

# University of Toledo Student Government Bylaws

## **Article I: Legislative Branch**

### **Section 1: Senate Responsibilities**

*Clause 1:* The Student Senate shall have the powers to discipline, impeach, and remove Student Government members pursuant to Article IX of the Constitution.

*Clause 2:* The Senate may enact legislation on behalf of the University community

*Clause 3:* The Senate shall approve rules and procedures for the conduct of all Student Government elections set forth by the Election Board, and to publish said rules prior to the election.

*Clause 4:* The Senate shall vote to approve appointments made by the President, with a quorum obtaining a successful vote.

*Clause 5:* The Senate shall approve all recommendations to the Student Judicial Board. All affirmative recommendations will be forwarded to the Vice President for Student Life for their final appointment before the end of the Spring Semester. The Senate shall approve the appointment of Student Judicial Board Chairs.

*Clause 6:* The Senate shall approve all expenditures of Student Government funds above those required for normal business operations, and as defined in these bylaws.

*Clause 7:* The Senate shall enact legislation to carry out its powers and responsibilities.

### **Section 2: Senate Membership**

*Clause 1:* An elected College Senator shall serve a term of two years.

*Clause 2:* An elected At-Large Senator shall serve for the duration of the academic year in which they were elected.

*Clause 3:* Should a Senator become unable to attend Senate meetings for two consecutive semesters due to academic circumstances, their seat shall become vacant.

*Clause 4:* Student Senators shall be required to participate in a minimum of two (2) Student Government approved activities, programs, or initiatives during both the fall and spring semester.

*Clause 4.1:* Student Government approved activities, programs, and initiatives shall be defined by the Student Senate Steering Committee.

*Clause 4.2:* Participation in any activities, programs, or initiatives previously approved through legislation of the Student Government shall be recognized as fulfilling this requirement.

*Clause 4.3:* The Student Body President shall be responsible for discovering appropriate opportunities for these initiatives.

*Clause 4.4:* Failure to participate in the required amount of activities, programs, or initiatives shall result in penalties up to and including impeachment, as deemed appropriate by Steering Committee.

*Clause 5:* Delegates from fifteen student organizations shall be granted seats in Student Senate, per the Constitution. The delegation shall be announced annually no later than the second meeting of the incoming Senate, and shall remain apportioned thus until the next year's delegation is announced.

*Clause 5.1:* Delegates shall attend all Senate meetings and serve as liaisons between their appointing organization and the Senate, representing the interests of their appointing organization in the Senate, and reporting Student Government activity to their appointing organization.

*Clause 5.2:* Delegates may not:

- 1.) Serve concurrently as a Senator.
- 2.) Serve as officers of the Senate, nor vote in elections of Senate officers.
- 3.) Be considered in determination of quorum in dealing with amendments to the Constitution and Bylaws, nor vote on amendments to either. Delegates may debate amendments.
- 4.) Serve as members of Senate committees or college caucuses.

*Clause 6:* Seats for delegates shall be apportioned by the Student Judiciary Committee on an annual basis with the following considerations;

- 1.) SJC shall equally consider total active membership, total budget allotment, diversity, and level of activity on campus.
- 2.) All above criteria shall be considered from the previous three years.
- 3.) The interests of Greek organization shall be collectively represented by a delegate from the Order of Omega, which shall have a permanent seat in the delegation.

*Clause 7:* Delegates shall be subject to the Code of Conduct and Standing Rules adopted by the Senate, and all other Student Government governing documents.

*Clause 7.1:* If a delegate is impeached and removed, the appointing organization shall not lose its seat, but shall instead appoint a new delegate.

### **Section 3: College Caucus**

*Clause 1:* Each Senator shall be a member of their college caucus.

*Clause 2:* The College Caucus shall address those interests and needs which are particular to their college.

## **Section 4: Standing Committees**

*Clause 1:* The Academic Affairs Committee shall represent those matters concerning academic standards, relations between students and faculty, and student grievances concerning academic issues.

*Clause 1.1:* The Chair shall serve as a student representative to the Faculty Senate.

*Clause 1.2:* Should the Chair be unable to attend these meetings, they shall be responsible for appointing another member of their committee.

*Clause 2:* The Administrative Affairs Committee shall represent students in those matters concerning relations with University administration and infrastructural issues.

*Clause 3:* The Housing and Residence Life Committee shall represent students in those matters concerning relations between students and the Office of Residence Life, between students and off-campus housing personnel, and other issues pertaining or arising from these areas.

*Clause 4:* The Student Services, Information, and Public Safety (SSIPS) Committee shall represent students in those matters concerning relations between students and the services available to them on campus, to relations between Student Government and other student organizations, the planning and operations of Student Senate activities, informing students about campus issues and concerns, and issues between various Student Government branches.

