to establish and fill permanent or temporary offices, committees, and other organized bodies not established by these UISG By-Laws through the Nominations Committee.
- 2.1.6 The Senate shall determine its own rules of order and operating procedure, but defer to Robert’s Rules of Order on question of procedure.

- 2.1.7 The Senate shall have the authority to review, modify, and/or reverse actions of the Executive Branch, except where specified in these By-Laws, by an affirmative two-thirds vote of seated senators. All modifications shall be returned to the Executive Branch for their approval.
- 2.1.8 The Senate shall exercise discretion over the allocation of Priority III, Student Organizations following the general allocation by the Student Assembly Budgeting and Allocating Committee (SABAC).
- 2.1.9 The Senate shall retain the power to approve or reject appointments to Senate committees, the Cabinet, commission boards, or other recommendations by the Nominations Committee by an affirmative majority vote of seated senators unless otherwise stated in these By-Laws.
- 2.1.10 The Senate shall have the power to amend these UISG By-Laws but shall not have the power to suspend these By-Laws. Amendments shall be submitted to the senate body through legislation and approved by majority vote of seated senators.
- 2.1.11 The Senate shall abide by general code of conduct that is to be signed by each individual senator and enforced by Speaker and Speaker Pro-Tempore and or governing bodies or individuals prior to taking oath of seat.
 - 2.1.11.1 This includes but is not limited to attendance policy, dress code, GPA requirement, general university conduct, and community service Refer to legislative code of conduct.
- 2.1.12 All Senators must serve one office hour per week.
- 2.1.13 All Senators must perform three-service hour within the community during their term.
- 2.1.14 The Senate shall assume the powers of the Executive Branch in the event the Presidency and Vice-Presidency are vacant.
- 2.2 Senate Officers
 - 2.2.1 A Speaker of the Senate shall be chosen by and from the Senate at the beginning of each legislative term by an affirmative majority vote of seated senators. Should a majority not be attained on the first ballot, a run-off vote of the top two vote recipients shall be conducted.
 - 2.2.2 The Speaker of the Senate shall be responsible for the administration and affairs of the legislature, which shall include, but is not limited to, chairing the meetings of the senate and the yearly submission of the Legislative Branch budget.
 - 2.2.3 The Speaker may from time to time, appoint those persons to titles of privilege, limited in scope for the effective and efficient administration of the legislative branch. All officers of the Senate shall be approved by an affirmative majority vote of seated senators unless otherwise stated.
 - 2.2.4 The Senate may remove any Senate officer by an affirmative two-thirds vote of seated senators.
 - 2.2.5 Resignation or removal from the Senate shall result in loss of Senate office.
 - 2.2.6 After the general election, the outgoing Senate officers shall organize and conduct an orientation session for the members of the new Senate.
 - 2.2.7 The Speaker shall be non-voting ex-officio members of all Senate committees unless otherwise noted.
 - 2.2.8 The Speaker shall make all appointments to SABAC, in accord with appointment procedures outlined in Article II, Section VI, Sub-section B, Sub-section III,

point (i); with advice and consent of the Senate requiring an affirmative vote of two-thirds of the seated senators.

- 2.2.9 The Speaker shall appoint all committee members based on individual committee selection meeting with each Senator. Affirmation of a majority vote of seated Senators shall confirm the appointment of committee members. Regarding the Rules and Administration Committee the Speaker shall adhere to appointment procedures outlined in Article II, Section VI.
 - 2.2.9.1 The Speaker shall serve a minimum of 15 hours per week.
 - 2.2.9.2 The Speaker of the Senate shall be privileged to attend all meetings of the executive branch with University Administration, but shall not hinder the scheduling of said meetings.
- 2.2.10 Speaker Pro-Tempore
 - 2.2.10.1 The Speaker Pro Tempore shall assume all duties of the Speaker in the event the office is vacated.
 - 2.2.10.2 The Speaker Pro Tempore may assume any duties delegated or assigned by the Speaker.
 - 2.2.10.3 The Speaker Pro Tempore shall be appointed by the Speaker and voted into position by a majority vote of the Senate.
- 2.2.11 Senate Initiative Fund.
 - 2.2.11.1 The Speaker of Senate shall have the authority to withdrawal monies from this line-item at his/her discretion
 - 2.2.11.2 Should the Speaker not grant the application for funds from this line-item the individual Senator(s) directly affected may request review of the action
 - 2.2.11.3 Should review be requested, the Speaker of the Senate will convene a committee to review the application. This select committee shall consist of the Chair(s) of the various Senate committee(s) (e.g. Governmental Relations, Academic Affairs, and Student Services), and when appropriate and applicable the Student Assembly Budgeting & Allocating Committee (SABAC)
 - 2.2.11.4 These individuals-including the Speaker acting as Chair-shall convene for the necessary time in order to review and issue a ruling. The select committee shall be limited in scope to the allocations of the Senate Initiative line-item and shall submit the ruling to the Financial Officer who shall execute said ruling
 - 2.2.11.5 The committee shall follow the most recent copy of Robert's Rules of Order and shall be subject to the UISG Constitution and Governing By-Laws
 - 2.2.11.6 Should the individual senator affected feel the verdict insufficient they shall retain the right to appeal to Student Senate who shall retain appellate jurisdiction pursuant to the inherent powers regarding the appropriations of the Student Activity Fee
- 2.3 Senate Sessions
 - 2.3.1 The Senate shall have no less than nine regularly scheduled sessions, commencing on inauguration and ending the day newly elected officials take oath of office.
 - 2.3.2 Senators may not hold a simultaneous office in the executive branch or judicial branch during their term of service in UISG.

