

SENATE BYLAWS
THE STUDENT GOVERNMENT ASSOCIATION OF
THE CATHOLIC UNIVERSITY OF AMERICA

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Article I Senate General Provisions

Section 1 Governing Documents

Clause 1 The governing documents in order of precedence are the Student Government Association Constitution, the Senate Bylaws, and *Robert's Rules of Order*.

Section 2 Oath

Clause 1 The Senate Oath shall be administered by the Vice President of the Student Government Association. No Senator shall assume his or her duties until he or she takes the oath prescribed in Clause 2.

Clause 2 At the time in which a Senator is sworn in, he or she shall read aloud the following as he or she raises his or her right hand:

“I (state your name) do solemnly swear to execute the duties of the office of the Senate, and I will abide by the governing documents of the Student Government Association in order to promote the interests and welfare of the undergraduate students of The Catholic University of America.”

Article II Senate Meetings

Section 1 Meeting Requirements

Clause 1 Meetings of the Senate shall be held in a suitable location and time to be determined by the President of the Senate at the beginning of his or her term. The location is subject to change pending availability.

Clause 2 Business may only be conducted in the presence of a quorum of the Senate. Quorum shall be defined as a majority of Senate seats, be they occupied or vacant.

Clause 3 Special sessions of the Senate may be called by the President of the Senate or by an e-mail petition of a majority of Senators on the current membership rolls at any time provided forty-eight (48) hours notice. Said e-mail shall be sent to the President of the Senate, and it will show the individual replies of every Senator.

Clause 4 Senate meetings shall never exceed two (2) hours, absent a four-fifths (4/5) vote of the Senate. The President of the Senate shall be empowered to allot the amount of time needed for all business.

Section 2 Public Comment

- Clause 1 At a point during Senate meetings, and at the discretion of the President of the Senate, there shall be public comment.

- Clause 2 The President of the Senate is directed to ensure that undergraduate students are given priority during public comment.

- Clause 3 Any person wishing to speak for public comment must stand to be recognized unless physically unable to.

- Clause 4 No person not a member of the Senate shall be admitted to the Senate Chamber for the purpose of presenting or reading any petition, memorial, or address during the regular business of the Senate, except during public comment.

- Clause 5 If a member of the public’s comment is deemed irrelevant, disruptive, or disrespectful, it is at the discretion of the President of the Senate to revoke that member of the public’s privilege to speak for part or whole of public comment.

Section 3 Attendance

- Clause 1 Senators shall have no more than four (4) absences from Senate functions per term. Senate functions include Senate meetings and committee meetings. Other functions are determined by the President of the Senate.

- Clause 2 Senators who exceed four (4) absences may be subject to censure as outlined in Article III Section 2.

- Clause 3 The attendance of senators and all other Senate officers shall be recorded each meeting and published in the Senate minutes of each meeting.

Section 4 Vacancies in the Senate

- Clause 1 When a Senator resigns from the Senate, that member shall submit, in writing, his or her resignation to the President of the Student Government Association, the President of the Senate, and the Committee Chair of the standing committee on which that member serves. This shall be considered a vacancy.

- Clause 2 To fill a vacancy in the Senate, the President of the Student Government Association may task each of the Senate committees outlined in Article III with selecting a nominee for appointment to the Senate. The President may also select one nominee of their own. The President of the Student Government shall then choose one candidate from among these nominees, whose appointment shall be confirmed by the Senate by a simple majority vote.

Section 5 Officers of the Senate

Clause 1 The Parliamentarian is an expert in the parliamentary procedures who is appointed by the President of the Student Government Association to his or her cabinet.

Clause 2 Roles of the Parliamentarian in the Senate include:
(i) Speaking to the presiding officer when requested and providing explanations or advice, but not rulings, which are always made by the presiding officer
(ii) Giving advice to the presiding officer and informing the presiding officer of errors in parliamentary procedures.

Clause 3 The Parliamentarian shall sit next to the presiding officer during meetings.

Clause 4 The Secretary of the Student Government Association or someone so deputized by the Secretary shall serve as Secretary of the Senate.

Clause 5 Roles of the Secretary include:
(i) Calling roll at Senate meetings
(ii) Recording votes
(iii) Recording, preserving, and distributing minutes of meetings
(iv) Speaking to the presiding officer

Clause 6 The Secretary of the Senate shall sit next to the presiding officer during meetings.

