

**THE ARTICLES OF GOVERNANCE
OF
THE STUDENT GOVERNMENT OF LOYOLA CHICAGO**



The Articles of Governance of The Student Government of Loyola Chicago

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CHAPTER 1: Purpose & Membership

Article 1: Establishment

§1. To form a strengthened representation of the undergraduate student body of Loyola University Chicago, we hereby create the Student Government of Loyola Chicago, hereafter referred to as the SGLC.

§2. Each undergraduate student of Loyola University Chicago, as determined by the Office of Registration and Records, shall be considered a constituent of the SGLC, and shall possess all respective rights granted herein.

Article 2: Mission

§1. The mission of the SGLC shall be as follows:

We commit wholeheartedly to voice the concerns of the student body, to act as an instrument for the cooperation of students, faculty, and administration, to provide an open forum for dialogue, and to be a voice for student opinions concerning the traditions, ideas, and affairs of the University. We shall do so in order to afford all undergraduate students the opportunity to participate in the management of their own affairs.

Article 3: Membership

§1. A member shall be defined as any person elected or appointed to any position within the SGLC.

§2. Membership within the SGLC shall be open to any full-time or part-time undergraduate student, as defined by the Office of Registration and Records, provided that the individual has maintained good disciplinary standing and a cumulative GPA of at least 2.5.

§3. No individual may, through election or appointment, serve in more than one position within the SGLC, except where otherwise provided within these bylaws.

§4. A member who has served for any ten continuous weeks during any academic semester shall be considered to have served for the entire semester.

§5. A term of the SGLC shall commence immediately upon the administering of the Oath of Office for members elected during the Spring Election, and the same term shall conclude immediately upon the administering of the Oath of Office for members elected during the following Spring Election. The outgoing Chief Justice shall administer the Oath of Office.

(A) The Oath of Office shall be:

“I, [state first and last name], do solemnly swear to serve the students of Loyola University Chicago, and to the best of my ability, uphold the mission and Articles of Governance of the Student Government of Loyola Chicago. I hereby take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.”

(B) Each member shall be allowed to use a sacred text of their choice while taking the Oath of Office. Should a member choose to use a sacred text, the same member shall be responsible for providing it.

(C) The use of a sacred text shall not be required of any member of the SGLC.

§5. An email sent from an “@luc.edu” address shall be deemed the signature of the individual to whom the same address is assigned in all cases for which the signature of a member is required.

Article 4: Responsibilities and Rights

§1. Each member shall have the responsibility to uphold the mission of the SGLC, and shall maintain all other responsibilities and rights enumerated within these bylaws.

§2. Each member shall have the responsibility to adhere to all policies enumerated within the Community Standards of Loyola University Chicago.

§3. Each member shall display exemplary behavior by assuming greater ethical responsibility for their discourse and action as visible leaders amongst the undergraduate student body.

CHAPTER 2: Bylaws

Article 5: Authority and Structure

§1. The Articles of Governance shall comprise the bylaws of the SGLC.

§2. Further bylaws may be established by subsidiary entities of the SGLC where provided for within the Articles of Governance. All bylaws of the SGLC or its subsidiary entities shall be consistent with the Articles of Governance. In the event that any bylaw is inconsistent with the Articles of Governance, the Articles of Governance shall be the final authority.

§3. Bylaws shall be written in Times New Roman, eleven-point font.

§4. Except where explicitly stated otherwise, the plural form of a word or phrase shall imply the singular, and the singular form of a word or phrase shall imply the plural.

§5. Gendered nouns and pronouns shall be avoided.

§6. A clause expressing an exact definition or manner of an item, or an exact responsibility, obligation or duty of a member shall be written using the future positive phrase “shall” or “shall be.”

§7. A clause expressing an exact limitation or restriction of an item, or an exact limit or restriction of a member, shall be written using the future negative phrase “shall not” or “shall not be.”

§8. A clause expressing a possible definition or a possible manner of an item, or a right of a member shall be written using the future positive phrase “may.”

Article 6: Amendments

§1. The Articles of Governance shall be amended only by legislation of the Senate. Amendments shall require a two-thirds majority vote of the membership of the Senate.

§2. Amendments are subject to approval by the Vice President of Student Development.

CHAPTER 3: The Senate

Article 7: Membership & Duties of the Senate

§1. Legislative Power: All legislative power shall be vested in the Senate. The Senate shall have the duty and power to enact policies and resolutions in order to carry out the mission of the SGLC, and for the general welfare of the Loyola University Chicago undergraduate student body.

§2. Composition: The Senate shall be comprised of thirty-five elected members. A member of the Senate shall be hereinafter referred to as a senator. Each senator shall be responsible for the representation of their constituent members of the Loyola University Chicago undergraduate student body. Membership of the Senate shall be composed as follows:

- (A) Seven Freshman Senators
- (B) Seven Sophomore Senators
- (C) Seven Junior Senators
- (D) Seven Senior Senators
- (E) Seven At-Large Senators

§3. Vacancy: Vacancies in the Senate shall be filled through internal elections of the Senate. An internal election shall be held at the discretion of the Speaker of the Senate at any time. If at the beginning of any semester there exists one or more vacancies, the Senate shall hold an internal election no later than the third regularly scheduled meeting of the Senate during the same semester.

§4. Chairperson: The Senate shall, from its membership, at the first meeting of the Senate of each term, elect a chairperson, hereafter referred to as the Speaker. Until the Senate has elected a Speaker, the President shall serve as the interim chairperson.

- (A) The Senate shall, from its membership, at the first meeting of the Senate of each term, elect a Speaker Pro Tempore.

§5. Legislation: The Senate shall have the power to enact legislation. Legislation shall be enacted in the form of either an Act or a Resolution.

- (A) An Act shall be an official action of the Senate, which shall include but is not limited to: a policy, an amendment to the Articles of Governance, or an appropriation of SGLC funds.
- (B) A Resolution shall be a proposal or recommendation that expresses the opinion of the undergraduate student body.

§6. Executive Committee Appointments: The Senate shall vote to approve or deny all appointments of members to the Executive Committee.

§7. Override Authority: The Senate shall have the authority to override a Presidential veto upon a two-thirds majority vote of members present at any meeting of the Senate.

Article 8: Officers of the Senate

§1. The Speaker of the Senate: The Speaker shall oversee the meetings, activities, and initiatives of the Senate.

- (A) The Speaker shall relinquish their ability to sponsor legislation and participate in debate, and shall vote only in the case of a tie.
- (B) The Speaker shall set the agenda for each meeting of the Senate, and shall officiate each meeting in accordance with the Articles of Governance.
- (C) The Speaker shall appoint each newly elected Senator to a standing committee by a system determined by the Speaker and approved by the Senate.
- (D) The Speaker shall assign and register for each senator an iClicker device.
- (E) The Speaker shall be responsible for recording the votes for each legislative Act or Resolution. The Speaker shall ensure that the voting record for each legislative Act or

Resolution is made publicly accessible to the entire undergraduate student body. The voting record shall include the name of the legislation, the final vote tally, the name of each Senator who voted for the legislation, the name of each Senator who voted against the legislation, and the name of each Senator who abstained.

§2. The Speaker Pro Tempore: The Speaker Pro Tempore shall assist the Speaker in their duties, and shall assume the role of the Speaker in the event of the Speaker's absence. The Speaker Pro Tempore shall, upon resignation or dismissal of the Speaker, become the Speaker for the duration of the term.

Article 9: Standing Committees

§1. Descriptions: The membership of the Senate shall be divided proportionally across six standing committees. The standing committees shall serve the following purposes:

- (A) The Academic Affairs Committee shall be concerned with academic issues at Loyola University Chicago, including, but not limited to: classes, curriculum, finals scheduling, library services, University Core requirements, and major or minor requirements. The Academic Affairs Committee shall also serve as the primary representative of the SGLC to the Academic Council.
- (B) The Allocations Committee shall hear Student Activities Fund requests from Registered Student Organizations. The Allocations Committee will then determine whether to fund the Student Organization and inform the office of Student Activities and Greek Affairs of its decision. The Allocations Committee shall also, as necessary, review and propose changes to the Student Activities Fund funding guidelines.
- (C) The Facilities and Transportation Committee shall be concerned with issues regarding campus facilities and transportation services, including, but not limited to: 8-Ride, inter-campus shuttles, room reservations, and building maintenance.
- (D) The Justice Committee shall be concerned with issues of social justice, environmental sustainability, and issues of Catholic and Jesuit identity at Loyola University Chicago.
- (E) The Residents, Commuters, & Dining Committee shall be concerned with issues including, but not limited to: the student residence hall experience, dining services on campus, and the off-campus student experience.
- (F) The Safety and Wellness Committee shall be concerned with issues including, but not limited to: student health and issues of safety on campus and in the neighborhood. The Safety and Wellness Committee shall also serve as the primary representative of the SGLC to Campus Safety and to the Wellness Center.

§2. Committee Appointment: Each Senator shall be appointed by the Speaker to serve as a voting member of exactly one standing committee.

§3. Chairperson: Each standing committee shall elect from its own membership a chairperson to organize and facilitate its meetings and business. The chairperson shall be elected during the first committee meeting of each term.

§4. Bylaws: At its first meeting of each term, each standing committee shall establish bylaws to facilitate the efficient operation of the committee. These bylaws shall include but are not limited to:

- (A) An official date and time of regular committee meetings.
- (B) A committee attendance policy. This policy shall enumerate the number of excused absences that are permitted to each committee member as well as the stipulations for an excused absence from a committee meeting or event.

- (C) The process for selecting and removing the chairperson.
- (D) Rights, responsibilities, and duties of all members of the committee.

§5. Bylaw Approval: Standing committee bylaws shall be submitted to the Speaker, the Attorney General, and the Chief Justice no later than the second scheduled meeting of the Senate for each term. Bylaws shall take full force and effect only upon ratification by the Judicial Board.

§6. Meetings & Reports: Each standing committee shall meet on a regular basis throughout the duration of each term, and shall provide written reports on their activities and initiatives at each meeting of the Senate.

