

Michigan Student Assembly Compiled Code



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Michigan Student Assembly Compiled Code

Article I General Provisions

A. Title. This Compiled Code of the Michigan Student Assembly, enacted pursuant to Article II, Section 2, of the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, contains all regulations, excluding provisions of the Operating Procedures, currently and permanently affecting student government or the student body.

B. Definitions. As referenced in this Compiled Code, the following terms shall have meaning as defined in this section.

1. "Constitution" shall mean the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan.

2. "Michigan Student Assembly" or "MSA" shall mean the central student government of the University of Michigan established by the Constitution.

3. "University" shall mean the University of Michigan.

4. "Campus" shall mean the Ann Arbor campus of the University.

5. "Student organization" shall mean a student organization explicitly recognized by MSA.

6. "Assembly" shall mean the Student Assembly defined in Article II, Section 2 of the Constitution.

7. "Central Student Judiciary" or "CSJ" shall mean the student judicial body of the University established by the Constitution.

8. "Compiled Code" or "Code" shall mean this document.

9. "Student" shall mean a person enrolled at the University, or a person enrolled in the University during the previous full term who is eligible to be enrolled in the subsequent full term.

C. Amendments to the Compiled Code.

1. Any amendment to the Code must be read twice by the Assembly. The amendment must have been discussed or originated in the Rules and Elections Committee prior to its introduction, or it shall be immediately committed to the Rules and Elections Committee with instructions to return within three weeks time with their recommendations for it. Amendments to the Code or ballot questions to amend the Constitution may not be considered by the Assembly until at least one week has elapsed since the time of introduction.

2. An amendment to the Code or ballot question to amend the Constitution shall not be considered by the Assembly unless both the pre-amendment language and the proposed amended language have been made available to the Assembly in the same document.

3. An amendment to the Code or ballot question to amend the Constitution shall not be considered by the Assembly if the amendment creates a conflict within the Code or a conflict between the Code and the Constitution.

4. Amendments to the Code shall have immediate effect, but shall be ineffective if not recorded in the MSA minutes of the meeting at which they were enacted by the Assembly. Amendments to the Constitution, if adopted by the student body, shall be effective as provided for in the Constitution.

5. Amendments to the Code shall pass by the Assembly with a simple majority vote.

D. Conflict of Law.

1. Any ambiguity between the Code and the Constitution shall be resolved to give full effect to the Constitution.

2. Any ambiguity between current or pending MSA legislation and the Code shall be resolved to give full effect to the Code.

Article II Legislative

A. The Assembly

1. Meetings.

a. **Regular Meetings.** The Assembly shall meet at 7:30 PM every Tuesday during the Fall and Winter semesters. The Assembly shall not meet during exam and vacation periods.

b. **Special Meetings.** The President may call special meetings of the Assembly upon providing at least 24 hours notice to the Assembly. A special meeting may be called by a petition signed by one-third of the voting members of the Assembly. No Officer may be elected during a special meeting.

2. **Quorum.** Pursuant to Article II, Section 4 of the Constitution, a simple majority of the members duly elected or appointed to serve in the Assembly shall constitute a quorum to do business.

B. University Council

1. **Meetings.** The Vice President may call meetings of the University Council upon providing at least 48 hours notice to the Council.

Article III Executive

A. The Executive Officers

1. The President.

a. **Executive Power Vested in the President.** The President shall oversee and coordinate all MSA activities and be the chief spokesperson for MSA unless otherwise specified in the Code or Constitution.

b. **Appointment powers.**

i. **Executive Committee.** The President shall have the authority to appoint a Treasurer, Student General Counsel, Chief of Staff, and Chief Programming Officer to the Executive Committee, which shall advise the President on all pertinent matters. These appointments shall be made with the advice and consent of the Assembly, to be determined by a simple majority vote. The President may likewise recall these officers with a two-thirds majority vote of the Assembly. The President may call the Executive Committee into session at any time, and shall serve as its chair in session.

ii. **University-wide Committees.** The President shall also appoint student representatives to university-wide committees. These appointments shall be made with the advice and consent of the Assembly, to be determined by a simple majority vote. The President may likewise recall these officers with the written concurrence of three other executives.

c. **Executive Commissions.** The President may appoint Executive Commissions to study issues on campus, publish reports concerning issues under such purview, and recommend to the Executive Branch such measures as they shall deem appropriate.

d. **Convening the Legislature.** The President may call into session the Assembly or the University Council at the President's discretion.

e. **Non-voting Member of the Assembly.** The President shall serve as a non-voting ex-officio member of the Assembly.

f. **Recommend Measures to the Assembly.** The President and Vice President may, jointly or severally, recommend to the Assembly for its consideration such measures as they shall deem appropriate.

g. **Reports.**

i. **State of the Students.** Within the first month of the fall and winter semesters, the President shall submit to the Assembly and to the students at large a report of the state of student government and of the student body.

ii. **Transition.** Before the end of her term, the outgoing President shall prepare a report for her successor to facilitate the transition between administrations.

iii. **Regents.** The President shall make any reports to the University of Michigan Board of Regents available to the Assembly and the students at large before their presentation to the Regents.

2. **Vice President.**

a. **Chairs the University Council.** The Vice President shall serve as president of the University Council, but shall have no vote, unless the Council shall be equally divided.

b. **Non-voting Member of the Assembly.** The Vice President shall serve as a non-voting ex-officio member of the Assembly and of any Assembly committee she shall elect.

c. **Recommend Measures to the Assembly.** The Vice President may, jointly or severally with the President, recommend to the Assembly for its consideration such measures as they shall deem appropriate.

3. **Treasurer.** The Treasurer shall be the chief financial officer of MSA. The Treasurer and all other officers authorized by the Assembly to disburse funds must be bonded. The Treasurer shall disburse funds appropriated by the Assembly as provided for in this Constitution and in the Compiled Code, and shall create, publish, and maintain a manual to guide student organizations in pursuing budget allocations. The Treasurer shall, at the direction of the President, assist the legislature in

109 drafting a proposed annual budget for the Central Student Government and present it to the Assembly
110 for a vote. The Treasurer may serve as a non-voting *ex-officio* member of any legislative body regarding
111 student finance.

112 **4. Student General Counsel.** The Student General Counsel shall be the chief representative of
113 the Central Student Government in matters before student judiciaries. The Student General Counsel
114 may retain up to three student representatives to serve as assistants in such matters. The Student
115 General Counsel shall advise the Executive and the Legislature on the interpretation of the Constitu-
116 tion and the Compiled Code, and may serve as a non-voting *ex-officio* member of any legislative body
117 concerning rules and elections of student government.

118 **5. Chief of Staff.** The Chief of Staff shall oversee attendance and procedural policies at meetings
119 of the Executive Committee and executive commission meetings. The Chief of Staff shall solicit and
120 receive reports of the various organs of government, maintain and publish executive records, and
121 ensure collaboration among the various executive commissions. The Chief of Staff may serve as a
122 non-voting *ex-officio* member of any legislative body concerning rules and elections.

123 **6. Chief Programming Officer.** The Chief Programming Officer shall serve as principal advisor
124 to the President on matters of student programming, assist executive commissions in the long-range
125 planning and execution of their mandate, and supervise the communications of the Central Student
126 Government. The Chief Programming Officer may serve as a non-voting *ex-officio* member of any
127 legislative body concerning campus communication.

128 **B. The Executive Committee.** The Executive Committee shall be comprised of the Executive
129 Officers and the Speaker of the Assembly. The President may call the Executive Committee into
130 session at any time, and shall serve as its chair in session.

131 **C. Commissions.** The following classification scheme for commissions is for organizational pur-
132 poses only, and is not intended to establish any ranking or hierarchy of commissions or classification
133 of commissions. All commissions and classifications of commissions are equal under this Code.

134 **1. Logistical Commissions.**

135 a. The Student Organization Funding Commission (“SOFC”) shall review applications for
136 funding from student organizations, and shall submit student organization funding recommendations
137 from the Student Organization Funding Account and the Community Service Funding Account to the
138 Assembly.