**Article III Senate
Committees**

Section 1 Committee Structure

Clause 1 There shall be five (5) standing committees: the Committee on Rules and Administration, the Committee on Academic Affairs, the Committee on University Services, the Committee on Student Resources, and the Committee on Campus Life.

Clause 2 The Committee on Academic Affairs, the Committee on University Services, the Committee on Student Resources, and the Committee on Campus Life shall have a Committee Chair elected by and from the Senate.

Clause 3 The Committee on Rules and Administration shall be chaired by the President pro tempore, who is elected by and from the Senate.

Clause 4 Following a nomination from a Senator, a Committee Chair and the President pro tempore shall be elected by a majority vote. If there is no majority received on the first ballot, there will be a runoff vote between the top two (2) candidates.

Clause 5 Each senator shall serve on exactly one standing committee as selected by the Committee Chair and approved by the President of the Senate.

Section 2 Duties

Clause 1 The primary role of a committee is to serve as the liaison between the Senate and the schools, departments, and organizations within the purview of the committee.

Clause 2 Once legislation is referred to a committee, it is that committee's responsibility to evaluate, amend, and vote on said legislation referred to it by the Senate.

Clause 3 A majority vote of the committee will either force the legislation to a vote by the Senate or terminate the legislation in committee.

Clause 4 A vote to terminate legislation in committee will prevent proposals from consideration on the Senate floor, save by a two-thirds (2/3) vote of the Senate to the contrary.

Clause 5 Committees, with the exception of the Committee on Rules and Administration, shall meet at least once every two (2) weeks.

Clause 6 Business may only be conducted in the presence of a quorum of the Committee. Quorum shall be defined as three-fourths (3/4) of Senators on the Committee.

Clause 7 Each standing committee shall adopt *Robert's Rules of Order* and abide by all governing documents of the Student Government Association.

Section 3 Committee Chairs

Clause 1 Committee Chairs will be responsible for composing a detailed report of their committee meetings. Said reports shall be discussed in the form of committee reports during the allotted floor time of the Senate meetings.

Clause 2 Committee Chairs shall have the ability to yield their time during committee reports to members of their committees as they see fit.

Clause 3 Committee Chairs shall be empowered to run their committee meetings as they see fit.

- Clause 4 Committee Chairs shall be responsible for organizing meetings, forums, town halls, etc
- Clause 5 Committee Chairs shall be responsible for delegating tasks to the members of their committees.
- Clause 6 A Committee Chair may be removed from his or her post as Committee Chair by a majority vote of the respective committee followed by a two-thirds (2/3) vote of the Senate.

Section 4 The Committee on Rules and Administration

- Clause 1 The Committee on Rules and Administration shall be responsible for:
- (i) Business relating to the composition, rules, and duties of the Senate
 - (ii) Reviewing decisions of the President of the Senate
 - (iii) Other matters that pertain to the responsibilities and rights of Senators
- Clause 2 When the committee has business, it must conclude all business at least one (1) hour before the next scheduled Senate Meeting.
- Clause 3 The committee will be chaired by the President pro tempore, elected by the process outlined in Article III Section 1 Clause 4. The committee shall consist of up to five (5) Senators including the Committee Chair. Senators shall be selected by the Committee Chair and approved by the President of the Senate.

Section 5 The Committee on Academic Affairs

- Clause 1 The Committee on Academic Affairs shall be responsible for examining aspects of the following schools, departments, and organizations:
- (i) CUAbroad
 - (ii) CUA First Year Experience
 - (iii) School of Architecture
 - (iv) School of Arts and Sciences
 - (v) School of Engineering
 - (vi) The Conway School of Nursing
 - (vii) School of Philosophy
 - (viii) School of Theology and Religious Studies
 - (ix) The Rome School of Music, Drama, and Art
 - (x) The National Catholic School of Social Service
 - (xi) The Provost’s Office
 - (xii) The Tim and Steph Busch School of Business
 - (xiii) The University Honors Program
 - (xiv) University Libraries

Clause 2 The President of the Senate shall be responsible for meeting with the Provost or delegating the meeting to the Committee Chair. It shall be the President of the Senate's duty or such said designee to provide the information to the committee in some form.

Clause 3 This Committee shall consist of up to one representative of each School. This committee shall consist of up to nine (9) Senators including the Committee Chair. Senators shall be selected by the Committee Chair and approved by the President of the Senate.

