



Office of the Tufts Community Union Judiciary

Bylaws of the TCU Judiciary

(Approved by a Vote of 6-0-0 on 8 November 2012)

Bylaw 1. Student Organization Classifications, Privileges, and Responsibilities

A. At all times, each campus organization shall be classified in exactly one of the following ways by the TCUJ: Unrecognized, Tabled, Recognized Pending, Recognized Without Funding, or Recognized.

1. Unrecognized

- i. An Unrecognized organization may use and reserve University space, but may receive no other privileges or resources from the TCU or the University.
- ii. An organization can only hold Unrecognized classification in the fall semester.
- iii. Upon the first academic day of the spring semester, all Unrecognized organizations lose their classification.

2. Tabled

- i. A Tabled organization may use and reserve University space, but may receive no other privileges or resources from the TCU or the University.
- ii. At any time, a Tabled organization may request a meeting with the TCUJ to attempt to resolve their classification. The TCUJ shall oblige this request within 15 academic days of its receipt.
- iii. All Tabled organizations lose their classification fifteen academic days before the last day of classes of the academic year.

3. Recognized Pending

- i. A Recognized Pending organization may use and reserve University space and may use the Tufts name. They are entitled to no other privileges or resources from the TCU or the University, but either may grant them privileges or

resources as is deemed appropriate.

ii. The TCUJ shall provide every Recognized Pending organization with a course of action that, if taken, will cause the TCUJ to reclassify the organization as Recognized or Recognized Without Funding.

iii. At any time, a Recognized Pending organization may request a meeting with the TCUJ to attempt to resolve their classification. The TCUJ shall oblige this request within 15 academic days of its receipt.

4. Recognized Without Funding

i. A Recognized Without Funding organization may use and reserve University space, may use the Tufts name, and shall receive all benefits, privileges, and resources granted to organizations by the TCU and the University, with one exception: a Recognized Without Funding organization shall not be eligible to receive funding from the TCU Treasury.

5. Recognized

i. A Recognized organization may use and reserve University space, may use the Tufts name to describe their organization, and shall be eligible to receive funding from the TCU Treasury. A Recognized organization may not be denied privileges or resources granted to organizations by the TCU or the University.

B. These bylaws shall not be construed as to forbid business transactions with an organization operating as a party external to the TCU.

C. In addition to the above classification system, an organization may optionally be secondarily classified as a subgroup of another organization, which is secondarily classified as a supergroup. This secondary classification exists concurrently with the classifications enumerated in 1.A, so that an organization may be both TCU-recognized and a subgroup or supergroup. No organization may be secondarily classified as a subgroup or supergroup without also being classified as TCU-recognized.

1. A supergroup may contain any number of subgroups.

2. A subgroup may not belong to more than one supergroup.

3. An organization may not simultaneously be a subgroup and a supergroup.

4. The TCUJ shall not impose subgroup or supergroup classification on any group(s) without consent from all of the groups concerned.

5. Subgroups are TCU-recognized, but they may not hold an account with the TCU Treasury or conduct their own financial affairs. A subgroup may be denied privileges or resources granted to organizations by the TCU or the University.

6. At any time, any subgroup or supergroup may unilaterally decide to split with its counterpart by notifying the TCUJ. They shall not be obligated to provide a justification

for their decision.

- i. Effective immediately, the two organizations are no longer affiliated.
- ii. The subgroup loses its classification as a subgroup and its classification becomes Recognized Pending.
- iii. Within 5 academic days, representatives of this subgroup have the right to request a meeting with the TCUJ to resolve their recognition status.
 - a. The TCUJ may extend the 5-day window with a simple majority vote.
 - b. The TCUJ shall oblige a request to meet within 15 academic days of the receipt of the request.
 - c. If no request to meet is received within the appropriate time window, then the subgroup loses its classification.

D. Only members of the TCU (i.e., Tufts undergraduate students who have paid the student activities fee) may participate in TCU-classified organizations as voting members or leaders. This does not forbid non-members of the TCU from attending meetings or events.

E. At any time, the TCUJ may change the classification of an organization (or revoke it entirely) with a simple majority vote. The TCUJ shall immediately inform representatives of an organization when its classification is changed.