- 2.3.3 Special meetings of the Senate may be called by the President, the Speaker of the Senate, or by petition of one-third of seated senators. All Senators shall be notified forty-eight hours in advance of special meetings.
- 2.3.4 The Speaker or Speaker Pro-Tempore shall be responsible for ensuring timely notification. Quorum of the Senate shall consist of a majority of seated Senators. Passage of all Senate Resolutions shall require an affirmative vote of a majority of those Senators present and voting, unless otherwise noted in these By-Laws.
- 2.4 Removal of Senators for Non-Attendance
 - 2.4.1 The Speaker shall be responsible for maintaining accurate attendance records for each UISG Senator and ex-officio member, and for ruling on requests for an excused absence.
 - 2.4.2 The Speaker shall be responsible for carrying out the responsibilities of this section with respect to the attendance of the Senators. The Speaker shall make available a form for requesting an excused absence.
 - 2.4.3 Excused Absences: Excused absences shall be granted for the following reasons:
 - 2.4.3.1.1 Religious observances;
 - 2.4.3.1.2 Illness or death of a family member or domestic partner;
 - 2.4.3.1.3 Other UISG duties which must be performed at the time of the meeting;
 - 2.4.3.1.4 Emergencies as deemed excusable by the Speaker;
 - 2.4.3.1.5 Academic excuses as deemed appropriate by the Speaker.
 - 2.4.3.2 Leave of Absence: The Senate may grant permission for a Senator to be absent by a majority vote. A Senator requesting a leave shall submit the request to the Speaker who shall put the question to the Senate during the report of the Chair. A Senator shall not be penalized or rewarded for absences that the Speaker or Senate has granted leave for.
 - 2.4.3.3 Unexcused absences shall be monitored by Speaker, Speaker Pro-Tempore, and Secretary of the Senate. An unexcused absence is defined as absence from both the First Quorum Call of a meeting and the Last Quorum Call of a meeting.
 - 2.4.3.4 If a Senator is excused for any portion of the meeting, then it will not be considered an unexcused absence. Absences shall also not be counted for special meetings.
 - 2.4.4 Procedures on excuses: A Senator who requests an excused absence must give the request form to the Speaker at least one hour prior to the meeting which is to be missed. Requests for an excused absence resulting from Section 2.4.3 may be turned into the Speaker no later than five days after the missed meeting. No late requests shall be granted.
 - 2.4.5 Penalties:
 - 2.4.5.1 Any Senator who has two absences without a proper exemption within a given semester shall constitute a malfeasance of office and be grounds for removal from all offices and positions held in the UISG. The Speaker shall announce the removal of the Senator at the next meeting of the Senate after the accrual of the absence, and the Senator shall be deemed immediately removed by the announcement. The Senator will then be ineligible for re-appointment until the next senatorial term.
 - 2.4.5.2 For Officers other than Senators, missing two or more meetings in a given semester without a proper exemption shall constitute a malfeasance of office

and be grounds for firing or removal from all offices and positions held in the Student Government.

2.4.5.3 All voting members of the legislative body are required to attend all official meetings of the UISG.

2.4.6 All Senate Bills and Resolutions shall conform to the standard format as described in Appendix A.

2.5 Seating

2.5.1 All newly elected/appointed Senators shall be seated at the first meeting of the Senate, which shall be held no later than three weeks proceeding election results, upon swearing into office by the Chief Justice of the Student Judicial Court or their designee.

2.5.2 Freshmen senator positions shall be advertised at the summer orientation sessions. Interested students will be directed to submit a resume, letter of intent, and application form to the Center for Student Involvement and Leadership (CSIL) Office. This shall be done within the first six weeks of the Fall Semester. A committee will be formed comprised of the Nominations Committee (four members), Speaker of the Senate, and an appointment of a UISG Senator or Executive at the discretion of the Speaker of the Senate. The freshmen positions shall be filled based upon the recommendations of the committee.

2.5.3 Any vacated At-Large Senate Positions can be filled through a special election process overseen by the Student Elections Board Commissioner or through an application and interview process similar to the Freshman Senator application and interview process – this will be determined upon the discretion of the Speaker of the Senate. The Undergraduate student body must be given two weeks notice upon the application deadline to allow for interested students to be directed to submit a resume, letter of intent, and application form to the Center for Student Involvement and Leadership (CSIL) Office. A committee will be formed comprised of the Nominations Committee (four members), Speaker of the Senate, and an appointment of a UISG Senator or Executive at the discretion of the Speaker of the Senate. The vacated At-Large Senate positions shall be filled based upon the recommendations of the committee. The Senators selected will fill out the vacated seats term.