139 b. The Campus Governance Commission (“CGC”) shall

140 i. assist the President in identifying candidates suitable for nomination to University-wide
141 committees;

142 ii. facilitate communications between MSA and its appointees to University committees;

143 iii. maintain a list of committees to which MSA makes appointments;

144 iv. maintain a list of students appointed to University committees; and

145 v. shall collect mandatory reports from appointees that will be included in the end of
146 semester MSA reports.

147 c. The External Relations Commission (“ERC”) shall

i. facilitate communication between MSA and individuals and organizations external to the University community;

ii. advocate on behalf of MSA and the student body before organizations external to the University community;

iii. monitor local, state and national government actions concerning MSA and the University;

iv. maintain contact with other college and university student governments and associations of student governments.

v. Elect a liaison who shall attend Ann Arbor city council meetings and report back to the committee with any information he/she may find pertinent.

d. The Communications Commission ("Communications") shall

i. facilitate all communication between MSA and students;

ii. publicize MSA actions and activities;

iii. advertise MSA services to students;

iv. coordinate MSA press releases;

v. be responsible for updating and administering the MSA website;

vi. facilitate MSA's presence during New Student Orientation and Welcome Week.

vii. carry out its duties in a fair and equitable manner to all constituents while refraining from promoting the Michigan Student Assembly as a body of bias.

2. Identity Commissions

a. The Diversity Affairs Commission ("DAC1") shall monitor and work toward the improvement of diversity in student life, and facilitate communication between relevant student organizations.

b. The Lesbian, Gay, Bisexual & Transgender Issues Commission ("LGBT") shall monitor and work toward the improvement of student life for lesbian, gay, bisexual, transgender and ally students, and shall facilitate communication between relevant student organizations.

c. The Women's Issues Commission ("WIC") shall monitor and work toward the improvement of student life for all women on campus, shall strive to educate the university community on women's issues and shall facilitate communication between relevant student organizations.

d. The Minority Affairs Commission ("MAC") shall strive to educate the university community on issues regarding underrepresented minorities on campus, and shall facilitate communication between relevant student organizations.

e. The International Student Affairs Commission ("ISAC") shall monitor and work toward the improvement of student life for all international students on campus, and facilitate communication between relevant student organizations.

f. The Transfer Student Affairs Commission ("TSAC") shall monitor and work toward the improvement of student life for all transfer students on campus, and facilitate communication between relevant student organizations.

g. The Disability Affairs Commission ("DAC2") shall support and advocate for students with disabilities on campus, and facilitate communication between relevant student organizations.

h. The North Campus Affairs Commission ("NCAC") shall monitor and work toward the improvement of student life for all students who live and study on North Campus, and shall facilitate communication between relevant student organizations.

i. The Greek Relations Committee ("GRC") is responsible for strengthening the relationship between MSA and the Greek community at Michigan. The committee's goal is to ensure that Greek Life is well integrated into the larger University community, to keep campus involved in Greek-sponsored events, and to act as a resource for the Greek community.

3. Issue Commissions

a. The Campus Improvement Commission ("CIC") shall foster communication between MSA and students by promoting opportunities for students to provide ideas that improve life on campus. Also, it shall create positive change on campus by considering and implementing those initiatives that are most important to students.

b. The Academic Affairs Commission ("AAC") shall

- i. monitor and work toward the improvement of the academic experience of all students; and
- ii. communicate with school and college governments, the Senate Advisory Committee on University Affairs (SACUA), and any other University body pertaining to academics.

c. The Student Safety Commission ("SSC") shall promote the safety of all students, on or off campus; educate students on safety issues; and facilitate communication between relevant student organizations.

d. The Environmental Issues Commission ("EIC") shall

- i. promote a sustainable University community;
- ii. promote environmental awareness on campus;
- iii. facilitate communication between relevant student organizations.

e. The Health Issues Commission ("HIC") shall promote the health of all students on campus, educate students on health issues, and facilitate communication between relevant student organizations.

f. The Peace & Justice Commission ("P&J") shall promote a peaceful and equitable University community in a fair and equitable manner to all constituents while refraining from promoting the Michigan Student Assembly as a body of bias.

g. The Students Rights Commission ("SRC") shall

- i. work toward the protection and education of the rights of students;
- ii. shall serve on the search committee for and act as a voting member of the Code of Conduct Advisory Board (C-CAB).
- iii. assist C-CAB in advocating for the adoption of the recommended changes to the Statement of Students Rights and Responsibilities before the University administration.

h. The Voice Your Vote Commission (“VYV”) shall, without engaging in partisan political activity, promote political awareness and participation among the University community.

D. Commission Composition and Leadership.

1. **Composition.** Unless otherwise specified in the Code, any student, faculty member, or staff member of the University may serve on any MSA commission.

2. **Commission Chairs.** The President shall, with the consent of a simple majority of the Assembly, appoint Commission chairs, who shall not be considered officers of the Central Student Government. The President may remove a Commission chair with the written concurrence of three other executives.

3. **Other Commission Officers.** Members of the Commission may elect from among their number any other officers they deem expedient.

E. The Cabinet. The Cabinet shall be comprised of the Executive Committee and the Commission Chairs. The President may call the Cabinet into session at any time, and shall serve as its chair in session.

Article IV Judiciary

A. Central Student Judiciary

1. **Supremacy Clause.** This section is superseded by the Constitution but supersedes all other sections of the Compiled Code and all other MSA legislation with respect to judiciaries and judicial proceedings. Amendments to this chapter must be approved by CSJ.

2. **Central Student Judiciary.** CSJ will serve as the principal student judiciary and as the judicial branch of the all-campus student government provided for in Article IV of the Constitution. It has primary responsibility for enforcing the Constitution and for adjudicating disputes arising out of the Constitution, Compiled Code and other legislation enacted pursuant to the Constitution.

3. **Jurisdiction.** CSJ may hear appeals from inferior courts, challenges under this Constitution and the Compiled Code, Central Student Government elections, and any other case they deem appropriate.

4. **CSJ Structure and Membership.** See also Article IV of the Constitution.

a. **Officers.** The officers of CSJ (Chief Justice, Associate Chief Justice, Administrative Justice) will be elected from among the members of CSJ following the appointment of new members each term. The Associate Chief Justice will serve as Acting Chief Justice if the Chief Justice is unable to perform a duty required of the office. If both the Chief Justice and the Associate Chief Justice are unable to perform the duties required of the Chief Justice, CSJ will elect an Acting Chief Justice from its membership to serve until either the Chief Justice or Associate Chief Justice is able to serve or until the next election of officers.

b. **Overlapping Membership Permitted.** Except where specifically provided for elsewhere in this section, courts of CSJ may have partially or completely overlapping memberships.

c. **Conflicts of Interest.** If an action raises a conflict of interest for a member of CSJ, that member cannot hear the action, either in CSJ's original jurisdiction or on appeal. No member of CSJ, including the Chief Justice, who heard an action at trial, may hear an appeal on the action.

d. **Vacancies.** The Chief Justice can fill any vacancies in any CSJ court from the membership of CSJ as necessary.

5. **CSJ Procedures.** This section, as well as the CSJ Manual of Procedure, will form the Manual of Procedure mandated in the Constitution. The CSJ Manual of Procedure will govern all judicial proceedings before any court of CSJ.

6. CSJ Courts.

a. **General Hearing Courts.** General Hearing Courts have original jurisdiction in each action within the jurisdiction of CSJ. A new General Hearing Court is created each time a case arises and serves until the case is disposed. The General Hearing Court consists of three CSJ members, one of whom will be the Presiding Justice of the court. The Chief Justice of CSJ appoints members of the General Hearing Court and designates the Presiding Justice. The Chief Justice can serve on the court and can designate him or herself Presiding Justice.

b. **Appellate Courts.** Appellate Courts have appellate jurisdiction in each action within the jurisdiction of CSJ. A new Appellate Court is appointed by the Chief Justice of CSJ each time a case arises, and serves until disposition of the case. The Appellate Court consists of all members of CSJ who are not disqualified or unable to serve for other reasons and in no case less than three justices. One of the justices will be designated as the Presiding Justice of the court. If the Chief Justice of CSJ serves on the court, he or she can serve as the Presiding Justice; otherwise the court will select a Presiding Justice from its membership.