1. An organization that loses, or has lost, its classification, or has never applied for or been granted classification, shall be termed “non-TCU-classified”. A non-TCU-classified organization has no standing or status with the TCU, and may receive none of the benefits, privileges, or rights conferred upon organizations which are classified. The term de-classified shall refer to an organization that loses its classification.
2. The term “TCU-classified” shall refer to an organization that holds any of the classifications enumerated in 1.A. The term “TCU-recognized” shall more specifically refer to an organization that holds the classification of Recognized. The terms “TCU-recognized-without-funding” and “TCU-RWF” shall specifically refer to an organization that holds the classification of Recognized Without Funding.

Bylaw 2. New Group Recognition

A. The TCUJ shall not bar any member of the TCU (a representative) from executing the steps described in this section, provided the representative does so in accordance with these bylaws.

B. Any time during the fall semester, a representative of an non-classified organization may register their organization with the OCL and attend an informational meeting as

deemed fit by the OCL. Once they do so, their organization shall be immediately classified as Unrecognized.

C. A representative of an Unrecognized organization may, at any time between the first day of classes of the academic year and 15 academic days before the the last academic day of the Fall semester, request a meeting with the TCUJ to resolve their classification. The TCUJ shall oblige this request within 15 academic days of its receipt. After this meeting is held, the TCUJ must vote to reclassify the organization to something besides Unrecognized, or vote to revoke its classification entirely.

D. The TCUJ may not vote to change the classification of an Unrecognized organization without first receiving the information detailed in this section below, unless this organization has previously held Recognized status within this or the last academic year. However, the TCUJ has ultimate discretion over what it considers to be sufficient to allow for re-classifying an Unrecognized organization; the Recognition Chair may also exercise discretion in determining whether the information submitted by an Unrecognized organization constitutes enough information for the TCUJ to make an informed and fair decision in re-classifying (i.e., changing the classification of an organization) an Unrecognized organization.

1. Three Proofs of Activity

- i. A proof of activity is any demonstration that a group meeting or event occurred within the last six months. No two proofs of activity may reference the same event, and no proof of activity may reference a general interest meeting.

2. A constitution

- i. No constitution may be amended without a majority vote of approval from the TCUJ.

- ii. No constitution may permit a non-TCU-member to be a voting member or leader in an organization.

- iii. In accordance with the TCU Constitution Article 1, Section D, Subsection 2, no constitution may allow an organization to discriminate upon the basis of race, color, religion, sex, gender identity and expression, national or ethnic origin, age, sexual orientation, disability, or an individual's previous affiliations in criteria for membership, assignment of voting privileges, or rank, except as otherwise provided by federal or state law or University policy.

- iv. The Judiciary shall not approve a constitution that does not clearly comply with the previous three requirements.

- a. If and when TCU-classified organizations submit a constitution to the TCUJ for evaluational or informational re-recognition or for the approval of amendments, said organizations will be required to ensure that their

constitutions abide by the above mentioned requirements.

v. Every TCU-classified organization (except for organizations classified as Unrecognized or Tabled Pending) shall be governed by a constitution. The TCUI shall keep a current copy of each of these constitutions on file, and must provide a copy of any of these constitutions to any member of the TCU that requests one in writing.

3. A List of Members

i. The list of members needs to include at least fifteen members, all of whom must be members of the TCU. The list must state, at a minimum, each member's name, signature, year of graduation, local address at Tufts (whether on or off campus), email address, and phone number (although anyone may refuse to release one's phone number if one chooses, and this will not count against an organization during the recognition process).

4. If the organization is religious in nature as deemed by the Judiciary, a letter of approval from the Tufts University Chaplaincy indicating awareness and approval of the organization's existence.

5. If the organization is a chapter of a national organization, a letter of approval from the national organization indicating awareness and approval of the organization's existence.

Bylaw 3. Group Rerecognition

A. Every year during the spring semester, the TCUI shall require all Recognized, Recognized Without Funding, and Recognized Pending organizations to go through the process of informational re-recognition.

1. As a part of this process, the TCUI shall require organizations to disclose their subgroup(s) or supergroup (if applicable) and the contact information for at least one person who will serve on the organization's leadership board in the next academic year. The TCUI may require more information at its discretion.

