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Statutes to the Constitution of the University of Miami  
Student Government
Chapter I: The Senate

Title I. Senate Apportionment

Section 1. Basis of Constituency Populations
The basis of constituency populations, by school or class, shall be determined through the last issued Enrollment Report of the University Registrar, to be used until the next such report has been issued. The basis of constituency populations, by residence, shall be determined through the records of the Department of Housing and Residential Life on-campus, the Dean of Students Office for the Fraternity Row Residence Area, and by other records available in the Division of Student Affairs for off-campus residential districts. The basis of constituency populations, by Unique Population group, shall be determined through the student designation process and records of the overseeing University department. Academic, Residential, and Unique Population constituencies shall be guaranteed one Senate seat plus one additional Senate seat for everyone one thousand (1000) total constituents. The constituency populations for respective organizational constituencies shall not be required.

Section 2. Academic and Residential Constituencies
Pursuant to Article II, Sections 2-1 and 2-2 of the Student Government Constitution, those seats from the academic and residential constituencies shall be apportioned as provided in Sections 2 of this Chapter, and shall be maintained until the next regular apportionment has been approved by the Senate.

2-1. Academic Constituency Seat Apportionment
Those seats from the academic constituencies shall be apportioned as follows, to be elected by the given constituencies:

1. College of Arts and Sciences: four (4) seats
2. College of Engineering: one (1) seat
3. School of Architecture: one (1) seat
4. School of Business Administration: two (2) seats
5. School of Communication: two (2) seats
6. School of Education: one (1) seat
7. Frost School of Music: one (1) seat
8. School of Nursing and Health Studies: one (1) seat
9. Rosenstiel School of Marine and Atmospheric Science: one (1) seat

2-2. Residential Constituency Seat Apportionment
Unless changed by a majority vote of the Senate, those seats from the residential constituencies shall be apportioned as follows among the various districts:
1. Eaton Residential College: one (1) seat
2. Hecht Residential College: one (1) seat
3. Mahoney Residential College: one (1) seat
4. Pearson Residential College: one (1) seat
5. Stanford Residential College: one (1) seat
6. Fraternity Row Residence Area: one (1) seat
7. Commuter District: six (6) seats
8. University Village: one (1) seat

2-2.1 Fraternity Row Residence Area Definition
The Fraternity Row Residence Area shall be designated as the fraternity houses within the geographic area bounded by San Amaro Drive, Brescia Avenue, Red Road and Mataro Avenue.

2-2.2 University of Miami Main Campus Definition
The University of Miami main campus is defined as the geographic area generally bounded by Ponce de Leon Boulevard, Red Road, Mataro Avenue, San Amaro Drive/Campo Sano Avenue, Pisano Avenue, and Carillo Street.
On-campus residential districts include those residential dwellings operated by the Department of Housing and Residential Life.

2-2.3. Commuter Area Definition
The Commuter Area designation shall apply to all geographical areas not constrained by Section 2-3.2 and Section 2-3.3 and shall apply to all students not living in official, sanctioned University of Miami residences.

Section 3. Unique Population Constituencies
Each Unique Population constituency listed below, along with its overseeing University department, is subject to the provisions of Article II, Sections 2-5 of the Constitution and shall be apportioned as provided in Sections 3 of this Chapter, and shall be maintained until the next regular apportionment shall have been approved by the Senate.

3-1. Unique Population Seat Appointment
Those seats from the Unique Population constituencies shall be apportioned as follows, to be elected by the given constituencies:

1. Transfer Students: three (3) seats
2. Veteran Students: one (1) seat
3. Student Athletes: one (1) seat
4. International Students: two (2) seats
3-2. Unique Population Seat Creation
Any undergraduate student within the constituency of the Unique Population seeking representation, wherein that population meets the criteria set forth in Article II, Section 2-5 of the Constitution, may initiate the creation of a new Unique Population seat. The Speaker shall draft the appropriate statutory amendment for vote by the Senate if (1) the overseeing University office is alerted to the possible seat creation, (2) the overseeing University office is willing and able to provide the Elections Commission with constituency population information, and (3) a polling of the Unique Population has taken place, with the majority of the responders responding in the affirmative to the seat creation. A two-thirds vote by the Senate is required to amend the list of Unique Population receiving seats in the Senate.

Section 4. Organizational Constituencies
Each organization listed below is subject to the provisions of Article II, Sections 2-4 and 2-4.1 of the Constitution.

1. Council of International Students and Organizations
2. Federación de Estudiantes Cubanos
3. National Panhellenic Council
4. Spectrum
5. Interfraternity Council
6. Panhellenic Council
7. Federation of Club Sports
8. United Black Students
9. Multiethnic Greek Council

4-1. Organizational Constituency Seat Review
Organizational Constituency Seats shall be reviewed no later than every two (2) years by the procedure prescribed as follows:

4-1.1. Declaration of Review
Upon initiation of the reapportionment process, all Organizational Constituency Seats as listed in Chapter 1, Title I, Section 4 shall be declared open for review by the Speaker, who shall arrange appropriate publicity.

4-1.2. Review Hearing
Each organization holding an Organizational Constituency Seat shall submit to the Clerk of the Supreme Court at its own discretion written notice of the organization’s intent to retain its seat in the Senate. The organization shall then be placed on the docket of the Supreme Court for a hearing of review at a date determined by the Chief Justice.
4-1.3. Recommendation of the Supreme Court
At the conclusion of the hearing(s) of review, the Supreme Court shall have ten (10) class days to issue an advisory opinion to the Senate with its recommendation that each organization retain or be relieved of its seat in the Senate. The Speaker shall draft the appropriate statutory amendment for vote by the Senate based upon the recommendation of the Supreme Court.

4-2. Organizational Constituency Seat Creation
Any undergraduate student organization meeting the criteria set forth in Article II, Section 2-4 of the Constitution wishing to obtain a seat in the Senate shall submit to the Clerk of the Supreme Court written notice of the organization’s intent to obtain a Seat in the Senate. The organization shall then be placed on the docket of the Supreme Court for a hearing of review at a date determined by the Chief Justice.

4-2.1. Supreme Court Recommendation
At the conclusion of the hearing of review, the Supreme Court shall issue to the Senate within ten (10) class days an advisory opinion with its recommendation that the organization(s) either be granted a seat in the Senate or be rejected. The Speaker shall draft the appropriate statutory amendment(s) for vote by the Senate if an organization is recommended by the Supreme Court for a seat in the Senate. A two-thirds vote by the Senate is required to amend the list of organizations receiving seats in the Senate.

4-3. Minimum Waiting Period
Any undergraduate organization relieved of an existing Organizational Constituency Seat by a vote of the Senate, or rejected in its effort to obtain a seat either by a vote of the Senate or recommendation against it by the Supreme Court, shall not be allowed to reapply for a seat for a minimum of two (2) years from said removal or rejection.

Title II. Procedures of the Senate as a Legislative Body

Section 1. Temporary Presiding Officer
If neither the Speaker nor the Speaker Pro Tempore is available to preside as Chair and the Speaker has not designated an individual Senator or the Parliamentarian, the Council of Chairs, in consultation with the Senate Secretary and Parliamentarian, shall designate a Senator to preside as Temporary Presiding Officer.

Section 2. Absences from Senate or Senate Committee Meetings
An absence by a Senator shall be defined as the failure to attend a meeting, arriving to a meeting after Open Forum, or leaving a meeting before Chair of said meeting allows
members to depart. Whenever any Senator has been absent from meetings of the Senate or of his or her Primary Committee for a total of three (3) unexcused absences, or a total of five (5) absences in the period of time from the meeting in which the fall or spring semester’s elected Senators are sworn in until the final meeting before the next semester’s elected Senators are sworn in, he or she shall automatically be removed from office, and the office declared by the Speaker to be filled pursuant to Article V, Section 8 of the Constitution and Chapter I, Title II, Section 3 of these Statutes. Any Senator so removed shall not be eligible to hold any office or position in Student Government as outlined in Chapter I, Title II, Section 1-2 of these Statutes. After two (2) unexcused absences or four (4) total absences, the Senator shall be sent a warning notice. Barring emergencies, each Senator shall notify the Speaker or his or her designee in advance of any meeting of any expected absence, late arrival, early departure to or from a Senate or Committee meeting in writing when possible, and the reasons for said absence, arrival or departure. The Speaker or his or her designee may accept such legitimate reasons as valid and designate an absence as excused.

2-1. Secondary Committee Excusal
Should a Senator have more than one (1) unexcused or more than three (3) excused absences in his or her Secondary Committee, he or she shall relinquish the title of active member and forfeit voting rights to that Secondary Committee. In order for an absence to be excused, a Senator must attend the office hours of that particular committee(s).

2-2. Provisions of Ineligibility of Office Due to Absences
If a Senator is removed under the conditions outlined in this section before the Fall or Spring election, the Senator shall be ineligible to hold any office or position in Student Government for the remainder of the semester. If a Senator is removed under the conditions outlined in this section after the Fall or Spring election, the Senator shall be ineligible to hold any office or position in Student Government for the remainder of the semester that the person is removed from office until after the next Senate election.

Section 3. Proxy and Absentee Votes
The Speaker or such other office presiding in the Chair of the Senate shall not recognize proxy votes for any Senate action.

3-1. Absentee Voting
Any Senator, except as restricted by Chapter I, Title II, Section 3-1.1 and 3-1.2 of these Statutes, may cast an absentee vote on Senate actions, provided that the absentee ballot shall be submitted in writing as soon as possible to the Officers of the Senate prior to the vote; the ballot shall specify the date of the meeting and the action being
voted upon, the vote by the given Senator on the action and the Senator’s full signature. Such shall be null and void should that Senator be present at the time the vote is taken on the action.

3-1.1. Legitimacy of Absentee Votes on Bills of Appointment
Absentee ballots shall not be allowed on Senate bills for appointments to Student Government offices, or for the addition or removal of organizations to Chapter I, Title I, Section 4 of these Statutes, should that Senator not be present for the presentation of the designees or organizational representatives, respectively.

3-1.2. Legitimacy of Absentee Votes on an Amended Bill
In the case of a legislative action that has been amended on the floor of the Senate, the Chair of the Senate shall decide whether absentee votes shall remain valid based on the germane nature of the action. If a Senator disagrees with the Chair’s ruling, they can call for a vote of the Senate to determine whether the absentee votes should be allowed. A vote of two-thirds (2/3) in favor is required to overrule the Chair’s ruling.

3-2. Quorum
Whenever a quorum count is called, for ascertaining whether a quorum has been initially established, or for record of attendance, the results of such count shall be included in the minutes of said meeting. Any Senator who has, to the knowledge of the Chair, departed from the meeting prior to the end of the meeting without valid cause shall be subject to the provisions of Section 9 of this Chapter.

Section 4. Senate Vacancies
Pursuant to Article V, Section 8 of the Constitution, the following procedure is prescribed in the case of a vacancy in the Senate.

4-1. Creation of Senate Vacancies
Upon the creation of a vacancy in the Senate for any reason, the Speaker shall declare or announce the vacancy at the first Senate meeting immediately thereafter, and shall arrange appropriate publicity. The Speaker shall not be required to announce vacancies for seats that will be filled after the start of the candidacy filing period for the vacant seat. In each case, upon the creation of a vacancy, any qualified person, pursuant to the Constitution, may thereafter submit an application to complete the unexpired term in the respective seat for a period of two (2) weeks thereafter. The Speaker shall not be required to announce vacancies for Senate seats whose term will be completed within 8 regular Senate meetings. Should there be no qualified applicants at the end of said period, the Speaker may extend the period at his or her discretion.
4-2. **Academic Requirement**
Each person applying to complete an unexpired term in the Senate shall have a minimum 2.3 cumulative grade-point average and must be enrolled as a full-time student. Graduating seniors completing their final semester may apply while taking only the credits necessary to complete graduation requirements, but in no event shall this amount be less than six (6) credits. By applying, each person authorizes the Election Commission or its duly authorized representatives to inspect the academic records and credentials of said candidate.

4-3. **Applicant Screening, Interview and Recommendation**
The Speaker shall transmit all valid applications to the Council of Chairs, hereafter referred to as The Council, for screening and interviews. The Council shall be required to review all submitted applications. The Council may choose not to interview an applicant based on their application by majority vote. After the interview process, The Council shall recommend the candidate(s) it deems qualified to the Senate by plurality vote. In the case of a tie, the Speaker Pro Tempore shall cast the deciding vote, whereas otherwise the Speaker Pro Tempore would refrain from voting.

4-4. **Senate Action on Senate Vacancies**
The Senate shall be responsible for giving its advice, consent and confirmation of the recommended applicant. The Speaker shall draft the appropriate legislation to ratify the applicant recommended by The Council, with the Senate ratifying the applicant by a majority vote. Only the Speaker, or in his or her absence the Speaker Pro Tempore, shall have the power to designate appointees to the Senate.

**Section 5. Legislative Procedures**
In addition to such procedures established by the Constitution, the following procedures are established by the Senate to govern the processing of legislative action, reports and Senate Committee minutes, and the preparation of the Senate agenda and legislative calendar.

5-1. **Deadline for Requested Legislative Actions**
All legislative actions for regular Senate meeting shall be submitted in writing to the Speaker or the Speaker’s designee by the specified time before a regular Senate meeting as designated by the Speaker at the beginning of their term. This time shall allow the Officers of the Senate to appropriately enumerate and categorize the legislation as well as properly place it on the agenda.

5-1.1. Legislation for Special Meetings of the Senate
Should the need for a special meeting of the Senate arise, or if an emergency situation arises which may require immediate action by the Senate, legislation must be submitted in writing to the Speaker or the Speaker’s designee at least five (5) hours before the meeting is called to order.

5-2. Senate Agenda
The agenda of regularly-scheduled Senate meetings shall be of the following items unless specifically modified by a vote of the Senate:

1. Call to Order, by the presiding officer
2. Roll Call
3. Orders of the Speaker, which shall include any and all Committee, Executive Committee, Elections Commission, Energy and Conservation Organization (E.C.O.) Agency, Category 5 The Spirit Programming Board (“Category 5”), Supreme Court, Advisor, and Liaison reports
4. Open Forum, for the discussion of future or past business
5. Old Business, for further proceedings on matters previously considered by the Senate body
6. New Business, for new proceedings on matters not previously considered by the Senate as a body
7. Open Session, for general announcements, reminders and information
8. Adjournment

An additional category labeled Special Orders of the Speaker shall be included between the second and third items if necessary.

5-2.1. Printed Agenda
The printed agenda for each meeting shall include a listing of all legislative actions, including the action number, category, title and subject. It shall be printed and available no later than five (5) hours before a regular Senate meeting.

5-3. Senate Legislation
All legislation appearing before the Senate shall conform to the following rules:

5-3.1. Bill Definition and Structure
Actions which would require action by the Senate and not a statement of the Senate’s feelings, wishes or intent shall be classified as a bill and should be written as follows:

1. Title - The title of the bill shall begin with “A Bill to...” and shall describe in that single sentence nature of the bill.
2. The remainder of the bill will be divided into consecutively numbered Articles specifying the action to be taken. The reasoning behind the bill shall not be included in either the articles or the title of the bill, the articles and title being instead only a factual representation of what the bill is to do.

5-3.2. Resolution Definition and Structure
A resolution shall be any statement of the Senate’s feelings, wishes or intent that does not require direct Senate action. The resolution should be written as follows:

1. The reason why the resolution should be adopted as the resolve of the Senate should be stated in statements beginning, “Whereas...”
2. The conclusion of the statements should be a sentence beginning, “Be it Resolved...”

