



**THE BYLAWS OF THE
UNIVERSITY OF HOUSTON
STUDENT GOVERNMENT ASSOCIATION**

Amended on March 25th, 2018 (54th Administration)

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Title I: Composition and Structure of the Senate

Article 1: General Provisions

Section 1: Purpose

Clause 1: This Title is adopted by the Senate consistent with its Constitutional power to make all laws which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by the Constitution of the Student Government Association or in any department or office thereof and in order to specify the manner in which the Senate shall exercise its powers as the legislative body of the Student Government Association (Constitution Article IV.)

Article 2: Senate Membership

Section 1: Membership

Clause 1: The members of the Senate shall be those students duly elected or appointed to the Senate according to the Constitution and the Student Government Association Bylaws.

Article 3: Attendance Policy

Section 1: Attendance

Clause 1: Each Senator shall be required to attend all meetings of the Senate and of those Senate committees on which that Senator serves.

Clause 2: Senators shall be required to attend SGA functions, as determined by the Speaker to promote SGA and its functions. If a Senator has an excused absence from attending a function pursuant to this clause, that absence shall not be applied toward the total count of excused absences for expulsion.

Section 2: Townhall Meetings

Clause 1: For the purpose of facilitating communication between students and their representative(s) in the Senate, all Senators shall join together in holding a public Townhall meeting with the student body each semester, excluding summer and winter semesters.

Clause 2: Such meetings shall be publicized in an appropriate way to the constituency involved at least seven calendar days in advance.

Clause 3: For each semester Townhall meeting a Senator fails to attend, they shall be assessed an unexcused absence towards their Senate record, in accordance with the Senate Attendance Policy. Excused absences are left to the discretion of the Speaker.

Section 3: Absences

- Clause 1: Any Senator who accumulates a combined total of three (3) or more unexcused absences from Senate meetings and Senate committee meetings shall promptly and automatically be removed from office on the grounds on nonfeasance.
- Clause 2: Any Senator who accumulates two (2) consecutive unexcused Senate meeting absences shall promptly and automatically be removed from office on the grounds of nonfeasance.
- Clause 3: Any Senator who accumulates four (4) or more consecutive excused Senate meeting absences shall promptly and automatically be removed from office on the grounds of nonfeasance.
- Clause 4: Any Senator, who takes office on or before September 1st who accumulate six (6) total absences, excused or unexcused, shall promptly and automatically be removed from office on the grounds of nonfeasance.
- Clause 5: Any Senator, who takes office after September 1st who accumulates three (3) or more total absences, excused or unexcused, shall promptly and automatically be removed from office on the grounds of nonfeasance.
- Clause 6: The definition of excessive summer absences shall be no lesser than a combination of three (3) Summer Senate and summer committee meetings or two (2) Summer Senate meetings exclusively.
- Clause 7: The Speaker of the Senate shall notify and remove Senators who violate the attendance policy.
- Clause 8: In cases where a Senator is removed by the Speaker of the Senate due to attendance policy violations, the Senator may appeal the decision to the Supreme Court.
- Clause 9: In the case of extraordinary circumstances, where a senator is in violation of the attendance policy due to excused absences, their removal from the senate shall be subject discretion of the Speaker.

Article 4: Meetings

Section 1: Opening of Annual Session

- Clause 1: The Senate shall assemble to initiate its annual session on the first week of April.

Section 2: Presiding Officer

- Clause 1: The presiding officer of the opening session shall be either the Vice President of the Student Government Association or the Speaker of the Senate from the previous administration. Such decision is at the sole discretion of the President.

Section 3: Sergeant at Arms

- Clause 1: At its second meeting of the session, the Speaker shall nominate the Sergeant at Arms and shall be voted upon by the Senate unless a majority of the members present and voting decide to postpone such election.

- Clause 2: The Sergeant at Arms is a member of Student Government Association that shall not serve as an officer in either the Executive, Legislative, or Judicial branches.
- Clause 3: The Sergeant-at-Arms will have the following duties: removing unruly members and observers at the request of the Speaker of the Senate; shall carry out the actions of enforcement of appropriate conduct at meetings and the Bylaws of the Student Government Association; delivering official documents of the Student Government Association.

Section 4: Quorum

- Clause 1: A majority of the members of the Senate shall constitute a quorum of all meetings of the Senate.
- Clause 2: No official and binding votes can be taken at any meeting when a quorum is not present. The meeting may be called to order, the roll called, announcement made, and the meeting recessed or adjourned.
- Clause 3: Any member of the Senate may, by a point of order, request a determination of the presence of a quorum. Such request shall suspend all business and the only action at this point shall be a roll call to determine the presence of a quorum.

Section 5: Special Meeting of the Senate

- Clause 1: The President shall give at least twenty-four (24) hours' notice to the members of the Senate and to the public of such meetings.
- Clause 2: The order of business for all such special meetings shall be determined by the President and matters for consideration limited to those specified by the President.
- Clause 3: Special meetings may also be called by a majority vote of the Senate. In such a case, the agenda shall be set the same as for a regular meeting.

Article 5: Summer Senate

Section 1: Membership

- Clause 1: The summer Senate shall consist of all Senators able to attend during the Summer Semester. A summer Senator need not be enrolled in classes: however, he or she must be able to attend Senate meetings and carry out his/her usual duties and responsibilities on a regular basis (Constitution. Article IV. Section 10, Clause 1.).
- Clause 2: Senators able to serve shall so indicate to the Speaker of the Senate in writing at the second to the last regular meeting of the Spring Semester and the Summer Senate shall be determined at this meeting (Constitution. Article IV. Section 10, Clause 2.)
- Clause 3: A Senator may resign his or her summer Senate position without forfeiting the remainder of his or her regular term provided that he/she make such intentions known in writing to the Speaker.

Section 2: Powers

Clause 1: The summer Senate shall be granted the full powers of the Student Government Association Senate for any actions which are necessary and proper for the normal functioning of the Student Government Association during the period between the final Senate meeting of the Spring Semester and the first such meeting of the Fall Semester (Constitution. Article IV, Section 10, Clause 4.)

Article 6: Officers of the Senate

Section 1: General Provisions

Clause 1: All officers of the Senate, except the President of the Student Government Association shall take the following oath before beginning their respective duties of office: *“I, (Name). Do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve, protect, and enforce the Constitution of the Student Government Association of the University of Houston.”* The oath of office shall be administered by any member of the Senate to each officer of the Senate.

Section 2: Speaker of the Senate

- Clause 1: At the second meeting of the session, the Senate shall proceed to the election of the Speaker, unless a majority of the members of the Senate present and voting shall postpone such election.
- Clause 2: The Speaker shall be elected by the majority of those Senators present and voting. No person shall be eligible for nomination to the office of the Speaker unless he/she is a sitting member of the Senate, or was a member of the immediately preceding Senate, whether elected or appointed.
- Clause 3: Persons seeking the office of Speaker must be in good academic and disciplinary standing with the University.
- Clause 4: Immediately upon election, the Speaker shall take the oath of office and assume the office.

Section 3: Powers and Responsibilities of the Speaker

- Clause 1: The Speaker shall coordinate all committees of the Senate.
- Clause 2: The Speaker shall have the power to name a member(s) of the Senate to perform the duties of chair of the Senate in absence of the Speaker Pro-Tempore.
- Clause 3: The Speaker shall appoint with the advice and consent of those members of the Senate present and voting the other officers and staff of the Senate.

- Clause 4: The Speaker shall serve as an ex-officio, non-voting member of each standing committee of the Senate.
- Clause 5: The Speaker shall perform all other functions and duties of his/her office as prescribed by the Constitution and Bylaws.
- Clause 6: The Speaker shall be required to maintain a minimum of twenty (20) office hours per week between the hours of 8:00 am and 8:00 pm Monday through Friday during academic terms and exclusive of regular meetings. Office hours shall be defined as hours during which the Speaker is available at the Student Government Association Office. The Speaker shall post a current schedule of his or her office hours in clear view outside his/her office, as well as submitting his/her schedule to the Administrative Secretary for the information of students. Absence from mandatory office hours for three (3) or more consecutive weeks shall constitute a Leave of Absence. The Speaker shall not be eligible for compensation for the duration of his/her Leave of Absence.
- Clause 7: The Speaker shall, at stipulated times, receive compensation for his or her duties. The Student Government Association shall not initiate any increase or decrease during the Speaker's term of office (Constitution, Article IV. Section 6, Clause 4.). Any and all compensation provided in accordance with provisions of this section shall be that provided by Student Government Association law and/or the budget.

Article 7: Committees of the Senate

Section 1: General Provisions

- Clause 1: The provisions of this Article, unless otherwise specified, shall apply to all standing and select committees of the Senate.
- Clause 2: No committee shall meet without at least twenty-four (24) hours public notice. The chair of each committee shall notify the Speaker of the Senate immediately after the time and place for a committee meeting has been fixed or a meeting has been called.
- Clause 3: The committee chair and two committee members of any committee membership shall constitute a quorum, and no official action shall be taken upon any measure or recommendation in the absence of a quorum.

Section 2: Powers, Composition, Structure, and Jurisdictions of the Standing Committees of the Senate

- Clause 1: In order to assist the Senate in all aspects of analysis, administration, and execution of legislation to be enacted, each standing committee shall review all legislation, when its subject matter is within the jurisdiction of that committee.
- Clause 2: A committee may, in its legislative review, amend legislation for the purpose of improving its appearance, presentation and effect.
- Clause 3: Standing committees of the Senate shall be the: Committee on Academic Affairs, Committee on Internal Affairs, Committee on Student Life, Committee on University Administration and Finance, and Committee on Graduate and Professional Students.