Article V Finance

A. Semesterly Budget

1. **Revenue.** MSA will collect revenue from student fees, its balance carry-forward from the previous semester, and interest income from the University investment pool.

2. Accounts.

a. **General Account.** The MSA General Account shall include all MSA revenue. Money from this account will be transferred to other accounts upon the adoption of the annual budget.

b. **General Reserve.** The MSA General Reserve account shall be used for emergency funding if necessary. The amount budgeted to the General Reserve from the General Account by the annual budget shall be at least 5% of projected incoming revenue from student fees. No money may be allocated from the General Reserve without the approval of two-thirds of the Assembly.

c. **Operations.** The MSA Operations Account shall be used for funding the management of the MSA offices, but shall not be used to pay full-time or part-time staff. The amount budgeted to the Operations Account from the General Account by the annual budget shall no more than 4% of projected incoming revenue from student fees.

d. **Payroll.** The MSA Payroll Account shall be used to pay MSA's full-time and part-time staff. The amount budgeted to the Payroll Account from the General Account by the annual budget may not exceed 20% of projected incoming revenue from student fees.

e. **Childcare.** \$1.00 per student per semester shall be collected by Student Financial Operations and transferred to a University Financial Aid account for the maintenance of childcare for students. This money shall not pass into or through any of MSA's accounts.

f. **Committee and Commission Accounts.** Each MSA committee, commission, and select committee shall have its own account. Unless otherwise instructed herein, the Treasurer shall determine the amount to be budgeted to each of these accounts in the annual budget.

i. **Student Organization Funding.** The amount budgeted to the Student Organization Funding Account from the General Account by the semesterly budget shall be at least 30% of projected incoming revenue from student fees or \$75,000, whichever is greater.

ii. **Community Service Funding.** The amount budgeted to the Community Service Funding Account from the General Account by the semesterly budget shall be at least 12% of projected incoming revenue from student fees or \$30,000, whichever is greater.

iii. Funds from Student Organization Funding Account and Community Service Funding Account are the only funds that may be transferred to registered student organization SOAS accounts.

g. **Committee Discretionary.** The MSA Committee Discretionary shall be used by the Assembly for expenditures on specific projects and tasks of committee, commissions, and select committees. The amount budgeted to the Committee Discretionary account from the General Account by the annual budget shall consist of all funds not budgeted to any other MSA account. Committee Discretionary funds may only be disbursed to valid MSA committee, commission, or select committee SOAS accounts.

3. **Enacting the Budget.** The Treasurer shall prepare the annual budget in consultation with the executive officers and with the assistance of the administrative coordinator and MSA financial advisor. Committee, commission and select committee chairs must submit a budget proposal to the Treasurer for review no later than two (2) weeks into the fall term or no later than one (1) week prior to the start of the winter term. The Treasurer shall propose the two (2) term budgets to the Assembly no later than the third meeting of the Fall and Winter terms. It shall be approved upon a motion, a second and a majority vote.

4. **Amendments to the Budget.** The annual budget may be amended by the Assembly by a motion, second, and majority vote.

5. The Treasurer must hold an open meeting on each term's proposed budget at least seven (7) days before the vote on the budget is set to be voted upon.

B. Disbursements.

1. Committee, Commission, and Select Committees.

a. The chair of a committee, commission, or select committee may spend money from that committee, commission or select committee account only with the consent and signature of an executive officer. Committee, commission and select committee chairs may only spend money allocated to them on the specific projects that the money was allocated for.

i. \$150 with the consent and signature of an executive officer;

ii. \$250 with the consent and signature of an executive officer and the a two-thirds vote of the Executive Committee;

iii. any amount with the consent and signature of an executive officer and the approval of a majority of the Assembly.

b. \$100 from each committee, commission, and select committee account may be used by the chair for making copies, and need not require approval of an executive officer. If this \$100 is exhausted, additional funds from that committee, commission, or select committee account may be used for copies with the consent of an executive officer.

c. **Reimbursement.** Upon presentation of the appropriate receipts, the Administrative Coordinator will reimburse the committee, commission, or select committee chair for expenditures. The amount reimbursed shall not exceed the amount allocated to the committee or commission, and must conform to the conditions under which the expenditure was approved.

d. Alterations to an individual committee, commission or select committee budget after the MSA budget has been passed through the budget enacting process must be approved by the Executive Officers.

2. Operations Disbursements. Any executive officer, by her consent and signature, may authorize the allocation of up to \$250 from the Operations account for supplies without the prior authorization of the Assembly.

3. Payroll Disbursements.

a. Any executive officer, by her consent and signature, may authorize the disbursement of salary from the Payroll Account to part-time MSA staff without the prior authorization of the Assembly.

b. The Director or Assistant Director of the Office of Student Activities and Leadership, by her consent and signature, may authorize the disbursement of salary from the Payroll Account to full-time MSA staff without prior approval of the Assembly.

4. Authorized Account Signatures.

a. Expenditures from any MSA account shall require two authorized signatures. All MSA executive officers and the MSA Administrative Coordinator shall be authorized to approve expenditures from every MSA account. Committee, commission, and select committee chairs shall be authorized to approve expenditures only from that committee, commission, or select committee account. Persons acting as chair shall not be authorized to approve expenditures from any account.

b. The Assembly, upon a motion, second, and a vote, may authorize any person to approve expenditures from any MSA account.

5. Disbursements to External Organizations. Per Article VI, Section H of the All-Campus Constitution, no disbursement from any MSA account to an external organization shall be approved without a majority vote of the Assembly.

Article VI Elections

A. Definitions.

1. "Election Code" shall mean Article VI of the Compiled Code.

2. "Candidate" shall mean a person seeking office in an election, and a President – Vice President pair seeking those offices in an election.

382 3. "Candidate-Elect" shall mean any eligible student selected to run in an Election on the Election
383 ballot.

384 4. "Campaign" shall mean supporting, endorsing, advertising, or aiding the election of any candi-
385 date.

386 5. "Candidate's Meeting" shall mean a preliminary meeting that all interested election candidates
387 must attend before the campaign period starts. The meeting is mandatory for all those who apply
388 for candidacy and wish to appear on the election ballot. Failure to attend the meeting may result
389 in an automatic assessment of 1 demerit for the candidate, to be given by the University Elections
390 Commission.

391 6. "Demerit" shall mean a mark awarded against a candidate and/or party for fault or offense that
392 is in violation of the Election Code. Any candidate who accrues 5 or more demerits will be removed
393 from the election, and any party that receives 10 or more demerits will be automatically removed from
394 the election. Demerits will be assessed by the University Elections Commission.

395 7. "Referendum" shall mean any referendum, initiative, recall, or constitutional amendment to
396 be voted upon by students in an election.

397 8. "Party" shall mean a group of candidates for President, Vice President, or representative iden-
398 tified by a common party name on the election ballot.

399 9. "Days before the start of the election" shall mean the number of days before the first day on
400 which voting is scheduled to occur.

401 10. "Complaint" shall mean any document delivered to the Election Director alleging a violation
402 of any rule in the Election Code.

403 11. "Student-at-large" shall mean any student not currently a representative, commission chair,
404 an executive, a member of the University Elections Commission, the election director or select com-
405 mittee chair on MSA, nor a candidate seeking office in an election.

406 12. "Email" shall mean any piece of digital communication sent by a candidate, candidate's agent,
407 a party, or a party's agent and received by another individual. Emails sent to groups, aliases, or
408 listservs will be counted once per recipient.