Section 6 The Committee on University Services

Clause 1 The Committee on University Services shall be responsible for examining the following departments and organizations:

- (i) Technology Services
- (ii) Events and Conference Services
- (iii) Facilities and Maintenance Operations
- (iv) International Student and Scholar Services
- (v) Office of Enrollment Services
- (vi) Office of Student Financial Assistance
- (vii) Postal Services

Clause 2 This committee shall consist of up to four (4) Senators including the Committee Chair. Senators shall be selected by the Committee Chair and approved by the President of the Senate.

Section 7 The Committee on Student Resources

Clause 1 The Committee on Student Resources shall be responsible for examining the following departments and organizations:

- (i) Alumni Relations
- (ii) Bookstore
- (iii) Campus Ministry
- (iv) The Center for Academic and Career Success
- (v) Center for Cultural Engagement
- (vi) Dean of Students
- (vii) Department of Public Safety
- (viii) Office of Campus Activities
- (ix) Residence Life
- (x) Student Organization Funding

Clause 2 This committee shall consist of up to four (4) Senators including the Committee Chair. Senators shall be selected by the Committee Chair and approved by the President of the Senate.

Section 8 The Committee on Campus Life

Clause 1 The Committee on Campus Life shall be responsible for the following departments and organizations:

- (i) Athletics
- (ii) Counseling Center
- (iii) Dining Services
- (iv) Disability Support Services
- (v) Eugene I. Kane Fitness Center
- (vi) Health Services
- (vii) Housing Services
- (viii) Raymond A. DuFour Athletic Center
- (ix) Transportation and Parking Service

Clause 2 This committee shall consist of up to four (4) Senators including the Committee Chair. Senators shall be selected by the Committee Chair and approved by the President of the Senate.

Section 9 Succession of Committee Chair

Clause 1 In case of resignation, or permanent incapacitation, of any Committee Chair, the committee from which said Committee Chair is from will hold elections within the committee to elect a new Committee Chair except for the Committee on Rules and Administration.

Clause 2 In case of resignation, or permanent incapacitation of the President pro tempore, who also serves as the Committee Chair of the Committee on Rules and Administration, the Senate shall elect a new President pro tempore who shall also serve as the Committee Chair on the Rules and Administration.

Clause 3 This process will follow the same procedures as the election of a Committee Chair as outlined in Article III Section 1 Clause 4.

Article IV
Senate Rules of Debate and Decorum

Section 1 Interruption of Business

Clause 1 The business of the Senate shall not be interrupted.

Section 2 Recognition

Clause 1 A member shall not speak until recognized by the presiding officer.

Clause 2 When any member wishes to speak in debate, or otherwise address the Senate in any manner, that member shall rise to seek recognition unless unable to do so.

Clause 3 The presiding officer may refuse to recognize any member who is out of proper order.

Section 3 Remain in Seat

Clause 1 Each member shall remain in his or her seat while the Senate is in session, except when rising to seek recognition, when recognized to address the Senate, when asking a question, or when raising a point of order.

Clause 2 Immediately upon asking a question, a member shall return to his or her seat and not speak again unless recognized.

Clause 3 If a member needs to temporarily remove himself or herself from the room, that member must seek permission from the presiding officer.

Section 4 Limits on Debate

Clause 1 No Senator shall speak more than three times on any question without permission of the Senate, or be interrupted when speaking, except by a call to order by the presiding officer or by a Senator through the presiding officer.

Clause 2 The sponsoring Senator(s) of legislation shall be granted the privileges of opening the debate with introductory remarks, of answering questions during debate at the discretion of the presiding officer, and of providing the final remarks during following debate.

Clause 3 The Senate may at any time, by a two-thirds (2/3) majority vote, limit debate so that no Senator shall be permitted to speak longer than ten (10) minutes at one (1) time. A motion to that effect shall be in order at any time, taking precedence over every other motion, except a motion to adjourn.

Section 5 Interruptions While Speaking

Clause 1 While a member is speaking, that member shall not be interrupted by another member for a question, or for any other purpose, except to raise a point of order, a point of information, point of inquiry, or to make a privileged motion.

Clause 2 A member who has the floor or was entitled to the floor at adjournment, recess, or passage into a new legislative day, is entitled to the floor on renewal of debate on the measure.

