

**STUDENT GOVERNMENT ASSOCIATION
OF
INDIANA STATE UNIVERSITY**

CODE

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**CODE OF ETHICS
OF THE STUDENT GOVERNMENT ASSOCIATION
OF INDIANA STATE UNIVERSITY**

*We, the members of the Student Government Association of
Indiana State University pledge to:*

*Keep the best interest of students as our primary concern in
all that we do.*

*Engage reason, rather than emotion, in our decision
making.*

Abstain from using our positions for special privileges.

*Improve the University Community's understanding of what
we do.*

Build the organization and one another.

Treat each other respectfully.

Appreciate diversity.

Tell the truth.

Keep promises.

Indiana State University Bill of Rights

“The intentions of our Bill of Rights were established to place our students first giving them the knowledge to succeed at Indiana State University”.

- I. Each student has the right to be free from discrimination; including but not limited to harassment, on the basis of race, sex, gender, religion, disability, age, national origin, sexual orientation, or veteran status. (Code 1.1 of Code of Student Conduct)
- II. The right to attend all SGA meetings. (SGA CODE)
- III. The right for all students to organize and promote common interests with a new organization. (Student Conduct)
- IV. Engaging faculty, staff, and students within their communities and respective fields. (SCOB Strategic Plan)
- V. Creating an environment that stages rich and productive interactions among participants/community members. (SCOB Strategic Plan)
- VI. Co-develops interdisciplinary programs to leverage cross functional synergies. (SCOB Strategic Plan)
- VII. In this regard, Indiana State University will provide equal opportunity in the recruitment, hiring, promotion, and education of all individuals, regardless of age, disability, genetic profile, national origin, pregnancy, race/color, religion, sex, gender, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes. (920.2 Equal Opportunity Title IX)
- VIII. A student has the right of others based upon the nature of the University’s education processes (Code 1.1 of Code of Student Conduct)
- IX. A student has the right to participate in a free exchange of ideas and peaceful assembly in accordance within applicable federal, state, and local laws. (Code 1.1 of Code of Student Conduct)
- X. A student has the right to personal privacy except as otherwise provided by law and University procedure. (Code 1.1 of Code of Student Conduct)
- XI. The rights to fair and equitable procedure determining when and upon consequences for violation of campus policies should be imposed. (Code 1.1 of Code of Student Conduct)
- XII. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the University community are respected. Upon acceptance of admission to ISU, each student agrees to abide by the policies of the University and to conduct her/himself on- and off-campus in a manner consistent with its educational mission (Code 1.3 of Code of Student Conduct)

TITLE 1: GENERAL PROVISIONS

Chapter 1: Authority of the Code

Subchapter 1: Authorization of the Code

1-1-1-1 The SGA Code is authorized and required by the SGA Constitution. The SGA Constitution takes precedence over the SGA Code. The SGA Code takes precedence over any other SGA documents, regardless of whether the SGA Code specifically authorizes or recognizes such documents.

Subchapter 2: Relationship to Other Documents

1-1-2-1 All provisions within the SGA Code shall obey the Constitution of the United States, State of Indiana, Indiana State University, and the SGA Constitution in addition to all applicable local, state, and federal laws and regulations.

Chapter 2: Purpose of the Code

Subchapter 1: Purpose of the Code

1-2-1-1 The SGA Code exists in order to protect the rights of the individual students and the student body as a whole. It performs this function by providing for the proper conduct of all business related to student interest.

Subchapter 2: Mission Statement

1-2-2-1 The mission of the Indiana State University Student Government Association is to anticipate and meet the needs of ISU students in both academic pursuits and campus life. We provide student-driven services and advocate in the interest of students. We value and demonstrate the importance of diversity, engagement, unity, and pride for Indiana State University through excellence in leadership and representation of our constituents.

Chapter 3: Organization of the Code

Subchapter 1: Titles

1-3-1-1 The SGA Code shall be divided into seven titles. Each title shall contain all provisions related to a particular subject. Title I shall address SGA General Policy. Title II shall address the SGA Legislative Branch. Title III shall address the SGA Executive Branch. Title IV shall address the SGA Judicial Branch. Title V shall address the SGA Student Organization Policy. Title VI shall address the SGA Election Policy. Title VII shall address the SGA Advisory.

Subchapter 2: Citation

1-3-2-1 The Student Government Code may be cited as the "SGC."

Subchapter 3: Construction of Statutes

1-3-3-1 Any provision enacted as a part of the SGC is intended to be continuous.

1-3-3-2 There are four (4) numbers assigned to each statute, separated by dashes. These numbers represent, in order: (1) title, (2) chapter, (3) subchapter, and (4) section.

1-3-3-3 Sections may be further divided into subsections designated by upper case letters encased by parentheses. Subsections may be further divided into paragraphs designated by Arabic numerals encased by parentheses. Paragraphs may be further divided into subparagraphs designated by lower case letters encased by parentheses.

1-3-3-4 The headings of titles, chapters, and subchapters as they appear in the SGC, as enacted or added by amendment, are not part of the law and may be altered by a majority vote of the Senate. These descriptive headings are intended to provide guidance in the construction and application of the statute they precede.

TITLE 2: THE LEGISLATIVE BRANCH

Chapter 1: The Student Government Association Senate

Subchapter 1: Authority of the Senate

- 2-1-1-1 The Senate is authorized and required by the SGA Constitution. The SGA Constitution provides for the powers here vested upon the Senate.
- 2-1-1-2 The Senate shall be the ultimate legislative decision-making body of the SGA in adherence to the Constitution.

Subchapter 2: Duties and Responsibilities

- 2-1-2-1 The SGA Senate shall have the following duties and responsibilities as a body acting in accord with the SGA Constitution:
 - (a) Legislate on all matters of student interest.
 - (b) Review all activities, business, policy, and property affecting the students of Indiana State University.
 - (c) Investigate, initiate, and recommend student government and University policy and present such recommendations or orders to the proper people.
 - (d) Pass resolutions expressing its opinion on behalf of the student body to the University, University committees, or any part of SGA, except that the Senate may not issue resolutions regarding the result of judicial verdicts internal to SGA or the University.
- 2-1-2-2 The Senate shall have the power to legislate as necessary and proper to carry out its duties and responsibilities.
- 2-1-2-3 The SGA Senate must approve on any and all surveys or opinion polls that are sponsored or created by SGA for the intention of being sent to the Student Body.

Subchapter 3: Dress Code

- 2-1-3-1 Senators shall wear business casual attire and also ISU merchandise and non-ripped jeans to all special and regular Senate meetings. Accommodations shall be made to senators with extenuating circumstances.

Subchapter 4: Relationship to Other Branches

- 2-1-4-1 The Senate shall have the power to review any executive action that spends SGA money within two senate meetings after it has occurred unless that expenditure was authorized by either of the following:
 - (a) The passage of a resolution or act by the Senate
 - (b) The expenditure was necessary for the normal conduct of SGA activities.
- 2-1-4-2 The Senate shall have the power to request the advice of any elected or appointed member of the SGA. No person shall be compelled to give advice to the Senate other than its own members. No person shall give advice if the opinion requested is outside of their area of knowledge, creates a conflict of interest, or is the duty of the Senate or its committees.
- 2-1-4-3 Only the Senate shall have the power to authorize a person to be paid from SGA monies. The Speaker shall be paid minimum wage plus one dollar and seventy-five cents. The Senate Secretary shall be paid minimum wage. The Speaker and the Senate Secretary shall not claim more than 6 hours of pay per week. The President shall be paid minimum wage plus two dollars. The Vice President shall be paid minimum wage plus one dollar and seventy-five cents. The Chief of Staff shall be paid minimum wage plus one dollar and fifty cents. Directors and Executive Assistants shall be paid minimum wage plus fifty cents. All other positions created that are not mentioned above shall be paid minimum wage plus fifty cents.
- 2-1-4-4 Any positions paid for by SGA monies must be created with the passing of a bill or the SGA member must be elected into that role. No SGA member should claim more than twenty hours of pay per week.

Subchapter 5: Operation and Business

2-1-5-1 The Senate shall adopt a set of Standing Rules of the Senate. The rules shall have a status inferior to the SGC and superior to Robert's Rules of Order. The Standing Rules of the Senate shall not have the authority to address collection or allocation of monies, nor create paid positions. The Standing Rules of the Senate shall not address issues external to the SGA Legislative Branch.

2-1-5-2 The Senate shall submit a budget to the Senate Committee on Finance each fiscal year to be used for its general operations and programs. It is the responsibility of the Speaker to ensure the handling of the appropriation of these funds follows all other general procedures set by University policy and the Standing Rules of the Senate.

Chapter 2: Make-Up of the Senate

Subchapter 1: SGA Senators

2-2-1-1 The Senate shall contain 45 Senators. All SGA Senators shall be elected in accordance with the Election Policy set forth in Title VI. The process of filling vacancies in the Senate shall be regulated by the Standing Rules of the Senate.

2-2-1-2 All SGA Senators shall have the following duties and responsibilities as individuals acting in accord with the Constitution, Code, and Standing Rules of the Senate:

- (a) Senators shall be required to serve on at least one (1) standing Senate Committee.
- (b) When appointed to any committee exterior to SGA, Senators must attend the meetings of the respective committee. Absences to meetings of committees exterior to SGA shall count as absences from an SGA Senate standing committee. The Senate may excuse an absence from a committee meeting if the Senator submits a request in advance of the meeting unless the excuse from was not possibly known in advance.

2-2-1-3 Senators who fail to attend to their duties and responsibilities as outlined in SGC 2-2-1-2 shall be subject to the following proceedings:

- (a) Senators who fail to attend SGA Senate standing committee meetings shall be charged with one (1) absence towards their semester senate attendance record for each such absence.
- (b) Senators who fail to attend regular Senate meetings will be charged absences as follows:
 - (i) One-half (1/2) absence for missing the initial roll call during the Call to Order, unless a quorum is never reached.
 - (ii) One-half (1/2) absence for missing the roll call during Adjournment.
- (c) No Senator can receive more than one (1) full absence from any meeting.

Subchapter 2: Senate Leadership

2-2-2-1 In addition to those outlined in the SGA Constitution, the duties and responsibilities of the Speaker shall be:

- (a) To allocate monies from the Senate budget as prescribed in the Standing Rules of the Senate.
- (b) To distribute copies of the SGA Constitution, SGC, and Standing Rules of the Senate during the first and last Senate meetings of the term.
- (c) To maintain an updated copy of all bills and resolutions submitted to the Senate as well as all governing documents. These shall be filed and maintained in the SGA Office and posted on the SGA Website within five (5) University business days from the date they were submitted.
- (d) To produce and distribute an annual calendar of regular meetings and Senate events during the first Senate meeting of his or her term, and to update and distribute updated copies thereof throughout the Speaker's term.