2. Any Recognized or Recognized Without Funding organization that fails to submit the information required as per 3.A.1 by 15 academic days before the last day of classes of the academic year shall automatically be re-classified as Recognized Pending.

3. Any Recognized Pending organization that fails to submit the information required as per 3.A.1 by 15 academic days before the last day of classes of the academic year adds the condition of going through informational re-recognition to its course of action for becoming Recognized or Recognized Without Funding. If the organization was already classified as Recognized Pending for this reason, instead it is declassified.

4. If an organization fully and truthfully completes the informational re-recognition process, then the TCUI shall not change an organization's classification based on their

responses to informational re-recognition.

- i. If the TCUJ opts to require the submission of constitutions by organizations as part of the informational re-recognition process, as per 3.A.1, then 3.A.4 shall not apply for the duration of that year's informational re-recognition process.

B. Every year during the spring semester, if the current year ends in an odd digit (i.e., 2013), the TCUJ shall require all organizations in Allocations Board (ALBO) Councils 1-4 to complete the evaluational re-recognition process. If the current year ends in an even digit (i.e., 2014), then the TCUJ shall require all organizations in ALBO Councils 5-8 to complete the evaluational re-recognition process. Subgroups and Recognized Without Funding groups are exempted from this process.

1. As part of this process, the TCUJ shall require organizations to provide three proofs of activity (see 2.D.1) from the last six months, a list of members present at a certain organization meeting, and a written summary of the organization's future plans. The TCUJ may require more information at its discretion.
2. The Judiciary shall decide, by a simple majority vote, what classification to assign to each organization that completes the evaluational re-recognition process. It may assign any classification enumerated in 1.A, including the organization's current classification. It shall base its decision on the information submitted by the organization to the TCUJ as part of the evaluational re-recognition process.
3. The TCUJ may exempt any organization from this process with a simple majority vote.
4. The TCUJ may require any organization to complete the evaluational re-recognition process with a simple majority vote.

Bylaw 4. Judicial Review and Orders

A. There shall be an order of precedence for all governing documents within the TCU.

1. This order of precedence, from highest in precedence to lowest, is as follows:
 - i. The Constitution of the TCU
 - ii. The bylaws of the TCUJ, ECOM, and the TCU Senate
 - iii. The rules and regulations and other such official documents promulgated or adopted by the TCUJ, ECOM, and the TCU Senate
 - iv. The constitutions of non-governmental, TCU-classified organizations
 - v. The bylaws of non-governmental, TCU-classified organizations
 - vi. Any other such official documents of non-governmental, TCU-classified organizations
2. Only the TCUJ, ECOM, and the TCU Senate are, for the purposes of these Bylaws,

considered to be governmental; all other organizations are non-governmental.

3. The governing documents described in 4.A.1.iv to 4.A.1.vi are on an organization-to-organization basis in terms of precedence. That is, the governing documents of one non-governmental, TCU-classified organization do not take precedence over the governing documents of any other non-governmental, TCU-classified organization.

4. Any governing document must be in compliance with any and all applicable provisions of all documents that rank higher in precedence, with the exception noted in 4.A.3.

i. The TCUIJ shall have the power to determine what constitutes an applicable provision in a given situation.

ii. The TCUIJ may use its power of judicial review to ensure that this compliance is met.

5. The Judiciary may also use its power of judicial review to order that members of organizations or organizations themselves comply with, and adhere to, any and all applicable provisions of relevant governing documents.

i. The TCUIJ shall have the power to determine what constitutes an applicable provision in a given situation.

B. The TCUIJ, as per III.A.3 of the TCU Constitution, has the power to issue judicial orders.

1. These judicial orders may be used to exercise the TCUIJ's power of judicial review and for other purposes as the TCUIJ may deem necessary.

2. A judicial order shall always include the organization(s) or TCU member(s) it is directed at and what is required of them.

3. No judicial order shall take effect until it has been:

i. Written or typed with the necessary elements specified in 4.B.2.

ii. Issued by a simple majority vote.

iii. Signed by the Chair of the TCUIJ, or, in his/her absence, the Vice Chair of the TCUIJ.

iv. Signed and officially recorded by the Historian of the TCUIJ.