2.6 UISG Senate Committees

2.6.1 Internal Committees

2.6.1.1 Student Assembly Budgeting and Allocating Committee (SABAC)

2.6.1.1.1 The University of Iowa Student Government's constitutional power to allocate fees is derived from the Board of Regents through the University of Iowa. Distribution of the fees allocated and other UISG funds shall also be vested in the Student Senate. The Senate, however, shall consult with the Cabinet in this process. Passage of the annual budget shall require a majority vote of the Senate.

2.6.1.1.2 The Student Assembly Budgeting and Allocating Committee (hereafter SABAC) shall recommend to the UISG Senate the manner in which student fees are allocated. Funding shall be recommended and allocated in accordance with the UISG Constitution.

2.6.1.1.3 SABAC shall consist of eight undergraduate representatives-six voting, two alternate.

- 2.6.1.1.4 The Speaker of the Senate shall appoint eight senators to serve as the members of SABAC with advice and consent of the Senate requiring an affirmative vote of two-thirds of seated senators. Prior to making appointments the Speaker shall, for one week, meet with each individual Senator to gather the interest and qualifications for those who are seeking appointment to this committee. Committee By-Laws, created and modified by SABAC members, shall determine Rules and Administration of SABAC. It shall be the responsibility of the SABAC Chair to ensure that By-Laws are maintained and consistently available. There shall be a Student Assembly Auditing Committee (SAAC), which shall operate as a sub-committee of SABAC.
- 2.6.1.1.5 Student Assembly Auditing Committee (SAAC)
 - 2.6.1.1.5.1 SAAC shall be composed of a minimum of six independent, non-UISG affiliated, registered undergraduate students at the University of Iowa.
 - 2.6.1.1.5.2 In addition to the Financial Officer who shall act as chair. The Financial Officer shall report on the activities of said committee to SABAC.
- 2.6.1.2 Nominations Committee
 - 2.6.1.2.1 This committee shall be responsible for advertising, interviewing, and nominating to the student government, persons to serve in positions on the Student Judicial Court, Student Elections Board Commissioner, Presidential Charter Committees, and All-University Committees. This committee will follow all procedures in the Nominations Procedures manual.
 - 2.6.1.2.2 Chair of the Nominations Committee shall be selected by the Speaker or a majority of Nominations Committee members.
 - 2.6.1.2.3 The selection of members shall be selected by the Lecture Committee Selection Committee abiding by the Lecture Committee Selection Committee By-Laws.
- 2.6.2 Lobbying and Outreach Committees
 - 2.6.2.1 Governmental Relations
 - 2.6.2.1.1 This committee shall be responsible for representing student interests to various city, county, state, and federal governmental bodies.
 - 2.6.2.1.2 This committee shall also be responsible for informing the UISG of actions by these governmental bodies, which directly and uniquely affect students.
 - 2.6.2.1.3 This committee shall be composed of no less than five Senators, one of which shall be elected as chair by majority vote of committee members.
 - 2.6.2.1.4 This committee shall work on Iowa Student Congress matters. The committee shall serve to organize and plan the annual Iowa Student Congress event. This committee shall be reviewed every two years.
 - 2.6.2.1.5 This committee shall work on lobbying which includes serving to promote, protect and be the voice of student interest in the local, state, and federal government. This committee shall work with the

Governmental Relations Liaison, Lieutenant Governmental Relations Liaison, City Council Liaison, and the Vice City Council Liaison.

2.6.2.2 Community and Outreach

2.6.2.2.1 This committee shall be responsible for coordinating the external representation of UISG in conjunction with the Public Relations Specialist.

2.6.2.2.2 This committee shall encourage Senator participation in University of Iowa Student group and community activities.

2.6.2.2.3 This committee shall be composed of no less than five members, one of which shall be elected as chair by majority vote of committee members.

2.6.2.3 Sustainability Committee

2.6.2.3.1 This committee shall be responsible for coordinating the sustainability projects and general environmental awareness on campus through university initiatives through the Office of Sustainability and through various student organizations dedicated to the cause of environmental sustainability.

2.6.2.3.2 This committee shall be composed of no less than five members, one of which shall be elected as chair by majority vote of committee members.

2.6.2.3.3 This committee shall also work in collaborative function at times with the Sustainability Advocate for UISG.

2.6.3 University Committees

2.6.3.1 Academic Affairs

2.6.3.1.1 This committee shall be responsible for representing student views on academic matters and improving the quality of education at the University of Iowa.

2.6.3.1.2 This committee as a whole shall be composed of no less than five members; one shall be elected from the membership to serve as chair.

2.6.3.1.3 This committee shall work in conjunction with the UISG Executive Staff and on their efforts.

2.6.3.2 Diversity

2.6.3.2.1 This committee shall be responsible for recommending to the whole UISG Senate on action, which promotes diversity at the University of Iowa.

2.6.3.2.2 This committee shall also be responsible for insuring that the UISG complies with the University of Iowa Human Rights Policy.