- (A) Each standing committee shall meet no less than once per week at a date, time, and location specified within the bylaws of each respective committee.
- (B) Each standing committee member shall attend all committee meetings, except when excused in accordance with the committee bylaws.
- (C) The meetings of each standing committee shall be open to any member of the undergraduate student body, except in the case of the Allocations Committee, or where otherwise provided for within the bylaws of the particular committee.
- (D) The power to vote within each standing committee shall be reserved exclusively to the members of each respective committee.
- (E) Each standing committee shall provide to the Speaker, the Secretary, and the Chief Communications Officer detailed written reports of their meetings and business no less than once per week on a schedule established by the Speaker.
- (F) The chairperson shall oversee the meetings and business of their respective standing committee. In the conduct of the meetings of each committee, the chairperson may establish rules of order that shall prevail except as otherwise provided by law.

§7. Publicity: Each standing committee shall, no less than twice per semester, organize a publicly visible and accessible informational table to demonstrate the activities and initiatives of the respective committee. This event shall consist of reserving a space in a populated area of either the Lake Shore Campus or the Water Tower Campus, and may include members of the committee being present to answer questions on the activities and initiatives of the committee, distribute pertinent print material, or gather feedback from members of the undergraduate student body.

Article 10: Special Committees

§1. Activation: A Special Committee shall be activated upon a simple majority vote of the Senate.

§2. Composition: Each activated special committee shall consist of no fewer than five Senators. The Senate shall have the exclusive power to nominate and appoint Senators to the special committees.

§3. Chairperson: Each special committee shall elect from its own membership a chairperson to organize and facilitate its meetings and business. The chairperson shall be elected during the first committee meeting of each term.

§4. Bylaws: At its first meeting of each term, each special committee shall establish bylaws to facilitate the efficient operation of the same committee. These bylaws shall include but are not limited to:

- (A) An official date and time of regular committee meetings.
- (B) A committee attendance policy. This policy shall enumerate the number of excused absences that are permitted to each committee member as well as the stipulations for an excused absence from a committee meeting or event.

- (C) The process for selecting and removing the chairperson.
- (D) Rights, responsibilities, and duties of all members of the committee.

§5. Bylaw Approval: Special committee bylaws shall be submitted to the Speaker, the Attorney General, and the Chief Justice no later than the second scheduled meeting of the Senate following the activation of the same committee. Bylaws shall take full force and effect only upon ratification by the Judicial Board.

§6. Reports: Each special committee shall, upon activation, provide a written report to the Speaker, the Secretary, and the Chief Communications Officer no less than forty-eight hours prior to each scheduled meeting of the Senate.

§7. Dissolution: Each activated special committee shall dissolve at the end of the term during which the same committee was activated.

§8. The special committees shall be:

(A) The Budget Review Committee

- i. The Budget Review Committee shall prepare the Budget of the SGLC for the succeeding term.
- ii. The Senate shall activate the Budget Review Committee no later than the second scheduled meeting of the Senate during the Spring Semester of each term.

(B) The Constitutional Review Committee

The Constitutional Review Committee shall be concerned with evaluating the effectiveness and correctness of the Articles of Governance, and shall draft amendments as necessary in order to maintain consistency, accuracy, and clarity throughout the Articles of Governance.

Article 11: Ad-Hoc Committees

§1. Establishment: Ad-hoc committees may be established as needed in order to serve a particular purpose or investigate a specific issue or cause. An ad-hoc committee shall be established at the discretion of the Speaker, upon an executive order of the President, by a motion of the Senate.

§2. Chairperson: Each ad-hoc committee shall elect from its own membership a chairperson to organize and facilitate its meetings and business. The chairperson shall be elected during the first committee meeting of each term.

§3. Bylaws: At its first meeting of each term, each ad-hoc committee shall establish bylaws to facilitate the efficient operation of the same committee. These bylaws shall include but are not limited to:

- (A) The process for selecting and removing the chairperson.
- (B) Rights, responsibilities, and duties of all members of the committee.

§4. Bylaw Approval: Ad-hoc committee bylaws shall be submitted to the Speaker, the Attorney General, and the Chief Justice no later than the second scheduled meeting of the Senate following the activation of the same committee. Bylaws shall take full force and effect only upon ratification by the Judicial Board.

§5. Reports: Each special committee shall, upon activation, provide a written report to the Speaker, the Secretary, and the Chief Communications Officer no less than forty-eight hours prior to each scheduled meeting of the Senate.

§6. Dissolution: Each ad-hoc committee shall dissolve at the end of the term during which the same committee was established.

Article 12: Senate Meetings & Agenda

§1. Meetings

- (A) The Senate shall convene weekly during the academic year.
- (B) The Senate shall convene each Tuesday at four o'clock in the afternoon during the Fall and Spring semesters. The Speaker shall establish the location of each meeting of the Senate and shall notify the Chief Communications Officer of the location of each meeting no less than forty-eight hours prior to the same meeting.
- (C) The Senate shall convene for a special meeting at the discretion of the Speaker or by a majority vote of the membership of the Senate. A special meeting shall be ordered no less than forty-eight hours in advance of the intended time of the same meeting.
- (D) The Senate shall convene for an emergency meeting upon the joint order of the President and the Speaker.

§2. Attendance

- (A) Each Senator shall be present for the entire duration of each meeting of the Senate, except where otherwise provided for within this section.
- (B) A Senator arriving more than fifteen minutes after a meeting of the Senate has been called to order, or departing prior to the adjournment of a meeting of the Senate, shall be considered truant from the same meeting for the duration of the time that the same Senator is not present.
- (C) A Senator may request from the Speaker an excuse for their absence or truancy no less than twenty-four hours in advance of the meeting of the Senate from which the Senator will be absent or truant.
- (D) No Senator shall accrue more than two excused absences per semester.
- (E) No Senator shall accrue more than two excused trancies per semester.
- (F) The Secretary shall, no more than twenty-four hours after the adjournment of each meeting of the Senate, send to the Speaker a report indicating the attendance, absence, or truancy of each Senator at the same meeting of the Senate.

§3. Agenda

- (A) The Speaker shall begin each meeting of the Senate by calling the meeting to order.
- (B) At such time that a meeting of the Senate has been called to order, the Senate shall follow the following agenda:
 - i. Roll Call
 - ii. Visitors and Guest Speakers
 - iii. Approval of the Minutes
 - iv. Unfinished Business
 - v. Committee, Board, and Advisor Reports
 - vi. New Business and Discussion

Article 13: Parliamentary Authority & Rules of Order

§1. Order & Decorum

- (A) The Speaker shall have the exclusive authority to conduct and regulate meetings of the Senate, except where otherwise provided for within the Articles of Governance.
- (B) At such time that the Speaker has called a meeting of the Senate to order, each Senator shall be seated, and all persons present shall defer to the Speaker.
- (C) The Speaker may, during a meeting of the Senate, call any present person to order, at which time the same person shall cease speaking and defer to the Speaker.
- (D) Each Senator shall exhibit respect and professionalism for one another during each meeting of the Senate.
- (E) No member of Senate shall call into question the personal character of any other member of Senate during any meeting of the Senate.
- (F) All persons present during a meeting of the Senate shall exhibit respect and professionalism towards all visiting speakers and audience members.
- (G) All visiting speakers and audience members shall respect the function of the SGLC and shall exhibit respect and professionalism while present at any meeting of the Senate.
- (H) A point of order may be called by the Speaker or by the Attorney General at any time, without recognition, during any meeting of the Senate, at such time that any present person is in violation of the Articles of Governance.
- (I) A point of order may be declared by any Senator during any meeting of the Senate, at such time that any present person is in violation of the Articles of Governance. The same Senator shall await recognition of the Speaker before providing an explanation for the point of order.
- (J) A point of clarification may be proposed by any Senator during a meeting of the Senate, at any time that the same Senator is uncertain as to something that was said or proposed during the same meeting. The same Senator shall await recognition of the Speaker before asking the point of clarification.
- (K) A point of information may, upon recognition of the Speaker, be offered by any Senator during a meeting of the Senate. A point of information shall be a contributive statement that provides specific factual information pertinent to the current topic of discussion or debate, for the benefit of the Senate.
- (L) Any Senator may, during any meeting of the Senate, upon recognition of the Speaker, ask a point of parliamentary inquiry in order to seek the Speaker's interpretation on a specific rule or bylaw, or lack thereof, pertaining to the current topic of discussion or debate.
- (M) A decision of the Speaker shall be overridden only by a two-thirds majority vote of the membership of the Senate during the meeting of the Senate at which the same decision was declared, except where otherwise provided for within the Articles of Governance.
- (N) A meeting of the Senate shall adjourn upon a motion of the Senate.

§2. Quorum

- (A) A meeting of the Senate shall be in order only when quorum is present.
- (B) Quorum shall be constituted by a simple majority of the total membership of the Senate.
- (C) At any time during a meeting of the Senate that quorum is not present, the Speaker shall declare the meeting in recess until a quorum is present or the same meeting is adjourned.

§3. Recognition

- (A) The Speaker shall recognize a member of the SGLC by their respective title and surname.
- (B) A Senator shall await the recognition of the Speaker before speaking during a meeting of the Senate.
- (C) Any present person may speak during a meeting of the Senate only upon being deferred to by a Senator or upon recognition of the Speaker.
- (D) A Senator who arrives to a meeting of the Senate after the meeting has been called to order and roll call has been taken shall be allowed to participate in the meeting only after the Speaker has verbally declared the Senator's arrival.
- (E) If a Senator requires departure before a meeting of the Senate is adjourned, the same Senator shall request personal privilege from the Speaker. The Speaker may grant personal privilege to the same Senator, in which case the Senator shall not be considered truant. If the Senator does not receive personal privilege from the Speaker, the Senator shall be considered truant for the duration of the time that they are not present at the same meeting of the Senate.