4. The Historian of the TCUIJ shall immediately inform those at whom a judicial order is directed of the order and provide a copy of it for their reference.

Bylaw 5. Hearings

A. The TCUIJ may hear complaints against TCU-classified student organizations or members of the TCU in their capacity as members or leaders of a TCU-classified organization, complaints against the Elections Commission (ECOM), and allegations against members of the TCU Senate.

1. A complaint must allege some form of noncompliance with, or violation of, a document that governs the accused (for the order of precedence of such documents, see 4.A.1). The TCUJ shall dismiss any complaint that does not satisfy this requirement.
2. A complaint must be submitted in writing to either the Chair of the TCUJ or the Vice Chair of the TCUJ.

B. If a complaint or allegation is not dismissed by the TCUJ on procedural grounds, then the TCUJ shall convene a hearing within ten (10) academic days of receipt of the complaint.

1. The TCUJ shall inform all parties involved in a complaint as soon as possible.
2. All parties involved in a case shall be given at least five academic days notice prior to the hearing.
3. A hearing may occur more than 10 academic days from the date of receipt of the complaint by the TCUJ if all parties involved in the hearing are in agreement to do so.
3. The parties involved may be given less than five academic days notice prior to the hearing if they are all in agreement to do so.
5. The TCUJ must inform all involved parties of the specific charges pending and of the time and place of the hearing.
6. Questioning and discussion during a hearing must be relevant to the nature of the specific violation.
7. All persons appearing before the TCUJ have a right to a fair and impartial hearing. Members of the TCUJ shall have no familiarity with the case and no relationship or involvement, current or past, with any persons who are litigants in a hearing. Members of the TCUJ shall recuse themselves from a particular hearing if any litigant can demonstrate to the Judiciary, prior to the beginning of a hearing, that a particular TCUJ member is not in a position to be objective. A vote of the TCUJ shall be taken any time a litigant appeals the objectivity of a member of the TCUJ prior to the beginning of a hearing. A simple majority vote of the members present shall determine the participation of the member in question.
8. If a majority decision cannot be reached on a particular charge, petition or motion within five academic days, the charge, petition, or motion shall be forwarded to the CSL without prejudice (that is, the CSL will hear that charge, petition, or motion as if it was never before heard by the TCUJ).

C. In cases of allegations made against (a) member(s) of the TCU Senate via a complaint, in addition to the procedures given in 5.B, the following procedures also apply:

1. Even if the TCUJ does not dismiss the complaint, three members of the TCU must request that the TCUJ hear the complaint for a hearing to occur.

- i. This does not mean that more than one person is required to submit, or formally become a party to, the complaint, but once the complaint is submitted and the TCUJ determines that it is valid (i.e., the TCUJ does not dismiss the complaint), then at least three members of the TCU (any of whom may also be parties to the complaint) must request that the TCUJ hear the complaint in order for a hearing to occur.

D. In cases of allegations made against (a) member(s) of the TCU Senate by impeachment by the TCU Senate, the following procedures apply:

1. All of the procedures enumerated in 5.B.
 - i. The only exception to this is that the TCUJ may not dismiss allegations made against (a) member(s) of the TCU Senate if they are levied via impeachment.
2. Three members of the TCU must request that the TCUJ hold a hearing to adjudicate the allegations levied by impeachment for a hearing to occur.

E. The following are the consequences that the TCUJ may assign to those subject to a complaint or allegation(s) if they are found responsible for the charges levied by, or identified in, the complaint or allegation(s) against them:

1. In the case of complaints against TCU-classified organizations, the TCUJ may impose any of the following consequences or any combination thereof:
 - i. Letter of Warning
 - a. A Letter of Warning informs an organization that further violations or gross or malicious misconduct may result in additional consequences.
 - ii. Probation
 - a. Probation shall last for a period specified by the TCUJ in their decision.
 - b. While under probation, if a complaint is properly submitted against an organization, and the TCUJ does not dismiss it, then the organization in question shall be immediately and automatically declassified, unless the TCUJ decides otherwise by a simply majority vote.
 - iii. Re-classification
 - a. The TCUJ may change the classification of an organization to a classification other than that which it currently holds.
 - iv. De-classification
 - a. The TCUJ may de-classify an organization. Such an organization loses its classification and is thus considered non-TCU-classified.
2. In complaints against members of the TCU in their capacity as members or leaders of a TCU-classified organization, the TCUJ may impose any of the following consequences or any combination thereof:

- i. Letter of Warning
 - a. A Letter of Warning informs a TCU member that further violations or gross or malicious misconduct may result in additional consequences.
 - ii. Probation
 - a. Probation shall last for a period specified by the TCUJ in their decision.
 - b. While under probation, if a complaint is properly submitted against a TCU member, and the TCUJ does not dismiss it, then the TCU member shall be immediately and automatically either removed from (an) office(s) of (a) TCU-classified organization(s) (if said TCU member fulfills the criteria specified in 5.E.2.iii.a) or denied membership rights and privileges in a TCU-classified organization or organizations (if said TCU member fulfills the criteria specified in 5.E.2.iv.a and does not fulfill the criteria specified in 5.E.2.iii.a), unless the TCUJ decides otherwise by a simply majority vote.
 - iii. Removal from Office
 - a. If the member of the TCU in question is a leader in a TCU-classified organization or organizations, then the TCUJ may remove said member from his or her leadership position(s).
 - iv. Denial of Membership Rights and Privileges
 - a. If the member of the TCU in question is a member of a TCU-classified organization, then the TCUJ may deny said TCU member membership privileges and rights in a TCU-classified organization or organizations, such as the right to vote in an organization's elections or the right to declare candidacy or engage in the selection process for such offices as may be available under an organization's constitution. This denial shall be to a degree and duration determined by the TCUJ.
3. In complaints against the Elections Commission (ECOM), the TCUJ may impose any of the following consequences or any combination thereof:
- i. Context Dependent Consequences
 - a. In complaints against ECOM, the resolution mandated by the Judiciary largely depends on the context of the complaint and what it alleges. Therefore, there are no specific consequences to be listed here; instead, the TCUJ may impose whatever resolution it deems appropriate in each case.
4. In complaints against members of the TCU Senate, the TCUJ may impose any of the following consequences or any combination thereof:
- i. Formal Warning

a. A formal warning issued to a member of TCU Senate informs the member that any subsequent breach of Article VII, Section A, Subsections 1-4 of the TCU Constitution may be grounds for further disciplinary action.

ii. Suspension

a. Suspension from TCU Senate temporarily restricts the member's rights as a member, to a degree and duration determined by the TCUIJ.

iii. Expulsion

a. Expulsion from the TCU Senate revokes the member's rights as a member for the remainder of his/her term.

F. The TCUIJ may also hear appeals of decisions reached by either ECOM or the TCU Senate.

1. In cases of appeals of TCU Senate decisions (including fiscal decisions), an appeal must be submitted to the TCUIJ within 10 academic days of the affected entity (the affected entity is the entity that is most directly subject to the decision, be it TCU member or TCU-classified organization) being officially informed of the decision by the TCU Senate.

i. Appeals of actions taken or decisions made in one's capacity as an Officer of the TCU Senate may also be submitted to the TCUIJ, provided the appeal is made within 10 academic days of the affected entity, as defined in 5.F.1, being officially informed of the decision by the TCU Senate.

ii. All appeal routes available within the TCU Senate must have been exhausted before an appeal is submitted to the TCUIJ.

2. In cases of appeals of ECOM decisions (including decisions reached through a formal ECOM hearing), an appeal must be submitted to the TCUIJ within 4 academic days of the affected entity being officially informed of the decision by ECOM.

3. There are three possible results of an appeal hearing as described in 5.F.1 and 5.F.2:

i. Uphold the Decision

a. The TCUIJ may uphold the initial decision made by either the TCU Senate or ECOM.

ii. Modify the Decision

a. The TCUIJ may modify the initial decision made by either the TCU Senate or ECOM. In modifying a decision, the TCUIJ shall be able to make use of all of the possible options that were available to the TCU Senate or ECOM when either originally made its decision, in addition to any possible options the TCUIJ has available to it exclusively.

iii. Vacate the Decision

- a. The TCUJ may vacate the original decision made by the TCU Senate or ECOM. If the TCUJ vacates the original decision, then the TCU Senate or ECOM and the affected entity shall be free to go through the decision-making process again and reach another decision. However, the original decision will be rendered null and void.