*Clause 4.1:* The SSIPS Committee shall also investigate and recommend improvements upon policing, security, and other pertinent safety issues for the campus and immediately surrounding areas.

*Clause 5:* The Finance and Operations Committee shall represent students in those matters concerning the Student Government budget, approval of Student Government expenditures as required by these bylaws, and in the review of internal workings and motions of the Student Government.

*Clause 5.1:* The Finance and Operations Committee shall be responsible for ensuring financial procedures are followed.

## **Article II: Executive Branch**

### **Section 1: Cabinet**

*Clause 1:* The Cabinet shall assist the Student Body President and Vice-President in carrying out the duties and programs of the Executive Branch.

*Clause 2:* The Cabinet shall consist of committees to be established by the President and Vice-President, and enacted through legislative Acts.

*Clause 3:* The Cabinet committees shall be chaired by Cabinet Directors, who shall be appointed by the President and Vice-President.

*Clause 4:* The Cabinet shall consist of individual members who serve under these Cabinet Directors who are approved by the President and Vice-President.

*Clause 5:* The Cabinet shall have a Chief of Staff.

*Clause 5.1:* The Chief of Staff shall be appointed by the President and Vice-President

*Clause 5.2:* Cabinet Directors shall report directly to the Chief of Staff.

*Clause 5.3:* The Chief of Staff shall report directly to the President and Vice-President.

### **Article III: Judicial Branch**

#### **Section 1: Student Judicial Council**

*Clause 1:* The Student Judicial Council shall have the final jurisdiction and authority over all cases regarding controversies arising under the Student Government Constitution and other related governing documents.

*Clause 2:* Student Judicial Council shall serve as public defenders to any students seeking representation before the Student Judicial Board.

*Clause 2.1:* Public defenders are responsible for informing students of their rights and the judicial process, and representing them to the best of their ability.

*Clause 2.2:* Public defenders shall be trained through the Dean of Student's Office, along with the Student Judicial Board.

*Clause 3:* In all cases and hearings undertaken by the Student Judicial Council the accused shall enjoy the right to a speedy and public hearing, to be informed of the nature and cause of the accusation, and to face their accuser.

*Clause 4:* The Student Judicial Council shall establish its own rules of procedure, which must then be approved by a two-thirds (2/3) vote of Student Senate, and shall publish and make these rules available to the Student Body and all parties seeking redress before it. All rules of the Student Judiciary Council shall ensure that fundamental fairness and due process are maintained.

*Clause 5:* The Student Judicial Council shall advise Senate on the constitutionality of all legislation.

### **Article V: Code of Conduct**

**Section 1:** Each branch shall have the powers to determine what constitutes the proper conduct of its members.

**Section 2:** These codes of conduct must include, but is not limited to;

- 1.) The number of excused absences allowed.
- 2.) The number of absences from committee meetings allowed.
- 3.) Definition of conduct unbecoming a member of that branch.

**Section 3:** Members found in violation of these codes of conduct may be subject to disciplinary actions as defined in the individual codes of conduct, as well as impeachment as defined in the Constitution.

## **Article VI: Special Committees**

### **Section 1: Student Government Freshman Leaders (SGFL)**

*Clause 1:* It shall be the purpose of this division of Cabinet to allow first year students an opportunity to be involved in Student Government

*Clause 2:* SGFL Directors shall be established through appointment by the President and Vice-President.

*Clause 2.1:* The SGFL Director shall approve incoming freshman for membership in SGFL.

*Clause 2.2:* The SGFL Director shall contact incoming freshman during the preceding summer to apply for membership.

*Clause 3:* SGFL members shall aid and assist the branches of Student Government wherever possible.

### **Section 2: Other Student Government Groups/Committees**

*Clause 1:* Students Offering Solutions (SOS) is a division of cabinet which exists to facilitate students in problem-solving through proper channels.

*Clause 2:* Ohio Student Government Association is a state-wide student representative group, which the President and Vice-President shall either attend or appoint a representative to.

## **Article VII: Legislation**

### **Section 1: Legislation**

*Clause 1:* Student Senate may consider three types of legislation; Resolutions, Bills and Internal Motions.

*Clause 2:* Legislation shall be formatted according to the current Standing Rules of Order at the time of submission.

*Clause 3:* Legislation requiring more than one reading shall be referred to the appropriate committee.

*Clause 3.1:* A standing committee may hold a piece of legislation for further review should it deem necessary.

*Clause 3.2:* A standing committee may not postpone a vote on a piece of legislation more than twice without approval from the full Senate.

*Clause 3.3:* After approval by a standing committee and the steering committee, legislation shall be presented to Student Senate for a second reading.