§4. Motions

- (A) A motion is a proposal by any Senator that the Senate take a certain action.
- (B) Motions shall pass by a simple majority of the present Senators at any meeting of the Senate, except where otherwise specified within the Articles of Governance.
- (C) The following motions shall be allowed at any time during a meeting of the Senate, upon recognition of the Speaker, except while a different motion is already pending:
 - i. Motion to adjourn a meeting
 - ii. Motion to table a pending legislative Act or Resolution
 - iii. Motion to make an amendment to a pending legislative Act or Resolution
 - iv. Motion to close or open a meeting of the Senate to the public
 - v. Motion to vote by a specified method
 - vi. Motion to establish or activate a committee
 - vii. Motion to dissolve a committee
 - viii. Motion to reconsider an already voted upon motion or measure
 - ix. Motion to override a Presidential veto
 - x. Motion to open the floor for nominations
 - xi. Motion to vote on nominations
 - xii. Motion to approve nominations or Executive appointments
 - xiii. Motion to convene a special meeting of the Senate
 - xiv. Motion to limit or extend limits of debate
 - xv. Motion to override a decision of the Speaker
 - xvi. Motion to refer a matter to a committee
 - xvii. Motion to the original question
 - xviii. Motion to recess for a specified amount of time
- (D) After a motion has been presented, the Speaker shall state the motion and open the floor to debate on the same motion.
 - i. The Speaker shall recognize the chief proponent of the motion for the first speech in favor of the motion. Then the Speaker shall ask if there is any further debate on the motion.

- ii. Subsequent debate shall follow in a cycle of alternating speeches of negation and speeches of affirmation.
 - iii. Each Senator may speak on a motion no more than twice and each speech shall be limited to five minutes.
- (E) When there are no further points of debate, the Speaker shall put the motion to a vote.
 - (F) If the vote on a motion fails, the motion has been denied. The chief proponent of a failed motion shall not propose the same motion again during the same meeting of the Senate. A failed motion may be proposed again by a different Senator.
 - (G) A motion shall not be allowed if there is already a pending motion before the Senate, with the exception of a motion to amend legislation, a motion to vote by a specified method, or a motion to table legislation or a topic of discussion until a future meeting of the Senate.
 - (H) The chief proponent of any motion may withdraw their own motion from consideration by the Senate only if the Senate has not yet voted on the same motion. Only the chief proponent shall be allowed to withdraw a motion.
 - (I) A motion to reconsider an already approved motion shall only be allowed during the meeting of the Senate during which the already approved motion was passed, or during the immediately succeeding meeting of the Senate.

§5. Voting

- (A) The right of each Senator to vote either in favor of or in opposition to any motion or legislation during any meeting of the Senate at which the same Senator is present shall not be infringed, except where otherwise provided for within the Articles of Governance.
- (B) Motions and legislation shall, except where otherwise specified within the Articles of Governance, be determined by a simple majority vote of Senators present at a meeting of the Senate.
- (C) A motion or legislative Act or Resolution determined by simple majority of Senators present shall pass if more than one-half of the Senators present at a meeting of the Senate vote in the affirmative.
- (D) A motion or legislative Act or Resolution determined by two-thirds majority of Senators present shall pass if more than two-thirds of the Senators present at a meeting of the Senate vote in the affirmative.
- (E) A motion or legislative Act or Resolution determined by simple majority of the membership of the Senate shall pass if more than one-half of the total membership of the Senate, during a meeting of the Senate, votes in the affirmative.
- (F) A motion or legislative Act or Resolution determined by two-thirds majority of the membership of the Senate shall pass if more than two-thirds of the total membership of the Senate, during a meeting of the Senate, votes in the affirmative.
- (G) A Senator may, at their own discretion, choose to abstain from voting on any motion or legislative Act or Resolution.
- (H) The Speaker shall conduct votes on legislation electronically with the use of iClicker devices.
 - i. Affirmative votes shall always be cast by pressing the button displaying the letter A on the iClicker device.
 - ii. Negative votes shall always be cast by pressing the button displaying the letter B on the iClicker device.
 - iii. Abstentions shall always be cast by pressing the button displaying the letter C on the iClicker device.

- (I) In the event that the iClicker devices malfunction, votes shall be cast by roll call.
- (J) The Speaker shall determine the method of voting for any vote except a vote on legislation.
- (K) A Senator may propose a motion that the Senate vote using a certain method. If the Speaker has already determined the method of voting for a particular question, a motion to vote using a certain method, passed by a two-thirds majority of Senators present, shall supersede the decision of the Speaker.
- (L) Before any vote is conducted, the Speaker shall state the question and announce the method by which the question will be voted upon.
- (M) The following methods of voting shall be allowed for any vote during any meeting of the Senate, except where otherwise specified within the Articles of Governance:
 - a. A vote by roll call shall be conducted by the Speaker requesting a verbal declaration from each present Senator as to the same Senator's vote on the particular question. Each Senator shall, upon recognition of the Speaker, declare either an affirmative vote, a negative vote, or the respective Senator's intent to abstain from voting.
 - b. A vote by show of hands shall be conducted by the Speaker requesting that each Senator raise their hand in order to indicate their vote in favor of or in opposition to the particular question.
 - c. A vote by ballot shall be conducted by the Speaker collecting a written declaration from each present Senator indicating each respective Senator's vote on the particular question.

§6. Discussion

- (A) The right of each Senator to participate in discussion of any issue, topic, or question pertinent to the undergraduate student body shall not be infringed, except where otherwise provided for within the Articles of Governance.
- (B) Any Senator may request that a specific issue, topic, or question be discussed during a particular meeting of the Senate by submitting to the Speaker a request that discussion of the same issue, topic, or question be added to the agenda, no less than forty-eight hours prior to the same meeting of the Senate. A change or addition to the agenda that has been requested less than forty-eight hours prior to the same meeting of the Senate shall be approved only at the discretion of the Speaker.
- (C) During discussion of a particular issue, topic, or question, all statements, questions, points of clarification, and points of information shall be relevant to the same issue, topic, or question.
- (D) The Speaker shall have the authority to establish parameters for discussion of any particular issue, topic, or question.
- (E) Discussion of any particular issue, topic, or question shall cease when there are no further contributions or questions on the particular issue, topic, or question.

§7. Appointments & Nominations

- (A) The Senate shall, at the discretion of the Speaker, by motion of the Senate, or in any circumstance wherein it is required by the Articles of Governance, consider and vote on appointees to open positions within or without the SGLC.
- (B) The Speaker shall, prior to the Senate's consideration of appointments, open the floor for nominations.
- (C) An appointment to a Senate Officer position, a standing committee, or a special committee shall require a verbal nomination from any Senator.

- (D) An appointment to an ad-hoc committee or the Election Board shall require a nomination from any member of the SGLC.
- (E) An appointment to the Judicial Board, the Executive Committee, an Auxiliary Officer position, or a non-SGLC position shall require a nomination from the President.
- (F) After there are no further nominations for an appointment, each nominee shall be allowed to speak on their own behalf for an amount of time not to exceed two minutes.
- (G) The right of each Senator to ask questions pertaining to the qualifications or motives of each nominee for an appointment shall not be infringed.
- (H) The Senate shall discuss and vote on nominees for appointment only while the meeting of the Senate is closed to the same nominees and all non-members of the SGLC.
- (I) A vote to approve a nomination to a single position for which there is exactly one nominee shall be determined by a simple majority vote of Senators present.
- (J) A vote to approve a nomination to a position for which there are multiple nominees shall be determined by a plurality vote of Senators present.

§8. Internal Elections

- (A) An internal election shall be held, as specified within the Articles of Governance, to fill vacancies within the Senate.
- (B) The Senate shall conduct an internal election by a method determined by the Speaker and approved by a simple majority vote of the membership of the Senate.
- (C) The right of any member of the undergraduate student body to be a candidate for an internal election of the Senate shall not be infringed, except where otherwise provided for within the Articles of Governance, or in the event that the prospective candidate is ineligible for membership within the SGLC.
- (D) The right of each candidate for an internal election to provide a speech before the Senate on their own behalf, for an amount of time not to exceed two minutes, shall not be infringed.
- (E) The right of each Senator to ask questions pertaining to the qualifications or motives of any candidate for internal election shall not be infringed.
- (F) The Senate shall discuss and vote on candidates for internal election only while the meeting of the Senate has been closed to the same candidates and all non-members of the SGLC.

§9. Additional Rules & Authority: Any circumstance of parliamentary procedure or authority that is not provided for within the Articles of Governance shall be determined by the Speaker, the Attorney General, and the Chief Justice.

- (A) The Senate may override a ruling by the Speaker, Attorney General, and the Chief Justice on parliamentary procedure or authority by a two-thirds majority vote of the membership of the Senate.

Article 14: The Legislative Process

§1. Legislation Construction and Sponsorship

- (A) The right of each Senator to propose legislation, in accordance with the provisions and requirements enumerated within the Articles of Governance, shall not be infringed.
- (B) Legislation shall be submitted with a completed cover sheet to the Speaker, the Secretary, the President, and the Chief Justice no less than forty-eight hours prior to the scheduled meeting of the Senate at which the legislation shall be introduced.

- (C) The Judicial Board shall maintain, and shall provide to each Senator upon request, the formatting requirements for legislation.
- (D) Each legislative Act or Resolution shall be chiefly sponsored by a Senator.
- (E) Each legislative Act or Resolution shall be co-sponsored by either a standing committee, a special committee, or by a minimum of five Senators before the same legislation is introduced to the Senate.
- (F) A standing committee or special committee shall co-sponsor legislation when the membership of that committee votes by a simple majority of the membership of the same committee to do so.
- (G) A Senator shall co-sponsor legislation by informing the chief sponsor of the same Senator's intention to do so.
- (H) A Senator or committee shall co-sponsor legislation only if the same Senator or committee approves of the full content, in its present form, of the same legislation.
- (I) Each legislative Act shall comprise one or more clauses beginning with the word "Whereas..." followed by one or more clauses beginning with the phrase "Be it enacted..."
- (J) Each legislative Resolution shall comprise one or more clauses beginning with the word "Whereas..." followed by one or more clauses beginning with the phrase "Be it resolved..."