- Clause 4: Each member of the Senate, excluding those representing Graduate or Professional Students, shall be required to serve on one of the aforementioned Standing Committees but may serve on no more than two (2) of the aforementioned Standing Committees.
- Clause 5: A chairperson for each Standing Committee shall be appointed by the Speaker of the Senate with advice and consent of a majority of those members of the Senate present and voting.
- Clause 6: A vice chairperson of each Standing Committee shall be appointed by the chairperson of the appropriate committee. The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.
- Clause 7: Responsibilities of the Committee on Academic Affairs shall include but is not limited to: *Faculty and course evaluations, degree program requirements and curriculum, academic standards, testing methods, academic advising and course selection, student access and success, student support services, academic policies and honor codes, University Libraries, Enrollment Services, other academic programs, services, and policies offered through the University of Houston Division of Academic Affairs and Provost.*
- Clause 8: Responsibilities of the Committee on Internal Affairs shall include but is not limited to: *Senate appropriations, enforcement of the Student Government Association Constitution, Bylaws, Statutes, and Rules, amendments of the Student Government Association Constitution, Bylaws, Statutes and Rules, impeachment proceedings, validity of petitions presented to the Senate and advice for Senate appointments.*
- Clause 9: Responsibilities of the Committee on Student Life shall include but is not limited to: *University Center, Residence Life and Housing, Student publications, Student involvement, development, and advising, student discipline, student health and wellness, Students' rights and civil liberties, any other student programs, services, and policies offered through the Division of Student Affairs.*
- Clause 10: Responsibilities of the Committee on University Administration and Finance shall include but is not limited to: *Parking and Transportation Services, University Information Technology, University Public Safety and Campus Police, Auxiliary Services, budget and planning, Plant Operations and Facilities, and any other administrative programs, services, and policies offered through the University of Houston Division of Administration and Finance.*
- Clause 11: Responsibilities of the Committee on Graduate and Professional Students Shall Include but is not limited to: *any/all issues pertaining to graduate and professional student life, academic affairs, and/or administration and finance.*

Article 8: Legislation

Section 1: Classification of Legislation

- Clause 1: University Bills shall be passed by the Senate when the matter of consideration involves action by areas or departments of the University other than the Student Government Association; University Bills shall be passed by the Senate in order to make, on behalf of the Student Government Association, specific proposals which require approval of the President of the University of Houston; University Bills shall become law only when approved according to procedures of Article IV, Section 11, Clause 2 of the Student Government Association Constitution. University Bills shall require a simple majority vote by the Senate members present and voting, and a signature by the President, for approval.

- Clause 2: Student Government Association Bills shall be passed by the Senate on matters within the authority of the Senate and the Student Government Association, including Student Government Association laws and appropriations; Student Government Association Bills shall become law only when approved according to the procedures of Article IV, Section 11, Clause 1 of the Student Government Association Constitution. Student Government Association Bills shall require a two-thirds vote by the Senate members present and voting, and a signature by the President, for approval.
- Clause 3: Student Government Association Resolutions shall be adopted by the Senate when the Senate wishes to state a fundamental of continuing policy or theory of the Student Government Association on some issue. Resolutions shall become law only when approved and according to the procedures of Article IV, Section 11 of the Constitution. Student Government Association Resolutions shall require a simple majority vote by the Senate members present and voting, and a signature by the President, for approval.
- Clause 4: Senate Resolutions shall be adopted by the Senate when the Senate wishes to express the position of those members of the Senate present and voting; Senate Resolutions shall require a simple majority vote by the Senate, present and voting, and do not need a Presidential signature for approval.

Section 2: Formalities of Enactment

- Clause 1: The Enacting Clause of University Bills and Student Government Association Bills shall approximate the following form: “Be it enacted by the Senate of the Student Government Association of the University of Houston.”
- Clause 2: The resolving clause of Student Government Association Resolutions shall approximate the following form: “Be it resolved by the Student Government Association of the University of Houston.”
- Clause 3: The resolving clause of Senate Resolutions shall approximate the following form: “Be it resolved by the Senate of the Student Government Association of the University of Houston.”

Title II: Rules of the Senate

Article 1: Order of Business

Section 1: The order of Business for all regular meeting of the Senate shall be as follows:

- Clause 1: Call to Order by the presiding officer
 - I: Opening call of the roll
- Clause 2: Reading and approval of the senate minutes from the previous meeting
- Clause 3: Recital of the University of Houston Alma Mater
- Clause 4: Special reports
 - I: University Representatives wishing to address the Senate.
 - II: Students wishing to address the Senate.
 - III: Two-minute speeches by the Members of the Senate.
- Clause 5: Executive and Speaker Reports
 - I: Report of the President.
 - II: Report of the Vice-President.
 - III: Report of the Chief of Staff.
 - IV: Report of the Director of External Affairs.
 - V: Report of the Director of Public Relations.
 - VI: Report of the Associate Director of Marketing
 - VII: Report of the Director of Finance.
 - VIII: Report of the Attorney General.
 - IX: Report of the Chief Justice
 - X: Report of the Speaker.
- Clause 6: Committee Reports
 - I: Reports of the Standing Committees.
 - II: Reports of the Select Committees.
- Clause 7: Unfinished Business
- Clause 8: New Business
- Clause 9: Closing Remarks
 - I: Comments and announcements of the officers.
 - II: Open Forum.
 - III: Closing Call of the Roll.
- Clause 10: Adjournment

Article 2: Legislation and Committee Procedures

Section 1: Legislation Sponsored by Request

Clause 1: Legislation may be introduced and sponsored by request when a member of the Senate is acting on the request of a constituent and does not wish to imply a personal position.

Section 2: Labeling of Legislation

Clause 1: All copies of legislation distributed for consideration by members of the Senate shall be labeled with the legislation's author(s); Senate sponsor(s), committee(s) to which legislation is referred (as soon as knowledge is available), date of introduction, and draft of the legislation (e.g. first reading, committee substitute, committee recommendation with amendment, etc.)

Clause 2: Legislation shall also be numbered with the first two digits corresponding to the number of the Senate session in office (e.g. all legislation from the 49th Senate would be numbered "49xxx"). Each category of legislation shall have a separate numbering system beginning with 001. (e.g. SGA49001).

Section 3: Return to Vetoed Senate Legislation

Clause 1: At the first meeting after a piece of legislation is returned to the Senate by the President with his or her objection, or during the same meeting the President's veto is announced, the Senate shall automatically proceed to reconsider the legislation or to determine the time of reconsideration of the legislation over the President's objections.

Clause 2: A two-thirds (2/3) vote of those members of the Senate present and voting shall be required to pass the legislation overriding the President's veto.

Article 3: The Senate Minutes

Section 1: The proceedings of the Senate shall be entered in the minutes section of the Senate Minutes as concisely and correctly as possible. They must include no less than the following:

Clause 1: A list of the members present and absent for each meeting during any roll call.

Clause 2: Names of Senate officers, university administrators, and advisors present for each meeting.

Clause 3: A copy of all legislation that has become law since the previous Senate meeting.

Clause 4: The written objection of the President regarding any legislation returned to the Senate with his or her objections.

Clause 5: The final form of all legislation considered or passed during the meeting.

Clause 6: Action on nominations and appointments taken and reported on by a Senate committee or taken by the entire Senate when necessary.

Clause 7: The result of final votes on any Student Government Association Bills, University Bills, Referendums, Constitutional Amendment Proposals and Resolutions shall be recorded through the process of a roll call vote and put into the Senate minutes. The roll call shall consist of every Senator's name and vote being recorded after the Clerk of the Senate calls it. If the Presiding Officer's vote is needed it shall be recorded as well. Senate votes on appointments and nominations of any kind shall not be recorded through the process of a roll call, but merely a numerical recording of the votes shall be included in the senate minutes for record keeping purposes. The Speaker in consultation with the Clerk

of the Senate shall determine the specific format for the record keeping of the roll call vote.

Clause 8: New Business proposed and considered.

Clause 9: The time of adjournment.

Clause 10: Any member of the Senate may include an explanation of his/her vote in the Senate minutes. A short explanation must be turned into the Speaker prior to the minutes being approved by the Senate. In such cases the Speaker shall instruct the Clerk of the Senate to record it in the Senate minutes.

Clause 11: Minutes and accompanying entries will be posted to the SGA website within seven (7) business days of approval by the Senate.

Article 4: Rules for Debate and Parliamentary Procedure

Section 1: Parliamentary Authority

Clause 1: The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern in all cases in which they are applicable and in which they are not inconsistent with the constitution of the Student Government Association, Student Government Association Code, Statutes of the Student Government Association, and/or the Rules of the Senate.

Section 2: Presiding Officer to Cast Deciding Vote

Clause 1: The Speaker or presiding officer of the Senate may only cast a vote on any question on which his/her vote would change the result.

Article 5: Senate Meeting Attire

Clause 1: Gentlemen shall wear dress pants with a collared shirt and close-toed shoes. Shirts should remain tucked in throughout the duration of the meeting. Ladies shall wear a dress, skirt, or dress pants with an appropriate shirt and professional shoes. Hats, shorts, and flip-flops shall not be worn to Senate Meetings.