*Clause 4:* The Student Body President shall have five (5) business days after receiving bills, internal motions, and acts to sign the legislation into affect.

*Clause 4.1:* Should the Student Body President decide to veto legislation, the legislation shall be returned to the Steering Committee.

*Clause 4.2:* Steering Committee may propose changes to the legislation before re-submitting to Student Senate, where legislation shall require a two-thirds (2/3) affirmative vote of all active members to over-ride the veto.

*Clause 4.3:* Should the President fail to sign or veto legislation within five (5) business days of receiving said legislation from the Legislative Secretary of Senate, the legislation shall take affect.

## **Section 2: Resolutions**

*Clause 1:* Resolutions shall be used for:

- 1.) Formal expression of opinion or intention of Student Senate.
- 2.) Spending allocations, including the annual Student Government budget.
- 3.) Formation of Ad Hoc Committees, which are not limited to Student Government for their membership.
- 4.) **Requests for testimonies and hearings.**

*Clause 2:* Resolutions must obtain an affirmative majority vote of members present.

*Clause 3:* **Resolutions require one (1) appearance before Student Senate.**

## **Section 3: Bills**

*Clause 1:* Bills shall be used for the purpose of passing legislation which requires programming.

*Clause 2:* Bills shall expire at the end of the session in which they are enacted

*Clause 3:* Bills may contain a sunset clause calling for an earlier expiration date than the end of the session.

*Clause 4:* Bills shall require two (2) appearances before Student Senate, but may be enacted as emergency legislation through an affirmative majority vote.

*Clause 4:* Bills must obtain an affirmative majority vote of members present. Bills shall then be presented to the Student Body President for approval.

## **Section 4: Internal Motions**

*Clause 1:* Procedural motions include the Codes of Conduct for each individual branch, the Standing Rules of Order for Student Senate, and Acts, as well as any other procedural documents.

*Clause 1.1:* Procedural motions shall require an affirmative majority vote of the total Student Senate membership.

*Clause 1.2:* Procedural motions shall require two (2) appearances before Senate.

*Clause 2:* Acts shall be used to establish Cabinet Committees, with the sole discretion of proposing an Act given to the Student Body President and Vice-President.

*Clause 2.1:* Acts must obtain an affirmative majority vote of the total Student Senate membership.

*Clause 2.2:* Acts shall require two (2) appearances before Student Senate.

*Clause 2.3:* Acts shall be added to the Bylaws under Article XII.

*Clause 2.4:* A Director appointed by the President and approved by Senate shall be responsible for the implementation of each Act.

*Clause 3:* Constitution and Bylaw amendments shall require a two-thirds (2/3) affirmative vote of the total Student Senate membership.

*Clause 3.1:* Constitution and Bylaw amendments shall require three (3) appearances before Senate.

*Clause 4:* After Senate approval Internal Motions shall then be presented to the Student Body President for approval.

### **Article VIII: Annual Documents**

**Section 1:** Standing Rules of Order for the Student Senate shall establish standing rules which include, but are not limited to, process for committee membership, special rules for debate, and methods for the submission of legislation.

**Section 2:** The order of the Student Government Agenda shall be included in the Standing Rules presented by the Chair at the beginning of each session.

### **Article IX: Financial Procedures**

#### **Section 1: Financial Expenditures**

*Clause 1:* An appropriation resolution shall be defined as an itemized request for funds that states the separate costs of goods sold, services rendered, work done, or the reallocation of funds.

*Clause 2:* Level 1 appropriation resolutions shall:

*Clause 2.1:* Be expenditures totaling less than \$200.

*Clause 2.2:* Require a majority vote of the Finance Committee to be considered approved.

*Clause 2.3:* The Student Body President reserves the right to veto the bill within the Finance Committee.

*Clause 2.3.1:* The Finance Committee reserves the right to override the veto with a two-thirds (2/3) vote of the total active membership of Finance Committee.

*Clause 3:* Level 2 appropriation resolutions shall:

*Clause 3.1:* Be expenditures totaling more than \$200.

*Clause 3.2:* Require a majority vote of the Finance Committee and a majority vote of Student Senate for approval.

*Clause 3.3:* Be liable for a Presidential veto, with standard presidential veto procedures applied.

*Clause 4:* Level 3 appropriation resolutions shall be defined as emergency expenditures, and shall:

*Clause 4.1:* Require only the Student Body President signature for approval.

*Clause 4.2:* Immediately be subject to an audit by the Finance Committee.

*Clause 4.2.1:* Should the Student Body President be found to be abusive of this method of expenditures, they shall be subject to impeachment.

*Clause 5:* Should a Level 1 or 2 appropriation resolution not receive approval, it can be brought before the Student Senate meeting for approval by a two-thirds (2/3) vote of present membership of Student Senate.