409 B. Election Schedule.

410 1. **Election Dates.** The Assembly shall schedule two annual elections, one in the fall semester
411 and one in the winter semester. The Rules & Elections Chair shall recommend to the Assembly the
412 dates on which to schedule the elections. Each election must be held for two consecutive weekdays
413 occurring no earlier than five weeks before the last day of classes for each semester.

414 2. Election Deadlines.

415 a. No later than 42 days before the start of the election, the Student General Counsel will
416 submit her nominations for Election Director and University Elections Commission to the University
417 Council.

418 b. No later than 30 days before the start of the election, the Election Director shall make
419 candidacy applications available in the MSA office and shall begin advertising the MSA election.

420 c. No later than 31 days before the start of the election, the Assembly may approve any amend-
421 ments to the Election Code.

d. No later than 5:00 pm 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Administrative Coordinator, MSA Rules and Elections Committee Chairs, or full/part time staff employed by the University for MSA purposes. The Election Director may set the filing date prior to 5:00 PM 16 days before the start of the election.

e. No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.

f. No later than 12 days before the start of the election, an official sample ballot will be posted on the voting website and in the MSA office.

g. No later than 12 hours after the end of the election, the Election Director shall deliver unofficial results to all candidates, current MSA Representatives and Executives, CSJ Justices, and the Michigan Daily via electronic mail.

h. No later than 18 hours after the Election Director delivers unofficial results for the election, any election grievances must be delivered to the Election Director.

i. No later than 24 hours after any decision of the University Elections Commission, any appeal of that University Elections Commission decision must be delivered to CSJ.

j. At the first Assembly meeting after the end of the election, the Election Director shall announce official election results.

k. Ten days after the announcement of the official election results, the term of incumbent representatives shall expire and the term of newly-elected representatives shall commence.

C. Election Staff.

1. Election Director.

a. **Eligibility.** The Election Director must be a currently-enrolled University student and not a member of CSJ, nor a representative, executive officer, commission chair, or select committee chair on MSA, nor a candidate in any election during which she will also serve as Election Director.

b. **Appointment.** The Student General Counsel shall appoint an Election Director with the advice and consent of the University Council. A majority vote shall be required to confirm the nomination. If the nomination is rejected by the University Council, the appointment process shall recommence.

c. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Election Director, who shall be removed by a two-thirds majority vote of the University Council. If the Election Director is removed by the University Council, the appointment process shall recommence.

d. Duties.

i. The Election Director shall make weekly reports to the Assembly beginning the week following her confirmation and ending the week after the election ends.

ii. The Election Director shall consult the Office of the Registrar to verify the enrollment status of all candidates and ensure that all candidates fulfill the requirements of the Constitution and of the Election Code.

iii. The Election Director shall advertise the MSA election in coordination with the Communications Committee, Voice Your Vote Commission, the Rules and Elections Committee, the University Elections Commission, the Assembly, and the University Council.

iv. The Election Director shall prepare and make available in the MSA office candidacy applications.

v. Candidates shall be informed of any Election Code changes made by the Assembly after candidacy applications are available.

vi. The Election Director shall schedule, preside at, and announce at least 48 hours prior to its commencement, a meeting of all candidates.

vii. The Election Director shall be responsible for ensuring the correct operation of the voting website and the candidate information website.

viii. The Election Director shall be available in person, by phone, or by some means of electronic communication during the election period, and shall promptly respond to any questions received from candidates.

ix. The Election Director shall preside over meetings of the University Election Commission as well as the the University Election Judiciary.

2. University Elections Commission.

a. **Composition.** The University Elections Commission shall be composed of at least five enrolled students, including at least one member from the Assembly and at least one member from the University Council. No candidate may serve on the University Elections Commission.

b. **Appointment.** The Student General Counsel shall submit nominations for membership on the University Elections Commission to the University Council, which shall submit the nominations to the Assembly for confirmation. The Assembly may approve all, none, or any of the nominations, and may amend the composition of the University Elections Commission. Confirmation of the University Elections Commission shall be upon a motion, second, and majority vote of the Assembly.

c. **Removal.** The University Council may, by a two-thirds vote, remove any member of the University Elections Commission. If a removal from the University Elections Commission results in an University Elections Commission membership that does not meet the requirements of the Election Code, the appointment process shall recommence.

d. **Meetings.** The University Elections Commission shall meet as necessary. Meetings shall be scheduled with at least 24 hours advance notice by the Election Director.

e. Duties.

i. The University Elections Commission shall assist the Election Director in fulfilling her obligations and executing the election.

ii. The membership of the University Elections Commission will also comprise the membership of the University Elections Judiciary, which will be the body which hears and decides upon all election complaints. The University Elections Judiciary may be convened by the Election Director with less than 24 hours advance notice.

3. Backup Election Director.

500 a. **Eligibility.** The University Elections Commission shall elect a Backup Election Director
501 from among its own membership.

502 b. **Duties.**

503 i. The Backup Election Director will serve as a voting member of the University Elections
504 Commission and shall serve as the Secretary of the Board.

505 ii. The Backup Election Director will serve temporarily as the Election Director in such
506 instances where asked to do so by the Election Director or when the Election Director is unable to
507 fulfill her duties.

508 c. **Removal.** Any member of the Assembly or of the University Council may seek the removal
509 of the Backup Election Director, who shall be removed by a two-thirds majority vote of the Univer-
510 sity Council. If the Election Director is removed by the University Council, the University Elections
511 Commission shall elect a new Backup Election Director.

512 **D. Election Publicity.**

513 1. All elections conducted by MSA must be advertised to students.

514 2. The Election Director, with the assistance of the University Elections Commission, must send
515 at least one email to all enrolled students advertising, at minimum, the election dates, voting website
516 address, and hours of operation of the voting website.

517 **E. Candidacy Applications, and Candidate and Party Names.**

518 1. **Candidacy Applications.**

519 a. **Contents.**

520 i. **Personal Application.** The candidacy application shall contain a personal application
521 that shall require every candidate to provide her name as it is to appear on the ballot, her current
522 local address, her current local telephone number, her email address, her UM ID number, her school(s)
523 of enrollment, and her school of candidacy.

524 ii. **Receipt.** The candidacy application shall contain a receipt, which shall be signed by
525 the Election Director, Rules and Elections Chair, Rules and Elections Vice Chair, or Administrative
526 Coordinator upon receipt of the candidacy application and returned to the candidate for verification.

527 iii. **Party Application.** The candidacy application shall contain a party application which
528 shall require candidates who wish to run in a party to set forth the name of the party, and the name
529 and dated signature of every candidate wishing to run in that party. A party need only submit a single
530 party application.

531 iv. **Signatures.** Every application submitted to the Election Director or Administrative
532 Coordinator must bear the signatures and dates of signatures of every candidate named in the appli-
533 cation.

534 v. **Candidate Oath.** Every candidate-elect will sign a statement attesting to the fact that
535 all information provided by the candidate-elect is truthful to the best of her knowledge and that she
536 was an enrolled student at the University of Michigan's Ann Arbor campus by the end of the third
537 week of the semester containing the election in question.

538 vi. **Informative Material.** The candidacy application shall contain informative material
539 which may be retained by the candidate. At a minimum, this material must include: an election cal-
540 endar with appropriate deadlines clearly marked; a complete list of positions to be elected; a Housing
541 Department application for door-to-door solicitation in residence halls; a copy of the rules regarding
542 elections and canvassing in Residence Halls; information on how to access the ITS acceptable use
543 policies; a copy of the Election Code; and information regarding the registration of candidates with
544 the online voting system.

545 b. The Candidates packet will be jointly prepared by the Election Director, the Chairman of
546 the Rules and Elections Committee, and the Student General Counsel.

547 2. **Candidate and Party Names.**

548 a. Candidates who choose to run in a party will be identified on the ballot by their common
549 party name.

550 b. Candidate and party names must be fully written out, with the exception of common abbre-
551 viations, with the first letter of each word capitalized, with the exception of articles, connectors, and
552 prepositions, and the remainder of every word in the party name in lower case.

