

**THE BYLAWS OF THE GEORGE WASHINGTON UNIVERSITY
STUDENT ASSOCIATION**

IN ACCORDANCE WITH THE STUDENT ASSOCIATION CONSTITUTION

In effect for the 2018-2019 Student Association Administration onward

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LEVEL 100:

STUDENT ASSOCIATION OPERATIONAL BYLAWS

BYLAW 101: MANDATE AND DEFINITIONS

Section 1 – MANDATE

- (a) These Bylaws are promulgated in accordance with Article I, Section 7 of the Student Association Constitution and shall be continuous from administration to administration, and Senate to Senate, as dictated by Article I, Section 4 of the Student Association Constitution.

Section 2 – DEFINITIONS

- (a) **Student Leader** – The term “Student Leader” is a student enrolled at The George Washington University who currently holds a position on an executive board of any undergraduate or graduate student organization recognized by the Center for Student Engagement as:
 - (i) Advocacy & Awareness
 - (ii) Civic Engagement
 - (iii) Cultural/Ethnic; or
 - (iv) Faith Based
- (b) **“Advice and Consent”** – The term “Advice and Consent” shall mean the approval of a simple majority of Senators Present and Voting of executive appointments, unless otherwise stated in these Bylaws.
- (c) **Assembly Meeting** – The term “Assembly Meeting” shall mean any officially called meeting of a Senate assembly.
- (d) **Attendance** – The following definitions shall be used for the purpose of recording Senator attendance in Senate and Committee Meetings:
 - (i) Present – The term “Present” shall mean that a Senator is physically present and shall be notated as “P”.
 - (ii) Present by Proxy – The term “Present by Proxy” shall mean that a Senator has delegated their voting power to another designated Senator and shall be notated as “Proxy – “followed by the designated Senator’s last name.
 - (iii) Virtually Present – The term “Virtually Present” shall mean that a Senator is using any approved form of technology as an eligible virtual attendant and shall be notated as “VP.”
 - (iv) Absent – The term “Absent” shall mean that a Senator is not Present, Virtually Present, or Present by Proxy and shall be notated as “A”.
 - (1) Excused Absence – The term “Excused” shall mean that a Senator who provides documentation shall not have their absence count towards their cumulative absences and shall be notated as “E.”

- (e) **Committee Meeting** – The term “Committee Meeting” shall mean any officially called meeting of a Senate advisory, ad hoc, special, standing, select, or sub-committee
- (f) **Constituency** –
 - (i) Constituency of a Senator - The term "Constituency of a Senator", means, whether the Senator is elected or appointed, the members of the full-time and part-time student community enrolled in a degree program within the Senator's school and/or division of the Senator, specified in Article I, Section 2 of the Student Association Constitution, as determined by the Registrar.
 - (ii) Constituency of the Student Association President – The term “Constituency of the Student Association President”, means, whether the Student Association President appointed or elected, all members of the full-time and part-time student community enrolled in a degree program within the University as determined by the Registrar.
 - (iii) Constituency of the Student Association Executive Vice President – The term “Constituency of the Student Association Executive Vice President is appointed or elected, all members of the full-time and part-time student community enrolled in a degree within the University as determined by the Registrar.
 - (iv) Constituency for the Purposes of a Referendum or a Constituency Amendment Put to the Campus – the term “Constituency for the Purposes of a Referendum or a Constituency Amendment Put to the Campus” means the total number of students participating in the election.
- (j) **Executive Cabinet** – “The term “Executive Cabinet” shall mean the Cabinet defined in Article II, Section 1(b) of the Constitution.
- (k) **Executive Session** – The term “Executive Session” shall mean a closed meeting of the Student Association Senate, or any of its respective committees, where all non-Senators are excluded from the meeting except the Student Association President and Executive Vice President, Senate Staff, and individuals invited for the business of the closed meeting by either the Presiding Officer or a majority of Senators Present and Voting.
- (l) **Freshman Senator** – The term “Freshman Senator” shall mean a first-year undergraduate student who is appointed to a non-voting Senate seat as defined in Article II, Section 2, Subsection F of the Student Association Constitution.
- (m) **Full Senate** – The term “Full Senate” shall mean all seats allocated to the Senate by Article I, Section 2 of the Student Association Constitution, whether or not these seats are occupied, and regardless of eligibility of vote.
- (n) **Presiding Officer** – The term “Presiding Officer” shall mean the Executive Vice President, or in their absence, the individual designated by these Bylaws to assume the head of the Senate.
- (o) **“Public Comment”** – The term “Public Comment” shall mean the period during a meeting during which any member of the University community who is not a Senator may address the Senate.
- (p) **Senate Committee** – The term “Senate Committee” shall mean any advisory, ad hoc, special, standing, select, or sub-committee created by the Senate.

- (q) **Senate Meeting** – The term “Senate Meeting” shall mean any officially called meeting of the Full Senate.
- (r) **Senate Membership** – The term “Senate Membership” shall mean those in office as defined by Article XI, Section 1, Subsection C of the Student Association Constitution.
- (s) **Senate Vacancy** – The term “Senate Vacancy” shall mean the time when the Presiding Officer has been notified of the resignation, death, permanent incapacity, recall, removal, or ineligibility of a Senator.
- (t) **Senator** – The term "Senator" shall mean an elected or appointed member of the Senate.
- (u) **Time** –
 - a. Throughout these Bylaws, the use of any time period stated in hours, unless specifically stated otherwise, is to be construed giving meaning to a period of days, not to a literal allotment of time as calculated by the hours and minutes of such a period.
 - (2) The time period used within these Bylaws, unless otherwise designated as a time period of class days, shall be calculated to include weekends and holidays, but shall exclude those days that may fall within any of the following scheduled vacations of the University: Fall Break, Thanksgiving, Winter Break, Spring Break, and Summer Vacation.
- (l) **Vote Definitions** –
 - (1) *Full Senate* – The term “full senate” shall mean all seats allocated to the Senate by Article I, Section 2 of the Student Association Constitution, whether or not these seats are occupied, and regardless of eligibility to vote.
 - (2) *Senate Membership* – The term “senate membership” shall mean those in office as defined by Article XI, Section 1(c) of the Student Association Constitution.
 - (3) *Voting Seats* – The term “Voting Seats” shall mean all seats that could be occupied by a Voting Senator, whether or not these seats are occupied, and regardless of whether such a Senator is currently on suspension.
 - (4) *Voting Senators* – The term “Voting Senators” shall mean all Senators, excluding those on suspension, and excluding those specified in Article I, Section 2, Subsection F of the Student Association Constitution.
 - (5) *Senators Present* – The term “Senators Present” shall mean all Senators, excluding those on suspension, who are recorded as Present, Virtually Present, or Present by Proxy and have not informed the secretary of their permanent departure from the meeting.
 - (6) *Voting Senators Present* – The term “Voting Senators Present” shall mean those Senators who fall under both of the above definitions and are required to vote on procedural matters as per Robert's Rules.
 - (7) *Senators Present and Voting* – The term “Senators Present and Voting” shall mean those Senators who cast a vote of yea or nay on a substantive matter, abstentions notwithstanding.

Section 3 – CHANGES TO BYLAWS

- (a) Any proposed changes or additions to these Bylaws must be made in accordance with the legislative procedures specified in Bylaw 507.
- (b) Any proposed changes or additions to these Bylaws unrelated to the Level 600 JEC Charter must be referred to the Governance and Nominations Committee in accordance with Bylaw 507, Section 2, Subsection e. The Governance and Nominations Committee shall work with the sponsor(s) of the proposal to ensure that the form of the proposed changes or additions generally conform with the structure of these Bylaws. The Governance and Nominations Committee shall further work with the sponsor(s) to ensure that the content of any proposed Bylaw is carefully tailored to meet the proposed objective and does not conflict with other provisions in the Student Association Charter, Constitution, or Bylaws.
 - (1) After the Governance and Nominations Committee completes its review of the proposed Bylaw or Bylaw modification in accordance with the provisions of this Bylaw and Bylaw 507, the final draft shall be circulated to members of the Senate for their review at least forty-eight (48) hours prior to the meeting at which the proposed legislation is to be voted upon.
- (c) Any legislation which alters, amends, or repeals any provisions of these Bylaws must be approved by a two-thirds (2/3) majority of the Full Senate.
- (d) It is the duty of the Student Association Senate Secretary to update these Bylaws as they are altered by an act of the Student Association Senate.
- (e) It is the duty of the Vice President for Judicial and Legislative Affairs and the members of the Governance and Nominations Committee to review these Bylaws annually to ensure proper codification of additions or repeals to the Bylaws. The Vice President for Judicial and Legislative Affairs and the Senate Chairperson Pro Tempore will be responsible for keeping the Bylaws in order.
- (f) The Senate Chairperson Pro Tempore shall circulate the most recently updated version of the Bylaws to all members of the Student Association Senate and ensure the updated bylaws are uploaded on the Student Association website prior to the start of the next Senate Meeting.
- (g) There shall be at least two (2) copies of the Bylaws maintained in the Student Association Google Drive
 - (i) One (1) copy shall be formatted as a PDF.
 - (ii) One (1) copy shall be formatted as a “View only” Google Document.

BYLAW 102: DISCIPLINARY ACTION

- (a) Violations of the Student Association Bylaws shall be sufficient grounds for disciplinary actions to be taken against the Student Association member in violation.

BYLAW 103: STUDENT ASSOCIATION SYMBOLS

Section 1 – EMBLEMS OF THE STUDENT ASSOCIATION

- (a) Official Emblem – The official emblem of the George Washington Student Association shall be created by members of the Executive Branch when deemed necessary and submitted to the Student Association Senate for approval.
 - (1) After a brief presentation of the emblem by a designated member of the Student Association Executive Branch, the Student Association Senate shall vote on whether to approve by a simple majority vote of those Senators present and voting the newly-created emblem.
 - (2) If the newly created emblem fails to reach the simple majority vote threshold, the previous official emblem of the Student Association shall remain in place.

Section 2 – SEAL OF THE STUDENT ASSOCIATION

- (a) Seal - the emblem mentioned in Section 1(a) of this Bylaw, when engraved upon a device cast for the purpose of affixing or impressing said emblem upon parchment or ribbon, shall constitute the Seal of the Student Association of the George Washington University.
 - (1) Custody and usage of seal - The Executive Vice President of the Student Association shall have the custody and charge of the Seal of the Student Association. Except as provided by this Bylaw, the seal shall not be affixed to or impressed upon any instrument without the special warrant of the President therefore.

LEVEL 200: STUDENT ASSOCIATION PROCEDURAL BYLAWS

BYLAW 201: CENSURE

Section 1 – INITIATING CENSURE PROCEEDINGS

- (a) Pursuant to Article VI, Section 1(A) of the Student Association Constitution, any elected or appointed official of the Student Association may be censured by a two-thirds (2/3) vote of Voting Senators for failure to fulfill their duties or responsibilities.
- (b) A Voting Senator shall initiate censure proceedings with appropriate motion followed by a proper second by another Voting Senator. Once seconded, the motion to commence censure proceedings is open to floor debate in the Senate. Debate is limited to the question of whether censure proceedings should be commenced. Thus, any discussion of whether to actually censure the person in question and/or what censure sanction should be imposed is out of order. At the close of debate the motion to commence censure proceedings must pass by a simple majority of Senators Present and Voting.

- (c) Pursuant to Article VI, Section 1(B) of the Student Association Constitution, upon passage of said motion; a notice of censure proceedings shall be forwarded to the accused at least five (5) calendar days prior to the meeting at which the censure vote will be taken. A copy of said censure notice shall also be forwarded to the Student Association President, the Executive Vice President, the Chief Judge of the Student Court, and the Vice President for Judicial and Legislative Affairs.

Section 2 – THE CENSURE HEARING

- (a) The Chief Judge of the Student Court shall preside over the Senate during censure proceedings. Should the Chief Judge be the subject of the censure proceedings, the Executive Vice President shall preside over the censure hearing.
- (b) At the censure hearing, the accused shall have:
 - (1) The right to counsel;
 - (2) The right to make an opening statement before any questioning by the Senate begins;
 - (3) The right to answer any charges without interruption by the Senate before a vote is taken; and
 - (4) The right to make a closing statement at the end of the censure proceeding.
- (c) After the accused has concluded their closing statement, the Presiding Officer shall direct the Senate into debate on whether to censure the accused.
- (d) Once the question is called, an affirmative vote of a two-thirds (2/3) of Voting Senators shall be necessary to impose censure. No proxy vote shall be allowed.
- (e) If the vote to censure is successful:
 - (1) The Senate may impose penalties as it deems appropriate upon a Senator so censured, except that such penalties may not include removal from office, or suspension from the Senate for more than a one-month period; or
 - (2) The Senate may impose the penalty of a "public reprimand," upon a member of the Executive or Judicial Branch. Such a reprimand shall take the form of a resolution, which clearly sets forth the Senate's findings of fact, and announces the imposition of said reprimand. Such resolution need only be signed by the Presiding Officer of the Senate on behalf of the Senate; however, if the Executive Vice President is the subject of the censure, the resolution shall instead be signed by the Chairperson Pro Tempore.

BYLAW 202: IMPEACHMENT

Section 1 – INITIATING REMOVAL PROCEEDINGS

- (a) Pursuant to Article VI, Section 3 of the Student Association Constitution, a petition bearing the signatures of one-third (1/3) of the Senate Membership shall initiate removal proceedings against any person nominated, elected, or appointed by or to an office in the

Student Association. This petition must contain written charges against the individual in question, specifying the bases for instituting such proceedings.

Section 2 – PROCEDURES GOVERNING DISCIPLINARY SESSION

- (a) After disciplinary proceedings are initiated as specified in Section 2 of this Bylaw, the petitioning Senators shall forward the petition and the accompanying any charges to the accused, the Student Association President, the Executive Vice President, and the Chief Judge of the Student Court at least ten (10) days prior to the time that the removal matter is considered. The Chief Judge of the Student Court shall preside over the Senate during removal proceedings.
- (b) A hearing must take place no earlier than ten (10) days and no later than fifteen (15) days after the accused has been given notice to appear before the Senate for disciplinary proceedings.

Section 3 – THE HEARING

- (a) The subject of the disciplinary proceedings must be notified of the time and date the hearing is to occur in order to facilitate their ability to prepare a defense not less than ten (10) days prior to the removal hearing. The Chief Judge of the Student Court and the Presiding Officer shall agree upon the actual date and time of the hearing within the time frame mandated by Section 2 of this Bylaw. The hearing is a formal hearing on the validity of the charges, at which evidence against the subject of the hearing is presented by the individual acting as the prosecution on behalf of the Senate, and the subject of the hearing has the right to be represented by counsel, to speak on their own behalf, and to produce witnesses in their own defense.
 - (1) The individuals filing the removal petition may appoint their own prosecutor to present their case, but under no circumstances shall a Senator act as a prosecutor.
 - (2) Should the Chief Judge of the Student Court be the subject of the removal hearing, the remaining members of the Student Court shall select amongst themselves a judge to preside over the removal proceedings. Should no one remaining judge obtain a majority vote to preside over the hearing, the President of the Student Association shall select one of the judges on the Student Court to preside.
 - (3) The defense counsel, if the subject of the hearing chooses to be represented by one, may be any individual the accused selects to represent them, including a member of the Senate.
- (b) Any member of the Senate can be compelled to testify if proper notice is given to them that they will be called. Failure of a Senate member to testify shall be considered a willful violation of this Bylaw, and shall subject the person in violation to the immediate commencement of disciplinary action before the Senate under this Bylaw or Bylaw 201.

- (c) Non-members of the Senate who consent to testify may be used as witnesses at a hearing, but such witnesses shall only be permitted in the room where the hearing is taking place during the time of their testimony.
- (d) If the subject of the hearing fails to appear, the hearing shall proceed without them.
- (e) When the presiding judge calls the meeting to order, they shall begin by reading the charges pending against the subject of the hearing, and entertain any preliminary matters that the prosecution and/or defense brings before them at that time. Under no circumstances shall the Judge unilaterally dismiss the charges pending against the subject of the hearing. Likewise, they may not convict.
- (f) The hearing shall proceed in the following order:
 - (1) Opening statement by the prosecution
 - (2) Opening statement by the defense
 - (3) Testimony of the witnesses procured by the prosecution
 - (4) Testimony of defense witnesses
 - (5) Rebuttal witnesses on behalf of the prosecution, if any
 - (6) Rebuttal witnesses on behalf of the defense, if any
 - (7) Closing arguments by the prosecution
 - (8) Closing arguments by the defense.
- (g) Until the completion of closing arguments, no one is entitled to the floor except the prosecution and defense. All queries must be addressed to the Judge except when questioning witnesses.
 - (1) Cross-examination, redirect examination, and re-cross-examination are all permitted.
 - (2) Witnesses may be recalled as deemed necessary at the sole discretion of the hearing Judge.
 - (3) To get to the truth under the conditions of such a hearing, hearsay evidence has to be admissible, and judgment as to the best interests of the Student Association may have to be based upon it. Non-members who decline to testify may only be willing to reveal facts privately to a single member or to the Judge in camera on the condition that their names in no way be connected with the case. Thus, the formal rules of evidence do not apply at Student Association hearings, nor do any of the protections of the United States Constitution apply. Given the type of evidence which may therefore be introduced at a disciplinary hearing, the credibility of the witnesses is necessarily a substantial factor for the Senate to weigh in its determination of the case, and testimonial evidence should therefore be accorded the weight of its worth as determined by the Senate.
 - (4) The Judge may, in their discretion, exclude certain information from evidence upon petition by the prosecution or the defense. Such discretion shall be used sparingly, as it is for the members of the Senate to determine what evidence should be given credence. If the Judge, however, makes a ruling excluding

evidence, that determination may be appealed, as an interlocutory appeal during a hearing, to a vote of the full Student Court.

Section 4 – THE DECISION

- (a) After the closing arguments, the subject of the hearing must leave the room. The Senate members at that time, including all witnesses who are Senate members, then begin debate on the evidence as proffered during the hearing. The meeting is chaired by the Chief Judge, and is governed by the rules pertaining to Executive Sessions as outlined in Bylaw 205.
- (b) The specification or the charges are to be re-read to the Senate, and each openly discussed, trying to determine if the subject of the hearing is guilty of the charges pending against them.
- (c) The charges may be amended to conform to the facts brought out at the hearing and tried by consent, either explicitly or implied, but not in such a way as to find the subject of the hearing guilty of a charge not wholly within the charge(s) for which they have been tried. The Judge shall have the discretion to grant any such amendment(s).
- (d) The standard of evidence to be used in determining the guilt or innocence of the subject of the hearing shall be by a preponderance of the evidence; that is, each voting member is to consider the totality of the facts as presented at the hearing and then cast their vote based upon whether it is more likely than not that the subject of the hearing is guilty of the charge(s) against them.
- (e) Each charge is voted upon separately by secret ballot. Under no circumstances shall proxy voting be permitted in such a vote. Pursuant to Article III, Section 5, (5) and Article VI, Section 3 of the Student Association Constitution:
 - (1) If the subject of the hearing is a member of the Senate, the votes of two-thirds ($2/3$) of Senators Present and Voting are necessary to convict.
 - (2) If the subject of the hearing is a member of the Executive Branch, the votes of two-thirds ($2/3$) of Voting Senators are necessary to convict.
 - (3) If the subject of the hearing is a Student Court Judge, the votes of three-fourths ($3/4$) of Voting Senators are necessary to convict.
- (f) Should the subject of the hearing be convicted, they are thereby expelled from office in the Student Association, with all rights, honors, and privileges accorded thereto being immediately revoked and terminated.
- (g) The Chief Judge shall notify the subject of the hearing as soon as possible after the decision is delivered.

Section 5 – RIGHTS OF THE SUBJECT OF THE HEARING

- (a) Throughout the process, from initiation of disciplinary procedures, through the final decision, the subject of the hearing is accorded the right to due process within the meaning of this Bylaw only. Thus, they have the right to be informed in writing of the

formal charges pending against him/her, given at least ten (10) days to prepare a defense, to appear and defend themselves, to be treated fairly, and accorded all of the procedural protections outlined in this Bylaw.

- (b) If a member knows that they are guilty of a particular offense, they should tender their resignation rather than subjecting the Student Association to a hearing. The Senate has no obligation to suggest or require such a resignation at any stage in the case.

BYLAW 203: NON-PUBLIC RECORDS

Section 1 – DEFINITION OF NON-PUBLIC RECORDS

- (a) The term ‘non-public records’ refers to the records known as student records under the Privacy of Student Records policy and procedures as adopted by the University as listed in the Guide to Student Rights and Responsibilities
- (b) The non-public records specifically being referred to are to answer any question of enrollment, academic standing, and/or disciplinary probation.

Section 2 – REASONS FOR INQUIRY

- (a) The only reason for inquiring into Student Association officers’ non-public records is to check eligibility in compliance with the Constitution.
- (b) The only records used for verification of eligibility are records, which refer to enrollment status, academic standing, and/or disciplinary probation.
- (c) The only information permitted to be released to the Student Association shall state whether a student is ‘eligible’ or ‘not eligible’ in accordance to Section 1(a) and 1(b) of this Bylaw.
- (d) This information may not be disclosed to anyone outside of who is specified within this Bylaw.
- (e) The Student Association reserves the sole right to determine the eligibility of its members.

LEVEL 300: STUDENT ASSOCIATION FINANCIAL BYLAWS

BYLAW 301: STUDENT ASSOCIATION GENERAL FINANCES

Section 1 – DEFINITIONS

- (a) “**Budget item**” is a distinct event or program consisting of individual line items.
- (b) “**Constituent student organization**” means a student organization that is a member of an umbrella student organization.

- (c) “**Co-sponsorship fund**” means all remaining student body funds in the General Fund after the general allocations process and appeals process.
- (d) “**Durable good**” means any item that does not have to be purchased frequently, is not for consumption, is capable of reuse, and is able to be kept for a period of time.
- (e) “**General Fund**” is the account into which student body funds shall be deposited and from which student body funds are allocated and disbursed.
- (f) “**Graduate umbrella student organization**” means a student organization that oversees two or more constituent graduate student organizations and was certified under Bylaw 302, Section 3.
- (g) “**Line item**” is an appropriation describing an individual expense that is itemized on a separate line within a budget item.
- (h) “**New student organization**” means a student organization that has been registered for less than one year.
- (i) “**Revenue account**” means an account into which all other monies received by a student organization, including membership dues, fundraisers, or donations shall be deposited.
- (j) “**Student Association account**” means the account into which all student body funds allocated to a student organization shall be deposited.
- (k) “**Student body funds**” means all monies belonging to the Student Association.
- (l) “**Student organization**” means a student organization that is properly registered and in good standing with the University through the Center for Student Engagement.
- (m) “**Supplemental allocations**” is the official name for the process of obtaining co-sponsorship funds.
- (n) “**Transition event**” means an event whose principle attendees are the incoming or outgoing officers of a student organization.

Section 2 – FISCAL YEAR

- (a) The fiscal year of the Student Association shall be from July 1 to June 30.