*Clause 5.1:* Should the Finance Committee fail to act within five business days of receiving a Level 1 or 2 appropriation resolution, the resolution shall be automatically submitted to Student Senate for approval.

*Clause 6:* Should the expenditure exceed the approved amount the difference shall be subject to approval by the Finance Committee.

*Clause 6.1:* Should the extra expenditure not be approved, the spender may be held liable for the difference.

*Clause 7:* The Finance Committee shall approve all personnel actions pertaining to the Student Government office operations, including, but not limited to, the hiring of contracted employees and pay adjustments.

*Clause 7.1:* Termination of employees shall not require approval by the Finance Committee.

*Clause 8:* An appointed Cabinet member shall maintain a Student Government ledger, showing all expenditures to date for the current fiscal year.

*Clause 8.1:* The ledger shall be made available to the Finance Committee on a monthly basis, and as requested.

*Clause 9:* The Student Body President shall present the annual budget for approval by the first Student Senate meeting of the fall term.

## **Section 2: Financial Audit Procedures**

*Clause 1:* The Finance Committee shall be required to audit all Level 3 expenditures.

*Clause 1.1:* The Finance Committee shall determine the necessity of an audit by a simple majority vote of present members.

*Clause 1.2:* Should an audit be deemed necessary, the accused shall be informed of the pending audit hearing at least one (1) week in advance.



*Clause 1.3:* A minimum of three (3) Finance Committee members must be present to conduct an audit.

*Clause 1.4:* The audit will consider the following criteria:

- 1.) The program/event purpose and results.
- 2.) Student participation in the program/event.
- 3.) The variance between funds requested and used.
- 4.) Unforeseen costs not on the initial expenditure.
- 5.) Justification for the additional expenditure.

*Clause 2:* The hearing shall be conducted as follows:

*Clause 2.1:* The Finance Committee and the accused shall meet at the established meeting time.

*Clause 2.2:* The Finance Committee shall take turns asking questions of the accused. Questions shall be restricted to the above audit criteria.

*Clause 2.3:* At least one (1) member of the Finance Committee shall take notes.

*Clause 3:* Upon the completion of each audit, a report shall be compiled and submitted to Student Senate for review.

*Clause 3.1:* The report shall contain a brief overview of the expenditure reviewed, the accused, and the opinion of the Finance Committee based on the audit criteria.

*Clause 3.2:* The report shall be compiled within ten (10) business days of the audit hearing.

*Clause 3.3:* Minority opinions shall be included.

*Clause 3.4:* Student Senate shall not be allowed to alter the report.

*Clause 3.4.1:* Student Senate does reserve the right to include an addendum.

*Clause 3.5:* The final report shall be kept on file in the Student Government office for a minimum of three (3) academic years.

## **Article X: Elections**

### **Section 1: Election Timeline**

*Clause 1:* General elections shall be held between within the eleventh and thirteenth weeks of spring semester.

*Clause 2:* Newly elected members shall take office the Tuesday of the fifteenth week of spring semester

*Clause 3:* The outgoing Senate shall hold their final meeting the Tuesday of the fifteenth week of spring semester. Immediately following the adjournment of the outgoing Senate, the newly elected Senate will convene and elect a Chair, Vice-Chair, and standing committee Chairs.

### **Section 2: Election Board Committee**

*Clause 1:* The Election Board shall consist of seven members, not including the chair.

*Clause 2:* Members of the Election Board shall be appointed by the President, and approved by a majority vote of the active membership of Student Senate.

*Clause 3:* The members of this committee shall forfeit the right to be a candidate in the year they serve on the Election Board.

*Clause 3:* The Election Board Chair shall be appointed by the President, and must then be approved by a majority vote of members present at Student Senate.

*Clause 3.1:* The Election Board Chair can not have been part of a contested election the previous year.

*Clause 4:* There shall be an Election Board Advisor appoint by the President and approved by Senate.

*Clause 5:* The Election Board shall be responsible for:

- 1.) Formulating the rules for the election.
- 2.) Publishing these rules in a manual to be approved by a majority vote of the active membership of Student Senate.
- 3.) Enforcement of these rules.

*Clause 6:* Appeals of the Committees decision shall be made to the Student Judiciary Council, whose decision shall be final.

*Clause 7:* The Election Board shall be in place by the end of the fall semester.

*Clause 8:* No tickets may campaign until the passage of the Election Board manual for the year in which they seek office.

## **Article XI: Amendments**

Section 1: Members of Student Senate, the Executive Branch, and the Student Body may propose amendments to these Bylaws through the same methods as proposing amendments to the Constitution.

Section 2: Amendments to the Bylaws shall only require two (2) appearances before Student Senate.

## **Article XII: Acts**