Bylaw 6. Appeals

A. Any decision of the TCUJ may be appealed to the Committee on Student Life (CSL) within 10 calendar days. This period of 10 calendar days begins immediately when the affected entity, as defined in 5.F.1, is informed of the Judiciary's decision.

Bylaw 7. Internals

A. Voting and Meetings

1. No meeting of the TCUJ shall be held without a quorum of 5 members. In the event that one or more members are prohibited from fulfilling their duties by provisions of the TCU Constitution, a quorum shall consist of a majority of those members eligible to serve.

- i. Decisions made and official actions taken (collectively referred to as official TCUJ business or the official business of the TCUJ) at meetings held without a quorum shall not be considered valid or binding. Non-valid and/or non-binding decisions or actions may not be carried out or otherwise executed; doing so on the part of any member of the TCUJ is to be considered an impeachable offense.

- a. Official actions include all official business of the TCUJ that are relevant to the entire Judiciary and would not impose a severe hindrance if they were required to be taken or completed at an official meeting of the TCUJ (i.e., a meeting held with the requisite quorum of members).

Official actions are not necessarily subject to a vote.

- b. All decisions of the TCUJ shall be rendered by a majority vote of the members present at the meeting in which the decision is made.

2. Any member of the TCUJ may voluntarily recuse him/herself from a vote if he/she feels that he/she cannot be objective or has a conflict of interest. The TCUJ may, by a simple majority vote, forcibly recuse a member who it deems unable to be objective or to have a conflict of interest, if the member in question refuses to voluntarily recuse him/herself.

- i. A recused member shall be considered to be prohibited from fulfilling his/her

duties by the provisions of the TCU Constitution, thus invoking the corresponding provisions of 7.A.1.

B. Attendance and Duties of Justices

1. All members of the TCUJ shall attend all meetings required by their respective positions. Excessive absences by a member shall not be tolerated and may result in impeachment against that member.
 - i. Excessive absences shall be defined as enough absences as to impede the functioning of the Judiciary.
2. Not fulfilling the duties required by one's position(s) on the Judiciary shall also constitute grounds for impeachment.

C. Impeachment

1. The TCU Senate shall adjudicate the disciplinary proceedings brought against an impeached member of the Judiciary. The procedure for these hearings shall be determined by the Senate; however, at least one other member of the Judiciary (other than the person who has been accused) must be present at the hearing.
2. Only members of the Judiciary may bring articles of impeachment against a fellow member. The procedure for doing this is as follows:
 - a. A member of the Judiciary wishing to bring articles of impeachment against a fellow member shall, at an official meeting of the Judiciary, motion to impeach a fellow member for specific charges or a specific charge.
 - b. If the motion is seconded, a vote will take place after a period of discussion and debate, in which the member who is the subject of the impeachment proceedings is guaranteed the right to present a defense of the charge(s) laid against him or her. A unanimous vote of the members that are present, excluding the member who is the subject of the impeachment proceedings, is required for the motion to pass.
 - c. Only one member may be the subject of any one motion of impeachment, and any and all such motions must be considered separately and independently.
 - d. If the motion passes and three individual members of the TCU request that a hearing occur, the TCU Senate shall adjudicate the disciplinary hearing which shall result.

D. Official Representatives

1. There shall be two official co-representatives to the TCU Senate from the TCUJ.

- i. At least one of the two co-representatives shall attend all regular meetings of the Senate.
 - ii. The co-representatives shall inform the TCU Senate as to the current business of the Judiciary, with due regard to sensitive or confidential aspects of official TCUIJ business.
 - iii. When doing this, the co-representatives are officially speaking on behalf of the TCUIJ.
2. One of the two co-representatives shall automatically be the Chair of the TCUIJ. The other co-representative shall be elected by the TCUIJ whenever the position is vacant.