§2. Procedure

- (A) Any legislation that has been submitted in accordance with the corresponding provisions enumerated within the Articles of Governance shall be introduced during the New Business & Discussion portion of the agenda at the first meeting of the Senate following the submission of the same legislation.
- (B) In order to introduce legislation to the Senate, the Speaker shall announce the title of the legislation and confirm that each present Senator has received the full text of the same legislation.
- (C) Upon introduction, the Speaker shall recognize the chief sponsor of the legislation. The chief sponsor shall stand before the Senate and read the legislation aloud and in full.
 - i. Should the measure exceed ten pages, the chairperson of the Senate may determine what portion of the legislation shall be read before the Senate.
 - ii. Should the measure include a proposal or document, the chief sponsor is not required to read aloud the proposal or document, but may do so at the discretion of the Speaker.
- (D) Upon completion of the first reading, the Speaker shall allow questions on the content of the legislation. Only the chief sponsor shall answer questions on the legislation, but may, with the consent of the Speaker, defer to one or more of the same legislation's co-sponsors. The chairperson of a standing committee or special committee shall speak on behalf of their committee if the same committee is a co-sponsor to which the chief sponsor chooses to defer.
- (E) When there are no further questions on the content of the legislation, the Speaker shall table the same legislation until the immediately subsequent meeting of the Senate. This action shall not be subject to a motion to override.
- (F) During the immediately subsequent meeting of the Senate, the legislation shall be revisited during the Unfinished Business portion of the agenda. The same legislation shall in its entirety at that time be distributed in print to each present Senator. The Speaker shall then open the floor for debate on the legislation. The Speaker shall first

recognize the chief sponsor for the first speech of affirmation in favor of the same legislation.

- (G) The Speaker shall allow only questions for the chief sponsor, which shall pertain to the content of the legislation or of the first speech of affirmation. At such time that there are no further questions for the chief sponsor, the Speaker shall allow debate on the legislation, which shall comprise a repeating cycle of one speech of negation followed by one speech of affirmation. Only Senators shall be allowed to participate in debate.
 - i. Each speech shall be limited to ten minutes.
 - ii. A Senator may propose a motion to extend the limits of speeches.
 - iii. Each Senator shall offer no more than two speeches on the particular legislation during the same meeting of the Senate.
- (H) Debate on legislation shall conclude upon a successful motion to the original question, or a successful motion to table the legislation. The chief sponsor of the same legislation shall not propose a motion to the original question. A successful motion to the original question shall be determined by a two-thirds majority vote of Senators present.
- (J) Immediately upon a successful motion to the original question, the Speaker shall put the question to a vote.
- (K) The Speaker shall declare to the Senate the title of the measure and the method of voting.
- (L) Immediately after the vote has concluded, the Speaker shall declare the results of the same vote.

§3. Amendments

- (A) At any time during consideration of a legislative Act or Resolution, any Senator may propose a motion to amend to the same legislation.
- (B) Legislation shall be amended only by a successful motion to amend the same legislation.

§4. Tabling of Legislation

- (A) At any time during consideration of a legislative Act or Resolution, any Senator may propose a motion to table the same legislation until a future meeting. A motion to table legislation shall pass by a two-thirds majority vote of Senators present.
- (B) The same legislation shall not be tabled more than twice.

CHAPTER 4: The Executive Committee

Article 15: Membership and Duties of the Executive Committee

§1. Executive Authority: All executive authority shall be vested in the Executive Committee. The Executive Committee shall have the duty and power to carry out actions and implement changes as legislated by the Senate.

§2. Each member of the Executive Committee shall submit weekly reports to the President regarding the execution of their responsibilities, allocated duties, and any other updates relevant to the SGLC.

§3. Appointment

- (A) Non-elected Executive Committee officers and other associated Presidential appointments shall be filled through an application and nomination process. After conferring with the Vice President, the President shall, from a pool of applicants, nominate to the Senate one candidate for each vacant Executive Committee position, which the Senate shall confirm or reject by a simple majority vote.

- i. An application for any vacant Presidentially appointed position shall be made public to the entire undergraduate student body no less than one week before the nominee is selected.
- ii. The Advisor shall be consulted before appointment nominees are selected to ensure eligibility based on academic performance and student conduct within the university.

§4. President

- (A) The President shall be the chairperson of the Executive Committee.
- (B) As the elected undergraduate student body president, the President shall have executive power and responsibility for the effective and efficient administration of the SGLC and the leadership of the undergraduate student body.
- (C) The President may establish administrative procedures, job descriptions, commissions, or groups which they deem necessary for the effective and efficient administration of the SGLC.
- (D) The President shall be the official spokesperson on behalf of the SGLC. As the spokesperson, the President shall be limited to relaying voting results of the Senate and updating the public on current SGLC initiatives.
- (E) The President shall, after consulting with the Vice President, have the authority to nominate student representatives to the Board of Trustees subcommittees and to the University Senate. These nominations shall take effect only upon approval by the Senate, which shall be determined by a simple majority of senators present at any meeting of the Senate.
- (F) The President shall, after consulting with the Vice President, nominate individuals to any vacant appointee positions. These nominations shall take effect only upon approval by the Senate, which shall be determined by a simple majority of senators present at any meeting of the Senate.
- (G) The President shall, after consulting with the Vice President, nominate Associate Justices to the Judicial Board. These nominations shall take effect only upon approval by the Senate, which shall be determined by a simple majority of senators present at any meeting of the Senate.
- (H) The President shall have the authority to issue Executive Orders to further the official governance of the SGLC. All Executive Orders shall be consistent with the Articles of Governance.
 - i. An Executive Order shall stand permanent until the same Executive Order is changed by legislation of the Senate or a subsequent Executive Order.
- (I) The President shall have the authority to ratify legislation of the Senate.
- (J) The President shall have the power to veto legislation of the Senate, in part or in full. The President shall return vetoed legislation to the Senate with a written statement detailing the President's rationale for vetoing the same legislation, and specific recommendations for improvement.
 - i. If the President fails to ratify legislation within thirteen days of its approval by the Senate, the same legislation shall be deemed vetoed.
 - ii. The President shall, within fourteen days of the original passage of a particular legislative Act or Resolution, present to the Senate the reasons for which the President vetoed the same legislation, and shall provide specific recommendations for improvement.
- (K) The President shall be responsible for compiling a written report on the activities and initiatives of the Executive Committee and submitting the same report to the Secretary no less than forty-eight hours prior to each scheduled meeting of the Senate.
- (L) The President shall have the authority to create and fill positions that are necessary and proper to the function of the Executive Committee.
- (M) The President shall have the authority to discharge a Presidentially appointed member from the Executive Committee. The decision to discharge an Executive Committee member shall take effect only upon approval by the Senate, which shall be determined by a two-thirds majority vote of the membership of the Senate.
- (N) The President shall be responsible for the planning and execution of the SGLC Retreat.
 - i. The SGLC Retreat shall take place each Fall semester following the completion of the Fall Election.
 - ii. Each current member of the SGLC shall attend the SGLC retreat, unless the same member has received an excusal from the Advisor.
 - iii. The President shall confer with the Speaker and the Chief Justice regarding the planning and execution of the SGLC Retreat.

- iv. The President shall, at some time prior to the conclusion of the Fall semester of the same President's term, reserve space for the retreat for the succeeding membership of the SGLC.

§5. Vice President

- (A) The Vice President shall assist the President in maintaining the efficient operation of the Executive Branch.
- (B) The Vice President may serve as Acting President at the written request of the President.
- (C) The Vice President shall act as the liaison between the University Senate and the SGLC, and shall make monthly reports to the Senate on the activities of University Senate.
- (D) The Vice President shall oversee the activities of Presidential appointees.
- (E) The Vice President shall report once per semester to the SGLC on the business of the University Board of Trustees.

§6. Chief Financial Officer

- (A) The Chief Financial Officer, hereafter referred to as the CFO, shall be charged with the maintenance and management of the Budget of the SGLC.
- (B) The CFO shall deliver a report to the Senate concerning the transactions and balances of the SGLC financial accounts at each scheduled meeting of the Senate.
- (C) The CFO shall work with the office of Student Activities and Greek Affairs to complete quarterly sweeps of Registered Student Organization accounts to reclaim any allocated and unused funds, so that the same funds may be reallocated by the Senate.
- (D) The CFO shall act as an advisor to the Allocations Committee.
 - i. The chairperson of the Allocations Committee and the CFO shall decide, at the beginning of each term, what role the CFO will play in Allocations Committee proceedings for the given term.
 - ii. Only in the event of a tie shall the CFO have a vote in the Allocations Committee.

§7. Chief Communications Officer

- (A) The Chief Communications Officer, hereafter referred to as the CCO, shall be responsible for communicating the SGLC agenda, actions, and initiatives to the undergraduate student body.
- (B) The CCO shall be responsible for maintaining and updating the SGLC website with weekly meeting minutes, pending legislation, events, and updated contact information for all SGLC members.
 - i. The CCO shall publish the agenda for each scheduled meeting of the Senate on the SGLC website and all appropriate SGLC social media platforms. The agenda shall be published no later than twenty-four hours prior to the same meeting of the Senate.
- (C) The CCO shall be charged with the professional and punctual production and publication of a monthly update detailing the activities and initiatives of the SGLC to the undergraduate student body.
- (D) The CCO shall, once per semester, publish a newsletter including reports on the progress of the SGLC from the Speaker, the Chief Justice, the Chief Communications Officer, the Chief Financial Officer, the Director of Student Organization Affairs, the Director of External Affairs, the Vice President, and the President.

§8. Marketing Assistant

- (A) The Marketing Assistant shall assist the CCO with duties and responsibilities including, but not limited to: the promotion of the SGLC brand, the promotion and publication of SGLC initiatives, and engagement with the undergraduate student body.
- (B) The responsibilities of the Marketing Assistant shall, at the beginning of each term, be established in a meeting between the President and the CCO.
- (C) The Marketing Assistant shall, upon the resignation or dismissal of the CCO, serve as the CCO for the duration of the term.

§9. Director of Student Organization Affairs

- (A) The Director of Student Organization Affairs, hereafter referred to as the DSOA, shall serve as a liaison between student organizations, the office of Student Activities and Greek Affairs, and the SGLC.