Title III: The Executive

Article 1: The Student Body President and Executive Branch

Section 1: Purpose

Clause 1: This title is adopted by the Senate consistent with Article V of the Student Government Association Constitution to expressly define the Executive Branch of the Student Government Association.

Section 2: Oath of Office

Clause 1: Before beginning to execute the duties of their office, the Oath shall be administered by the Chief Justice of the Student Government Association Supreme Court or designate the incoming Executive member shall take the following oath before beginning their respective duties of office: *I, (name), do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve, protect and enforce the Constitution of the Student Government Association of the University of Houston.*

Section 3: Powers, Composition, Structure and Jurisdiction of the Presidential Cabinet

Clause 1: The Presidential Cabinet shall exist solely as an advisory board to the Student Body President, and shall have no explicit powers of its own. The cabinet shall hear reports from its members regarding entities under their supervision.

Clause 2: The Presidential Cabinet shall consist of the President, Vice President, Chief of Staff, Heads of Departments as defined by this article, and any other executive appointees whom the President deems appropriate.

Section 4: Powers, Duties, and Jurisdiction of the President

Clause 1: The Executive Power shall be vested in the President of the Student Government Association (Constitution, Article V, Section 1).

Clause 2: The President shall be authorized to utilize the funds in the Executive Reserve, in accordance with all applicable provisions in Title 5 of the Bylaws.

Clause 3: The President shall have the power to veto legislation pursuant to a fundamental policy or principle of the Student Government Association within fifteen (15) class days after the legislation passes the Senate (Constitution, Article IV, Section 11).

Clause 4: The President shall have the power, with the advice and consent of the Senate, to appoint representatives of the Student Government Association to various university-wide committees. Senatorial vacancies shall be filled by appointment by the President with the advice and consent of two-thirds (2/3) of the Senate present and voting (Constitution, Article IV, Section 5).

- Clause 5: The President shall have the power to appoint and dismiss personnel of the Student Government Association Executive Branch. All appointments are subject to confirmation by two-thirds (2/3) of the Senate, and dismissal powers shall only extend to appointees.
- Clause 6: The President shall have the authority to create and fill special staff positions to aid carrying out those functions necessary to promote the efficiency and work of the Student Government Association Presidential Cabinet. The President may, at his or her discretion, create or dissolve special staff positions.
- Clause 7: The President shall enter into agreements with agencies and organizations outside the University community by and with the consent of the Senate, and the proper University authorities.
- Clause 8: The President or his/ her designate shall prepare, for the Student Fee Advisory Committee (SFAC), a request for funding of the Student Government Association every year. In doing so, the President or his/her designate shall work with the Student Government Association Director of Finance to develop the budget for the Student Government Association.
- Clause 9: To serve on not less than one University standing committee.
- Clause 10: The President shall be required to maintain a minimum of twenty (20) office hours per week, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday during academic terms and exclusive of regular meetings, such as Executive Cabinet meetings. Office hours shall be defined as hours during which the President is available at the Student Government Association office. The President shall post a current schedule of his or her office hours in clear view outside his/ her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more consecutive weeks shall constitute a Leave of Absence. The President shall not be eligible for compensation for the duration of his/her Leave(s) of Absence.

Section 5: Powers, Duties, and Jurisdiction of the Vice President

- Clause 1: The Vice President will: assist in fulfilling the duties and responsibilities designated, by law, to the President, succeed to the Presidency in the event of the vacating of that office, and exercise the powers of the Student Body President if he/she is prevented from exercising his/her powers.
- Clause 2: The Vice President shall perform specialized assignments delegated by the President or by Senate law.
- Clause 3: The Vice President shall regularly seek candidates for positions in the Student Government Association and university-wide committees.
- Clause 4: The Vice president shall recommend to the President appropriate candidates for various staff positions.
- Clause 5: The Vice President shall provide the President and the Speaker of the Senate with a monthly written report on the status of the SGA representatives serving on University committees, boards and councils.
- Clause 6: The Vice President shall review the actions of and report on all standing University-wide committees.
- Clause 7: The Vice President shall serve as an ex-officio member on all University-wide standing committees.

Clause 8: The Vice President shall be required to maintain a minimum of twenty (20) office hours per week between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday during academic terms and exclusive of regular meetings, such as Executive Cabinet meetings. Office hours shall be defined as hours during which the Vice President is available at the Student Government Office. The Vice President shall post a current schedule of his/ her office hours in clear view outside his/her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more weeks shall constitute a Leave of Absence. The Vice President shall not be eligible for compensation for the duration of his/her Leave(s) of Absence.

Section 6: Powers, Duties, and Jurisdiction of the Chief of Staff

- Clause 1: The Chief of Staff shall be responsible for the coordination of the overall Executive Branch under the supervision of the President.
- Clause 2: The Chief of Staff shall coordinate the process for selection of individuals to be appointed by the President.
- Clause 3: The Chief of Staff shall plan for meetings of the Presidential Cabinet, under the direction of the President.
- Clause 4: The Chief of Staff shall represent the President in cases where the President and Vice President are unavailable.
- Clause 5: The Chief of Staff shall perform specialized assignments delegated by the President.
- Clause 6: The Chief of Staff shall coordinate the Student Government Association Internship Program. The Chief of Staff shall provide opportunities for interns to develop leadership skills and participate in the ongoing business of the Student Government Association through assisting elected and appointed officials of the Executive, Legislative, and Judicial branches with their duties as student leaders.
- Clause 7: The Chief of Staff shall be appointed by the President with advice and consent of two-thirds (2/3) of the Senate members present and voting.

Section 7: Powers, Duties, and Jurisdiction of the Executive Departments

- Clause 1: Each Department shall be headed by a Director appointed by the President.
- Clause 2: Director positions are defined by statute while Assistant Director positions are defined and appointed by the Director.
- Clause 3: Each official serves a term at the discretion of the appointing official, not to extend beyond the natural term of the President.

Section 8: Special Presidential Powers

- Clause 1: Executive Orders shall be considered formal, written documents containing instructions or orders based upon Presidential powers. Anything that the President may do by simple declaration, he/she may do by Executive Order. All Executive Orders shall be public upon their promulgation and shall be numbered and archived for inclusion in the Student Government Association Journal.

Article 2: Executive Appointments Process

Section 1: Selection of Appointees

Clause 1: Prior to making any appointment that requires Senate confirmation, the appointing official shall announce that the position is available.

Section 2: Effective Date of Appointments

Clause 1: All appointments not requiring confirmation shall take effect without announcement of the appointment.

Clause 2: All appointments requiring confirmation of the Senate or one of its committees shall take effect immediately upon confirmation.

Section 3: Acting Appointments

Clause 1: In the event of a vacancy in an Executive position, appointing officials may make acting appointments to the position.

Clause 2: An Acting Appointment shall remain "Acting" until confirmed by the Senate. Upon confirmation by the Senate the position shall become the regular position as described by the Bylaws.

Clause 3: Acting appointments shall be announced to Senate.

Clause 4: Acting appointments are eligible for probated wages up until the senate meeting where they are first eligible for a confirmation vote.

Clause 5: Acting appointments who fail to be confirmed by the senate at their first eligible confirmation vote, are not eligible for probated wages for the period following their failure to be confirmed.

Clause 6: No funds granted to the Student Government Association may be disbursed to acting appointments through any mechanism.

Clause 7: Acting appointments must be fully informed on Title III, Article 2, Section 3 of the Bylaws of the Student Government Association of the University of Houston

Section 4: Confirmation Process

Clause 1: In the event the Senate does not confirm an appointment, the position shall be considered fully vacant, and the appointing official shall have until the next regular meeting to make another appointment. If the next Senate meeting falls within one class week, the second following meeting shall be used instead.

Article 3: Commissions and Special Task Forces

Section 1: Types of Commissions and Special Task Forces

Clause 1: Special Student Government Association Commissions and Task Forces shall be chartered by Executive Order and shall exist until dissolved by Executive Order or statute.

Clause 2: Select Student Government Association Commissions and Task Forces shall be chartered by Executive Order and shall exist for the time specified in the Order, not to extend beyond the natural term of office of the President creating it.

Section 2: Dissolution of Special Commissions and Task Forces

Clause 1: The President shall be empowered to dissolve any Special Commission or Task Force by Executive Order.

Clause 2: The Senate Committee on Internal Affairs shall be notified of all dissolutions no less than ten (10) regular semester class days prior to the effective date of dissolution.

Clause 3: Such dissolutions may be overridden by Senate Resolution.

Section 3: Commission and Task Force Residence

Clause 1: Each Student Government Association Commission shall be in residence of either the Executive Branch itself, the Executive Office of an Officer, or a single Department.

Clause 2: Commissions and Task Forces not in residence to the Executive Branch shall report to the Cabinet through such entity that they reside within.

Clause 3: All Special Commissions shall be in residence to the branch itself.

Section 4: Commission and Task Force Charter

Clause 1: All Commissions and Task Forces shall be chartered by either statute or Executive Order. Such a charter shall, at minimum, contain: the name of the commission, the charge of the commission or task force, specific duties of the commission or task force, membership minimums and maximums, charter officers in addition to the chair, officers to be elected by the commission or task force, specific requirements for any seat or seats of membership, date of dissolution, if a select commission or task force, and residence of the commission.

Section 5: Commission and Task Force General Duties

Clause 1: Student Government Association Commissions shall act on their own accord or by instruction of either the President or Senate, but shall at all times act consistent with their charters.