2-2-2-2 The Speaker shall have the power to appoint a Deputy Speaker from the body of Senators during the first meeting of the Speaker's term. The Senate shall confirm the appointment during that same meeting. The duties and responsibilities of the Deputy Speaker shall be:

- (a) To act as Speaker in the absence of the Speaker, or upon the Speaker's request.
- (b) To perform other duties as assigned by the Speaker.

- (c) The deputy speaker shall serve as the speaker until a new speaker is selected by the senate. The senate shall select a new speaker from the senate body within 2 weeks or 2 meetings, whichever is longer, of the removal of the Speaker.

2-2-2-3 The duties and responsibilities of the Senate Chairperson are as stated in the SGA Constitution

2-2-2-4 The Speaker shall have the power to appoint a Senate Secretary. The Senate shall confirm the appointment. The Senate Secretary shall have voting privileges. The duties and responsibilities of the Senate Secretary shall be:

- (a) To assist the Speaker in producing, distributing, maintaining, and updating all records and documents pertinent and internal to the Senate.
- (b) To assist the Speaker in recording, producing, maintaining, and distributing Senate meeting minutes.

Subchapter 3: Senate Liaisons

2-2-3-1 The Senate shall request the appointment of Senate Liaisons. Senate liaisons shall act as official representatives of their respective organizations before the Senate. The Senate Liaisons shall be limited to:

- (a) Three (3) Liaisons representing the SGA Executive Branch, one of whom is the President and the others are appointed by the President.
- (b) One (1) Liaison representing the Faculty Senate, appointed by the Faculty Senate.
- (c) One (1) Liaison representing the University, appointed by the Vice President of Student Affairs.
- (d) The SGA Advisor.

2-2-3-2 The Senate Liaisons shall be bound by the Standing Rules of the Senate. The Senate shall accordingly establish the powers, duties, and responsibilities of Senate Liaisons in the Standing Rules of the Senate. Student Senate Liaisons shall sit with the Senate.

Chapter 3: Senate Committees

Subchapter 1: Committee Organization

2-3-1-1 The Senate shall contain one standing committee per director's position. In the case that a director's position is created, one standing committee must be created. In the case that a director's position is abolished, the standing committee will also be abolished. A minimum of three (3) senators must serve on each committee. All Senate standing committees will have no more than eleven (11) people.

- (a) The Senators from the Student Advisory Boards (SAB) must serve on the Academic Affairs Committee. A SAB Senator may run for Chair of the Academic Affairs Committee.
 - (i) Listed below are the Student Advisory Boards:
 1. Scott College of Business (SCOB)
 2. College of Health and Human Services (CHHS)
 3. Bailey College of Engineering and Technology (BCOET)
 4. College of Arts and Sciences (CAS)
 5. Bayh College of Education (BCOE)
 6. Honors Council (HC)
- (b) Each SAB Senator will be under the control of the Academic Affairs Chair.
- (c) SAB Senators are required to meet with the leadership team of the college they represent. SAB Senators must give reports to the Academic Affairs Chair after each meeting.

2-3-1-2 The Senate shall have the power to enact resolutions creating joint or special committees internal to SGA.

2-3-1-3 The Senate shall have the power to enact bills creating joint or special committees with entities external to SGA.

2-3-1-4 Unless restricted by the SGA Constitution or the SGC, the Senate shall have the power to regulate Senate committee organization through the Standing Rules of the Senate or other internal rules as deemed necessary.

2-3-1-5 An Ethics Committee will be composed of every chairperson from every standing Senate committee. The committee will wield oversight over members of the Executive, Legislative, and Judicial Branches, including the President, Vice President, Senate Speaker, and Chief Justice.

- (a) The committee will conduct ethics investigations on an as-needed basis, and the committee will have the authority to summon any member of the Executive, Legislative, or Judicial Branches to answer any and all inquiries the committee may have. If a member of the committee is accused of ethics violations, he or she will step down from the committee. The committee will be able to rule on any and all absence appeals from senators on an as-needed basis.
- (b) The Chair of the Ethics Committee will be voted on and approved by the entire Senate.
- (c) When an investigation is completed in a timely manner, the committee will compile a report, including a recommendation for how the case should be handled, and present that report at the next regular Senate meeting immediately after the report's completion.
- (d) The Ethics Committee will not have the power to initiate their recommendations or punish any member of SGA. The Senate will have the authority to make the final decision to accept a recommendation made by the Ethics Committee by a majority vote.
- (e) The committee will conduct separate, mandatory ethics hearings for the Senate Speaker and Chief Justice during the fourth-to-last week of the Fall semester. The committee will present their reports and recommendations to the Senate at the Senate's first regular meeting of the Spring semester.
- (f) The committee will conduct separate, mandatory ethics hearings for the President and Vice President during the third-to-last week of the Fall semester, and the committee will present their reports and recommendations to the Senate at the Senate's first regular meeting of the Spring semester.
- (g) The Ethics Committee will be allowed to create its own operating procedures, which will be inferior to the Constitution, Code, and Standing Rules of the Senate. The committee's operating procedures must be approved by the Student Senate with a majority vote. Any and all amendments must be approved by a majority vote.

Subchapter 2: Committee Procedure

2-3-2-1 According to the SGA Constitution, the Speaker shall have the power to coordinate Senate committees as deemed necessary.

TITLE 3: THE EXECUTIVE BRANCH

Chapter 1: The Student Government Association Executive

Subchapter 1: Authority of the Executive

- 3-1-1-1 The Executive is authorized in the SGA Constitution. The SGA Constitution provides for the powers here vested upon the Executive.
- 3-1-1-2 The Executive shall be the highest representative of SGA before other entities and shall be charged with carrying out all SGA decisions in adherence to the SGA Constitution.

Subchapter 2: Duties and Responsibilities

- 3-1-2-1 The Executive shall have the following duties and responsibilities as a body acting in accord with the SGA Constitution:
 - (a) Faithfully execute and abide by all legislative decisions and judicial interpretations thereof, and carry out the interests of the student body to the best of its ability.
 - (b) Research and submit to the Senate any legislation it deems appropriate to ensure the success of the organization.
 - (c) Enforce all SGA Constitution and SGC provisions, and bring an action before the Judiciary against any SGA party or member when necessary and appropriate to ensure compliance with such provisions.
 - (d) Investigate all issues of student interest and zealously advocate for such interests before all entities exterior to SGA.
 - (e) Make a good faith effort to protect and defend individual student rights by representing students before the University and the community, and by upholding individual student welfare in carrying out its duties.
 - (f) Coordinate and effect all SGA initiatives and activities in order to ensure their success.
- 3-1-2-2 The Executive shall have the power to create subordinate entities as necessary and proper to carry out its duties and responsibilities.
- 3-1-2-3 Two members of the Executive Branch must attend every Senate meeting within the current semester. The Chief of Staff will decide each week the two members to be present at each Senate meeting.
- 3-1-2-4 A member of the Executive Branch shall submit a liaison report to the Senate each meeting. These reports shall be delivered by the individual. The designated official shall verbally deliver the report to the Senate, for each director. Reports are to include, but not limited to, the following:
 - (a) New goals or initiatives set forth by the Executive official.
 - (b) Updates on current goals or initiatives.
 - (c) Anything else that the office is currently working on.

Subchapter 3: Relationship to Other Branches

- 3-1-3-1 Unless restricted by the SGA Constitution or the provisions in the SGC, the power of oversight and review of executive action vested upon the Legislative and Judicial Branches, respectively, shall not be construed to require advance legislative or judicial approval of executive action.
- 3-1-3-2 The Executive shall serve as the ultimate representative of SGA to exterior entities, and shall thus have the power to act on behalf of the entire organization in representing the student body where immediate action is necessary.

Chapter 2: The Executive Cabinet

Subchapter 1: Authority and Purpose of the Executive Cabinet

- 3-2-1-1 The SGA Constitution empowers the President to appoint staff as necessary to carry out the duties of the office. The President shall thus have the power to appoint and allow potential Executive Cabinet officials, mentioned in Subchapter 15, to work a trial period lasting 10

weekdays. With the approval of the Senate, the President can permanently extend the Executive Cabinet officials, mentioned in Subchapter 15, a full-time or part-time paid position to continue to carry out the duties done during their trial period. The President shall thus have the power to appoint, with approval of the Senate, paid Executive Cabinet officials to carry out such duties. The President shall have the power to dismiss Executive Cabinet officials at any time with the exception of the Vice President. The Chief of Staff and the Vice President shall report to the SGA President. All other cabinet members, unless otherwise directed by the President or the Vice President, shall report to the Chief of Staff. To fulfill the needs of the Executive Branch, The President may temporarily alter the duties of each executive cabinet member.

3-2-1-2 The purpose of the Executive Cabinet is to:

- (a) Assist the President and Vice President with carrying out the duties of their offices.
- (b) Organize and coordinate the work of the Executive Branch, and to provide training and development for any other entities within the branch.
- (c) To investigate student interests and advise the President and Vice President on policy matters accordingly.

3-2-1-3 The President, Vice President, and Directors are required to use their SGA email accounts for any and all SGA business. The executive officer shall not use their personal email account for the SGA business.

Subchapter 2: The President

3-2-2-1 The President shall have the following individual duties and responsibilities acting in accord with the SGA Constitution:

- (a) The President or a designee of the President needs to attend all Faculty Senate and Staff Council meetings.
- (b) Serve as chief executive officer and spokesperson for SGA and head of the Executive Cabinet.
- (c) To organize and coordinate the Executive Branch as necessary to ensure compliance with SGA legislative and judicial decisions, and to ensure the efficiency and effectiveness of the organization.
- (d) Create an annual Executive Branch budget to be approved by the Senate.
- (e) Attend all meetings of the Senate or, in circumstances warranting absence, designate another member of the Executive Branch to attend.
- (f) Attend all meetings of the Board of Trustees or, in circumstances warranting absence, designate.
- (g) Deliver a State of the Association address during the first regular Senate meeting of the spring semester addressing the state of student government and student interests.
- (h) Inform the Senate of the need to fill vacancies in paid positions, external representative positions, and University committee positions within one week of being notified of such vacancy.