- (B) The DSOA shall be a voting member of the Campus Activities Network Executive Board, and shall maintain all rights and responsibilities associated therein.
- (C) The DSOA shall deliver a report on behalf of the SGLC at each scheduled meeting of the Campus Activities Network General Assembly.
- (D) The DSOA shall deliver a monthly report to the Senate on behalf of the Campus Activities Network and the student organization community.
- (E) The DSOA shall be responsible for any further duties assigned by the President.

§10. Director of Community Engagement

- (A) The Director of Community Engagement, hereafter referred to as the DCE, shall serve as a primary liaison between the communities surrounding Loyola University Chicago, the undergraduate student body, the faculty and staff of Loyola University Chicago, and the SGLC.
- (B) The DCE shall deliver a monthly report to the Senate on matters pertaining to the affairs of non-members of the undergraduate student body.
- (C) The DCE shall be responsible for any further duties as assigned by the President.

§11. Speaker of the Senate

- (A) The Speaker shall be the primary representative of the Senate to the Executive Committee.
- (B) The Speaker shall attend all Executive Committee meetings.
- (C) The Speaker shall not have the power to vote within the Executive Committee.
- (D) The Speaker shall give reports of the actions of the Senate to the Executive Committee.
- (E) Responsibilities of the Speaker within the Executive Committee shall be determined in a meeting held between the President and the Speaker.

§12. Chief Justice

- (A) The Chief Justice shall serve as the primary judicial advisor to the Executive Committee.
- (B) The Chief Justice shall not have the power to vote within the Executive Committee.
- (C) Responsibilities of the Chief Justice within the Executive Committee shall be determined in a meeting held between the President and the Chief Justice.

§13. Executive Sustainability Officer

- (A) For the purposes of the Executive Sustainability Officer, hereafter referred to as the ESO, and the SGLC, sustainability is defined as: "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."
- (B) The ESO shall be responsible for coordinating activities and programs that support and promote campus sustainability.
- (C) The ESO shall be responsible for informing the SGLC on all issues related to campus environment and sustainability.
- (D) The ESO shall serve as the advisor to the President on environmental and sustainability policy.
- (E) The ESO shall be responsible for any further duties assigned by the President.

§14. Order of Succession

- (A) In the event that the position of President is vacant, the Vice President shall become the President.
- (B) If by resignation or removal from office, there is neither a President nor Vice President to discharge the powers and duties of the office of the President, then the Speaker shall, upon their resignation from the Senate, become the President.
- (C) If, at the time when under subsection (A) of this section there is no Speaker of the Senate, then the Chief Justice shall, upon their resignation from the Judicial Board, become the President.
- (D) If by resignation or removal from office, the officers listed in subsections (B) and (C) are exhausted, an emergency internal election shall be called to fill all vacant positions within the Order of Succession, as determined by the Advisor.
- (E) An individual serving as the President under the circumstances provided for within this section shall continue to do so until the conclusion of the term.

Article 16: The Cabinet

§1. Purpose: The Cabinet shall serve as a coordinating body for the SGLC. The Cabinet shall convene to discuss overall SGLC strategy and vision. It shall also serve to foster collaboration between the three branches of the SGLC.

§2. Composition: The Cabinet shall be composed of each member of the Executive Committee and the chairpersons of each standing committee. Additional members may be invited to the Cabinet upon a simple majority vote of the membership of the Cabinet.

§3. Chairperson: The President shall serve as the chairperson of the Cabinet.

§4. Meetings: The Cabinet shall convene on written and timely order of the President.

§5. Bylaws: At the first meeting of the term, the Cabinet shall establish bylaws which shall govern the body for the duration of the term. These by-laws shall take full force and effect upon approval of the Judicial Board.

CHAPTER 5: The Judicial Board**Article 17: Membership and Duties of the Judicial Board**

§1. Judicial Authority: All authority of judicial review and oversight shall be vested in the Judicial Board.

§2. Responsibilities and Duties: The Judicial Board shall be responsible for hearing and issuing decisions on complaints filed by the Attorney General. Such complaints shall include, but are not limited to, alleged violations of the Articles of Governance or subsidiary bylaws.

(A) The Judicial Board shall hear all cases involving the proper and efficient administration of the SGLC brought before them by the Attorney General.

(B) The Judicial Board shall be charged with maintaining an updated version of the Articles of Governance.

§3. Judicial Review: The SGLC Judicial Board shall have the power of Judicial Review over the Articles of Governance.

(A) The Judicial Board shall maintain the Articles of Governance, committee bylaws, and all other internal SGLC governing and operational documents.

(B) The Judicial Board shall have the authority to exercise judicial review of the constitutionality of any legislation passed by the Senate or Executive Order issued by the President.

§4. Chief Justice

(A) The Chief Justice shall preside over all meetings of the Judicial Board.

(B) The Chief Justice, or their designee, shall provide a Judicial Board Report, which shall include the activities and decisions of the Judicial Board, to the Senate no later than one week after the Judicial Board has exercised any ruling.

(C) The Chief Justice shall be elected by the undergraduate student body.

§5. Associate Justices

(A) Four Associate Justices shall serve on the Judicial Board.

(B) Each Associate Justice shall have the right to author a concurring or dissenting opinion regarding a case heard by the Judicial Board.

(C) Each Associate Justice shall be appointed by the President.

§6. Chief Justice Pro Tempore: The Chief Justice Pro Tempore shall be a current Associate Justice appointed by the Chief Justice and approved by a simple majority of the membership of the Judicial Board.

(A) The Chief Justice Pro Tempore shall assist the Chief Justice in their duties and shall assume the role of Chief Justice in the event of the Chief Justice's absence or dismissal.

(B) The Chief Justice Pro Tempore shall carry out all the responsibilities of an Associate Justice with no additional authority except in the case of the absence or dismissal of the Chief Justice, in which case the

Chief Justice Pro Tempore shall become the Chief Justice, until the return of the Chief Justice or, in the case of dismissal, for the duration of the term.

§7. Meetings & Agenda

- (A) The Judicial Board shall meet weekly at a time and location determined by the Chief Justice.
- (B) Each Associate Justice and the Chief Justice shall attend each scheduled meeting of the Judicial Board. No Justice shall accrue more than four absences per term.
- (C) Quorum for the Judicial Board requires attendance of the Chief Justice and no fewer than two Associate Justices.
- (D) All meetings of the Judicial Board are closed to the public, except when approved by a simple majority vote of the membership of the Judicial Board.
- (E) Meetings shall adhere to the following agenda.
 - i. Call to order and roll call.
 - ii. Review pending cases.
 - iii. Review passed legislation.
 - iv. Hold hearings.

§8. Hearings: Hearings of the Judicial Board shall adhere to the following agenda:

- (A) Pre-hearing motions
- (B) Introductory statements (for a length of time not to exceed five minutes each)
 - i. Plaintiff
 - ii. Defendant
- (C) Presentation of Plaintiff's case (for a length of time not to exceed fifteen minutes)
- (D) Presentation of Defendant's case (for a length of time not to exceed fifteen minutes)
- (E) Closing arguments (for a length of time not to exceed five minutes each)
 - i. Plaintiff
 - ii. Defendant

§9. Justice Removal: Any member of the Judicial Board shall, upon a two-thirds majority vote of the membership of the Senate, be removed from office.

§10. Judicial Report: A complete record of each meeting shall be included in a Judicial Board Report.

- (A) The Judicial Board Report shall include, but is not limited to: the status of legislation passed by the Senate and Judicial Board rulings on complaints filed by the Attorney General, legislation of the Senate, and Executive Orders.
- (B) The Judicial Report shall be disseminated to the membership of the SGLC within one week after each meeting of the Judicial Board.

Article 18: Censure, Misconduct, & Resignations

§1. Preponderance of the Evidence Standard: The Judicial Board shall judge any and all cases of misconduct using the Preponderance of the Evidence Standard.

- (A) The Preponderance of the Evidence Standard shall be defined as the standard that is met when enough evidence is presented by the plaintiff to make it more likely than not that the defendant is guilty of a violation or violations of the Articles of Governance or any subsidiary bylaws.

§2. Censure: A censure shall be defined as a judicial reprimand of any member of the SGLC. Censures shall be enacted through the following process:

- (A) Any member of the Loyola University of Chicago community may file a complaint, which shall outline a specific violation of the Articles of Governance by a specific individual, with the Attorney General.
- (B) The Attorney General shall conduct an investigation of all relevant parties. Upon investigation, the Attorney General shall, at their discretion, initiate a censure case with the Judicial Board. A censure case shall be filed no less than seventy-two hours prior to the Judicial Board meeting in which the censure case shall be heard.

- (C) The Attorney General shall notify the defendant no less than thirty-six hours prior to the Judicial Board meeting at which the same defendant's case shall be heard.
- (D) The Attorney General shall present the complaint on behalf of the SGLC, and the defendant shall have the right to defend themselves. If the complaint is sustained, the Chief Justice shall present the ruling at the next scheduled meeting of the Senate.
- (E) The recipient of a censure may choose to appeal their censure to the Judicial Board on the grounds that no rule was, in fact, violated, or if there were mitigating factors, which shall be determined by the Judicial Board after the Judicial Board has announced the censure to the Senate.
- (F) The Judicial Board shall have the discretion to issue multiple censures.
- (G) In the event that a complaint has been filed against the Attorney General, the Chief Justice shall, for the duration of the investigation and Judicial Board consideration of the same complaint, act as the Attorney General.
- (H) In the event that a complaint has been filed against a member of the Judicial Board, the Senate shall, at the discretion of the Attorney General, conduct a hearing. The hearing shall be conducted in a manner determined by the Speaker and approved by a simple majority vote of the membership of the Senate. The Senate shall have the authority to award one or more censures to a member of the Judicial Board through the aforementioned process upon a two-thirds majority vote of the membership of the Senate.

§3. Impeachment: Grounds for impeachment shall consist of failure to fulfill the duties of a member's position as enumerated in the Articles of Governance, or failure to conduct oneself in a manner befitting a member of the SGLC.