553 c. A party name may be in all upper-case letters if it is an acronym.

554 d. No party name may be longer than 100 characters, including spaces and punctuation.

555 e. No party name may consist solely of or begin with the word “independent”.

556 f. No candidate may use a name on the ballot that is not her own. A candidate who wishes her
557 nickname to appear on the ballot may spell her nickname in between her real first and last names.

558 g. **Previously Used Party Names.** No party may choose the name of another party that
559 was properly filed in any election within four years prior to the current election without the written
560 authorization of a majority not greater than five of the candidates who ran with that previous party.

561 h. **Deceptive Party Names.** No party may use a deceptive party name.

562 i. Party names shall be posted by the Election Director immediately after the deadline for
563 filing candidacy applications.

564 ii. Challenges to party names must be submitted to the Election Director within 24 hours
565 of the posting of the registered party names.

566 iii. The University Elections Commission shall decide whether a party name is deceptive,
567 and if it so finds shall allow the party 24 hours in which to submit an alternate party name.

568 iv. Replacement party names may also be challenged.

569 i. **Size Limitation.** No party may run more candidates for any school or college than there
570 are seats available to be elected from that school or college.

571 j. **Conflicting Applications.** No candidate shall run with more than one party. Any candidate
572 who signs more than one party application shall not be placed on the ballot as a candidate. No
573 candidate shall run simultaneously as an independent and with a party.

574 k. In the process of randomizing party and candidate names on the online voting ballot, inde-
575 pendents shall be grouped together and randomized as if they were another party.

576 **3. Withdrawal of Candidacy.** Any candidate may withdraw from the election by submitting a
577 written request to the Election Director no later than 8 days prior to the election. A candidate who
578 withdraws from the election but is nonetheless elected shall have the status of a resigned member of
579 the Assembly.

580 **4. Simultaneous Candidacies.** Candidates may not run for more than one electable MSA posi-
581 tion simultaneously.

582 **F. Demerit System**

583 1. All Campaigns to serve on the Michigan Student Assembly shall be subject to the rules and
584 regulations found in this article of the Compiled Code.

585 2. At any point after the official start of the campaign period, the election director may with the
586 approval of the University Elections Commission assess demerits to individual candidates and / or
587 parties for the violations listed within this article of the Compiled Code.

588 3. Any candidate who accrues 5 demerits in a specific election will be automatically removed from
589 the election.

590 4. Both candidates and parties may appeal the assessment of demerits to CSJ.

591 5. The University Elections Judiciary may assess demerits outside of the guidelines specified in
592 this article if it finds sufficient cause to do so given by mitigating factors, extreme circumstances, or a
593 lack of intent on the part of the accused.

594 **G. Campaign Rules.**

595 1. **Campaign Period.** The campaign period should commence immediately following the Can-
596 didates' Meeting with the Election Director, no later than 16 days before the start of the election.
597 Campaign rules shall apply from the start of the official campaign period until the newly elected rep-
598 resentatives are seated. The existence of the official campaign period shall not prohibit candidates
599 from campaigning before the campaign period.

600 2. **University Policies.** The Election Director shall encourage all candidates to read and become
601 familiar with all relevant university and residence hall policies that may be affected by their cam-
602 paigns. The University Elections Commission may only hold candidates responsible for adhering to
603 the Election Code, and may not hold candidates responsible for violations or alleged violations of any
604 university policy not listed in the Election Code.

605 3. **MSA Endorsements Prohibited.** Neither the Assembly nor any of its committees, commis-
606 sions, select committees, University Elections Commission, University Elections Judiciary, nor Elec-
607 tion Director shall endorse any candidate in any election. As individuals, members of MSA may
608 endorse the candidacy of any candidate in any election. Members of the University Elections Com-
609 mission may not endorse the candidacy of any candidate or party.

610 **4. Campaign Rules.**

611 a. **Minor Infractions.** Any violation will result in the assessment of one to two demerits.

i. **Identification.** All printed campaign material must be identified, at minimum, by a statement in the form: “Paid for by <address>”, where <address> is a valid email address of the candidate or party. Buttons and clothing are exempt from this rule. A violation shall be considered for every 50 pieces of campaign material per day. No more than four violations may be assessed within 24 hours of notifying the candidate.

ii. **Prohibited Posting Areas.** No campaign materials may be affixed on or in any University building. Residence halls and designated posting areas in University Buildings are excepted from this rule. No more than one violation may be assessed per day.

iii. **Destruction of Campaign Material Prohibited.** No candidate may move or obscure the campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule.

iv. **Implying Elected Incumbency.** No printed campaign material for any candidate may imply incumbency if the candidate is not a current representative on MSA. Candidates appointed to MSA may use the word “retain” on their printed campaign material but may not use the word “re-elect”. No more than one violation may be assessed per day.

v. **Not Attending a Mandatory Candidates’ Meeting.** Candidates wishing to be placed on the ballot and having submitted a complete candidacy application on time that fail to attend a mandatory candidates’ meeting shall be in violation of this rule. Candidates may not be found to be in violation of this rule more than once per election cycle.

b. **Major Infractions.** Any violation will result in the assessment of two to four demerits.

i. **Unauthorized Endorsement.** Any campaign material claiming endorsement from any person or group of people that is not authorized by that person or group of people must include a disclaimer in the form: “Not authorized by <name>”, where name is the name of the person or group of people from whom endorsement is claimed. Candidates and parties may imply endorsement by securing and retaining written permission from the person or group of people from whom endorsement is claimed. No more than one violation may be assessed per day.

ii. **Destruction of Campaign Material Prohibited.** No candidate may destroy, deface, remove, or alter the campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule. Influencing a Student While Voting Prohibited. No candidate may influence any student while the student is voting. The mere presence of a candidate in the vicinity of a voter while voting shall not constitute a violation of this rule.

iii. **Inappropriate and irresponsible use of email privileges prohibited.** No party or candidate may knowingly send an unsolicited electronic communication or email to members of the University Community. The following actions will also be prohibited under this rule: harvesting addresses from the University of Michigan online directory, running mass-mail programs, sending campaign email to individuals that are not students, and sending campaign email to groups or email lists that the sender does not own.

c. **Egregious Infractions.** Any violation will result in the assessment of at least 4 demerits.

i. **Defacement Prohibited.** No campaign material may be affixed to any surface that would be permanently and seriously damaged by the campaign material or the material used to affix or attach the campaign material. No campaign material may be affixed to paint or glass in any University building.

654 ii. **Preventing Voting Prohibited.** No candidate may prevent any student from lawfully
655 voting.

656 iii. **Bribery Prohibited.** No candidate may promise or offer compensation, monetary or
657 otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The
658 distribution of campaign material to voters shall not constitute a violation of this rule.

659 iv. **Fraudulent Voting Prohibited.** No candidate may cast any ballot on behalf of another
660 student. No candidate may log into the voting website using any username that is not her own.

661 **H. Penalties for the Violation of Campaign Rules.**

662 1. **Jurisdiction.** The University Elections Judiciary shall hear cases involving the alleged viola-
663 tion of any campaign rule, and shall meet to determine whether demerits should be assessed against
664 any candidate(s) or party(ies).

665 2. **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than
666 one campaign rule. All campaign rules shall be mutually exclusive. No candidate or party may be in
667 violation of more than one campaign rule for a single act or campaign material.

668 **3. Assessment of Demerits.**

669 a. Demerits will be assessed based on their classification as described in Section G above.

670 b. The University Elections Judiciary may assess demerits outside of the guidelines specified
671 in this article if it finds sufficient cause to do so given by mitigating factors, extreme circumstances,
672 or a lack of intent on the part of the accused.

673 c. **Violations by a Candidate.** If the University Elections Judiciary determines that a candi-
674 date has violated a campaign rule and decides to assess demerits against that candidate, the Univer-
675 sity Elections Judiciary may only assess demerits against that specific candidate.