Clause 2: In general, and not withstanding other statutes, Student Government Association Commissions shall: Investigate issues of concern by involving the knowledge and opinions of the Student Body; Execute programming consistent with the policies of the Student Government Association ; Assist Senate Committees in developing stances on issues; Recommend issues to be taken up by the Senate and its Committees.

Section 6: Non-member participation in Commissions and Task Forces

Clause 1: Unless provided for otherwise by statute, non-commission members may participate as follows: University of Houston students shall be provided an opportunity to submit either written or oral comments on matters before the commission or task force; Student Government Association Officers and Senators shall be granted the privilege of speaking during debate, but shall have no right to introduce business or vote, unless he/she is a member of the commission or task force.

Section 7: Parliamentary Authority

Clause 1: In cases where there is no applicable rule in these By-laws or the Commission's or Task Force's charter, the rules contained in Roberts Rules of Procedure shall govern the procedure of a Student Government Association Commission or Task Force.

Article 4: Department of External Affairs

Section 1: Name

Clause 1: The name of this organization shall be the Student Government Association Department of External Affairs, and may be simply referred to as the Department of External Affairs.

Section 2: Purpose of the Department of External Affairs

Clause 1: The Department of External Affairs is responsible for representing and promoting the students of the University of Houston to the community, city, and state and serving as a liaison between other universities and state and local governments.

Section 3: Duties of the Department of External Affairs

- Clause 1: The Department of External Affairs shall act as a liaison between the Student Government Association and local, state, and national governmental entities where legislative matters are concerned.
- Clause 2: The Department of External Affairs shall act as a liaison between the Student Government Association and student government affiliates at other universities.
- Clause 3: The Department of External Affairs shall act as a liaison between the Student Government Association and any community based agencies and organizations.
- Clause 4: The Department of External Affairs shall represent and advocate the positions of the Student Government Association personally, and through dealings with agencies and organizations outside the University community.
- Clause 5: The Department of External Affairs shall advise and assist the President and Senate on matters of governmental and community relations and of current issues concerning higher education.
- Clause 6: The Department of External Affairs shall perform other duties as assigned or prescribed by the President.

Section 5: Appointment of the Director of External Affairs

Clause 1: The Director of External Affairs shall be appointed by the President with the advice and consent of two-thirds (2/3) of the Senate members present and voting, and shall serve a term that runs at the discretion of the President.

Section 6: Powers, Duties, and Jurisdiction of the Director of External Affairs

Clause 1: The Director of External Affairs shall have executive authority over the Department of External Affairs.

- Clause 2: The Director of External Affairs shall serve as the President's principle advisor on matters relating to governmental and community relations.
- Clause 3: The Director of External Affairs shall coordinate the activities of the other officials and staff of the Department.
- Clause 4: The Director of External Affairs shall report on activities of the Department to the President and Student Government Association Senate.
- Clause 5: The Director of External Affairs shall provide direction and goals for the efforts of the Department.
- Clause 6: The Director of External Affairs shall be required to maintain a minimum of twelve (12) office hours per week between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday during academic terms and exclusive of regular meetings, such as Presidential Cabinet meetings. Office hours shall be defined as hours during which the Director of External Affairs is available at the Student Government Office. The Director of External Affairs shall post a current schedule of his/her office hours in clear view outside his/her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more weeks shall constitute a Leave of Absence. The Director of External Affairs shall not be eligible for compensation for the duration of his/her Leave(s) of Absence.

Section 7: Limits and Oversight

- Clause 1: In no case shall the department, its officials, or its staff advocate a course of action to any one of governance or community group to an effect contrary to Student Government Association policy.
- Clause 2: Oversight of the Department may be exercised by the Committee on Internal Affairs, which shall have the power to review the records of the Department, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

Article 5: Department of Public Relations

Section 1: Name

- Clause 1: The name of this organization shall be the Student Government Association Department of Public Relations, and may be simply referred to as the Department of Public Relations.

Section 2: Purpose of the Department of Public Relations

- Clause 1: The Department of Public Relations is responsible for providing students with the information they need to be aware of, and participate in all of the programs, resources, and initiatives of the Student Government Association.

Section 3: Duties of the Department of Public Relations

- Clause 1: The Department of Public Relations shall act as a liaison between the Student Government Association and the campus newspaper and/or local media.

- Clause 2: The Department of Public Relations shall act as a coordinating office within the Student Government Association to aid all other departments in the dissemination of information.
- Clause 3: The Department of Public Relations shall inform the Student Body on Student Government Association activities and projects through but not limited to town halls.
- Clause 4: The Department of Public Relations shall develop ways for the Student Government Association to promote itself and its activities.
- Clause 5: The Department of Public Relations shall develop ways for the Student Government Association to collaborate with and engage student organizations and University departments.
- Clause 6: The Department of Public Relations shall assist Senate members in scheduling and preparing for their constituent meetings.
- Clause 7: The Department of Public Relations shall perform other duties as assigned or prescribed by the President.

Section 4: Appointment of the Director of Public Relations

- Clause 1: The Director of Public Relations shall be appointed by the President with the advice and consent of two-thirds (2/3) of the senate members present and voting, and shall serve a term that runs at the discretion of the President.

Section 5: Powers, Duties, and Jurisdiction of the Director of Public Relations

- Clause 1: The Director of Public Relations shall have executive authority over the Department of Public Relations.
- Clause 2: Coordinate the activities of the other officials and staff of the department.
- Clause 3: Report on activities of the department to the President and Student Government Association Senate.
- Clause 4: Provide direction and goals for the efforts of the Department.
- Clause 5: The Director of Public Relations shall be required to maintain a minimum of twenty (20) office hours per week between the hours of 8:00 am and 8:00 pm Monday through Friday during academic terms and exclusive of regular meetings, such as Presidential Cabinet meetings. Office hours shall be defined as hours during which the Director of Public Relations is available at the Student Government Office. The Director of Public Relations shall post a current schedule of his/her office hours in clear view outside his/her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more weeks shall constitute a Leave of Absence. The Director of Public Relations shall not be eligible for compensation for the duration of his/her Leave(s) of Absence.

Section 6: Limits and Oversight

- Clause 1: In no case shall the Department, its officials, or its staff advocate a course of action to the student body to an effect contrary to Student Government Association policy.

Clause 2: Oversight of the Department may be exercised by the Committee on Internal Affairs, which shall have the power to review the records of the Department, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

Section 7: Appointment of the Associate Director of Marketing

Clause 1: The Associate Director of Marketing shall be appointed by the President with the advice and consent of two-thirds (2/3) of the senate members present and voting, and shall serve a term that runs at the discretion of the President.

Section 8: Powers, Duties, and Jurisdiction of the Associate Director of Marketing

Clause 1: The Associate Director of Marketing will assist in fulfilling the duties and responsibilities designated to the Director of Public Relations.

Clause 2: Coordinate the advertisement and promotion of the University of Houston Student Government Association and all SGA sanctioned events.

Clause 3: The Associate Director of Marketing shall be required to maintain a minimum of twenty (20) office hours per week between the hours of 8:00 am and 8:00 pm Monday through Friday during academic terms and exclusive of regular meetings, such as Presidential Cabinet meetings.

Office hours shall be defined as hours during which the Director of Public Relations is available at the Student Government Office. The Associate Director of Marketing shall post a current schedule of his/her office hours in clear view outside his/her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more weeks shall constitute a Leave of Absence. The Associate Director of Marketing shall not be eligible for compensation for the duration of his/her Leave(s) of Absence."

Article 6: Department of Finance

Section 1: Name

Clause 1: The name of this organization shall be the Student Government Association Department of Finance, and may be simply referred to as the Department of Finance.

Section 2: Duties of the Department of Finance

Clause 1: The Department of Finance shall prepare the Student Government Association Budget in accordance with Title 5 of this Code.

Clause 2: The Department of Finance shall be responsible for the establishment, monitoring, and maintenance of budgeted category accounts.

- Clause 3: The Department of Finance shall prepare and deliver a monthly financial report to the Senate. The report should list and detail all financial activity since the last report. All discrepancies must be researched and resolved, and reported to the Senate with the next financial activities report.
- Clause 4: The Department of Finance shall perform other duties as assigned or prescribed by the President.

Section 3: Appointment of the Director of Finance

- Clause 1: The Director of Finance shall be appointed by the President with the advice and consent of two-thirds (2/3) of the Senate members present and voting, and shall serve a term that runs at the discretion of the President.

Section 4: Powers, Duties, and Jurisdiction of the Director of Finance

- Clause 1: The Director of Finance shall have executive authority over the Department of Finance.
- Clause 2: The Director of Finance shall coordinate the activities of the other officials and staff of the Department.
- Clause 3: The Director of Finance shall Report on activities of the Department to the President and Student Government Association Senate.
- Clause 4: The Director of Finance shall provide direction and goals for the efforts of the Department.
- Clause 5: The Director of Finance shall be required to maintain a minimum of twenty (20) office hours per week between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday during academic terms and exclusive of regular meetings, such as Presidential Cabinet meetings. Office hours shall be defined as hours during which the Director of Finance is available at the Student Government Office. The Director of Finance shall post a current schedule of his/her office hours in clear view outside his/her office, as well as submitting a schedule to the administrative secretary for the information of students. Absence from mandatory office hours for three (3) or more weeks shall constitute a Leave of Absence. The Director of Finance shall not be eligible for compensation for the duration of his/her Leave(s) of Absence.