3-2-2-2 In accordance with the SGA Constitution, all executive power shall be vested in the President. Unless restricted by the SGA Constitution or the provisions of the SGC, the President shall have the power to organize and coordinate the Executive Branch as deemed necessary to carry out the duties of the office.

Subchapter 3: The Vice President

3-2-3-1 The Vice President shall have the following individual duties and responsibilities acting in accord with the SGA Constitution:

- (a) Plan and execute the annual SGA Inauguration Banquet.
- (b) When requested by the President, act on behalf of the President or carry out any other duties the President may assign.
- (c) Serve as chief SGA liaison to student organizations.

- (d) Serve as chief executive liaison to the Senate on all matters related to student organizations.
- (e) Assist the President on any other matter as requested.
- (f) Conduct three workshops when applications are open for organizations to receive money.
- (g) Oversee the SORF process as a nonvoting member.

3-2-3-2 The Vice President shall be subordinate only to the President. Unless restricted by the SGA Constitution or the provisions of the SGC, with approval of the President, the Vice President shall have the power to organize and coordinate the Executive Branch as deemed necessary to carry out the duties of the office.

Subchapter 4: The Chief of Staff

3-2-4-1 The Chief of Staff shall have the following individual duties and responsibilities acting in accord with the SGA Constitution:

- (a) The chief of staff shall create a process to distribute SGA graduation stoles.
- (b) Organize and administer any part of the Executive Branch as directed by the President or the Vice President.
- (c) Direct the Executive Office and manage daily operations of the SGA Office.
- (d) Upon request and with approval of the President, provide managerial and logistical support initiatives and operations involving entities internal and external to the Executive Branch.
- (e) Assist the President and Vice President on any other matters as requested.
- (f) Create schedules for the Executive Directors and Executive Assistant(s).
- (g) Maintain the Executive Position transition guides via flash drive.
- (h) Conduct all training sessions for Executive Directors and SGA Exec Leadership Retreat.
- (i) Coordinate all SGA retreats.
- (j) Record Executive Branch attendance at Senate meetings.
- (k) Record Director absences at Senate committee meetings.

3-2-4-2 The Chief of Staff shall be subordinate only to the President and the Vice President. Unless restricted by the SGA Constitution or the provisions of the SGC, with approval of the President or the Vice President, the Chief of Staff shall have the power to organize and coordinate the Executive Branch as deemed necessary to carry out the duties of the office.

Subchapter 5: Director of Academic Affairs

3-2-5-1 The Director of Academic Affairs shall have the following individual duties and responsibilities:

- (a) The chief liaison to the academic college SABs.
- (b) In charge of maintaining the existence of the SABs.
- (c) In charge of helping Senate fill the SAB Senate seats.
- (d) Investigate and take action on student complaints about academic affairs.
- (e) Facilitate the graduation of students within a four-year span by identifying and eradicating barriers, which prevent academic success.
- (f) The chief student advocate for the implementation of open-source textbooks.
- (g) Resolve any issues concerning the classroom environment and Student-Staff relations.
- (h) Act as a student representative on any committee which pertains to Academic Affairs.
- (i) Perform any other duties as assigned by the President, the Vice President, or the Chief of Staff.
- (j) Attend all committee meetings of the Academic Affairs Committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5) committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.

Subchapter 6: Director of Finance

3-2-6-1 The Director of Finance shall have the following individual duties and responsibilities:

- (a) Assist the President in preparing the annual SGA budget.

- (b) Assist any entity in SGA with budgetary and accounting issues upon request.
- (c) Record all disbursements, receipts, and any appropriations already authorized, but not yet withdrawn from the relevant account.
- (d) Make a separate record of all transactions involved in student organizational funding, and monitor student organizational spending in accordance with funding requests.
- (e) Maintain and facilitate public access to all SGA accounts, and follow University financial record-keeping practices.
- (f) Send a weekly report on any and all SGA expenditures, including which accounts the expenditures came from, to the Senate Finance Committee.
- (g) Perform any other duties as assigned by the President, Vice President, or Chief of Staff.
- (h) Attend all committee meetings of the Finance Committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5) committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.
- (i) Distribute the funds allocated by the SORF Board by completing the necessary paperwork, but shall have no position on the SORF Board.

Subchapter 7: Director of Governmental Affairs

3-2-7-1 The Director of Governmental Affairs shall have the following individual duties and responsibilities:

- (a) The chief student advocate for lobbying for a voting center on campus.
- (b) Assist the President in managing external SGA relations.
- (c) Seek out students to fill out the remaining seats of the Student Government Association Senate.
- (d) Serve as head counsel for the Executive Branch and chief student advocate before the Judicial Branch.
- (e) Investigate and take action on student complaints about University Services.
- (f) Provide to the President reports from all appointees representing SGA externally, and inform the President of any vacancy that may arise in such positions.
- (g) Serve as the Chairperson for the Judicial Selection Commission.
- (h) Oversee the Governing Documents of the Student Government Association.
- (i) Act as a liaison between the American Democracy Project (ADP) and SGA.
- (j) Perform any other duties as assigned by the President, the Vice President, or the Chief of Staff.
- (k) Attend all committee meetings of the Governmental Affairs Committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5) committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.

Subchapter 8: Director of Inclusive Excellence

3-2-8-1 The Director of Inclusive Excellence shall have the following individual duties and responsibilities:

- (a) Coordinate and advise the organization of Diversity Week and promote other diversity awareness events and programs.
- (b) Work with inclusive excellence directors throughout the university to ensure Inclusive Excellence's four pillars (Diversity, Inclusiveness, Excellence, and Equity) are being implemented throughout the campus.
- (c) Plan events related to ethnic and cultural annual observances.
- (d) Perform any other duties as assigned by the President, the Vice President, or the Chief of Staff.
- (e) Attend all committee meetings of the Inclusive Excellence Committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5)

committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.

Subchapter 9: Director of Engagement

3-2-9-1 The Director of Engagement shall have the following individual duties and responsibilities:

- (a) Develop and implement any leadership training sessions that may be necessary and beneficial for the continued development of SGA.
- (b) Attend all involvement fairs and preview days.
- (c) Plan and execute events and programs as requested.
- (d) Organize Blue Fridays, Fountain Party, and plan End of the Year event.
- (e) Submit monthly reports to the Senate detailing the dealings of their position.
- (f) Coordinate with the Engagement Senate Committee for Leaves of Legacy.
- (g) Engage with non-engaging student organizations.
- (h) Direct the Forest to encourage participation and school pride in athletic events.
- (i) Direct Blue Friday's initiative to foster school spirit.
- (j) Attend all committee meetings of the Engagement committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5) committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.
- (k) Perform any other duties as assigned by the President, Vice President, or Chief of Staff.

Subchapter 10: Director of External Relations

3-2-10-1 The Director of External Relations shall have the following individual duties and responsibilities:

- (a) Research and advocate programs and initiatives that enrich student life and foster school spirit.
- (b) Coordinate with the Senate External Relations committee.
- (c) Plan, coordinate, and execute advertising and other publicity efforts for all SGA functions, programs, and initiatives.
- (d) Aid any student organization entity in handling exterior communication and media relations.
- (e) Edit and publish the SGA newsletter twice a semester.
- (f) Send a press release to local media twice a semester.
- (g) Update the SGA video board in HMSU when necessary.
- (h) Aid any SGA entity in handling exterior communication and media relations as directed by the President, Vice President, or Chief of Staff.
- (i) Perform any other duties as assigned by the President, Vice President, or Chief of Staff.
- (j) Attend all committee meetings of the External Relations Committee as a nonvoting member. More than (3) committee meeting absences in one semester or more than (5) committee meeting absences in a year will be considered excessive absences and reported to the Chief of Staff.

Subchapter 11: Director of Health and Wellness

3-2-11-1 The Director of Health and Wellness shall have the following individual duties and responsibilities:

- (a) Continue to promote and advocate for the betterment of student health and wellness.
- (b) Direct and manage the health and wellness policy of SGA.
- (c) Coordinate with the Director of External Relations in health and wellness awareness campaigns.
- (d) Monitor the Student Health and Wellness Fee.
- (e) Serve as one of the two (2) SGA representatives on the Fee Review Assessment Committee for the Student Health and Wellness Fee.

- (f) Work with the Office of Student Health Promotion and the Student Counseling Center to create preventative programming that educates students on the various aspects of health and wellness.
- (g) Coordinate and plan a mental health event on the week of October 10, which is the observed day for World Mental Health Day.
- (h) Coordinate and plan a mental health event within the Spring Semester.
- (i) Coordinate and plan a Sustainability Swap Clothing Drive with the Director of Sustainability.
- (j) Perform any other duties assigned by the President, Vice President, or Chief of Staff.
- (k) Attend all committee meetings of the Wellness Committee as a nonvoting member. More than three (3) committee absences in one semester or more than five (5) committee meeting absences in a year will be considered excessive absences and shall be reported to the Chief of Staff.

Subchapter 12: Director of Sustainability

3-2-12-1 The Director of Sustainability shall have the following individual duties and responsibilities:

- (a) Promote and advocate for the betterment of sustainability on campus, remaining informed on sustainability initiatives, practices, and issues.
- (b) Plan at least two (2) sustainability related events per semester.
- (c) Serve as member for the Green Fund Committee if it is to arise
- (d) For as long as applicable, continue to be the leader in developing the Lincoln Quad Green Space by sustainable means.
- (e) Offer an opportunity to all sustainability organizations to have a collective meeting to promote relationships, collaborations, and best practices for all events once (1) per semester.
- (f) Direct and manage the sustainability policy of SGA.
- (g) Coordinate with the Director of Public Relations in sustainability campaigns
- (h) Work with the Director of Health & Wellness to produce (1) one Sustainability Swap event per semester.
- (i) Collaborate with the Office of Sustainability to create sustainability cross-programming.
- (j) Help with the Sycamore Secondhand reuse store on campus.
- (k) Work with the Senate to explore different sustainable ideas and projects.
- (l) Perform any other duties assigned by the President, Vice President, or Chief of Staff.
- (m) Attend all committee meetings of the Sustainability Committee as a nonvoting member. More than three (3) committee absences in one semester or more than five (5) committee meeting absences in a year will be considered excessive absences and shall be reported to the Chief of Staff.

Subchapter 13: Director of Leadership

3-2-13-1 The Director of Leadership shall have the following individual duties and responsibilities:

- (a) Serve as a primary SGA resource to first-year and transfer students.
- (b) Serve as the advisor for the Sycamore Leadership Coalition.
- (c) Advocate programs that increase leadership and the effectiveness of leaders on campus.
- (d) Coordinate SGA Leadership Workshops.
- (e) Coordinate with the appropriate university staff on implementing leadership programming, training, retreats, etc., for students and student organizations.