5-3.3. Processing of Introduced Actions
Upon its placement on the agenda, each proposed legislative action shall be assigned a(n):

1. Action number of five digits, the first two digits shall be assigned as the last two digits of the year of the current Senate (i.e., the 1999-2000 Senate legislation will start with 00) and the last three digits shall be assigned consecutively to each action beginning with 001 and running to 999.
2. Category as provided for by the appropriate statutory provision and assigned by the Speaker or the Speaker’s designee.

5-3.4. Legislation Categories
All Senate actions shall be classified in the following manner by the Secretary and Parliamentarian:

1. Category A. Actions to amend or revise the Constitution.
2. Category B. Actions of a legislative nature under the jurisdiction of the executive and legislative branch; enactment of Statutes; referenda; approval of budget proposals; and resolutions.
3. Category C. Actions of an internal or procedural nature; receipts of reports, information or recommendations, appointed by the Senate of Committees and Commissions.
4. Category D. Actions to recommend policies, procedures, positions or other such actions to other University bodies and their consideration or action; actions deemed by the Speaker to require such consideration or actions by appropriate University bodies or offices for the exception of referenda.
5. Category E. Actions to advise, consent to and confirm appointments or nomination for appointments by the Executive Officers; and actions to override vetoes by the President of Student Government.

5-3.5. Effective Dates of Legislation
Category A actions are effective upon ratification in accordance with Article VIII of the Constitution. Category B actions are effective when approved in accordance with this Constitution. Category C and E actions are effective upon passage by the Senate in accordance with this Constitution. Category D actions shall be transmitted by the President of Student Government as provided in Article III, Section 7 of the Constitution upon passage of the action.

5-3.6. Authorship and Sponsorship of Proposed Legislation
Each proposed legislative action shall have at least one (1) author and one (1) sponsor. An author is defined as any enfranchised undergraduate student who has paid their Student Activity Fee. A sponsor is defined as any Senator, or the Speaker.

5-3.6.1. Attendance of Author and the Rights of the Floor
At least one (1) of the authors of the proposed legislation must be present at the Senate meeting when the action is being considered. If no author is present, the action shall be automatically tabled for a maximum of two (2) regular Senate meetings. Any author shall be granted floor rights in order to speak on behalf of their proposed legislation. However, the Senate, if it wishes, need not grant floor rights to more than one author of the proposed legislation.

Section 6. Receipt of Senate-Approved Actions by the Office of the Student Government President
Every Category B and D action approved by the Senate shall be determined to have been formally received in the office of the Student Government President on the day following the meeting at which it is approved, provided that said meeting shall have adjourned after 4:30 p.m. on the day of the meeting. The action shall be considered as having been received on the day of such meeting if the meeting adjourned before 4:30 p.m. In both cases, the action can only be formally received when accompanied by the proper transmittal form(s).

Section 7. Senate Floor Action
In discussion of any legislative action or amendment thereto, the Speaker or acting Chair may initiate a list from which Senators shall be designated to speak on the action. The Speaker may, before compiling the list, set guidelines for the number of speakers or the amount of time each speaker may have the floor. The list shall contain
affirmative, negative and/or general speakers. The Senate, by special order, may modify the use of such a list, or determine such other rules by the vote of a majority of those present and voting.

7-1. Processing Amendments to Submitted Actions
Whenever possible, the sponsor of a formally written, proposed amendment to any substantive action shall present at least (2) copies thereof to the Officers of the Senate in advance of its introduction.

7-2. Author-Accepted Amendments
If the original author of a legislative action accepts a proposed amendment, then such action shall be considered amended by the Speaker.

7-2.1. Processing of Formal Amendments on the Senate Floor
If a proposed amendment is rejected by the author, the Senate may decide to consider the amendment formally. A two-thirds (2/3) majority of those Senators present and voting is required to formally accept an amendment.

7-3. Special Order for Senate Consideration of Legislative Action
The Speaker, in consultation with the Council of Chairs, may call a special order to require a vote on an action without an amendment. Approval of the action in this manner shall constitute final action, except where other procedural rules apply. Failure to approve by the required majority shall rescind the special order and normal consideration shall ensue.

7-4. Confirmation of Appointees
No motion to confirm any appointment by the President of Student Government, or Speaker if the appointment is for a vacant Senate seat, shall be in order for consideration unless the person so appointed is present at the meeting when such motion is presented. Such motions shall be automatically tabled for a maximum of two (2) regular Senate meetings. Should a designee have a class conflict with the regularly-scheduled Senate meeting time, the Senate can, by a majority vote, allow a written statement by the designee to take the place of that designee’s presence at the meeting.

7-4.1. Consideration of Appointees
During consideration of an appointee by the Senate, all appointees, whether nominated for the same or different positions shall leave the meeting until the Chair calls the appointee in for questioning and will leave upon the request of the Chair for the duration of said process. No appointees or non-members of Student Government, with the
exception of members of the media, shall remain in the Senate meeting while any other appointee is being considered.

7-5. Elections of Senate Officers
The following procedures shall govern all elections of Senate Officers:

7-5.1. All candidates for any Office of the Senate shall declare their candidacy by self-nomination. During the consideration of a candidate by the Senate, all candidates for the same position shall leave the meeting until the Chair calls the candidates in for questioning on an individual basis. At this time, the candidate shall deliver a short presentation to the Senate. After questioning, the candidate shall leave upon the request of the Chair for the duration of said process.

7-5.2. Consideration of Candidates
Only after all candidates have been presented to the Senate and made available for questioning shall discussion begin. Senators shall preface their comments in discussion by expressing their opinion. Voting shall be conducted by written ballot, with each ballot to already have each Senator's name and seat on it prior to the vote. The Parliamentarian, or his or her designee, shall pass out the ballots and privately count them when they have all been submitted. Candidates for the Office of Speaker of the Senate shall be elected with a majority of the Senate from its present membership. In the event that no such candidate receives a majority, the Senate shall follow the procedures detailed in Article 5, Section 1-1 of the Constitution.

Section 8: Senate Procedure on Executive Branch Appointments
All other appointments of the Executive Branch shall be submitted to the Speaker Pro Tempore at the weekly Senate meeting. The Speaker Pro Tempore will then publicly place them in the Student Government office. If no member of the Council of Chairs objects to the appointment at their next regularly scheduled meeting, then the appointee shall be sworn in without ratification. If any chairperson objects or if five (5) Senators submit a petition before the next regularly scheduled meeting of the Council of Chairs, then the appointee shall go through the entire ratification process as directed by the Statutes.

Section 9. Voting
Normal voting procedure shall be a rising hand vote, except when the action shall be passed by consent.

9-1. Rules Governing Roll Call and Secret Ballot
At the request of the Speaker, or of any Senator with a second, a roll call vote shall be taken on a given question before the Senate. Secret ballot votes on any matter related to impeachment or censure shall be taken upon the affirmative vote of two-thirds of Senators present and voting, except when a roll call vote shall be requested.

9-2. Motions for Immediate Vote on the Pending Question
Whenever the previous question is moved and deemed in order by the Speaker, and has been seconded, the Speaker will ask the floor if there are any objections. If any objections occur, a majority vote of those present and voting is needed to continue discussion on the said motion being considered. No debate, discussion, commentary, questions of privilege or points of information or order shall be made or considered in order by the Speaker until the vote is made, except for a request for a rising hand vote before voting actually begins.

9-3. Votes of No Confidence
In the event that a vote of no confidence is called, the Senate shall have the right to move to discussion on the matter.

Section 10. Voting Privileges of Tardy Senators
Any Senator who arrives after the title of an action has been read to the Senate shall not be allowed to vote on that action. Said Senator shall be able to vote on later actions in the meeting as long as they are present for the full reading of the action.

Section 11. Punitive Action for Misconduct
Should, for any reason, the Speaker eject any Senator from a total of three (3) meetings of the Senate for misconduct, the Senator shall therewith be considered as having been expelled from the Senate and the seat of said Senator shall be declared vacant by the Speaker, to be filled as provided in Chapter I, Title II, Section 4 of these Statutes. No person expelled from the Senate for misconduct shall retain any Senate seat through any manner of appointment for a period of one (1) calendar year following expulsion.

Section 12. Judicial Review of Procedures
The Student Government Supreme Court, in cases of appeal or review on the basis of procedures listed herein, in other Statutes or the Constitution, shall designate, if need be, the point from which erroneous Senate action is abrogated, and should be corrected; and the Senate, if it chooses to again consider the action involved, or should the Court order the Senate to reconsider the action involved, shall reinstate the consideration of the matter from that point.

Section 13. University Account Signatory Authority
The approval of the authorized signatory on any University account related to Student Government shall be necessary for any expenditure request; further, the Student Government Advisor or other authorized University account signatory may approve expenditures without the recommendation or signature(s) of authorized student signatory(ies), for any of the following reasons:

1. To handle financial emergencies.
2. To complete transactions and to fulfill contractual obligations in the absence of at least one (1) given student signatory of the account.
3. To implement University policy.
4. To serve the best interests of the University.

Such approvals are to be made only with the consent of the University Vice President for Student Affairs or his or her designee. Copies of such approvals and consents shall be transmitted to the Student Government President, Treasurer, Speaker of the Senate, Chief Justice of the Supreme Court and the Student Government Advisor as soon as practical thereafter.

13-1. University Account Signatory Designation
The University Vice President for Student Affairs shall designate the administration signatory for Student Government University accounts. Said designations and changes thereof shall be transmitted on a timely basis to Student Government. When a designated signatory shall delegate such authority during absence, such shall be transmitted to the student account signatory.

Section 14. Solicitation Procedures
All solicitation of students by Student Government is subject to University policy, and shall also require approval as provided in this Section. Upon representation of the concept, the Senate shall authorize an investigation of the solicitation proposal. The Senate may ask the Office of the Vice President for Student Affairs to request that a legal determination of the legitimacy of the solicitation be made by the University Legal Counsel. Further, the Senate shall require the approval of the Student Solicitations Committee as a precondition to ratification of the proposed solicitation. Only after successful accomplishment of the aforementioned shall a solicitation be acted upon by the Senate.

Title III. Duties

Section 1. Duties of the Senators
The duties of each Senator shall include, inter alia:

1. The faithful and diligent representation of the interests of his or her constituents,
2. The earnest pursuit of suggestions and opinions regarding Senate actions under consideration and future action from his or her constituents,
3. The attendance of at least one event co-sponsored by the Senate or an approved alternate event with the approval of the Speaker of the Senate with appropriate documentation per semester,
4. A minimum of 2 hours of tabling at Senate events per semester,
5. The attendance of his or her primary committee meeting each week, or a make-up meeting pursuant to Chapter 1, Title IV, Section 1 of these Statues, and
6. The execution of committee projects assigned by the respective committee Chair(s).
7. Wearing a Senate polo or business casual attire to all Senate meetings. Failure to do so for a total of three (3) unexcused attire violations, or a total of five (5) attire violations in the period of time from the meeting in which the fall or spring semester’s elected Senators are sworn in until the final meeting before the next semester’s elected Senators are sworn in, will result in removal from office. Any Senator so removed shall not be eligible to hold any office or position in Student Government as outlined in Chapter I, Title II, Section 1-2 of these Statutes. After two (2) unexcused attire violations or four (4) total attire violations, the Senator shall be sent a warning notice.

Section 2. Duties of Committee Chairs and Vice Chairs

2-1. In addition to his or her duties as a Senator, the duties of Senate committee Chairs shall include, inter alia:
   1. The publication of committee meeting times and locations to the Senate with adequate notice in advance of each meeting,
   2. The moderation of discussion in committee meetings,
   3. The delegation of projects to committee members
   4. The attendance of all Council of Chairs meetings, except when excused by the Speaker Pro Tempore
   5. The delegation of any of these duties to the Vice Chair with adequate notice as needed.
   6. The attendance of at least one additional event co-sponsored by the Senate or an approved alternate event with the approval of the Speaker Pro Tempore of the Senate with appropriate documentation

2-2. In addition to his or her duties as a Senator, the duties of Senate committee Vice Chairs shall include, inter alia:
   1. Recording and distribution of committee meeting minutes,
   2. Assisting the Chair in moderating committee discussion,
   3. The attendance of all Council of Chairs meetings, except when excused by the Speaker Pro Tempore,
4. The performance of any duties delegated by the Chair.
5. The attendance of at least one additional event co-sponsored by the Senate or an approved alternate event with the approval of the Speaker Pro Tempore of the Senate with appropriate documentation.

**Title IV. Senate Committees**

**Section 1. Standing Committees**
The Senate shall establish standing committees to be composed of an appropriate number of Senators and students appointed by the Speaker. In addition, each standing committee shall have at least one (1) Executive Committee Member in attendance. The total number of members on each of the standing committees shall not exceed twelve (12), excluding Executive Committee Members as outlined in Chapter I, Title IV, Section 1-3 of these Statutes. These committees shall initiate projects and legislation. The Chair of the committee shall have full voting privileges. Each standing committee shall meet no less than once every fourteen (14) days during the Spring and Fall semesters, at a set time and location. Every Senator shall serve on at least one (1) standing committee, and shall be required to attend any and all meetings of said committees of which he or she is a member, unless excused for legitimate reason by the Chair or by the Speaker or Speaker Pro Tempore, and subject to the provisions of Chapter I, Title II, Section 2 of these Statutes. Executive Committee Members shall be required to attend any and all meetings of said committees of which that person is designated, unless excused for a legitimate reason by the Vice President.

**1-1. Primary and Secondary Committees**

1-1.1 Definition of Committee Type
A Senator shall designate a standing committee to be his or her primary committee, and shall be required to attend any and all meetings of that particular committee. A Senator shall also designate which committee(s), if any, shall be his or her secondary committee(s) and shall be required to attend any and all meetings of that particular committee(s) in order to maintain voting rights (within that particular committee). A Senator shall be an active member of and have voting rights within his or her primary committee and secondary committee(s). A Senator who is not an active member of a committee shall not have voting rights within that committee.

1-1.2 Definition of an Active Member
An active member is a Senator who has voting rights in his or her designated primary and/or secondary committee(s) provided that he or she complied with the committee policies outlined in Section 1-3.
1-2. Committee Designation
A Senator shall designate a primary, and any optional secondary committee(s) within the first two weeks of his or her term as well as the first two weeks of each succeeding semester.

1-2.1 Committee Appointment
If committee size is in jeopardy, the Speaker, Speaker Pro Tempore, and Council of Chairs shall then appoint Senator(s) to a primary committee with preference based upon availability, then based upon seniority.

1-2.2 Conflict with Appointment
If a Senator has a conflict with his or her primary committee appointment as stipulated in Section 1-3.1 that Senator may appeal his or her primary committee appointment to the Speaker, Speaker Pro Tempore, and Council of Chairs within the first week of the appointment. The Speaker, Speaker Pro Tempore and Council of Chairs shall then reassign that Senator to a primary committee.

1-2.3 Committee Office Hours
Each committee is required to log a minimum of 3 office hours per semester. Office hours will be held every Wednesday from 3:30 – 4:30 PM within the Student Government Organizational Suite. Office hours will be designated to a single committee per week and will operate on a rotating basis. Each week the designated committee is required to send at least one active member to participate in office hours. Committee Chairs are responsible for delegating office hours to committee members. Failure to achieve the requirement of 3 hours per semester will result in committee review by the Supreme Court.

1-3. Committee Establishment
The standing committees of the Senate shall be established as follows:

1-3.1. University Affairs
There shall be a committee on University Affairs which shall be composed of no less than six (6) Senators, in addition to the Director of University Affairs in accordance with Chapter I, Title IV, Section 1 of these Statutes. The Director of University Affairs shall have no voting rights in said committee.