Section 5: Limits and Oversight

- Clause 1: In no case shall the Department, its officials, or its staff advocate a course of action to an effect contrary to Student Government Association policy.
- Clause 2: Oversight of the Department may be exercised by the Committee on Internal Affairs, which shall have the power to review the records of the Department, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

Article 7: Department of Justice

Section 1: Name

Clause 1: The name of this organization shall be the Student Government Association Department of Justice, and may be simply referred to as the Department of Justice.

Section 2: Purpose of the Department of Justice

Clause 1: The Department of Justice is responsible for enforcing the law, defending the interests of the Student Government Association, and ensuring the fair and impartial administration of the Constitution and Bylaws of the Student Government Association.

Section 3: Composition of the Department of Justice

Clause 1: The Department of Justice shall consist of the following offices:
a. The Office of the Attorney General, headed by the Attorney General
b. The Office of the Solicitor General, headed by the Solicitor General
c. The Office of the Public Defender, headed by the Public Defender

Clause 2: The Attorney General shall serve as head of the Department of Justice.

Clause 3: The Department of Justice is a department within the Executive Branch and reports directly to the President.

Section 4: Duties of the Office of the Attorney General

Clause 1: The Office of the Attorney General shall be responsible for ensuring the legality of legislation and activities of the Student Government Association with respect to the Student Government Association Constitution, Bylaws, and University policy.

Clause 2: The Office of the Attorney General shall be responsible for investigative procedures for impeachment proceedings.

Clause 3: The Office of the Attorney General shall appoint the Chief Election Commissioner and oversee the Election Commission.

Section 5: Appointment of the Attorney General

Clause 1: The Attorney General shall be appointed by the President with advice and consent of two-thirds (2/3) of the senate members present and voting, and shall serve for the duration of the administration.

Section 6: Powers, Duties, and Jurisdiction of the Attorney General

Clause 1: The Attorney General shall have executive authority over the Department of Justice and the Office of the Attorney General.

Clause 2: The Attorney General shall review all bills and resolutions passed by the Senate and advise the President on the legality of the bills and resolutions with respect to the Student Government Association Constitutions, Bylaws, and University policy.

Clause 3: Coordinate the activities of the other officials and staff of the department.

- Clause 4: Report on activities of the department and office to the SGA Senate.
- Clause 5: Report on activities of the department and office to the President.
- Clause 6: Provide direction and goals for the efforts of the Department
- Clause 7: Appoint the Chief Election Commissioner and oversee the Election Commission.

Section 7: Duties of the Office of the Solicitor General

- Clause 1: The Office of the Solicitor General shall be responsible for representing the interests of the Student Government Association and overseeing litigation on behalf of the Student Government Association in the Supreme Court and lower courts established under the Student Government Association.

Section 8: Appointment of the Solicitor General

- Clause 1: The Solicitor General shall be appointed by the President with advice and consent of two-thirds (2/3) of the senate members present and voting, and shall serve until he/she is no longer a student at the University of Houston, or is no longer in good academic or disciplinary standing with the university.

Section 9: Powers, Duties, and Jurisdiction of the Solicitor General

- Clause 1: The Solicitor General shall have executive authority over the Office of the Solicitor General.
- Clause 2: Coordinate the activities of the other officials and staff of the office.
- Clause 3: Report on activities of the office to the President and Senate.
- Clause 4: Provide direction and goals for the efforts of the office

Section 10: Duties of the Office of the Public Defender

- Clause 1: The Office of the Public Defender shall be responsible for providing counsel to any student brought before the Supreme Court or as a defendant in any lower court established under the Student Government Association.

Section 11: Appointment of the Public Defender

- Clause 1: The Public Defender shall be appointed by the President with advice and consent of two-thirds (2/3) of the senate members present and voting, and shall serve until he/she is no longer a student at the University of Houston, or is no longer in good academic or disciplinary standing with the university.

Section 12: Powers, Duties, and Jurisdiction of the Public Defender

- Clause 1: The Public Defender shall have executive authority over the Office of the Public Defender.
- Clause 2: Coordinate the activities of the other officials and staff of the office.
- Clause 3: Report on activities of the office to the President and Senate.
- Clause 4: Provide direction and goals for the efforts of the office

Section 13: Limits and Oversight

Clause 1: In no case shall the Department, its officials, or its staff advocate a course of action to the student body to an effect contrary to the Student Government Association policy.

Clause 2: Oversight of the Department may be exercised by the Senate Committee on Internal Affairs, which shall have the authority to review the records of the Department, compel report of its members, and to make recommendations to the Attorney General, President, or Senate regarding its improvement.

Title IV: Judiciary and Judicial Procedure

Article 1: General Provisions

Section 1: Name and Purpose

- Clause 1: In accordance with this code, a student judicial system shall be established which shall act on authority delegated by the Student Government Association Senate.
- Clause 2: Although these courts shall perform and adjudicative function, they are not within the super-structure of any federal, state, and local judicial system.

Article 2: Student Government Association Supreme Court

Section 1: Name and Purpose

- Clause 1: There shall be established a Student Government Association Supreme Court which will act as the Supreme Court for the Student Government Association , the purpose of which will be to preserve, protect, and enforce the Student Government Association Constitution and Bylaws.
- Clause 2: The Student Government Association Supreme Court shall be the court of last resort.

Section 2: Membership

- Clause 1: The members of the Student Government Association Supreme Court shall be those appointed according to the Student Government Association Constitution and the Student Government Association Bylaws.
- Clause 2: Justices shall take the following Oath of Office before beginning to execute the duties of their office: *I, (name), do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve, protect and enforce the Constitution of the Student Government Association of the University of Houston.* The oath shall be administered by a member of the judiciary or, if no such member is available by the President of the Student Government Association.
- Clause 3: Justices and officers of the Court serve until they: resign, are no longer a student at the University of Houston, or are no longer in good academic or disciplinary standing with the University, or is dismissed due to failure to comply with the attendance policy.

Section 3: Composition of the Court

- Clause 1: One (1) Chief Justice and six (6) Associate Justices will make up the voting members of the Student Government Association Supreme Court.

Section 4: Terms of Office

- Clause 1: The terms and conditions of office for officials of the Supreme Court shall be those designated under Article VI of the Student Government Association Constitution.
- Clause 2: No official of the Supreme Court may be removed during his/her term of office except for cause after a three-fourths (3/4) vote of the entire Senate, pursuant to Article VI, Section 7 of the Student Government Constitution. "Cause" shall include the conviction of an official of a felony; disciplinary action against the official which tends to jeopardize the integrity of the court; and/or consistent failure of the official to properly perform the duties of his/her office.

Section 5: Student Government Association Court Session and Business Meetings

- Clause 1: The Student Government Association Supreme Court shall assemble at any time the Chief Justice convenes the Court. The Chief Justice shall preside over all the sessions of the Student Government Association Supreme Court. In case of a temporary absences of the Chief Justice (at the most four weeks), the Student Government Association President shall name an acting Chief Justice amongst the current justices of the court.
- Clause 2: For any case to be heard, seven (7) justices must be present. If one of the seven (7) justices cannot hear a case, then the Chief Justice will place an alternate on the court. If the Chief Justice is the justice who cannot hear a case, then the most senior justice shall preside over the cases.
- Clause 3: The Chief Justice may call the court into session for a special meeting. A majority of the Justices may ask the Chief Justice to call a meeting. If the Chief Justice shall refuse to do so, the other Justices may call a meeting with the same quorum and procedural guidelines in effect.
- Clause 4: All Student Government Association Supreme Court sessions will be open to the public unless the the Chief Justice decides to have a closed session.

Section 6: Hearings and Procedures

- Clause 1: The Sergeant-At-Arms will serve as the Bailiff of the Supreme Court. The Sergeant-At-Arms will have the authority to remove disruptive and unruly participants and observers at the request of the Chief Justice.
- Clause 2: At the discretion of the Chief Justice, time may be allotted to meet quorum. No Associate Justice will be able to serve in their position during a particular hearing if they are tardy and the scheduled hearing has begun.
- Clause 3: Each hearing request shall be assigned a case number of standard format. The case number shall be formatted as the calendar year followed by order number beginning with 001 according to the order which they are received (e.g. beginning September 1, all cases would begin 2012-0001 to 2012.XXX through December 31, 2012).

Section 7: Power and Responsibilities of the Justices

- Clause 1: The Justices of the Student Government Association Supreme Court will have the power of judicial review: the power to interpret the meaning on context of the Student Government Association Constitution and Bylaws and any additional documents specified by law.
- Clause 2: No law or legislation may be reviewed unless brought in the form of a case to the Supreme Court.
- Clause 3: The Chief Justice and Associate Justices shall automatically be named to fill the seats given to SGA for the University Hearing Board, Appellate Board, and Traffic Court. In the case where there are more Justices than seats available, seniority will determine who is primary and who is an alternative member.

Section 8: Powers and Duties of the Chief Justice

- Clause 1: The Chief Justice shall be the presiding officer of the Student Government Association Supreme Court.
- Clause 2: The Chief Justice shall have all the powers and responsibilities of the Associate Justices.
- Clause 3: The Chief Justice shall control the agenda and decide which cases the Student Government Association Supreme Court will consider first.
- Clause 4: The Chief Justice shall be responsible for notifying Justices about meeting times and places and shall be responsible for ensuring a quorum of Justices for many meetings.
- Clause 5: The Chief Justice shall be responsible for notifying all parties in writing of the hearing time and location.
- Clause 6: The Chief Justice shall have the authority to assign duties to the members of the S u p r e m e C o u r t that are necessary to meet the objectives of the Court.
- Clause 7: The Chief Justice shall ensure that the oath of office has been administered to all confirmed Student Government Association officials.
- Clause 8: The Chief Justice shall announce all Supreme Court resignations and removals at the next meeting following the procedure.

