



## **CODE OF LAWS**

AFFIRMED: December 13, 2013

REVISED: November 6, 2023

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## **TITLE I**

### **Code Format**

#### **CHAPTER 100- Systems of the Student Government Association Code of Laws**

**100.1** The Code of Laws shall be organized into titles, each shall deal with related and similar topics.

**100.1.1** Additional titles may be created as need.

**100.2** Each title may be composed of numerically designated chapters. For example: Title I, Chapters 100-199.

**100.3** Each chapter may be subdivided as necessary. All subdivision must be by means of a decimal arrangement. For example, 100.1, 100.2, and 100.3.

**100.3.1** Each subdivision may be further subdivided with additional decimals as necessary. For example, 100.1, 100.1.1, 100.1.1.1.

**100.3.1.1** No other system of subdivision shall be used in the Code of Laws.

#### **CHAPTER 101- Style Policies**

**101.1** Gender neutral language shall be used whenever possible. For example, they instead of he or she.

**101.2** Acronyms and abbreviations shall be avoided whenever possible unless they are clearly defined the first time they are used.

**101.2.1** Acronyms that may be used in the Code of Laws are as follows:

**101.2.1.1** Student Government Association – SGA

**101.3** Parenthesis should be used only when necessary; it is preferable to create subdivisions if possible.

**101.4** Numbers shall be written out in full and immediately followed by the numeral in parenthesis. For example, one (1).

## **TITLE II**

### **Executive Branch**

#### **CHAPTER 200- Responsibilities of the President of the Student Government Association**

- 200.1** The President of the Student Government Association shall serve as the representative to the President's Council of Alabama Student Government Associations.
- 200.2** The President of the Student Government Association serves as a voting member of the Auburn University Senate, according to the Faculty Handbook. The President of the Student Government Association may appoint, with approval of two-thirds (2/3) of the membership of the Student Senate, a full time representative to that position.
- 200.3** The President of the Student Government Association shall appoint, with approval of two-thirds (2/3) of the membership of the Student Senate, the members of the Executive Cabinet, who shall be responsible to the President of the Student Government Association for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association.
- 200.4** The President of the Student Government Association shall appoint, with approval of two-thirds (2/3) of the membership of the Student Senate, student representatives to University Committees and Boards when a student representative is requested.

#### **CHAPTER 201- Executive Cabinet Law**

- 201.1** To serve on Executive Cabinet, a student must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA during their tenure. A student must have been enrolled at least one semester at Auburn University prior to cabinet position interviews. A student must be enrolled in Auburn University with the exception of the summer term as defined in 202.1.1.
- 201.2** An Executive Cabinet member shall automatically forfeit their membership on the Executive Cabinet if they have more than three (3) unexcused absences from required events and/or meetings of the Executive Cabinet. Excused absences shall be approved by the Executive Chief of Staff.
- 201.2.1** The Executive Chief of Staff shall consider the principles laid out in the Auburn University Policy on Class Attendance.
- 201.3** In order to maintain an effective system of checks and balances, no person may simultaneously serve in two or more of the Legislative, Executive, and Judicial branches of the Student Government Association.

## **CHAPTER 202- Additional Executive Officers and Responsibilities**

- 202.1** The President, in collaboration with the Vice President and Treasurer of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, additional Executive Officers who may be removed from office at any time by the President of the Student Government Association.
- 202.1.1** In order to remain eligible to serve in their positions, all Executive Officers must either be enrolled in or be working for Auburn University during summer term, and conduct their regular office hours. The Judicial Branch will interpret exceptions to this rule.
- 202.1.2** The additional Executive Officers and their responsibilities shall be:
- 202.1.2.1** The Executive Vice President of Initiatives oversees all initiative projects and develops reports for SGA and the university;
- 202.1.2.2** The Executive Chief of Staff oversees the marketing and promotion of all SGA advocacy efforts, projects, and other events;
- 202.1.2.3** The Executive Vice President of Outreach oversees SGA campus relations, municipal relations, campus feedback, and the planning of outreach projects.