The committee shall be charged with considering all matters:

1. Related to the non-academic policies, programs and innovations in the University departments and offices, the Board of Trustees and the standing and ad hoc committees of the University.
2. Related to undergraduate rights, privileges and responsibilities in university fiscal or disciplinary procedures.
3. Related to both currently-operating and new student service.

1-3.2. Academic Affairs
There shall be a committee on Academic Affairs and services which shall be composed of no less than six (6) Senators, in addition to the Director of Academic Affairs Internal in accordance with Chapter I, Title IV, Section 1 of these Statutes. The Director of Academic Affairs Internal shall not have voting rights in said committee.

The committee shall be charged with handling matters:

1. Related to academic policies, programs and innovations.
2. Under consideration in either the Faculty Senate of other academic policy-making bodies and requiring Senate action.
3. Regarding the relationship of individual students, the undergraduate student body or the Student Government to the academic community.
4. Related to a broad, annual Academic Survey in order to gather Data regarding student opinion on all academic issues.

1-3.3. Public Relations
There shall be a committee on Public Relations to promote all activities of the Senate while increasing student body awareness, and it shall be composed of no less than six (6) Senators, in addition to the Director of Communications and/or Deputy Director of Communications in accordance with Chapter I, Title IV, Section 1 of these Statutes. The Director of Communications and Deputy Director of Communications shall not have voting rights in said committee.

The committee shall be charged with:

1. Working with the appropriate Senate committees and Senators to coordinate publicity as necessary.
2. Contacting mass media about pertinent Senate activities.
3. Raising awareness of ongoing Student Government services and programs.
4. Planning and executing a minimum of 2 tabling events, 1 social event, and 1 signature event per semester

1-3.4. Policy and Finance
There shall be a committee on Policy and Finance which shall be comprised of no less than six (6) senators, in addition to the Treasurer and a Supreme Court Justice in
accordance with Chapter I, Title IV, Section 1 of these Statutes. The Treasurer and Supreme Court Justice shall not have voting rights in said committee. 

*The Committee shall be charged with:*

1. Reviewing and revising appropriation requests, including those of co-sponsorship, made to Senate through consultation with the author of said request one week prior to submission to Senate.
2. Consulting with the Student Government Treasurer as to finances for appropriations and the formation of the Student Government budget.
3. Making recommendations to the Senate concerning the final version of the appropriations bill.
4. Safeguarding guidelines and stops set forth by Senate for appropriations and the constitutionality of bills.
5. Reviewing Student Government policy and making any necessary recommendations to the Senate for internal policy change.
6. Reviewing University policy for students and providing recommendations to the Senate for policy change, by the Speaker’s request.
7. Hearing all organizational appeals of the decisions of the Student Activity Fee Allocation Committee (SAFAC) and recommending all valid appeals to the Senate for final review. Senate shall be notified of all rejected appeals in writing.
8. Consulting with SAFAC per the following procedure:
   a. The Policy & Finance (P&F) Committee Chair shall invite the Student Activity Fee Allocation Committee (SAFAC) Chair and Vice-Chair to two P&F meetings per semester, to discuss the appeals process, SAFAC Funding Guidelines, referendum review, and the student activity fee.
   b. P&F Senators shall familiarize themselves with the current SAFAC Funding Guidelines in advance of these meetings to facilitate meaningful discussion.
   c. The dates of these meetings shall be announced to the full Senate to allow for any interested Senators to attend with at least two weeks notice.
   d. If the SAFAC Chair and Vice-Chair are unable to attend a given P&F meeting, the Student Government Treasurer shall facilitate the committee’s discussion in their place.

**1-3.5 Chair Designation**

*Each Spring semester, after the election of the Speaker and the Speaker Pro-Tempore, the Speaker has the authority to designate the chairs of the standing committees. The Speaker, at his or her discretion, may choose any qualified senator to serve as a Chair.*

**1-3.6 Chair Term Limits**
1. Each Chair term shall serve a renewable annual term.
2. If a chair were to become unable to serve his or her term, the Chair must notify the Speaker or Speaker Pro-Tempore accordingly, and the Speaker may designate a replacement to fulfill the remainder of the term.
3. In the case that the Senate seat of a chair expires, he or she may remain Chair until such time as the Speaker can fill the position with a current senator.

1-4. Transmission of Minutes From Committees
Each committee shall transmit written minutes of every meeting to the Speaker Pro Tempore for inclusion in the Senate files.

Section 2. Council of Chairs
The Chair of the standing committees and the Speaker Pro Tempore shall serve as the Council of Chair, with the Speaker Pro Tempore serving as the Chair of the Council. The Speaker of the Senate shall serve as a non-voting, ex-officio member. The Council shall be charged with:

1. Functioning as a screening committee for any applicant to the Senate and for any nomination made by the President or the other executive officers as defined in Article III, Section 1 of the Constitution and according to the procedure set forth in Chapter I, Title II, Section 4-3 of these Statutes.
2. Providing the Speaker with advice in cases of disciplinary procedures against Senators.
3. Reviewing updates to these Statutes and other Senate procedures as determined by the Speaker.

Title V. Resignation Procedures

Section 1. Definition of Resignation
Resignation shall be defined as a written statement signed by a Student Government officer indicating he or she no longer wishes to retain his/her position in Student Government.

1-1. Validity
A resignation shall be considered valid upon submittal to the appropriate heads of such branch of government or their designees.

1-2. Valid Resignations of Governmental Branch Heads
The resignation of the President and of the Chief Justice shall be considered valid upon submission to the Speaker. The resignation of the Speaker shall be valid upon submission to the Speaker Pro Tempore and the Parliamentarian.

1-2.1. Vacancy
A vacancy in an office is created whenever the resignation of the officer becomes effective.

1-2.2. Transmittal
All resignations transmitted or submitted to the Speaker of the Senate or a designated officer of the Senate are to be presented at the Senate meeting immediately following such notice.

Chapter II: The Executive Branch

Title I. Duties of the Executive Officers and Assistant Executive Officers

Section 1. Duties of the President
The President has overriding authority over the entire Executive Branch, except as specifically provided in the Constitution. His or her duties shall include, but not be limited to:

1. The faithful and timely execution of all Constitutional duties.
2. The management of the Student Government Office and policies which shall be determined yearly by a joint consensus of the Executive Committee in conjunction with the Speaker of the Senate, the Speaker Pro Tempore, the Chief Justice, the Energy and Conservation Organization Agency Chair, the Category 5 Chair, and the Elections Commission Chair.
3. The exercising of signatory authority and coordination of work activities for the Student Government Administrative Assistant.
4. Serving as the undergraduate student representative to the University of Miami Board of Trustees.
5. Serving as the undergraduate student representative to the following University and external committees:
   a. Rathskeller, Inc.
   b. Faculty Senate Student Affairs Committee
   c. Honor Council Selection and Appeals Committee
   d. Coral Gables Community Relations Committee
7. Coordinating administration-lobbying efforts.
8. The appointment and removal of individuals to fill the executive positions as listed below, and the ability to create new positions as he or she deems necessary.

1-1. Appointments External to Student Government

1. Board of Trustees Committee Representatives
   a. Master Planning and Construction
   b. Student Affairs
   c. Athletic Affairs
   d. Academic Affairs
2. Department of Wellness and Recreation Advisory Board Representative
3. WVUM Advisory Board Representative
4. Building and Grounds Committee Representative
5. Faculty Senate Representative
6. Parking Advisory Committee Representative

1-2. Appointments Internal to Student Government

1. Director of Academic Affairs
2. Director of University Affairs
3. Chief of Staff
4. Executives-At-Large Internal
5. Executive-At-Large External
6. Director of Communications
7. Supreme Court Justices
8. Supreme Court Chief Justice
9. Election Commission Chair
10. Category 5 Chair(s)
11. Energy and Conservation Organization Agency Chair and Vice-Chair

Section 2. Regulations on Executive Appointments and Nominations
The Chief Executive Officers as provided in this Section, shall jointly designate all appointments or nominations for appointments required or requested of Executive authority or remove such designation; however, the President has the power of designation as provided under Article III, Section 3 of the Constitution in the performance of his or her duties. Concurrence by at least two (2) of the three (3) Chief Executive Officers shall be necessary to a designation or removal of the same.
Designations outside of the Executive Branch of Student Government are not subject to Executive dismissal or removal.

2-1. Submission of Designations to the Senate
All initial designations shall be submitted to the Senate for its advice, consent and confirmation no later than the last regular meeting of the Senate in the spring academic semester. This deadline may be extended to a specific date for specific positions by a vote of two-thirds (2/3) of the Senate at the meeting prior to the date required for submission. Failure to submit designations by the date specified shall constitute nonfeasance.

2-2. Minor Appointments
Any positions not included in the definitions of Chapter II, Title I, Section 1-2, Clauses 1 through 10 of these Statutes shall be designated as a minor appointment by the Senate.

2-3. Acting Appointments
No person may be designated on an acting or interim basis to those offices as defined in Chapter II, Title I, Section 1-2 of these Statutes.

2-4. Removal of Nominations or Appointees to External Bodies
All nominations for appointments external to Student Government may be recommended for removal with stated cause on the recommendation of the President and approval of the recommendation by the Senate to the appointing authority.

2-5. Reports by Agents to External Bodies
All agents to external bodies as stated in Chapter II, Title I, Section 1-1 of these Statutes must periodically report to the Senate, Executive Committee and their designated agents.

Section 3. Duties of the Vice President
The duties of the Vice President shall include but not be limited to:

1. Shall represent one-third of the Executive Office and be included in the phrase “Executive Officers” when used to refer to the President, Vice President, and Treasurer of Student Government, jointly, as outlined by Article III, Section 1 of the Constitution.
2. Act as President of Student Government in the cases of the absence or incapacitation of the same, exercising all duties of the Office of the President of Student Government, as outlined by Article III, Section 4 of the Constitution.
3. Serve as the designated representative of the President of Student Government when requested by the President of Student Government; and perform such duties for the President of Student Government as are mutually determined, as outlined by Article III, Section 4 of the Constitution.

4. Oversee the Freshman Leadership Council, as outlined by Chapter II, Title I, Section 8 of these Statutes and secure guest speakers from diverse areas of campus to speak to the members of the Freshman Leadership Council about student involvement at the University of Miami.

5. The faithful and timely execution of all Constitutional and Statutory duties.

Section 4. Duties of the Treasurer

The duties of the Treasurer shall include, but not be limited to:

1. The faithful and timely execution of all Constitutional duties.
2. Establish proper accounting procedures with the Student Government Administrative Assistant.
3. Develop a yearly Student Government budget, reviewed and approved by the Senate.
4. Give budget reports to the Senate when requested.
5. Attend all Senate Policy and Finance Committee meetings, or if unable to do so, appoint a designee to attend and act as liaison between the Treasurer and said committee, reporting to the Treasurer on a weekly basis.
6. Review all appropriation forms submitted for co-sponsorship and authorize or decline by Monday at 4:00pm of the week following their submission.
7. Serve as the non-voting Chair of the Trial Initiatives & Programs Appropriations Committee (TIPAC).

Section 5. Duties of the Assistant Executive Officers

Duties of the Assistant Executive Officers shall include but not be limited to:

5-1. Duties of the Director of Academic Affairs

1. Facilitate and coordinate the Campus Liaison Council as described in Chapter II, Title I, Section 11 of these Statutes.
2. Maintain an overall understanding of all current projects and initiatives within all aspects of Student Government.
3. Serve as the Executive representative to the Academic Affairs Senate Committee meetings as outlined in Chapter I, Title IV, Section 1 of these Statutes.

5-2. Duties of the Director of University Affairs
1. Facilitate and coordinate the Campus Liaison Council as described in Chapter II, Title I, Section 11 of these Statutes.

1. Maintain an overall understanding of all current non-academic projects and initiatives within all aspects of Student Government.

2. Serve as the Executive representative to the University Affairs Senate Committee meetings as outlined in Chapter I, Title IV, Section 1 of these Statutes.

5-3. Duties of the Chief of Staff

1. Serve as the chief advisor to the President, Vice President, and Treasurer in all matters of Student Government procedure and policy.

2. Maintain records of all Student Government Executive Committee meetings and transmit them to the appropriate advisor(s) to Student Government.

3. Collaborate with the Advisors of Student Government and the Senate Secretary to collect and maintain an archive of Student Government proceedings.

4. Manage all Presidential appointments, both internal and external, to Student Government and request reports from those appointees when appropriate.

5. Maintain an overall understanding of all current projects and initiatives within all aspects of Student Government.

6. Serve as the official Executive Branch representative at all regular Senate meetings.

5-4. Duties of the Executive-at-Large Internal

1. Facilitate and coordinate intra-organizational communication through the management of the Student Government Orgsync account.

2. Plan and implement a Student Government orientation once during the Fall semester and once during the Spring semesters.

3. Plan and implement at least one Student Government internal community building event during the Fall semester and during the Spring semester that has an emphasis on creating mentorship opportunities.

4. Plan an Executive Committee retreat at the beginning of the Fall semester.

5. Research, edit and produce the Student Government Annual Report as described in Chapter II, Title I, Section 10 of these Statutes.

6. Collaborate with the Advisors of Student Government to plan a Student Government annual banquet in the Spring semester.

5-5. Duties of the Executive-at-Large External

1. Facilitate and coordinate the U Outreach Committee as described in Chapter II, Title I, Section 9 of these Statutes.
2. Collaborate with UM organizations on any relevant Student Government initiatives, projects or events.
3. Plan and implement at least one campus-wide program or event during the Fall semester and during the Spring semester.
4. Responsible for organizing Student Government’s involvement in campus service days and outreach events and programs.

5-6. **Duties of the Director of Communications**

1. Maintain and manage Student Government publicity, including full correspondence with on- and off-campus media, and oversee Student Government’s online presence.
2. Consult and aid in the implementation of marketing plans for Student Government events, programs, and initiatives.
3. Plan and execute a Student Government awareness day once during the Fall and once during the Spring semesters.
4. Serve as the Executive representative to the Public Relations Senate Committee meetings as outlined in Chapter I, Title IV, Section 1 of these Statutes.
5. Develop and maintain a working relationship with University Communications.

**Section 6. Responsibilities of Executive Officers and Assistant Executive Officers**

All Officers authorized by this chapter are to be designated as members of the Executive Committee and are subject to all provisions of this chapter.

6-1. **Additional Functions**

When, by appropriate action, additional functions are charged to an Officer listed in this Chapter, such an Officer shall be fully responsible for the same and for its prompt and complete execution.

6-2. **Report Required of Officers**

Each Officer as designated by the Constitution shall give a report regarding his or her assignments or projects at least weekly in a manner prescribed by the Student Government President.

**Section 7. Campus Liaison Council**

The Campus Liaison Council, a committee of the Executive Branch, will have the ultimate responsibility of serving as a board of liaisons that fosters communication and productive relationships between different areas of campus and Student Government.

7-1. **Campus Liaison Council Members**
The Campus Liaison Council shall consist of two (2) students representing each of the following areas on campus:

1. Auxiliary and Dining Services
2. Campus Facilities
3. Security
4. Health and Wellness
5. Information Technology
6. Library
7. Parking and Transportation

7-1.1. Campus Liaison Council Appointment Procedure
After Executive Officers are sworn into office in the Spring semester, a call for applications shall be publicized to the student body at large. Applications shall be accepted for a time period of no less than one (1) week but no more than two (2) weeks. After this period, the Director of University Affairs shall coordinate interviews with all applicants. The Speaker Pro Tempore of the Senate shall join the Director of University Affairs in the interviews. Following interviews, Liaisons shall be appointed by the President based on the recommendations of the Director of University Affairs.