Section 11: Attendance Policy

- Clause 1: Each Justice of the Supreme Court shall attend all court hearings and meetings.
- Clause 2: The accumulation of more than four (4) unexcused absence points in an academic semester will result in the automatic resignation of that Justice. Point values shall be as follows: one point for each business meeting and two points for each hearing.
- Clause 3: Excuses for missing meetings and hearings shall be turned into the Chief Justice prior to three (3) class days after the absence. Failure to do so will result in added points. Excuses for missing meetings and hearings are participation in a University event, class, or illness. Proof of any absence must be provided if requested by the Chief Justice.
- Clause 4: The court shall meet regularly at the discretion of the Chief Justice.

Clause 5: Justices shall be required to attend SGA functions, as determined by the Chief Justice to promote SGA and its functions. If a Justice has an excused absence from attending a function pursuant to this clause, that absence shall not be applied toward the total count of excused absences for expulsion.

Section 12: Orientation and Training

Clause 1: Upon confirmation, each new Justice shall be required to attend and orientation and training as to the role of a Justice.

Clause 2: The Chief Justice, in cooperation with the Student Government Advisor, shall conduct the training session.

Clause 3: This orientation and training shall include education of the following: Judicial Process, Student Government Association Bill of Rights, Constitution, and Bylaws.

Title V: Rules of the Supreme Court

Article 1: General Provisions

Section 1: Rule of Law

- Clause 1: The Supreme Court shall use all applicable law in making decisions. This shall include the Student Government Association Constitution, the Student Government Association Bylaws, all legislative instruments of the Student Senate, all Rules of Order, the Rules of Court, the Election Code, all University regulations and policy, the Constitution of the State of Texas, the Constitution of the United States of America, and general principles of justice and equity.
- Clause 2: The Supreme Court shall hear all evidence that is relevant to the case under review.
- Clause 3: The Supreme Court shall be bound by all of its previous decisions, insofar as it deems these decisions relevant to the case question under review.
- Clause 4: All Student Government Association statutes, legislative instruments, Rules of Order, Rules of Court, and University regulations and policy shall be given a strict construction. Any ambiguous provision shall be interpreted in such a way as to give full meaning and affect to that provision, with reference to the intent of the drafters. If the intent of a given provision cannot be determined beyond a preponderance of evidence and moral certainty, the Supreme Court shall use the context of the provision, as well as general principles of justice and equity, to give full meaning to the provision in question.
- Clause 5: Provisions of the Constitution of the State of Texas and the Constitution of the United States shall not be interpreted by the Supreme Court, but shall be applied in strict accordance with the jurisprudence of the State of Texas and the United States of America.

Section 2: Counsel

- Clause 1: Any party brought before the Supreme Court has the right to counsel, but must elect to be represented by counsel. Any party that elects representation by counsel shall be bound to all actions and statements made by said counsel. Counsel must be a student in good academic and disciplinary standing with the University.
- Clause 2: If a party has no counsel to represent it, but desires counsel, then the Public Defender shall be made available for its defense.

Section 3: Standing

- Clause 1: Any aggrieved party who is a University of Houston student shall have standing to bring a complaint before the Supreme Court.

Section 4: Statute of Limitations

- Clause 1: No case shall be heard by the Supreme Court more than ninety (90) class days after the alleged act, occurrence, or transaction constitutes the principal matter of the case or reasonable discovery thereof.

Article 2: Supreme Court Pre-Trial Procedure

Section 1: Complaints

- Clause 1: All causes of action pursued in the Supreme Court shall be initiated by the filing of a Notice of Complaint with the Chief Justice.
- Clause 3: The Chief Justice shall assign a docket number to the case and notify the Court Clerk of the pendency of action within one (1) class day of receiving a filed complaint.
- Clause 4: Within three (3) class days of receiving a filed complaint, the Chief Justice shall notify the complainant and the defendant of the pendency of action and shall arrange a date and place for the hearing to be held. Every reasonable effort will be taken to notify parties, including but not limited to multiple emails, phone calls, or text messages.
- Clause 5: If a case arises from a Student Government Association Election, the hearing involving that case shall be held within twenty-four (24) hours of the filing of a Notice of Complaint with the Chief Justice.
- Clause 6: All other hearings shall be heard by the Supreme Court within twelve (12) class days of the filing of a Notice of Complaint.

Section 2: Judicial Pre-Trial Meeting

- Clause 1: The Justices shall meet within five (5) class days to discuss the following: whether to issue a writ of certiorari to hear the case and any motions for recusal.
- Clause 2: Any Justice of the Supreme Court shall recuse himself/herself from participating in the adjudication of a case if he/she believes that, by virtue for his/her relationship or close association with any of the parties to the case, he/she is unable to decide the case impartially.
- Clause 3: In the event that one or more of the Justices feel as though a fellow Justice should be recused, the Justices shall take a vote. If a majority of the Justices hearing the case vote to recuse the Justice in question, that Justice will be officially recused.

Section 3: Briefs

- Clause 1: A brief is a document filed with the Supreme Court that consists of arguments under the relevant authority that a party intends to argue before the court.
- Clause 2: After the complainant has been notified, both parties to a case and any interested parties (amici) may file briefs with the Chief Justice. Briefs must be received by the Chief Justice no later than twenty-four (24) hours prior to the commencement of a hearing.
- Clause 3: Briefs do not need to conform to any particular template, provided that a brief must contain a listing of the general arguments made by the party during his/her opening and closing statements.
- Clause 4: A brief shall be succinct and to the point. Briefs shall be typewritten, doubled-spaced and written in twelve (12) point Times New Roman font with one (1) inch margins. Briefs must be signed by the party that prepared it.
- Clause 5: The Chief Justice shall distribute copies of all briefs to entities present before the Court, including the parties, amici, and other interested parties.

Section 4: Transcription of Proceedings

- Clause 1: All proceedings of Supreme Court shall be recorded by an audio or visual device or by a stenographer.
- Clause 2: If no audio or visual device is used, then a typed/written transcript of the proceedings shall be made by the Clerk or his/her designee(s). The transcript shall form part of the record of the case and shall be entered into the judicial archive.

Section 5: Oath or Affirmation of Truth

- Clause 1: An oath or affirmation of truth shall be administered to all parties prior to any testimony before the Supreme Court.
- Clause 2: The oath or affirmation of truth shall be administered by the Chief Justice or his/her designee.
- Clause 3: The form for the oath or affirmation of truth shall be as follows:
With the left hand of the person being sworn in on the Student Government Constitution and Rules of Court, and with the person's right hand upraised, he/she shall state the following oath or affirmation: "*I [state your full name] – do solemnly swear (or affirm) – that I will tell the truth, the whole truth, and nothing but the truth – as the Code of Student Conduct of UH dictates.*"

Article 3: Hearings

Section 1: Order of Proceedings

- Clause 1: All trial and court proceedings and orders of the court shall be established by the Chief Justice and published prior to the court session.
- Clause 2: All parties shall be given equal opportunity to review the orders, rules, and to present their case.

Section 2: Opening and Closing Arguments

- Clause 1: Both parties may present opening and closing arguments before the Supreme Court.
- Clause 2: The Chief Justice may limit the length of time allotted for opening and closing arguments at his/her discretion provided that each party shall be allowed an equal amount of time to present arguments.
- Clause 3: Any party may waive its right to an opening and/or closing argument.

Section 3: Questions from the Bench

- Clause 1: Any Justice may question the parties at any time during the proceedings for purposes of clarification.
- Clause 2: Any time spent answering questions from the bench shall not be included in the total amount of time allotted by the Chief Justice to all parties.

Article 4: Supreme Court Post-Trial Procedure

Section 1: Judicial Post-Trial Meeting

- Clause 1: The Supreme Court will adjourn for a reasonable amount of time to deliberate after closing arguments have been completed. Deliberation shall not exceed three (3) class days for election complaints, or five (5) days for all other complaints. University reading periods, finals week, and University sanctioned holidays shall not be included in the tabulation of time spent in deliberation.
- Clause 2: When a decision has been reached, the Court shall post it publicly within three business days.
- Clause 3: The Chief Justice shall choose who writes the opinion of the court among himself or the Associate Justices.
- Clause 4: Upon receipt of the judgment and opinion, the Chief Justice shall forward copies to the Student Body President for executive action and to the Dean of Students, if applicable. Additional copies shall be maintained by the Court Clerk in the Court archive.

Article 5: Failure to Appear

Section 1: Definition

- Clause 1: A party has failed to appear before the Court when, after being served with process or having actively resisted attempts to receive process, he or she does not make an appearance, in person or by counsel, at a duly convened proceeding of the Supreme Court.

Section 2: Penalties

- Clause 1: If a Student Government Association official, elected or appointed, knowingly fails to appear before the Supreme Court, he/she may be suspended from his/her position with Student Government.
- Clause 2: The decision to suspend a Student Government Association official from their position shall be made only by the Supreme Court and shall be executed by the President of the Student Government Association.

Article 6: Interpretation

Section 1: Interpretation of the Rules of Court

- Clause 1: The Rules of Court shall be strictly interpreted with reference to the precise terms of the document whenever possible.