Section 3 – INCOME OF THE STUDENT ASSOCIATION

- (a) The Student Association shall raise student body funds through the Student Association Fee in accordance with Article I, Section 7 of the Student Association Constitution.
- (b) The Senate, through the Vice President for Financial Affairs, shall receive the student body funds raised through Student Association Fee from the University administrator responsible for collecting the Student Association Fee at a date and time designated by the University administrator.
- (c) All student body funds raised through the Student Association Fee and all other monies received by the Student Association shall be deposited in the General Fund.

(1) The Operational Budget of the Student Association will be taken out of the General Fund during the Spring allocations period.

- (d) Student organizations affiliated with schools or colleges that do not pay the student fee are ineligible from receiving any money from the General Fund or the Student Association as a whole.
- (e) At the end of the fiscal year, any student body funds remaining in the General Fund shall rollover to the next fiscal year.

Section 4 – DISBURSEMENTS

- (a) The Vice President for Financial Affairs shall be the fiduciary agent of all student organizations and shall serve as Chief Financial Officer of the Student Association in accordance with the Charter, Constitution, and Bylaws.
- (b) No student body funds shall be disbursed without the written or electronic approval of the Vice President for Financial Affairs.
- (c) The Vice President for Financial Affairs may not approve a disbursement of student body funds without an itemized receipt or record of purchase.
- (d) The Vice President for Financial Affairs shall have the power to approve expenditures in a line-item manner in accordance with Bylaw 302, Section 4(a).

BYLAW 302: GENERAL ALLOCATIONS

Section 1 – LIMITATIONS

- (a) The Finance Committee shall not allocate more than 70 percent of the General Fund during general allocations.
- (b) The Allocations Appeals Committee shall not allocate more than 5 percent of the General Fund during the appeals process.
- (c) The Senate shall not approve a general allocations budget of more than 75 percent of the General Fund.
- (d) The Finance Committee, in accordance with Bylaw 303, may allocate any remaining student body funds in the General Fund.

Section 2 – BUDGET SUBMISSIONS

- (a) All student organizations are eligible to receive a general allocation of student body funds from the Student Association.
- (b) Any student organization requesting a general allocation must submit a budget to the Finance Committee in a manner and time period that the Finance Committee Chairperson shall determine. A student organization is not eligible to receive a general allocation if it fails to submit a budget in the specified manner or during the specified time period.
- (c) The budget shall include –

- (1) The name and email of the student organization;
- (2) An explanation of the purpose of the student organization;
- (3) The names and emails of the student organization's executive financial officers;
- (4) The number of members in the student organization;
- (5) The amount of student body funds the student organization received the prior fiscal year;
- (6) The amount of revenue the student organization expects to raise during the following fiscal year, including dues and fundraisers;
- (7) Requests for student body funds in line-item form;
- (8) Numerical rankings of budget items indicating their relative importance to the student organization;
- (9) Numerical rankings of the line items within each budget item indicating their relative importance to the overall budget item; and
- (10) For each line item, a description of how the student organization intends to use the requested student body funds.

Section 3 – UMBRELLA STUDENT ORGANIZATIONS

- (a) Two or more student organizations may petition the Finance Committee to form an umbrella student organization. The Finance Committee may certify an umbrella student organization with a simple majority vote.
- (b) Any graduate umbrella student organization shall be responsible for re-allocating student body funds to its constituent student organizations. Its constituent organizations are ineligible to receive student body funds directly from the Student Association, including through supplemental allocations.
- (c) Any graduate umbrella student organization requesting student body funds shall submit a budget in accordance with Section 2, detailing –
 - (1) The budget of the umbrella student organization, and
 - (2) The budgets of its constituent student organizations.
- (d) Any graduate umbrella student organization that contains all the student organizations of a distinct graduate school of the George Washington University may elect to notify the Finance Committee to receive a general allocation for the next fiscal year based on the amount their constituent graduate students contribute during the current fiscal year at the time of the Student Association allocation period to the General Funding. The general allocation stated equaling 100% of the current fiscal year's constituent graduate students' contributions.
- (e) Any umbrella student organization that elects to receive a general allocation under subsection (d) must submit a budget in accordance with subsection (c).
- (f) Graduate umbrella student organizations shall be responsible for re-allocating student body funds to their respective constituent student organizations by June 30th of the fiscal

year. Graduate umbrella student organizations shall submit a report detailing the reallocation of student body funds to their respective constituent student organizations to the Finance Committee Chairperson, who shall report the reallocations to the Senate and post the reallocation report on the Student Association website within 2 weeks of receiving it.

- (g) Umbrella student organizations shall be subject to all other Student Association Level 300 Bylaws in obtaining and using student body funds.

Section 4 – ALLOCATIONS CRITERIA

- (a) The Finance Committee shall allocate funds in line-item form.
- (b) The Finance Committee shall not allocate funds for a line item that has no description other than a short title.
- (c) The Finance Committee shall not allocate more than \$20,000 total for performers or speaker honorariums to any student organization during general allocations. This subsection shall not apply to Program Board.
- (d) The Finance Committee shall consider the following factors in allocating student body funds to student organizations, with the following tiers designating the relative order of importance:
 - (1) Tier 1
 - (i) The number of individuals expected to benefit.
 - (ii) The location of the event, with a preference given to events held on campus.
 - (iii) The extent to which the budget item is central to the identity or is essential to the existence of the student organization.
 - (2) Tier 2
 - (i) How efficiently the funds would be spent.
 - (ii) The extent to which the line item description sufficiently justifies the need for the funds.
 - (iii) Whether the item to be purchased is a durable good or one-time use, with a preference given to durable goods
 - (iv) The extent to which the primary purpose of the budget item contributes to a diverse and inclusive campus community that supports historically marginalized students.
 - (3) Tier 3
 - (i) How much effort the student organization has made to fundraise and the revenue it generates or fundraises for itself, with preference given to budget items that are not funded solely by the Student Association.
 - (ii) Whether the event has been put on previously and to what success.
 - (iii) How efficiently the student organization has spent student body funds allocated to it in accordance with its budget in the past.

- (e) The Finance Committee shall not consider the following factors in allocating student body funds to student organizations:
 - (1) Parity between similar organizations.
 - (2) Any student body funds that were unspent by the student organization at the end of the previous fiscal year.
- (f) The Vice President of Diversity and Inclusion shall be included as a non-voting member of the Finance Committee during deliberations on both general allocations and supplemental allocations to provide a greater understanding and appreciation of cultural and religious student organizations.
- (g) The Finance Committee shall only consider funding food during general allocations if it is cultural or religious food at relevant cultural or religious events put on by relevant cultural or religious organizations. Funding for other food shall only be considered under Bylaw 303, Section 1(e).
- (h) Every new student organization shall receive a general allocation of no less than \$150.
 - (1) A new student organization is ineligible to receive a general allocation if it fails to submit a budget.
 - (2) The Finance Committee may allocate a new student organization less than \$150 under exceptional circumstances by a two-thirds vote of those present and voting.

The collective branches of the Student Association may not receive a general allocation greater than \$80,000, or six (6) percent of the General Fund as an Operational Budget. The Operational Budget shall be allocated:

 - A. \$250 to the judicial branch; and
 - B. The remaining balance shall be shared by the legislative and executive branches as follows:
 - i. One-third (1/3) to the legislative branch
 - ii. Two-third (2/3) to the executive branch

Section 5 – NOTIFICATION

- (a) The Finance Committee shall notify every student organization requesting student body funds of the amount of student body funds the Finance Committee has allocated to the student organization. The Finance Committee shall make the notification within 48 hours of its allocation. The notification must include the timeline and procedures to appeal the allocation, as specified in Section 6.
- (b) Upon written request of a student organization, the Finance Committee shall provide a written explanation detailing how the Finance Committee arrived at the amount of student body funds allocated to the student organization under Section 4. The Finance Committee shall provide the explanation within 24 hours of receipt of the student organization's written request.

Section 6 – APPEALS

- (a) Any student organization dissatisfied with its allocation by the Finance Committee may appeal to the Allocations Appeals Committee.

- (b) The Allocations Appeals Committee shall be composed of the Governance and Nominations Committee minus the Senators from the Finance Committee. The Vice President for Diversity and Inclusion shall be included as a non-voting member of the Allocations Appeals Committee to provide a greater understanding and appreciation of cultural and religious student organizations.
- (c) The Allocations Appeals Committee, in conjunction with the Finance Committee, shall provide student organizations with a standardized form and deadline to request a Section 5(b) explanation and to schedule an appeal with the Allocations Appeals Committee.
- (d) If, after receiving the Finance Committee's response under Section 5(b), a student organization is satisfied with the explanation, it may cancel its appeal at any time by notifying both the Finance Committee Chairperson and the Governance and Nominations Committee Chairperson.
- (e) The Chairperson Pro Tempore shall convene a meeting of the Allocations Appeals Committee within five class days of the deadline for submitting a notice of appeal.
 - (1) In the event that the President Pro Tempore will not be physically present on GWU Foggy Bottom campus and therefore cannot convene a meeting of the Allocations Appeals Committee within five days of the deadline to submit an appeal, the full Senate, with the Finance Committee abstaining, must elect a member of the Governance and Nominations Committee, minus the Finance Committee members, to convene and chair the Allocations Appeals Committee.
- (f) With both the representatives of the student organization and members of the Finance Committee present, the Allocations Appeals Committee shall
 - (1) Review the original, unmodified budget submitted by the student organization to the Finance Committee,
 - (2) Provide an opportunity to the student organization to explain its submitted budget, and
 - (3) Provide an opportunity for the Finance Committee to explain its allocation under Section 4.
- (g) The Allocations Appeals Committee shall make no final allocation decisions until all student organization appeals have been heard.
- (h) The Allocations Appeals Committee shall, by simple majority, vote to either affirm or modify the Finance Committee's allocation.
 - (1) Any modification to the Finance Committee's allocation must be done in line-item form and will be funded solely by the student body funds set aside for use by the Allocations Appeals Committee in accordance with Section 1(b).

Section 7 – SUBMISSION TO SENATE

- (a) After completion of the general allocations process and the appeals process, the Finance Committee shall make the prepared budget publicly available on the Student Association

website and submit it to the incumbent Senate for approval. The Finance Committee shall do so no later than 72 hours prior to consideration by the full Senate.

BYLAW 303: ADDITIONAL FUNDING

Section 1 – SUPPLEMENTAL ALLOCATIONS

- (a) All student organizations are eligible to receive a supplemental allocation of student body funds from the Finance Committee.
- (b) Any graduate umbrella student organization that has opted-in to receive its constituent graduate students' fee contribution according to Bylaw 302, Section 3(d), shall be ineligible to receive a supplemental allocation of student body funds from the Finance Committee that would cause its total allocation for the current fiscal year to exceed 100 percent of its constituent graduate students' fee contribution unless the supplemental allocation request is for an event that is open to all students of the George Washington University.
- (c) A supplemental request shall be submitted to the Finance Committee by the student organization no later than fifteen class days prior to the proposed expense. The Finance Committee may consider supplemental requests submitted less than fifteen class days prior to the proposed expense upon a vote of two-thirds present and voting.
- (d) A supplemental request shall include –
 - (1) The name and email of the student organization,
 - (2) The names and emails of the student organization's executive financial officers,
 - (3) The amount of student body funds the student organization received in its general allocation,
 - (4) The amount of student body funds the student organization has remaining,
 - (5) Requests for supplemental student body funds in line-item form,
 - (6) Numerical rankings of the line items indicating their relevant importance to the overall budget item, and
 - (7) An explanation of why the student organization needs supplemental body funds.
- (e) For a student organization to be eligible to receive a supplemental allocation for food, all of the following criteria must be met:
 - (1) The name and email of the student organization,
 - (2) The names and emails of the student organization's executive financial officers,
 - (3) The amount of student body funds the student organization received in its general allocation,
 - (4) The amount of student body funds the student organization has remaining,
 - (5) Requests for supplemental student body funds in line-item form,

- (6) Numerical rankings of the line items indicating their relative importance to the overall budget item, and
- (7) An explanation of why the student organization needs supplemental student body funds.
- (f) The Finance Committee shall consider supplemental requests no later than ten class days following their receipt.
- (g) The Finance Committee may, by a simple majority, approve in whole or in part, deny, postpone, or match with a fundraising target a supplemental request.
- (h) The Finance Committee may not disburse any supplemental allocation that exceeds 1 percent of the starting co-sponsorship fund, up to \$5,000, without Senate approval.
 - (1) The Finance Committee, by a unanimous vote of all voting senators present, may waive this requirement for a supplemental allocation up to \$5,000 if it is essential for the organization to gain final approval for the supplemental allocation prior to the following scheduled Senate meeting. The Finance Committee Chairperson shall publicly disclose and explain the rationale for any such waiver at the next Senate meeting.
 - (2) Any modification to the Finance Committee's supplemental allocation must be done in line-item form and the final amount of the supplemental allocation must not exceed the amount of the original supplemental allocation request.
- (i) The Finance Committee shall inform student organizations of the disposition of their supplemental request within 48 hours.
- (j) The Finance Committee Chairperson shall distribute at each Senate meeting a written or electronic report of all supplemental allocations and the amount remaining in the General Fund since the previous Senate meeting. This report shall also be made publicly available on the Student Association website.
- (k) Any modification to the Finance Committee's supplemental allocation must be done in line-item form and the final amount of the supplemental allocation must not exceed the amount of the original supplemental allocation request.

Section 2 – FUNDRAISING LOANS

- (a) All student organizations are eligible to receive a loan of student body funds from the Finance Committee for the purposes of conducting a fundraiser. However, a student organization is not eligible for a loan if it currently has an outstanding loan under this section.
- (b) A loan request shall be submitted to the Finance Committee by the student organization no later than fifteen class days prior to the proposed fundraiser. The Finance Committee may consider loan requests submitted less than fifteen class days prior to the proposed fundraiser upon a vote of two-thirds present and voting.
- (c) A loan request shall include –
 - (1) The name and email of the student organization,

- (2) The names and emails of the student organization's executive financial officers,
 - (3) The date of the proposed fundraiser,
 - (4) The loan amount requested,
 - (5) The expected expenses of the fundraiser in line-item form,
 - (6) The amount of expected revenue, and
 - (7) A description of the proposed fundraiser.
- (d) The Finance Committee shall consider loan requests no later than ten class days following their receipt.
 - (e) The Finance Committee may, by a simple majority, approve in whole or in part, deny, or postpone a loan request. The Finance Committee shall inform student organizations of the disposition of their loan request within 48 hours.
 - (f) The Finance Committee may not disburse any loan that exceeds 1 percent of the starting co-sponsorship fund, up to \$5,000, without Senate approval.
 - (g) Any student organization that receives a loan under this section shall deposit all revenue raised, up to the amount of the approved loan, into the General Fund of the Student Association, within five class days of the conclusion of the fundraiser.
 - (h) If the Student Association is not repaid in accordance with subsection (g), the overspending provisions of Bylaw 305, Section 7 shall apply.
 - (i) The Finance Committee Chairperson shall distribute at each Senate meeting a written or electronic report of all loan requests approved and their status since the previous Senate meeting.
 - (j) No interest may be charged on loans disbursed under this section.

Section 3 – COMBINED SUPPLEMENTAL AND LOAN REQUESTS

- (a) The Finance Committee may approve a joint supplemental allocation and loan for the same request by a student organization.

BYLAW 304: FINANCE COMMITTEE REGULATIONS

Section 1 – DUTIES AND POWERS OF THE FINANCE COMMITTEE

- (a) All appropriations shall originate in the Finance Committee.
- (b) The Finance Committee shall develop standardized forms to allow student organizations to submit a budget for general allocations and requests for supplemental allocations and loans.
- (c) The Finance Committee, in conjunction with the Center for Student Engagement, shall publish a manual for student organizations. Such manual shall explain –
 - (1) The process by which student organizations become registered,

- (2) How a student organization can submit a budget to be considered for a general allocation,
 - (3) What criteria the Finance Committee considers in determining what allocation the student organization will receive,
 - (4) The appeals process,
 - (5) How a student organization can obtain supplemental funding,
 - (6) How a student organization can obtain a loan,
 - (7) How a student organization obtains a disbursement of funds from its accounts, and
 - (8) Any other information the Finance Committee believes will assist student organizations in the financial process.
- (d) The Finance Committee shall, in conjunction with the Center for Student Engagement, develop a financial training seminar to certify student organization executive financial officers in accordance with Bylaw 305, Section 1(b)(1).
 - (e) The Finance Committee shall have the power to audit the financial activities of any student organization, including the branches of the Student Association, at any time.
 - (f) The Finance Committee shall conduct a mandatory audit of all student organizations in accordance with Bylaw 305, Section 6.
 - (g) The Finance Committee and the Vice President for Financial Affairs shall develop standardized payment request forms to allow student organizations to request a disbursement from its accounts.
 - (h) The Finance Committee, with the input of the Vice President for Financial Affairs, shall publish an annual financial review of the financial activity for the fiscal year to date and recommendations on how to improve financial efficiency for the incoming Senate-elect.
 - (i) At the request of the Finance Committee, the Vice President for Financial Affairs shall provide copies of any student organization's expenditure reports.
 - (j) At the request of the Finance Committee, the executive financial officers of a student organization shall testify before the Finance Committee regarding the financial affairs of the student organization.

Section 2 – CONFLICT OF INTEREST

- (a) For the purposes of this section, a member of the Student Association has a conflict of interest for a matter relating to a student organization when the member's significant involvements or relationships with the student organization or its members are significantly likely to affect that member's ability to remain unbiased and impartial in debating or voting on the matter.
- (b) Any member of the Finance Committee that is currently or has previously been an officer of a student organization or has another conflict of interest under subsection (a) shall not

participate in debating or voting on business regarding that student organization when brought before the Finance Committee.

- (c) Any member of the Allocations Appeals Committee that is currently or has previously been an officer of a student organization or has another conflict of interest under subsection (a) shall not participate in debating or voting on appeals regarding that student organization.
- (d) Any member of the Senate that is currently or has previously been an officer of a student organization or has another conflict of interest under subsection (a) shall not participate in debating or voting on supplemental funding regarding that student organization when brought before the full Senate.
- (e) The provisions described under Section 2 shall not apply when debating or voting on business regarding the finances of the legislative branch.

Section 3 – DECISIONS MADE BY THE CHAIRPERSON

- (a) The Finance Committee Chairperson shall inform the entire Finance Committee of all decisions made or actions taken solely by the Chairperson on matters regarding the duties of the Finance Committee within two class days after the decision or action.
- (b) Any member of the Finance Committee may call for a vote to overturn any decision made or action taken by the Chairperson within ten class days of notification. The Committee may overturn the decision or action by the Chairperson by a vote of two-thirds present and voting.

BYLAW 305: STUDENT ORGANIZATION REGULATIONS

Section 1 – EXECUTIVE FINANCIAL OFFICERS

- (a) Every student organization shall have two executive financial officers. The President and Treasurer of a student organization shall be that student organization's executive financial officers. If a student organization lacks either or both positions, the student organization shall designate other officers to serve as executive financial officers.
- (b) The executive financial officers of a student organization shall –
 - (1) Be registered and certified by the Vice President for Financial Affairs and Finance Committee through attendance at a financial training seminar,
 - (2) Approve all payment request forms submitted by members of the organization,
 - (3) Be responsible for the financial records of the student organization,
 - (4) Be responsible for ensuring that Student Association financial Bylaws and procedures are followed by the student organization, and
 - (5) Be the official representatives of the student organization to the Finance Committee and Vice President for Financial Affairs.
- (c) Any student organization receiving student body funds must maintain records of its expenditures of student body funds for two fiscal years.

- (d) An executive financial officer may not approve their own payment request form.

Section 2 – SPENDING PROHIBITIONS

- (a) A student organization may not use student body funds –
 - (1) To compensate a member for services or work performed on behalf of the student organization;
 - (2) As a gift, gift card, prize, or scholarship to any individual or group of individuals, including guest speakers;
 - (3) To purchase drugs, firearms, ammunition, or University prohibited items;
 - (4) To purchase financial securities;
 - (5) For gambling purposes;
 - (6) In support of or in opposition to a candidate in an on-campus election;
 - (7) As a direct monetary or in-kind contribution to a candidate seeking elected office in an off-campus election; or
 - (8) For a transition event reserved for an exclusive segment of a student organization.
- (b) The Finance Committee shall not set unwritten precedent to not consider funding or to universally ban funding for any item not specifically prohibited under subsection (a) or restricted elsewhere in these Bylaws.
- (c) The Vice President for Financial Affairs may not approve a reimbursement for any of the prohibited expenditures in subsection (a).
- (d) If a student organization damages, losses, and/or fails to return supplies or property of the Student Association, (property defined as materials or resources paid for using the Student Association’s accounts) the Finance Committee reserves the right to charge the student organization’s Student Association account for funds up to the amount of the item. If the student organization’s Student Association account does not have sufficient funds, the Finance Committee can withdraw funds from their revenue account. If the organization’s revenue account has insufficient funds, the Finance Committee can withdraw funds from future supplemental allocations or allocations.
- (e) If a student organization is found to have made a prohibited expenditure in violation of subsection (a) or (c), by a two-thirds vote of the Finance Committee, the student organization –
 - (1) May be fined up to 100 percent of its remaining student body funds and
 - (2) Shall be ineligible for additional funding under Bylaw 303 for the remainder of the fiscal year.
- (f) If a student organization is found to be violation of subsection (a) or (c) in two or more consecutive academic years or twice or more in a single academic year, the student organization shall be ineligible to receive any student body funds for the next academic year.

- (g) Any sanction assessed against a student organization under this section may be modified by a fourth-fifths vote of the Senate.

Section 3 – STUDENT ASSOCIATION ACCOUNTS

- (a) All student organizations shall maintain a Student Association account.
- (b) All student body funds allocated to a student organization shall be deposited into the student organization's Student Association account.
- (c) Information about any student organization's Student Association account, including current balance and approved expenditures, shall be made available by the Vice President for Financial Affairs to any student upon written request. The Vice President for Financial Affairs shall inform the executive financial officers of any student organization whose account information has been requested under this subsection.
- (d) At the end of the fiscal year, any student body funds remaining in student organizations' Student Association accounts shall be transferred to the General Fund of the next fiscal year.
- (e) At the end of the fiscal year, any student body funds remaining in the General Fund shall be transferred to the General Fund of the next fiscal year.

Section 4 – REVENUE ACCOUNTS

- (a) All student organizations shall maintain a revenue account.
- (b) All other monies received by a student organization shall be deposited into the student organization's revenue account.
- (c) A student organization may not deposit or transfer any student body funds to its revenue account.
- (d) A student organization may spend monies in its revenue account in any way it chooses in accordance with University policy.
- (e) Information about the student organization's revenue account, including current balance and approved expenditures, shall be limited to –
 - (1) The executive financial officers of the student organization,
 - (2) The Vice President for Financial Affairs, and
 - (3) The Center for Student Engagement.
- (f) If a student organization re-registers with the Center for Student Engagement, all monies held in the student organization's revenue account shall be held for the following year.
- (g) If a student organization fails to re-register with the Center for Student Engagement or is otherwise dissolved, all monies held in the student organization's revenue account shall be transferred to the General Fund of the next fiscal year.