- (f) Help to fill any vacancies within the Sycamore Leadership Coalition by approaching individuals and organizations that are suitable for positions within the Student Government Association.
- (g) Perform any other duties assigned by the President, Vice President, or Chief of Staff.

Subchapter 14: Executive Assistant(s) to the Student Government Association

3-2-14-1 The Executive Assistant(s) to the SGA Office shall have the following individual duties and responsibilities:

- (a) Assist the President, Vice President, Chief of Staff, Directors, or any member of SGA with the preparation of presentation materials.
- (b) Perform any other duties as assigned by the President, Vice President, or Chief of Staff.
- (c) Executive Assistant(s) may be hired as necessary to fulfill a 40 hour week as long as the combined hours of the Executive Assistants do not exceed 40 hours.

Chapter 3: Student Government Association Executive Commissions

Subchapter 1: Purpose of the Executive Commissions

3-3-1-1 SGA Executive Commissions may be established for any cause to better advise the President, oversight on a particular area of interest, or to conduct research on a specific interest.

Subchapter 2: Establishment of Executive Commissions

3-3-2-1 The SGA President may establish an Executive Commission composed of any person without regard to statuses at the university, such as student, staff, or community member.

3-3-2-2 The Executive Commission will require the approval of the Senate only if the Executive Commission's budget will include SGA Funds.

3-3-2-3 The President may disband any Executive Commission at any time upon notification of the Speaker. If the Executive Commission was authorized by the Senate to utilize SGA funds, any remaining funds must be placed into another budget through a bill.

TITLE 4: THE JUDICIAL BRANCH

Chapter 1: The Student Government Association Judiciary

Subchapter 1: Authority of the Judiciary

4-1-1-1 The Judiciary is authorized by the SGA Constitution under the SGA Supreme Court. The SGA Constitution provides for the powers here vested upon the Judiciary.

4-1-1-2 The Judiciary shall be the ultimate adjudicative body of the SGA in adherence to the SGA Constitution.

Subchapter 2: Duties and Responsibilities

4-1-2-1 The Judiciary shall have the following duties and responsibilities as a body acting in accord with the SGA Constitution:

- (a) Declare, preserve, and protect the rights of parties before it and of all students.
- (b) Adjudicate disputes brought before it by balancing fairness to the parties and the best interest of students.
- (c) Make a good faith effort to mediate and settle disputes between parties before it and minimize rulings or actions adverse to parties' interests.
- (d) When objectively necessary or when asked by the parties before it, interpret any laws, rules, policies, or guidelines of SGA for application in adjudication and other SGA business.
- (e) Rule on all appeals of SORF funding.

4-1-2-2 The Judiciary shall have the power to create subordinate entities as necessary and proper to carry out its duties and responsibilities.

4-1-2-3 Justices will not be allowed to abstain from voting on a case. If a conflict of interest exists, a Justice will be allowed to recuse themselves from a case. If there is a tied vote on a ruling of the Supreme Court, no action will be taken in support of either the plaintiff or the defendant and no precedent shall be established.

4-1-2-4 A minimum of three justices will be required for official court procedures. If the Supreme Court has fewer than three Justices, it will not be able to hold any official court procedures.

4-1-2-5 In order to carry out any official operations, the Supreme Court will need to meet a quorum of three filled seats. If a quorum of three filled seats is met, a majority of justices will be required to agree to hear a case. If the Supreme Court has no quorum, it will not be able to carry out any official operations. There must be a minimum of three (3) Justices to hear any and all cases. In the event that a Justice recuses themselves, there must be at least three (3) other Justices that can hear the case.

Subchapter 3: Relationships to Other Branches

4-1-3-1 In accordance with the SGA Constitution, the Judiciary shall have the power to adjudicate disputes involving other parts of SGA as a party, and thus the power to issue decisions and orders that are binding upon any such SGA parties.

4-1-3-2 The Supreme Court shall not be able to overturn a presidential veto or rule on any case in regards to a presidential veto. The Supreme Court shall not be able to overturn a veto override by the Legislative Branch or rule on any cases in regards to a veto override.

Subchapter 4: Operation and Business

4-1-4-1 The Judiciary shall adopt a set of Judicial Branch Bylaws. The bylaws shall have a status inferior to the SGC and superior to any local rules of court. The bylaws shall not address collection or allocation of monies, nor create paid positions. The bylaws shall not address issues external to the SGA Judicial Branch.

- 4-1-4-2 The Chief Justice shall submit a budget each fiscal year to be used for its general operations. The handling of the appropriation of these funds shall follow all other general procedures set by University rules and the Judicial Branch Bylaws.

Chapter 2: Organizations of Courts

Subchapter 1: The SGA Supreme Court

- 4-2-1-1 In accordance with the SGA Constitution, all judicial authority shall be vested upon the Supreme Court. The Supreme Court shall be the highest court of the Judiciary.
- 4-2-1-2 The SGA Constitution outlines the jurisdiction of the Supreme Court. In cases where the Supreme Court has not delegated its jurisdiction to adjudicate a type of controversy to a lower court, the Supreme Court's jurisdiction over that type of controversy shall be original and thus mandatory. Where the Supreme Court has delegated its jurisdiction to adjudicate a type of controversy to a lower court, the Supreme Court's jurisdiction over that type of controversy shall be appellate and thus discretionary.
- 4-2-1-3 The term of the Supreme Court shall run concurrently with the Indiana State University academic calendar.

Subchapter 2: Trial Courts

- 4-2-2-1 The Supreme Court shall have the power to create trial courts as deemed necessary.
- 4-2-2-2 Trial courts shall have either general or subject matter original jurisdiction. The Supreme Court may delegate parts or the entirety of its original jurisdiction to trial courts.
- 4-2-2-3 Trial courts shall have three (3) Judges. The Supreme Court may determine what kinds of cases trial court judges may delegate to magistrates, or it may delegate this deliberation to the trial courts. Trial court judges shall be selected in the same way as Supreme Court Justices. Trial court judges shall have the power to select magistrates.

Chapter 3: Judicial Procedure

Subchapter 1: Oath of Office

- 4-3-1-1 The Chief Justice shall administer the Oath of Office to every new member of the Judiciary. In emergency circumstances, the Chief Justice may designate another member of the Judiciary to administer the Oath of Office in the Chief Justice's absence. The Oath of Office shall be administered as soon as practicable after the new member's Senate confirmation.
- 4-3-1-2 The Oath of Office shall be: "I, [state name], do solemnly swear (or affirm) that I will administer justice without respect to persons, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as [state position] under the SGA Constitution and laws of the United States. (So help me God.)"

Subchapter 2: Judicial Procedure and Form

- 4-3-2-1 All provisions regulating judicial procedure shall be found in the Judicial Branch Bylaws. The Supreme Court shall have the power to enact and amend the Judicial Branch Bylaws in accordance with The Constitution.
- 4-3-2-2 All provisions regulating judicial form shall be found in the Local Rules of Court. Individual courts in the Judiciary shall have the power to enact, amend and suspend Local Rules of Court with approval of the Supreme Court. Local Rules of Court shall not address issues external to their respective courts.

Chapter 4: Judicial Selection

Subchapter 1: Judicial Selection Process

- 4-4-1-1 In accordance with the SGA Constitution, all members of the Judiciary and the Student Justices on the All-University Count shall be appointed by the President with approval of the Senate. The President shall make the nomination to the Senate in any method that they deem appropriate, within the parameters of the Constitution and Code. The Standing Rules of Senate shall lay out the confirmation process for members of the Judiciary.

TITLE 5: ORGANIZATION POLICY

Chapter 1: Funding of Student Organizations Other Than the SGA

Subchapter 1: Purpose of Organizational Funding

5-1-1-1 Organizational funding shall be available to student organizations in order to enhance the Indiana State University student experience by way of events, initiatives, and services.

Subchapter 2: Eligibility to Receive Funds

5-1-2-1 Organizations must be officially recognized with Campus Life to receive funds.

5-1-2-2 Organizational funding shall be distributed on a semester basis.

5-1-2-3 Funding that is granted to organizations is not for discretionary spending, but instead to be utilized for a specific program or need that is clearly stated in the funding request. The Vice President, Director of Finance, or Senate Chair of Finance may review any expenditure of SGA funds made by student organizations to ensure those funds were spent in accords to the approved funding bill.

5-1-2-4 Organizations must attend at least one SORF workshop a semester that will be held by the Chair of Finance or Vice President while the applications are open.

Subchapter 3: The Student Organization Resource Funding Board

5-1-3-1 Composition of the Board:

- (a) The membership of the board shall consist of the Senate Chair of Finance and six (6) other senators.
- (b) The Senate Chair of Finance shall be responsible for holding regular meetings and establishing timelines for application for funding and the interview process.
- (c) The Vice President of the Student Government Association shall be a non-voting member of the board.
- (d) The Director of Finance shall not have a seat on the SORF Board.

5-1-3-2 The board shall be considered inferior to the senate.

5-1-3-3 Organizations applying for SORF Funding will have the option for an interview with the SORF Board. The board shall conduct budget hearings with organizations who request an interview. The purpose of the interviews shall be to determine to what extent the Student Government Association is able to fund the applicants.

5-1-3-4 The board shall submit a recommendation to the Senate on how to disperse funding to organizations after completion of the funding process.

- (a) Acceptance or failure of the recommendation shall be accomplished by way of a majority vote by the Senate.

Subchapter 4: Types of Funding

5-1-4-1 Event funding grants are available to organizations that would like the Student Government Association to co-sponsor eligible events.

- (a) Events must occur on campus.
 - (i) On-campus is defined as university-owned properties or areas within five (5) blocks of the perimeter of those properties.
- (b) Organizations receiving funding must include the SGA logo on all marketing materials.
- (c) Promotes the values of Indiana State University.
- (d) Provides a detailed budget and proposal that adheres to the SORF Application and Code.

5-1-4-2 Travel grants are available to organizations seeking to participate in events not located on campus and which are sponsored by separate or parent organizations.

- (a) Travel shall be defined as the cost associated with transporting individuals from the main campus of Indiana State University to a destination as determined by the applying organization.

- (b) Estimation of funds necessary for travel will be solely based on the Privately Owned Automobile Mileage Rate provided by the U.S. General Services Administration.
- (c) Mileage shall be determined as the distance between the campus of Indiana State University and the destination submitted by the applying organization.