2.6.3.2.3 This committee shall be composed of no less than five members; one shall be elected as chair.

2.6.3.2.4 This committee shall work in conjunction with the UISG Diversity Advocate and on his or her efforts.

2.6.3.3 Student Services

2.6.3.3.1 This committee shall be responsible for any and all services or programs that benefit the undergraduate student body at the University of Iowa. Also, will be responsible in dealing with student safety on and off campus.

2.6.3.3.2 This committee shall be composed of no less than five members; one shall be elected as chair.

2.6.3.3.3 This committee shall work in conjunction with the UISG Student Safety Advocate and on his or her efforts.

2.6.4 Ad Hoc

2.6.4.1 The Speaker of the Senate, Committee Chairs, or the Senate may establish and abolish committees for the purpose of dealing with business limited in context, duration and scope.

2.6.4.2 Ad-hoc committees shall be approved through a majority vote of seated senators.

2.6.4.3 These committees shall provide the Rules and Administration committee with bylaws and nominating membership procedures no later than two weeks after their approval by the Senate body. Although for temporary purposes they are to abide by all UISG By-Laws and Constitution unless otherwise approved by Speaker

2.6.4.4 Ad-hoc committees cease to exist at the end of the term of the legislative body that established them.

2.6.5 Committee Chairs

2.6.5.1 All Committee chairs shall be chosen by a majority vote of all committee members unless otherwise mentioned within these By-laws. Committee members shall be informed no later than one week prior to Senate session in which voting on committees will take place of their placement on legislative committee.

2.6.5.2 Committee chairs shall be voted on no later than the first committee meeting

2.6.5.3 Voting process and locations of committee chairs shall be decided by Speaker, respective committee, and any governing body or person.

2.6.5.3.1 The election of the SABAC Chair must have the Student Elections Board Commissioner present to conduct the election of this chair.

2.6.5.4 All Committees shall write their own By-Laws that shall not be inconsistent with these By-Laws, or UISG constitution. Committee chairs shall choose to adopt and adhere to previously passed and enacted By-laws or submit new By-laws on behalf of the entire committee-approved by majority of committee- to the Rules and Administration committee for review. All By-Laws shall require an affirmative vote of the Senate consisting of a majority of those senators present and voting.

2.6.5.5 There shall exist no conflictual interest between duties of Committee chairs to their respective committees and their duties to any other UISG committee, task force, or special appointment. Further clarification and review shall be dealt with on a case by case basis and reviewed by the Speaker and Speaker Pro Tempore for further action.

2.7 Impeachment.

2.7.1 The power to impeach and remove shall be vested in the Senate, but shall originate with the Rules and Administration committee though indictment.

2.7.2 Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties as prescribed by the UISG By-Laws or failure to meet the qualifications for office.

2.7.3 A majority vote of those Senators present and voting shall be required to begin impeachment hearings.

- 2.7.4 An affirmative two-thirds vote of seated senators shall be required to impeach and remove any officials.
 - 2.7.5 Judgments in all cases of impeachment shall not exceed removal from office and prevention of holding any further UISG office.
- 2.8 Vacancies
 - 2.8.1 In the event that a Senate seat becomes vacant prior to the next general/special election, a replacement may be recommended by a special committee comprised of the Nominations Committee, Speaker of the Senate, an appointed Senator or Executive Officer under the discretion of the Speaker of the Senate and approved by an affirmative majority vote of senators present and voting, until the next election, with the exception of Freshmen appointments.
 - 2.8.2 Any Senate seat filled through an appointment shall be open to all qualified students at the next general or special election as an at-large seat.
 - 2.8.3 Any elected/appointed seat not filled by May 1st shall also revert to the at-large pool.
 - 2.8.4 In the event that any office of the Senate becomes vacant, the Senate shall choose a replacement at the next Senate meeting.
- 3. Executive Branch
 - 3.1 Officers
 - 3.1.1 President
 - 3.1.1.1 All executive powers and authority of the Executive Branch shall be vested in the President.
 - 3.1.1.2 The President shall be the official representative of undergraduate students at the University of Iowa.
 - 3.1.1.3 Together with the Vice President, the President shall be responsible for the execution of all Resolutions and actions of the Senate as prescribed by the UISG Constitution, these By-Laws, and Senate Resolutions.
 - 3.1.1.4 The President shall chair the Office Administration Committee.
 - 3.1.1.5 The President shall have the power to issue executive order for the effective and efficient operation of the executive branch.
 - 3.1.1.6 The President shall have authority over removal of any and all executive officers with the exception of the Vice President for misfeasance, malfeasance or nonfeasance of duties. The removal of any executive officer may be overturned by an affirmative majority vote of seated Senators.
 - 3.1.1.7 The President shall have the power to veto any Senate Bill or Resolution in its entirety. Regarding allocations, the veto shall be exercised in accordance with the SABAC By-laws. If the veto is exercised it shall return to SABAC with the President's written objections and be reconsidered. During one of the two regular meetings of the Senate immediately following a presidential veto, the Senate may move to override. By an affirmative two-thirds vote of senators present and voting the veto shall be overridden.
 - 3.1.1.8 The President shall have the power to call the Student Senate into a special meeting with forty-eight hours written notice.
 - 3.1.1.9 The President shall have the power to recommend to the Student Senate such measures, as he/she shall deem necessary and expedient.
 - 3.1.1.10 The President shall have the power to establish councils or commissions of the Executive branch by executive order unless otherwise stated in these By-Laws. All executive orders shall remain in effect until terminated by another

executive order or reversed by a two-thirds majority of senators present and voting. A copy of all executive orders shall be sent to the Speaker of the Senate within five days of enactment