676 **d. Violations by a non-Candidate.**

677 i. If the University Elections Judiciary determines that a campaign rule has been violated
678 by someone other than a candidate and decides to assess demerits for the violation of the rule, the
679 University Elections Judiciary must first determine whether or not the rule was violated by a person
680 working in coordination with a candidate, more than one candidate, or a party.

681 ii. If the University Elections Judiciary determines that the campaign rule was violated
682 by a person working in coordination with only one candidate, the University Elections Judiciary may
683 assess demerits only against that specific candidate.

684 iii. If the University Elections Judiciary determines that the campaign rule was violated
685 by a person working in coordination with more than one candidate, the University Elections Judiciary
686 must assess the demerits at full value against all offending candidates.

687 iv. If the University Elections Judiciary determines that the campaign rule was violated
688 by a person working in coordination with a party, the University Elections Judiciary must assess the
689 demerits at full value against all candidates of the party.

690 **4. Election Complaint Procedures.**

691 **a. Receipt and Disbursement.**

i. Any student may file a complaint with the Election Director alleging a violation of the campaign rules. Upon receipt of the complaint, the Election Director shall immediately deliver copies of the complaint to all of the named respondents, to the members of the University Elections Judiciary, to the Chair of the Rules & Elections Committee, to the Student General Counsel, and to the Chief Justice of the Central Student Judiciary.

ii. Neither the Election Director nor any member of the University Elections Commission may file a complaint with the Election Director.

iii. Complaints must set forth the names of the respondent(s), the salient facts upon which the complaint is based, and clearly identify the campaign rule that has been allegedly violated.

b. **Withdrawal.** At any time during the complaint process, the petitioner of the complaint may withdraw the complaint. Upon withdrawal, the complaint is canceled and may not be heard by the University Elections Judiciary. A complaint that has been withdrawn may not be reinstated.

c. **Submission of Respondents Brief.** A respondent need not submit a written brief, but may file such a written brief within 24 hours of her receipt of the complaint. Failure to respond in writing shall not waive the respondent's right to defend herself against the allegation.

d. **Preliminary Hearing.**

i. Within 24 hours of receipt of the respondent's brief, or the expiration of respondent's 24-hour deadline, the Election Director shall hold a preliminary hearing. The petitioner and respondent shall both be notified of the date, time, and location of the preliminary hearing, which shall be open to the public. The preliminary hearing may not commence without the attendance of a quorum of the University Elections Judiciary.

ii. At the preliminary hearing, the petitioner shall have ten minutes to present an oral argument in support of the complaint, after which the University Elections Judiciary may ask questions of the petitioner and, if present, the respondent.

iii. Prior to the conclusion of the preliminary hearing, the University Elections Judiciary may order an investigation into the allegations raised in the grievance. This investigation may be performed by members of the University Elections Commission or designated members of the University community with specific areas of expertise relevant to the investigation, as seem fit by the University Elections Judiciary. Results of any Judiciary-ordered investigation will be made known to all parties and shall be concluded prior to a full hearing by the Board.

iv. After the preliminary hearing, the University Elections Judiciary shall retire to a meeting, which shall be open to the public, at which the University Elections Commission shall decide whether the complaint is (a) likely to be true, and (b) if true, would result in the assessment of any demerits. The complaint process shall not proceed unless the University Elections Judiciary finds both elements to exist.

v. After the University Elections Judiciary meeting, the Election Director shall notify the petitioner and respondent in writing of the University Elections Judiciary decision, and shall, if necessary, schedule a hearing to take place within 24 hours of the preliminary hearing.

e. **Burden of Persuasion.** At all stages of the complaint process, the University Elections Judiciary and CSJ shall assume that the allegations set forth in the complaint are not true. At all stages beyond the preliminary hearing, the petitioner shall have the burden of proof of showing that the allegations set forth in the complaint are true beyond a reasonable doubt.

734 **f. Hearing.**

735 i. The hearing shall not commence without the attendance of a quorum of the University
736 Elections Judiciary.

737 ii. The petitioner will be given five minutes to make an opening statement in support of
738 the complaint, after which the respondent will be given five minutes to make an opening statement
739 against the complaint.

740 iii. The petitioner shall present her case first, and shall have thirty minutes to make a
741 case in support of the complaint. The respondent shall then present her case, and shall have thirty
742 minutes to make a case against the complaint.

743 iv. The petitioner shall be given ten minutes to make a closing argument in support of the
744 complaint, after which the respondent shall be given ten minutes to make a closing argument against
745 the complaint.

746 v. After the hearing, the University Elections Judiciary shall retire to a meeting. The
747 decision of the University Elections Judiciary must be written, and must be delivered to the petitioner
748 and the respondent within 36 hours of the hearing.

749 vi. Failure of the University Elections Judiciary to reach a decision in the matter shall re-
750 sult in a cancellation of the complaint, which shall not be further pursued by the University Elections
751 Judiciary. Failure of the University Elections Judiciary to deliver a written opinion to the petitioner
752 and respondent within 36 hours of the hearing shall result in a cancellation of the complaint, which
753 shall not be further pursued by the University Elections Judiciary.

754 **g. Removal.** Any candidate against whom five or more demerits have been assessed shall be
755 removed from the election.

756 **h. Warning.** The University Elections Judiciary may find a candidate or party in violation of
757 the campaign rules but nonetheless assess no demerits against the candidate or party.

758 **i. Appeals.** The respondent and/or petitioner may appeal any decision of the University Elec-
759 tions Judiciary to CSJ.

760 **I. Post-Election Procedure.**

761 **1. Eliminating Derogatory Write-In Votes.** Immediately following the completion of the elec-
762 tion, the University Elections Commission shall review the election results and eliminate any write-in
763 responses they deem to be inappropriate and/or offensive.

764 **2. Release of Results.** Unofficial results, with derogatory write-in votes deleted but noting the
765 number of derogatory write-in votes that were removed, are to be released to candidates and parties
766 no later than 24-hours after the completion of the election. Official results, noting the number of write-
767 in votes deemed derogatory and removed, shall be posted on the MSA website immediately after being
768 approved by the Assembly.

769 **3. Seating of New Members.** Newly elected members and officers of MSA will begin their term
770 of office at the regular Assembly meeting to occur at 7:30 P.M. on the first Tuesday following the
771 University Council meeting at which the official election results are announced. MSA officers and
772 members will remain in office until the seating of their successors (unless removed from office by
773 methods specified in the All-Campus Constitution). The President will, before beginning his/her term
774 in office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan

Student Assembly President.” This oath will be administered by the Chief Justice of the Central Student Judiciary. The Executive Vice President will, before beginning his/her term of office, swear to affirm the following oath: “I promise to faithfully execute the office of Michigan Student Assembly Vice President.” This oath will be administered by the Associate Chief Justice of the Central Student Judiciary.

4. **Appeals in Progress.** While appeals to CSJ are being pursued, the decision of the University Elections Judiciary and/or Election Director is in force unless CSJ stays their decision.

5. **Debriefing the Assembly.** The Election Director shall debrief the Assembly of the election no later than two weeks following the completion of the election. If there is an appeal in progress, the debrief shall occur at the next MSA General Assembly meeting once the appeal has been settled.

J. Petitions and Ballot Questions. This section applies to all questions placed on the ballot in an MSA election. All restrictions applying to candidates also apply to anyone campaigning for a ballot question. However, in cases of conflict, this section supersedes the Election Code.

1. **Amending this Section.** Amendments to this section must be approved by MSA at a regular MSA meeting occurring at least seven days after the regular MSA meeting at which the amendment was first introduced. No amendment approved less than 30 days before an election may apply to that election.

2. A ballot question is any referendum, initiative, referral or recall question or constitutional amendment question (regardless of method of initiation) to be voted upon in an election.

3. Any ballot question to be placed on the ballot must be submitted to the Election Director at least 25 days before the election. The Election Director will notify CSJ of any ballot questions submitted by MSA or by petition.

a. In the case of a petition, two copies of the petition, including the original document, shall be submitted to the Election Director, for distribution to the MSA Program Manager and CSJ.