Section 5 – DURABLE GOODS

- (a) Any durable good purchased by a student organization in whole or in part with student body funds is the property of the Student Association.
- (b) Any durable good purchased under subsection (a) and costing more than \$250 shall be registered with and is subject to periodic inspection by the Vice President for Financial Affairs.
- (c) While a student organization is registered and in good standing with the Center for Student Engagement, it shall have exclusive rights of possession and use of any durable goods purchased by the student organization using student body funds.
- (d) If a student organization fails to re-register with the Center for Student Engagement or is otherwise dissolved, all durable goods in possession of the student organization shall be transferred to the possession of the Student Association.

Section 6 – AUDITS AND RECLAMATIONS

- (a) All student organizations are subject to audit by the Finance Committee at any time without explanation. A mandatory audit shall be conducted at the end of January.
- (b) An audit conducted by the Finance Committee shall review the following:
 - (1) Is the student organization spending their funding?
 - (2) Is the student organization spending in line with its submitted budget?
 - (3) Is the student organization spending in line with Student Association policies?
 - (4) Any other information the Finance Committee deems necessary.
- (c) All student organizations shall have the opportunity to give explanations upon being audited. If the explanation is unsatisfactory, the Finance Committee may, by a simple majority of those present and voting, reclaim up to 50 percent of the student organization's Student Association account balance.
- (d) If a student organization fails to respond to an audit in the time period specified by the Finance Committee, the student organization shall be penalized 50 percent of its Student Association account balance. The Finance Committee may, by a two-thirds vote of those present and voting, reclaim a lesser amount.
- (e) If a student organization fails to respond to the January audit and it has not spent any student body funds, all student body funds in the student organization's Student Association account will be reclaimed automatically. The Finance Committee may, by a two-thirds vote of those present and voting, reclaim a lesser amount.
- (f) All reclaimed student body funds shall be deposited in the General Fund.

Section 7 – OVERSPENDING

- (a) The Vice President for Financial Affairs may not approve an expenditure reimbursement that would cause a student organization to go into debt.

- (b) The Vice President for Financial Affairs shall immediately provide notice to a student organization if the student organization goes into debt or otherwise overspends student body funds allocated to it.
- (c) If a student organization goes into debt or otherwise overspends student body funds, the Vice President for Financial Affairs shall notify the Finance Committee.
- (d) If the amount in a student organization's revenue account is insufficient to cover the amount overspent, the executive financial officers of a student organization shall meet with the Finance Committee Chairperson and Vice President for Financial Affairs to create a repayment plan.
- (e) Until a student organization creates a repayment plan, it is ineligible to receive additional student body funds.
- (f) If after creating a repayment plan and attempting in good faith to repay the debt, the student organization remains unable to pay the debt, the Finance Committee may, by a two-thirds vote of those voting and present, fund any debt incurred by a student organization.

Section 8 – TRANSFER OF FUNDS

- (a) Student organizations shall have the ability to petition the Finance Committee for the transfer of funds from one line item to another line item within their approved budget, including between budget items.
- (b) Student organizations shall have the ability to petition the Finance Committee for the transfer of funds from an existing line item to a new line item added to their budget. This includes transferring funds to both new budget items and to new line items.
- (c) Student organizations shall have the ability to petition the Finance Committee for the transfer of funds from a line item to another student organization's line item.
- (d) The Finance Committee shall establish a petition form for student organizations to justify their request to the Finance Committee and consider these requests under subsections (a), (b), and (c). The Finance Committee may approve such a request by a two-thirds vote of those voting and present.
 - (1) The Finance Committee may not initiate any line-item transfer to a new budget item that exceeds 1 percent of the starting co-sponsorship fund, up to \$5,000, without Senate approval.
- (e) Once the Finance Committee has approved a line-item transfer, the Finance Committee may not consider the event that the funds were transferred from for supplemental funding for the rest of the current fiscal year.
- (f) The Finance Committee shall not consider line-item transfers to events that have occurred before the committee has reviewed the line-item transfer application.
- (g) The Finance Committee shall consider the following when deliberating on line-item transfer requests.

- (1) Whether transferring funds from the other event will affect that event's success.
 - (2) Whether the student organization has the ability to fund both the event transferring funds and the event receiving funds.
 - (3) Unforeseeable factors that will increase or decrease the cost of the events, or made the event unnecessary to the mission of the student organization.
 - (4) Whether the Finance Committee has already allocated funds to the event.
 - (5) The degree to which the event/activity the line-item application is proposing funding to be transferred from fulfills the allocations criteria contained in Bylaw 302, Section 4.
- (h) The Finance Committee has the authority to edit the amount of the requested line-item transfer based on the criteria established in subsection (g).

Section 9 – PRINTING

- (a) Any student organization using student body funds for an event shall display the Student Association Emblem on all tangible promotional materials including brochures, pamphlets, posters, mailings, tickets, programs, T-shirts, or any other advertisement.

Section 10 – OTHER SANCTIONS

- (a) Notwithstanding Section 2, if a student organization is found to have violated the Level 300 Bylaws, upon a two-thirds vote of the Finance Committee, the student organization may be fined up to one-third of its remaining student body funds.
- (b) Any student organization receiving student body funds that is found to have hazed or discriminated against a member of the student organization by the Dean of Students' "Student Grievance Procedures" panel shall be fined an amount not less than 50 percent of its general allocation. If a student organization has less than 50 percent of its general allocation remaining, it shall be fined the entire amount of its student body funds.
- (c) The Finance Committee Chairperson shall inform the Senate of any fine assessed under subsection (a) or (b).
- (d) Any fine assessed by the Finance Committee under subsection (a) or (b) may be modified by a two-thirds vote of the Senate present and voting.

BYLAW 306: STUDENT ASSOCIATION REGULATIONS

Section 1 – GENERAL PROVISIONS

- (a) Each branch of the Student Association shall be considered an individual student organization for the purposes of requesting, receiving, and disbursing student body funds.

- (b) Each branch of the Student Association is subject to the Level 300 Bylaws, except that –
 - (1) Student body funds allocated to the branches of the Student Association may not be transferred to other student organizations without a two-thirds vote of the Finance Committee, and
 - (2) The executive and legislative branches may employ one or more University students to assist in the operations of the executive branch.
- (c) Student body funds allocated to a branch of the Student Association shall be used only for –
 - (1) Programs initiated by the branch or
 - (2) Expenses directly related to the operations of the branch.
- (d) Any person employed by the Student Association shall be a federal work-study student of the University, unless they are a graduate student or the Vice President for Financial Affairs.
- (e) No person elected or appointed by the Student Association to a position in the Student Association shall be employed by the Student Association except the Vice President for Financial Affairs.

Section 2 – THE EXECUTIVE BRANCH

- (a) The executive financial officers for the executive branch shall be the President of the Student Association and the Vice President for Financial Affairs.
- (b) The President of the Student Association shall disburse student body funds allocated to the executive branch.

Section 3 – THE LEGISLATIVE BRANCH

- (a) The executive financial officers for the legislative branch shall be the Chairperson of the Senate and the Finance Committee Chairperson.
- (b) Student body funds allocated to the legislative branch shall be disbursed by a simple majority of the Governance and Nominations Committee.

Section 4 – THE JUDICIAL BRANCH

- (a) The executive financial officers for the judicial branch shall be the Chief Judge and a designated Associate Judge.
- (b) Student body funds allocated to the judicial branch shall be disbursed by a simple majority of the Student Court.

**LEVEL 400:
STUDENT ASSOCIATION EXECUTIVE BYLAWS**

BYLAW 401: EXECUTIVE BRANCH OFFICERS

Section 1 – DUTIES OF THE PRESIDENT

- (a) The executive power of the Student Association shall be vested in the Executive Branch of the Student Association as specified in Article II of the Student Association Constitution. The President shall be elected each year at the general election by the membership of the Student Association in accordance with the provisions of Article V of the Student Association Constitution.
- (b) All powers not expressly delegated to the President under the Student Association Charter and Constitution, or implicitly flowing as necessary and proper to effectuate such enumerated powers are hereby reserved to the Student Association Senate, and the entities created by it in these Bylaws or otherwise.
- (c) The Student Association President shall create and present to the Senate at its first meeting each semester a report on all initiatives planned. The report shall include detailed information on Student Association Executive Initiatives and Goals.
- (d) The Student Association President shall present a written, or oral, report at every Senate meeting. This report shall include information on current initiatives as well as legislation being considered by the Senate.
- (e) The Student Association President shall hold regular office hours for a minimum of two hours per week while classes are in session. These hours must be publicized.

Section 2 – DUTIES OF THE EXECUTIVE VICE PRESIDENT

- (a) The Executive Vice President of the Student Association shall be elected by and from the membership of the Student Association in accordance with the provisions of Article V, Section 2 of the Student Association Constitution.
- (b) The Student Association Executive Vice President shall hold regular office hours for a minimum of two hours per week while classes are in session. These hours must be publicized.

Section 3 – DUTIES OF THE VICE PRESIDENTS

- (a) All Vice Presidents of the Student Association shall be required to attend Senate Committee meetings. Vice Presidents need only attend the meetings of the Senate Committee that approved them in accordance with Bylaw 509, Section 1(b).
 - (1) If unable to be present for good cause, Vice Presidents shall send a designated representative.
- (b) A Vice President of the Student Association shall appear before a full Senate session if five (5) Senators sign a petition requesting his/her presence. Such a petition shall be delivered to the Executive Vice President at least forty-eight (48) hours in advance of the meeting.

- (1) If unable to be present for good cause, Vice Presidents shall send a designated representative.

BYLAW 402: DIRECTORS OF THE STUDENT ASSOCIATION

Section 1 – AD-HOC DIRECTORS OF THE STUDENT ASSOCIATION

- (a) The Student Association President may appoint ad-hoc directors which will serve for as long as the president that appointed them.
- (b) The Student Association President must announce to the Senate his/her appointment at first Senate meeting immediately following the appointment

BYLAW 403: EXECUTIVE ORDERS

- (a) The President may issue, to subordinate officials serving at the President's pleasure, executive orders which shall carry the force of law, but such orders may be abrogated in bill form at any time by two-thirds (2/3) of Senators present, without referral to the President.
- (b) The President may issue, in the adjournment of the Senate, such executive orders necessary and proper for the functioning of the Student Association, and which shall carry the force of law; but such executive orders shall automatically expire upon adjournment of the third Senate meeting following issuance unless approved in bill form by two-thirds (2/3) of Senators present, without referral to the President; and such executive orders may be abrogated, in bill form but without referral to committee, at any time by a majority of Senators present, without referral to the President.
- (c) All executive orders shall take effect immediately upon issuance.
- (d) All executive orders shall contain:
 - (1) A title;
 - (2) A one statement sentence of the purpose;
 - (3) A number signifying the semester and the chronological placement of the executive order, following "EO";
 - (4) A clause invoking the power to issue executive orders;
 - (5) For orders issued under Subsection B of this Section, one or more clauses stating the reasons why the order is necessary and proper for the functioning of the Student Association;
 - (6) The body of the order;
 - (7) The enactment date of the order;
 - (8) The signature of the President.
- (e) The President or his or her designee shall transmit an electronic copy of the executive order to the Executive Vice President and all members of the Senate within six (6) hours of issuance. The President or his or her designee shall

publicly post a copy of the executive order in accordance with the posting provisions of these Bylaws.

- (f) Any executive orders in violation of these provisions shall be void and have no force of law.

BYLAW 404: ORGANIZATION OF THE EXECUTIVE BRANCH

Section 1 – ORGANIZATIONAL DIAGRAM

- (a) The President shall submit to the Senate an organizational diagram of the Executive including names, titles, and hierarchy.
- (b) The President shall submit this diagram at the first meeting of the Senate of its regular term. The President shall submit an updated diagram at the meeting of the Senate following any change that shall affect said diagram.

Section 2 – ORGANIZATIONAL HIERARCHY

- (a) All the Vice Presidents, with the exception of the Executive Vice President, shall be on equal standing within the hierarchy of the Executive and all shall report directly to the President.
- (b) This Bylaw shall not limit the powers of the President to create and appoint advisors and assistants to supervise and direct the operations of the Executive.

BYLAW 405: ASSIGNMENT OF ACTING POWERS

Section 1 – LIMIT ON ASSIGNMENT OF ACTING POWERS

- (a) The President may assign acting powers to a person to temporarily fulfill the duties of a vacant Executive Office. The President shall notify the Executive Vice President of the assignment of acting powers, including the date of such assignment, within two days of said assignment. This assignment shall expire at the adjournment of the second regular Senate meeting after the date of assignment.
- (b) No person may be assigned acting powers for a given office more than once within a presidential term.

Section 2 – RESERVATION OF ALLOCATION

- (a) Except during the transition period, the Senate shall have the authority to render inaccessible for use by the Executive such portion of the remaining balance of the general allocation made to the Executive for that fiscal year as shall be equal to the remaining balance divided by the number of vice-presidential offices that are at that time occupied.
- (b) The office of the Executive Vice President shall not be included in the calculated number of vice-presidential offices required by Section 1(a) of this Bylaw.

- (c) The portion rendered inaccessible under the procedure set forth in Section 1(a) of this Bylaw shall remain inaccessible for use by the Executive until the Senate removes such injunction of accessibility; but no such vote to remove shall be in order unless the President shall have first submitted to the Senate an appointment to fill the vacancy in question.

BYLAW 406: EXECUTIVE BRANCH ELIGIBILITY CHECKS

Section 1 – PROCEDURE FOR CHECKING ELIGIBILITY

- (a) The President will elicit a written request to all Vice Presidents, by the first Friday of classes in the given semester requesting their permission to check their eligibility.
 - (1) In the case of a mid semester appointment, the President will check the newly appointed Vice President at that time, following the same procedure and provisions as outlined in this Bylaw.
- (b) Vice Presidents must give permission in writing to the President within seven (7) days of the request of the President.
- (c) If, after the seventh day, a Vice President does not grant permission, eligibility will be checked without the Vice President's permission. If eligibility is going to be checked without a Vice President's permission, a letter notifying the Vice President of a record inquiry will be sent to the Vice President by the President. The President can then make an inquiry without permission but no earlier than 3 business days after the notification of inquiry has been sent to the Vice President.
- (d) If the President finds that a Vice President is not eligible according to the requirements stipulated in the Constitution, then he or she will privately notify the Vice President in writing. No earlier than seven days and no later than ten days after a Vice President has been notified of his/her ineligibility will the President take action and remove the Vice President. If at this time, the Vice President refuses to resign, the President will notify the Chairman Pro Tempore.
- (e) A copy of all dated letters of inquiry of letters sent to the Vice Presidents, letters granting their permission to the President, and letters of eligibility (including a letter of eligibility of the President) must be given to the Chairman Pro Tempore by the second Senate meeting of the given semester.
 - (1) In the case of a mid semester appointment, the documents referred to in Section 5 of this Bylaw must be given to the Chairman Pro Tempore no later than twenty-one (21) days after the initial letter of inquiry was sent to the Vice President by the President.

BYLAW 407: EXECUTIVE BRANCH OATH OF OFFICE

Section 1 – OATHS OF OFFICE FOR THE PRESIDENT, EXECUTIVE VICE PRESIDENT, AND ALL VICE PRESIDENTS

(a) The following oath shall be used:

“I, (name), do solemnly swear (or affirm) that I will faithfully execute the office of (President/Executive Vice President/Vice President of...), and will, to the best of my ability, support the Charter and Constitution of the George Washington University Student Association, and promote the general welfare of the University student community.”

BYLAW 408: JOINT COMMITTEE OF FACULTY AND STUDENTS

Section 1 – STUDENT MEMBERSHIP

- (a) There shall be seven representatives of the Student Association (hereinafter referred to in this Bylaw as ‘student members’) to the Joint Committee of Faculty and Students of the George Washington University (hereinafter referred to in this Bylaw as the ‘Joint Committee’).
- (b) The President shall, by and with the advice and consent of the Senate, appoint from among the student body all student members of the Joint Committee, and each student member shall serve in his or her position until his or her removal therefrom by the President or the Senate, or until he or she ceases to be a student at the University
- (c) The President shall, by and with the advice and consent of the Senate, designate one student member as Student Co-Chair of the Joint Committee.
- (d) At any time, no less than two student members of the Joint Committee shall be voting members of the Student Association Senate, and at least one of their numbers shall be a graduate Senator.

Section 2 – REPORTS TO THE JOINT COMMITTEE

- (a) Following the appointment of a student member, or the designation of a student member as Student Co-Chair of the Joint Committee, the President shall inform the Joint Committee of the student member’s appointment or designation, as the case may be, no later than 48 hours after the appointment or designation is confirmed.
- (b) Upon the removal of a student member of the Joint Committee by the Senate, the Senate Chairperson shall no later than 48 hours after such removal report to the President thereon.
- (c) In all cases of removal of a student member, whether effected by the Senate or by the President, the President shall no later than 72 hours after such removal report to the Co-Chairs Joint Committee thereon.

Section 3 – REPORTS OF THE STUDENT MEMBERS

- (a) The Student Co-Chair of the Joint Committee, or his or her designee, shall, at the first full meeting of the Senate following a meeting of the Joint Committee of Faculty and Students, report to the Senate on the matters and occurrences in all meetings of the Joint Committee that shall have intervened since the next previous full meeting of the Senate.

Section 4 – DEFINITION

- (a) For the purposes of this Bylaw, the terms ‘President’ and ‘Senate’ shall be deemed to include ‘President-elect’ and ‘Senate-elect,’ respectively.

BYLAW 409: THE FACULTY SENATE

Section 1 – STUDENT REPRESENTATION ON FACULTY SENATE COMMITTEES

- (a) The President shall, by and with the advice and consent of the Senate, appoint from among the student body individuals to serve as student representatives to the various committees of the Faculty Senate, in accordance with the operative procedures of such committees.
- (b) Each student representative to a committee of the Faculty Senate shall serve in his or her position until his or her removal therefrom by the President or the Senate, or until he or she ceases to be a student at the University.

Section 2 – AVAILABILITY OF REPRESENTATIVE SEATS

- (a) The President, or his or her designee, shall:
 - (1) Investigate; and
 - (2) Compile, keep and maintain data regarding the policies and procedures of the various committees of the Faculty Senate, and regarding the availability and regulation of student representation thereto by the Faculty Senate.
 - (3) The President, or his or her designee, shall make available to the public, and shall report to the Senate regularly the information compiled pursuant to this subsection.
- (b) The President shall:
 - (1) Solicit and receive requests by the various committees of the Faculty Senate for student representation thereto, and shall notify the Senate regularly of all such requests made; and
 - (2) Make reasonable efforts to secure continuing student representation to the various committees of the Faculty Senate.

Section 3 – REPORTS TO FACULTY SENATE COMMITTEES

- (a) Following the appointment of a student representative to an available seat on a committee of the Faculty Senate, made pursuant to section 2 of this Bylaw, the President shall

inform the Faculty Senate of the appointment no later than 48 hours after the appointment is confirmed.

- (b) Upon the removal by the Senate of a student representative to a committee of the Faculty Senate, the Senate Chairperson shall no later than 48 hours after such removal report to the President thereon.
- (c) In all cases of removal of a student representative to a committee of the Faculty Senate, whether affected by the Senate or by the President, the President shall no later than 72 hours after such removal report to the Faculty Senate thereon.

BYLAW 410: VACANCY IN THE OFFICE OF THE PRESIDENT-ELECT

- (a) In the event of a vacancy in the office of President-elect, the Executive Vice President-elect shall act as President-elect and exercise all powers therein, until the election of a President or constitutional succession, pursuant to Article V, Section 4.
 - (1) In the event of a vacancy in both the offices of President-elect and Executive Vice President-elect, the Senate shall appoint an Acting President-elect who shall exercise all powers therein, until the election of a President or Executive Vice President or appointment pursuant to Article V, Section 4.

LEVEL 500: STUDENT ASSOCIATION LEGISLATIVE BYLAWS

BYLAW 501: SENATE AND COMMITTEE STAFF MEMBERS

Section 1 – STAFF POSITIONS

- (a) The Senate Chairperson shall appoint a person to serve as Secretary and one person to serve as Parliamentarian. The Senate Chairperson may, at his discretion, also appoint additional aides. These appointments shall be valid upon approval by a majority of Senators present and voting.
- (b) A committee chairperson, at his discretion, may appoint a Senate aide or aides to assist the committee.

Section 2 – DUTIES OF SENATE STAFF

- (a) The duties of the Senate Secretary shall be to:
 - (1) Take detailed minutes of full Senate meetings that shall be made public upon approval of the minutes by the Senate;
 - (2) Assist in conducting votes of the Senate;

- (3) Make and furnish copies of legislation, minutes, agendas, committee documents, and other materials that shall be made public upon approval of these respective materials;
 - (4) Receive legislation submitted for Senate consideration;
 - (5) Transmit all legislation enacted by the Senate to the President;
 - (6) Perform written correspondence on behalf of the Senate Chairperson and the Senate; and
 - (7) Notify Senators of full Senate meetings.
- (b) The duties of the Parliamentarian shall be to:
- (1) Advise the Senate on matters of parliamentary procedure during and outside of meetings;
 - (2) Conduct any training sessions on parliamentary procedure requested by the Senate Chairperson; and
 - (3) Issue advisory opinions on his/her own initiative or at the request of the Senate Chairperson; and
 - (4) Conduct mandatory training sessions for new members of the Senate in parliamentary procedure.

BYLAW 502: SENATE COMMITTEES

Section 1 – SENATE SELECT AND STANDING COMMITTEES

- (a) The Senate Select Committees shall be:
- (1) The Governance and Nominations Committee
- (b) The Senate Standing Committees shall be, listed in order of seniority:
- (1) The Finance Committee;
 - (2) The Academic Affairs Committee;
 - (3) The Student Life Committee

Section 2 – SENATE SPECIAL COMMITTEES

- (a) The Senate may create a Special Committee through the normal legislative process.
- (b) A Special Committee shall consist of at least five Senators but no more than nine.
- (c) A non-voting Senator may serve as a Special Committee member. A Special Committee, unless specifically dealing with an undergraduate issue, shall consist of at least one Graduate Senator.
- (d) The membership of a Special Committee shall be selected immediately following the establishment of the Committee. The Committee Chair and the Committees' members shall be selected in accordance with the procedures as outlined in Section 11.
- (e) All Special Committees shall be dissolved at the end of the Senate year.