Section 6 Decorous Language

Clause 1 Every member shall confine oneself to decorous language in addressing the Senate and shall make no personal or derogatory remark to or about any member.

Section 7 Technology

Clause 1 The use of electronic devices, included but not limited to cell phones, tablets, and computers, are strictly prohibited for all Senators. Exceptions to this are offered for those who require reasonable accommodation and at the discretion of the President of the Senate.

Section 8 Call to Order for Violation of Rules

Clause 1 If any member violates the Rules of Debate and Decorum, the presiding officer shall call that Senator to order. Any member called to order shall immediately return to order and observe proper decorum.

Clause 2 Any Senator can call to question the order of the body when warranted.

Clause 3 Every question of order shall be directed to and decided by the presiding officer without debate.

Clause 4 Upon the presiding officer’s directive, or the motion of a member duly adopted, the member may appeal the call to order to the presiding officer.

Clause 5 If, after being called to order, a member persists in a breach of proper order, it shall be the duty of the presiding officer to reprimand the offending member

Clause 6 If the member refuses to submit to reprimand or continues to be out of order, the presiding officer may eject that member from the Senate for a stated period determined by the presiding officer or for such period as may be stated by the Senate upon a motion duly adopted. In such a case, that member shall not again be admitted to the floor during the specified time, except by a majority vote of the Senate

Section 9 Clearing the Chamber

Clause 1 In case of disturbance or disorderly conduct, the presiding officer may, or at the request of a majority of those present and voting, clear the chamber of any or all persons causing or creating the disturbance. Any person(s) may be readmitted to the Senate Chamber upon approval of the presiding officer or by a majority of the Senate members present and voting.

Section 10 *Robert's Rules of Order*

Clause 1 Any rules, guidelines, or authorities not specifically outlined in this document shall be left to the most recent edition of *Robert's Rules of Order*.

Article V
Senate Motions and Voting

Section 1 **Motions**

Clause 1 No motion may be moved while another Senator has the floor with exception determined in Article IV Section 5 Clause 1.

Clause 2 Senators shall not use motions and/or voting procedures as a means to an end. The presiding officer shall reserve the right to rule a motion dilatory, absurd, or out of order.

Clause 3 The presiding officer shall reserve the right to choose not to recognize dilatory, absurd, or out of order motions.

Clause 4 The process for initiating motions and voting shall be found in the chart below.

Section 2 Motions and Voting Chart

Motion	Required?	Amendable?	Effect of Motion	Required for Passage
		Debatable		
Main Motion	Yes	Yes Yes	A main motion brings an item to the attention of the Senate for consideration. A Main Motion is the starting point for all other motions.	Majority
Adjourn	Yes	Yes No	Adjourning a meeting will end it.	Majority
Limit or Extend Debate	Yes	Yes No	This motion allows the Senate to set time constraints on debate	2/3 Majority
Amend	Yes	Yes Yes	Senators can amend another member’s motion with a motion to amend.	Majority
Lay upon/Remove from the Table	Yes	No No	A successful motion to lie upon the table results in the termination of consideration of a motion. A tabled motion may be removed from the table by a majority vote.	Majority
Vote by...	Yes	Yes No	A Senator may propose that an alternate system of voting be implemented by making this motion. Alternate voting methods include ballot, voice vote, and division.	Majority
Call the Previous Question	Yes	No No	When “the question” is called (i.e., when this motion is successful), all debate is ended and the motion being discussed is voted upon immediately. When used recklessly, this motion can block others from asking or answering important questions.	2/3 Majority

Section 3 Voting

- Clause 1 All legislation requires, at minimum, a majority vote of Senators that make up the quorum to pass.
- Clause 2 The Senate shall approve or disapprove the Executive-elect’s proposed budget via a majority vote before the end of the legislative term in which the Executive is elected.
- Clause 3 In the course of debate on the Executive-elect’s proposed budget, any Senator may motion to remove an individual budget item via a three-fifths (3/5) vote.
- Clause 4 When a roll call vote occurs, the yeas, nays, and abstentions of senators, as well as the names of senators who are not present for the roll call vote, shall be recorded and published in the Senate minutes along with the final vote tally.