5-1-4-3 Start-up Funding shall be available to new organizations in order to enable the organization to grow and provide events and services to Indiana State University students.

- (a) New organizations shall be defined as an organization appearing for the first time at Indiana State University OR an organization that has returned to campus after being absent for a minimum of two (2) semesters.
- (b) Organizations shall provide proof as applicable to establish their status as “new”.
- (c) Organizations applying for start-up funding shall propose an operational budget so as to confirm the feasibility of the organization’s existence.

5-1-4-4 Reserve Funds – funds which shall be held in the event of successful appeals of rejected applications.

- (a) These funds shall be awarded to successful appeals.
- (b) Funds shall be distributed on a first-come-first-serve basis.

5-1-4-5 Any unallocated funds from the fall semester shall roll over into the spring semester SORF budget.

5-1-4-6 Any funds remaining after the spring allocation shall be administered by the finance committee and approved by Senate to be used exclusively to support student organization programming that occurs during the spring or summer semesters.

Subchapter 5: Restrictions on Funding of Organizations

5-1-5-1 Fundraising clause.

- (a) The board shall reserve the right to not fully fund all associated costs with an event.

5-1-5-2 Organizations may not use any SGA funding for:

- (a) Electioneering for or against legislation or any political party.
- (b) Promoting conversion to or opposition to any religious faith or any political party.
- (c) Recruitment events for organizations with restrictive membership other than GPA requirements or class standing.
- (d) Organizations that receive direct funding from the university and its Strategic Initiative (i.e. Campus Life, Union Board, Club Sports, Residence Hall Association, etc.).
- (e) Funds shall not be used for or go directly to the following:
 - (i) Charitable Organizations.
 - (ii) Scholarships.
 - (iii) Speakers who are compensated employees of Indiana State University.
 - 1. Cannot fund gifts or lodging/travel for any speaker.
 - (iv) To benefit only an individual or group of individuals within the organization.
- (f) Loans for any purpose.
- (g) Any event, initiative, or service which directly opposes the values of the university.

5-1-5-3 In order to be eligible to receive funding, events must be free for students.

5-1-5-4 Any application which misses any deadline for the organizational funding process shall be automatically rejected.

Subchapter 6: Auditing of Organization Funded by the SGA

5-1-6-1 Any organization that receives funding may be audited in order to determine that the funding provided is or has been used appropriately.

- (a) No organization shall be randomly audited within two consecutive semesters.

5-1-6-2 Audits shall be conducted by the Vice President, Director of Finance, Senate Chair of Finance, and the Student Government Association Advisor.

- (a) Random or suspect audits may be initiated by any of the above named.

- (b) Any of the above shall have the power to request any document necessary for the auditing process.
- (c) The result of an audit shall be determined by a majority vote of the above named.
- (d) An audit is required for one or more student organizations that receive Student Government Organization funding per funding period.
- (e) One of the above individuals will obtain all financial records, receipts, and budgets necessary from the funded semester of the audited organization.
- (f) If a discrepancy of more than 15% of received funding is not able to be proved by receipts for items purchased relating to the originally submitted budget, then the organization is considered to have failed the audit.
- (g) An organization cannot be audited for a funding period that took place more than two semesters ago.
- (h) An organization that has used SORF funding for other purposes than what they applied for will be subject to penalties, which include, but are not limited to future sanctions for applications, a ban from applying for SORF Funding, or the seizing of their allocative funds that have been misused.

5-1-6-3 Failure of an audit will result in one or more of the following as determined by a majority vote of the above named:

- (a) Percentile reduction of up to 75% of possible funding for up to two (2) semesters.
- (b) Exclusion from organization funding for up to four (4) semesters.

Subchapter 7: Appeals of Rejected Applications and Audit Decisions

5-1-7-1 Any decision received on an organization's funding may be appealed within the Student Government Association Supreme Court and will follow the procedures laid out in the Judicial Bylaws in accordance with their normal operating procedures.

Chapter 2: Funding of the Student Government Association

Subchapter 1: Budget Act

5-2-1-1 All branches of the SGA shall be funded through Budget Acts.

5-2-1-2 The Legislative, Executive, and Judiciary must submit budget requests to the Senate Committee on Finance. The committee shall make a recommendation to the Senate for approval as a Budget Act. The Budget Act shall be passed as a bill.

5-2-1-3 The Budget act for the Annual SGA Budget shall include:

- (a) Operating cost and supplies.
- (b) Individual budgets for planned projects and programs.
- (c) Wages.
- (d) Discretionary spending.
- (e) Parameters and guidelines for how all SGA money included in the Annual SGA Budget can be spent regardless of the Senate are in session or not.

5-2-1-4 Funding of the SGA through Budget Acts are for proposed programs, services, and advocacy for students.

5-2-1-5 SGA expenditures may not exceed funds approved pursuant to each Budget Act.

5-2-1-6 Budget Acts must be submitted to the Senate Finance Committee by three (3) weeks prior to finals week

Subchapter 2: Budget Transfers

5-2-2-1 The President may transfer funds between line items in the Budget Act if the funds are serving a purpose that has been approved through a Budget Act and if the transfer is \$1,000.00 or less.

5-2-2-2 The Senate shall have the power to initiate transfers beyond \$1,000.00 or approve new funded SGA projects through the creation of a Budget Act.

5-2-2-3 The SGA advisor may, upon notification to the President of SGA, transfer funds to meet end-of-the-year fiscal needs according to University Regulations.

TITLE 6: ELECTION POLICY

Chapter 1: Voters

Subchapter 1: Voter Eligibility

- 6-1-1-1 All SGA members shall be eligible and entitled to vote in all SGA elections.
- 6-1-1-2 Voter eligibility shall not be affected by any factors other than SGA membership status and membership in the relevant district for Senate elections.

Subchapter 2: Access to Polls

- 6-1-2-1 No eligible voter who chooses to participate in SGA elections shall be required to register, submit personal information, or pay any fee in order to do so; beyond those normally required as a student.
- 6-1-2-2 SGA shall coordinate with the University to provide access to SGA election polls to any eligible voter who chooses to participate in SGA elections.

Chapter 2: Senate Elections

Subchapter 1: Composition of the Senate

- 6-2-1-1 The Senate shall consist of forty-five (45) members. Fifteen (15) senators shall represent student organizations, six (6) senators shall represent academic colleges, and twenty-four (24) senators shall be elected as at-large representatives. The list of organizations receiving a Senate seat can be altered via a two-thirds vote from the Senate. This includes adding, removing or changing the organizations represented. Should a seat be left vacant for two (2) semesters or one (1) school year, whichever is longer, the Senate must take a majority vote whether or not the organization retains its Senate seat. If the majority votes "No", the Inclusive Excellence Committee will have one (1) week or until the next regular Senate meeting, to submit a different organization to the Senate. If the Committee fails to bring a new potential organization to the Senate floor within the time frame, or the organization does not receive a two-thirds vote, the seat shall be reopened as an at-large seat.
- 6-2-1-2 If a representative Senator is removed from the Senate, they may not be allowed back into the Senate. The Organization or SAB must select a different representative.

Subchapter 2: Senators from Organizations

- 6-2-2-1 The following student organizations shall have seats in the SGA Senate with an annual reevaluation:
 - (a) Spectrum
 - (b) National Association for the Advancement of Colored People (NAACP)
 - (c) International Student Leadership Council (ISLC)
 - (d) Residence Hall Association (RHA)
 - (e) Interfraternity Council (IFC)
 - (f) National Pan-Hellenic Council (NPHC)
 - (g) Panhellenic Association (PA)
 - (h) Alliance for Disability Awareness (ADA)
 - (i) Black Student Union (BSU)
 - (j) Brotherhood of Successful Scholars (BOSS)
 - (k) African Student Union (ASU)
 - (l) Hispanic Latino Alliance (HLA)
 - (m) Indian Student Association (ISA)
 - (n) Lemon Club (LC)
 - (o) Sycamore Environmental Action Club (SEAC)

- 6-2-2-2 The senators from these organizations must be official members of the organizations. Membership status shall be determined by the guidelines established in the organizations' governing documents.
- 6-2-2-3 Prospective candidates for these Senate seats must meet any and all requirements and standards that are expected of any at-large candidate. Prospective candidates for these positions shall be required to fill out the Candidate Information Form that all other prospective candidates for Senate must fill out.
- 6-2-2-4 Candidates for these Senate seats shall not be allowed to run for any other elected SGA position while running to be the senator from their organization. Candidates for these Senate seats shall be required to follow any and all campaign regulations and procedures established by the Code and the election officials. Candidates for these Senate seats shall be entitled to the same rights as any other candidate. Any and all violations of campaign regulations shall be reported to the Election Commissioner like any other election campaign.
- 6-2-2-5 These senators shall be elected in special elections one (1) week prior to election week. These elections shall take place in an official meeting of the student organization. Each organization shall have the discretion to implement its own democratic procedures when conducting its elections for Senate. The results and data of these elections must be sent to the Election Commissioner, Chair of the Board of Elections, and/or the Chief Justice. Each organization must also submit a report on the democratic procedures used in the election to the Election Commissioner, Chair of the Board of Elections, and/or the Chief Justice. Newly-elected Senators from these organizations shall be sworn in at the same meeting as the newly elected at-large Senate.
- 6-2-2-6 Umbrella organizations—governing bodies for other organizations or groups (i.e. IFC, NPHC, PA, and RHA)—shall allow one (1) vote per organization or group that is represented in the umbrella organization. The official delegate or representative from each represented organization or group shall be allowed to vote in the special election. The official roster for the umbrella organization, detailing which organizations or groups are official members, shall be provided to the Election Commissioner, Chair of the Board of Elections, and/or the Chief Justice. Candidates for these Senate seats must receive a plurality of the vote to win the election. These results shall be recorded and made public.
- 6-2-2-7 Non-umbrella organizations—organizations that are not governing bodies for other organizations or groups (i.e. Spectrum, NAACP, HLA, ADA, BSU, BOSS, LC, ASU, ISA, ISLC, and SEAC)—shall allow one (1) vote per organization member. Only members on an organization's official roster shall be eligible to vote, and the official roster of members shall be provided to the Election Commissioner, Chair of the Board of Elections, and/or the Chief Justice. Candidates for these Senate Seats must receive a plurality of the vote to win the election. These results shall be recorded and made public.
- 6-2-2-8 The winners of these fifteen (15) special elections shall take office when the newly elected Senate is sworn into office, as indicated by the Constitution. In the event of a vacancy arising among these fifteen (15) Senate seats, the president of the organization whose seat has been vacated shall appoint someone from their organization to serve as an interim senator until a new senator is elected in a special election. The Senate shall dictate the terms of the special election, to fill the seat until the remainder of the term, including when the election shall take place and any guidelines that must be followed. The Election Commissioner, Chair of the Board of Elections, and/or the Chief Justice, shall monitor these special elections.