Section 3 – GENERAL COMMITTEE MEMBERSHIP AND SENATORS’ RESPONSIBILITY TO SERVE

- (a) Every Senator, except the Chairperson Pro Tempore, shall be a member of at least one (1) standing committee.
- (b) No Senator shall be a voting member of more than one (1) standing committee.
- (c) The Senate Chairperson and Chairperson Pro Tempore shall be a non-voting *ex officio* member of all Senate Committees.
- (d) The following senators shall be voting members of the Governance and Nominations Committee:
 - (1) Chairperson Pro Tempore;
 - (2) Two senators from each of the Standing Committees
 - (i) Each Standing Committee shall nominate two senators to serve on the Governance and Nominations Committee with the accession of the majority of the Senate;
 - (ii) Each Standing Committee will nominate one member who is Chairperson or Vice-Chairperson of their respective committee and one member who is not Chairperson or Vice-Chairperson.
- (e) Each Senate Committee shall be comprised of at least the number of voting senators equal to one third of the Senate-Elect, rounded down to the nearest multiple of three. The remaining seats shall be distributed to the standing committees, in the following order: (a) Finance, (b) Academic Affairs, (c) Student Life.
- (f) Each Freshman Senator will be distributed among the committees with consideration of the preference stated on their application with a final decision made by a senate majority vote. No two Freshman Senators may serve on the same committee. Each Freshman Senator will be distributed among the committees with consideration of the preference stated on their application with a final decision made by a senate majority vote.
- (g) Each first-year non-voting graduate senators shall be an *ex officio* member of any one (1) Standing Committee of his/her choice. His/her choice must be submitted to the Senate Chairperson and the Committee Chairperson of the Committee he/she chooses.

Section 4 – GENERAL OPERATIONS OF SENATE COMMITTEES

- (a) Committee Reports
 - (1) The Committee Chairperson of each select and standing committee shall report to the Senate at each regular meeting if the committee formally met since its last report to the Senate. The Senate Chairperson shall set the order of committee reports.
 - (2) A member of each Senate Committee shall send their Committee Meeting Minutes to the Senate Chairperson and Senate Secretary within forty-eight (48) hours of the meeting.
- (b) Meetings

- (1) Each standing committee shall meet at least twice every calendar month during the Fall and Spring semesters.
 - (2) No Senate Committee meeting shall be held unless Committee members are given at least two (2) calendar days' notice of the meeting of the Committee. The unanimous consent of all voting committee members is necessary to waive this requirement.
 - (3) Senate Committee meetings shall be announced to the full Senate at least two (2) calendar days' in advance of the scheduled meeting time.
 - (4) Committee chairs shall publish a list of committee meetings dates for each semester by the first full Senate meeting of each semester.
- (c) Petition for Committee Meeting
- (1) The Committee Chairperson shall call a committee meeting upon receipt of a petition from a majority of either voting committee members or voting Senators.
 - (2) Within forty-eight (48) hours after receipt of the petition, the Committee Chairperson shall set the date and time of the meeting. Should the Committee Chairperson fail to fulfill his obligations under this paragraph, the petitioners shall set the date and time of the meeting.
 - (3) After the date and time of the meeting has been established in accordance with paragraph (2) of this subsection, the Committee Chairperson shall provide 24 hours notice of the meeting to all senators. Should the Committee Chairperson fail to fulfill his obligations under this paragraph, the petitioners shall set the date and time of the meeting.

Section 5 – THE GOVERNANCE AND NOMINATIONS COMMITTEE

- (a) The Governance and Nominations Committee shall deal with issues and legislation concerning:
- (1) Amendments to the Student Association Bylaws, excluding the Level 600 JEC Charter, with such amendments pertaining to financial matters jointly shared with the Finance Committee;
 - (2) Screening candidates for all Senate vacancies;
 - (3) Working with the Executive Vice President in the operation of the Senate;
 - (4) Impeachment, removal, recall, and censure as provided for in Bylaw 201 and 202; and
 - (5) The allocations appeal process.
- (b) The Chairperson Pro Tempore shall be the Chairperson of the Senate Governance and Nominations Committee and the Allocation Appeals Committee

Section 6 – THE FINANCE COMMITTEE

- (a) The Finance Committee shall deal with issues and legislation concerning:

- (1) The annual Student Association budget allocation and all subsequent monetary allocations;
- (2) Allocation of funds to registered student organizations as a co-sponsorship for specific events or functions in addition to their general allocations;
- (3) Amendments to the Student Association Bylaws pertaining to financial matters shared jointly with the Governance and Nominations Committee; and
- (4) Education on the policies of the Finance Committee for all members of the Senate.

Section 7 – THE ACADEMIC AFFAIRS COMMITTEE

- (a) The Academic Affairs Committee shall deal with issues and legislation concerning:
 - (1) Relations with the Faculty Senate, Council of Deans and the Office of the Vice President for Academic Affairs;
 - (2) Hiring of Deans and faculty members;
 - (3) The curricula of the various schools;
 - (4) Library and research resources;
 - (5) Academic computing resources;
 - (6) Academic advising; and
 - (7) Evaluations of courses for students.

Section 8 – THE STUDENT LIFE COMMITTEE

- (a) The Student Life Committee shall deal with issues and legislation concerning:
 - (1) Student housing, dining and parking;
 - (2) Student extracurricular and athletic activities;
 - (3) Student fraternity and sorority life;
 - (4) Student health and safety; and
 - (5) Non-academic advising or counseling.

Section 9 – SENATE COMMITTEE LEADERSHIP

- (a) By the end of its first meeting, the Senate shall elect the Senate Committee Leadership. The Leadership shall consist of a Chairperson Pro Tempore, a Chairperson and Vice-Chairperson of the Finance Committee, a Chairperson and Vice-Chairperson of the Academic Affairs Committee, and a Chairperson and Vice-Chairperson of the Student Life Committee.
- (b) All Senate Chairpersons and Vice-Chairpersons must be voting Senate members.

Section 10 – COMMITTEE CHAIRPERSONS

- (a) Nominations and elections by the full Senate for each Chairmanship shall occur one at a time in the following order: (a) Chairperson Pro Tempore, (b) Chairperson of the Finance

Committee, (c) Chairperson of the Academic Affairs Committee and (d) Chairperson of the Student Life Committee.

(b) Duties of the Senate Committee Chairpersons

- (1) Each Committee Chairperson shall set the Agenda for his/her Committee.
- (2) Each Committee Chairperson shall be responsible for preparing committee reports to present at each full Senate meeting.

(c) Removal of Chairmanship

- (1) If a Committee Chairperson is at any time unable or unwilling to fulfill his or her duties in a manner acceptable to the Senate, s/he may be removed from his or her position.
 - (i) A Chairperson may voluntarily resign by submitting a letter to the Senate Chairperson.
 - (ii) To remove a Chairperson who is unable or unwilling to perform his or her duties, a petition requesting removal, stating the specific reasons for removal, and signed by at least one-third of the Senators must be submitted to the Senate Chairperson at a Senate meeting. If the Committee Chairperson is not present at the meeting at which the petition is presented, s/he must be informed of the petition within twenty-four (24) hours after the meeting. The petition will be voted on at the next Senate meeting. The Chairperson will be removed by a two-thirds (2/3) vote of the Senate.

Section 11 – COMMITTEE MEMBERSHIP

- (a) After election of the Committee Chairpersons, membership for each Committee shall be elected en masse, one Committee at a time, in the following order: (a) Finance, (b) Academic Affairs, and (c) Student Life.
- (b) After elections for all standing Committees have been held, if there are any voting Senators who have not been elected to any Standing Committee, they shall be assigned to fill vacancies in the Standing Committees by alphabetical order, one Standing Committee at a time, proceeding in the order specified in Section 12(a) of this Rule.
- (c) Senators may change their committee membership no more than once during their term and may only do so at the first or last meeting of the Fall semester or the first meeting of the Spring semester. Senators may only change their committee membership provided that there is an exact exchange between two Senators from opposing committees. This exchange must be approved by two-thirds (2/3) of the Senators present and voting.

Section 12 – COMMITTEE VICE-CHAIRPERSONS

- (a) After the election/assignment of committee membership, a Committee Vice Chairperson shall be elected from among the membership of each Committee one Committee at a time, in the following order: (a) Finance,

(b) Academic Affairs, (c) Student Life, and (d) Governance and Nominations.

(b) Duties of the Senate Committee Vice Chairpersons

(1) To act in place of the Committee Chair in the event the Chair is absent.

(2) To act as the Interim Committee Chair if the Committee Chair is unable to perform his or her duties due to removal from office, impeachment, resignation, etc., until the Senate elects a new Committee Chair. The Vice Chair, while serving as Interim Committee Chair in the absence of a Senate-appointed Chair, may neither participate in their order of succession, as outlined in Article V, Section 4(C) of the Student Association Constitution, nor preside over a Senate meeting as outlined in Bylaw 503, Section 3.

(c) Removal of Committee Vice-Chairmanship

(1) If a Committee's Vice-Chair is at any time unable or unwilling to fulfill his or her duties in a manner acceptable to his/her Committee, s/he may be removed from his/her position.

(i) A Vice-Chair may voluntarily resign by submitting a letter to the Senate Chair and the Chair of his/her Committee.

(ii) To remove a Committee Vice-Chair who is unable or unwilling to perform his/her duties, a petition requesting removal, stating the specific reasons for removal, and signed by at least one-third of either the Senators on the relevant Committee or the full Senate must be submitted to the Senate Chair and relevant Committee Chair at a Senate meeting. If the Committee Vice-Chair is not present at the meeting at which the petition is presented, s/he must be informed of the petition within twenty-four (24) hours after the meeting. The petition will be voted on at the next Senate meeting by either the relevant Committee membership or full Senate, whichever group provided the petition's signatures. The Vice-Chair will be removed by a two-thirds (2/3) vote of the relevant Committee's membership or full Senate.

BYLAW 503: FULL SENATE MEETINGS

Section 1 – CALLING SENATE MEETINGS

(a) The Senate Chairperson shall schedule regular Senate meetings only on class days, and the schedule for full Senate meetings shall be made public by the start of each semester.

(b) At least one Senate meeting per academic year shall be held on the Mount Vernon Campus of the George Washington University.

Section 2 – CALLING SPECIAL MEETINGS

- (a) Special meetings of the Senate shall be called by the Senate Chairperson upon receipt of a petition for a special meeting from the Student Association President, or five senators, so long as the petition contains the following information:
 - (1) The purpose of such a meeting;
 - (2) Either the date and time for the meeting, a range of dates and times for the meeting, or permission for the Senate Chairperson to use his discretion
- (b) Upon receipt of such a petition, the Senate Chairperson shall set the date and time of the meeting within 72 hours after the filing of the petition and provide at least 48 hours notice of the meeting to all senators. Such meetings shall be scheduled on a non-class day only if specifically stated in the petition.
- (c) This section shall be the exclusive means of calling a special meeting.

Section 3 – RULES OF SUCCESSION

- (a) The Chairperson shall be the presiding officer at full Senate meetings. In his or her absence, the Chairperson Pro Tempore shall preside, then the Finance Chairperson, then the Academic Affairs Chairperson, then the Student Life Chairperson. If all of the aforementioned are absent, no full Senate meeting shall be held

Section 4 – AGENDA

- (a) The presiding officer of the Senate shall establish an agenda for each full meeting that shall consist of at least the following:
 - (1) Roll Call
 - (2) Approval of Minutes
 - (3) President's Report
 - (4) Committee Reports
 - (5) Announcements on Initiatives
 - (6) Old Business
 - (7) New Business
 - (8) Public Comment
 - (9) Announcements
- (b) The posting of the agenda for full Senate meetings shall occur two (2) full days in advance of a scheduled Senate meeting.
- (c) Agendas for each full Senate meeting shall be maintained on file in the Student Association office for at least three (3) years.

Section 5 – MINUTES

- (a) The Senate Secretary shall take detailed minutes of each full Senate meeting.
- (b) Minutes for every Senate meeting shall be maintained permanently on file in the Student Association.

- (c) In the absence of the Secretary, the presiding officer shall direct another member of the Senate to perform the minute-taking responsibilities of the Secretary during the session from which the Secretary is absent.

Section 6 – MOTION AND DEBATE

- (a) Non-Senate members, as either members of the Executive Cabinet or as members of the general membership and constituency of the Student Association, enjoy the privileges of debate in a meeting of the Senate when:
 - (1) The non-senate member asks to be placed on the agenda;
 - (2) A Senator yields their time to the non-member;
 - (3) A majority of present and voting Senators approve full debate privileges on a particular question to a non-Senator or to a Senator currently on suspension; or
 - (4) Recognized by the presiding officer during Public Comment.
- (b) At the discretion of the Chair, public comment may be limited to two five minutes per speaker.

Section 7 – OPEN COMMUNICATION

- (a) All scheduled and special full Senate meetings must provide a live stream and recording to the GW community via one or more major social networks.
- (b) Recording of the full Senate meetings must be posted on GW Student Association website and/or social media before the next full Senate meeting.

BYLAW 504: VOTING PROCEDURES

Section 1 – ROLL CALL VOTING

- (a) A motion to vote by roll call shall require the affirmative vote of one-fifth (1/5) of Senators present and voting.

Section 2 – PROXY VOTING

- (a) A proxy must be dated, signed and delivered to the Chair twenty-four (24) hours in advance of the meeting being called to order, except under exceptional circumstances, as determined by the Chair. Exceptional circumstances include, but are not limited to, medical and family emergencies.
 - (1) The proxy delivered to the Chair must include the specific name of the person who will be holding the proxy.
 - (2) There shall be no indefinite proxies. A Senator must notify the Chair of their proxy prior to each meeting but not earlier than the last meeting at which the Senator used a proxy.
- (b) A senator is allowed to proxy at any full Senate meeting or Committee meeting so long as they are not suspended from the Senate.

- (c) No senator may be in receipt of more than one (1) proxies at any given time.
- (d) A Senator may inform the Senate Secretary or Committee Chair and the proxy recipient of a final vote on any legislation or nominee before the Senate or in committee. This vote is binding and may not be changed by a proxy recipient.
- (e) A senator may revoke his proxy at any time by notifying the Chair..

Section 3 – VOTING FOR NOMINATIONS

- (a) A nomination for a given position shall be made by senators present at the meeting.
- (b) Once a motion to close nominations has been made and passed, the presiding officer shall list the nominees for the seat in alphabetical order.
- (c) After the presiding officer lists the candidates, ballots shall be distributed and voting senators shall write the name of the nominee(s) they wish to elect.
- (d) The votes of a simple majority of senators present and voting shall elect the person. If no candidate obtains a majority of the votes cast, a final election shall be held between the highest vote getter and the next highest vote getter. If there is a tie for next highest vote getter, a runoff between those next-highest vote getters will determine who shall meet the highest vote getter in the final election. The presiding officer shall break any subsequent runoff or final election tie.
- (e) The presiding officer shall count the ballots and announce the results of the election.

Section 4 – INDICATION OF NON-VOTING SENATORS' POSITIONS

- (a) During a roll call vote, after the Secretary has completed the calling of all voting Senators, he or she shall call all non-voting Senators, each of whom shall indicate his or her position by responding in the form of a vote, but such response shall not be considered a vote and shall not be counted in the determination of the outcome of the question before the Senate. The Secretary shall record the response of the non-voting Senators.

Section 5 – VIRTUAL ATTENDANT VOTING

- (a) Senator(s) whom meet the eligibility of Bylaw 505 Section 7(a) will be eligible for proxy voting, per the rules of Bylaw 504 Section 2, during full Senate meetings and committee meetings.
- (b) All Senators virtually present shall proxy all votes.

BYLAW 505: ATTENDANCE

Section 1 – ATTENDANCE AT FULL SENATE MEETINGS

- (a) Any Senator not physically and/or virtually (if eligible) present at three (3) consecutive or six (6) non-consecutive full Senate meetings shall be automatically suspended from the Senate.

- (b) Senators who meet the eligibility of Bylaw 505 Section 7(a) will be eligible for virtual attendance and voting during full Senate meetings.

Section 2 – ATTENDANCE AT SENATE COMMITTEE MEETINGS

- (a) Any Senator not physically and/or virtually (if eligible) present at four (4) consecutive or eight (8) non-consecutive Committee meetings shall be automatically suspended from the Senate. The Committee Chair is responsible for notifying the Senate Chairperson when a Senator reaches the limit.
- (b) Senators who meet the eligibility of Bylaw 505 Section 7(a) will be eligible for virtual attendance and voting during committee meetings.
- (c) The committee chairperson may elect to waive Bylaw 505 Section 2(b) to accommodate scheduling needs.

Section 3 – ACCUMULATION OF ABSENCES

- (a) Absences shall include both absences from Senate-Elect Meetings and Senate-Elect Committee Meetings during the time the Senate-Elect conducts its limited business pursuant to Article I, Section 6 of the Student Association Constitution and absences from Senate Meetings and Senate Committee Meetings during the Senate's regular terms.
- (b) Absences from any meetings specified in subsection (a) shall be cumulative and accrue across the entire term of a Senator, not just individual semesters.

Section 4 – POLICIES FOR SUSPENDED SENATORS

- (a) The Senate Chairperson shall notify a senator that he or she is suspended within five (5) class days after the meeting at which the senator is suspended and inform him or her of the provisions for reinstatement and of this Rule.
- (b) If a senator fails to petition the Senate for reinstatement, the Chairperson Pro Tempore shall circulate a petition for removal to the Senate prior to the adjournment of the first full Senate meeting following the senator's suspension.
- (c) If the petition fails to garner the necessary signatures to commence removal proceedings, the Chairperson Pro Tempore shall circulate another petition at each subsequent Senate meeting where the senator is on suspension until either the Senator petitions for reinstatement or the petition garners the necessary signatures to commence removal proceedings.

Section 5 – REINSTATEMENT AFTER SUSPENSION

- (a) After two (2) weeks from the effective date of a suspended senator's suspension, he or she shall be eligible for reinstatement.
- (b) A senator seeking reinstatement shall petition the full Senate in writing for his or her reinstatement not less than forty-eight (48) hours before a vote to reinstate a suspended senator would be in order under Section 6(a) of this Rule.

- (c) Once the Senate is in receipt of a petition for reinstatement that complies with the requirements of this section, the Senate shall vote at its next regularly scheduled meeting on the petition to reinstate the suspended senator.
- (d) A senator shall be reinstated upon receiving the approval of two-thirds (2/3) of the voting senators.
- (e) Should a two-thirds (2/3) vote to reinstate a suspended senator fail, the Senate Chairperson will recess the meeting so that the Chairperson Pro Tempore may circulate a petition among the senators present for removal of the suspended senator.
 - (1) This petition must be in accordance with Article VI, Section 3(a) of the Student Association Constitution.
 - (2) Should the petition garner the necessary signatures of one-third (1/3) of the Senate membership, the Senate Chairperson will forward the charges to the suspended senator. The removal proceeding will take place at the next regular meeting of the Senate, providing the suspended senator has at least ten (10) days notice of the proceeding.
 - (3) Should the petition fail to garner the requisite signatures of one-third (1/3) of the Senate membership, the suspended senator shall remain on suspension until the next meeting of the Senate. At that time there will be another vote to reinstate the suspended senator.
 - (4) Should the two-thirds (2/3) vote to reinstate a suspended senator again fail, the Senate Chairperson will then recess the Senate for the purpose of circulating another petition for removal. If the petition fails to garner the necessary signatures of one-third (1/3) of the Senate membership, then the suspended senator will be automatically reinstated.
- (f) Should the Senate desire to prevent the automatic reinstatement of a suspended senator under Section 6(e) of this Bylaw, removal proceedings must be instituted in accordance with the provisions of Bylaw 202.

Section 6 – EFFECT OF REINSTATEMENT ON ACCUMULATION OF ABSENCES

- (a) After a Senator is reinstated, if they were suspended for missing full Senate meetings, they shall be considered to have three (3) full Senate meeting absences for the operation of this Rule. If they were suspended for missing committee meetings, they shall be considered to have four (4) committee meeting absences for the operation of this Rule.

Section 7 – VIRTUAL ATTENDANCE ELIGIBILITY

- (a) For eligibility as a virtual attendant, the senator must meet all of the following criteria:
 - (1) Must be registered as an online or off-campus student defined by GW Admissions and/or Registrar's Office.
 - (2) Must not have any classes registered to Foggy Bottom or Mount Vernon campus.
 - (3) Must not be studying abroad.

- (4) Primary residence during the academic year must be more than 20 miles away or with a transportation time of two hours or more from GW Foggy Bottom (2121 Eye St, NW Washington, DC 20052) or Mount Vernon (2100 Foxhall Rd NW, Washington, DC 20007) campuses.
- (b) Except during the executive session and as outlined in Bylaw 505, all virtual attendants will be treated as any Senator physically present.
- (c) In order to attend an executive session, virtual attendants must sign an affidavit at the beginning of each meeting to ensure they will keep the discussion confidential and will not record any parts of the session. However, any Senator physically present may motion to ask all virtual attendants to be excluded from the executive session.
- (d) All virtual attendants are encouraged to physically attend at least one full Senate meeting each semester.

BYLAW 506: EXECUTIVE SESSION

Session 1 – PROCEDURE FOR CALLING EXECUTIVE SESSION

- (a) The Senate or a Senate Committee may enter executive session upon approval by a two-thirds (2/3) vote of the voting senators present.

Section 2 – RULES GOVERNING EXECUTIVE SESSION

- (a) Any proceeding conducted during an executive session is confidential and shall not be discussed with anyone who is not a member of the Student Association Senate at the time of the executive session.
- (b) The President of the Student Association may be excluded from an executive session of the Senate upon approval by a two-thirds (2/3) vote of the voting Senators present.

Section 3 – PROHIBITION ON VOTES IN EXECUTIVE SESSION

- (a) No votes shall be called during an executive session, with the exception of votes on strictly procedural matters.

BYLAW 507: SENATE LEGISLATION AND LEGISLATIVE PROCESS

Section 1 – FORM OF LEGISLATION

- (a) All legislation submitted for Senate or Senate Committee consideration shall be typewritten.
- (b) All legislation shall consist of:
 - (1) A title;
 - (2) A one sentence statement of the purpose;
 - (3) The name of all sponsors and co-sponsors, the schools they represent (if applicable), and the position they hold within the Student Association;

- (4) A Senate number assigned by the Senate Secretary.
- (c) Types of Legislation
 - (1) Bills
 - (i) A bill shall be required for:
 - (A) Proposed amendments to the Student Association Constitution;
 - (B) Amendments to the Student Association Bylaws;
 - (C) The annual budget and all other monetary allocations;
 - (ii) The enacting clause for a bill shall read:
 - (A) For acts requiring the approval of a majority of the Senate, as follows: ‘*Be it Enacted by the Senate of the Student Association of the George Washington University*’;
 - (B) for acts requiring the approval of two-thirds of the Senate, as follows: ‘*Be it Enacted by the Senate of the Student Association of the George Washington University (two-thirds of the members present concurring therein)*’;
 - (iii) After the enacting clause, the bill shall state the operative language and effective date of the legislation.
 - (2) Resolutions
 - (i) Any legislation shall be in the form of a resolution where a bill is not required.
 - (ii) The preamble should state the Senate’s reasons for adopting the resolution, and each such reason should be contained in its own clause, the clause being introduced by the phrase “*Whereas . . .*”
 - (iii) The operative language should consist of a statement or group of statements of desired action or of the sense of the Student Association, and shall in all cases be preceded by a resolving clause.
 - (iv) The resolving clause for a resolution shall read: ‘*Be it Resolved by the Senate of the Student Association of the George Washington University*’
 - (v) After the resolving clause, the resolution shall state the operative language and effective date of the legislation.