## **CHAPTER 203- Installation and Assumption of Office**

- 203.1** The SGA shall provide for the appropriate installation ceremonies for students who have been certified as duly elected to office.
- 203.2** At said ceremonies, the President of Auburn University, or a named representative, shall administer the following oath to the newly elected SGA President, Vice President, and Treasurer, Senators, and school officers: "I do solemnly promise to support the Constitution and the Laws of the Student Government Association of Auburn University and to perform the duties of my office to the best of my ability. So help me God."
- 203.3** In the event of a contested election, installation ceremonies shall continue for all other certified officers. The remaining officers may then be installed after the contesting process has been completed and after any other course of action by the Board of Election has been properly carried out. This alternate installation ceremony shall be held in a timely manner.

## **TITLE III**

### **Legislative Branch**

#### **CHAPTER 300- Organization of the Student Senate**

##### **300.1 Student Senate Officers**

###### **300.1.1 Senate President**

- 300.1.1.1** The Senate President shall be the Vice President of the Student Government Association
- 300.1.1.2** The Senate President shall call a meeting of the Student Senate if requested to do so by a petition of one half (1/2) of the members of the Student Senate holding office at the time the petition is presented to the Senate President.
- 300.1.1.3** The Senate President shall preside over all meetings of the Student Senate.

###### **300.1.2 President Pro Tempore**

- 300.1.2.1** The President Pro Tempore shall be elected by members of the student senate from within the membership of the Student Senate.
- 300.1.2.2** The President Pro Tempore shall assist the Senate President in their duties and preside over meetings in the absence of the Senate President.
- 300.1.2.3** The President Pro Tempore of the Student Senate shall, before each meeting, meet with the President of the Student Senate to determine what action has been taken by the President of the Student Government Association and the President of Auburn University on bills passed by the Student Senate. The President Pro Tempore of the Student Senate shall then report to the Student Senate action taken upon said bills.

###### **300.1.3 Executive Secretary of the Student Senate**

- 300.1.3.1** The Executive Secretary of the Student Senate shall be appointed by the Senate President approved by the majority of the Student Senate.
  - 300.1.3.1.1** This appointment shall not be from within the membership of the Student Senate.



**300.1.3.2** The Executive Secretary of the Student Senate shall be responsible for keeping an accurate record of the minutes of all Student Senate Meetings.

**300.1.3.3** The Executive Secretary of the Student Senate shall send the minutes of all Student Senate meetings to the members of the Senate, President of the Student Senate, President of the Student Government Association, and the SGA Webmaster. The SGA Webmaster shall post the minutes on the SGA website within forty-eight (48) hours of receiving the approved minutes.

**300.1.4** Chaplain(s)

**300.1.4.1** The Chaplain shall be appointed by the President of the Student Senate from within the membership of the Student Senate.

**300.1.5** Parliamentarian

**300.1.5.1** The Parliamentarian shall be appointed by the President of the Student Senate and approved by the majority of the Student Senate.

**300.1.5.1.1** This appointment shall not be from within the membership of the Student Senate.

**300.1.5.2** The Parliamentarian is responsible for assuring that senate proceedings follow parliamentary procedure and advising the Senate President and Executive Committee on issues related to parliamentary procedure.

**300.1.5.3** The Parliamentarian shall be expected to attend all Student Senate meetings and assist the Senate President and Executive Secretary with meeting preparations if the need arises.

**300.1.6** Technician

**300.1.6.1** The Senate Technician shall be appointed by the President of the Student Senate and approved by the majority of the Student Senate.

**300.1.6.1.1** This appointment shall not be from within the membership of the Student Senate.

**300.1.6.2** The Senate Technician shall be responsible for recording and submitting all voting procedures to the President Pro Tempore,

Senate President, and SGA Webmaster following each meeting, via a method chosen by the Senate President.

- 300.1.6.3** The Senate Technician shall be expected to attend all Student Senate meetings and assist the Senate President and Executive Secretary with meeting preparations if the need arises.

**300.2** There shall be a representation of the freshmen class selected to serve as Freshmen Senators.

- 300.2.1** Only members of the Auburn University freshmen class are to be selected as Freshmen Senators.