7-2. Duties of the Campus Liaison Council
Members of the Campus Liaison Council shall regularly meet or communicate with their respective departments. Liaisons are responsible for communicating relevant Student Government projects and initiatives to their respective departments and for serving as the student body representatives to the departments. Each Liaison shall act as a first point of contact for members of Student Government who wish to present projects or initiatives related to the Liaison’s department. Throughout the duration of a project or initiative, Liaisons shall coordinate, facilitate and participate in communications and meetings among members of each department and Student Government. Liaisons shall update the Director of University Affairs of their respective departments’ ongoing projects and initiatives immediately following any meetings or communications with their respective departments. In addition, the Council as a whole shall meet with the Director of University Affairs no less than once every fourteen (14) days during the Fall and Spring semesters, at a set time and location. Each Liaison will have three (3) excused absences per year of serving on the Campus Liaison Council. excused absences will be valid only for Campus Liaison Council meetings and Student Government wide mandatory events including but not exclusive to Student Government retreats, banquets, and other events deemed mandatory by the executive board of Student Government. An excuse must be submitted to the Director of University Affairs in written form (i.e. text, email, letter etc.) with due notice. Due notice will be defined as at least five (5) days prior to the missed event or
meeting. If due notice is not given the absence will not be counted as an unexcused absence. The Liaison will be allowed 1 unexcused absence per year. This absence does not require a written excuse to be submitted with due notice. If a written excuse for an excused absence is submitted less than 5 days prior to the missed meeting or event, it will count as your one unexcused absence. After which, any further unexcused absences will not be allowed. If the Liaison has used up their unexcused absence but not necessarily all their excused absences and proceeds to miss an event without due notice, the said missed event or meeting will count as an excused absence. Emergencies will not be counted as either excused or unexcused absence and notice of said emergencies will be accepted at any time before or immediately after the missed event or meeting.

7-2.1 Respective Departments
The Liaison’s respective departments shall include but are not limited to:

1. Auxiliary and Dining Services: University of Miami Auxiliary Services Department
4. Health and Wellness: Patti and Allan Herbert Wellness Center, University of Miami Counseling Center, and Student Health Center
5. Information Technology: University of Miami Information Technology Department
6. Library: University of Miami Libraries
7. Parking and Transportation: University of Miami Department of Parking and Transportation.

7-3. Filling Vacancies
If, at any point during the year, a vacancy on the Council occurs before the regular call for applications, a special application process shall occur. Vacancies shall be publicized to the student body at-large and applications shall be accepted for a time period of no less than one (1) week but not more than two (2) weeks. Once all applications have been collected, the Director of University Affairs shall coordinate interviews with all applicants. The Speaker Pro Tempore of the Senate shall join the Director of University Affairs in the interviews. The President, based on the recommendation of the Director of University Affairs, shall appoint qualified applicants to fill the vacant Liaison positions.

Section 8. Freshman Leadership Council
The Freshman Leadership Council is a committee of the Executive Branch with the ultimate responsibility of managing and executing projects as delegated by the President and Vice President. This committee will also foster the growth, leadership and
development of its Freshman Members. Freshman Members will be exposed to project completion, programming, and campus administration.

8-1. Freshman Leadership Council Composition
The Freshman Leadership Council shall consist of:

1. Vice President
2. No more than twenty (20) Freshmen Members
3. Up to (4) Project Coordinators and/or Leadership Development Coordinators

8-1.1. Freshman Member Appointment Procedure
At the beginning of the Fall semester, a call for applications for Freshman Members shall be publicized to the student body at-large. Applications shall be accepted for a time period of no less than one week (1) but not more than three (3) weeks. After this period, the Vice President shall coordinate interviews with all applicants. Following interviews, Freshman Members shall be appointed by the President based on the recommendation of the Vice President.

8-1.2 Leadership Facilitator Appointment Procedure
The Leadership Facilitator shall be appointed by the President based on the recommendation of the Vice President. The Leadership Facilitator shall be a non-Freshman student.

8-1.3. Project Coordinator Appointment Procedure
After Executive Officers are sworn into office in the Spring semester, a call for applications for the Project Coordinators shall be publicized to the student body at large. Applications shall be accepted for a time period of no less than one (1) week but not more than three (3) weeks. After this period, the Vice President shall coordinate interviews with all applicants. Following interviews, Coordinators shall be appointed by the President based on the recommendations of the Vice President.

8-2. Duties of the Freshman Leadership Council
All members of the Freshman Leadership Council shall meet regularly to discuss the status of delegated projects and ways to enrich the lives of the Freshmen class at the University of Miami through Freshman-focused programming. The Council as a whole shall meet at least once every fourteen (14) days during the Fall and Spring semesters, at a set time and location.

8-2.1 Duties of the Freshman Members
Duties of the Freshman Members shall be:
1. Select projects as described in Section 8-2.4.
2. Successfully and effectively complete projects in a manner as described by their relevant Project Coordinator.

8-2.2 Duties of the Leadership Facilitator
Duties of the Leadership Facilitator shall be:

1. Plan, prepare and host a leadership development activity once every 14 days for Freshman Leadership Council meetings in which all members shall participate.
2. Assist the Vice President in the management of the Freshman Leadership Council as a whole.

8-2.3 Duties of the Project Coordinators
Duties of the Project Coordinators shall be:

1. Select projects as described in Section 8-2.4
2. Aid Freshmen Members in all aspects of project completion, including how to effectively communicate with the Campus Liaison Council
3. Provide general advice to Freshman Members throughout project development and completion.
4. Meet at least once every fourteen (14) days to work with the Vice President in establishing an overall strategy and direction of projects delegated to the Freshman Leadership Council.

8-2.4 Project and Project Coordinator Assignment Procedure
Freshman Members will be assigned to a Project Coordinator based on the following process:

1. At the advice and consent of the President, the Vice President shall delegate a list of projects to the Freshman Leadership Council.
2. The Vice President and each of the Project Coordinators will divide this list of projects amongst themselves.
3. Freshmen will then independently choose projects and work directly with the Coordinator responsible for that project.

8-3. Filling Vacancies
If a vacancy shall occur in any position on the Freshman Leadership Council, the Vice President shall determine whether or not that position should be filled. If a special application process is deemed necessary, a special call for applications shall be publicized to the student body at large. Applications shall be accepted for a time period of no less than one (1) week but not more than two (2) weeks. After this period, the Vice
President shall coordinate interviews with all applicants. Following interviews, new Freshman Members, Facilitators, or Coordinators shall be appointed by the President based on the recommendation of the Vice President. If an application process is deemed unnecessary, the President may appoint a person to fill the position based on the recommendation of the Vice President.

Section 9. U Outreach Committee
The U Outreach Committee is a committee of the Executive Branch managed by the Executive-at-Large External. The committee’s ultimate responsibility is to plan and coordinate programs that involve connecting and communicating with students and other student organizations.

9-1. U Outreach Committee Composition
The U Outreach Committee shall consist of no fewer than five (5) coordinators who will work equally in the following departments:

1. Logistics
2. Graphic Design
3. Outreach and Sponsorship
4. Marketing
5. Programming

9-1.1. U Outreach Committee Appointment Procedure
At the end of the Spring semester, a call for applications for U Outreach Committee Members shall be publicized to the student body at-large. Applications shall be accepted for a time period of no less than one (1) week but no more than two (2) weeks. After this period, the Executive-at-Large External shall coordinate interviews with all applicants. Following interviews, U Outreach Committee Members shall be appointed by the President based on the recommendations of the Executive-at-Large External.

9-2. Duties of the U Outreach Committee
All members of the U Outreach Committee shall meet regularly to discuss, develop, and initiate Student Government programming. The committee as a whole shall meet at least once every fourteen (14) days during the Fall and Spring semesters, at a set time and location.

9-2.1 Duties of the Logistics Coordinator
Duties of the Logistics Coordinator shall be:
1. Work with the Student Government Treasurer to ensure that budget is properly
up kept throughout the year.
2. Manage all logistical aspects of each program managed by the U Outreach
Committee including but not limited to, reserving locations, coordinating
audio/visual technology, and organizing a volunteer schedule.
3. Work with the Program Coordinator and make sure all details for events are
organized and accounted for

9-2.2 Duties of the Graphic Design Coordinator
Duties of the Graphic Design Coordinator shall be:

1. Work with the Director of Communications and Marketing Coordinator to develop
and execute a marketing campaign for each program managed by the U
Outreach Committee.
2. Design and create promotional materials.

9-2.3 Duties of the Outreach and Sponsorship Coordinator
Duties of the Outreach and Sponsorship Coordinator shall be:

1. Invite organizations and individuals to participate in programs managed by the U
Outreach Committee.
2. Seek out and follow through with sponsorships for programs managed by the U
Outreach Committee.
3. Work with the Graphic Design Coordinator and the Marketing Coordinator to
place sponsors’ logos on marketing material.
4. Attend Senate meetings to update the UOutreach Committee on events outside
of Student Government.

9-2.4 Duties of the Marketing Coordinator
Duties of the Marketing Coordinator shall be:

1. To reach out to campus communication entities to promote events.
2. Work with the Graphic Design Coordinator and the Outreach and Sponsorship
Coordinator to ensure the marketing materials are created and dispersed.
3. Work with the Director of Communications and Graphic Design Coordinator to
develop and execute a marketing campaign for each program managed by the U
Outreach Committee.

9-2.5 Program Coordinator
There will be one Program Coordinator. Duties of the Program Coordinator shall be:

1. Work with the Logistics Coordinator to ensure that events are sufficiently prepared and properly executed
2. Ensure the purchase and transportation of all materials needed for events
3. Be present at events for setup, event management, and disassembly
4. Assist the Executive-at-Large Internal with planning any and all philanthropic Events

9-3. Filling Vacancies
If a vacancy shall occur in any position on the U Outreach Committee, the Executive-at-Large External shall determine whether or not that position should be filled. If a special application process is deemed necessary, a special call for applications shall be publicized to the student body at-large. Applications shall be accepted for a time period of no less than one (1) week but no more than two (2) weeks. After this period, the Executive-at-Large External shall coordinate interviews with all applicants. Following interviews, Coordinators shall be appointed by the President based on the recommendations of the Executive-at-Large External.

Section 10. Student Government Annual Report
The Student Government Annual report shall consist of all completed and in-progress Student Government projects and initiatives in all aspects of Student Government.

Section 11. Academic Liaison Council
The Academic Liaison Council, a committee of the Executive Branch, will have the ultimate responsibility of serving as a board of liaisons that fosters communication and productive relationships between different areas of campus and Student Government.

11-1. Academic Liaison Council Members
The Academic Liaison Council shall consist of no fewer than eight (8) students representing the following areas on campus:

1. School of Architecture: University of Miami School of Architecture
2. College of Arts and Science: University of Miami College of Arts and Science
3. School of Business Administration: University of Miami School of Business Administration
4. School of Communication: University of Miami School of Communication
5. School of Education and Human Development: University of Miami School of Education and Human Development
6. College of Engineering: University of Miami College of Engineering
7. Rosenstiel School of Marine and Atmospheric Science: University of Miami Rosenstiel School of Marine and Atmospheric Science
8. Frost School of Music: University of Miami Frost School of Music
9. School of Nursing and Health Studies: University of Miami School of Nursing and Health Studies
10. Academic Resource Center: University of Miami Camner Academic Resource Center
11. Toppel Career Center: University of Miami Toppel Career Center
14. Study Abroad: University of Miami International Education and Exchange Programs

11-1.1. Academic Liaison Council Appointment Procedure
After Executive Officers are sworn into office in the Spring semester, a call for applications shall be publicized to the student body at large. Applications shall be accepted for a time period of no less than one (1) week but no more than two (2) weeks. After this period, the Director of Academics shall coordinate interviews with all applicants. The Speaker Pro Tempore of the Senate shall join the Director of Academic Affairs in the interviews. Following interviews, Liaisons shall be appointed by the President based on the recommendations from the Director of Academics.

11-2. Duties of the Academic Liaison Council
Members of the Academic Liaison Council shall regularly meet or communicate with their respective departments. Liaisons are responsible for communicating relevant Student Government projects and initiatives to their respective departments and for serving as the student body representatives to the departments. Each Liaison shall act as a first point of contact for members of Student Government who wish to present projects or initiatives related to the Liaison’s department. Throughout the duration of a project or initiative, Liaisons shall coordinate, facilitate and participate in communications and meetings among members of each department and Student Government. Liaisons shall update the Director of Academics of their respective departments’ ongoing projects and initiatives immediately following any meetings or communications with their respective departments. In addition, the Council as a whole shall meet with the Director of Academic Affairs no less than once every fourteen (14) days during the Fall and Spring semesters, at a set time and location.

11-2.1 Respective Areas
The Liaisons, in teams of two or more, shall liaise with the following groups including, but not limited to:

1. College of Arts and Sciences, School of Architecture, Frost School of Music
2. School of Business Administration, School of Communication, School of Education and Human Development
3. College of Engineering, Rosenstiel School of Marine and Atmospheric Science, School of Nursing and Health Studies

11-3. Filling Vacancies
If, at any point during the year, a vacancy on the Council occurs before the regular call for applications, a special application process shall occur. Vacancies shall be publicized to the student body at-large and applications shall be accepted for a time period of no less than one (1) week but not more than two (2) weeks. Once all applications have been collected, the Director of Academics shall coordinate interviews with all applicants. The Speaker Pro Tempore of the Senate shall join the Director of Academic Affairs in the interviews. The President, based on the recommendation of the Director of Academic Affairs, shall appoint qualified applicants to fill the vacant Liaison positions.

Section 12. Board of Communications
The Board of Communications is a committee of the Executive Branch with the ultimate responsibility of maintaining and managing Student Government publicity, including full correspondence with on- and off-campus media, and oversee Student Government’s online presence.

12-1. Board of Communications Composition
The Board of Communications shall consist of:
1. Director of Communications
2. No more than four (4) Members and no less than two (2) to cover the following areas:
   a. Graphic Design
   b. Photography and Video capabilities
   c. Social Media (ie. Facebook, Instagram, Twitter, etc.)
   d. Website

12-1.1. Board of Communications Member Appointment Procedure
At the end of the Spring semester, a call for applications for the Board of Communications Members shall be publicized to the student body at-large. Applications shall be accepted for a time period of no less than one (1) week but no more than two (2) weeks. After this period, the Director of Communications shall coordinate interviews with all applicants. Following interviews, Board of Communications Members shall be
appointed by the President based on the recommendations of the Director of Communications.

12-2. Duties of the Board of Communications
All members of the Board of Communications shall meet regularly to discuss and aid in the implementation of marketing plans for Student Government. They shall maintain all facets of Student Government Social Media and the Website to ensure the student body at-large is aware of Student Government events, programs, and initiatives. The Board as a whole shall meet at least once every fourteen (14) days during the Fall and Spring semesters, at a set time and location.

Title II. Category 5 The Spirit Programming Board
Section 1. Composition of the Category 5 The Spirit Programming Board (“Category 5”)  
There shall be a Spirit Programming Board composed of one Chair and one Vice-Chair, whose selection shall be determined by Statute (Chapter II, Title II, Section 1-2 ), and an Executive Board selected by the by the Chair and Vice-Chair. The President or his or her designee shall oversee the Spirit Programming Board’s progress.

1-1. Voting Membership
Only the Chair and those committee members placed by the Chairs shall be entitled to vote on official business of Category 5.