Subchapter 3: Senators from Academic Colleges

- 6-2-3-1 The following academic colleges shall have permanent seats in the SGA Senate:
- a) Scott College of Business (SCOB)
 - b) College of Health and Human Services (CHHS)

- c) Bailey College of Engineering and Technology (BCOET)
 - d) College of Arts and Sciences (CAS)
 - e) Bayh College of Education (BCOE)
 - f) Honors Council (HC)
- 6-2-3-2 The senators from the Student Advisory Boards must be official members of their student advisory boards. The senators from the Student Advisory Board must be enrolled in the college for that advisory board. This means they must be approved members of the Student Advisory Board by the Director of Academic Affairs or appointed to the Student Advisory Board by the Dean of the college.
- 6-2-3-3 Prospective candidates for these Senate seats must meet any and all requirements and standards that are expected of any at-large candidate. Prospective candidates for these positions shall be required to fill out the Candidate Information Form that all other prospective candidates for Senate must fill out.
- 6-2-3-4 Each Student Advisory Board will select one member to represent their academic college as a senator. How the Student Advisory Board selects its senator will be determined by the Student Advisory Board.
- 6-2-3-5 A new senator will be selected at the last Student Advisory Board meeting of the Spring semester. After that meeting, the senator is expected to attend the regular Senate meetings. The senator will then serve in Senate from that point forward until a new senator is elected the following year.
- 6-2-3-6 There shall be no term limits for a Student Advisory Board senator, as long as they are still a member of the Student Advisory Board and are still the Student Advisory Board's selected representative each semester.
- 6-2-3-7 If the current Student Advisory Board senator is unable to complete their term (ie. Graduation, resignation, removal from Board, etc.), the Senate seat will remain vacant until the next Student Advisory Board meeting of the semester and another member is selected to serve as senator.
- 6-2-3-8 All Student Advisory Board senators are required to sit on the Academic Affairs Committee and allowed to sit on another committee if they choose.

Chapter 3: Candidates

Subchapter 1: Qualifications for Office

- 6-3-1-1 All candidates for elected SGA positions shall meet SGA membership requirements under the SGA Constitution to qualify for office at the time filing for the election and during their term of office.
- 6-3-1-2 In addition to SGA membership requirements, all candidates for elected SGA positions shall be in good conduct standing with the University as determined by the department of Student Judicial Programs.
- 6-3-1-3 Candidates for elected SGA positions shall meet all additional requirements particular to their positions under the SGA Constitution, the SGC, and any other governing SGA documents to qualify for office.

Subchapter 2: Meeting Qualifications for Office

- 6-3-2-1 Candidates must meet the qualifications for office at the time of filing, taking office, and while in office.
- 6-3-2-2 The Election Commissioner shall recommend disqualification for candidates who fail to maintain qualifications for office during the election.

Subchapter 3: Release of Qualification Information

- 6-3-3-1 Prospective candidates for elected office shall sign a disclosure statement allowing the Election Commissioner to verify all candidate information relevant to qualification for office.

- 6-3-3-2 The Election Commissioner shall not certify any candidates who refuse to release information or who intentionally provide false information relevant to qualification for office.

Chapter 4: The Board of Elections

Subchapter 1: Composition SGA Elections Policy

- 6-4-1-1 A Board of Elections shall be created for every SGA election. The Board of Elections shall dissolve upon certification of all election results for the given elections.
- 6-4-1-2 The Board of Elections shall be composed of five (5) voting members, one of whom shall serve as Chair of the Board of Elections.
- 6-4-1-3 All members of the Board of Elections must, at the time of appointment and throughout holding office, meet the following requirements:
- (a) SGA membership requirements under the SGA Constitution;
 - (b) Good academic and disciplinary standing with the University;
 - (c) No participation in any race in the relevant SGA election; and
 - (d) No affiliation or public endorsement of any candidate in the relevant SGA election.
- 6-4-1-4 Members of the Executive, Legislative, and Judicial branches shall not be allowed to serve on the Board of Elections. Candidates for elected SGA office shall not be allowed to serve on the Board of Elections.

Subchapter 2: Selection Process

- 6-4-2-1 No later than eight (8) weeks before the first day in which polls are open, the Director of Public Relations and the Director of Governmental Affairs shall work in conjunction begin to advertise Board of Elections positions to the student body.
- 6-4-2-2 The SGA Office shall establish an application process for Board of Election positions beginning no later than eight (8) weeks before the first day in which polls are open.
- 6-4-2-3 The Senate shall vote to choose the Board of Elections no later than six (6) weeks before the first day in which polls are open. The President shall nominate five students to be on the Board of Elections. The Senate may vote to approve or disapprove the nominees individually or collectively.
- 6-4-2-4 After the Board of Elections members are chosen, the Senate shall vote to choose one of the members as Chair of the Board of Elections. The candidate receiving the most votes shall become Chair of the Board of Elections. In case of ties, the Senate shall vote to break individual ties.

Subchapter 3: Duties and Powers

- 6-4-3-1 The duties of the Board of Elections shall be:
- (a) To attend the Training Session with the Election Commissioner and the SGA Advisor;
 - (b) To vote on the Election Commissioner's proposed schedule of election events and deadlines
 - (c) To meet weekly to monitor the administration of SGA elections;
 - (d) To advise the Election Commissioner on SGA election policies and regulations as necessary;
 - (e) To give a fair hearing to all appeals from Election Commissioner decisions; and
 - (f) To certify election results.
- 6-4-3-2 The powers of the Board of Elections shall be:
- (a) To deliberate and adjudicate upon charges brought by the Election Commissioner against candidates;
 - (b) To decide upon appropriate penalties for candidates, including restrictions on campaigning opportunities, fines, and/or disqualification;
 - (c) To establish additional election policies and regulations to supplement those contained in this Title; and
 - (d) To approve any modifications to election events and deadlines.

Subchapter 4: Business and Operations

6-4-4-1 All Board of Elections decisions shall be made during the official Board of Elections meetings. No decision shall be made unless a quorum of three (3) Board of Elections members is present.

6-4-4-2 Board of Elections meetings may be called by the Chair of the Board of Elections, the Election Commissioner, the SGA Advisor, or a quorum of three (3) Board members.

6-4-4-3 The Chair of the Board of Elections shall preside over all Board of Elections meetings. If a quorum is attained, but the Chair is absent, the present members shall elect one of their own to serve as Acting Chair of the Board of Elections to preside over the meeting.

6-4-4-4 The SGA Office shall post or otherwise make public all Board of Elections decisions within one (1) calendar day of the decision.

Subchapter 5: Removal

6-4-5-1 Board of Elections members shall only be removed by resignation or by the removal process outlined in the SGA Constitution.

6-4-5-2 Failure to maintain qualifications for office, neglect of duties under this Title, or failure to comply with any SGA laws shall be grounds for removal of Board of Elections members under the process outlined in the SGA Constitution.

Chapter 5: The Election Commissioner

Subchapter 1: Office Qualifications and Tenure

6-5-1-1 An Election Commissioner shall be selected for every SGA election. The tenure of the Election Commissioner shall continue until the certification of all election results.

6-5-1-2 The Election Commissioner shall, at the time of appointment and throughout tenure in office, meet the qualification requirements for paid positions under the SGA Constitution and for members of the Board of Elections. The Election Commissioner shall not be a member of the Board of Elections.

6-5-1-3 Members of the Executive, Legislative, and Judicial branches shall not be allowed to serve as the Election Commissioner. Candidates for elected SGA office shall not be allowed to serve as the Election Commissioner.

Subchapter 2: Selection Process

6-5-2-1 The Director of External Relations and the Director of Governmental Affairs will work in conjunction to advertise the position to the Student Body.

6-5-2-2 The President shall present one or two nominees for the Election Commissioner to the Senate no later than eight (8) weeks before the first day in which polls are open.

6-5-2-3 The Senate shall vote to confirm the appointment no later than six (6) weeks before the first day in which polls are open.

Subchapter 3: Duties and Powers

6-5-3-1 The duties of the Election Commissioner shall be:

- (a) To attend the Training Session with the Board of Elections and the SGA Advisor;
- (b) To draft a schedule of election events and deadlines;
- (c) To preside over the Candidate Informational Meeting;
- (d) To plan and coordinate debates;
- (e) To coordinate with the Director of External Relations to publicize the election and educate voters;
- (f) To coordinate with the University to verify information necessary to certify candidates;
- (g) To coordinate with the University to ensure polls are open and accessible; and
- (h) To enforce SGA election policies and regulations.

6-5-3-2 The powers of the Election Commissioner shall be:

- (a) To make and implement decisions as to the proper conduct of an election;
- (b) To charge candidates with violations of SGA election policies and regulations; and

- (c) To recommend to the Board of Elections sanctions against candidates for violating SGA election policies and regulations.

Subchapter 4: Compensation and Election Financing

- 6-5-4-1 The Elections Commissioner shall be compensated at the same hourly rate as the highest-paid SGA executive staff member, other than the President or Vice President.
- 6-5-4-2 The SGA Budget shall allocate money for the compensation of the Elections Commissioner and the proper conduct of elections.

Subchapter 5: Removal

- 6-5-5-1 The Election Commissioner shall only be removed by resignation, the action of the Supreme Court, or by the removal process outlined in the SGA Constitution.
- 6-5-5-2 Failure to maintain qualifications for office, neglect of duties under this Title, or failure to comply with any SGA governing documents shall be grounds for removal of the Election Commissioner.

Chapter 6: Election Timeline

Subchapter 1: Training Session

- 6-6-1-1 The week of the first round of elections shall be designated “election week.” The SGA advisor must preside over the training session for the Election Commissioner and the Board of Elections six (6) calendar weeks prior to election week. In this training session, the SGA advisor will brief the Election Commissioner and Board of Elections on any and all relevant information to effectively conduct their responsibilities.
- 6-6-1-2 In the Training Session, the SGA Advisor shall educate the Election Commissioner and the Board of Elections on SGA election policies and regulations and shall present to the same a recommended schedule of election events and deadlines.
- 6-6-1-3 In the Training Session, the Election Commissioner shall schedule, with the approval of the Board of Elections, the schedule of all election events and deadlines.
- 6-6-1-4 In the Training Session, the Chair of the Board of Elections shall schedule, with the approval of a majority of the Board, one regular Board of Elections meeting for every week until the election results are certified.