- (A) Any member of the SGLC may, upon recognition of the Speaker, at any meeting of the Senate, propose that the Senate vote on the impeachment of any other member.
- (B) The Senate may, upon a two-thirds majority vote of its membership, impeach any member of the SGLC.
- (C) The Senate shall retain the exclusive authority to impeach a member of the SGLC.
- (D) At such time that any member accrues three censures, the Senate shall, at the immediately following meeting of the Senate, vote on whether or not to impeach the same member.
- (E) At such time that a member is impeached, the same member shall be stripped of all SGLC privileges, including but not limited to the ability to vote within any body of the SGLC. The Attorney General shall at that time compose articles of impeachment detailing the manner in which the impeached member has allegedly violated the Articles of Governance or any subsidiary bylaws of the SGLC.
- (F) Articles of impeachment shall be submitted to each member of the SGLC.
- (G) The Judicial Board shall review the articles of impeachment and shall issue a ruling on whether or not the articles of impeachment are consistent with the rules, provisions, and procedures enumerated within the Articles of Governance.
- (H) Should the Judicial Board uphold any articles of impeachment, the impeached member shall be removed from office and shall be ineligible for any SGLC elected or appointed position for the remainder of the term.
- (I) Any individual who has been removed from office shall retain the right to submit an appeal to the Senate. The Senate may, by a three-fourths majority vote of its membership, overturn articles of impeachment that have been sustained by the Judicial Board. Such appeals shall be conducted in a manner to be determined by the Speaker and approved by a simple majority vote of the membership of the Senate.
- (J) At any time that the Senate considers the impeachment of the Attorney General, the Chief Justice shall, for the duration of the proceedings against the Attorney General, act as Attorney General, and shall abstain from voting within the Judicial Board.

§4. Rights of the Accused:

- (A) The accused shall, in any judicial or disciplinary proceeding provided for within the Articles of Governance, be entitled to the following:
 - i. To have prior knowledge of all the charges and have the charges explained clearly and fully at every point during the hearing.
 - ii. To be informed of the names of the witnesses to testify against them.
 - iii. To hear all testimony and see all written statements concerning the charges.

- iv. To refute statements made by witnesses and question them.
- v. To have a fair and prompt hearing.
- vi. To be notified promptly of the results of the hearing.
- vii. The opportunity to present a counter claim to the court, which will be handled as an original petition.

§5. Resignations: Any member of the SGLC shall at any time be allowed to resign from their respective position. A resignation shall be deemed official upon the submission, in writing, of a statement confirming the same member's intent to resign from the SGLC. Letters of resignation shall be submitted to the Chief Justice, President, and the Speaker.

- (A) Should any member choose to resign from the SGLC, the same member shall require approval from the Judicial Board before being considered for any position within the SGLC, whether elected or appointed, until the conclusion of the term from which the same member resigned.

CHAPTER 6: Non-Voting Members and Advisors

Article 20: Auxiliary Officers

§1. Appointment:

- (A) Auxiliary Officers shall be appointed through an application process conducted by the Executive Committee. Appointments shall take effect only upon approval by the Senate, determined by a simple majority vote of senators present at any scheduled meeting of the Senate.
- (B) The Executive Committee may appoint multiple candidates to be considered by the Senate for an Auxiliary Officer position.
- (C) The Senate shall approve a maximum of one candidate each to each of the Auxiliary Officer positions.
- (D) If an Auxiliary Officer position becomes vacant as a result of resignation or impeachment, the Executive Committee shall immediately create and publish a new application and the vacancy shall be filled as soon as possible in accordance with the provisions enumerated within this section.

§2. Powers & Responsibilities:

- (A) Auxiliary Officers shall not be allowed to vote within the SGLC, unless stated otherwise within the Articles of Governance.
- (B) Auxiliary Officers shall possess any and all rights, powers, responsibilities, and obligations afforded to each and every member of the SGLC, as stated within the Articles of Governance.

§3. The Secretary:

- (A) The Secretary shall attend all meetings of the Senate, the Executive Committee, and the Cabinet.
- (B) The Secretary shall be responsible for minute-taking and record-keeping for the Senate, the Executive Committee, and the Cabinet.
- (C) The Secretary shall be responsible for distribution of meeting agendas, pertinent legislation, committee reports and other appropriate documentation to all members of the SGLC twenty-four hours prior to each scheduled meeting of the Senate.
- (D) The Secretary shall be responsible for distribution of meeting minutes from each meeting of the Senate to all members of the SGLC no later than twenty-four hours following the adjournment of the same meeting.
- (E) The Secretary shall be responsible for distribution of meeting minutes from each meeting of the Executive Committee and the Cabinet to all invited members no later than twenty-four hours following the adjournment of the same meeting.
- (F) The Secretary shall coordinate with the CCO to ensure that all meeting agendas, pertinent legislation, meeting minutes, committee reports, and appropriate documentation are published appropriately as otherwise stated within the Articles of Governance.
- (G) The Secretary should be responsible for printing all necessary documents including agendas and legislation for all scheduled meetings of the Senate. The Secretary shall be responsible for distributing these materials to all senators.

- (H) In the event that the Secretary is not present at any meeting of the Senate, the Cabinet, or the Executive Committee, the respective body shall elect from its membership an individual to assume the responsibilities of the Secretary for the duration of the meeting from which the Secretary will be absent.

§4. The Attorney General:

- (A) The Attorney General shall, at the request of the Speaker, attend meetings of the Senate.
 (B) The Attorney General shall be responsible for investigation and enforcement of any and all instances worthy of censure or impeachment in accordance with the provisions enumerated within the Articles of Governance.

Article 21: Advisory Liaisons

§1. Powers and Responsibilities

- (A) Advisory Liaisons are not members of the SGLC, and therefore shall not be allowed to vote within the SGLC.

§2. The Advisor(s)

- (A) The Advisor(s) shall be a member of the Loyola University Chicago administration, staff, or faculty.
 (B) The Advisor(s) shall be appointed by the Division of Student Development.
 (C) At the discretion of the Division of Student Development, there may be a maximum of two Advisors at any given time.
 (D) The Advisor(s) shall inform SGLC discussion and advise the SGLC on matters including but not limited to adherence to Loyola University Chicago's mission and identity.

§3. The Chaplain

- (A) The Chaplain shall be appointed by the Department of Campus Ministry.
 (B) The Chaplain shall inform SGLC discussion and encourage reflection on purpose and adherence to Loyola University Chicago's mission and identity.

CHAPTER 7: The Ethics Code

Article 21: Ethical Standards

§1. Responsibility: All members and appointees of the SGLC shall adhere to the ethical standards detailed within this Article.

§2. Respect for One's Self: Respect for One's Self shall be defined as the embodiment of *cura personalis*, which encompasses care of the whole person and suggests individualized attention to the needs of others and one's self; distinct respect for unique circumstances and concerns; and appropriate appreciation for singular gifts and insights.

§3. Respect for Others:

- (A) Others shall be defined as:
- i. All members of the SGLC.
 - ii. All faculty, staff, administrators, and students of Loyola University Chicago.
 - iii. Any person not otherwise specified herein.
- (B) Each member of the SGLC shall abide by the section of the Loyola Student Promise which reads:
- i. *I promise to recognize that each individual person is valuable and has a unique perspective that contributes to the growth and development of all. I will respect the individuality of others regardless of appearance, ethnicity, faith, gender, ability, sexual orientation, or social standing.*

§4. Respect for the Community:

- (A) Community shall be defined as:

- i. All members of the Loyola University Chicago faculty, staff, administration, and student body, including the surrounding campus environment.
 - ii. The neighborhoods surrounding all campuses and properties affiliated with Loyola University Chicago.
 - iii. The SGLC body at large which consists of all associated members including auxiliary officers.
- (B) The execution of goals within the defined community shall be carried out within a campus environment where people feel safe, sustained, engaged, challenged, and appreciated.

§5. Accountability

- (A) All members of the SGLC are personally responsible for their individual actions and shall abide by the standards of ethical behavior set forth in this article.
- (B) All members of the SGLC shall hold each other accountable to the standards of ethical behavior set forth in this article.

§6. Visibility

- (A) The SGLC and its members shall enforce ethical behavior within the public sphere.
 - i. This includes, but is not limited to, all social media outlets where members of the SGLC can be identified as such by internal or external parties.
- (B) The SGLC and its members shall encourage ethical behavior within the private sphere.
- (C) The SGLC and its members shall display respect for all parties within any affiliated SGLC meeting or event.
 - i. This includes exhibiting professionalism and deference during the process of presenting and debating legislation.
- (D) Each member of the SGLC shall uphold all local, state, and federal laws, and Loyola University Chicago policies, including but not limited to those enumerated within the Student Code of Conduct. Behavior that violates the aforementioned laws or policies shall for the purposes of this section be considered illegal. No member of the SGLC shall display or demonstrate assent of illegal conduct on the part of any member of the undergraduate student body.

CHAPTER 8: Elections Code

Article 22: The Election Board

§1. Establishment: At or before the penultimate meeting of the Senate of each academic semester, the Senate shall convene the Election Board.

- (A) The Election Board convened during the Fall semester shall plan and oversee the Spring Election of the SGLC.
- (B) The Election Board convened during the Spring semester shall plan and oversee the Fall Election of the SGLC.

§2. Composition: The Election Board shall consist of at minimum five members. Members of the Election Board shall be undergraduate students of Loyola University Chicago. No candidate for office in an Election of the SGLC shall be eligible for membership on the Election Board overseeing that Election.

§3. Membership: An individual shall be nominated by a Senator or by the President in order to be eligible for membership on the Election Board. Nominated individuals shall become members of the Election Board upon approval by the Senate.

§4. Chairperson: The Election Board shall, from its membership, elect a chairperson. The chairperson of the Election Board shall be responsible for overseeing the overall function of the Election Board, conducting meetings and hearings, and delegating tasks to members.

§5. Removal: A simple majority of the membership of the Election Board or of the Senate may remove a member from the Election Board.