1-2. Chair Selection
The membership of Category 5 shall select one (1) designee for Chair for appointment by the President to a term of one (1) year. The President may, at his or her discretion, send a maximum of two (2) additional designees of his or her own to the Senate. In the event that there is only one (1) designee for the one (1) position of Chair, the Chairperson shall be confirmed by the Senate by a two-thirds (2/3) majority. In any instance where there is more than one (1) designee sent to the Senate for consideration, the Senate shall vote by written ballot, with each Senator registering one (1) vote for Chair. The designee with the highest number of votes shall be ratified as Chair. The Vice-Chair shall be appointed internally by the Chairperson of the Spirit Programming Board following the Chairperson’s appointment and ratification.

1-2.1. Tie Vote within the Senate
In the event of a tie, the Senate shall vote by written ballot until one (1) Chair has been duly ratified.

1-2.2. Date Required for Senate Vote
In any instance where selection of the Chair shall require a Senate vote, said vote shall occur no later than the penultimate meeting of the Spring semester.

1-3. Committees
The creation of standing committees on Category 5 shall be determined by the Category 5 Chair.

1-4. Tie-Breaking Procedure on Official Business
If agreement cannot be reached by the Category 5 Chairs on the creation of standing committees, the appointment of committee Chairs, or in any other official Category 5 business, the President shall intercede using reasonable discretion.

Title III. Executive Absence, Inability or Vacancy

Section 1. Temporary Executive Function
In a prolonged absence or incapacitation of the President and failure of the Vice President to serve as acting President by absence from the local area, from inability to serve or by cause of a vacancy in said office, then the person whose office is highest on the following list and who is in the local area and able to serve shall then serve as acting President for the duration of the President’s absence or inability to function, subject to such directives as the President shall have made, until the cessation of the absence or inability to serve:

1. Speaker of the Senate
2. Speaker Pro Tempore
3. Chief Justice
4. Treasurer
5. Chief of Staff
6. Director of Academic Affairs
7. Director of University Affairs
8. Executive-At-Large Internal
9. Executive-At-Large External
10. Director of Communications
11. Chair for University Affairs Committee
12. Chair for Academic Affairs Committee
13. Chair for Public Relations Committee
14. Chair for Policy and Finance Committee

1-1. Recess Period Executive Function
The provisions of Chapter II, Title 1, Section 1 of these Statutes shall apply during and throughout recess periods.
Section 2. Multiple-Vacancy Presidential Succession
Whenever, for any reason, the Offices of President, Vice President, Treasurer and Speaker shall simultaneously be vacant, the Senate shall convene at the earliest practical time on the call of the Parliamentarian, who shall chair as temporary Presiding Officer, with the Speaker Pro Tempore serving as President ad interim. The Senate, in accordance with the procedure for electing a Speaker, shall elect a President for the remainder of the annual term. Following the election for President, the Senate shall immediately proceed to the election of a Speaker for the remainder of the annual term, as provided in the Student Government Constitution. Said meeting shall not adjourn until both elections have been completed, and shall have no other items of business for consideration on the agenda.

Chapter III: The Judicial Branch

Title I. Composition of the Supreme Court
Section 1. Officers of the Court
The Officers of the Court shall be the Chief Justice, Associate Chief Justice and the Clerk of the Court. At the discretion of the Chief Justice, an Assistant Chief Justice may be appointed.

Section 2. Selection
Section 2-1. Criteria for Selection

2-1.1. The Chief Justice shall be selected as defined by Article IV, Section 2-1.1 of the Constitution for a term outlined in Article IV, Section 2-2 of the Constitution.

2-1.2. The Associate Chief justice shall be selected as defined by Article IV, Section 2-1.2 of the Constitution for a term outlined in Article IV, Section 2-2 of the Constitution.

2-1.3. The Assistant Chief Justice shall be selected as defined by Article IV, Section 2-1.3 of the Constitution for a term outlined in Article IV, Section 2-2 of the Constitution.

2-1.4. The Associate Justices shall be selected by the same method and practice of selection for an Assistant Chief Justice, as defined by Article IV, Section 2-1.3 of the Constitution for a term outlined in Article IV, Section 2-2 of the Constitution.

2-1.5. The Clerk of the Court shall be selected as defined by Article IV, Section 2-1.4 of the Constitution for a term outlined in Article IV, Section 2-2 of the Constitution.
Clerk of the Court shall be a full-time undergraduate student meeting the requirements set forth in Article IV, Section 2-1.4 of the Constitution.

**Section 2-2. Appointment Procedure**

2-2.1. The President of Student Government and the Chief Justice of the Supreme Court shall work together to nominate each Associate Chief Justice, Assistant Chief Justice, and Associate Justice, as necessary to fill vacancies on the Supreme Court in an expedient manner.

2-2.2 Court vacancies shall be announced, and applications may be solicited of eligible Undergraduate Students.

2-2.3 The selection process of all members of the Supreme Court shall include a formally written application and interview of each candidate for nomination.

**Section 3. Duties**

3-1. Duties of the Chief Justice of the Court

The duties of the Chief Justice shall include but not be limited to:

1. Presiding over all meetings of the Court.
2. Calling meetings as the need arises.
3. Interpreting the rules of Court procedure as detailed in these Statutes.
4. Serving as the spokesperson for the Court to groups outside of Student Government.
5. Attending Student Government Executive Committee meetings.
6. Receiving and reviewing requests for hearings and determining, with input from members of the Court, whether to hear a case or not. The final decision shall be made by a majority of the Justices on the Court within two (2) school days.
7. Maintaining and updating the latest version of the Student Government Constitution and Statutes.
8. Providing the Speaker of the Senate, Student Government President, Student Government Advisor, and all appropriate agencies with the latest dated version of Student Government Constitution and Statutes.
9. Appoint a representative from the Judicial Branch to the Trial Initiatives & Programs Appropriations Committee
10. Submit a budget proposal to the Treasurer for the Judicial Branch at the written request of the Treasurer.
11. Submitting a copy of the most updated Constitution to the Committee on Student Organizations on a semesterly basis.

3-2. Duties of the Associate Chief Justice of the Court
The duties of the Associate Chief Justice shall include but not be limited to:

1. Presiding over meetings in the absence of the Chief Justice.
2. Contacting involved parties for hearings.
3. Serving as liaison to the Student Government Senate and attending weekly Senate meetings.
4. Reporting the actions of the Senate to the Chief Justice and the Court.
5. Maintaining a file of legislation and minutes from the Senate.
6. Fill the role of Parliamentarian of the Senate

3-3. Duties of the Assistant Chief Justice of the Court
The duties of the Assistant Chief Justice shall include but not be limited to:

1. Presiding over meetings in the absence of the Chief Justice and the Associate Chief Justice.
2. Serving as liaison to the Student Government Senate and attending weekly Senate meetings in the absence of the Associate Chief Justice.
3. Preparing the docket for hearings and distributing the docket and relevant materials to the members of the Court.
4. Securing a location for meetings and hearings.

3-4. Duties of the Clerk of the Court
The duties of the Clerk of the Court shall include but not be limited to:

1. Preparing the minutes at each meeting and hearing.
2. Informing the Justices of the time and place of meetings.
3. Typing the Court decisions and submitting those decisions to the Chief Justice for signature.
4. Maintaining the records of the Supreme Court.

Section 4. Content of Records
The Records of the Court shall include but not be limited to:

1. A notebook which shall contain a copy of the Student Government Constitution, Statutes and Amendments. This notebook is to be kept in the Court files and released for use in the Student Government Office.
2. A Court notebook containing copies of the current school year’s minutes and decisions.
3. A notebook containing passed legislation and minutes from the Senate.
4. Court files shall be kept but not limited to minutes from all previous Court meetings and hearings; correspondence regarding Court operation; Memos regarding Court operation; Court decisions.

Section 5. Judicial Power
The powers vested in the Supreme Court shall include but not necessarily be limited to the following:

5-1. Judicial Review
The Supreme Court shall have the power of judicial review over all legislation passed through the Senate and any action of the Executive Officers and Executive Committee. The power of judicial review is limited to matters concerning the Student Government Constitution and Statutes. The Court shall reserve the right to amend, affirm, rescind or remand issues brought before it.

5-2. Power of Injunction
The Chief Justice, with consent from a majority of the Justices on the Court, shall have the power to place an injunction against any action by the Senate, Executive Officers, Executive Committee or Standing Committees. This injunction shall be in place to allow the Court to meet and decide the constitutionality of said action, according to the process of judicial review. The injunction shall remain in effect for up to, but not exceeding, five (5) school days, for the purpose of allowing further action by the Court. Not more than one injunction may be issued for each action or piece of legislation.

5-3. Power of Subpoena
Any full-time undergraduate student may be issued a subpoena to appear before the Court in relation to any Student Government issue in accordance with Article IV, Section 5 of the Constitution. If the party fails to comply with the subpoena, the noncompliance shall be considered malfeasance and shall be grounds for impeachment and/or disciplinary action.

5-4. Additional Powers
Powers may be added to the Court by the passage of legislation to amend the Constitution and/or Statutes.

Section 6. Voting
The following shall govern the voting process within the Court on all Court matters:

1. The question before the Court shall be read by the Chief Justice in such a manner that it can be answered with a “yes” or “no” vote.
2. The vote shall be recorded as a roll call vote.
3. A majority of the Justices on the Court shall decide all issues.

Section 7. Appeals
The following shall govern the process of appeals on all Court rulings:

1. An individual may submit an appeal to the Supreme Court only when relevant information was unavailable at the time the decision in question was made.
2. Appeals must be transmitted in the same manner as petitions, and the Chief Justice, with the consent of the Justices of the Court, shall decide whether or not to hear the appeal.
3. Appeals must be filed within ten (10) school days of the decisions to be appealed. The Court may vote to waive the ten (10) school day statute of limitation.

Section 8. Removal
An Associate Justice may be removed from the Court for failure to attend four (4) total scheduled meetings of the Court or two (2) scheduled meetings of the court without an accepted excuse within the period of one (1) semester as specified by Article IV, Section 8, of the Constitution.

Section 9. Conclusion
In a situation whereby this Chapter fails to answer a question of procedure, the Chief Justice shall be the final authority.

Chapter IV: Elections Codes

Section 1. Elections Commission
1-1. Composition
There shall be an Elections Commission composed of a Chair, Vice Chair, and at least ten (10) members at large, and up to, but not exceeding, twenty (20) members at large.

1-1.1 Appointments to the Elections Commission

1. The Elections Commission shall elect their nomination for the Chair.
2. The President of Student Government shall either
   a. Accept the nominations of Elections commission for the Chair.
      i. The President shall present a nominee to the Senate for them to either,
1. Ratify the nominations for Chair of the Elections Commission,
2. Reject the nomination for Chair of the Elections Commission, in which case the Elections Commission shall elect a new nominee,
3. Reject the nomination for Chair of the Elections Commission, in which case the Elections Commission shall elect a new nominee,
4. The Elections Commission shall elect a Vice Chair.
5. The members at large shall be referred to as Elections Commissioners and shall be recommended for ratification to the Senate at the discretion of the Chair of the Elections Commission through an application process. At the start of both the fall and spring semesters, a call for applications shall be publicized to the student body at large. Applications shall be accepted for a time period of no less than one (1) calendar week, but no more than two (2) calendar weeks. Once all applications have been collected, the Chair of the Elections Commission shall coordinate face to face interviews with all applicants. The Vice Chair of the Elections Commission shall join the Chair of the Elections Commission in the interview. The interview will also be open to at least one member of the Student Government Executive Board. Following the interviews, the Chair of the Elections Commission shall submit the appropriate legislation to the Senate recommending the ratification of the selected applicants. Ratified Elections Commission members are not subject to the application process at the end of each elections cycle. Elections Commission members may be subject to removal from the Commission in extreme circumstances, or as decided by the Advisor(s) of Student Government, the Chair, and the Vice Chair of the Elections Commission.
6. Should the Chair of the Elections Commission be unable or unwilling to fulfill their duties as Chair, the Vice Chair of the Elections Commission shall take the place of the Chair until the process to elect a new Chair begins as stated in Section 1-1.1.
7. The Chair, Vice Chair, and Elections Commissioners shall not serve in or run for any elected Student Government position while also serving on the Elections Commission.

1-2. Authority
The Elections Commission is authorized to act as an independent agency of Student Government. The Elections Commission shall have original jurisdiction to pursue matters related to elections. The Supreme Court of Student Government shall have original judicial jurisdiction. All University policies and decisions shall supersede these Elections Codes.
1-2.1. Powers of the Elections Commission
The Elections Commission is authorized to:

1. Administer and conduct the organization, coordination and operation of all Student Government elections and referenda.
2. Administratively enforce and prosecute violations of regulations, procedures and rules governing elections and referenda.
3. Promulgate and amend the Elections Codes to administer the powers and authority vested by this chapter and the Student Government Constitution. Amendments to the Elections Codes shall be transmitted in writing to the Senate and shall become effective ten (10) days after their receipt, unless the Senate shall have rejected or tabled the proposed amendment by Category C action within such time. Further, the Elections Commission may recommend amendments to the Student Government Constitution or remaining portions of the Statutes that relate to elections procedures.
4. Propose an Election Calendar to be submitted to the Senate by the second to last Senate meeting of the semester prior to the semester in which the election is to be held. The Election Calendar shall outline the dates, times and polling places for the election. Said information and application procedures for candidacy shall be publicized by the Elections Commission immediately upon approval of the Election Calendar by the Senate. The Elections Commission shall have the authority to amend the Election Calendar by a vote of three-fourths (3/4) of the filled positions of the Elections Commission, should it be deemed necessary by the Chair of the Elections Commission, after consultation with the Advisor(s) of Student Government. Such amendments shall be transmitted in writing to the Senate. The Senate shall have the authority to reject or table the amendment to the Election Calendar up to ten (10) days after official receipt of Category C legislation.
6. Use affidavit statements submitted by Elections Commissioners as sufficient evidence to hold a trial.
7. Remove and replace the Vice Chair of the Elections Commission by a vote of three-fourths (3/4) of the filled positions of the Elections Commission. The Chair of the Elections Commission is not permitted to vote in the removal and replacement of the Vice Chair of the Elections Commission and must notify the Elections Commission as well as the President of Student Government and the Advisor(s) of Student Government one (1) calendar week before a formal vote is to take place. Any removal or replacement of the Vice Chair of the Elections Commission must be transmitted in writing to the President of Student Government, the Advisor(s) of Student Government, and the Supreme Court within one (1) business day of said action by the Chair of the Elections Commission and must include the evidence and/or reasons found most persuasive by the Elections Commission. Any removal
or replacement of the Vice Chair of the Elections Commission shall not constitute impeachment from the Elections Commission. If the Vice Chair of the Elections Commission is unable to or does not attend the meeting in which the formal vote is to take place, the Chair of the Elections Commission must notify the Vice Chair in writing within twenty-four (24) hours of the results of said vote. The vote of the Elections Commission is final and may not be appealed.

1-3. Procedures

1. The Elections Commission shall create procedures and guidelines for the general operation of the Elections Commission. The most recent version of these guidelines shall be made available to any undergraduate student of the University of Miami and can only be amended by a formal vote of three-fourths (3/4) of the filled positions of the Elections Commission.

2. The Chair and or the Vice Chair of the Elections Commission shall supervise the operation of polling areas. The Chair of the Elections Commission shall declare official polls opened and closed, shall keep the official time and ensure that the polls are open for a minimum of seven (7) hours each election day. The Chair of the Elections Commission shall be responsible for the security of voting machines.