4. CSJ will examine each ballot question at a hearing no later than 16 days before the election to verify that the ballot question complies with the provisions of the Compiled Code and the MSA Constitution, is worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meets the requirements for a recall question), and (in the case of petitions) is in the proper form. CSJ can only bar a referendum question which fails to meet these requirements; it cannot bar a question from the ballot because it dislikes the legislative goals. Any appeal of the CSJ decision must be filed within 24 hours of the decision, and CSJ will resolve the appeal no later than 14 days before the election.

5. **Form of petitions.** All petitions for ballot questions will be in the form outline below. A petition sponsor should consult with R&E or the SGC if he/she has any questions concerning the proper form of a petition. Responsibility for complying with the provisions of this Code falls upon the sponsor, and ignorance, error, misinterpretation or mistake of law is not an excuse for failure to comply.

a. **Title.** The title of the petition will be stated entirely in uppercase letters at the top of each page of the petition.

b. **Text.** Following the title, the petition will contain the full and exact text of the question. The question must be worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meet the requirements for a recall question).

c. **Signatures.** Below the full text on each page of the petition will appear the words, “We, the undersigned currently enrolled students, petition for a campuswide vote on the proposal above.” Each petition will have a column for the signature of the student, his/her printed name, his/her student identification number, and his/her username.

d. **Circulator’s statement.** At the bottom of each page of a petition there will be the following statements: “I have circulated this petition and believe all of the signers to be currently-enrolled students.” The petition will be signed by the circulator with his/her printed name, username, and date upon which the petition was circulated. The petition will also state the names of official sponsors of the petition.

e. **Distribution of signatures.** Any question to be placed on the ballot by petition must obtain the support of 1000 currently-enrolled students at the University of Michigan, Ann Arbor. No more than 80% of the signatures can be from one school or college.

f. **Certification of petitions.** CSJ, with the election staff, will examine each petition for a ballot question, verifying whether the petition has met the requirements stipulated above. Student status must be verified by checking no less than 100 of the usernames online or with the Registrar’s Office.

g. **Validity of a petition.** Parties to any action challenging the validity of a petition will be allowed to inspect the petition document.

K. Seat Apportionment. Describes the method and manner in which seats will be apportioned among schools and divided between terms.

1. Unit Apportionment.

a. Only “constituent degree-granting units” (i.e. any school, college, or academic division located at the Ann Arbor campus of the University of Michigan that is also authorized to recommend to the board of Regents the granting of degrees as specified in Chapter IX and Chapter XI of the Bylaws of the Board of Regents) will receive seats on the Assembly. Students in non-granting units will be represented by the school which authorizes their degree (their constituent degree-granting unit).

b. Each degree-granting unit will receive one representative for each 800 students or major fraction thereof enrolled in the unit. Each degree-granting unit will receive at least one representative on the Assembly.

c. The most currently available fall and winter term enrollment data will be averaged for determining enrollment. The data comes from the Office of the Registrar’s Term Enrollment and Credit Hour Reports; specifically, the “102-Enrollment by Unit, Gender, Class Level” report.

d. The apportionment process will take place during the winter semester prior to the commencement of elections.

e. Seats shall be apportioned according to the total number of students listed in the report for each unit excluding graduate students that receive their degrees from Rackham. Rackham seats shall be apportioned according to the total number of graduate students that receive their degrees from that school.

2. Academic Term Apportionment

a. All full-term seats will be apportioned to the March election.

b. Any seats that are vacant or held by appointment will be up for election as half-term seats in the November election.

L. Department of Public Safety Oversight Committee Elections.

1. Pursuant to 1990 PA 120, MCL 390.1511, all-campus elections for the two representative seats on the Department of Public Safety Oversight Committee shall be held in concurrence with the November and March elections.

2. Each election shall seat a student on the DPS Oversight Committee for a period of 1 year, with the runner-up acting as the backup Representative should the elected Representative resign.

3. The rules and procedures for this election shall follow the same rules and procedures outlined for Michigan Student Assembly elections.

**Article VII
Student Organizations**

A. Student Organization Registration. A student group seeking registration with MSA must comply with all of the MSA rules and regulations required for student organizations. Failure to comply with any regulation may result in a termination of the organization's status as a registered student organization. A student group is registered automatically upon the receipt by the MSA Administrative Coordinator of a qualified application for registration.

1. Requirements for Registration.

a. A student organization must have at least five currently-enrolled University of Michigan students as members.

b. More than half of the total membership of the group must be students currently enrolled at the University of Michigan.

c. At least two-thirds of the total group membership must be comprised of University of Michigan students, alumni, faculty or staff.

d. No member of a student organization can receive personal financial benefit from membership in the organization.

e. No organization can adopt a name which may be construed by the University community as misleading concerning the nature or affiliation of the organization.

f. "The University of Michigan" may not be used in the beginning of any student organization name.

g. A new registration form is required for each school year. Groups must update MSA with new contacts and authorized signer information as changes occur.

h. An application for registration must include a written description of the organization.

2. Termination of Registration. The registration for all student organizations shall terminate at the end of September of every year. Registration may also be terminated at any time if the group fails to meet the requirements for registration. MSA shall have the responsibility of notifying an active student organization of impending termination of its registered status.

B. Office Space Allocation Committee (OSAC).

1. **Purpose.** The purpose of the Office Space Allocation Committee is to provide University of Michigan student organizations with criteria and applications for office space and locker usage. OSAC shall reviews applications for space and allocate office space and lockers on the fourth floor of the Michigan Union.

2. Composition

a. OSAC will be composed of 8 student members. These 8 members constitute the voting members of OSAC. Quorum shall be a majority of voting committee members. A simple majority shall be required for all committee decisions.

b. 3 OSAC members will represent the Michigan Union Board of Representatives (MUBR). One of the three representatives must be the Chairperson of MUBR or her designee.

c. 3 OSAC members will represent the Michigan Student Assembly. One of the three representatives must be the Vice President of MSA or her designee.

d. 2 OSAC members will be at-large members. The selection of these members is the duty of the Campus Governance Committee.

e. In addition to the 8 voting members, the Administrative Coordinator of MSA and a Michigan Union representative will attend the meetings of OSAC as non-voting members.

f. The MUBR Chairperson, the MSA Vice President, and the MSA Administrative Coordinator will jointly determine the weekly meeting time and place for OSAC.

g. If an OSAC member is absent at more than two OSAC meetings, she will be removed from the committee and will automatically be replaced by appointment from the Campus Governance Committee.

h. Two transition meetings between the old and new OSAC committees will be held. The first meeting will take place within two weeks of the applications being made available. The second meeting will occur during the first meeting of the new OSAC in which applications are reviewed.

3. Internal Positions

a. The MSA Administrative Coordinator will serve as the chair of OSAC. During all OSAC meetings, the chair will maintain order within the committee, keep the committee focused, and vote in the event of a tie.

b. OSAC will appoint an Internal Secretary. The Internal Secretary will record the minutes from every meeting and keep proper documentation of all activities. The Administrative Coordinator shall maintain copies of all documentation.

c. OSAC will also appoint an External Secretary. The External Secretary will serve as a correspondent to all parties outside the committee.

d. The Internal and External Secretaries will be elected by the committee through a simple majority of open voting.

e. All OSAC members must complete a summary of each application they are assigned to review. These summaries will be maintained by the MSA Administrative Coordinator.

4. Process.

- 933 a. OSAC application materials shall be made available at the beginning of the winter semester.
- 934 b. Applications will be due one month after they are made available.
- 935 c. OSAC may contact a student organization for more information or clarification of their
- 936 application.
- 937 d. No late applications will be accepted. Student organizations which submit a late application
- 938 will be notified immediately that their applications were not accepted.