- 3.1.1.11 The President, with the advice of the Senate, shall have the power to negotiate all contracts and agreements between the University of Iowa Student Government and other entities unless it deals with financial allocations.
- 3.1.1.12 The President shall have the power to pardon any student registered at The University of Iowa for any offenses within the scope of Student Government including, but not limited to, parking violations, etc.
- 3.1.1.13 The President shall be responsible for maintaining all new and old Government records and laws in a complete and accessible manner.
- 3.1.1.14 The President shall address the Student Senate, and the Senate every session on the state of the student body and any platform initiatives.
- 3.1.1.15 The President shall serve as a non-voting ex-officio member on the Student Senate Governmental Relations Committee.
- 3.1.1.16 The President shall serve a minimum of 15 hours per week.
- 3.1.1.17 Executive Committees

- 3.1.1.17.1 Office Administration Committee

- 3.1.1.17.2 The President shall chair this committee responsible for the effective administration of the UISG office and office staff.

- 3.1.1.17.3 This shall comprise of: the President, the Vice President, and the three highest vote getters in the At-Large Senate election

- 3.1.1.17.4 This committee shall be charged with the selection of people(s): the Chief Financial Officer, Public Relations Specialist, Chief of the Staff, the Secretary of the Senate, Diversity Advocate, Sustainability Advocate, Executive Associate to the President, Student Organization Coordinator, City Council Liaison, Vice City Council Liaison, Student Safety Advocate, and Governmental Relations Liaison.

3.2 Vice President

- 3.2.1 The Vice President of the UISG shall be a non-voting ex-officio member of the Student Senate unless the senate is equally divided.
- 3.2.2 The Vice President shall have the power to recommend to the Student Senate such measures, as he/she shall deem necessary and expedient.
- 3.2.3 The Vice President shall fill-in for the President at various University-related functions in the event that the President is unable to attend said engagements. The Vice President shall assume responsibility for such other duties assigned by the President.
- 3.2.4 The Vice President shall assume the office of the president in the event that the President leaves office or is unable to perform his or her duties for an extended period of time.
- 3.2.5 The Vice President shall serve as a non-voting ex-officio member on the Governmental Relations Committee.
- 3.2.6 The Vice President shall serve a minimum of 15 hours per week.

3.3 The Cabinet

- 3.3.1 The Cabinet shall act to assist the President and Vice President in the efficient operation of the Executive branch.

- 3.3.2 At the request of the President, the Senate may establish additional cabinet seats and assistant cabinet seats through these By-Laws. Each new seat must include a description of duties and responsibilities. The President may also create ad hoc cabinet seats by executive order. Such seats shall expire at the end of the President's term.

3.4 Executive Officers

3.4.1 Chief Financial Officer (CFO)

- 3.4.1.1 The Nominations Committee shall nominate a Chief Financial Officer following application and interview processes set forth in these By-Laws.

3.4.1.2 The Chief Financial Officer will administer the financial affairs of the SA:

- 3.4.1.2.1 The Chief Financial Officer shall assist all Student Government branches with the preparation of financial documents as needed, in addition to overseeing all of Student Governments general and supplemental accounts (including the Student Fee Allocation Account).

- 3.4.1.2.2 The Chief Financial Officer shall also be directly responsible for the management of the budgets of the Student Elections Board and its commissioner, Judicial Branch, Executive Branch, and Legislative Branch in collaboration with the appropriate leaders of each of the aforementioned bodies regarding budgetary matters.

- 3.4.1.2.3 The Chief Financial Officer shall chair the Student Assembly Auditing Committee (SAAC), which is a sub-committee of the Budgeting and Allocations Committee. The Officer shall report on the activities of said sub-committee to the SABAC Chair. The Student Assembly Auditing Committee shall be composed of the Financial Officer along with a minimum of six independent, non-UISG affiliated, registered undergraduate students at The University of Iowa.

- 3.4.1.2.4 The Chief Financial Officer shall also serve as a non-voting, ex-officio member of the Student Assembly Budgeting and Allocations Committee (SABAC). Recommendations of Financial Officer shall be accepted upon recognition of the SABAC Chair.

- 3.4.1.2.5 The Chief Financial Officer shall recommend a maximum amount to be allocated during each funding period as well as recommend a range of funds to allocate.

- 3.4.1.2.6 The Chief Financial Officer shall collaborate with the SABAC Chair to ensure compliance with University regulations and uniform financial practices. This shall include but is not limited to ensuring the application of fair standards for appropriate funding levels applied to allocations and the fair application of stated maximum funding standards to student organizations.