Section 2 – THE LEGISLATIVE PROCESS

- (a) The sponsors of the legislation shall submit a typewritten copy of their legislation to the Senate Chairperson, the Senate Chairperson Pro Tempore, and the Senate Secretary.
- (b) The Senate Secretary will assign a number to each piece of submitted legislation with number being as follows:
 - (1) “SR” shall designate senate resolutions while Senate bills shall be designated by SB.”

- (2) The academic semester shall be designated by an “F” for fall semester and an “S” for spring semester and the year by the last two (2) digits.
 - (3) Resolutions and bills shall be numbered consecutively, beginning with 01 for the first piece of legislation of the current Senate session, then 02, and so on.
- (c) The Senate Chairperson shall propose referral of legislation to the appropriate committees or directly to the full Senate.
 - (d) Amendments to the Student Association Bylaws, excluding the Level 600 JEC Charter, must be referred to the Governance and Nominations Committee. Amendments to the Level 300 Financial Bylaws must be jointly referred to the Governance and Nominations and Finance Committees.
 - (e) The Senate Chairperson shall report to the Senate the proposed legislation no later than two days after the legislation is reported to the Senate staff.
 - (f) The Senate Secretary shall report legislation referred to a given committee to its Committee Chairperson after a proper referral has been made.
 - (g) All committee chairpersons shall place all appropriately referred legislation on the next committee agenda under new business.
 - (h) If a piece of legislation is referred concurrently to two or more committees, it will be released to the Senate if passed by one or more of the committees. Should multiple committees release a piece of legislation with differing or conflicting amendments, efforts should be made to have the amendments reconciled by the two committees so that one unified piece of legislation is approved by both committees. Failing that, the Senate shall consider the version of the bill passed by the senior committee.
 - (i) If the Committee votes to approve the legislation and send it onto the floor of the Senate, then it may set a limit for how long debate will last at its time of discussion. On bills that are jointly referred, the senior Committee may set the time limit. The Senate Parliamentarian shall be responsible for keeping the time.
 - (1) In the absence of a limit on debate time by the forwarding committee, the Senate Chairperson shall set the time limit.
 - (2) Within four (4) weeks after receipt of the legislation, the Committee must report to the full Senate the action it has taken with respect to said legislation.
 - (3) If the Committee fails to report within four (4) weeks on the legislation to the full Senate, the sponsor(s) of the legislation, by motion of a sponsor and a second from anyone else, may, without approval of the entire Senate, place the legislation on the full Senate agenda at the next full Senate meeting.
 - (j) The sponsorship processes shall not apply to the annual and mid-year budget proposals, which shall originate in the Finance Committee.
 - (k) All legislation shall be approved by a simple majority of Senators present and voting, except where the Student Association Constitution or Bylaws specify otherwise.
 - (l) The referral process shall not apply to the annual budget proposal, which shall originate in the Finance Committee

- (m) After a Senate Bill or Senate Resolution has passed, the sponsor(s) of the “SB”/ “SR” must follow up with the full Senate on the status of their initiatives twice: the first within two (2) weeks of passage and the second within two (2) weeks of the first update.

BYLAW 508: SENATE VACANCIES

Section 1 – FILLING VOTING SENATOR VACANCIES

- (a) The Chairperson Pro Tempore, upon notification from the Senate Chairperson of a voting Senate seat vacancy, shall advertise the position campus-wide for at-large seats, and intra-school for school seats, within ten (10) days of such notification.
- (1) Should a voting Senate seat vacancy occur in the Senate-Elect, said vacancy shall be advertised by the Senate Chairperson-Elect within (3) weeks of the certification of the election of the Senate Chairperson-Elect. Provisions (c) through (f) of this section shall then be carried out according to said provisions by the Senate-Elect.
- (b) If the vacancy is for a Graduate-at-Large seat, and a First-Year Graduate Non-Voting Senator wishes to apply for the seat, a motion may be made at the same Senate meeting when the vacancy is announced to consider the First-Year Graduate Non-Voting for the seat. Senators will vote by secret ballot whether or not to elect him or her to the seat. If the First-Year Graduate Non-Voting Senator is not interested in the position or is not elected, the vacancy will be filled by the procedure outlined in provisions (c) through (f) of this Section.
- (c) The Chairperson Pro Tempore shall review submitted applications from interested candidates, and if the number of candidates exceeds three (3) per vacant seat, shall schedule meetings at which the Governance and Nominations Committee will screen the candidates and forward three (3) candidates per vacant seat for full Senate consideration. The Chairperson Pro Tempore shall forward the applications of these candidates to the Senate no later than twenty-four (24) hours prior to the Senate meeting at which they will be considered.
- (d) If the number of candidates is equal to or less than three (3) per vacant seat, these candidates and their applications shall be automatically forwarded to the full Senate by the Chairperson Pro Tempore for full Senate consideration. The applications shall be forwarded in accordance with Section 2(c) of this Rule.
- (e) The full Senate will consider candidates for vacancies within twenty (20) days after the Senate Governance and Nominations Committee has made their recommendations.
- (1) Senators will vote by secret ballot, writing the name of the person or persons they wish to elect for all of the seats vacant in the Senate currently being considered.
- (2) If one (1) vacancy is to be filled, the nominee receiving the highest number of votes shall fill the vacant seat. If more than one (1) vacancy is to be filled, the

nominees receiving the highest number of votes shall fill the available number of vacant seats.

- (f) Should there be no contest for a particular seat, the Senate may elect a candidate by acclamation, providing the Senate unanimously approves the appropriate motion.

Section 2 – APPOINTING FRESHMAN SENATORS

- (a) The Chairman Pro Tempore shall advertise the positions campus-wide within three (3) weeks of the first day of the fall semester.
- (b) The Chairman Pro Tempore shall review submitted applications from interested candidates, and if the number of candidates exceeds three (3) per vacant seat, shall schedule meetings at which the Governance and Nominations Committee will screen the candidates and, in a manner the Committee shall deem fit, forward six (6) candidates to the full Senate for consideration.
- (c) If the number of candidates is equal to or less than three (3) per vacant seat, the Governance and Nominations Committee shall meet and forward no more than three (3) candidates to the full Senate.
- (d) The full Senate has the exclusive authority to appoint three (3) Freshman Senators, each serving on a different Standing Committee and serving as non-voting members of those Committees and the full Senate.
- (e) The full Senate will consider its forwarded candidates for the three (3) Freshman Senate seats within twenty (20) days after the Governance and Nominations Committee has made its assignments.
- (f) Of the forwarded candidates, Senators will vote by secret ballot, writing down the names of their top three (3) candidates. The three candidates receiving the highest amount of votes shall be appointed to each of the Senate's three freshman non-voting Senate seats.
 - (1) Should two or more candidates tie for the third freshman senate seat, a run-off vote will be held until a candidate solely receives the highest number of votes.

Section 3 – APPOINTING FIRST YEAR GRADUATE SENATORS

- (a) The Chairperson Pro Tempore shall advertise the positions campus wide within three (3) weeks of the first day of the fall semester, contingent upon first filling all voting graduate seats.
- (b) The procedure for selection shall follow the procedure for filling vacancies as described in Section 1 (c-f).

Section 4 – CONFIDENTIALITY OF INFORMATION DISCLOSED IN APPLICATIONS

- (a) Neither the Chairperson Pro Tempore, the members of the Governance and Nominations Committee, nor any other member of the Senate shall contact any

applicant for vacant, freshman, first year graduate, or any other position for any question unrelated to their application without the applicant's explicit consent.

- (b) Senators shall not use any contact information disclosed in the course of the application process to recruit for any organization, on-campus or off-campus, nor offer an invitation to any event or meeting that is not sponsored by or affiliated with the Student Association.
- (c) All contact information, including but not limited to phone numbers, addresses, and e-mails addresses, requested on applications shall be removed before the application is shared with any person not serving on the Governance and Nominations Committee.
- (d) Violations of sub-sections (a) and (b) shall constitute grounds for removal of Senate leadership positions pursuant to Bylaw 501 section 10 (c) and section 12 (c) and/or censure for a first offense.
 - (1) Any repeated offense of sub-section (a) or (c) shall constitute grounds for censure or removal from office.

BYLAW 509: PRESIDENTIAL NOMINATIONS

Section 1 – VICE PRESIDENTS

- (a) Within three (3) days of notification from the Student Association President of the nomination of a Vice President, the Senate Chairperson will forward the nomination to the relevant Committee.
- (b) The following Committees' approval for the following Vice Presidents shall be required before the nomination can be considered by the full Senate:
 - (1) Governance and Nominations Committee
 - (i) Vice President for Judicial and Legislative Affairs
 - (ii) Vice President for Public Affairs
 - (2) Finance Committee
 - (i) Vice President for Financial Affairs
 - (3) Academic Affairs Committee
 - (i) Vice President for Academic Affairs
 - (4) Student Life Committee
 - (i) Vice President for Graduate Student Policy
 - (ii) Vice President for Student Activities
 - (iii) Vice President for Undergraduate Student Policy
 - (iv) Vice President for Community Affairs
 - (v) Vice President for Diversity and Inclusion
 - (vi) Vice President for Campus Operations
 - (vii) Vice President for Sustainability

- (c) After approval by the relevant Committee, the Senate Chairperson will notify the full Senate of the nomination and the Committee's approval and place the nomination on the next Senate meeting's agenda for consideration.

Section 2 – OTHER NOMINATIONS

- (a) Within three (3) days of notification from the Student Association President of the nomination to any position, other than a Vice Presidency, that requires Senate approval, the Senate Chairman shall notify the full Senate of the nomination and place it on the next Senate meeting's agenda for consideration
- (b) If a vacancy occurs in the office of the Executive Vice President, the President's nominee for Executive Vice President shall require the approval of two-thirds (2/3) of the Senators present and voting. In the event that the nominee does not receive the necessary two-thirds (2/3) majority to be confirmed, the nominee may not be considered for the remainder of the vacancy, and the President shall be required to present another nominee at the next full Senate meeting, continuing until the vacancy is filled.

BYLAW 510: SENATE-ELECT TRANSITION

Section 1 – MEETINGS DURING TRANSITION PERIOD

- (a) During transition, the Executive Vice President-Elect shall call as many meetings of the Senate-Elect as necessary to act on the following tasks:
 - (1) Familiarize the Senate-Elect with the governing documents;
 - (2) Elect Committee Chairpersons, membership, and Vice-Chairpersons;
 - (3) Act on any nominations by the President-Elect for the cabinet, who shall be confirmed upon approval of two-thirds (2/3) of senators-elect present and voting;
 - (4) Act on any nominations of the President-Elect for the seven voting delegates to the Joint Committee of Faculty and Students, who shall be confirmed upon a simple majority of Senators-elect present and voting;
 - (5) Adopt a budget for the following fiscal year;
 - (6) Act on any nominations of the President-Elect for representatives to the Faculty Senate and their committees, who shall be confirmed upon a simple majority of Senators-elect present and voting;
 - (7) Act on any other nominations of the President-Elect; and
 - (8) Fill voting Senate seat vacancies occurring in the Senate-Elect in accordance with Bylaw 508, Section 1(a)(1).

BYLAW 511: AUTHENTICATION OF SENATE DOCUMENTS

Section 1 – AUTHENTICATION

- (a) Authentication shall mean the certification of a Senate document as being true to form, accurate and complete by signature of the Senate Secretary and/or embossment with the seal of the Student Association.

Section 2 – PROCEDURE FOR AUTHENTICATION

- (a) Senators shall submit copies of documents to the Senate Secretary for authentication, or request copies of authenticated documents from the Senate Secretary. The Senate Secretary shall execute such requests within forty-eight (48) hours.

BYLAW 512: SUSPENSION OF THE 500 LEVEL LEGISLATIVE BYLAWS

Section 1 – SUSPENSION OF THE 500 LEVEL LEGISLATIVE BYLAWS

- (a) The 500 Level Legislative Bylaws shall be suspended upon the approval of two-thirds (2/3) of voting senators present.

Section 2 – PROVISIONS NOT SUBJECT TO SUSPENSION

- (a) Notwithstanding the provisions of Section 1 of this Rule, the following provisions shall never be suspended:
 - (1) Bylaw 503; Sections 1, 3, 6;
 - (2) Bylaw 504; Sections 1, 2;
 - (3) Bylaw 505;
 - (4) Bylaw 506;
 - (5) Bylaw 507, Section 1;
 - (6) Bylaw 508;
 - (7) Bylaw 512.

BYLAW 513: USE OF PARLIAMENTARY PROCEDURE

Section 1 – ESTABLISHMENT OF ROBERT’S RULES OF ORDER

- (a) All committee meetings and meetings of the senate as a whole shall employ the most recent edition of Robert’s Rules of Order as their guide to parliamentary procedure.

Section 2 – SUPREMACY

- (a) In any case where there is a conflict between these Bylaws and Robert’s Rules of Order, the Bylaws shall take supremacy.

BYLAW 514: DUTIES AND RESPONSIBILITIES OF SENATORS

Section 1 – INTERNAL DUTIES AND RESPONSIBILITIES

(a) Senators shall:

- (1) Faithfully represent their respective constituencies to the best of their ability through voting or, if necessary, abstaining, participating in Senate discussions, and executing advocacy projects;
- (2) Be prepared for all senate and committee meetings to ensure an efficient and dutiful use of time;
- (3) Attend their respective committee meetings and full senate meetings in accordance with BYLAW 502 and BYLAW 505;
- (4) Attend SA organized retreats and trainings with reasonable allowances made for absences at the discretion of the Senate Chairperson;
- (5) Complete and submit goal sheets to the Executive Vice President one calendar week before the start of the academic year;
- (6) Submit an end of term report to the outgoing and incoming Executive Vice President outlining what was worked on and what was accomplished during their term as a Senator by last day of that year's academic calendar;
- (7) Effectively communicate with senate leadership (the Chairperson, Chairperson Pro Tempore, Committee Chairs and Vice Chairs) any questions, concerns, or suggestions regarding this and any other bylaw;
- (8) Adhere to the Guide to Rights and Responsibilities and other university rules and regulations regarding conduct; and
- (9) Act with dignity and integrity, both inside and outside of Senate meetings, reflecting the Student Association's higher standard for ethical behavior and professionalism.

Section 2 – EXTERNAL DUTIES AND RESPONSIBILITIES

(a) Senators shall:

- (1) Hold one publicized office hour per week per constituency during fall and spring semesters in a central campus location or through virtual methods to meet with constituents and work on projects. These locations may include but are not limited to:
 - (i) The SA office
 - (ii) Marvin Center
 - (iii) Kogan Plaza
 - (iv) Pelham Commons
 - (v) University Yard;
- (b) Attend meetings of student organizations comprised of their respective constituents to stay informed about issues facing students;
- (c) Meet with administrators, faculty, staff, and student organizations leaders to discuss

projects and legislation;

- (d) Attend two diversity and inclusion trainings that have been identified by the Governance and Nominations Committee, one in the fall semester and another in the spring semester, such as, but not limited to, the following trainings lead by the Multicultural Student Services Center:

- (1) Diversity 101
- (2) LGBTQIA Diversity and Inclusion
- (3) Religious Diversity and Inclusion
- (4) Unconscious Bias
- (5) The Art of Bridge Building
- (6) Transgender Diversity & Inclusion
- (7) Multiculturalism in the United States
- (8) What Do I Really Believe? Remembering Our Values

Section 3 – SENATORIAL POWERS

- (a) Senators shall be empowered to:
- (1) Sponsor legislation through the legislative process;
 - (2) Call upon the any member of the executive branch, including the President, to appear before the full senate to give a report and answer questions on a particular issue or issues by submitting a petition containing the signatures of at least five senators to the Executive Vice President;
 - (3) Call upon the Executive Branch to disclose information or documents by submitting a petition containing the signatures of at least five senators to the Executive Vice President;
 - (4) Establish task forces, caucuses, or working groups as needed; and
 - (5) Override statements by the Executive Branch with a two-thirds vote.

Section 4 – FAILURE TO FULFILL DUTIES AND RESPONSIBILITIES

- (a) Per “Article VI – Censure; Recall; Removal Section 3. Removal A” of the constitution, failure to fulfill the duties or responsibilities outlined in this bylaw shall constitute grounds for removal.
- (b) Grounds for removal do not necessitate removal proceedings nor removal of a Senator.
- (c) Grounds for removal may lead to censure proceedings if so initiated instead of removal proceedings.
- (d) If censure or removal proceedings are initiated then the burden of proof of failure to fulfill shall fall on the prosecution.
- (e) If a Senator has been proven to have failed to fulfill some of their duties and responsibilities then the Senate should take into account the duties and responsibilities they have fulfilled along with any pertinent information regarding the Senators work within the Senate.

BYLAW 515: THE DIVERSITY AND INCLUSION ASSEMBLY

Section 1 – MEMBERSHIP

- (a) The full Senate will elect a Senator to serve as Chairperson of the Diversity and Inclusion Assembly by the end of its first meeting. This Senator will not count towards the requirement of one Senator from each standing committee.
 - (1) A Chairperson may be elected by the Senate-elect during the transition period after the Chairperson Pro Tempore and the chairs of the three standing committees have been elected.
 - (a) The Chairperson shall not be a sitting Chairperson or Vice-chairperson of any other standing or select committee.
- (b) The membership of the Diversity and Inclusion Assembly shall be comprised of at least one (1) Senator from each of the Standing Committees, with no maximum limitation on the number of Senators.
 - (1) Each Standing Committee shall nominate at least one (1) senator to serve on the Diversity and Inclusion Assembly with the accession of the majority of the Senate; Senators willing to serve on the assembly shall be nominated by the full Senate in accordance with Bylaw 504.
- (c) The Vice-Chairperson shall be elected by the voting membership of the Diversity and Inclusion Assembly once membership minimums have been met as outline in this bylaw.
 - (1) The Vice-Chairperson shall be a Student Leader.
- (d) The voting membership of the Diversity and Inclusion Assembly shall include at least five (5) Student Leaders from multicultural student organizations.
 - (1) Any student organization that is not categorized by the Center for Student Engagement because it falls under an umbrella organization may be recognized as complying with Bylaw 101, Section 2, subsection (m) with a 2/3 vote by present and voting members after submitting a verbal or written proposal to the Chairperson for consideration.
 - (2) Student Leader applicants shall submit applications on a rolling basis to either the Chairperson of the Diversity and Inclusion Assembly or the Chairperson Pro Tempore of the Senate. The application process shall require any applicant to be interviewed by the Chairperson of the Diversity and Inclusion Assembly, the Chairperson Pro Tempore of the Senate, or the Governance and Nominations Committee. Student Leaders shall be approved for membership in the assembly through a simple majority of Senators or Senators-elect present and voting.
 - (3) None of the five (5) reserved seats for student leaders may be filled by a current member of the Student Association.
 - (4) Every qualifying organization will be limited to one (1) Student Leader as part of the assembly.

- (e) Additional voting members to the Diversity and Inclusion Assembly may be added if nominated by the Governance and Nominations Committee and approved by a simple majority of Senators present and voting.
- (f) The Chairperson and the Chairperson Pro Tempore of the Senate shall be *ex officio* members of the assembly.
- (g) The Vice Presidents for Diversity and Inclusion and Community Affairs shall be *ex officio* members of the assembly.
- (h) The Director of Interfaith Engagement shall be an *ex officio* member of the assembly.
- (i) The Director and Assistant Director for Diversity and Inclusion for Program Board shall be *ex officio* members of the assembly.

Section 2 – VOTING AND ATTENDANCE

- (a) A quorum must be present in order to conduct official assembly business. A quorum for the Diversity and Inclusion Assembly shall be defined as at least three (3) student leaders and four (4) senators.
- (b) A simple majority shall be required to pass any motion, unless a higher threshold is required by the Student Association governing documents.
- (c) Any member of the assembly may hold a proxy, but no member of the assembly shall hold more than one proxy.
- (d) All proxies shall be handled in accordance with Bylaw 504, Section 2.

Section 3 – MEETINGS

- (a) The assembly shall meet at least once a month during the academic year.
- (b) Meetings of this assembly shall be called by the Chairperson of the assembly giving at least two (2) calendar days' notice to the assembly membership. The unanimous consent of all voting assembly members is necessary to waive this requirement.
- (c) Meetings of the assembly shall be announced to the the full Senate at least two (2) calendar days' in advance of the scheduled meeting time.
- (d) All meetings and minutes of this assembly shall be open to the public, with the exception of executive session.
- (e) All meetings and happenings of this assembly shall be conducted in accordance to the Student Association governing documents.

Section 4 – DUTIES AND RESPONSIBILITIES

- (a) The Diversity and Inclusion Assembly shall:
 - (1) Work closely with the Office for Diversity, Equity and Community Engagement to increase student engagement and involvement;
 - (2) Attend and advocate for multicultural-related events and relevant student organization programming;
 - (3) Host small discussion groups with multicultural demographics and communities;

- (4) Assist in advocacy for concerns and needs of multicultural demographics and communities;
- (5) Create and implement a strategic plan to increase multicultural representation and outreach in the Student Association, including through student body elections;
- (6) Advocate on behalf of students regarding University policy and operations in consultation with the Student Association Cabinet and Senate;
- (7) Present at the beginning of each semester to the Senate a plan of outreach and engagement with multicultural demographics and communities; and
- (8) Submit and present an annual end of year report to the Student Association Senate and other relevant bodies on current issues of diversity and inclusion that students face, the progress of the assembly, and both completed initiatives and those in progress.

**LEVEL 600:
THE JOINT ELECTIONS COMMISSION CHARTER**

SECTION 1: THE JOINT ELECTIONS COMMISSION

601- Establishment

There shall hereby be established a Joint Elections Committee, as referred to in the Constitution of the Student Association. The provisional name of the Joint Elections Committee shall hereby be the Joint Elections Commission and hereafter referred to as “the Commission”, an entity distinct from the organizations it serves.

602 - Composition

The Commission shall be composed of the Elections Commissioner and six Joint Elections Commission general members.

- (a) Two general members, one graduate student and one undergraduate student, shall be appointed by the Student Association President and confirmed by a two-thirds majority of the Student Association Senate.
- (b) Two general members, one graduate student and one undergraduate student, shall be appointed by the Program Board Chair and confirmed by a two-thirds majority of the Program Board Executive Board.
- (c) Two general members shall be appointed by the Class Council President and confirmed by a two-thirds majority of the Class Council Executive Board

603 - Selection of Commissioners

The JEC Elections Commissioner shall be appointed in the spring semester, following the general student body elections, serving for the elections cycle of the following year.