Section 4 Legislation

- Clause 1 All Senators shall have the right to propose legislation in the form of a bill or resolution.
- Clause 2 A bill is a piece of legislation relating to the functioning of the Student Government Association.
- Clause 3 A resolution is a piece of legislation pertaining to any matter outside of the functioning of the Student Government Association.
- Clause 4 Proposed legislation shall follow the format as deemed appropriate by the President of the Senate at the beginning of his or her term, with one (1) primary sponsor and the ability to have cosponsor(s).
- Clause 5 All legislation and requests to reserve time must be e-mailed to the President of the Senate at least forty-eight (48) hours prior to the respective Senate meeting.
- Clause 6 The President of the Senate shall place the reserved time and legislation on the agenda for the meeting.
- Clause 7 Legislation shall be introduced by a “First Reading” by the presiding officer unless designated to be read in by the Secretary at the discretion of the presiding officer.
- Clause 8 After the reading of legislation, a period of debate shall be opened and closed as outlined in Article IV.

- Clause 9 All Senators reserve the right to propose amendments to the legislation, send legislation to the appropriate committee(s) for further review, or vote to pass it as is unless otherwise stated.
- Clause 10 All amendments to legislation require, at a minimum, a majority vote of the Senators who make up the quorum to pass.
- Clause 11 The procedure for voting on amendments to legislation, either by voice vote or By roll call vote, is to be left to the discretion of the President of the Senate on a case-by-case basis.
- Clause 12 When the Senate motions to vote on legislation, if that legislation has been amended, a Senator may motion for a “Second Reading” of the legislation by the presiding officer.
- Clause 13 When legislation is referred to committee, the committee shall follow the process outlined in Article III Section 2.
- Clause 14 When Senators submit pieces of legislation to the President of the Senate for consideration for the agenda, a brief and concise “Sponsoring Statement” shall be submitted concurrently by the prime sponsor of said legislation via e-mail to the President of the Senate, explaining the intent of the legislation and what issue(s) said legislation seeks to address.

Section 5 Veto Override

- Clause 1 When the Student Government Association President vetoes a piece of legislation, the Senate may vote to override the veto by a three-fourths (3/4) vote of the Senate.
- Clause 2 In order to override a Presidential veto, the sponsoring Senator(s) shall reintroduce the legislation as a new bill or resolution, noting the objections of the President of the Student Government Association.
- Clause 3 A three-fourths (3/4) vote overrides the Presidential veto, and makes the legislation binding.

Article VI
The President of the Senate

Section 1 Powers of the President of the Senate

- Clause 1 The President of the Senate shall act with impartiality in all matters coming before the Senate, except in cases in which he or she may vote. The President of the Senate shall be obligated to speak on behalf of all decisions and resolutions of the Senate.
- Clause 2 The President of the Senate shall have the power to refer any matters before the Senate to the proper committee immediately upon “First Reading.
- Clause 3 The President of the Senate shall have the power to format and set the agenda for each Senate meeting which includes the power to restrict legislation from coming to the floor. The President of the Senate is further responsible for ensuring the distribution of the agenda via e-mail to all members on the membership rolls at least twenty-four (24) hours prior to the scheduled meeting. Said agenda shall include any relevant legislation or other documents pertinent to the corresponding Senate meeting. The President of the Senate shall also ensure that all legislation and agenda documents to the corresponding Senate meeting be publicized to the student body at least twenty-four (24) hours prior to the scheduled meeting.
- Clause 4 The President of the Senate shall be responsible for communicating the decisions and resolutions of the Senate to the departments which such decisions and resolutions directly affect.
- Clause 5 The President of the Senate shall be empowered to ensure that the governing documents of the Student Government Association are being followed by all Senators.
- Clause 6 The President of the Senate shall be responsible for signing all bills and resolutions that will be sent to the President of the Student Government Association for final signing.
- Clause 7 If a Senator eclipses the range of credits required to serve in a class seat, the President of the Senate must ensure that the Senator vacates their seat.
- Clause 8 If a Senator representing an academic school changes their academic school during their term, the President of the Senate must ensure that the Senator vacates their seat.

Article VII
Senate Board of Elections

Section 1 Purpose

Clause 1 The purpose of the Board of Elections will be to conduct fall elections for the Senate.

Section 2 Composition

Clause 1 The President of the Senate shall appoint the members of the Board of Elections, serving as the Chair of the Board of Elections.

Clause 2 The composition of the Board of Elections will be no fewer than five (5) total members of the undergraduate student body and no more than nine (9) at any one time.

Clause 3 The Chair of the Board of Elections may only vote in the event of a tie.