Subchapter 2: Candidate Informational Meeting

- 6-6-2-1 The Election Commissioner shall preside over a minimum of two (2) Candidate Registration Meetings five (5) calendar weeks prior to election week. The meetings must take place on the Monday and Tuesday of the fifth calendar week before election week.
- 6-6-2-2 The Election Commissioner shall coordinate with the Director of Public Relations to advertise to the student body the Candidate Registration Meeting. All Candidate Informational Meeting advertisement must specify that attendance to the meeting is a prerequisite for filing to run for office. The Candidate Registration meeting shall be advertised starting no later than one (1) calendar day after the Training Session.
- 6-6-2-3 In the Candidate Informational Meeting, the Election Commissioner shall:
- (a) Distribute to all attendees a copy of this Title
 - (b) Educate attendees on SGA election policies and regulations;
 - (c) Present the schedule of all election events and deadlines;
 - (d) Distribute to all attendees a copy of the Filing Packet; and
 - (e) At the conclusion of the meeting, register all prospective candidates.

Subchapter 3: Filing Packets

- 6-6-3-1 The Election Commissioner must coordinate with the Director of Governmental Affairs and the Senate Governmental Affairs Committee to create the Filing Packet. The Filing Packet must require from prospective candidates information necessary for the conduct of the election. The Board of Elections shall approve the contents of the Filing Packet before it is distributed to the attendees of the Candidate Informational Meeting.

6-6-3-2 In order to be certified to run for office, prospective candidates must submit a completed Filing Packet to the Election Commissioner by the date set by the Election Commissioner and Board of Elections. The Elections Commissioner will submit all filing packets to the Office of Student Conduct and Integrity to determine candidates' eligibility to run for office. If a prospective candidate does not attend a candidate information meeting, they will not be eligible to receive a filing packet.

6-6-3-3 The Office of Student Conduct and Integrity shall process the information contained within the filing packet by the end of the Friday on the fifth week prior to election week.

Subchapter 4: Candidate Certification

6-6-4-1 The Election Commissioner shall coordinate with the University to verify all candidate information relevant to qualifications for office.

6-6-4-2 The Election Commissioner shall certify all prospective candidates who meet qualifications for office and who submitted Filing Packets before the deadline. The Election Commissioner shall notify candidates of their certification in writing by 5:00 pm EST on the Monday of the fourth week prior to election week. The Election Commissioner may notify prospective candidates of their certification prior to this date and time.

6-6-4-3 The Election Commissioner shall not certify any prospective candidates who do not meet qualifications for office or who failed to submit Filing Packets before the deadline. The Election Commissioner shall notify in writing prospective candidates who are not certified and inform them of the reason why they were not certified. Prospective candidates who are not certified shall be notified by 5:00 pm EST on the Monday of the fourth week prior to election week. The Election Commissioner may notify prospective candidates of their not being certified prior to this date and time.

6-6-4-4 Prospective candidates may only appeal a lack of certification based on factors other than failure to meet qualifications for office, such as incorrect information used in the certification process.

Subchapter 5: Election Campaigns

6-6-5-1 The official timeline approved by the Board of Elections shall last from the first Candidate Information Meeting until the last day of elections. If no candidate secures over 50% of the vote on the first round of elections, the last day of elections shall be the day of the second round of elections. Election campaigns shall be conducted irrespective of the University academic calendar.

6-6-5-2 Election campaigns shall be conducted in accordance with all regulations contained in the SGA Code, University policy, and the law. Election officials shall enforce all election policy in accordance with the SGA Code, University policy, and the law.

Subchapter 6: Debate

6-6-6-1 The official timeline shall include a public presidential and vice presidential debate during the second calendar week prior to election week. The Election Commissioner shall, with the approval of the Board of Elections, plan and coordinate the debate.

6-6-6-2 The official timeline may include a public senatorial debate during the second calendar week prior to election week. The Election Commissioner shall, with the approval of the Board of Elections, plan and coordinate the debate.

Subchapter 7: Open Polls

6-6-7-1 Election dates shall be the earliest Tuesday and Wednesday in March that the Election Board decides best aligns with the academic calendar. The polls shall be open at 6:00 am EST on that Tuesday, and the polls shall close at 6:00 pm EST on that Wednesday. If there is a need for a second round of elections, polls shall open on the day of the second round from 6:00 am EST to 6:00 pm EST.

Subchapter 8: Unofficial Election Results

- 6-6-8-1 The Election Commissioner will coordinate with the SGA advisor to obtain vote totals within one (1) hour after the closing of the polls. The vote totals at the closing of the polls shall be considered the unofficial election results.
- 6-6-8-2 The Election Commissioner shall hold a public announcement of the unofficial election within two (2) hours after receipt of the election results unless one of the following happens: (1) a candidate files a dispute or appeal related to the election; or (2) the Election Commissioner has pending or intends to bring charges against a candidate. The Election Commissioner shall inform the Board of Elections of the unofficial election results before holding the public announcement. But the Board of Elections shall not be informed of the results if they are either about to or in the process of deliberating an election appeal or dispute, so as not to sway their decision making. The Board of Elections shall be informed of the results only after all election appeals and disputes have been resolved.
- 6-6-8-3 If a dispute or pending sanction exists, the election results may not be opened or revealed to any person until the case is resolved by either the Board of Elections or the Supreme Court, if necessary. Until such time, the Election Commissioner and the SGA advisor shall secure the results.
- 6-6-8-4 In all cases, the Election Commissioner shall inform the Board of Elections of the unofficial election results before holding the public announcement.

Subchapter 9: Election Certification

- 6-6-9-1 The Board of Elections will be permitted to accept or decline election disputes and appeals within two (2) hours of the polls closing. The Board of Elections shall meet to hear appeals or complaints regarding the conduct of the election or of individual candidates. After this two (2) hour time frame, the Board will no longer be able to hear election disputes and appeals.
- 6-6-9-2 The Board of Elections shall only certify election results for elections where the Board finds compliance with SGA election policies and regulations.
- 6-6-9-3 If the Board of Elections fails to certify the election results for any office by the official's first day in office, the Supreme Court shall have the authority to issue temporary election result certificates. In such a case, the Supreme Court shall have the authority to review the unofficial election results.

Chapter 7: Regulations

Subchapter 1: Regulations

- 6-7-1-1 All forms of on-campus and off-campus campaigning must comply with the rules and requirements of the place and manager of the place wherein the campaigning shall take place. No campaign may utilize any campaign method that is completely unavailable to all other candidates. It is the responsibility of the candidate to learn of all necessary rules.
- 6-7-1-2 Candidates may campaign on the campuses of Indiana State University under the authority of the SGA. Campaign restrictions shall include but are not limited to:
- (a) Campaigning is defined as promoting yourself and/or running mate as candidates for the SGA elections to any eligible voters in said SGA election in any form.
 - (i) Campaigning includes, but is not limited to, candidates creating any social media platforms to use to spread information about their running goals, approaching student organizations to discuss the candidates' platforms or to simply inform that a student is running for SGA office, talking directly to students about their campaign.
 - (ii) Candidates cannot meet or begin planning with their campaign team a campaign team once until they have been officially approved by the Election Commissioner. Candidates can ask students if they are interested in joining their campaign team if they were approved and are not able to assemble a roster before approval, but not meet with a campaign team until after they have been approved.

- (b) Candidates who wish to have a campaign team must submit a formal roster to the Election Commissioner no later than 72 hours after their candidacy is confirmed.
 - (i) Removal of a campaign team member will be official upon notification of the election commissioner.
 - (ii) (If a member of a campaign team leaves a campaign team, they cannot officially join another candidates campaign team.)
 - (iii) This list must include the students full first and last name, student ID number, and any position they hold within the SGA.
 - (c) No campaigning inside a classroom during a class session or within fifteen (15) feet of the doorway or window to the said classroom. Wearable items such as shirts, pants, buttons, pins, hats, or other wearable items are allowed. Students are not allowed to discuss the matters of which their wearable items represent until they have exited and met the required fifteen (15) foot distance from the classroom.
 - (d) No form of campaigning may interfere with the normal operations and purposes for the use of university space or other people in the space.
 - (e) No messages may be sent using mass emails from the University computer system by individual candidates. This statement shall not be construed to prevent the Election Commissioner from advertising for voters to become aware of the elections.
 - (f) No campaigning inside a computer lab while polls are open or within fifteen (15) feet of the doorway or window to said lab.
 - (g) No campaign shall engage in anything that can be reasonably inferred to be voter intimidation or voter harassment.
 - (h) No campaign shall engage in computer-assisted voting to assist students in the voting process, which shall include, but shall not be limited to, using a desktop, laptop, tablet, smartphone, or any other mobile device. Campaigns will be allowed to create pamphlets to educate students on the process of voting.
 - (i) Candidates are not permitted to campaign until they are officially approved by the Election Commissioner.
 - (j) No Supreme Court Justice shall have a personal interest on a ticket's campaign team.
 - (i) This includes having duties assigned by the candidates for the Justice to carry out as well as advertising for a particular campaign.
- 6-7-1-3 No candidate may spend more than \$350 dollars of personal funds on a campaign for any SGA office unless all candidates agree on a higher amount.
- (a) "Personal funds" shall be defined as "an individual's money in a checking account, savings account, cash-on-hand, and any other monetary assets belonging to the individual" for the purposes of SGA Code 6-7-1-3 and its subsections .
 - (b) Receipts of all campaign materials purchased via personal funds shall be furnished to the Election Board by 4:30pm the day before polls open.
 - (c) If a candidate cannot provide a receipt of the item purchased via personal funds, the Election Board will assign the fair market value of the item to the candidate's total expenses.
- 6-7-1-4 Any financial contributions to a candidate seeking SGA office for the purpose of covering the expenses of that candidate's campaign shall include, but is not limited to, any and all items purchased by entities other than the candidate themselves that is then gifted to that candidate and/or monetary donations to a candidate shall not exceed \$150 unless all candidates agree on a higher amount.
- (a) A candidate shall be responsible for furnishing the Election Board with receipts of all items gifted to a candidate, monetary donations to a candidate, or any other financial contributions to a candidate that would not be considered "personal funds" under SGA Code 6-7-1-3.1 by 4:30pm the day before polls open.