- 3.4.1.2.7 The Chief Financial Officer shall submit a quarterly written budget analysis to the President, Speaker of the Senate, and SABAC Chair detailing possible reversion of funds for reallocations.

- 3.4.1.2.8 The Chief Financial Officer shall create and maintain a budgeting timeline for the fiscal year.

- 3.4.1.2.9 The Chief Financial Officer shall assume responsibility for those budgets described as Priority I, Priority II and III once approved by UISG.
- 3.4.1.2.10 The Chief Financial Officer shall compile an End-of-Year report detailing Student Activity Fee allocations and expenditures from the previous year. The report shall include a breakdown of the distribution of all Student Activity Fee revenue, amounts reverted from each organization and a detailed report of the financial activities of all Priority I organizations based on reports submitted by each respective organization in addition to the report compiled by the Auditing Committee. This report shall be made available on the UISG website in a timely manner.
- 3.4.1.2.11 The Chief Financial officer shall serve a minimum of 15 hours per week.
- 3.4.2 Public Relations Specialist
 - 3.4.2.1 The Nominations Committee shall nominate a Public Relations Executive following application and interview processes set forth in these By-Laws.
 - 3.4.2.2 The Public Relations Specialist shall be responsible for handling relations with the media, coordinating publicity for UISG-sponsored activities, and promoting the UISG and UISG-sponsored events to the University of Iowa community through the UISG Website, and other means of communication.
 - 3.4.2.3 The Public Relations Specialist will also:
 - 3.4.2.3.1 Notify the local news media about UISG activities via regular distribution of press releases to local newspapers, television and radio stations.
 - 3.4.2.3.2 Assist in the development of promotions for student activities through informational seminars, forums and outreach programs.
 - 3.4.2.3.3 Organize community builders within the Senate. These events will include retreats, roundtable activities, new senator orientations, Senate receptions, and cabinet meetings.
 - 3.4.2.3.4 Establish and serve as a curator of a working archives system for the UISG.
 - 3.4.2.3.5 Provide services to the University of Iowa community that will promote UISG.
 - 3.4.2.3.6 Fulfill a minimum of 10 regular office hours per week.
 - 3.4.2.3.7 Attend regular meetings with CSIL advisors, the Senate, and the Cabinet.
- 3.4.3 City Council Liaison
 - 3.4.3.1 The Nominations Committee shall nominate a City Council Liaison following application and interview processes set forth in these By-Laws.
 - 3.4.3.2 The City Council Liaison shall be a member of the Executive Branch and responsible for facilitating relations with the Iowa City, City Council (herein City Council), acting as an effective non-voting ex-officio Council participant, organizing meetings between UISG and City Council, and informing both parties of proposals and actions.
 - 3.4.3.3 The City Council Liaison must adhere to the standard membership qualifications set down in these By-Laws, but also must reside within Iowa City, Iowa. As well as maintain a schedule, which will allow the student to

attend all City Council meetings, including the summer months: June, July, and August.

3.4.3.4 The City Council Liaison will also:

- 3.4.3.4.1 Attend regular Senate meetings unless they conflict with City Council meeting and give an executive report.
- 3.4.3.4.2 Give reports to City Council on student-city relations.
- 3.4.3.4.3 Communicate regularly with the other members of the Executive Branch on community issues.
- 3.4.3.4.4 Stay informed on all business undertaken by the City Council.
- 3.4.3.4.5 Assist in collaborative efforts between the UISG and City Council members.
- 3.4.3.4.6 Maintain a strong relationship with members of the City Council and between the City Council and the UISG.
- 3.4.3.4.7 Schedule and participate in regular meetings between the UISG and the City Council members.
- 3.4.3.4.8 Participate to a full extent in City Council work sessions.
- 3.4.3.4.9 Notify the City Clerk prior to any absence from any City Council meeting and arrange for the Vice City Council Liaison to undertake the duties above.
- 3.4.3.4.10 Serve as an ex-officio non-voting member on the Student Senate Governmental Relations Committee
- 3.4.3.4.11 The City Council Liaison shall serve a minimum of 5 hours per week.

3.4.4 Vice City Council Liaison

- 3.4.4.1 A Vice City Council Liaison will be selected in the same manner as the City Council Liaison and with the same qualifications/eligibility.
- 3.4.4.2 The Vice City Council Liaison will be responsible for duties that is expected of the City Council Liaison.
- 3.4.4.3 In the event that the City Council Liaison cannot fulfill his or her duties, the Vice City Council Liaison will be responsible for discharging said duties.
- 3.4.4.4 The Vice City Council Liaison shall serve as an ex-officio non-voting member on the Student Senate Governmental Relations Committee.

3.4.5 Student Organization Coordinator

- 3.4.5.1 The Nominations Committee shall nominate a Student Organization Liaison (SOL) following application and interview processes. Set forth in these By-Laws.
- 3.4.5.2 The Student Organization Coordinator may not hold a simultaneous seat on any other branch of government or a salaried position in any other student organization.
- 3.4.5.3 Must have previous experience with Priority I or Priority II student organizations.
- 3.4.5.4 Must have an understanding of SABAC funding procedures.
- 3.4.5.5 Must have a basic understanding of inter-workings of Office of Student Life, Fraternity Business Service/ Student Organization Business Office.
- 3.4.5.6 The Student Organization Coordinator will:
 - 3.4.5.6.1 Attend all meetings of the Executive Branch, Senate, SABAC and other appropriate committees.
 - 3.4.5.6.2 Oversee the regulations/recognition classification of student organizations.