Clause 4 Membership of the Board of Elections will be open to any member of the undergraduate student body not running for elections. All members of the Board of Elections will be chosen by the Chair of the Board of Elections and presented to the Executive of the Student Government Association for approval.

Clause 5 All members serve at the pleasure of the Chair of the Board of Elections.

Section 3 Duties of the Chair of the Board of Elections

Clause 1 The duties of the Chair of the Board of Elections shall be as follows:

- (i) Preside over any meeting of the Board of Elections or designate another member of the Board of Elections to preside in his or her place
- (ii) Certify any election results
- (iii) Conduct any votes of the Board of Elections either in person or via e-mail

Section 4 Duties of the Board of Elections

Clause 1 The duties of the Board of Elections shall be as follows:

- (i) Set the official date for elections
- (ii) Hold an Information Session no later than two (2) weeks before Election Day
- (iii) Draft and distribute an “Elections Timeline” no later than two (2) weeks before Election Day
- (iv) Ensure that any student running for election meets the qualifications

outlined in the Student Government Association Constitution, as well as approved by the Dean of Students

- (i) Approve any official campaign advertisement before they are distributed
- (ii) Mediate any disputes between candidates
- (iii) Secure voting equipment and polling places
- (iv) Ensure that each polling place is staffed with persons and equipment
- (v) Ensure that all undergraduate students have the right and ability to vote
- (vi) Tally the votes no later than 11:59 p.m. Eastern Time on Election Day
- (vii) Announce the election results after certification
- (viii) Distribute election results to all campus media and administrative offices
- (ix) Implement and oversee any publication or advertisement of elections or referenda
- (x) Ensure that candidates submit an intent to run and are approved to campaign no later than seven (7) days before Election Day
- (xi) Ensure that the ballot contains slots for write-in candidates for all positions up for election
- (xii) Ensure that the ballot contains an option to vote in abstention for all positions up for election.
- (xiii) Ensure that all candidates running for class Senate seats have the appropriate number of credits upon the beginning of the fall semester of their term.
- (xiv) Ensure that all Senators are a major in the academic school they seek to represent.

Section 5 Election Definitions and Procedures

Clause 1 The following are established definitions:

- (i) Election Period: The election period will begin with the first meeting of the Board of Elections after the date of the Election Day has been decided and end on Election Day when the results are announced.

Clause 2 The following are established clarifications and procedures:

- (ii) Write-in candidate definition and procedures:
 - (a.) write-in candidate: a student that is a member of the class or academic school that has received at least one (1) vote for the position.
 - (b.) To be classified as the winner of an election a write-in candidate must have received the most or second most votes, meet the qualifications outlined in the Student Government Association Constitution, as well as be approved by the Dean of Students.
 - (c.) If a write-in candidate received the most or second most votes for the position they must be notified by the Executive and Board of

- Elections of their election within 24 hours.
- (d.) The Executive and Board of Elections upon informing the write-in candidate of their election must formally ask the write-in candidate if they are willing to take the oath of office and represent their constituency. If they answer in the affirmative, the candidate becomes a Senator-elect and an announcement can be sent to the University Community. If in the negative, the Executive and Board of Elections must follow the Senate Vacancy procedures.
 - (e.) A write-in candidate's name may be written with either their full name or the name they have entered as their preferred name on University paperwork. If a write-in candidate goes by an alternate name, they may submit the spelling of their legal and preferred name to the Board of Elections as names to be officially accepted as a vote in their favor up to two (2) hours prior to the close of voting.
 - (f.) If the name of the write-in candidate is misspelled, it is the responsibility and at the discretion of the Board of Elections to determine whether the misspelling is a clear sign of intentionality to vote for the candidate, or unclear to the point where the Board of Elections cannot easily deduce which Catholic University student was to receive the vote.
 - (g.) Write-in candidates will be subject to all official election rules and regulations as established by the Board of Elections and as outlined in Article VII, Section 6, Clause 1, with the exception of subsection (xiii).

Section 6 Official Election Campaign Rules

- Clause 1 Rules for campaigning shall be as follows:
- (i) No individual candidate shall spend more than \$300 in a campaign cycle.
 - (ii) Candidates shall not request, accept, or publicize endorsements from University recognized student organizations.
 - (iii) Candidates shall not request or receive money from third party organizations. Third party organizations do not include contributions from individuals within the University community.
 - (iv) Posters and/or fliers must be approved by the Board of Elections and Office of Campus Activities before being posted in the Pryzbyla Center, any academic building, and/or the residence halls.