3. Voting shall be conducted in a manner to be determined by the Elections Commission i.e. via Orgsync or other voting means.

4. The Elections Commission shall be responsible for validating the eligibility of all votes and candidates in an election.

5. The Elections Commission shall distribute the application to file for candidacy and all rules that pertain to the candidates and voters. The Chair of the Elections Commission shall be responsible for the distribution of the most recent version of the Elections Codes to the University community one (1) calendar week before applications for candidacy are made available.

6. The Elections Commission shall maintain a file of all submitted graphic campaign material for an indefinite period of time.

7. All information submitted to the Elections Commission shall be available as public information at the discretion of the Elections Commission upon the written request of any University of Miami undergraduate student. The Elections Commission may deny any request for public information by a three-fourths (3/4) vote of the filled positions of the Elections Commission. If the request is denied, then it may be appealed upon acceptance by the Chief Justice. If the Chief Justice, accepts the appeal then a hearing occurs and thereafter a decision is made.

8. For the purpose of establishing a total vote count for a particular office, votes for a disqualified candidate shall not be counted.

9. The Elections Commission will also announce if there will be a runoff election.
10. All candidates properly registered shall be placed on the ballot with any ticket affiliation and incumbency status noted adjacent to their name.

11. The Elections Commission shall present all information as it is to appear on the ballot to the candidates at the Mandatory Candidates meeting for verification.

12. The Elections Commission is authorized to remove graphic campaign material provided that the material is in a restricted area, distributed prior to the date set forth in the Election Calendar, has not been approved by the Elections Commission, or damages property.

13. The Elections Commission shall group legislative candidates on the ballot according to their ticket affiliations in alphabetical order by constituency. For Executive Candidate voting, students will have the ability to choose to vote for an entire ticket or by individual positions grouped on their ticket affiliations and position.

14. The Elections Commission shall be responsible for submitting updates to inform the electorate regarding, but not limited to:
   a. deadlines for submissions;
   b. mandatory meetings;
   c. meet the candidate events;
   d. voting times and locations;
   e. any other information deemed to be significant to the University student body by the Chair of the Elections Commission.

15. The Chair of the Elections Commission reserves the right, after consultation with the Advisor(s) to Student Government, to close voting, as necessary. Such decisions must be transmitted to the President of Student Government and the Advisor(s) to Student Government no later than two (2) hours after polling stations have closed and must contain the reasons for the closure.

1-3.1 Election Results Procedures
The Elections Commission shall be responsible for disseminating election winners, as well as the official vote total for every candidate, as soon as reasonably possible, following every Student Government election. The Elections Commission shall announce these election results to the general student body and submit them to be posted to the student body at large. The Elections Commission shall also be responsible for formally notifying by email all candidates for office of their electoral status within forty-eight (48) hours of the original election results announcement.

Section 2. Voter Requirements
2-1. Identification
1. Voters must be enrolled as full-time degree seeking undergraduate students and have paid the Student Activity Fee at the time of voting.

2. The Elections Commission reserves the right to deny an undergraduate student the right to vote at an official polling station, provided that the undergraduate student is not conforming to the standards set forth in these Statutes and/or any official University of Miami policy.

2-2. Responsibilities

1. Voters may only vote for those candidates seeking to represent their constituency by school, year, and residency. No individual, candidate or otherwise, shall be permitted to verbally or graphically campaign within 100 feet of official polling areas. A voter may be denied the right to vote until verbal campaigning ceases and/or graphic campaign material is removed.

2. For the purposes of Student Government elections, personal electronic devices such as laptops, cellular or smart phones, tablets, or other devices with the ability to connect to a wireless network shall not be considered official polling stations.

3. For the purposes of Student Government elections, all computers that are the property of the University of Miami, such as those located in computer labs or in the Otto G. Richter Library, shall be considered official polling stations; therefore, no individual, candidate or otherwise, shall be permitted to verbally or graphically campaign within 100 feet of said official polling station during active polling hours.

2-3. Electoral Fraud

1. Electoral fraud shall be considered any action, physical, verbally, or otherwise, designed with the intent to interfere with any aspects of the voting process. Acts of interference with the voting process include, but are not limited to:
   a. Manipulation of constituency. Manipulation of constituency shall be defined as any act or attempt by a candidate or campaign to coerce, verbally or otherwise, any undergraduate student of the University of Miami to change or otherwise alter their residential status or academic school or college in order to qualify for a particular constituency.
   b. Intimidation. Intimidation shall be defined as any act or attempt, verbally or otherwise, designed to discourage or disenfranchise any undergraduate student of the University of Miami from voting in a Student Government election. Acts of intimidation can include, but are not limited to: violence or the threat thereof, attacks on polling places, and psychological threats.
   c. “Vote buying”. “Vote buying” shall be defined as any act or attempt by a candidate or campaign to coerce any undergraduate student of the
University of Miami to vote in a particular way by providing them with any individual benefit(s) or detriment(s).

d. Misinformation. Misinformation shall be defined as any act or attempt by a candidate or campaign to knowingly and willingly provide false information to a member of the University of Miami community concerning Student Government elections with the intent to discourage or disenfranchise undergraduate students from voting in a Student Government election.

e. Group voting. Group voting shall be defined as any act or attempt by a candidate or campaign to collect personal information, such as University login credentials or any other information that is required for the purposes of voting, of any undergraduate student of the University of Miami with the intent to vote for or in lieu of the undergraduate student in a Student Government election.

f. Tampering with electronic voting machines. Tampering with electronic voting machines shall be defined as any act or attempt by a candidate or campaign to either damage, disrupt, or otherwise tamper with any device, personal or otherwise, that is being used as part of a Student Government election. For the purposes of this definition, any act or attempt by a candidate or campaign to disrupt or disturb access to the online polling system shall be considering tampering with electronic voting machines.

2. Any candidate or campaign that commits any act of electoral fraud, as defined above, shall be considered at risk for disqualification from that election. Any undergraduate members of the University of Miami reserves the right to report any act of electoral fraud to the Elections Commission. The Elections Commission reserves the right to report any act of electoral fraud to the Dean of Students Office for further investigation.

Section 3. Candidacy

3-1. Requirements
All candidates must have a 2.5 cumulative grade-point average and be enrolled as full-time undergraduate students in good standing, be in good disciplinary standing as determined by the Dean of Students Office, and have paid the Student Activity Fee at the time of application. First semester Freshmen filing for candidacy are exempt from providing their grade-point average. Candidates must be a member of the constituency they wish to represent. By applying for candidacy, a candidate authorizes the Elections Commission to have the candidate’s academic records and credentials verified by authorized personnel. Candidates for President, Vice President and Treasurer must have a 2.7 cumulative grade-point average in addition to the aforementioned requirements.

3-2. Student Rights & Responsibilities Handbook
All candidates and campaigns must abide by the standards and policies enumerated in the Student Rights & Responsibilities Handbook. The Elections Commission reserves the right to report any alleged violation(s) of the Student Rights & Responsibilities to the Dean of Students Office.

3-3. Application Procedures
The following guidelines apply to all candidates filing for application:

3-3.1. Filing for Candidacy
In filing for candidacy, the candidate shall affirm, in writing, an understanding of the responsibilities of the office sought and the importance of abiding by the Elections Codes. No candidate may declare candidacy for more than one (1) position.

3-3.2. Ticket Affiliation
All candidates wishing to be affiliated with a ticket and have this information appear on the ballot must declare the ticket affiliation on their application. A candidate may not affiliate with more than one ticket.

3-3.3. Withdrawal
Any candidacy withdrawn after the application deadline may not be reinstated. The candidate is eligible to run as a write-in candidate. Such withdrawals must be made in writing to the Elections Commission at least twenty-four (24) hours before the application deadline. The Elections Commission shall notify candidates, at the time of application, of this policy.

3-3.4. Mandatory Candidates Meeting
All candidates must attend any candidates meeting as outlined in the Election Calendar. If a candidate cannot attend the meeting or must be late, a valid written excuse must be submitted to the Chair of the Elections Commission by noon the day of said meeting. The Chair of the Elections Commission, after consultation with the Advisor(s) of Student Government, reserves the right to deny any written excuse submitted. The decision of the Chair of the Elections Commission must be submitted to the candidate within twenty-four (24) hours and may not be appealed.

3-4. Formation of a Ticket
A ticket shall consist of candidates from no more than one of the following categories:

1. Those candidates running for seats within a single school
2. Those candidates running for seats within a single academic class
3. Those candidates running for seats within a residential constituency
4. Those candidates running for seats within a unique population
5. Those candidates running for President, Vice President and/or Treasurer

3-4.1. Sharing of Publicity and Finances
Any sharing of publicity or finances between candidates of one category and candidates of a different category constitutes affiliation with more than one ticket.

3-4.2. Slogans, Campaign Names and Graphic Campaign Material
Slogans, campaign names or graphic campaign materials that are remarkably similar or that differ by words that do not significantly change the meaning or theme shall constitute affiliation with more than one ticket and shall be considered so at the discretion of the Elections Commission.

3-4.3. Ticket Names
Ticket names will be assigned in the order received. A campaign shall hold all rights to the ticket name until they relinquish the name to another campaign or no longer remains a University of Miami undergraduate student.

3-5. Write-In Candidates
Write-in candidates, who graphically campaign, with the exclusion of personal emails, shall be disqualified.

3-5.1. Write-In Candidates in Run-off Elections

1. If an unopposed candidate for President, Vice President, or Treasurer fails to win a simple majority of the votes, then the name of the write-in candidate with the most votes will appear on the runoff ballot.
2. If a tie occurs in a Senate election, the names of all candidates tied for the position will appear on the run-off ballot. This includes write-in candidates.
3. Any vote cast for a candidate whose name does not appear on the run-off ballot shall not be counted.

Section 4. Finances

4-1. Expenditures

1. Expenditures for independent candidates or tickets for the positions of President, Vice President, or Treasurer shall be limited to the amount of $1250 for spring elections. Exceeding this amount will result in a point violation of up to twenty (20) points.
2. Expenditures for Senate candidates shall be limited to the amount of $300 for fall or spring elections. Exceeding this amount will result in a point violation of up to twenty (20) points.

3. Expenditures for referenda shall be limited to the amount of $300 for fall or spring elections. Exceeding this amount will result in a point violation of up to twenty (20) points.

4. Expenditures during run-off elections shall be limited to total retail expenditure per campaign of $500 regardless of the amount of money spent during the election. Exceeding this amount will result in a point violation of up to twenty (20) points.

4-1. Goods and Services
All goods and services, excluding labor performed by full-time University of Miami undergraduate students, that are either purchased or donated shall be assessed as a campaign expenditure at its retail value. If these goods or services were acquired at a price substantially below the market value available to the general public or other candidates, the Elections Commission shall determine its retail value. Any University resources that are available to all students for free may be used by any candidate or ticket during their campaign.

4-1.2. Corporate Sponsorship
Any corporate or commercial promotion in graphic campaign material in exchange for sponsorship is prohibited. Violating this rule will result in disqualification.

4-2. Financial Report Procedure
A Financial Report must be submitted by all independent candidates, tickets, and referenda by 10:00 A.M. on the last day of voting if any money was spent on their respective campaigns. The report must include the retail value of all goods and services used in the campaign, all income sources, expenditure receipts and other pertinent information as determined by the Elections Commission and included in the election packet. For candidates, tickets, and referenda that did spend money on their campaign, submission of an incomplete or late Financial Report will result in automatic disqualification. Candidates, tickets, and referenda that do not spend any money are not required to submit a form; they must however email the Chair of the Elections Commission notifying that no money was spent in their respective campaign by 10:00 A.M. on the last day of voting.

Section 5. Campaigning

5-1. Campaign Procedures
In areas where University policy conflicts with campaign procedures, the University policy shall be supreme. The following guidelines shall apply to all graphic campaign materials:
5-1.1. Campaigning Definition
Campaigning shall be defined as any verbal or graphic campaigning or any other action that is intended to solicit votes for a particular candidate, ticket, or referendum.

5-1.2. Graphic Campaign Definition
Graphic campaigning shall include the distribution or exhibition of any written, electronic or printed material that contains any reference in support of or is a clear reference to a candidate, ticket or referendum. Any election code that refers to graphic campaigning applies to articles of clothing, unless otherwise stated.

5-1.3. Approval of Graphic Campaigning

1. All graphic campaign material, not including personal emails, personal social networking messages, or personal text messages, must be approved by the Elections Commission before use in the campaign. Messages sent to groups/chats where membership is based on class standing, club membership, and/or residency will also not be considered personal in nature. Emails sent to Listservs, or that utilize a mail merge software function, or are otherwise an attempt to send an email to multiple recipients are not considered personal emails, and are subject to approval by the Elections Commission before sending. The Elections Commission is the sole authority in determining the approval/disapproval of graphic campaign material content. The submission of any graphic campaign material does not constitute approval by the Elections Commission.

2. Graphic campaign material shall be considered unique and separate, regardless of outstanding similarities or duplication, including material submitted by the same ticket.

3. A candidate must submit an online copy of each piece of graphic campaign material and a brief description for each piece of campaign material explaining its explicit purpose and how it will be used. The Elections Commission shall maintain an electronic copy of all submitted graphic campaign material. The Elections Commission shall notify candidates of the approval or disapproval of their graphic campaign material electronically within 24 hours.

4. All revisions to graphic campaign material must be approved by the Elections Commission before said material may be redistributed.

5. All graphic campaign material will be approved by the chair of the Elections Commission and/or any member(s) the chair of the Elections Commission appoints to allow graphic approval. The Chair of the Elections Commission may select up to four people from the Elections Commission.

6. Notwithstanding the foregoing, graphic campaign material for any single campaign shall not be distributed to the same listserv more than once, nor shall graphic
campaign material be sent privately to a single individual recipient more than three (3) times. In the event of a runoff election, the same rule would apply.

5-1.4. Verbal Campaigning Definition
Verbal campaigning constitutes oral solicitation of votes for any candidate, ticket, or referendum.

5-2. Campaign Policies
The following campaigning policies shall apply to all candidates and referenda:

1. There shall be no campaigning prior to the time established by the Election Calendar. As indicated in the Elections Calendar, during the Interim Period, candidates, campaigns, or organizations part of an organizational referendum campaign may contact an organization’s president/chair or the event coordinator, whichever is applicable, in order to schedule a time to campaign or make a formal presentation at any organizational meeting, general or otherwise. During the Interim Period, candidates, campaigns, or organizations part of an organizational referendum campaign may not graphically campaign or actively solicit votes. Campaigning will be allowed once Graphic Campaigning begins, as indicated in the Elections Calendar.

2. Only enrolled undergraduate students who have paid their Student Activity Fee shall be allowed to wear graphic campaign material, to orally solicit votes or to distribute or display graphic campaign material.

3. A member of a campaign is anyone who engages in graphic or verbal campaigning or contributes time and effort to a campaign in any way.

4. A ticket/candidate will be held responsible for any violation committed by a campaign member.

5. There shall be no graphic or verbal campaigning within the area defined as the Student Center Complex in Section 5-2.1 (Clause 1) of this Chapter of the Statutes to the Constitution of the University of Miami Student Government, Shuttles, Student Government Events. Graphic material may not be visible in the Student Government Office, events or meetings and University of Miami employees must not have graphic material visible while at work. An exception shall be banners displayed in accordance with the Elections Codes. For the purpose of this rule, persons wearing graphic campaign material shall not be considered to be graphically campaigning if they are proceeding or moving by the polling place in an inconspicuous manner or occupying the UC Patio as deemed by the Elections Commission. Persons wearing graphic campaign material are allowed to vote at polling stations, given that they cast their votes in a timely manner. Violations are recommended at the discretion of the Elections Commission. A second exception
shall be campaigning on The Rock, which is permitted to candidates for campaigning purposes. Candidates may campaign on The Rock during Elections Commission mandates days; candidates must reserve The Rock through the Elections Commission 48 hours prior to the intended day(s). Violations are recommended at the discretion of the Elections Commission. A second exception shall be campaigning on The Rock, which is permitted to candidates for campaigning purposes. Candidates may campaign on The Rock during Elections Commission mandates days; candidates must reserve The Rock through the Elections Commission 48 hours prior to the intended day(s).