Title VI: Fiscal Policies and Procedures

Article 1: General Provisions

Section 1: Name and Purpose

- Clause 1: This Title shall be known, and may be cited, as the Student Government Association “Fiscal Policies and Procedures.”
- Clause 2: The purpose of this title is to specify the manner in which fiscal policies of the Student Government Association shall be carried out.

Article 2: Budget Development and Procedure

Section 1: The Student Government Association Budget

- Clause 1: The Student Government Association Budget will be developed by the Department of Finance and will be submitted to the Senate before August 15th of each year (Each fiscal year shall start on September 1st and continue until the next following September).
- Clause 2: The Student Government Association Senate shall pass a budget bill no later than September 30th of each fiscal year. The budget bill will give the Executive authority to spend funds up to and including the day in which a budget bill becomes law.
- Clause 3: Upon the bill becoming law, the budget shall be effective until the following September.
- Clause 4: Upon full passage of the Student Government Association Budget it will be made available online through the Student Government Association website within seven (7) days. If the website is unavailable it will be accessible by contacting the Director of Finance or one (1) of the top three (3) officers of the organization.

Section 2: Executive Contingency

- Clause 1: A contingency account for the SGA Executive will be included as a line item in the SGA budget. The President, or his/her designate, shall be authorized to use this account.
- Clause 2: The President shall be required to report in writing to the Internal Affairs Committee how the funds are expended within one day.

Article 3: Fiscal Procedures

Section 1: Donations

- Clause 1: All donations must be approved by a majority vote of the Senate present and voting.

Section 2: Submittal Procedures

- Clause 1: All requests for expenditures \$500 and above must be submitted to the Internal Affairs Committee describing the nature of the request, with copies going to the Director of Finance, President, and Speaker of the Senate, at least two (2) days in advance of payment.
- Clause 2: The Director of Finance shall make a report of all purchases above \$500 at the next scheduled Senate meeting.
- Clause 3: All requests of this nature that are purchases made to non-University regulated companies must include at least two quotes for the services performed or products provided, when applicable.
- Clause 4: All requests as stated above must be thoroughly reviewed by the Committee on Internal Affairs. The committee shall not have to approve or disapprove the above mentioned purchases.

Section 3: Additional expenses

- Clause 1: The President of the Student Government Association may authorize additional expenses when the official business of the Student Government Association requires the student to incur unusual expenses such as attendance at banquet, with the advice and consent of the Committee on Internal Affairs.
- Clause 2: All such unusual expenses shall be approved in advance by the President of the Student Government Association and all reimbursements under this section shall be for the actual amount of the expenses incurred. All additional cost incurred will be reported to the Director of Finance.
- Clause 3: Request for reimbursement under this section shall be itemized with a justification statement for each item explaining why the expense was necessary and proper as an official Student Government Association expense. Receipts shall also be provided for each item.

Section 4: Student Government Association Logo

- Clause 1: The current University of Houston Student Government Association Logo is to be permanently established as the official logo of University of Houston Student Government Association.
- Clause 2: Any revision of the logo requires a 3/4ths majority of the Senate.

Title VII: Code of Impeachment

Article 1: General Provisions

Section 1: Definitions

- Clause 1: “Impeachment for nonfeasance and malfeasance” shall be defined as proceedings against an elected or appointed official of the Student Government Association for nonfeasance or malfeasance of office by the presentation of written charges entitled “Student Government Association Bill of Impeachment.”
- Clause 2: “Nonfeasance” shall be defined as the failure of any official, elected or appointed, to perform the duties, responsibilities, or functions of office.
- Clause 3: “Malfeasance” shall be defined as the improper or unlawful conduct by any official, elected or appointed, in the performance of the duties, responsibilities or functions of the office which violates trust inherent in the office.
- Clause 4: Double-jeopardy shall be defined as the accused facing trial for the same offense more than once.

Section 2: General Impeachment Procedures

- Clause 1: Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold and enjoy office of honor, trust, or profit under the Student Government Association currently or in the future.
- Clause 2: Any Student Government Association Senator shall have the right at any time to submit a Bill of Impeachment to the presiding Senate. However, a minimum of seven (7) Senators are required to initiate the Bill of Impeachment.
- Clause 3: The Committee of Investigation shall be formed only when a Bill of Impeachment has been presented on the Senate floor.
- Clause 4: Unless otherwise specified, time periods shall not include weekends or holidays.

Article 2: Preliminary Procedures of Impeachment Charges

Section 1: Initiation of Impeachment Charges

- Clause 1: In cases of automatic impeachment involving nonfeasance and/or malfeasance of office, proceedings may be initiated by the action of seven (7) members of the Student Senate. The action shall be to present a Student Government Association Bill of Impeachment on the floor of the Senate. The bill must be sponsored by all seven (7) senators.
- Clause 2: The above Student Government Association Bill of Impeachment will be considered by the Committee of Investigation. The Committee will be charged with the duties of determining whether the Bill of Impeachment is warranted or declared “NO BILL.”

- Clause 3: If after deliberation the Committee of Investigation’s opinion is favorable to the accused, it shall prepare a resolution exonerating the accused. The Resolution shall require no action by the Senate, and shall be final and conclusive. The Committee shall enter upon the Bill of Impeachment the words “NO BILL.”
- Clause 4: If after deliberation the Committee of Investigation finds probable cause, it shall report its finding on the Bill of Impeachment to the presiding officer of the Senate. The Bill of Impeachment will be placed on the Senate’s agenda as a Special Order, and shall be deliberated on within two regularly scheduled Senate Meetings.

Section 2: Notification of Charges

- Clause 1: The presiding officer shall inform the accused at least ten (10) class days prior to the designated Senate meeting, at which time the Senate shall decide on the matter. A certified letter, return receipt request or oral communication, or two (2) public notices in the campus newspaper and/or the Senate Minutes will be deemed proper notification by the presiding officer.
- Clause 2: The notification shall include: *The time, date, and place of appointed Senate Meeting; The right of the accused to a preliminary hearing with the Committee of Investigation, prior to the impeachment proceedings at the Senate meeting, to discover extenuating circumstances; The right to the presence of counsel, either attorney or Student Defender during the preliminary hearings; The right of the accused to view the testimony of any witness after such testimony; The right of the accused to any evidence or testimony acquired by the Committee of Investigation favorable to the case of the accused; The accused shall have the right, during the preliminary hearing, to petition the Committee of Investigation for an extension for not more than seven days, including weekends and holidays.*

Article 3: Trial

Section 1: General Impeachment Trial Procedure

- Clause 1: The Attorney General shall serve as the prosecutor representing the Student Government Association. The accused shall be represented by the Public Defender, a current student in good standing with the University of Houston or may choose to represent himself as preferred by the accused.
- Clause 2: The Chief Justice of the SGA Supreme Court, or next highest based on seniority of the Chief Justice cannot fulfill the duties, shall serve as the presiding officer during the impeachment trial.
- Clause 3: Provided the Supreme Court exonerates the accused, the accused shall retain all the rights and privileges of the office to which they were elected or appointed, and the Student Government Association shall not place the accused in double jeopardy.
- Clause 4: Upon presentation of all information concerning the original bill, the Senate will be given sufficient time to deliberate on its contents and merits. The Senate will then move to a Vote of Impeachment, which requires a two-thirds (2/3) majority vote of the presiding Senate.

Clause 5: Provided the Bill of Impeachment fails, the accused shall retain all the rights and privileges of the office to which they were elected or appointed, and the Student Government Association shall not place the accused in double jeopardy.

Clause 6: The Chief Justice of the Supreme Court shall serve as the presiding officer during the impeachment trial.

Title VIII: Student Fees Advisory Committee

Article 1: General Provisions

Section 1: Purpose

- Clause 1: The Student Fees Advisory Committee is a University Committee established by Section 54.5062 of the Texas Education Code. The Committee shall advise the Vice President for Student Affairs, the President of the University, and the Board of Regents concerning the type, level, collection, allocation, and expenditure of Student Service Fees.

Article 2: Membership

Section 1: Membership requirements

- Clause 1: Each Student Member must be enrolled in not less than six (6) semester hours at the University of Houston.
- Clause 2: No Student Member may be an officer or compensated leader of any Student Service Fee Funded Unit other than the Committee itself.
- Clause 3: There shall be five Student Member positions nominated by the Student Government Association.
- Clause 4: Student Members appointed by the Student Government Association shall serve one-year terms beginning October 1st of a year and ending September 30th of the following year.
- Clause 5: Other members of the Committee shall serve at the leisure of the President of the University of Houston.

Article 3: Appointment of Student Members

Section 1: Appointment Procedure

- Clause 1: Student members shall be appointed by the President of the Student Government Association with the advice and consent of two-thirds (2/3) of the Student Government Association Senate present and voting.
- Clause 2: The Student Government Association President and Senate shall duly consider the recommendations and opinions of the Chairperson of the Student Fee Advisory Committee (SFAC) when making and consenting appointments of Student Members to the Committee.
- Clause 3: A vacancy in a Student Member position shall be filled in the same manner as the original appointment. Student members appointed to vacant positions are appointed to the position until the expiration of the term of the position.
- Clause 4: The President of the Student Government Association shall have the power to appoint an Interim Student Member to a vacant student member position if the SFAC Chair deems that such is necessary for the work of the committee to proceed and requests that the SGA President do so. Such request shall be made in writing and the SGA President shall appoint an Interim Student Member within

three (3) class days of such a request or before the convening of the next meeting of the Committee, whichever is later. An Interim Student Member shall serve until an appointment to the position is made and approved by the Senate or until three weeks from the date of appointment, whichever is sooner.