E. Dean of Student Affairs' Judiciary

1. In accordance with University and Division of Student Affairs' Policy, the TCUIJ is the standing body for hearing disciplinary cases against students enrolled at Tufts University.
2. The Judiciary is responsible for sending two members to serve on each and every hearing panel.
3. The Judiciary shall select, at random, two people for each case. However, preference shall be given, when possible, to members who have yet to serve on a panel or who have not recently served on a panel. This is to ensure that the same members do not serve on panels over and over again, which, given the small size of the TCUIJ and the laws of probability, may very well happen if left unchecked.
 - i. The Judiciary may decide to randomly re-select, by a majority vote, to allow for the expression of the preference given above. Each re-selection must be approved by a majority vote separately.
 - ii. The act of randomly selecting or re-selecting a member of the TCUIJ to serve on a hearing panel shall constitute an official action under 7.A.1.i.a.
4. Any members serving on a panel must have been trained by the Judicial Affairs Officer of the Division of Student Affairs prior to serving or they will be ineligible to serve. In case such an ineligible member is selected, another member shall be selected to serve in this ineligible member's place.

F. Records

1. The Historian of the TCUIJ, or, in his or her absence, a designee of the Chair, shall be required to record minutes for each meeting of the TCUIJ and to keep other records as the TCU Constitution, these Bylaws, or administrative needs may require.
 - i. These minutes and other records shall be filed in the TCUIJ office in either paper or electronic form (or both) and shall be releasable upon written request to either the Historian of the TCUIJ or the Chair of the TCUIJ, with the exception of

these Bylaws, which shall be made publicly available without the need to request them.

- a. All minutes shall include the individual votes of each member in each decision, except when the vote is unanimous.
 - b. All minutes released by written request must bear the signature of the Historian of the TCUJ, and all other records released by written request must bear the signature of either the Historian of the TCUJ or the Chair of the TCUJ. In the case of paper records (not including minutes), a copy shall be made and that copy shall be signed by either the Historian of the TCUJ or the Chair of the TCUJ. In the case of electronic records (not including minutes), a copy shall be sent via email or other means of electronic communication and this copy shall not require the signature of anyone so long as it has been genuinely sent directly by either the Historian of the TCUJ or the Chair of the TCUJ. In the case of minutes in paper form, a copy shall be made and that copy shall be signed by the Historian of the TCUJ. In the case of minutes in electronic form, the electronic version of the minutes must contain the signature of the Historian of the TCUJ in some form. These Bylaws are exempt from the aforementioned requirements.
- ii. Minutes that have been filed in the TCUJ office in either paper or electronic form (or both) shall be rendered unalterable, except by a unanimous vote of the TCUJ.
 - a. Minutes may not be filed in the TCUJ office until at least seven days have passed since the meeting that they bear witness to occurred.
 - iii. All minutes must bear the signature of the Historian of the TCUJ before being filed in the TCUJ office.
 - a. Minutes not bearing the signature of the Historian of the TCUJ in some form shall not be considered official by the TCUJ, and the TCUJ does not endorse the contents of non-official minutes.

G. General Procedures

- 1. The TCUJ may suspend any portion of its Bylaws if extenuating circumstances require it. To do so, a unanimous vote in favor of suspending a portion of the Bylaws is required. All suspensions last for no more 15 academic days, but they can be ended earlier if the TCUJ deems it appropriate. While a portion is suspended, the TCUJ may exercise complete discretion over whatever aspect of its purview is covered by the given portion, to the extent specified by the TCU Constitution and University policy.

H. Officers

1. Chair

- i. The Chair of the TCUJ shall call and chair all meetings and hearings of the TCUJ.
- ii. He/she shall serve as the chief public relations officer of the TCUJ, and, as such, he/she shall be responsible for communicating the business of the TCUJ to interested parties.
 - a. Any information the Chair sends or receives that is relevant to the conduct of official TCUJ business or otherwise of concern to the entire Judiciary shall be communicated to the TCUJ as soon as possible and no later than the next official meeting of the TCUJ following the date of receipt or sending.
- iii. He/she shall break all tie votes, except for votes made during hearings.
- iv. He/she shall serve as primus inter pares of the TCUJ.
 - a. The Chair is not, however, the chief executive officer of the TCUJ.
- v. He/she shall serve as the secondary TCU Treasury signatory for the TCUJ, unless prohibited by the TCU Treasury Rules and Regulations, in which case the Chair shall designate somebody other than the member of the TCUJ serving as the primary signatory to serve as the secondary signatory, provided said member is eligible to serve as such per the TCU Treasury Rules and Regulations.
- vi. The TCUJ, by a simple majority vote, may bind the Chair to take a particular action or to follow certain guidelines or rules as it may establish. Violating such a binding order shall be considered an impeachable offense.