- (v) Posters and/or fliers that are to be posted in common areas of residence halls must be posted in accordance with the rules established by the University's Director of Residence Life which are found on their website.
- (vi) Posters and/or fliers that are posted in the Pryzbyla Center, any academic buildings, or common areas of residence halls shall not be larger than standard letter size (8 ½ by 11 inches).
- (vii) Posters and/or fliers must include the candidate's name, the date and time of the election, and the location of polling places.
- (viii) Posters and/or fliers shall not be posted on windows, on top of signs, or any other posters and/or fliers.
- (ix) Posters and/or fliers must be removed from the Pryzbyla Center, all academic buildings, and common areas of residence halls by 12:00 p.m. Eastern Time on the day after the election.
- (x) There will be no campaigning and/or any solicitation of votes in the Pryzbyla Center on Election Day.
- (xi) Candidates shall not be required to make a speech to the student body. The Board of Elections may decide to hold election speeches, but participation is entirely voluntary.
- (xii) Candidates shall have the right to associate their campaign with a particular issue that is also set to appear on the ballot.
- (xiii) Candidates shall submit a ballot statement of no more than one hundred (100) words to appear on the official ballot under their names.
- (xiv) Candidates may not solicit votes via e-mail. This includes, but is not limited to, official University listservs, e-mail lists found on University or University associated websites (e.g., Blackboard or The Nest), and e-mails found through the Cardinal Mail system.
- (xv) Violating taking down, or covering campaign material will not be tolerated.

Clause 2 The Board of Elections shall reserve the right to create any additional election rules to ensure a fair election, as long as they do not conflict with any of the rules outlined in the Senate Bylaws.

Clause 3 If the Board of Elections creates a new rule, all candidates must be notified of such within twenty-four (24) hours.

Clause 4 Procedures for penalizing violations of campaign rules shall be as follows:

- (i) A candidate may file a grievance to the Board of Elections against another candidate who is suspected of violating election rules. The Board of Elections shall then review the case and decide upon a verdict by a majority vote of the Board of Elections.
- (ii) Penalties for violations of any campaign rules shall be dealt with on a case by case basis, by the Board of Elections.

- (iii) The Board of Elections reserves the right to remove a candidate from the ballot if the Board of Elections maintains that the candidate's rule violation is a grievous offense.
- (iv) The Board of Elections shall not at any time deduct votes from a candidate's vote total as a penalty for violating any rule.

Clause 5 Any rules, guidelines, or authority regarding elections not specifically outlined in the Senate Bylaws shall rest with the Board of Elections

Article VIII Impeachments and Censures

Section 1 Impeachment Process

Clause 1 Any member of the Senate may file charge(s) of impeachment against any member of the Student Government Association who has failed to carry out the duties of his or her office. Such charge(s) are to be filed with the President of the Senate and the President pro tempore.

Clause 2 When charge(s) of impeachment are filed, the parties involved shall be notified by the President of the Senate within twenty-four (24) hours of the charges being filed.

Clause 3 The President of the Senate shall convene a special session of the Committee on Rules and Administration in order to review the validity of the impeachment charge(s). A majority vote of the Committee shall sustain the charge(s).

Clause 4 After sustaining the charge(s), the Senate shall meet within two (2) weeks of the Committee's decision.

Clause 5 Upon convening, the Senate shall formally hear the charge(s) of impeachment. Both the complainant and the respondent may have such time, as they require, to address the charge(s) and to provide evidence to the members of the Senate. This may include witnesses, who will automatically be granted the right to speak. At any time, questions will be permitted to either the complainant or the respondent. The period of time delegated to each will not be limited, though it may be ended by majority vote of the Senate.

Clause 6 After the close of this period, the Senate shall engage in a period of debate. The period of debate will not be limited, though it may be concluded by a majority vote of the Senate.

Clause 7 At the close of the period of debate, a vote will automatically be taken. A three- fourths (3/4) majority shall be required to impeach the respondent.

Clause 8 Removal from office shall follow automatically upon impeachment.