- (a) If no Elections Commissioner is appointed during the spring semester prior to their assuming office, the Elections Commissioner may be nominated by the President of the Student Association, the Chair of the Program Board, or the President of Class Council.
- (b) The nominee for Elections Commissioner shall be confirmed by approval of all JEC-affiliated organizations through their respective legislative processes, with confirmation processes originating in the Student Association Senate and only advancing by a two-thirds vote..
- (c) If no Elections Commissioner is appointed according to Bylaws 629-631, an Elections Commissioner must be confirmed by approval of all JEC-affiliated organizations by October 1st of the year prior to the student body elections the Elections Commissioner shall oversee.

During the fall semester following the appointment of the Elections Commissioner, the three JEC-affiliated organizations must appoint their respective individuals to the Commission. Once the Commission is fully appointed, the Commission's membership will internally elect positions following the procedures below. The two remaining individuals not selected for a commissioner title will each be referred to as an "Assistant Commissioner".

- (a) Excluding the Elections Commissioner, all remaining commissioner titles under the section "General Members" of "Commission Positions" will be selected through a simple majority vote.
- (b) The positions shall be elected in the following order: Vice Commissioner, Finance Commissioner, Policy Commissioner and Administrative Commissioner.
- (c) All commissioner roles must be filled by separate and distinct Commission members.
- (d) The Elections Commissioner may not run or fill for any other Commission position.
- (e) If there is a vacancy in the position of Elections Commissioner, the General Membership is allowed to nominate a internal member for the position. The new Elections Commissioner will be confirmed by a two-thirds vote of members present.
 - (1) Any resulting vacancy within the General Membership following the confirmation of a new Elections Commissioner will be filled by the appointment process of the JEC-affiliated organization through which the original commission position was filled by, within thirty days of the vacancy.

604 - Qualification

All enrolled students of The George Washington University shall be eligible to serve as members of the Commission, except that no person shall be eligible who:

- (a) Is registered as a candidate for any office in the student body elections to be administered by the Commission, excluding the position of Elections Commissioner;
- (b) Will be engaged in a program of study abroad during the elections; or
- (c) Is being held under either academic or disciplinary probation by the University; or

- (d) Has held an elected or appointed position within a JEC-affiliated organization during the academic year in which the overseen election will occur.

605 - Commission Positions

(a) Elections Commissioner

- (1) The duties and responsibilities of the Elections Commissioner include:
 - (i) Assisting the Student Association, Program Board, and Class Council in their nomination processes of the general membership for the Commission;
 - (ii) Acting as Chair during all meetings of the Commission;
 - (iii) Nominating a student to the position of Chief Investigator;
 - (iv) Presiding over all violation hearings;
 - (v) Maintaining an office space for the Commission;
 - (vi) Coordinating the tabulation of votes;
 - (vii) Being responsible for communication with media outlets and the press;
 - (viii) Serving as the Commission's primary contact for all JEC-affiliated organizations; and
 - (ix) Break all ties in commission votes.

(b) General Members

- (1) The duties and responsibilities of the Vice Commissioner include:
 - (i) Executing all communication and outreach efforts for Commission operations prior to the candidate registration period, including but not limited to:
 - (A) On-campus tabling,
 - (B) Elections advertisement to campus newsletters, student organizations, graduate programs, etc., and
 - (C) Candidate information sessions;
 - (ii) Assisting the Chair in the performance of their responsibilities; and
 - (iii) Scheduling space for all Commission events;
 - (iv) In the absence of the Elections Commissioner, acting as Chair during meetings of the Commission.
- (2) The duties and responsibilities of the Finance Commissioner include:
 - (i) Regulating the expenditures of all candidate campaigns;
 - (ii) Collaborating with the Policy Commissioner to properly inform candidates of expectations and possible campaign violations in regards to finances;
 - (iii) Preparing and submitting budgets and co-sponsorships to the Finance Commission of the Student Association; and
 - (iv) Being responsible for all of the Commission's financial affairs.
- (3) The duties and responsibilities of the Policy Commissioner include:
 - (i) Serving as direct liaison to the Chief Investigator;

- (ii) Collaborating with the Finance Commissioner to properly inform candidates of expectations and possible campaign violations;
 - (iii) Ensuring candidates access to Commission resources, including candidate access to sponsored printing;
 - (iv) Reviewing and approving all campaign material; and
 - (v) Being responsible for all communication with the candidates.
- (4) The duties and responsibilities of the Administrative Commissioner include:
- (i) Being responsible for taking minutes at all Commission meetings;
 - (ii) Being responsible for ensuring Commission compliance with Rule 619 (Record-Keeping);
 - (iii) Compilation of Election Manual for candidates;
 - (iv) Updating and maintaining appropriate social media and the JEC website; and
 - (v) Ensuring the Commission's compliance with its charter.

606 - Length of Term

The Election Commissioner shall serve a term commencing following the end of the spring semester of the same academic year they were elected in and expiring on the last day of classes of the following academic year. The General Members of the Commission shall serve a term commencing with their appointment and expiring on the last day of classes in the spring semester of the same academic year as their appointment.

607 - Compliance

All members of the Commission shall comply with all laws, policies, rules, and regulations found within the governing laws of the Student Association, Program Board and Class Council, including this charter, along with any and all University laws, policies, rules, and regulations.

608 - Conduct

Given the nature of this Commission, the members of this Commission shall be held to a high standard of conduct.

- (a) The Elections Commissioner and Commission members shall not be affiliated with or in any way support any candidate's campaign, directly or indirectly, except by exercising their individual right to vote.
- (b) The Elections Commissioner and Commission members shall not be involved in student organization endorsement hearings during the student body elections to be administered by the Commission.
- (c) The Elections Commissioner and Commission members shall not hold office (elected or appointed) within the JEC-affiliated organizations during any of the newly elected candidates' terms of office.

- (d) The Elections Commissioner and Commission members must represent this Charter and facts of any matter pertaining to the Commission to both the Commission and the public accurately and fairly.
- (e) The Elections Commissioner and Commission members must faithfully execute their roles as outlined in these bylaws and to the standard a reasonable person would expect of someone in such a position.

609 - Removal

Failure to fulfill the duties or responsibilities as outlined in this charter shall constitute grounds for removal. Removal from the Commission shall be decided by the Student Association Student Court. The Vice President for Judicial and Legislative Affairs of the Student Association shall serve as the prosecutor; any member of the Commission accused of failing to fulfill the duties and responsibilities shall have a right to counsel.

- (a) Submitting a petition bearing the signatures of at least a majority the Commission membership to the Vice President of Judicial and Legislative Affairs shall initiate removal proceedings against any member of the Commission. This petition must contain written charges against the individual in question, specifying the basis for instituting such proceedings.
- (b) Upon the Vice President for Judicial and Legislative Affairs' receipt of the petition, they shall forward the petition to the accused, the President of the Student Association, the Chair of Program Board, the President of Class Council, the Elections Commissioner, and the Chief Justice of the Student Court within 24 hours.

610 - Chief Investigator

The Commission shall appoint a Chief Investigator as a staff officer. The Chief Investigator shall be nominated by the Elections Commissioner and confirmed by a two-thirds majority of the full General Membership, prior to February. The Chief Investigator may not be registered as a candidate for any office in the elections to be overseen by the Commission. The Chief Investigator shall not have held a position within the Student Association, Program Board or Class Council within four months of the start of the election season. The Chief Investigator shall:

- (a) Promote the compliance of all individuals, both Commission members and candidates, with this Charter and any advisory opinions;
- (b) Investigate complaints and alleged violations of this Charter and any additional rules;
- (c) Present complaints during probable cause hearings;
- (d) Prosecute candidates during violation hearings;
- (e) Advise the Commission on legal issues; and
- (f) Perform any other functions or duties as are requested by the Commission in relation to their position as Chief Investigator.

611 - Assistant Investigators

The Chief Investigator may, with the approval of the Commission, appoint any Assistant Investigators as staff officers as they feel may be necessary for the prompt and efficient performance of their functions. Assistant Investigators may not be registered as a candidate for any office in the elections to be overseen by the Commission. Assistant Investigators shall not have held a position within the Student Association, Class Council or Program Board within four months of the the start of the election season. The Chief Investigator may delegate to an Assistant Investigator any of their duties, responsibilities or powers.

SECTION 2: POWERS, RESPONSIBILITIES & EXPECTATIONS

612 - Authority

The Commission shall hold power and control over all matters, decisions, and actions related to the administration of the student body elections as outlined in this Charter of the Student Association, Program Board, and Class Council at The George Washington University.

613 - Delegation

The Commission shall have the authority, by order or by rule, to delegate any of its functions to a division of the Commission, to an individual member of the Commission, or to a staff officer or group of staff officers.

614 - Limitations

The Commission shall not have the power to:

- (a) vacate the results of an election; or
- (b) issue any advisory opinion or decision which violates the provisions of this Charter or governing law.

615 - Duties and Responsibilities

The Commission must:

- (a) Conduct, at minimum, four public meetings before the start of the elections season
- (b) Hold regular office hours throughout the elections timeline that are publicized on the website; and
- (c) At the end of the elections cycle, the Commission must forward any recommendations to JEC-affiliated organizations regarding any rulings or advisory opinions that may require charter reform.

616 - Voting Threshold

In any matter to be decided by the Commission, the voting threshold shall apply only to those members of the Commission who are present and voting. Unless otherwise specified by this Charter, by additional rule, or by governing law, all decisions and actions of the Commission shall require a simple majority vote. Members may not be present by proxy.

617 - Meetings

(a) Calling a Meeting

A meeting of the Commission may be scheduled either solely by the Elections Commissioner or jointly by a simple majority of the Commission. All Commission meetings and agenda will be open to the public. In order to call a meeting, a notice of the date, time, and tentative location of the meeting must be sent via email at least 48 hours prior to the meeting to along with a preliminary agenda to:

- (1) the members and staff officers of the Commission;
- (2) the President of the Student Association;
- (3) the Chair of Program Board; and
- (4) the President of Class Council.

Emergency meetings may be called at the discretion of the Elections Commissioner or a simple majority of the Commission. Notice of the date, time, and tentative location of the meeting must be sent via email at least 8 hours prior to the meeting to:

- (1) the members and staff officers of the Commission;
- (2) the Student Association President;
- (3) the Chair of Program Board; and
- (4) the President of Class Council.

(b) Quorum

A simple majority of the Commission, including the Elections Commissioner, must be physically present at a meeting in order to establish quorum.

(c) Agenda

At the commencement of each meeting, the Elections Commissioner shall propose an agenda for the approval of the Commission. Prior to its approval, the proposed agenda may be amended by a simple majority vote of the Commission. The proposed agenda shall require a simple majority vote for approval. After the agenda is approved, any item may be added to the agenda by a simple majority vote of the Commission, but no item may be removed or altered. The final agenda for a given meeting shall be made available according to Rule 619. The agenda for each meeting must include, but shall not be limited to, the following items:

- (1) Roll Call;
- (2) Initial Public Comment;
- (3) Approval of Agenda;
- (4) New Business; and
- (5) Final Public Comment.

(d) Minutes

The Administrative Commissioner, or another member of the Commission in the Administrative Commissioner's absence, shall be required to keep minutes of each meeting. The minutes from a given meeting shall be made available according to Rule

619. The minutes for each meeting must include, but shall not be limited to, the following items:

- (1) the list of present during roll call;
- (2) a paraphrased record of all public comments, including the name of the individual making each public comment;
- (3) a record of all motions made and votes taken; and
- (4) a record of which member made each motion and seconded each motion, and how each member voted, if a vote was taken.

(e) Public requirement

The Commission shall conduct its meetings in public, such that members of the public may come and go at any time during a meeting, except as provided by Rule 617(f).

(f) Executive session

By a simple majority vote, the Commission may enter executive session. During executive session, only the members of the Commission, along with any individuals specifically designated by a simple majority vote of the Commission, may observe the Commission's proceedings. No motions, other than a motion to exit executive session, may be made during executive session.

(g) Invalid Meetings

If the Commission significantly departs from any of the regulations found within Rule 617 with regard to any given meeting, such that the integrity of the meeting is substantially threatened, then that meeting, along with any and all decisions or actions made at that meeting, shall be deemed invalid.

- (1) Any significant stakeholder in the Commission may propose the meeting invalid, including, but not limited to:

- (i) President of the Student Association;
- (ii) Chair of the Program Board;
- (iii) President of Class Council;
- (iv) Elections Commissioner; and
- (v) The General Membership of the Joint Elections Commission

Following which a two-thirds vote of Commissioners present may deem a meeting invalid.

- (2) A two-thirds vote of Commissioners present may deem a meeting invalid.

618 - Student Office

For each academic year, the Joint Elections Commission will be provided a formal office by the Student Association record-keeping abilities and regular functions and operations.

619 - Record-Keeping

The Commission shall be required to keep and maintain all records, reports, forms and other documents related to student body elections. These records shall be kept in a manner that is

easily passed on year-to-year, and all physical records shall be stored in the Commission's student office. Physical records shall be stored in the Student Association offices whenever the Commission does not have a formal office of its own. All of the following records must be publicly retained online following the conclusion of an election cycle:

- (a) Verified election results for all races;
- (b) Campaign petitions, excluding students' GWID numbers and other personally identifiable information;
- (c) Individual campaign expenditure reports, excluding personal financial information;
- (d) Expenditure reports of the Commission;
- (e) Additional advisory opinions of the Commission;
- (f) Unsealed complaints, with appropriate names redacted; and
- (g) Agendas and minutes from all Commission meetings.

620 - Public Records

Except as otherwise stated by this Charter or by additional rule, any document kept and maintained by the Commission shall be made available online for public review within 24 hours of the Commission's receipt of the given document. These include, but are not limited to:

- (a) Any financial expenditure reports on behalf of elections campaigns, excluding personal financial information;
- (b) Any financial expenditure documentation on behalf of the Commission; and
- (c) Commission agendas and meeting minutes.

No document may be removed from the office of the Commission unless under the care and supervision of a member of the Commission or a staff officer. A copy of any public record may be made at the expense of the individual requesting the copy, but the original document must remain in the custody of the Commission. The following exceptions apply to this rule:

(a) Sealed Complaints

All complaints shall be immediately sealed as soon as they are officially filed. No sealed complaint shall be made available for public review at any time. A complaint shall only be unsealed if the Commission finds that there is probable cause to hold a violation hearing on the given complaint. Once a complaint is unsealed, it shall be made available for public review immediately.

- (1) All unsealed complaints will contain redacted names of all parties involved in the complaint, excluding that of the candidate and the filer.

(b) Fruits of Investigation

Any record, report, form, or other document acquired by the Commission, by the Chief Investigator, or by an Assistant Investigator in the course of an investigation shall be sealed. No such sealed document shall be made available for public review at any time. Documents which are sealed according to this section shall be made available for review according to Rule 678.

(c) Notice of Advisory Opinions and Rulings

The Commission shall distribute via email, at the time of their adoption, any advisory opinions and rulings to the President of the Student Association, the Chair of Program Board, the President of Class Council, and to all registered candidates in an election, and shall make available all such additional advisory opinions and rulings on its website and social media channels.

621 - Website

The Commission shall maintain a website for the publication of information concerning its activities. The domain of the website will remain unchanged, unless following a two thirds majority vote and notification to JEC-affiliated organizations. On its website, the Commission shall make available the following items, at a minimum:

- (a) a schedule listing all validly called meetings;
- (b) a schedule listing all relevant elections dates and deadlines;
- (c) methods by which the members of the Commission can be contacted, including a schedule of office hours;
- (d) a copy of this Charter;
- (e) copies of all pertinent documents and forms which may be submitted to the Commission, including the JEC logo for postering;
- (f) a list of candidates following verification;
- (g) a record of resulting penalties from violation hearings
- (h) items listed under "Record-Keeping" from past elections; and
- (i) any other items as required by this Charter, by additional rule, or by governing law.

622 - Electronic Accounts

The Commission shall create and maintain electronic accounts, such as email accounts and social media pages as it finds appropriate to carry out its duties. All official electronic correspondence from the Commission shall only come from the official non-GW email account of the Commission, unless for activities related to InfoMail advertisements.

Any Commission-related correspondence received to a personal email account or personal social media account shall be immediately forwarded onto the Commission's official account. The passwords, security questions and methods of access to all electronic accounts shall be set by the Commission, and transferred upon the transition of a new Commission by the Elections Commissioner.

623 - Investigation

The Chief Investigator shall be required to investigate any allegations made in any officially filed complaint, following finding of probable cause by the Commission. In the course of such an investigation, both the Commission and the Chief Investigator shall have the power to:

- (a) administer oaths or affirmations in any proceeding where such is required;

- (b) require by order that any candidate, or authorized agent thereof, give, under oath, testimony regarding any matter in the form of a deposition or sworn statement; and
- (c) require by order that any candidate, or authorized agent thereof, furnish any records, reports, forms, documents or other evidence as may be requested.

624 - Advisory Opinions

The Commission shall have the power to issue an advisory opinion regarding any rule or proceeding found within this Charter. In order to issue an advisory opinion, the Commission may choose to issue an opinion of its own with approval by a simple majority, or a candidate may first request an advisory opinion on a given rule or proceeding by email, public comment, or otherwise. Once a request has been made, at a scheduled meeting of the Commission, the Commission shall, by a simple majority vote, either deny the request, postpone a decision regarding the request, or adopt an advisory opinion clarifying the rule or proceeding. All advisory opinions shall be binding upon the Commission and shall be treated as having the same effect as a rule. Advisory opinions shall be made available according to Rule 620.

SECTION 3: ELECTIONS PREPARATION PROCEDURES

625 - Pre-Election

Prior to the commencement of the registration period, the Commission shall establish by rule a date for the general elections. The initial elections must be held in the month of March, with the publicity period beginning in February.

(a) Publicity Period

- (1) At least two weeks prior to the commencement of the candidate registration period, the Commission must contact all undergraduate and graduate GW colleges, CSE registered student organizations and student newsletters (i.e. First-Year-Informer (FYI), What's Happening at Mount Vernon (WHAMV), GW Infomail, VSTC, etc.) requesting for them to disseminate elections information in their communications. This information must include the following:
 - (i) Dates of candidate registration period;
 - (ii) Dates of open campaign period;
 - (iii) All dates, times and locations of pre-registration Information Sessions;
 - (iv) All dates, times and locations of candidate meetings following the registration period; and
 - (v) Date(s) of the elections.
- (2) Within ten class days prior to the beginning of the candidate registration period, the Commission will hold at least two elections information sessions providing information to potential candidates of the Student Association, Program Board, and Class Council elections. The Commission will provide information on each

body's functions and operations, as well as the opportunities to get involved and any necessary qualifications.

- (3) Within one week of the candidate registration, the Commission will hold at least one public event to publicize the upcoming elections. This event is expected to be held in Kogan Plaza, the Mid-Campus Quad, or District House.

(b) Registration Period

- (1) The Commission shall establish a 'registration period,' during which candidates shall be permitted to register for the elections. The length of the registration period shall be no shorter than four calendar days and no longer than seven calendar days. Once the registration period has ended, the Commission will no longer accept any candidate registration forms. The registration period may, at the discretion of the Commission, be extended for races in which there are fewer registered candidates than there are available seats.

626 - Disbursal of Information to Candidates

The Commission shall distribute the Election Manual to candidates at the times of the candidate's meetings in hard copy. The manual must be made publicly available on the JEC website. The manual shall not be used in place of this Charter, nor serve as a reference in any official capacity. The manual must include expectations of candidate conduct, relevant deadlines and timeline of the elections, with dates, times & locations, including details for:

- (a) Postering day;
- (b) Dorm-storming;
- (c) Dates of the campaign period;
- (d) Date(s) of the elections; and
- (e) Determination of results.

SECTION 4: ELECTIONS COMMISSIONER ELECTION PROCEDURES

627 - Qualifications

All enrolled students of The George Washington University shall be eligible to hold the office of Elections Commissioner, except those who:

- (a) Hold any other office of the Student Association, Program Board, or Class Council during term of office;
- (b) Are registered as a candidate for any other office in the elections administered by the Commission;
- (c) Would be engaged in a program of study abroad during the academic year of the term of office;
- (d) Have previously held the position of Elections Commissioner.

628 - Candidate Application

All qualified students will be allowed to apply for the position of Elections Commissioner.

Application registration shall proceed as follows:

(a) Application

Following the conclusion of the election, the Commission shall make available all forms relating to application, including a 'petition of support' according to Rule 620. Students shall apply by properly completing and submitting the application in person to the Commission prior to the conclusion of the registration period. The application must be open for a minimum of 10 days.

(b) Petition of Support

Candidates for **Elections Commissioner** shall be required to submit a petition of support that contains the valid signatures of 200 student members of the GW student body.

629 - Nomination and Selection

Following the conclusion of the application period, the Commission will review applications for the Elections Commissioner position and nominate candidate(s) to be confirmed by a two-thirds majority of the Student Association Senate. All qualified applicants must be reviewed by the Commission, with reviewal procedures coordinated by the current Elections Commissioner. Nominations can only advance from the Commission through a unanimous vote of members present.

631- The Application Period

The application period shall begin the day following the completion of general student body elections. All petitions and candidate eligibilities must have been verified by 48 hours following the application submission deadline, to be determined by the Commission.

SECTION 5: STUDENT ASSOCIATION ELECTION PROCEDURES

632 - Candidate Registration

In addition to the candidate registration procedure:

(a) Candidate Registration Form

By the first official day of the registration period, the Commission shall make available an official 'candidate registration form' according to Rule 620. Candidates shall register by properly completing the candidate registration form and submitting a copy of the form to the Commission prior to the conclusion of the registration period.

(b) Petition of Support

By the first official day of the registration period, the Commission shall make available an official 'petition of support'.

- (1) Candidates for the Student Association offices of **President** and **Executive Vice President** shall be required to submit a petition of support that contains the valid

signatures of 500 distinct students of the uniform constituency group that the candidate is seeking to represent.

- (2) Candidates for Student Association **Undergraduate Senator At-Large** shall be required to submit a petition of support that contains the valid signatures of 300 distinct students of the uniform constituency group that the candidate is seeking to represent.
- (3) Candidates for Student Association **Undergraduate Senator for the Columbian College of Arts and Sciences** shall be required to submit a petition of support that contains the valid signatures of 200 distinct students of the uniform constituency group that the candidate is seeking to represent.
- (4) Candidates for Student Association **Undergraduate Senator for the Elliott School of International Affairs** shall be required to submit a petition of support that contains the valid signatures of 150 distinct students of the uniform constituency group that the candidate is seeking to represent.
- (5) Candidates for Student Association **Undergraduate Senator for the School of Business** shall be required to submit a petition of support that contains the valid signatures of 100 distinct students of the uniform constituency group that the candidate is seeking to represent.
- (6) Candidates for all other Student Association **undergraduate senators** shall be required to submit a petition of support that contains the valid signatures of 20 distinct students of the uniform constituency group that the candidate is seeking to represent.
- (7) Candidates for all Student Association **graduate senators** shall be required to submit a petition of support that contains the valid signatures of 10 distinct students of the uniform constituency group that the candidate is seeking to represent.

(c) Ballot Statements

Each candidate shall be permitted to include a statement of no more than two hundred words on the ballot. Each candidate who wishes to include a statement shall submit their statement via a method set by the Commission, with a deadline set by the Commission prior to the beginning of the registration period.