- (i) Paper or electronic evidence that an outside entity was the purchaser of a campaign item shall or patron of an electronic monetary donation shall be deemed a sufficient “receipt” for the purposes of complying with SGA code 6-7-1-4.1.
 - (ii) Monetary donations made via physical currency shall require a signed document affirming that the patron of that donation is an outside entity who is agreeing to donate physical currency to a candidate for the purposes of covering the expenses of that candidate’s campaign.
- (b) If a candidate cannot provide a receipt of the item purchased via SGA Code 6-7-1-4, the Election Board will assign the fair market value of the item and that total shall count toward the total expenses allotted under “personal funds” as defined by SGA Code 6-7-1-3 and its subsections and shall be subject to the regulations thereof.

Chapter 8: Sanctions

Subchapter 1: Authority

- 6-8-1-1 The Board of Elections shall have the sole authority to levy sanctions against candidates for violation of SGA election policies and regulations.
- 6-8-1-2 The Election Commissioner shall have the right to recommend sanctions against candidates based on violations of election policies and regulations. The Board of Elections shall give the candidate charged with violations a timely and fair hearing in order to determine whether sanctions are appropriate. The Board of Elections shall notify the candidate of its decision in writing within one (1) calendar day of the hearing.

Subchapter 2: Sanction Types

- 6-8-2-1 Sanction types shall be limited to the following:
- (a) Temporary or permanent removal of campaign materials from limited areas or the entirety of campus;
 - (b) Temporary or permanent suspension of all online campaign materials;
 - (c) Temporary or permanent suspension of all campaign rights in limited areas or the entirety of campus; and
 - (d) Disqualification.
- 6-8-2-2 The Board of Elections shall have full discretion in levying sanctions against candidates, and these sanctions shall be based on:
- (a) How adverse the effect of the violation is on other campaigns and the election process;
 - (b) How adverse the effect of the violation is on the campus and student body as a whole; and
 - (c) Whether the violation is a first offense or a repeated offense.
- 6-8-2-3 Candidates shall be automatically disqualified if they are sanctioned by the Board of Elections for two (2) violations during the campaign period, which shall include the days of elections.
- 6-8-2-4 The Board of Elections shall be entitled to levy a maximum of one (1) warning that will not count towards a candidate’s two (2) violations. The Board of Elections shall have the discretion of levying either a warning or violation to candidates for a given policy violation in accordance with the policies in the Code. Once a candidate has received their one (1) warning, the Board of Elections will only be able to apply violations to a candidate.
- 6-8-2-5 The Board of Elections shall have the discretion to levy a single warning against candidates under the following circumstances:
- (a) Campaigning inside a classroom during a class session or within fifteen (15) feet of the doorway or window to the said classroom.
 - (b) Interfering with the normal operations and purposes for the use of university space or other people in the space.
 - (c) Campaigning inside a computer lab while polls are open or within fifteen (15) feet of the doorway or window to said lab.

(d) Anything else that is minuscule enough to warrant a warning, so long as it is not something that incurs an automatic violation according to the Code.

6-8-2-6 The Board of Elections shall only levy violations, not a warning, against candidates under the following circumstances:

(a) Using mass emails from the University computer system to message the student body.

(b) Engaging in anything that can reasonably be inferred to be voter intimidation or voter harassment.

(c) Engaging in computer-assisted voting to assist students in the voting process, which shall include, but shall not be limited to, using a desktop, laptop, tablet, smartphone, or any other mobile device.

(d) Anything else that is not explicitly mentioned in the election regulations that are serious enough to warrant a violation.

Chapter 9: Appeals

Subchapter 1: Appeals from Election Commission Decisions and Complaints

6-9-1-1 All candidates and prospective candidates shall have the right to appeal decisions by the Election Commissioner that affects their participation in SGA elections to the Board of Elections. They may also file complaints as to the conduct of the election or the conduct of other candidates. All appeals must be completed and submitted in writing as soon as possible and no later than by 8 p.m. on the last day of each election and delivered to the Board of Elections or an SGA Advisor. Failure to provide a written appeal shall constitute a waiver of all rights to appeal.

6-9-1-2 The Board of Elections shall provide a timely and fair hearing to all appeals and complaints. The Board of Elections shall issue a verbal decision as soon as possible, but no later than twenty-four (24) hours after

Subchapter 2: Appeals from Board of Election Decisions

6-9-2-1 Candidates and prospective candidates may petition the SGA Supreme Court to review a decision by the Board of Elections. The SGA Supreme Court shall have discretionary jurisdiction over such review. Candidates shall provide notice of their intent to appeal a Board of Elections decision within two (2) hours of the issuance of the verbal decision to the Supreme Court or an SGA Advisor. Failure to provide a written statement of intent to appeal shall constitute a waiver of all rights to appeal.

6-9-2-2 Once candidates and prospective candidates have exhausted their right to appeal within the SGA, they shall have the right to bring judicial action against the Board of Election.

TITLE 7: SGA Advisory

Chapter 1: The Student Government Association Primary Advisor

Subchapter 1: Authority of the Primary Advisor

- 7-1-1-1 The Primary Advisor is authorized and required by the SGA Constitution and the Indiana State University Policy. The SGA Code provides the powers here vested upon the SGA Primary Advisor.
- 7-1-1-2 The Primary Advisor shall have direct oversight and provide advice to all operations of the Student Government Association.

Subchapter 2: Duties and Responsibilities

- 7-1-2-1 The SGA Primary Advisor shall have the following duties and responsibilities:
- (a) Works directly with SGA President, Vice President, Chief of Staff, Senate Speaker, Senate Chair, Senate Deputy Speaker, Chief Justice, Election Commissioner, and Election Board Chair.
 - (b) Schedule monthly meetings with the entire SGA Advisory Board.
 - (c) Attend weekly or bi-weekly meetings with SGA's President, Vice President, and Chief Staff.
 - (d) Attend bi-weekly meeting with Senate Speaker and any other Senate Leadership.
 - (e) Attend at least one meeting monthly with both SGA Executive Branch and SGA Legislative Branch during their regularly scheduled meetings.
 - (f) According to the SGA Constitution, SGA Primary Advisor must meet and train members of the Election Commission.
 - (g) Ensure that all areas of SGA are following all responsibilities and duties included in both the SGA Constitution, SGA Code, Standing Rules of Senate, and any other governing documents. If they are not being met, the Primary Advisor must meet with the Division of Student Affairs to decide the next course of action.
 - (h) Communicate with campus partners outside of SGA to ensure that the needs of the students at Indiana State University are advocated for.

Subchapter 3: Selection of Primary Advisor

- 7-1-3-1 The Selection of the SGA Primary Advisor if needed should be as follows, understanding that there first must be a discussion with the Vice President for Student Affairs who has ultimate authority and the President as well as the Vice President:
- (a) The President must schedule and hold a meeting with Vice President, Chief of Staff, Senate Speaker, Senate Chair, Senate Deputy Chair, and Chief Justice to discuss the vacancy, recruitment efforts, and the process of selection.
 - (b) The individual must be a exempt staff member within the Division of Student Affairs
 - (c) The President must create and send out to all exempt staff members in the Division of Student Affairs a Treehouse form indicating whether they would be interested in the position.
 - (d) This application will stay open for two weeks and all applicants are invited to both SGA Senate meetings and Executive Branch meeting to field any questions from members of SGA.

The Chief Justice must also be invited to each meeting for an opportunity for them to ask questions.

- (e) The following week, there must be open discussion on both the Senate floor and the Executive Branch meeting to discuss all possible applicants.
- (f) After both discussions, the President must schedule and hold a meeting with the Vice President, Chief of Staff, Senate Speaker, Senate Chair, Senate Deputy Chair, and Chief Justice to majority decide on who will be the individual to fill the Primary Advisor position.

Chapter 2: The Student Government Association Advisory Board Members

Subchapter 1: Authority of the Advisory Board Members

7-2-1-1 The Advisory Board Members is authorized and required by the SGA Code. The SGA Code provides the powers here vested upon the SGA Advisory Board Members.

7-2-1-2 The Advisory Board Members shall have direct oversight and provide advice to specific operations of the Student Government Association.

Subchapter 2: Duties and Responsibilities

7-2-2-1 Advisory Board members will be responsible for the advisement and oversight of a specific area within the Student Government Association based on the discretion of the SGA President, Vice President, Chief of Staff, and Primary Advisor.

7-2-2-2 Each position within the board will be different, but will follow these general duties:

- (a) Ensure all Code, Constitution, Standing Rules of Senate, and any other governing documents requirements of your advisee are being met, if they are not; notify SGA Primary Advisor or SGA President.
- (b) Schedule and meet with your specific advisee(s) biweekly to advise and aid in any efforts.
- (c) Attend at least 75% of Advisory Board meetings within a semester unless an excused absence was made in a timely manner. Discretion of excused absences will be vested on to the Primary Advisor
- (d) Attend at least one Senate and Executive Branch meeting per semester.

Subchapter 3: Make-Up of the Student Government Association Advisory Board

7-2-3-1 The Primary Advisor shall lead the Student Government Advisory Board by scheduling meetings, holding members accountable, and in constant communication with the entire board.

7-2-3-2 The Advisory Board, excluding the Primary Advisor, should not exceed four members and should consist of at least two members.

7-2-3-3 The Vice President of the Executive Branch will act as a liaison between the Advisory Board and the rest of SGA by attending all Advisory Board meetings to give reports on what is happening in SGA as a whole.

Subchapter 4: Selection of Student Government Association Advisory Board

7-2-4-1 The SGA President, Vice-President, and Primary Advisor will meet to discuss possible vacancies, additions, or subtractions from the current advisory board. They will do the following if they need to add advisors:

- (a) Discuss what director needs an advisor and recruit towards specific personnel that can aid in the success in that area of SGA
- (b) Send those specific personnel a Treehouse form asking them to apply for an advisory position over a specific area of SGA
- (c) Meet with personnel that apply and majority decide who will be the personnel to fill that position

7-2-4-2 After all positions are filled, the SGA Primary Advisor will meet the Advisory Board on any transition materials they need going into the next year as well as inform in any specific duties of their position.

Subchapter 5: Removal of an Advisory Board Member

7-2-5-1 With the understanding that Division for Student Affairs has primary power over any additions or subtractions from the SGA Advisory Board, the following steps will happen if any of the fore mentioned duties are not being met:

- (a) If the Primary Advisor is not fulfilling their specific duties, SGA President and Vice President must meet with Vice President for Student Affairs to discuss necessary steps forward.
- (b) If a member of the Advisory Board is not fulfilling their specific duties, SGA President and Vice President must meet with Primary SGA Advisor to discuss necessary steps forward.