Section 2 Censure

- Clause 1 A bill of censure of a member of the Senate, the Executive, or the Treasury Board of the Student Government Association may be presented in cases in which a member's conduct is determined to be in violation of the moral, ethical, or otherwise relevant standards (e.g., absenteeism, lack of decorum, failure to properly execute his or her role as a liaison to his or her respective office(s)/department(s) or actions unbecoming of a member of the Student Government Association).
- Clause 2 A bill of censure may be proposed by any Senator or by a majority vote of the standing committee the Senator serves on to the Committee on Rules and Administration.
- Clause 3 Either a majority vote on the Committee on Rules and Administration or a petition of a majority of the Senators shall bring the bill of disapproval to a vote by the Senate.
- Clause 4 A simple majority of the Senate is required to pass a bill of censure.
- Clause 5 After a Student Government Association Member receives two (2) censures, the member will be considered suspended.
- Clause 6 Suspended members shall remain on the rolls of the membership but shall not count towards quorum, nor shall they have the right to speak or vote during their suspension in the Senate or any Senate Committee.
- Clause 7 If a member of the Senate is suspended and is also the Chair of a Committee of the Senate, the President of the Senate may act or appoint the President pro tempore as Chair of that Committee to conduct business.
- Clause 8 Until the suspension is lifted, the member is removed as the Chair of the Committee following the outlined process in Article III Section 3 Clause 6, or until the member is impeached.
- Clause 9 Suspension may be lifted by a majority decision of the Committee on Rules and Administration. Such a petition must be made by a member of the Senate in good standing. Said petition must contain three-fourths (3/4) signatures from members of the Senate.
- Clause 10 After two consecutive (2) sessions, if no petition to lift the suspension is forthcoming, the Committee on Rules and Administration shall automatically initiate impeachment proceedings.

Article IX Allocations Appeals Process

Section 1 Purpose

Clause 1 A student organization may formally appeal an allocation decision from the Treasury Board.

Section 2 Process

Clause 1 Upon receiving the funding offer from the Treasury Board, the student organization must give notice of the possibility of an appeal to its Treasury Board liaison, the Treasurer, and OCA within twenty-four (24) hours of receiving the offer. Within twenty-four (24) hours after this initial notification, the student organization must officially deny the offer extended or end the appeal.

Clause 2 A formal appeal must be received within five (5) business days of receiving the Treasury Board's funding offer.

Clause 2 In order to appeal the Treasury Board decision, the student organization must first deny the offer extended.

Clause 3 The organization must include the following documents in their appeal to be sent to the Executive:

- (i) The original funding request form
- (ii) A detailed explanation of reasons for appealing the Treasury Board decision

Section 3 Executive Voting

Clause 1 Three-fourths (3/4) of the Executive Board must approve the appeal for further action.

Clause 2 The President of the Senate must notify the President pro tempore in writing of all Executive Board decisions regarding each appeal.

Section 4 The Special Committee on Allocations Appeals

Clause 1 If the Executive approves an organization's appeal, the President of the Senate shall establish a Special Committee on Allocations Appeals to work with the Treasury Board and the appealing student organization in order to present a recommendation to the Senate.

- Clause 2 Such a recommendation will include both the Treasury Board’s justification for its decision, as well as the organization’s justification for appeal.
- Clause 3 Each Class shall have one representative on the Special Committee on Allocations Appeals, which shall be selected by the President of the Senate. These four (4) Senators will comprise the Special Committee on Allocations Appeals to be chaired by the President pro tempore of the Senate.
- Clause 4 The Special Committee on Allocations Appeals shall be filled and convened within one (1) week, subject to the school calendar, of the Executive Board’s decision to sustain the appeal. Further the decision of the Committee, if approved, shall be heard by the subsequent meeting of the Senate.
- Clause 5 The Special Committee on Allocations Appeals must approve a final monetary recommendation to be presented to the Senate by a four-fifths (4/5) vote.

Section 5 Senate Voting

- Clause 1 After the President pro tempore has presented the recommendation of the Special Committee on Allocations Appeals to the Senate, a period of debate shall be opened and closed as outlined in Article IV.
- Clause 2 All Senators shall vote to approve or deny the recommendation by the Special Committee on Allocations Appeals by a two-thirds (2/3) majority vote subject to the approval of the President of the Student Government Association. The recommendation shall not be subject to any amendments or any motions to send to committee.

Section 6 Veto Override

- Clause 1 To override a veto by the Student Government Association President, the Senate shall follow the process outlined in Article V Section