(d) Validation

Within five class days of the conclusion of the registration period, the Commission shall determine the validity of each candidate registration form and petition of support. Any properly completed and properly submitted form or petition shall be deemed valid, and any form or petition which was not properly completed or properly submitted shall be deemed invalid. The Commission shall notify all candidates of the status of their registration through email once validation is complete.

(e) Slating

For no position(s) on the ballot of any JEC election shall slating be allowed. Slating shall be defined as two or more candidates running for positions, the same or different, contingent upon considering the candidates as a group rather than as individuals. Any candidates who share campaign materials, including but not limited to: posters, buttons, shirts, and palm cards, shall be considered to be slating. Candidates who appear jointly in photos may not endorse each other or make mention of support for the campaign of another. This section shall not apply to posters or banners produced by student groups endorsing candidates. Upon request through the complaint process, the Commission will have the discretion to determine whether candidates are engaged in slating.

633 - Withdrawal

In order to withdraw from an election, a candidate must submit to the Commission either a handwritten and signed notice of their intent to withdraw, or an email notice sent from the account listed on the candidate's official candidate registration form. In order to be removed from the ballot, notice of the withdrawal must be submitted before commencement of the voting period, during which time the Commission will make every effort to remove the candidate from the ballot. Candidates who withdraw after the commencement of the voting period will remain on the ballot.

634 - Announcement of Registered Candidates

Once the candidate registration and validation process is complete, the Commission shall publish on its website, and any other platform they deem necessary, a list of registered candidates by name and by office sought, and shall distribute this list to any media outlets who request it.

635 - The Campaign Period

The campaign period shall begin the day following the secondary candidate's meeting, so long as all petitions and candidate eligibilities have been verified. The campaign period shall end at the same time that the voting period is terminated. During the campaign period, and only during this period, candidates shall be permitted to distribute campaign material and hang posters, in accordance with all rules and regulations outlined in this charter.

- (a) In the event of a runoff election, the campaign period shall be extended until the end of the voting period. This extension shall only apply to those candidates who are in an electoral race to be decided in the runoff election.

SECTION 6: PROGRAM BOARD ELECTION PROCEDURES

636 - Candidate Registration

Candidate registration shall proceed as follows:

- (a) Candidate Registration Form

By the first official day of the registration period, the Commission shall make available an official 'candidate registration form' according to Rule 620. Candidates shall register by properly completing the candidate registration form and submitting a copy of the form to the Commission prior to the conclusion of the registration period.

(b) Petition of Support

By the first official day of the registration period, the Commission shall make available an official 'petition of support'.

(1) Candidates for the Program Board office of **Executive Chair** shall be required to submit a petition of support that contains the valid signatures of 250 distinct members of the GW student body.

(2) Candidates for Program Board office of **Vice Chair** shall be required to submit a petition of support that contains the valid signatures of 150 distinct members of the GW student body.

(c) Validation

Within five class days of the conclusion of the registration period, the Commission shall determine the validity of each candidate registration form and petition of support. Any properly completed and properly submitted form or petition shall be deemed valid, and forwarded to the Program Board Executive Board for further qualification as required by the Constitution and Charter of the Program Board. Any form or petition which was not properly completed or properly submitted shall be deemed invalid. The Commission shall notify all candidates individually, as well as the Program Board Executive Board collectively of the status of candidates' registration through email once validation is complete.

(d) Slating

For no position(s) on the ballot of any JEC election shall slating be allowed. Slating shall be defined as two or more candidates running for positions, the same or different, contingent upon considering the candidates as a group rather than as individuals. Any candidates who share campaign materials, including but not limited to: posters, buttons, shirts, and palm cards, shall be considered to be slating. Candidates who appear jointly in photos may not endorse each other or make mention of support for the campaign of another. This section shall not apply to posters or banners produced by student groups endorsing candidates. Upon request through the complaint process, the Commission will have the discretion to determine whether candidates are engaged in slating.

SECTION 7: CLASS COUNCIL ELECTION PROCEDURES

637 - Candidate Registration

(a) Candidate Registration Form

By the first official day of the registration period, the Commission shall make available an official 'candidate registration form' according to Rule 620. Candidates shall register

by properly completing the candidate registration form and submitting a copy of the form to the Commission prior to the conclusion of the registration period.

(b) Petition of Support

By the first official day of the registration period, the Commission shall make available an official 'petition of support'.

- (1) Candidates for the Class Council office of **President** shall be required to submit a petition of support that contains the valid signatures of 150 distinct members of the undergraduate student body.
- (2) Candidates for the Class Council office of **Vice President** shall be required to submit a petition of support that contains the valid signatures of 100 distinct members of the undergraduate student body.
- (3) Candidates for all Class Council offices of **Sophomore, Junior or Senior Representative** shall be required to submit a petition of support that contains the valid signatures of 50 members of the uniform constituency group that the candidate is seeking to represent.

(c) Ballot Statements

Each candidate shall be permitted to include a statement of no more than two hundred words on the ballot. Each candidate who wishes to include a statement shall submit their statement via a method set by the Commission, with a deadline set by the Commission prior to the beginning of the registration period.

(d) Validation

Within five class days of the conclusion of the registration period, the Commission shall determine the validity of each candidate registration form and petition of support. Any properly completed and properly submitted form or petition shall be deemed valid, and any form or petition which was not properly completed or properly submitted shall be deemed invalid. The Commission shall notify all candidates of the status of their registration through email once validation is complete.

(e) Slating

For no position(s) on the ballot of any JEC election shall slating be allowed. Slating shall be defined as two or more candidates running for positions, the same or different, contingent upon considering the candidates as a group rather than as individuals. Any candidates who share campaign materials, including but not limited to: posters, buttons, shirts, and palm cards, shall be considered to be slating. Candidates who appear jointly in photos may not endorse each other or make mention of support for the campaign of another. This section shall not apply to posters or banners produced by student groups endorsing candidates. Upon request through the complaint process, the Commission will have the discretion to determine whether candidates are engaged in slating.

638 - Withdrawal

In order to withdraw from an election, a candidate must submit to the Commission either a handwritten and signed notice of their intent to withdraw, or an email notice sent from the account listed on the candidate's official candidate registration form. In order to be removed from the ballot, notice of the withdrawal must be submitted before commencement of the voting period, during which time the Commission will make every effort to remove the candidate from the ballot. Candidates who withdraw after the commencement of the voting period will remain on the ballot.

639 - Announcement of Registered Candidates

Once the candidate registration and validation process is complete, the Commission shall publish on its website, and any other platform they deem necessary, a list of registered candidates by name and by office sought, and shall distribute this list to any media outlets who request it.

640 - The Campaign Period

The campaign period shall begin the day following the secondary candidate's meeting, so long as all petitions and candidate eligibilities have been verified. The campaign period shall end at the same time that the voting period is terminated. During the campaign period, and only during this period, candidates shall be permitted to distribute campaign material and hang posters, in accordance with all rules and regulations outlined in this charter.

- (a) In the event of a runoff election, the campaign period shall be extended until the end of the voting period. This extension shall only apply to those candidates who are in an electoral race to be decided in the runoff election.

SECTION 8: RULES AND REGULATIONS FOR CAMPAIGNS FOR ALL ELECTED POSITIONS

641- Overview

The section below will apply to all races directly voted upon by the student body, including all offices of the Student Association, and representatives for the Class Council. The section does not apply to positions internally elected upon by JEC-affiliated organizations.

642 - Candidates' Meetings

After the candidate registration process is complete, but before the commencement of the campaign period, there shall be an official candidates' meeting for any student registered to run for an elected position. Notice of the date, time and location of the candidates' meeting shall be sent via email to each registered candidate. In order to be eligible for the the election, each candidate must physically attend the official candidate's meeting or the secondary candidate's meeting. If a candidate is unable to attend, they may send an authorized agent in their place. The candidate must inform the Commission of their designated authorized agent before the commencement of the candidates' meeting. In addition to any other activity prescribed by the

Commission, the ballot order shall be determined at the official candidate's meeting in accordance with Rule 640.

643 - Determination of Ballot Order

The ballot order for each electoral race shall be determined by random drawing. The Commission may choose the manner of the drawing, so long as it is random. The drawing shall be done at the official candidates' meeting, and anyone in attendance shall have the right to observe the drawing. The ballot order will be shared with those candidates who attend the secondary candidate's meeting, but may not be changed.

644 - Postering Day

Procedures

The first day of the campaign period shall be called 'postering day'. Postering day shall proceed as follows:

- (a) Immediately preceding the commencement of the campaign period, all candidates and authorized agents may gather in either Kogan Plaza on the Foggy Bottom campus, or around the central fountain on the Mount Vernon Campus.
- (b) All candidates and authorized agents who will be participating in postering day must place a name tag on the back of their upper right shoulder for the duration of postering. This nametag must clearly identify the name of the candidate whom the individual represents.
- (c) All candidates and authorized agents participating in postering day shall be required to remain within an area defined by the commission until informed by the Commission that the campaign period has begun.

645 - Dorm-Storming

Campaigning in residence halls shall be known as 'dorm-storming.' All candidates shall adhere to the dorm-storming regulations as issued by the Commission in conjunction with GW Housing. The Commission shall adopt all GW Housing dorm-storming regulations as an advisor opinion and determine at what times candidates are allowed to dorm-storm.

646 - Referendums/Ballot Initiatives

All JEC-affiliated organizations may place a ballot initiative to be voted upon the entire student body during the general student body elections, and the Student Association may place referenda. Ballot initiatives/referenda will be placed on the ballot through the following procedures:

- (a) A two-thirds vote of the Student Association Senate membership;
- (b) Unanimous vote of the membership of the Program Board Executive Board; or
- (c) Unanimous vote of the membership of the Class Council Executive Board.

Ballot initiatives/referenda may also make the ballot through a petition signed by ten percent of the verified student body.

To be placed on the ballot during the general student body elections, any of the procedures of Rule 646 must occur prior to the end of the candidate registration period.

647 - Ballot Content

All balloting shall be conducted online through a voting system administered by The George Washington University. Each uniform constituency group shall have its own unique ballot. The content of each ballot shall be as follows:

(a) Electoral Races

Electoral races for the Student Association shall appear first on the ballot. The electoral races for the Student Association shall be listed in the following order: President, Executive Vice President, At-Large Senator, and school-specific Senator for the given uniform constituency group as determined by Rule 640. The Class Council races shall appear second in the order determined by Rule 640. If there are any additional electoral races not listed in this section, the Commission shall determine their position on the ballot.

(b) Ballot Initiatives

If any ballot initiative or referendum is to be included on the ballot, it shall precede any electoral race. If multiple ballot initiatives or referenda are to be included, the Commission shall determine their order randomly.

(c) More Candidates than Seats

In those elected races in which there are a greater number of candidates than there are available seats, the registered candidates shall be listed on the ballot in order as determined by Rule 640. Alongside the registered candidates, a space or spaces for write-in voting will be available for each elected seat.

(d) Equal or Fewer Candidates as Seats

In those elected races in which there are an equal or fewer number of candidates as there are available seats, the registered candidates shall appear on the ballot for their race. Alongside the registered candidates, a space or spaces for write-in voting will be available for each elected seat.

648 - Voting

All matriculated students at The George Washington University shall be qualified voters. All qualified voters shall be permitted to vote only on those electoral races and ballot initiatives for which the voter's uniform constituency group is eligible to vote. At least seven days of the elections, the Commission must communicate to all potential voters information regarding the elections, including but not limited to:

(a) Through what medium voting will be conducted, specifically the website domain;

- (b) What credentials are required to cast a ballot;
- (c) What ballot initiatives (if any) will be included;
- (d) How to vote for candidates; and reasonable accommodations made available for students with disabilities in compliance with ADA Standards and any other applicable regulation; and
- (e) How results will be determined.

Voting will be conducted through the ballot in the following manner:

- (a) Voters shall vote via a ranked choice system for each seat or set of seats. Each voter may rank their candidate choice in descending order from most (1) to least preferred (equal to the number of candidates, both registered and non-registered through write-in). Voters will have the option to rank as many candidates as offered on the ballot, without a mandate to rank all candidates offered or rank any candidates at all.

Voting of candidates running for all Program Board positions will be coordinated by the Program Board Executive Board as required by their Constitution and Charter.

649 - Non-Registered Candidates

Non-registered candidates may be elected by write in voting, as long as they have not received more than 3 penalties through the violation process. Non-registered candidates shall be required to follow all campaign rules and regulations as outlined in this Charter. Non-registered candidates can be voted upon via write-in option on the ballot, but are barred from any of the following functions promoting their candidacy during the open campaign season:

- (a) Postering;
- (b) Participation in JEC sponsored town halls or debates as a candidate;
- (c) Distribution of physical campaign materials; and
- (d) Dorm storming.

If a non-registered candidate is elected to office, the Commission must notify the candidate of their election to the seat. The non-registered candidate shall have the option to accept or decline their seat. The non-registered candidate shall have four class days to notify the Commission of their decision, after which the seat shall be automatically declined. The Commission will then offer the seat to the candidate whose votes were most recently redistributed to the elected candidates for that seat.

650 - Determination of Results

The results of any election, ballot measure or referendum shall be determined as follows:

- (a) Races For One Seat

For electoral races in which only one seat is available, the candidate in the given electoral race who receives over 50% of the “first choice” votes shall win. If no such candidate surpasses the majority vote threshold, the candidate with the lowest number of “first choice” votes will be taken out of consideration, and all voters who chose said candidate will then have their “second choice” votes counted towards the remaining candidates. If

any candidate at this point surpasses the 50% threshold, they shall win. If no candidate yet receives 50% of the votes, the process of taking out the candidate with the lowest number of votes and redistribution of ranked votes will be repeated until a candidate surpasses the 50% threshold.

(b) Races For Multiple Seats

- (1) For electoral races in which multiple seats are available, the “first choice” votes shall be counted first. A winning percentage of the vote for a candidate to win a seat shall be defined by $100\%/x$, where x is the number of seats available in an election. If any candidate passes this percentage threshold in “first choice votes”, they will immediately win a seat, and promptly be taken out of consideration.
- (2) Following this removal of victorious candidates, the voters who chose the victorious candidates will then have their “second choice” votes counted towards the remaining candidates. If any candidate(s) surpasses the given percentage threshold for the race, they are then awarded a seat.
- (3) If, following the process of 650(a)(2), no candidate surpasses the given threshold defined in 650(a)(1), then the candidate with the lowest number of votes will be taken out of consideration, and their votes reassigned to their respective next “choice”.
- (4) The processes of taking out candidates surpassing the given percentage threshold, and appropriate reassignment, then removal of candidates with lowest vote totals will repeat in that order until all seats are filled with candidates that surpassed the given threshold.
- (5) If a situation arises at any stage of determination in Rule 650(b) where more candidates surpass a given threshold than there are seats available, the remaining seats will be won by the respective candidates with the largest percentage of the vote.

(c) Tie Votes

A runoff election is required if:

- (1) There is a tie vote between candidates in an electoral race in which only one seat is available, such that no candidate receives a majority of the vote; or
- (2) There is a tie vote between candidates in an electoral race in which multiple seats are available, such that the number of candidates equal to the number of available seats receiving the greatest number of votes cannot be determined, a runoff election between the tying candidates shall be required.

(d) Ballot Initiatives

For ballot initiatives, whatever option wins a plurality of the vote shall win.

651 - Runoff Elections

If a runoff election is required, it shall be held within seven days of the general election's conclusion, with voting occurring over 12 hour period. No write-in votes shall be permitted during any electoral race in a runoff election.

652 - Release of Results

No later than 5:00 PM on the day following the elections, the Commission shall publish a report listing the uncertified results of the elections. This report shall state, at a minimum:

- (a) the total "first choice" votes cast for each candidate in each electoral race, the vote counts as emerged through the ranked choice voting distribution, and the total vote counts for elected candidates;
- (b) the total votes cast for each position on a ballot measure or referendum included in the elections;
- (c) which candidates have been elected, which are tied, and which shall be candidates in a runoff election; and
- (d) which initiatives shall be adopted and which shall be denied. If the report should change for any reason, the Commission shall update the report. The Commission shall make this report available on its website.

653 - Certification

After the tabulation of all votes for any electoral race, ballot measure or referendum in a given election, the Commission shall certify the results of the given election, with the reference of the Student Court, and shall publish a report of certified results within a week of the given election. The Commission shall make this report available on its website. After results are certified, such certification may not be undone by any authority, official, individual, or body.

SECTION 9: CAMPAIGN RULES AND REGULATIONS

654 - Purpose

These campaign rules and regulations are hereby established to ensure the fairness and integrity of every election, to provide each candidate with a reasonable opportunity to disseminate their message to the public, and to promote the interest and participation of the student body in the elections process. These campaign rules and regulations shall be intended to restrict only that activity which is meant to advance or inhibit a candidacy, or which tends towards that end, but not that activity which is by nature neutral, impartial, and lacking in effect.

655 - Dispute and Violation Resolution

- (a) Duty of Commissioners

These campaign rules and regulations shall be enforced by all commissioners. Subject to all other sections in this rule, commissioners may endeavour resolve potential disputes

and violations without the filing an official complaint and within reason to exhaust all available methods of dispute resolution before pursuing formal procedures.

(b) **Methods of Resolution**

Methods of dispute resolution available to commissioners may include, but are not limited to:

- (1) Advising a candidate on a lawful course of action;
- (2) Mediating or negotiating disputes between candidates;
- (3) Notifying a candidate of pertinent rules or regulations; and
- (4) Actively resolving an issue for a candidate, insofar as it is reasonable, lawful, and not unduly burdensome to do so.

(c) **Resolution Not Binding**

Though a commissioner may consult with a candidate about a potential violation before filing a complaint, the advice given by the commissioner shall not be binding on the Commission, and no defense in a violation hearing which argues reliance on the advice of a commissioner shall be entertained.

(d) **Limitations of Dispute Resolution**

The duties imposed by this rule upon the commissioners shall not be interpreted by candidates as a license to freely violate campaign rules and regulations with the assumption that such violations will be resolved by commissioners without sanction. Candidates are assumed to know every rule, regulation, ruling, and advisory opinion, and must exercise their own best judgment while engaged in campaign activity.

656 - Unrestricted Activity

Except as otherwise stated by this Charter, by additional rule, or by governing law, the Commission shall not restrict the following:

- (a) Any solicited conversation, in person or otherwise;
- (b) Any solicited distribution of campaign material either in person or online; and
- (c) The right of candidates to make available and distribute any campaign material to the public, so long as the material is not forcefully distributed, and so long as the availability and distribution of the material conforms to all other rules in this Charter.

657 - Campaign Budgets/Spending Limits

No campaign shall make an aggregate expenditure on behalf of their candidacy in excess of the following limits:

- (a) \$300 for candidates for Student Association President and Student Association Executive Vice-President;
- (b) \$150 for candidates for Student Association At-Large Senate seats;
- (c) \$100 for candidates for all other Student Association Senate seats
- (d) \$50 for candidates running for Class Council Representative positions, or any other unspecified directly elected positions of a JEC-affiliated organization; and

- (e) If a runoff election is required, each candidate in the runoff election shall be permitted to spend up to \$100 total on expenses for the entire runoff election.

658 - Sponsored Printing of Posters

- (a) Free printing will be available through the Student Association for all candidates in elected races. This waiving of fees will include paper and other printing materials to be provided by the Student Association. Posters can only be printed for candidates following candidate verification. Posters must comply with Rule 661. No candidates may print posters through Student Association in excess of the following limits:
 - (1) 45 posters for candidates for Student Association President and Student Association Executive Vice-President.
 - (2) 32 posters for candidates for Student Association At-Large Senate seats.
 - (3) 24 posters for candidates for all other Student Association Senate seats.
 - (4) 20 posters for candidates for Class Council Representative, or any unspecified directly elected position within a JEC-affiliated organization.
- (b) Free printing opportunities must be disseminated to candidates through means including but not limited to: pre-elections Information Sessions, Candidates' Meetings, and the Elections Manual.

659 - Financial Expenditure Report

- (a) Reporting, Submission, and Public Dissemination

For each election, each candidate listed on the ballot, including those who are running unopposed or spend no money, shall be required to submit a 'financial expenditure report' to the Commission, either in person or by email to the Commission. The Commission shall make available on its website an official financial expenditure report form before the commencement of the campaign period. The 'financial expenditure report' must list all goods and services acquired by the candidate which were intended to advance or inhibit a candidacy or which tend towards that end.
- (b) Actual Value

Any good or service actually purchased or paid for by the candidate for their campaign shall be reported at the actual value expended by the candidate for the given good or service. Candidates must provide receipts in person or via email to prove the actual value of each good or service purchased or paid for. If the Commission requests such, the candidate must provide the original receipt(s) in person.
- (c) Exemptions

The following items shall not be included as part of a candidate's aggregate expenditure, so long as they are not distributed to individuals other than a candidate and their authorized agents, and so long as they are not used in such a manner that they, alone or combined, constitute campaign material:

 - (1) Tape;

- (2) Writing utensils;
- (3) Paper; and
- (4) Notebooks.

660 - Donations

For each election, each candidate listed on the ballot shall be required to submit a 'donation list', containing a list of individuals who have made a donation to their campaign. Candidates who received no donations are still required to submit this list to the Commission. The Commission shall provide this form on its website prior to the registration period, with the form including the following sections:

- (a) Names;
- (b) The amount of the financial donation; and
- (c) The date the contribution was made.

661 - Reporting Requirements

All candidates must submit a financial expenditure report and a donations list by 5:00 PM on the day following any given election. The Commission shall make any financial expenditure report and donations list on behalf of elections campaigns available as detailed by Rule 620. Published documents will not contain any individual's personal financial information, excluding values of campaign expenditures.

662 - Postering Regulations

(a) Locations

Candidates may only place posters in the following public locations:

- (1) The exterior of the Marvin Center on the H Street side;
- (2) The exterior of the Academic Center buildings;
- (3) The exterior of any building facing University Yard, but not the Law School or Textile Museum; and
- (4) The exterior of Ames Hall on the Mount Vernon campus.

(b) Individual Poster Restrictions

- (1) No poster may exceed 18 inches by 12 inches.
- (2) No group of posters may constitute one contiguous image greater than the above size requirements.
- (3) No poster may be affixed to any window, door, awning, rail, rack, post, handle, or temporary structure.
- (4) No poster may be placed in such a way that it blocks any sign.
- (5) No candidate may place either tape or a poster over another candidate's previously affixed poster such that the previously affixed poster is obscured in any meaningful way.

- (6) No candidate may place a poster inside any University residence hall or townhouse, except that students shall be permitted to place posters within their dorm room and on any window or door belonging to that room.

(c) Quantity

Candidates for:

- (1) Student Association President and Executive Vice President may hang as many as, but no more than, 10 posters in each of the four permitted posting locations listed in Rule 661(1), for a total of 40 posters throughout campus.
- (2) Student Association At-Large Senate seats may hang as many as, but no more than, 7 posters in each of the four permitted posting locations listed in Rule 661(1), for a total of 28 posters throughout campus.
- (3) All other directly elected offices may hang as many as, but no more than, 5 posters in each of the four permitted posting locations listed in Rule 661(1), for a total of 20 posters throughout campus. These office include, but are not limited to, all remaining Student Association Senate seats, and Representative seats for Class Council.