6. Amplification of any kind must be authorized by the Elections Commission and must follow the University of Miami policy regarding sound amplification.

7. No verbal or graphic campaigning shall be allowed inside the Rathskeller or in the surrounding patio or inside the Richter Library. For the purpose of this rule, persons wearing graphic campaign material shall not be considered to be graphically campaigning.

8. Campaigning at University sporting events is strictly prohibited. For the purpose of this rule, persons wearing graphic campaign material shall be considered to be graphically campaigning.

9. Verbal campaigning shall not impede nor constrict the normal flow of traffic, or be unreasonably disruptive as deemed by the Elections Commission.

10. Designated posting areas are bulletin boards. Other designated posting areas must be approved by the Elections Commission prior to posting material.

11. Only one piece of graphic campaign material per candidate or ticket is permitted per designated posting area. Graphic campaign material may not cover more than one-fourth (1/4) of the posting area.

12. Graphic campaign material shall not be attached to any plant life and trees. Graphic campaign material shall not be inserted into, or attached to the ground.

13. The covering of other posted material by campaigning material is prohibited, unless the other posted material is outdated. Authorized campaign material may only be removed by the Elections Commission.

14. In any instance within these Codes where the permission of a third party, such as a student organization, is required to allow campaigning, the permission must be in written form and submitted to the Elections Commission for approval.

15. Graphic campaigning in the form of marking or chalking on University property is prohibited.

16. Graphic campaign material shall only be placed on personal property with consent of the owner. Personal property includes motor vehicles.

17. Banner displays, no more than two, will be permitted in the following areas only:
   a. Banner displays managed by the Student Center Complex
b. The lobbies of the Residential Colleges, with permission from the Area Director

c. Other locations specified by the Elections Commission and approved by the appropriate administrators

18. Any videos must be pre-recorded and approved by the Elections Commission. A “live video” is not permitted.

19. Any event pages made on social media outlets must be approved by the Elections Commission.

20. Geotag filters are permitted on social media outlets e.g. Snapchat, contingent on approval from the Elections Commission.

21. No Student Government owned property shall be used to endorse any campaign, except for the purpose of a Student Government organizational referendum.

22. Harassment, as defined in the University of Miami Student Rights and Responsibilities Handbook, of any member of the University community by any candidate or active member of a campaign is strictly prohibited. The Elections Commission is obligated to report any violation of the Student Rights & Responsibilities Handbook to the Dean of Students Office.

23. Inappropriate behavior directed towards the Elections Commission will result in a violation recommendation deemed appropriate by the Elections Commission.

24. Any graphic material that is negative or slanderous in content, as deemed by the Elections Commission, is strictly prohibited.

25. The Elections Commission, after consultation with the Advisor(s) of Student Government, reserves the right to deny any candidate, campaign, or organization as part of an organizational referendum campaign the right to campaign, graphically or otherwise, at any time, provided that the candidate, campaign, or organization is violating Student Government and/or official University policy.

5-2.1. Student Center Complex

1. The Student Center Complex shall be defined as the entire Shalala Student Center building, Whitten University Center building, the Food Court, the Rock, the Patio, UC Pool, and the Breezeway, as well as their immediate vicinities and the pathways around them, excluding the U Statue.

2. Banners placed at the University Center must follow proper procedures through University Center Reservations. A candidate is limited to a maximum of two (2) on campus, of which only one may be in the University Center excluding the Breezeway (from the bookstore to the first door of the food court).

3. There shall be no verbal or graphic campaigning in the Student Government Office and in any official Student Government meetings by candidates or tickets, with the exception of Student Government organizational referenda.
4. No student employee of the Student Center Complex or an office located in the Student Center Complex may wear or display graphic campaign material during the time they are at work.

5. No organization’s office in the Student Center Complex may be used for campaign meetings, storing or producing campaign materials or serving as a campaign base in any other way. This does not apply to the organizational referenda of those organizations possessing offices.

6. Campaign t-shirts can be worn anytime in the Student Center Complex except for the Student Government office and any Student Government meeting.

5-2.2. Campaigning at Organizational Meetings or Events in the Student Center Complex

1. Any candidate, campaign, or organization as part of an organizational referendum campaign, must request the approval of the Elections Commission to campaign or make a formal presentation at any organizational meeting, general or otherwise, or event that is held.

2. Any candidate, campaign, or organization as part of an organizational referendum campaign campaigning or making a formal presentation at any organizational meeting, general or otherwise, or event that is held at the Student Center Complex must obtain the permission of either the organization’s president/chair or the event coordinator, whichever is applicable.

3. The Elections Commission reserves the right to accompany any candidate, campaign, or organization as part of an organizational referendum campaign to any campaigning or formal presentations at any organizational meetings, general or otherwise, or event that is held.

5-2.3. Residential Colleges and University Village

1. All campaigning in the Residential Colleges and University Village must be approved by the Area Director as well as the Chair of the Elections Commission. A candidate may actively solicit votes only in a designated area. This area is at the discretion of the Area Director and the Chair of the Elections Commission. These designated areas may change at the time of polling.

2. Candidates and their supporters shall not orally or graphically solicit votes in any student residence by campaigning door-to-door.

3. Distributing graphic campaign material under doors is strictly prohibited in the Residential Colleges and University Village.

4. One piece of graphic campaign material per ticket or candidate may be placed per designated posting area.
5. Graphic campaign material shall not be placed in student United States postal mailboxes unless mailed through the United States Postal Service.

5-2.4. Fraternity Row and Pan-Hellenic Suites

1. All campaigning, graphic or otherwise, in the Fraternity Houses and Pan-Hellenic Suites falls under the same requirements as any other student organization. Candidates must obtain approval from the organization’s president in order to campaign at a particular meeting and/or chapter.

2. The Elections Commission reserves the right to accompany any candidate, campaign, or organization as part of an organizational referendum campaign to any campaigning or formal presentations at any organizational meetings, general or otherwise, or event that is held in any Fraternity House, Pan-Hellenic Suite or any physical space where an organization and/or a fraternity and sorority might meet.

5-3. Referendum Campaign Guidelines

1. All referendum campaigns must be registered with the Elections Commission; registration is done by attendance of the Mandatory Writing Workshop by the author of the referendum.

2. To qualify as an organizational referendum, an organizational authorship form must be filled out completely and include all appropriate signatures.

3. Only enrolled undergraduates who have paid their Student Activity Fee may participate in referendum campaigns, including the wearing or distribution of campaign materials.

4. In order to appear on the ballot, the referendum campaign must submit a petition signed by at least five hundred (500) enfranchised undergraduate students with their school, class and C numbers, who support the referendum campaign.

5. A referendum shall abide by all rules governing candidates unless stated otherwise.

6. The Elections Commission may, at its discretion and by a three-fourths (3/4) vote of the filled positions of the Elections Commission, issue a Cease and Desist order for the entire campaign, if a referendum campaign fails to comply with the rules herein.

7. The Elections Commission shall reserve the right to request to review the budget of the organization seeking additional funding through a referenda campaign, for advisory purposes.
8. In order for a referendum to be adopted, the number of votes cast must be at least sixty percent of the number of votes cast of the most recent non-concurrent Presidential election.

9. An entity requesting a referendum may do so no sooner than three years after their last referenda.

10. A 2/3 majority of votes in favor of a referendum shall be required for the referendum to be automatically adopted. In the event that a referendum receives a majority between 50% and 2/3, the question must be sent to the Senate per Article VI, Section I of the Student Government Constitution.

11. In the event that the Senate does submit an alternate referendum question, the ballot will consist of two questions: a question to vote for or against the referendum and, exclusively among those who voted in the affirmative on the first question, a question to vote for either the original wording or for the modification proposed by the Senate. Only the first question must achieve the vote thresholds set forth in these statutes; the majority vote on the second question will then determine which version of the referendum will be adopted.

5-4. Run-Off Elections

1. A run-off election will be held in the event two candidates running for the same Senate seat receive the same highest number of votes or if no candidate running for an Executive office receives a majority of the votes cast.

2. The run-off election shall not be considered a new election. All point limits and guidelines shall still be in effect. Points assessed shall carry over to the run-off.

3. Expenditures for independent candidates or tickets for the positions of President, Vice President, or Treasurer shall be limited to the amount of $500 for spring elections regardless of the amount of money spent during the election for tickets.

4. Expenditures for Senate candidates shall be limited to the amount of $150 for fall or spring elections regardless of the amount of money spent during the election for tickets.

Section 6. Enforcement

6-1. Elections Commission Procedures

1. Any University of Miami undergraduate student may bring notice of any Elections Codes or official University policy violation to the attention of the Elections Commission up until one (1) hour after the polls close on the last voting day. The complaint must be in writing citing all relevant facts regarding the alleged violations.
2. The complaint shall be submitted to the Elections Commission, which shall determine whether probable cause exists. If probable cause exists, a hearing shall be scheduled in which all sides involved in the complaint shall appear before the Trial Court.

3. Elections Codes violations must be notified to the Elections Commission up to 72 hours from the time of their occurrence.

4. The Chair of the Elections Commission shall submit to the Trial Court a summary of evidence and findings, which shall contain all the evidence and facts regarding the alleged violation. The Trial Court shall provide the accused party with this document before the Trial Court proceedings.

5. The Chair of the Elections Commission may, at their discretion, forward any alleged violation of the Elections Codes to the Dean of Students Office.

6-2. Trial Court Procedures

1. The Trial Court shall be a standing committee of the Student Government Supreme Court. The Trial Court shall be composed of the Associate Chief Justice, acting as Chair of the Trial Court, and three (3) Associate Justices. The Chair shall participate in all hearings of the panel; quorum for trial court will consist of the chair and two (2) associate justices.

2. All parties involved in hearings before the Trial Court shall be served notice of the time, location and nature of the Trial Court hearing. The accused party shall be made aware of its Affirmative Rights when served notice of the time, location and nature of the Trial Court hearing.

3. Hearings shall commence at 9:00 PM and end no later than 12:00 AM.

4. All parties shall be sworn in prior to the start of the first hearing of the night.

5. The Trial Court shall determine responsibility and assess a penalty or dismiss the complaint. All decisions of the Trial Court are to be expressed and explained in writing and are public information.

6. The Associate Chief Justice shall inform the accused party of its Affirmative Rights before commencing with the Trial Court proceedings.

6-2.1. Affirmative Rights of the Accused Party

1. The accused party has the right to challenge the hearing date, time, or location. The objection must be submitted in writing to the Chief Justice of the Supreme Court within 16 hours of receipt of the notice. The objection must fully explain the reasons for the request.
2. The accused party has the right to choose a University of Miami undergraduate student to attend the hearing and assist the student. The advisor(s) cannot speak on the accused party’s behalf.

3. The accused party has the right to question the complainant and witnesses and submit statements or evidence to prove innocence.

4. The accused party has the right to remain silent and no inference may be drawn from this silence.

5. The accused party has the right to call witnesses and present evidence in its defense. A student may offer a written request to the Trial Court that the Court call specific witnesses for it if those witnesses have previously refused to appear and are shown in the request to be material to the accused party’s defense. The Trial Court shall determine a witness’s materiality based on the statement presented by the accused party.

6. The accused party, if found responsible, has the right to review a written summary upon which the finding of responsibility was based.

7. The accused party has the right to appeal. The appellate option may only be exercised after the Trial Court’s decision finding responsible or from penalties arising from the violation. Appeals must be in writing, addressed to the Chief Justice of the Supreme Court and be submitted within twenty-four (24) hours of receipt of the Trial Court’s decision.

6-3. Supreme Court Procedures

1. The Student Government Supreme Court shall have final appellate jurisdiction. The Supreme Court may hold a public, formal hearing for all appeals properly submitted. Appeals to the Supreme Court must be submitted in writing within twenty-four (24) hours of the decision by the Trial Court. All parties involved shall be served reasonable notice of the time, location and nature of the Supreme Court hearing.

2. There shall be three grounds for appeal:
   a. The procedures of or leading to decisions by the Elections Commission or Trial Court violated the Elections Codes.
   b. The penalty does not properly reflect the severity of the violation.
   c. New evidence has become available that would significantly alter the outcome.

3. In all appeals properly submitted, the Supreme Court may affirm the decisions of the Trial Court, reverse and remand the decision with instructions, or reassess the point distribution.
4. Supreme Court Justices hearing a case as members of the Trial Court shall be prohibited from personally participating in the appellate hearing of the same case in any manner whatsoever.

5. The Chief Justice of the Supreme Court shall inform the appealing party of its Affirmative Rights before commencing with the Appellate Court proceedings.

6-4. Violations and Penalties

1. The Trial Court shall be empowered to penalize independent candidates, tickets and referenda for violations stated within these Elections Codes.

2. Penalties, in the form of points, shall be based on the point system enumerated in section 6-5 of the Elections Codes.

3. In assessing penalty points, the Trial Court shall levy the points up to the amount stipulated by this section.

4. The accumulation of twenty (20) points shall disqualify any independent candidate, ticket or referendum. Any penalties assessed to a ticket or candidate, will be charged to the ticket.

5. The Elections Commission shall charge candidates, tickets, or campaigns with Automatic Disqualification.

6-4.1 Violations of the Student Rights & Responsibilities Handbook

1. The Elections Commission reserves the right to report any violation of the Student Rights & Responsibilities Handbook to the Dean of Students Office.

2. No Student Government proceedings, judicial or otherwise, shall commence before the completion of the Dean of Students Office investigation.

3. Any candidate, campaign, or organization as part of an organizational referendum that is found responsible for violating the Student Rights & Responsibilities Handbook by the Dean of Students Office, shall be automatically disqualified.

4. An automatic disqualification due to a violation of the Student Rights & Responsibilities Handbook may not be appealed.

5. Should a candidate, campaign, or organization as part of an organizational referendum be found not responsible for violating the Student Rights & Responsibilities Handbook by the Dean of Students Office, the case against them shall be dismissed and no agency or branch of Student Government may pursue actions against them regarding the alleged violation.