§6. Interpretive Authority: The Election Board shall have the responsibility and authority to implement and enforce any rules detailed within the Election Code, and throughout the Articles of Governance, that pertain to Elections of the SGLC.

§7. Regulatory Authority: The Election Board shall have the authority to conduct hearings in order to investigate instances of any candidate allegedly violating the Election Code.

(A) The Election Board may, upon determining that a candidate has violated the Election Code, impose any of the following sanctions:

- i. Limitations on the type, amount, and location of the candidate's campaign activities.
- ii. Removal of the candidate from the Ballot.

(B) Any sanctions imposed by the Election Board may be appealed by the respective candidate to the Judicial Board.

§8. Transparency: The Election Board shall maintain and publish a journal of all meetings and hearings.

(A) The Election Board journal shall be submitted to the Secretary no less than 48 hours prior to each regularly scheduled meeting of the Senate.

§9. Publicity: The Election Board shall host a publicly visible and accessible informational table on at least one day during the Voting Period of each Election of the SGLC.

§10. Dissolution: The Election Board shall dissolve no more than two weeks after the conclusion of the election for which it was convened.

Article 23: Elections of the SGLC

§1. Election Periods: The Elections of the SGLC shall take place as follows:

(A) During the Spring semester of each academic term, the SGLC shall conduct an Election, henceforth referred to as the Spring Election, for the following positions:

- i. The President and Vice President
- ii. Seven each of Sophomore, Junior, Senior, and Undesignated Representatives
- iii. The Chief Justice

(B) During the Fall semester of each academic term, the SGLC shall conduct an Election, henceforth referred to as the Fall Election, for the following positions:

- i. Seven Freshman Representatives
- ii. All vacant elected offices

§2. Qualifications for Candidacy: Each candidate for an Election of the SGLC shall meet the following qualifications:

- (A) The candidate shall be a member of the undergraduate student body of Loyola University Chicago.
- (B) The candidate shall have maintained good disciplinary standing as determined by the Office of the Dean of Students.
- (C) The candidate shall possess a minimum 2.5 cumulative Grade Point Average as determined by the Office of Registration and Records.
- (D) The candidate shall be a member of the constituency of the office they are seeking as defined by the Office of the Registration and Records.

§3. Placement on the Ballot: A candidate for an Election of the SGLC shall be placed on the Ballot upon completion of the following:

(A) The candidate shall attend at least one Candidate Meeting of the Election Board. If the candidate is unable to attend, a representative shall be sent on the candidate's behalf.

- i. Representatives of candidates shall, at the Candidate Meeting, present a letter written and signed by the respective candidate confirming the representative's authority to act on the candidate's behalf.
- (B) The candidate shall submit to the Election Board a Petition of Candidacy, which shall include the signatures of a minimum of fifty current undergraduate students of Loyola University Chicago.
- i. The candidate shall be allowed to explain or demonstrate their qualifications for candidacy in order to obtain signatures on their respective Petition of Candidacy.
 - ii. The above shall not be construed as a campaigning activity.
- (C) The candidate shall sign and submit to the Election Board an Election Contract confirming the candidate's understanding of the Election Code and all SGLC rules and requirements for candidacy and campaigning.
- (D) The candidate shall submit to the Election Board a Statement of Candidacy explaining the candidate's interest in the office for which they are a candidate.
- (E) Each of the above shall be completed prior to the beginning of the Campaign Period, as determined by the Election Board.

§4. Candidate Meetings: The Election Board shall, prior to each Election of the SGLC, conduct Candidate Meetings, during which the Election Board shall inform candidates on the deadlines and policies for participation in the respective Election of the SGLC.

- (A) A minimum of thirty Candidate Meetings shall be held within the thirty days prior to the beginning of the Campaign Period of each Spring Election.
- i. A minimum of six Candidate Meetings for each Spring Election shall be held at the Water Tower Campus.
- (B) A minimum of ten Candidate Meetings shall be held within the fourteen days prior to the beginning of the Campaign Period of each Fall Election.

§5. Campaigning:

- (A) The right of each candidate to campaign on their own behalf shall not be infringed except for in accordance with the provisions of the SGLC Articles of Governance.
- (B) The Campaign Period shall be restricted to a period of exactly ten days and shall conclude at 11:59PM on the day prior to the beginning of the Voting Period. Candidates shall be prohibited from campaigning at any time other than during the Campaign Period.
- (C) The Election Board shall, during the Campaign Period for each Spring Election, organize, advertise, and host a public election rally at a time and location of their choice, during which any and all candidates shall be allowed to speak on behalf of their own candidacy.
- (D) The Election Board shall, during the Campaign Period for each Spring Election, organize, advertise, and host a minimum of two Presidential debates and a minimum of one Vice Presidential debate.
- i. All debates shall be video-recorded and made available to the public.
 - ii. A minimum of one Presidential debate shall be made available to the public via live video stream.
- (E) Candidates and their agents shall provide only factual and verifiable information regarding that candidate's qualifications for candidacy.
- (F) Candidates and their agents shall not engage in acts of libel or slander against any other candidate.
- (G) Candidates shall be subject to the following spending restrictions:
- i. Candidates for the position of President, Vice President, or Chief Justice shall not spend more than \$100 on their respective campaign.
 - ii. Candidates for the position of Representative shall not spend more than \$50 on their respective campaign.

- (H) The Election Board shall provide printing funds to each candidate in an amount equal to one-fourth of each respective candidate's spending restriction. These printing funds shall be supplemental to the candidate's spending restriction.
- (I) Candidates shall submit to the Election Board receipts for all purchases of campaign materials.
- (J) All campaign materials shall be submitted to the Election Board for approval prior to their use, publication, or dissemination.
- (K) Candidates and their agents shall be prohibited from removing, damaging, destroying, defacing, falsifying, forging, and concealing the campaign materials of other candidates.
- (L) Candidates for the positions of President and Vice President shall run as a ticket. Each ticket shall include exactly one Presidential candidate and exactly one Vice Presidential candidate.
- (M) Candidates, with the exception of Presidential and Vice Presidential candidates, shall be prohibited from running as a ticket or campaigning on behalf of more than one candidate.
- (N) Candidates and their agents shall be prohibited from campaigning door-to-door in residence halls.
- (O) The Election Board shall, prior to the beginning of the Campaign Period, produce and disseminate to all candidates the guidelines for posting of campaign materials in each Loyola University Chicago building.

§6. Endorsements: Any Registered Student Organization may publicly endorse one or more candidates.

- (A) Endorsement of a candidate shall provide a Registered Student Organization the rights, responsibilities, and restrictions of acting as an agent for the respective candidate for the duration of the Campaign Period. No Registered Student Organization may act as an agent for, or publicly support, any candidate unless that Registered Student Organization has endorsed that candidate.
- (B) A Registered Student Organization shall endorse a candidate only after submitting a letter written and signed by the President of the same Registered Student Organization.
- (C) Registered Student Organizations that have endorsed a candidate shall be subject to a spending restriction equal to one-half of the spending restriction of the candidate. The spending restriction of Registered Student Organizations shall be supplemental to the candidate spending restriction of the candidate, and vice-versa.
- (D) Registered Student Organizations that have endorsed a candidate shall submit to the Election Board receipts for all purchases of campaign materials.

§7. The Ballot: The ballot for each Election of the SGLC shall be made available to all undergraduate students of Loyola University Chicago for the duration of the Voting Period.

- (A) The ballot shall list the names of each candidate, in random order, categorized by the position for which the respective candidates are running.
- (B) For each position on the ballot, voters shall be allowed to submit a write-in vote.
- (C) The Election Board shall oversee the inclusion of any referendum questions on the ballot.
 - i. A referendum question shall be composed of any specific question pertinent to the undergraduate student body of Loyola University Chicago, or regarding the policies or structure of the SGLC.
 - ii. A referendum question shall be placed upon the ballot upon majority approval of the Senate or submission of a signed petition of at minimum five-hundred current undergraduate students of Loyola University Chicago.
 - iii. A referendum question that receives majority approval of the undergraduate student body of Loyola University Chicago shall be equal in weight to legislation of the Senate, and shall not be vetoed by the President.

§8. Voting Period: The Voting Period for each Election of the SGLC shall be the duration of time during which voting shall take place.

- (A) The right of any undergraduate student of Loyola University Chicago to vote during the Voting Period shall not be infringed.
- (B) Each undergraduate student of Loyola University Chicago may submit no more than one ballot, and shall vote only on their own behalf.

- (C) Voting shall be conducted by electronic or computer-based medium.
- (D) The Voting Period for each Spring Election shall conclude no later than four weeks prior to the final day of the Spring semester.
- (E) The Voting Period for each Fall Election shall begin no later than four weeks following the first day of the Fall semester.
- (F) The duration of the Voting Period shall be no less than forty-eight hours.
- (G) Candidates and their agents shall be prohibited from engaging in or conspiring to engage in the following activities:
 - i. The buying of votes, including but not limited to the exchange of money or any other non de minimis consideration for a vote or votes.
 - ii. The promise of support, approval, or appointment of any individual to a public or private office of the SGLC or any other Loyola University Chicago entity in exchange for a vote or votes.
 - iii. The selling of votes to any other candidate.
 - iv. The prevention of voting or candidate support, including but not limited to restricting any voter's ability to vote for or express support for any candidate.
 - v. Voting more than once, or submitting, causing to be submitted, or aiding in the submission of a ballot by an individual who has already voted in the respective Election of the SGLC.
 - vi. Tampering with voting machines, including but not limited to interfering with the machines or methods used to receive, record, or report votes.
- (H) The results of Elections of the SGLC shall be determined by plurality. Candidates who receive the plurality of the votes cast for the position for which they are running shall win the election for that position. Positions for which multiple candidates are to be elected shall be won by the candidates who receive the highest vote counts.
- (I) In the event of a tie, the result of an Election of the SGLC shall be determined by a 2/3 majority vote of the Senate.