663 - Registration of Campaign Material

Before a candidate running for an elected seat may distribute or make available any item that qualifies as campaign material, the candidate must register the item with the Policy Commissioner. To register an item, the candidate shall submit one proof copy either in person or via electronic submission of the item to the Commissioner email. This material must visibly include the JEC logo. If a member of the Commission or any other staff officer becomes aware of unregistered campaign material being distributed or made available, a request to register the campaign material in question shall be sent via email to the candidate who owns the unregistered campaign material. The candidate shall be granted a period of 24 hours from the time of the request to register the campaign material before becoming liable for a violation of Rule 662. Candidates shall not be required to register any website, social networking group, or other Internet campaign tool.

664 - Unlawful Distribution of Campaign Material

(a) Before Campaign Period

No candidate, or authorized agent thereof, may distribute or make available any campaign material prior to the commencement of the campaign period. This section shall not apply the creation or availability of any website, social networking group, or other Internet campaign tool, nor shall it apply to any verbal statement of a candidate's intent to seek office or any attempt by a candidate to complete a petition of support.

(b) Material Not Registered

No candidate, or authorized agent thereof, may distribute or make available any campaign material that has not been registered with the Commission within twenty-four hours of the transmission of notice in accordance with Rule 641.

(c) Within University Buildings

No candidate or authorized agent thereof may, within any University building, distribute, attempt to distribute, or make available any campaign material, unless such material is solicited.

(d) Forceful Distribution

No candidate or authorized agent thereof may, on any University campus, distribute, or attempt to distribute, any campaign material against the will of the intended recipient, once the intended recipient has communicated their unwillingness to receive the material.

(e) Restricted Zones

No candidate or authorized agent thereof may distribute, attempt to distribute, or make available any campaign material in zones which are designated as restricted by the Commission.

(f) Electronic Communications

(1) Pictures

Any use by a candidate of another student in any photo or video, for the purposes of aiding the candidate's campaign, shall only be allowed with either the verbal or written consent of the student.

(2) Academic Systems

No university academic system, such as Blackboard, may be used to promote, aid, or advertise any campaign. This shall include mass emails to classes.

665 - Endorsements

If a student group chooses to endorse a candidate, the candidate shall be held responsible for all activities of the endorsing student group in regards to activities which are intended to advance or inhibit a candidacy, or tends towards that end.

Endorsing student groups are permitted to:

- (a) If applicable, display one additional candidate poster per candidate endorsed within the Marvin Center, so long as it is located on space belonging to the endorsing student group's office and complies with the poster regulations; and
- (b) Engage in any other activity by the student group which reasonably affects only the members of that same group, such as the sending of an electronic communication to all group members, on the principle that all members of a given student group implicitly solicit campaign material about the endorsed candidate from the student group in which they hold membership.

666 - Unlawful Use of Resources and Spaces

(a) No candidate, or authorized agent thereof, shall use any resource of the University, including any student organization, which is of monetary value, for their campaign, except student organizations who wish to provide such to endorsed candidates. Such resources shall be subject to reporting under Rule 659.

(1) Excluded from unlawful use will be any printing within the threshold for all elected candidates under Rule 656

(b) No candidate, or authorized agent thereof, shall use any office space or conference room in the Student Advocacy center.

(c) No candidate shall use the listserv of any organization of which they are involved with for self-promotion. Only the organization can promote the individual's candidacy by way of endorsement.

667 - Disruption of a University Function

No candidate, or authorized agent thereof, may, in the course of campaigning, disrupt any academic function of The George Washington University.

668 - Destruction of Property

No candidate, or authorized agent thereof, may, purposely deface, destroy or remove any campaign material belonging to another candidate.

669 - False Statements

No candidate, or authorized agent thereof, may, in any matter within the jurisdiction of the Commission or of the Student Court, knowingly and willfully:

(a) falsify, conceal, or otherwise cover up by any trick, scheme or devise a material fact;

(b) make any materially false, fictitious, or fraudulent statement or representation; or

(c) create or use any false writing or document, knowing that the writing or document contains any materially false, fictitious, or fraudulent statement or entry.

670 - Obstruction

Candidates, and authorized agents thereof, should be kind and courteous during any meetings of the Commission which they attend. The following activities are considered obstruction:

(a) No candidate may engage in disorderly, contemptuous, or insolent behavior so as to interrupt or delay a meeting of the Commission.

(b) No candidate, or authorized agent thereof, may engage in behavior intended to disrupt, interrupt or obstruct any member of the Commission or any staff officer in the pursuit of their official duties.

671 - Impersonation

No candidate, or authorized agent thereof, may falsely assume or pretend to be a member of the Commission, an officer under acting under the authority of the Commission, or any other individual acting under the authority of JEC-affiliated organization.

672 - Bribery

No candidate, or authorized agent thereof, shall confer, or offer to confer, any benefit upon any commissioner, staff officer, or Student Court justice with the understanding that the benefit will influence any commissioner, staff officer or Student Court justice in the discharge of their official duties.

673 - Tampering

No candidate, or authorized agent thereof, shall engage in tampering. These acts are considered tampering:

(a) Witness

Attempting to induce or affect the person to avoid the proceeding or to give a false statement, knowing that a person may be a witness in a proceeding of the Commission or of the Student Court.

(b) Evidence

Willfully concealing, removing, or destroying any official record, report, form or other document which is in the custody of the Commission.

674 - Failure to Comply

All candidates, and authorized agents thereof, shall be required to comply with the rules and regulations of this Charter, all advisory opinions and rulings, and all governing laws. No candidate may intentionally disobey or resist a lawful process of the Commission.

675 - Attempted Violation

All rules and regulations which restrict the conduct of a candidate, and authorized agents thereof, shall also restrict the attempted conduct of a candidate, and authorized agents thereof. Failure to succeed in an attempt to violate any rule or regulation shall not constitute a valid defense of an individual's conduct.

676 - Authorized Agent Liability

Each candidate shall be liable for all actions carried out by their authorized agents. Wherever this Charter, advisory opinion, restricts the actions of a candidate, so too shall the actions of any authorized agents thereof be restricted.

SECTION 10: VIOLATION PROCEDURES

677 - Complaint

(a) Complaint Form

The Commission shall create and make available on its website an official ‘complaint form’.

- (1) This complaint form will guarantee, in writing, the confidentiality of individuals that are not the candidate associated with the campaign involved or the complainant. All names outside the the individual filing the complaint, the complainant, or the candidate accused must be redacted before being published.
- (2) This complaint form will list each element necessary to file a complaint accurately including:
 - (i) Specific reference to the Rule of the Commission Charter violated;
 - (ii) A brief explanation of the alleged incident including the time, place, and location of the incident as well as at least one witness to the incident. This witness may be the complainant; and
 - (iii) Evidence pertaining to the matter.
- (3) This complaint form will require the complainant to sign a statement acknowledging that all allegations made in the complaint are true and accurate to the best of their knowledge.
- (4) This complaint form must be sent to the email addresses of both the Commission and the Chief Investigator.

(b) Filing a Complaint

In order to file a complaint, the complainant must properly complete the complaint form and must submit the complaint form to the JEC email. Any person who wishes to file a complaint must file said complaint within three calendar days of observing the violation, unless incapacitated or incapable, or else the Commission shall not accept the complaint.

- (1) The complainant may, and is encouraged to, submit any evidence with the complaint form, ex. pictures of the alleged violation of the rule.
- (2) If a commissioner or the Commission is aware of a violation of this Charter, a commissioner may submit a complaint to the JEC email. This complaint will be treated the same as any other complaint.

(c) The Commission will refer every complaint received to the Chief Investigator. The Chief Investigator will verify that a complaint is complete, determine the validity of that complaint, and produce a written recommendation regarding the complaint that will be presented to the Commission. These proceedings must occur prior to the twelve-hour period preceding the Probable Cause Hearing.

(d) For violations of policies not maintained by the Commission, the complainant may be referred to the appropriate judicial authority. This includes but is not limited to violations of:

- (1) The George Washington University Student Code of Conduct;
- (2) Any applicable rules and regulations of The George Washington University; and
- (3) Any applicable local, state, and federal laws.

(e) Non-Registered Candidates

The Commission shall accept complaints against non-registered candidates, and hold probable cause hearings for them even if they are not expected to be on the ballot.

678 - Probable Cause Hearing

Within three calendar days of the transmission of a complaint form to the Chief Investigator and Commission, there shall be held a probable cause hearing for the given complaint.

(a) The probable cause hearing will be limited to the Elections Commissioner, General Membership, the Chief Investigator, and the Student Association Vice President for Judicial and Legislative Affairs. With a majority vote of the General Membership, the Commission may allow staff officers to remain present during the hearing. Failure to comply with all rules regarding probable cause shall constitute reversible error sufficient to invalidate a complaint.

(b) Procedure

At the probable cause hearing, the Chief Investigator will present the Commission with their written recommendation.

(c) Findings

The Commission will vote on the recommendation of the Chief Investigator and a vote must be sustained by a simple majority present.

(d) Burden of Proof

The Commission shall only find probable cause when there is sufficient evidence to establish a reasonable likelihood of success in proving each and every element of the violation provided below by a preponderance of the evidence. The evidence must prove:

- (1) The candidate, or an authorized agent thereof, violated a rule or regulation in this Charter, an advisory opinion, or governing law, for which a penalty may apply;
- (2) The candidate's violation is likely to have a material effect on the elections, meaning that the violation advanced or inhibited a candidacy, or tended towards that end; and
- (3) In any hearing held pursuant to a complaint filed by a commissioner, the commissioner complied with all of the requirements of Rule 653 prior to filing the complaint.

679 - Indictment

If, after a probable cause hearing, the Commission determines that probable cause exists, the Commission shall immediately issue an indictment. The Commission shall send the indictment to the indicted candidate within three hours of the determination of probable cause. Contents of each indictment shall contain:

- (a) The name of the candidate being indicted;

- (b) A complete list of counts for which the candidate is indicted, including the rule, section and subsection of this Charter, the advisory opinion, or governing law, which the candidate is alleged to have violated;
- (c) The contact information for the Chief Investigator, and an Assistant Investigator if applicable, in order to arrange for discovery; and
- (d) The date, time and tentative location of the candidate's violation hearing.

680 - Prior to a Violation Hearing

Within three days of the probable cause hearing from which an indictment is produced, the Commission will schedule a violation hearing for all parties involved in complaints deemed valid. This violation hearing must be scheduled within twenty-four hours of the indictment. When scheduling a violation hearing, the Commission shall inform the complainant and the indicted candidate of the date, time and location of the hearing. The indicted candidate will be provided with a copy of the complaint from, any evidence submitted along with the complaint, and a copy of the Chief Investigator's written recommendation to the Commission.

The indicted candidate must provide all evidence in their defense, including a list of expected witnesses, to the Chief Investigator at least twelve hours prior to the violation hearing. If any evidence is discovered after the twelve-hour deadline, it shall be made available to the opposing party immediately. Admissibility for evidence submitted following this deadline, including additional witnesses, shall be up to the discretion of the Elections Commissioner and Chief Investigator.

Upon receiving the list of witnesses from the all parties involved, the Chief Investigator must contact all witnesses prior to the violation hearing to detail their role in the process.

Additionally, at least six hours prior to the violation hearing, the Chief Investigator must disclose any evidence gained during their investigation to the candidate. The Chief Investigator must also disclose any evidence to be used in defense of the candidate to the complainant. Any evidence not disclosed to the candidate and/or the complainant will not be admissible during the hearing.

681 - Violation Hearing

(a) Oversight

All violation hearings must be held in public. However, the date, location, and time of the hearing may only be made available by request to anyone excluding the parties themselves. Two-thirds of General Membership will constitute quorum for a violation hearing.

(b) Procedure

The Elections Commissioner shall preside over all violation hearings and shall ensure that the proper procedures are followed. The Administrative Commissioner will be

required to take minutes for the hearing and is expected to supplement their notes with audio recording. Violation hearings shall proceed in the following order:

- (1) The Chief Investigator shall give a statement of the charge.
- (2) The Chief Investigator's case-in-chief shall begin, during which the Chief Investigator may call and question witnesses and present evidence.
- (3) The defendant or their counsel shall be permitted to cross examine any witness called by the Chief Investigator. Redirect and recross examinations shall be permitted at the discretion of the Chair.
- (4) Once the Chief Investigator has rested their case-in-chief, the indicted candidate's case-in-chief shall begin, during which the indicted candidate or their counsel may call and question witnesses and present evidence.
- (5) The investigator shall be permitted to cross-examine any witness called by the defendant or his counsel. Redirect and recross examinations shall be permitted in the discretion of the Chair.
- (6) The Chief Investigator shall give a closing argument not to exceed three minutes.
- (7) The indicted candidate or their counsel shall give a closing argument not to exceed three minutes.
- (8) The Chief Investigator may give a rebuttal not to exceed one minute.
- (9) The members of the Commission shall have the right to question, at any time, any witness called to testify. The members of the Commission shall also have the right to question the Chief Investigator and indicted candidate and their counsel.
- (10) Following any violation hearing or following any set of violation hearings as the Commission may prefer, the Commission shall close the meeting to all except itself and shall begin deliberation.
- (11) Following deliberation, the Commission shall reopen the meeting and shall announce the results of each count in each indictment.

(c) Burden of Proof

The Commission shall only find a candidate in violation when the Chief Investigator has proven each and every element of the violation under Rule 676(d) by a preponderance of the evidence.

(d) Ruling Criteria

When the hearing has ended, the Commission shall recess and deliberate. All votes shall be decided by a majority vote. The ruling for each charge shall be given in the following form:

- (1) Alleged Violation
- (2) Verdict
- (3) Imposed Sentence

(e) Voting Threshold

A candidate shall only be found in violation if a simple majority vote of the total Commission membership finds them guilty upon a preponderance of the evidence.

(f) Disclosure

Should the candidate be found in violation, the Commission must notify the candidate in writing. Additionally, Elections Commissioner must make a public statement releasing information regarding the filed violation, the verdict with appropriate evidence, and the determined sentence. The public statement can only be made between twenty-four and thirty-six hours following the decision, allowing the candidate time to appeal the decision if they so choose. Should an appeal be made to the Student Court within the time allotted, no statement shall be made until the final deliberation of the Student Court. All other disclosure of matters regarding the hearing is at the discretion of the Commission.

682 - Sentencing

If a candidate is found in violation of this Charter, for each count that the candidate is found in violation, they shall receive, for a violation of:

- (a) Rule 657,
 - (1) two (2) penalties for between 0% and 4.99% over the limit;
 - (2) three (3) penalties for between 5.0% and 9.99% over the limit;
 - (3) four (4) penalties for between 10% and 14.99% over the limit; and
 - (4) six (6) penalties for greater than 15% over the limit.
- (b) Rule 659, one (1) penalty per item missing a receipt.
- (c) Rule 659, one (1) penalty per item missing proof.
- (d) Rule 659, one (1) penalty per class day that the report is late.
- (e) Rule 662, one (1) penalty per poster in violation.
- (f) Rule 664, one (1) penalty.
- (g) Rule 664(f) (1 and 2), two (2) penalties per instance where consent is not given.
- (h) Rule 666, two (2) penalties.
- (i) Rule 667, two (2) penalties.
- (j) Rule 668, two (2) penalties per incident of destruction.
- (k) Rule 669, three (3) penalties.
- (l) Rule 670(a), three (3) penalties.
- (m) Rule 670(b), six (6) penalties.
- (n) Rule 671, six (6) penalties.
- (o) Rule 672, six (6) penalties.
- (p) Rule 673, six (6) penalties.
- (q) Rule 674, if because of a failure to comply with Rule 624, three (3) penalties.
- (r) Rule 674, if because of a failure to comply with Rule 628(e), two (2) penalties.
- (s) Rule 674, if because of a failure to comply with Rule 642, two (2) penalties.
- (t) Rule 674, if because of a failure to comply with Rule 644, two (2) penalties.
- (u) Rule 674, if because of a failure to comply with Rule 645, two (2) penalties.
- (v) Rule 674, due to any reason not otherwise listed under Rule 682, one (1) penalty.

683 - Sentencing via Ballot Content

All candidates sentenced to a penalty, but not disqualified from their election, will have their penalty totals featured on the ballot alongside their candidacy. With their total penalty number will be a delineation of which bylaws were violated. For penalties that are distributed within a day of, or during the election period the Commission shall attempt to feature such on the ballot, but cannot guarantee of featuring such penalties due to their untimely distribution.

684 - Disqualification

- (a) Any registered candidate who accumulates six or more penalties during a given elections period shall be disqualified, and the Commission shall issue the candidate an order of disqualification. Such an order shall remove the candidate from the ballot, invalidate their election to office, and render the candidate ineligible to be elected to any office during the election year in which they were disqualified.
- (b) If winning an election via write-in vote, any non-registered candidate who accumulated three or more penalties during a given elections period will be barred from taking office.

685 - Right to Counsel

Any candidate shall have the right to appoint any one enrolled student of the University to serve as their counsel in any matter before the Commission. In order to appoint counsel, a candidate must submit, in person, a handwritten and signed notice identifying the individual being appointed. Counsel shall be considered an authorized agent and shall have the power to exercise any right, responsibility or duty otherwise retained by the candidate whom counsel represents.

686 - Appellate Jurisdiction

The Student Court shall exercise final jurisdiction over all appeals of decisions of the Commission.

687 - Appeal Process

A decision of the Commission may be appealed to the Student Court within 48 hours from the time the email was sent to notify them. Otherwise, the decision of the Commission shall prevail. The appealing parties shall be limited to the complainant and the defendant involved in the original complaint.

(a) Filing an Appeal

The party appealing shall file a complaint with the Student Court stating the grounds of appeal.

(b) Hearing

The Student Court shall determine whether all criteria for filing have been met within 24 hours. If the Student Court determines that all criteria has been met, then a hearing shall be scheduled. The defendant, complainant, members of the Commission, and members of

the Student Court shall be provided with a copy of the appeal complaint along with a notice of the date, time, and place of the hearing.

(c) Procedure

The procedure of the appeal will be conducted according to the bylaws of the Student Court.

688 - Standard of Review

The Student Court must affirm any decision of the Commission unless it is found to be arbitrary and capricious, an abuse of discretion, or otherwise not in accordance with governing law.

689 - Judicial Remedy

Among all other powers retained by the Student Court, if the Student Court overturns any decision of the Commission, the Student Court may:

- (a) issue an order reopening a time-limited process;
- (b) issue an order to remand;
- (c) issue an order vacating any decision of the Commission;
- (d) issue a preliminary or permanent injunction against the proscription of any rule by the Commission which is in violation of this Charter or governing law; and
- (e) issue an order vacating the results of any election, and may, but need not, issue an additional order calling for a new election.

SECTION 11: CONSTRUCTION

690 - Enactment

This Charter and any amendments shall not be enacted until all JEC-affiliated organizations have approved it through their respective legislative processes, with all amendments originating in the Student Association Senate. Any amendments rejected by Program Board or Class Council can be overridden with a three-fourths (3/4) majority vote of the Senate membership present and voting of the Student Association Senate.

691 - Governing Law

All JEC-affiliated organizations must include the JEC bylaws within their respective governing laws, and these governing laws must be made available to the public in advance of the Student Body Elections.

692 - Supremacy

Regardless of any conflict with the charters or constitutions of any JEC-affiliated organizations, the rules and regulations outlined in this Charter shall take supremacy.

693 - Severability

The provisions of this Charter are severable, and if any section, rule, or part thereof, is held to be unconstitutional by the Student Court, the decision shall not be construed to affect or invalidate any other provisions of this Charter or the Charter as a whole.

694 - Adoption

The enactment of these bylaws will not be adopted by any JEC-affiliated organization until all have approved them through their respective legislative processes, and may be void if not approved by all JEC-affiliated organizations by January 16th, 2018. If approved by all JEC-affiliated organizations, this rule shall be stricken from the bylaws.

SECTION 12: DEFINITIONS

695 - Definitions

For the purposes of this Charter, any advisory opinion, or any other official document created or used by the Commission, the following definitions shall be apply:

- (a) “Advisory opinion(s)” means any rule delineated by the Commission but not codified in the Charter.
- (b) “Authorized agent” means any individual who is tacitly or explicitly authorized by a candidate to act on behalf of, or otherwise represent, the candidate;
- (c) “Ballot” means the totality of the website pages viewed by a voter as they cast a vote through The George Washington University’s voting system;
- (d) “Ballot measure” means a question or proposal submitted in an election upon which the voters may cast a vote, and it shall be interchangeable with “referendum”;
- (e) “Campaigning” means advancing or inhibiting a candidacy, or tending toward that particular end, and “For their campaign” means for the purpose of campaigning;
- (f) “Campaign material” means any tangible object, such as a palm card, pamphlet or article of clothing, which
 - (1) is intended for public distribution or display, and
 - (2) is intended to advance or inhibit a candidacy, or tends towards that end;
- (g) “Candidate” means any individual who has registered to seek or been elected to office, and wherever this Charter states a rule restricting or regulating the actions of a “candidate,” the rule shall be construed to apply equally to an “authorized agent”;
- (h) “The Commission” means the Joint Elections Commission, as well as the Joint Elections Committee as referred to in the Student Association Constitution;
- (i) “Distribution” means the intentional transmission of material by a candidate to any individual not associated with the candidate’s campaign, and “to distribute” shall refer to the actual or attempted transmission of material in this manner;
- (j) “Election” means any general, runoff, recall, referendum, or special election;

- (k) “Elections” refers to the general student body elections, including those of all JEC-affiliated organizations;
- (l) “Election day” means a calendar and class day during which the Commission has scheduled for voters to be able to cast votes in any election;
- (m) “Forceful distribution” means distribution against the will of the intended recipient, once the intended recipient has communicated their unwillingness;
- (n) “Full General Membership”, “General Membership” or “general members” refers to the voting members of the Joint Elections Commission. This does not include the Chief Investigator, Elections Commissioner, Assistant Investigators or any other staff officer not appointed by a JEC-affiliated organizations;
- (o) “Governing law” means the charters, constitutions and bylaws of the Student Association, Program Board, and Class Council;
- (p) “JEC-affiliated organizations” means the Student Association, Program Board, and Class Council;
- (q) “Make available” means to intentionally place material in the public domain such that individuals not soliciting such material may, but are not instructed to, receive it;
- (r) “Staff officer” means any officer appointed by the Commission, including the Chief Investigator and any Assistant Investigators;
- (s) “To solicit” means to willfully seek to obtain, or to request, as for something desired;
- (t) “University” means The George Washington University; and
- (u) “Uniform constituency group” means a group of students having uniform demographic characteristics for the purposes of ballot categorization, the students of the group being qualified to vote for identical offices or initiatives, such that an identical ballot may be used for any such student to cast their individual vote.