6. Violations of the following shall be cause for automatic disqualification and may not be appealed to the Supreme Court:
   a. Section 3-2.
   b. Section 5-2. (Clause 19)

6-5. Violation Point Values
Five-Point Violations

1. Violation of Section 5-2 (Clause 10)
2. Violation of Section 5-2. (Clause 11)
3. Violation of Section 5-2. (Clause 12)
4. Violation of Section 5-2.3 (Clause 4)
5. Violation of Section 5-2.3 (Clause 5)

Fifteen-Point Violations

1. Violation of Section 5-1.3. (Clause 1)
2. Violation of Section 5-2. (Clause 2)
3. Violation of Section 5-2 (Clause 5)
4. Violation of Section 5-2 (Clause 20)
5. Violation of Section 5-2 (Clause 18)
6. Violation of Section 5-2 (Clause 19)
7. Violation of Section 5-2. (Clause 16)
8. Violation of Section 5-2. (Clause 17)
9. Violation of Section 5-2. (Clause 8)
10. Violation of Section 5-2.1 (Clause 2)
11. Violation of Section 5-2.1 (Clause 3)
12. Violation of Section 5-2.1 (Clause 4)
13. Violation of Section 5-2.1 (Clause 5)
14. Violation of Section 5-2.1 (Clause 6)
15. Violation of Section 5-2.2. (Clause 1)
16. Violation of Section 5-2.2. (Clause 2)
17. Violation of Section 5-2.2. (Clause 3)
18. Violation of Section 5-2.3. (Clause 1)
19. Violation of Section 5-2.3. (Clause 2)
20. Violation of Section 5-2.3. (Clause 3)
21. Violation of Section 5-2.4. (Clause 1)
22. Violation of Section 5-2.4. (Clause 2)
23. Violation of Section 5-3. (Clause 3)
24. Violation of Section 5-4. (Clause 4)

Twenty-Point Violations

1. Violation of Section 2-2. (Clause 1)
2. Violation of Section 2-2. (Clause 3)
3. Violation of Section 4-1. (Clause 1)
4. Violation of Section 5-2. (Clause 1)
5. Violation of Section 5-2. (Clause 5)
6. Violation of Section 5-2. (Clause 6)  
7. Violation of Section 5-2. (Clause 9)  
8. Violation of Section 5-2. (Clause 14)  
9. Violation of Section 5-2. (Clause 13)  
10. Violation of Section 5-2. (Clause 15)  
11. Violation of Section 5-2. (Clause 23)  
12. Violation of Section 5-2. (Clause 7)  
13. Violation of Section 5-2. (Clause 21)  
14. Violation of Section 5-2.4. (Clause 3)  
15. Violation of Section 5-2.4. (Clause 6)  
16. Violation of Section 5-4. (Clause 3)  
17. Violation of Section 5-4. (Clause 4)  

Subject to Automatic Dismissal  

1. Falsification of any document submitted to the Elections Commission, the Trial Court or Supreme Court  
2. False testimony to the Elections Commission, the Trial Court or Supreme Court  
3. Falsification of ballots or similar forms of election fraud  
4. Section 2-3. (Clause 1)  
5. Violation of Section 3-4.  
6. Violation of Section 4-1.2  
7. Violation of Section 4-2.  
8. Violation Section 3-3.4 Missing a Mandatory Candidates Meeting  
9. Violation of Section 5-3. (Clause 1)  
10. If a candidate feels that he or she has been wrongly automatically dismissed, the candidate has the right to submit a written appeal to the Chief Justice of the Supreme Court within twenty-four (24) hours of notification of automatic dismissal. If the Chief Justice of the Supreme Court determines that the request meets the standards for appeal as outlined in Section 6-3. Clause 2, Point a) of the Elections Code, the case will be brought before the Student Government Supreme Court. The appellate court has the authority to allocate points in lieu of automatic dismissal. The decision of the Supreme Court may not be appealed.  

Section 7: Commission on Elections Codes Revision  

A revision of Elections Codes may be initiated by a petition signed by the President, the Speaker of the Senate, the Chief Justice, the Chair of the Elections Commission, and the Student Government Advisor requesting the creation of a Commission on Elections Codes Revision. The petition should indicate that, “effective and efficient functioning of
Student Government elections requires holistic changes to the Student Government Elections Codes.\" The Commission shall be comprised of the Chief Justice or Associate Chief Justice, who shall serve as a non-voting Chair; a voting representative from the Executive Branch chosen by the President of Student Government; a voting representative from the Legislative Branch chosen by the Speaker of the Senate; a voting representative from the Judicial Branch chosen by the Chief Justice of the Supreme Court; and a voting representative from the Elections Commission chosen by the Chair of the Elections Commission. The Commission on Elections Codes Revision\’s purpose shall be to make edits and revisions to the Codes that (1) address student concerns; (2) reflect de facto changes to the electoral process and the environment in which elections take place, particularly with regards to new media and physical changes to campus geography; (3) facilitate the proper functioning of enforcement mechanisms with regard to Codes violations; (4) uphold the integrity of the democratic elections process; and (5) correct any grammatical or factual errors. It shall be the duty of the Chair to ensure that all changes being proposed fit the above criteria. The Commission may propose as many revisions as its members feel are necessary so long as the proposed revisions fit the above criteria. If the Commission unanimously votes to accept the revised Elections Codes in their entirety, the revisions shall then be referred to the Senate. The Senate, with a quorum, may, by simple majority of the present senators, approve the revisions in their entirety.

Chapter V: Impeachment

Section 1. Select Commission on Impeachment

1-1. Composition

The Select Commission shall be composed of a panel of five (5) Supreme Court Justices, excluding the Chief Justice, who shall serve as Presiding Officer of the High Court of Impeachment as provided in Article VII, Section 4 of the Constitution. The Associate Chief Justice, or the senior member of the Court as necessary, shall serve as Chair of the Select Commission and shall cast a vote only in the event of a tie.

1-2. Powers of Select Commission

The Select Commission shall have the power to:

1. Inquire, investigate and ascertain evidence, testimony or statements relevant to possible or alleged conduct or action detrimental in nature by the respondent(s); and for this purpose shall possess the power of subpoena.

2. To adopt on majority vote Articles of Impeachment against any respondent named in the recommendation, or against such other person found by the Select
Commission to have allegedly engaged in detrimental actions or conduct in the course of the inquiry. In ascertaining whether to adopt and present Articles to the Senate for trial, the Commission shall assess a standard of whether a reasonable cause or belief exists that there is evidence to warrant trial proceedings.

3. To designate prosecutors on the Articles at trial.
4. To manage the administration of the prosecutor's office during trial proceedings.
5. To determine its own procedures whenever such are not otherwise specified in this Constitution or by Statute.

1-3. Presentment of Article for Trial
Within 72 hours of a vote by the Select Commission to adopt one or more Articles of Impeachment against one or more respondents, the Chairperson of the Select Commission shall present the adopted Articles to the Senate, which shall convene for this purpose and to organize as a High Court of Impeachment for trial proceedings on the Articles. Notice of a presentment shall be given to the authority which appointed the Select Commission.

Section 2. High Court of Impeachment
2-1. Trial Procedures
The Senate may enforce its orders, writs, rules and regulations deemed essential or conducive to the ends of justice. The Presiding Officer shall direct all necessary preparations; conduct the trial and issue decisions on procedural or incidental questions. Any decision of the Presiding Officer may be overruled by a majority vote of the Senators present on the request of any Senator. At the time and place set for trial, all legislative and administrative business shall be suspended, except when the High Court shall recess, whereupon such business shall resume for the duration of the recess.

2-2. Rules of the High Court of Impeachment

1. If, after service of summons and Articles, a respondent or his or her representative or counsel shall fail to appear at the time and place certain, or shall fail to plea answer, a presumption of a plea of not guilty shall be entered on each Article presented.
2. Representatives or counsels of the prosecution and respondent shall be admitted to the floor of the High Court of Impeachment and heard in the proceeding.
3. All motions by parties, except when requested by any Senator or the Presiding Officer, shall be addressed to the Presiding Officer in writing.
4. Opening Arguments shall be presented first on the part of the prosecution; closing arguments shall be presented first on the part of each and every
respondent. The number of speakers in opening arguments for each side shall be one, and in closing arguments, two, unless otherwise ordered by the Senate.

5. Witnesses shall be called by the prosecution and the respondent; the party calling such witnesses shall examine first, then the other parties shall cross-examine.

6. Any questions to a witness from a Senator shall be delivered in writing to the Presiding Officer, who shall put them to the witness.

7. If a Senator or other member of the High Court shall be called as a witness, then he or she shall stand in place, and be examined there from.

8. A motion by any Senator shall be delivered to the Presiding Officer in writing, and put to the Senate for a vote.

9. Any preliminary or interlocutory questions shall be debated by Senators for a limited period.

10. On a vote on any motion or decision by the Senators, a roll call vote shall be taken without debate, except in closed session where limited debate shall be permitted.

11. Statements by those not subject to subpoena, or other forms of evidence, shall be admissible.

12. The following oath is prescribed upon organization of the High Court of Impeachment: “I, (name), do solemnly swear (or affirm) that in all matters pertaining to the trial of (respondent), (title) on the presented Articles of Impeachment, I shall do impartial justice according to the Constitution of Student Government.”

13. The following oath is prescribed for each witness: “I, (name), do solemnly swear (or affirm) that all evidence that I shall give in the trial of respondent (name), (title) on presented Articles of Impeachment shall be only the whole and complete truth.”

14. The student news media may observe the proceedings, but shall not be present in any closed session of the trial, nor report on such sessions, nor on evidence presented in such sessions, nor on evidence presented in confidence.

15. Other persons may be present at the proceedings as space shall permit, but shall maintain absolute order and silence, and may not observe any proceedings in closed session or in confidence.

16. All proceedings shall be tape-recorded and such records shall be kept until transcribed.

17. In the final vote on any Article, the Presiding Officer shall put the question in this form: “Senator (name), how say you? Is respondent (name), (title) guilty on Article No. (number)?”
18. Upon completion of the Trial, each Senator shall have a reasonable period to file with the Secretary of the Senate such opinions as he or she may wish to deliver in writing on the matters and issues presented at the trial and on the final judgment of the High Court of Impeachment.

19. The Chair of the High Court of Impeachment, in consultation with the prosecution and the respondent shall, with a majority of the vote of the Senate, set additional rules for procedure.

Chapter VI: Budget & Appropriations of Referendum Monies

Section 1. Approval of the Budget

1-1 Formulation of the Budget

1-1.1 The budget, as defined in this section, relates to the formulation of a budget for all funds appropriated to Student Government as a result of the referendum funding.

1-1.2 All branches of Student Government who do not receive independent budgets, namely the Executive, Legislative and Judicial branches, shall be required to submit a budget each semester to the Treasurer of Student Government requesting in detail the funds which are necessary for their projects and programs, which are not covered by the Student Activity Fee Allocation Committee.

1-1.3. Funds appropriated for the start up cost of Student Government initiatives will adhere to the procedures set forth in Chapter VI, Section 2 of these Statutes .

1-1.4. The budget shall be allocated in the best interest of the University of Miami Student Body.

   a. Allocations shall not be made for internal administrative costs, including but not limited to salary costs, telephone lines, or other non-essential operating costs.
   b. All funds not set aside for startup projects or the Executive, Legislative, and Judicial Branches shall be set aside in a reserve fund to be used by any entity of Student Government as allocated by the Treasurer.

1-1.5 Upon submission of these independent budgets, the Treasurer shall be required to compile a single, all-encompassing budget in which the requests of the independent branches, the Trial Initiatives and Programs Appropriations Committee, and the
Reserve Account are consolidated. Co-sponsorship funding for Senate shall be included as part of the referendum allocations allotted to the Senate branch of Student Government.

1-2. Approval of the Budget
1-2.1. The Senate shall be required to approve or reject the consolidated budget presented by the Treasurer as a Category B bill by a majority vote of Senators present and voting.

1-2.2. The Treasurer shall be required to compile and present the proposed budget no later than two Senate meetings before the end of the semester prior to the semester in which the funds will be utilized.

1-2.3. Upon the approval of the Senate, the budget will be fully enacted. Should the Senate fail to approve the budget, the Treasurer must present a revised budget at the next meeting of the Senate until the body approves the allocation.

1-2.4. Should the Senate fail to accept the budget prior to the start of the semester in which the funds will be utilized, all new spending will be halted until approval of the budget.

Section 2. Trial Initiatives & Programs Appropriations Committee
2-1. Membership of the Committee
2-1.1. A portion of referendum money, allocated in the budget which is formulated by the Treasurer and approved by the Senate, will be set aside for distribution to start-up projects to be appropriated by the Trial Initiatives & Programs Appropriations Committee, also to be known as TIPAC.

2-1.2. Money distributed by the committee includes start up costs for at most one academic year for trial programs by Student Government members.

2-1.3. The committee shall be comprised of the following members:

1. Treasurer of Student Government, who shall serve as the non-voting chair of the committee
2. A voting representative from the Executive Branch chosen by the President of Student Government, excluding the President.
3. A voting representative from the Legislative Branch chosen by the Speaker of the Senate, excluding the Speaker of the Senate and the Speaker Pro Tempore of the Senate.
4. A voting representative from the Judicial Branch chosen by the Chief Justice of the Supreme Court, excluding the Chief Justice.

2-2. Operation Protocols
2-2.1. The committee shall develop regulations and standards for allocation and monitor the development of projects to which funds have been allotted.

2-2.2. The committee reserves the right to withdraw funding if it determines that a project is unsuccessful at any time prior to the end of the trial period.

2-2.3. Initiatives which are successful and that last longer that one year can be incorporated into the regular budget or adopted by a university department, organization or separate entity.

2-2.4. Quorum for the committee shall be the presence of all four members, which is required to evaluate all allocation requests and/or discuss official business.

2-2.5. Decisions to allocate funds or withdraw funding requires a unanimous vote of all three voting members of the committee.

2-2.6. The committee shall require applicants to have explored alternative sources of funding from administrators, community organizations, and other funding bodies.

2-2.7. The Treasurer, on behalf of the committee, shall provide updates on the allocation of funds at least once a month to the heads of the respective branches, or upon the written request of any member of Student Government.

2-2.8. The committee’s decision to allocate or retract funding can be overridden by a two thirds vote of Senators present and voting when this action is presented as a Category B bill.

2-2.9 If, with a month remaining in any semester, the entire semesterly TIPAC allocation has not been spent, the treasurer may re-allocate the remaining funds among the Executive, Legislative, and Judicial branches with the consent of the Senate.

Section 3. The Energy and Conservation Organization Agency

3-1. Composition of the Energy and Conservation Organization Agency
There shall be an Energy and Conservation Organization Agency composed of one (1) Chair, one (1) Vice Chair and up to ten (10) and no less than seven (7) Executive Board members selected by the Chairs whose purpose shall be to identify, research,
prioritize and recommend beneficial and feasible green projects and initiatives promoting an environmentally friendly campus. The President or his or her designee shall oversee the Energy and Conservation Organization Agency. Along with the Vice Chair, the Chair will select additional members to be a part of a Green Committee.

3-2. Voting Membership
Only the Chairs and those Executive Board members placed by the Chairs shall be entitled to vote on official business of the Energy and Conservation Organization Agency.

3-3. Chair Selection
The membership of the Energy and Conservation Organization Agency shall select one (1) designee for Chair and one (1) Vice Chair for appointment by the President to a term of one (1) year each. The President may, at his or her discretion, send an additional Chair and Vice Chair to the Senate. If he or she chooses to send additional designees, the Senate will vote by written ballot casting one (1) vote for Chair and one (1) vote for Vice Chair. The designees with the highest number of votes shall be ratified as Chair and Vice Chair, with the Chair being the individual receiving a greater number of votes.

3-3.1. Tie Vote within the Senate
In the event of a tie, the Senate shall vote by written ballot, with each Senator registering as many votes as positions for Chair are still unresolved, until two Chairs have been duly ratified.

3-3.2 Date Required for Senate Vote
In any instance where selection of Chairs shall require a Senate vote, said vote shall occur no later than the penultimate meeting of the spring semester.

3-4. Committees
The Chairs shall determine the creation of standing committees on the Energy and Conservation Observations Agency.

3-5. Composition and Purpose of the Green Committee
There shall be an ancillary subdivision of the Energy and Conservation Organization Agency called the Green Committee, whose size and membership the Chairs shall determine, and whose purpose shall be to work with the Energy and Conservation Organization Agency Executive Board to carry out sustainable initiatives at the University of Miami.