939 **5. Appeals**

- 940 a. Grounds for appeal will be limited to:
- 941 i. deviations from the office space allocation procedure as set forth in this article.
- 942 ii. penalties applied by MSA, MUBR or the Union Administration regarding office space
- 943 that are arguably inappropriate for the violation.
- 944 iii. non-allocation of office space to a student organization who which correctly followed all
- 945 of the application steps.
- 946 b. The Appeals Board will be composed of 1 MUBR member (not included in the allocation
- 947 process), 2 MSA members (not included in the allocation process), one Union Administration member
- 948 (not included in the allocation process), and one student-at-large selected by the Campus Governance
- 949 Committee.
- 950 c. The composition of the Appeals Board will be determined within the first two weeks that
- 951 appeals are made available.
- 952 d. An appeal must be submitted in writing, with the president, chairperson, or equivalent's
- 953 signature, to the MSA office no later than 5 business days after the original penalty was assessed.
- 954 e. The Appeals Board will meet within 2 days of the appeals due date and determine whether
- 955 the appeal has reason to be heard.
- 956 f. If the Appeals Board finds a reason for appeals to be heard, appeals will take place over the
- 957 following Saturday and Sunday. Appeal sign-ups will be posted in MSA.
- 958 g. The organization requesting the appeal can bring no more than 5 members to the appeal.
- 959 h. Only oral presentations with a typed supplement will be considered at the Appeals hearing.
- 960 i. The Appeals Board will decide on the appeal no later than 5 days after the conclusion of the
- 961 meeting. The Appeals Board can advise OSAC to reconsider the application, and can ask OSAC to
- 962 meet with the members of the appealing organization for an information review.
- 963 j. Deviations from the timeline by an appealing student organization will render the appeal
- 964 null and void.

965 **C. Ex-Officio Representation**

- 966 1. A group wishing to attain an ex-officio seat shall submit a list of first name, last name, and
- 967 email address of at least 400 members, as well as a signed statement acknowledging that they do
- 968 not belong to a larger organization and are not a college or school student government on the MSA
- 969 Website's online ex-officio submission tool.

2. If a question is raised about the validity of the 400-member roster, the Rules and Elections Committee will conduct an investigation on the number of students in the student organization in question.

3. Ex-Officio seats shall expire at the end of every winter semester. Groups wishing to re-apply to retain their seats in the fall shall retain their seat until a determination is made regarding their eligibility for the seat in the fall.

4. There shall be no limit to the number of groups allowed to have ex-officio seats. All groups meeting the criteria shall be granted a seat.

5. Student organization ex-officio members shall have all the rights of a regular assembly member, except they may not make motions, second a motion, or vote.

D. Student Organization Funding. Student organization funding during the academic year will be determined by the Student Organization Funding Commission (SOFC). The SOFC shall consider funding requests for all student organizations and their events under the guidelines established below.

1. **Leadership.** The President shall, with the advice and consent of the Assembly, appoint a Chair of the SOFC. The Chair is a non-voting member. The SOFC may elect from among their number any other officers they deem expedient.

2. **Membership.** The SOFC must have at least ten (10) but no more than twenty (20) voting members. At least half of the voting members must be Assembly representatives. The President shall, with the advice and consent of the Assembly and the SOFC Chair, appoint the members of the SOFC. The President may remove any member of the SOFC with the written concurrence of three other executives.

3. **Schedule.** Each semester shall consist of at least two funding cycles. The exact dates of these funding cycles shall be determined by the SOFC Chair.

4. **Structure.** For each funding cycle, the SOFC shall divide its membership into a Reviews Board and an Appeals Board. The Reviews Board shall recommend allocations to the Assembly. Any organization may appeal its recommended allocation to the Appeals Board, which shall hear the organization's oral appeal upon request by the organization. Each Board must have at least five (5) but no more than ten (10) voting members. At least half of each Board must be voting Assembly representatives. No voting member of the Reviews Board may serve as a voting member of the Appeals Board within any particular funding cycle.

5. Voting Rights

a. No voting member from either Board may vote on a request for funds from any student organization that they hold an appointed, compensated, or elected leadership position in.

b. Violations of paragraph (3.a) shall be grounds for immediate removal from either Board.

c. Violations by members of MSA shall constitute malfeasance in office and be grounds for impeachment or removal from all offices and positions held in MSA.

d. Prior to a vote related to the finances of an organization, members of either Board are required to declare any financial or personal interest they have with that organization.

e. Chair Voting

i. The Chair may vote to break a tie.

1010 ii. The Chair may not vote in any other circumstances.

1011 **6. Procedure.**

1012 a. The SOFC shall determine and recommend funding allocations to the MSA on a viewpoint
1013 neutral basis.

1014 b. The SOFC may not consider the membership, composition, or political views of any organi-
1015 zation when deliberating funding recommendations.

1016 c. Funding applications to the SOFC shall be made available to student organizations within
1017 two weeks of the start of each semester and shall remain available until the application deadline for
1018 the final cycle of that semester.

1019 d. The SOFC shall consider no more than one application per organization per cycle.

1020 e. Upon the request of an officer of a student organization, the SOFC Chair, or designee, shall
1021 provide a written justification for that organization's recommended allocation.

1022 f. Upon the request of any member of MSA, the SOFC Chair, or designee, shall provide a
1023 written justification for the recommended allocation of any organization.

1024 g. Any money allocated to a student organization by the Assembly upon recommendation from
1025 the SOFC which is unspent by the organization shall be considered canceled by the organization and
1026 shall revert to MSA.

1027 h. The SOFC Chair, with the assistance of the Administrative Coordinator, will oversee the
1028 disbursement and reimbursement process of student organizations from SOFC earmarked funds.

1029 **7. Student Organization Requirements**

1030 a. All student groups applying for funding must be registered with MSA and have a valid
1031 SOAS account.

1032 b. Student organizations must present accurate information to the SOFC through written
1033 applications and any oral statements.

1034 **c. Conditions.**

1035 i. The SOFC may attach any conditions to their allocations regarding the use of funds.

1036 ii. Organizations receiving funding must stipulate in a grant agreement that they will
1037 adhere to these conditions.

1038 iii. Failure to adhere to the conditions attached to the agreement by the SOFC shall result
1039 in a cancellation of the agreement, and all allocated funds shall revert to MSA.

1040 iv. The SOFC shall not fund, unless deemed necessary by a two-thirds majority vote of the
1041 committee:

1042 (a) Capital goods

1043 (b) T-shirts

1044 (c) Newspaper advertisements

1045 (d) Hotel or airfare costs for students traveling from campus

1046 (e) Gas

1047 (f) Club sports fees assessed by the Athletic Department

1048 v. Organizations receiving funding the SOFC must agree to either include the phrase
1049 "Sponsored by the Michigan Student Assembly" or place the MSA logo on a publication that is dis-
1050 tributed for the event.

1051 **8. Funding Ineligibility**

1052 a. The SOFC shall not fund an organization which is a MSA Committee, Commission, or
1053 Select Committee with funds earmarked for SOFC.

1054 b. An organization may be deemed ineligible for funding by a two-thirds vote of the MSA.

1055 **9. Late Applications**

1056 a. Late applications shall be considered only under extenuating circumstances.

1057 b. For the SOFC Chair to consider a late application, a written statement attached to the fund-
1058 ing application must be submitted to the MSA office within three work days of the original application
1059 deadline.

1060 **10. Violations**

1061 **a. Student Organization**

1062 i. Any student organization presenting misleading information regarding activities, fi-
1063 nances, membership, or any other required information will not have its application considered by
1064 the SOFC and may, upon a majority vote of the MSA, have its student organization status revoked.

1065 **11. Funding Considerations**

1066 a. Consideration for funding often is based upon the these criteria:

1067 i. Quantity of students affected

1068 ii. The degree of effect on students

1069 iii. Effect on the Ann Arbor, University of Michigan, and general Michigan community

1070 iv. Effort to receive funding from other sources

1071 v. Completeness of the funding application

1072 vi. Unique nature of the event

1073 vii. Prior utilization of MSA funding allocations