- 3.4.5.6.3 Recommend movement of student organizations within the priority system.
- 3.4.5.6.4 In collaboration with the Center for Student Involvement and Leadership (CSIL), allocate space assigned to student organizations.
- 3.4.5.6.5 To ensure student organizations' with the UISG constitution, these By-Laws, and their own constitutions using the following priorities:
 - 3.4.5.6.5.1 Monthly roundtables with commission directors.
 - 3.4.5.6.5.2 Individual meetings with directors of commissions four times per director, per year.
 - 3.4.5.6.5.3 Give monthly reports to the Senate on the activities and concerns of the student organizations.
 - 3.4.5.6.5.4 Facilitate and advise student organizations with SABAC budgetary conflicts.
 - 3.4.5.6.5.5 Serve on the committee for the revision of Regulations and Policies Affecting Students once per term.
 - 3.4.5.6.5.6 Assist with CSIL on planning and executing Student Activity Fairs.
 - 3.4.5.6.5.7 The SOL shall serve a minimum of 15 hours per week.
- 3.4.6 Chief of Staff
 - 3.4.6.1 The Chief of Staff shall ensure that all minutes of UISG are maintained and made available.
 - 3.4.6.2 The Chief of Staff shall assist the President, Vice President and Cabinet with daily tasks.
 - 3.4.6.3 The Chief of Staff shall be jointly responsible with other support staff for the successful operation of the reception desk, and serve as liaison to office guests.
 - 3.4.6.4 The Chief of Staff shall be responsible for the keeping and updating of scheduled office hours for executive branch.
 - 3.4.6.5 The Chief of Staff shall serve a minimum of 10 hrs. per week.
 - 3.4.6.6 The Chief of Staff shall assist in the development and execution of platform initiatives.
 - 3.4.6.7 The Chief of Staff shall defer preference and priority to executive branch requests. They shall directly report to the President and Vice President.
- 3.4.7 The Secretary of the Senate
 - 3.4.7.1 The Secretary of the Senate shall ensure that all minutes of the UISG legislative are maintained and made available.
 - 3.4.7.2 The Secretary of the Senate shall assist the Speaker and Speaker Pro Tempore with daily tasks.
 - 3.4.7.3 The Secretary of the Senate shall be jointly responsible with other support staff for the successful operation of the reception desk, and serve as liaison to office guests.
 - 3.4.7.4 The Secretary of the Senate shall be responsible for the keeping and updating of scheduled office hours for legislative officers.
 - 3.4.7.5 The Secretary of the Senate shall serve a minimum of 10 hrs. per week.
 - 3.4.7.6 The Secretary of the Senate shall assist in the development and execution of legislative branch directives. They shall report directly to the Speaker, and Speaker Pro Tempore.

- 3.4.7.7 The Secretary of the Senate shall defer preference and priority to the legislative branch requests. They shall directly report to the Speaker, and Pro Tempore.
- 3.4.8 Sustainability Advocate
 - 3.4.8.1 The Nominations Committee shall nominate a Sustainability Advocate application and interview processes. Set forth in these By-Laws.
 - 3.4.8.2 Attend all meetings of the Executive Branch, Senate, and other appropriate committees.
 - 3.4.8.3 Work in conjunction with the Office of Sustainability to support university sustainability initiatives.
 - 3.4.8.4 Develop and coordinate UISG related sustainability initiatives through out the year.
- 3.4.9 Diversity Advocate
 - 3.4.9.1 The Nominations Committee shall nominate a Diversity Advocate following application and interview processes. Set forth in these By-Laws.
 - 3.4.9.2 Attend all meetings of the Executive Branch, Senate, and other appropriate committees.
 - 3.4.9.3 Work to develop practices and an environment for the undergraduate student body, student organizations, and UISG to be inclusive as possible to all forms of diversity on campus.
 - 3.4.9.4 Be an advocate for undergraduate students and student organizations to assist to make sure equal representation and equality is given to all opportunities (e.g. funding, involvement, collaboration).
- 3.4.10 Executive Associate to the President
 - 3.4.10.1 The Nominations Committee shall nominate an Executive Associate to the President following application and interview processes. Set forth in these By-Laws.
 - 3.4.10.2 Attend all meetings of the Executive Branch, Senate, and other appropriate committees.
 - 3.4.10.3 Assist with the President and Vice President in their duties in the form defined by the President and Vice President.
- 3.4.11 Student Safety Advocate
 - 3.4.11.1 The Nominations Committee shall nominate a Student Safety Advocate following application and interview processes. Set forth in these By-Laws.
 - 3.4.11.2 Attend all meetings of the Executive Branch, Senate, and other appropriate committees.
 - 3.4.11.3 Work to ensure the on and off campus environment is addressing safety related measures with the student's interest in mind.
 - 3.4.11.4 Develop and coordinate methods to advance safety needs through publication and holding of forums or events to educate and involve the undergraduate student body in ways to be safe under all circumstances.
- 3.4.12 Governmental Relations Liaison
 - 3.4.12.1 The Nominations Committee shall nominate a Governmental Relations Liaison following application and interview processes. Set forth in these By-Laws.
 - 3.4.12.2 Attend all meetings of the Executive Branch, Senate, and other appropriate committees.