2. Vice Chair

- i. The Vice Chair of the TCUJ shall serve as the Acting Chair if the Chair is temporarily unavailable or otherwise absent and shall assist the Chair in the exercising of his/her duties.

3. Recognition Chair

- i. The Recognition Chair shall be responsible for facilitating and overseeing the new group recognition process, as described in Bylaw 2.
- ii. The Recognition Chair shall also be responsible for keeping the TCU Treasury and the Office for Campus Life informed of decisions made as part of the new group recognition process.

4. Re-recognition Chair

- i. The Re-recognition Chair shall be responsible for facilitating and overseeing the evaluational and informational re-recognition processes, as described in Bylaw 3.

- ii. The Re-recognition Chair shall also be responsible for keeping the TCU Treasury and the Office for Campus Life informed of decisions made as part of the evaluational and informational re-recognition processes.

5. Historian

- i. The Historian shall be responsible for carrying into execution the provisions of 7.F and 7.B.1, as well as any other provisions that require the Historian to carry them out.
 - a. The Historian shall ensure that the TCUIJ has a copy of every TCU-classified organization's constitution, except as provided for in these Bylaws.
- ii. The Historian shall serve as the webmaster for the TCUIJ, but may delegate this role to other members of the TCUIJ if he/she deems it necessary.
- iii. The Historian shall serve as the chief administrative officer of the TCUIJ, and, as such, he/she shall be responsible for attending to all of the non-fiscal administrative matters of the TCUIJ.

6. Treasurer

- i. The Treasurer shall be responsible for conducting the financial affairs of the TCUIJ.
- ii. The Treasurer shall serve as the primary TCU Treasury signatory for the TCUIJ, unless prohibited by the TCU Treasury Rules and Regulations, in which case the Historian shall serve as the primary signatory.
 - a. If the Historian is also prohibited, the Vice Chair shall serve as the primary signatory, and if the Vice Chair is also prohibited, then the Chair shall designate a member of the TCUIJ, who is not prohibited from serving as such, to be the primary signatory.

7. Advocacy Chair

- i. The Advocacy Chair shall serve as the Director of the Judicial Advocacy Group. As such, he/she shall be entitled to attend all meetings of the Judicial Advocacy Group.
- ii. The Advocacy Chair shall nominally have total authority over the Judicial Advocacy Group, including the power to appoint and dismiss officers, veto Group decisions, amend the Group's constitution, and direct the operations of the Group.
 - a. However, the Advocacy Chair shall automatically delegate these powers to the appropriate bodies or individuals, as specified in the Judicial Advocacy Group's constitution. In extenuating circumstances, the TCUIJ may, by a simple majority vote, authorize the Advocacy Chair to exercise one or more of these powers in a manner determined by the TCUIJ.

Bylaw 8. Amendments

- A. The Judiciary may amend its bylaws by a majority vote.
 - 1. The Chair shall present any new amendments to the Senate in a timely manner.
 - 2. The Senate shall not have the power to approve or disapprove of the Judiciary's bylaws, but may only offer recommendations to the Judiciary with regard to said bylaws.

- B. Any amendments to either the Senate or ECOM's bylaws shall be presented by the appropriate officer of each body to the Judiciary in a timely manner.
 - 1. Upon presentation of bylaws to the Judiciary by either ECOM or Senate, the Judiciary may offer recommendations to either body with regard to said bylaws, but shall not have the power to approve or disapprove of the Senate's or ECOM's bylaws.
 - i. This provision shall not be construed as to inhibit the Judiciary from exercising its power of judicial review.