§9. Rights of Candidates:

- (A) The Election Board shall not refuse any candidate for any Election of the SGLC the right to obtain a free copy of the Election Code and all information and forms pertinent to being a candidate in the respective election.
- (B) The results of each Election of the SGLC shall be provided to each candidate prior to confirmation of that election.
- (C) The right of each candidate to appeal any decision of the Election Board to the Judicial Board shall not be infringed.

§10. Confirmation of the Election: The results of each Election of the SGLC shall be confirmed only by majority approval of the Senate. In the event that the Senate does not approve the results of an election, the results of that election shall be submitted to the Judicial Board for review.

CHAPTER 9: The Financial Code

Article 24: The Budget of the SGLC

§1. Purpose and Application: The Budget of the SGLC, hereafter referred to as the Budget, shall be provided by the Vice President of Student Development. The total amount of the Budget shall be negotiated between the President, the CFO, the Speaker, the Executive Director of the Department of Programming, and the Loyola University Chicago Vice President of Student Development.

- (A) The Chief Financial Officer shall be tasked with managing and maintaining the SGLC financial accounts and transactions.

§2 The General Fund: The General Fund shall provide resources for the general operations of the SGLC.

§3. Budgeting: The Vice President of Student Development shall issue the Budget to the SGLC.

- (A) Drafting of the Budget: The Budget Review Committee shall be charged with drafting the Budget for the succeeding term. The Budget shall comprise the General Fund, the Student Activity Fund, and the Scholarship Fund. The Budget Special Committee shall consult with all relevant officers of the SGLC regarding the allocation of money across the three funds.
- (B) Senate approval of the Budget: After the Budget has been drafted, it shall be ratified by the Senate in the form of a legislative Act co-sponsored by the Budget Review Committee. The Budget Review Committee shall provide an assessment of the current Budget alongside the draft of the Budget for the succeeding term.

§4. Accounting Systems: All SGLC financial affairs shall adhere to the generally accepted accounting principles, hereafter referred to as GAAP. The record of all expenditures from the SGLC budget and tracking the status and transactions of all SGLC funds shall adhere to GAAP. It shall be the responsibility of the CFO to ensure compliance with GAAP. The outgoing and incoming CFO shall create an appropriate use of GAAP for the upcoming year.

- (A) Line Items: Line items are to provide funding for particular functions or programs of the SGLC. Each line item shall be held under the jurisdiction of a specific officer or voting body. Expenditures from a line item may only be used for their named function by the officer or their designee.
- (B) Funds
 - i. General Fund: The General Fund shall be a pool of funds to be allocated pursuant to §5. It shall be held as a balance in the GAAP.
 - ii. Student Activity Fund: The SAF shall be a pool of funds to be allocated to eligible student organizations under the jurisdiction and oversight of the Allocations Committee. The activity of the Student Activity Fund shall be tracked through the SAF Tracker as a component of the GAAP.
 - iii. The Scholarship Fund: The Scholarship Fund shall be a pool of funds to be allocated directly to specific members of the SGLC as compensation.

§5. Approval & Oversight

- (A) General Fund Access: Access to the General Fund is limited to officers in the interests of fiscal management and responsibility. The CFO and the President shall authorize all transactions.
- (B) Expenditures: Spending requests must be filed with the CFO at least four business days prior to the date on which funds are needed. All funding requests shall abide by the policies enumerated within the Registered Student Organization Handbook.
- (C) Financial Status Reports: The CFO, during their weekly report to the Senate, shall detail the status and activity of all SGLC financial accounts based on the information provided by the GAAP.
- (D) Intra-Fund Transfers: Intra-Fund transfers are transfers of monies between lines in a single fund within the General Fund. Intra-Fund transfers must be approved by the President and the CFO.
- (E) Inter-Fund Transfers: Inter-Fund transfers are transfers of monies between the three SGLC funds. Inter-Fund transfers shall take effect only upon approval of the Senate, which shall be determined by a simple majority vote of the membership of the Senate.

Article 25: The Student Activity Fund

§1. Purpose: The Student Activity Fund, hereafter referred to as the SAF, shall provide resources to be allocated to Registered Student Organizations.

§2. Allocation Authority: The Allocations Committee of the SGLC shall be the appropriator of the SAF. Eligible Registered Student Organizations, as determined by the office of Student Activities and Greek Affairs, may request funding from the SAF through Semester Budget Requests and through SPOT Funding Requests.

- (A) All funding shall conform to University Policy to be eligible for allocation.
- (B) The Allocations Committee shall not allocate more than sixty percent of the total SAF during the Fall semester of each term.

§3. SAF Allocations Hearings: The Allocations Committee shall hear SPOT Funding Requests and Semester Budget Requests on dates determined by the office of Student Activities and Greek Affairs.

- (A) The Allocations Committee shall meet at the end of each semester to hold Semester Budget Requests hearings for Registered Student Organizations.

§4. SPOT Funding Requests: SPOT Funding Requests are requests for SAF money, which fund Registered Student Organizations' planned experiences or events.

- (A) Specific funding request dates will be set in the months of September, October, January, and February and determined based on the academic calendar.
- (B) Registered Student Organizations may submit two SPOT funding event requests per SPOT cycle.
- (C) Registered Student Organizations shall submit SPOT funding requests via OrgSync by a date and time set by the office of Student Activities and Greek Affairs.
- (D) SPOT funding requests, once approved, shall be used for the current semester in which the request is made.
- (E) SPOT funding requests shall be limited to twenty-thousand dollars per event request.

§5. Semester Budget Requests: Semester Budget Requests are requests for SAF money, which fund Registered Student Organizations' planned experiences or events.

- (A) Specific funding request dates will be set in the months of November and March and determined based on the academic calendar.
- (B) Registered Student Organizations shall submit Semester Budget Requests via OrgSync by a date and time determined by the office of Student Activities and Greek Affairs.
- (C) After hearing any rehearing requests a final allocation recommendation will be prepared and submitted to the Senate.
- (D) Semester Budget Requests, once approved, shall be used for the subsequent semester in which the request is made.
- (E) There is no request cap for any event requests during the Semester Budget Request cycle.

§6. Budget Transfers: Budget Transfers are requests made by Registered Student Organizations to transfer funds across line items of a specific planned experience or event, not across entire planned experiences or events.

- (A) Registered Student Organizations desiring to alter the amount of funding allocated within a funding category shall submit a budget transfer request to the office of Student Activities and Greek Affairs.
- (B) The Request shall either be approved in full or denied in full.
- (C) Registered Student Organizations may not fundamentally alter the premise of the budget proposal.

§7. Senate Oversight

- (A) The full Senate shall receive a briefing at the beginning of each new academic year concerning allocation protocols and the budget guidelines to facilitate their role as appropriator of the SAF.
- (B) The Speaker shall participate in budget training along with the Allocations Committee, or shall schedule a training session with the Allocations Committee advisor, so that the Speaker is able to facilitate their role as appropriator of the SAF.

§8. Appeals

- (A) Registered Student Organizations may file an appeal of the Allocations Committee ruling on their funding request.
 - i. Any Registered Student Organization may file an appeal of the Allocation Committee's funding decision with the Senate.
 - ii. A Registered Student Organization that wishes to appeal a funding decision must submit an appeal form to be reviewed by the office of Student Activities and Greek Affairs and the Senate before the deadline assigned by the office of Student Activities and Greek Affairs and the CFO. This petition shall include reasons for the appeal, any pertinent documentation, and a copy of the original budget request.
 - iii. The appealing Registered Student Organization shall not alter their original funding request(s).

- iv. An appeal that does not adhere to the specific parameters provided for within the Articles of Governance shall not be valid.
 - v. The Speaker shall determine whether submitted appeals are valid or invalid.
 - vi. The Speaker shall deny a hearing for an appeal that is determined invalid.
 - vii. The Speaker shall allow a hearing for an appeal that is determined valid.
 - viii. The Speaker shall notify the submitter of an appeal whether or not their appeal will be heard by the Senate at least forty-eight hours before the Senate meeting in which the appeals are set to be heard.
 - ix. The Speaker shall communicate to the Senate any appeal that is determined invalid and shall provide a rationale explaining why it was determined invalid.
- (B) Grounds for Appeal of an Allocations decision
- i. An Appeal based on Procedural Error which shall consist of the Registered Student Organization proving that the Allocations Committee failed to adhere to its guidelines. The Senate must first determine whether the Allocations Committee did in fact deviate from its guidelines. Should this be sustained, then the Senate as a whole will determine whether or not to fund the Registered Student Organization in full.
 - ii. A Line Item Appeal shall consist of a Registered Student Organization disputing a particular line item in an approved funding request. The Registered Student Organization may appeal if the Allocations Committee reduced the allocation below the amount requested for a particular budget item, contending that the current allocation is insufficient to cover the cost of the event. The Senate will only rule on whether or not to allocate the full amount of the Registered Student Organization requested funding.

§9. Appeals Process

- (A) The petitioning Registered Student Organization shall submit in writing to the office of Student Activities and Greek Affairs and the CFO the reasons for the appeal, any pertinent documentation, and the original funding request. No changes may be made to the original funding request.
- (B) Representatives for the Registered Student Organization shall be allowed to attend the Senate meeting in which their request is heard; however, only one representative of the petitioning Registered Student Organization shall be allowed to speak on behalf of the same Registered Student Organization, and the same representative shall answer all questions on behalf of the same Registered Student Organization.
- (C) The chairperson of the Allocations Committee shall provide a detailed report on the rationale for the original ruling. The chairperson shall answer all questions on behalf of the Allocations Committee. Members of the Allocations Committee shall abstain from participating in appeals hearings.
- (D) A representative for Registered Student Organization shall then have the opportunity to present their case before the Senate.
- (E) Any sustained appeals shall be communicated by the Speaker to the office of Student Activities and Greek Affairs and to the Registered Student Organization within twenty-four hours of the Senate's vote.

§10. Funding Guidelines: The funding guidelines shall be created by the office of Student Activities and Greek Affairs and the Allocations Committee, and a copy of the funding guidelines shall be provided to the President and the Chief Justice.

§11. Additional Rules & Regulations: Additional rules and regulations may be prepared by the SGLC in conjunction with the office of Student Activities and Greek Affairs.