- 3.4.12.3 Be heavily involved in the State Legislative Process at the State Capitol every legislative session.
 - 3.4.12.4 Lobby on behalf of students with state legislators, Governor, Governor's Staff, legislative staff, Board of Regent members and staff, and other business, UI Administrative, and community leaders to advance the needs of students.
 - 3.5 Leadership Roundtable
 - 3.5.1 No less than two times per academic semester; members of the Executive Branch (President, Vice President and Cabinet) shall meet with Legislative Leadership Speaker of the Senate, Speaker Pro-Tempore, Committee Chairs) to assess progress of Senate committee initiatives and Platform issues.
 - 3.6 Succession
 - 3.6.1 In the event that the office of President becomes vacant, the Vice President shall assume the title, duties, and powers of the President.
 - 3.6.2 In the event that the office of Vice President becomes vacant, the President shall appoint a replacement with the approval of a two-thirds majority of seated senators.
 - 3.6.3 In the event that the offices of both President and Vice President become vacant, the Speaker of the Senate shall assume the duties and powers of the President under the title of Acting President until a special election is held to elect new executive officers.
 - 3.6.4 When the Speaker of the Senate is serving as Acting President, the Speaker Pro-Tempore of the Senate shall assume the duties of the Speaker of the Senate
- 4. Judicial Branch
 - 4.1 Compliance
 - 4.1.1 All judicial powers and authority of the UISG shall be vested in the Student Judicial Court as prescribed by the UISG Constitution.
 - 4.1.2 The judicial power of the Student Judicial Court shall extend to all cases arising out of these By-Laws.
 - 4.1.3 The Nominations Committee as set forth in these By-Laws shall appoint the Student Judicial Court.
- 5. Elections
 - 5.1 Administration
 - 5.1.1 The Student Elections Board commissioners, when called upon, shall establish rules and regulations for the conduction of elections to be set forth in a code, that may be amended and shall require an affirmative majority vote of seated senators.
 - 5.1.2 The Nominations Committee as set forth in these By-Laws shall appoint the Student Elections Board Commissioner.
- 6. Access to Information
 - 6.1 All organized bodies of the UISG shall follow the regulations and rules of the Iowa Open Meetings Open Records Act, as prescribed by Iowa Code, Chapter 22.
 - 6.2 It is the responsibility of both the Senate and the President to ensure all UISG records are accessible to all students through the most appropriate technological means available.
- 7. Powers of the Undergraduate Student Body
 - 7.1 The students retain all rights and protections provided by the United States Constitution and the Constitution of the State of Iowa.

- 7.2 The students retain the right to amend these By-Laws, remove any elected executive officer or senator, and put forth initiatives for the consideration of the student body.
- 7.3 Initiatives may be introduced for the purposes of proposing laws and removing appointed members of the UISG. These initiatives, if adopted by the student body, shall take precedence over all UISG Resolutions, with the exception of these By-Laws.
- 8. Provision for Amending these By-Laws
 - 8.1 The Senate, by an affirmative two-thirds vote of seated senators, may make an amendment to these By-Laws.
 - 8.2 The undergraduate students may put forth an amendment to these By-Laws by submitting a petition signed by two thousand undergraduate students of University of Iowa.
 - 8.3 In the event that an amendment has been put forth, it shall be voted on, and adopted by a university-wide referendum requiring a majority vote of those students voting. The Rules and Administration Committee shall have jurisdiction to sponsor amendments, and is charged with drafting said amendments.
- 9. Index of Definitions
 - 9.1 "...Quorum..." shall be comprised of no less than 26 the 50 seated Senators.
 - 9.2 "...Majority Vote of Seated Senators..."—shall mean 26 Senators out of 50 shall be required for approval.
 - 9.3 "...Majority of those Senators present and voting..."—shall mean of 26 Senators present, a majority of those casting votes, excluding abstentions, shall be required for approval.
 - 9.4 "...Vote of two-thirds of Seated Senators..."--shall require 33 of 50 Senators for approval.
- 10. Ratification and Implementation
 - 10.1 These By-Laws shall become law effective immediately if approved by two-thirds of the UISG undergraduate Senate-elect.
 - 10.2 Upon adoption, all previous By-Laws of the University of Iowa Student Government will be voided with the exception of extended By-Laws of Nominations committee and SABAC
 - 10.3 There shall be a mandatory review of these By-laws once an academic semester by the Rules and Administration Committee.
 - 10.4 Rules under the Code of Conduct regarding academic standing and strikes against external conduct shall take effect with the following 2011-2012 term.