Section 2: Student members and other members' reappointment and removal

- Clause 1: Consistent with Article IV, Section 8 of the Student Government Association Constitution, the Senate shall have the power to remove a Student Member of the committee on the grounds of nonfeasance or malfeasance with the concurrence of two-thirds (2/3) of the members of the Senate presiding. In removal of a Student Member, the Senate shall duly consider the recommendations and opinions of the SFAC Chairperson.
- Clause 2: The President of the Student Government Association shall not have the power or authority to request or demand the resignation of a Student Member.
- Clause 3: The Committee shall have the authority to include, in its by-laws, a provision for the automatic removal of its own members due to poor attendance at committee meetings. Under no other circumstances shall the committee have the authority to remove its own members.
- Clause 4: Appointment and removal of other committee positions shall be the responsibility of the President of the University.

Article 4: Committee Chairperson

Section 1: Election and Responsibilities

- Clause 1: The Chairperson of the Committee shall be a Student Member elected by a majority of the Committee to serve as Chairperson for a one-year term beginning on October 1st and ending on September 30th the following year.
- Clause 2: The Chairperson or designate from the Committee shall deliver a report to the Student Government Association Senate in Session not less than once per calendar month during which the Senate is in session. This report will be delivered during the "Special Reports" order of business.

Article 5: Operation Procedures

Section 1: Committee Governance

- Clause 1: The Committee may adopt its own by-laws and rules of order which shall remain in effect until altered by the Committee.
- Clause 2: Any such by-laws or rules may not be inconsistent with the Constitution and By-laws of the Student Government Association or with University Policy. (The "Policies and Procedures Governing the Collection, Allocation, and Expenditure of Student Service Fees" are and have full authority of University Policy.)

Clause 3: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern SFAC in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws of the Student Government Association and any special rules the Committee may adopt.

Section 2: Committee Meetings Access

Clause 1: All meetings of the Committee shall be open to the University community.

Clause 2: All meetings of the Committee shall be announced and publicized not less than one (1) week in advance.

Title IX: Student Government Association Student Service Awards

Article 1: General Provisions

Section 1: Purpose

Clause 1: The purpose of the Student Government Association Student Service Award shall be to recognize leadership skills, outstanding service, academic merit, and/or an especially meritorious contribution to the interests of the University of Houston among students at the University of Houston by providing the recipients of this award with an honor, award, or distinction.

Article 2: Eligibility

Section 1: Definition

Clause 1: Any current University of Houston student or organization, except the officers or the organization of the Student Government Association Executive Cabinet, Senate or Judicial branches, shall be eligible for the Student Government Association Student Service Award.

Article 3: Nomination Procedures

Section 1: Process

Clause 1: Any member of the Legislative or Executive branch of the University of Houston Student Government Association can nominate any eligible student interested in receiving the award.

Clause 2: All nominees shall submit a letter of nomination summarizing their leadership skills, outstanding service, academic merit, and/or especially meritorious contribution to the interests of the University of Houston and why they deserve to receive the award.

Article 4: Recipient Selection Committee

Section 1: Membership and Chairperson

Clause 1: The committee shall consist of the following members:

- a. President or his/her designee
- b. Speaker of the Senate or his/her designee
- c. Chair of the Senate Committee on Academic Affairs or his/her designee
- d. Chair of the Senate Committee on Internal Affairs or his/her designee
- e. Chair of the Senate Committee on Student Life or his/her designee
- f. Chair of the Senate Committee on University Administration and Finance or his/her designee
- g. Chair of the Senate Committee on Graduate and Professional Students or his/her designee
- h. Chief Justice of the Supreme Court or his/her designee

Clause 2: The President shall serve as the committee chair.

Clause 3: The final Committee membership for the Administration shall be voted upon and approved by two-thirds (2/3) majority vote of the Senate.

Clause 4: Committee membership terms shall run starting, but may continue within, the first Senate meeting in April and terminating at the first Senate meeting of the following April.

Article 5: Awards Process

Section 1: Selection Procedure

Clause 1: A resolution must be written by the Recipient Selection Committee and passed by two-thirds (2/3) majority of the Senate for each recipient of the award.

Clause 2: The Committee shall review nominations and vote by plurality upon those nominees receiving the award.

Section 2: Miscellaneous

Clause 1: There is no limit on the number of recipients per administration or on the time to select recipients.

Clause 2: If professional, political and/or personal grievances arise, the award may be revoked from any recipient by a two-thirds (2/3) majority vote of the Senate.

Article 6: Student Service Awards

Section 1: Individual Student Service Award

Clause 1: There shall be at least one (1) individual Student Service Award, awarded per administration with the guidelines mentioned above.

Section 2: Group/Organization Service Award

Clause 1: The recipient selection committee shall also award a service award to a group or organization within the following categories:

- A. Sustainability/Green Group or Organization
- B. Fraternity
- C. Sorority
- D. Honors Group or Organization
- E. International/Ethnic Group or Organization
- F. Political/Social Action Group or Organization
- G. Recreational/Hobbies Group or Organization
- H. Religious/Spiritual Group or Organization
- I. Special Interest Group or Organization

Title X: Code of Ethics

Article 1: Purpose

The purpose of the Code of Ethics is to establish a standard of conduct for members of the Student Government Association.

- Section 1:** The result of adhering to this code will be an effective, efficient, and respected Student Government Association.
- Section 2:** This Code will provide a detailed guidance needed for certain common situations or when faced with particular circumstances to translate the Core Values into actions as Senators and/or Student Government Association Representatives engage within Student Government Association , students, faculty, the administration and in any function where they will be representing the University of Houston.
- Section 3:** The Code will also encourage an ethical future for the members of Student Government Association upon graduation.
- Section 4:** The Code will instill trust and confidence as Student Government officials demonstrate their commitment by exercising their core values and standing by The Code of Ethics.
- Section 5:** All members of the Student Government Association, including but not limited to all appointed or elected officials of the legislative, executive, and judicial branch, should keep the Code of Ethics at the forefront of their actions, and always be prepared to give account of their actions and words.
- Section 6:** Members of the Student Government Association shall represent their constituencies, first, by expressing their interests and concerns within the Student Government Association, and second, by being their example of conduct in the discharge of their duties; they should provide an example to the outside world of the best the UH Student Body has to offer.

Article 2: Core Values

- Section 1:** Promoting opportunity: All of the Student Government Association officials shall be committed to helping University of Houston students reach their full potential in order to build a better future for the University of Houston students, whom they serve.
- Section 2:** Acting responsibly: Student Government Association officials are aware that their decisions and actions affect the University of Houston as a whole, and therefore Student Government Association officials shall hold each other accountable for the discipline and management of behavior becoming of a Student Government Association official.
- Section 3:** Trust in the members of Student Government Association: All Student Government Association officials shall strive to be consistent and straight forward in their communications and interactions with one another.
- Section 4:** Delivering results to the students: All Student Government Association officials will be required to execute their given tasks in a diligent manner, which will lead to sustainable and long-term performance.

Article 3: Accountability

Section 1: Members of the Student Government Association should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable while striving to be examples themselves. Members should ensure enforcement, while at the same time showing their commitment to the Code and Core Values to the rest of the Student Body.

Article 4: Code of Ethics

Section 1: No official shall knowingly misrepresent the truth while acting in his/her capacity as an officer of the UH Student Government Association.

Section 2: No official of the Student Government Association shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.

Section 3: No official of the Student Government Association shall misuse, mismanage, or misappropriate their position and/or equipment, facilities, or funds of the Student Government. Each Student Government Association official must be able to give a thorough account of all funds allocated by student fees spent by him/her and a thorough inventory of all goods and/or services received.

Section 4: Each Student Government official must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

Section 5: Each Student Government official shall vote with only his/her constituents in mind.

Section 6: Each Student Government official must represent both Student Government Association and UH in a dignified manner.

Section 7: Each Student Government official must actively seek to be informed of as well as attempt to remedy campus problems and controversies.

Section 8: Each Student Government official, while acting in an official capacity, shall represent the student body by maintaining a professional demeanor.

Article 5: Other Forms of Reprimand

Section 1: Censure

Clause 1: Any violators of Title 12, or the Code of Ethics, shall be subject to the following formal reprimands, all of which must be accompanied by a Senate resolution detailing the offense:

- a. Censure: the Student Government Association member shall be publicly reprimanded by the following Senate meeting.
- b. If applicable, the censured senator may be removed from any committee, task force, Chairmanship or Vice Chairmanship position(s) etc. by their respective authority if expressed in the resolution.

- c. If applicable, the Student Government Association senator shall be removed from any University Committee(s) positions by their respective authority if expressed in the resolution.
- d. In accordance to this Title 7 of the Student Government Association By-laws, the Student Government Association Senate reserves the right to seek impeachment for any violation of the Code of Ethics.

Clause 2: Any resolution of censure must be accompanied by at least one piece of documented proof which may include but shall not be limited to:

- a. Original photograph(s)
- b. Unedited Video
- c. E-mail(s)
- d. Any certification of violation of the Student Handbook by the Dean of Students.
- e. The certified testimony of an Student Government Association official validating the offense
- f. Any other original document(s) that may serve as proof of violation of Title 12, the Code of Ethics.

Clause 3: Any resolution of censure must be accompanied by at least three (3) members of the Student Government Association serving as witnesses.