- 300.2.2** Freshmen Senators will be nonvoting members of the Student Senate.

- 300.2.3** Their term will run from the time of their appointment until the Senate term expires.

- 300.2.4** The method of selection is to be determined by the President of the Student Senate.

- 300.2.4.1** The number of Freshmen Senators is selected at the discretion of the President of the Student Senate.

- 300.2.4.2** Freshmen Senators shall be selected by the President of the Student Senate and representatives of the Executive Committee in the Fall upon arrival to Auburn University.

- 300.2.4.3** The President of the Student Senate shall appoint each Freshmen Senator to one of the standing committees of the Student Senate.

**300.3** Liaisons

- 300.3.1** Any recognized organization or constituency can request from the President of the Student Senate the creation of a liaison position.

- 300.3.1.1** The liaison position should demonstrate the need of a population that is underrepresented in the Student Senate.

- 300.3.2** Liaisons are subject to confirmation as defined in Chapter 307 of the Code of Laws.

- 300.3.2.1** The liaison candidate shall present approval from the organization or constituency they intend to represent.

- 300.3.2.2** The liaison candidate shall present to the Student Senate a list of qualifications and policy objectives at least one week prior to confirmation.
- 300.3.3** The liaison will be responsible to guidelines as defined in Chapter 301 of the Code of Laws.
- 300.3.3.1** The liaison shall serve a minimum of one (1) office hour weekly. This office hour is to be completed in the liaison's constituency. Additional hours may be required at the discretion of the Senate Executive Committee.
- 300.4** *Robert's Rules of Order* shall be the parliamentary authority for the conduct of the Student Senate except when in conflict with the Constitution and Code of Laws of the Student Government Association or rules of procedure of the Student Senate.

## **CHAPTER 301- Responsibilities of Membership of the Student Senate**

- 301.1** All members of the Student Government Association Student Senate must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA during their term of office. They must also achieve a ninety percent (90%) or better on a test covering the Code of Laws and Constitution of the Student Government which shall be administered by an SGA Advisor. If their cumulative grade point average should fall below a 2.5 or they should fail to obtain a ninety percent (90%) on the test, they shall automatically forfeit their membership of the Student Senate.
- 301.2** All senators must regularly attend Senate meetings and conduct office hours, as defined in Chapter 302.
- 301.3** All senators are required to serve on at least one (1) of the standing committees as defined in Chapter 303. The President of the Student Senate shall appoint each senator to one of the standing committees of the Student Senate. Senators may be appointed to serve on more than one committee if they request the opportunity to do so.
- 301.4** After spring elections, the outgoing Senators must meet with the newly elected Senators of that particular school or college, before the mid-semester class, to serve in an advisory position throughout the transition process. The President of the Senate and Pro Tempore will aid with this procedure.
- 301.5** The President of the Senate and the Pro Tempore along with the Executive Committee may determine any additional responsibilities of student senators at the beginning of each term.

- 301.6** In order to maintain an effective system of checks and balances, no person may simultaneously serve in two or more of the Legislative, Executive, and Judicial branches of the Student Government Association.

## **CHAPTER 302- Student Senate Absences**

### **302.1 Office Hours**

- 302.1.1** All Senators must serve a minimum of two (2) office hours weekly. One is to be completed in the senator's college, and the other is to be completed in the Student Involvement Suite. Additional hours may be required at the discretion of the Senate Executive Committee.

- 302.1.1.1.** The office hour completed in the senator's college needs to be conducted at a set time, day, and location every week. Exceptions will be made at the discretion of the Senate Executive Committee.

- 302.1.2** Office hours must be completed Monday through Friday between 7:45 a.m. and 4:45 p.m. or any other time that is approved by the Senate Executive Committee.

- 302.1.3** Excuses for office hour absences will be submitted to the Executive Committee before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.

- 302.1.4** Every unexcused absence will result in a one-third (1/3) Senate absence.

### **302.2 Committee Meetings**

- 302.2.1** All Senators are required to attend every meeting of the committee(s) to which they are appointed.

- 302.2.2** Excuses for committee absences will be submitted to the Committee Chair and the Executive Committee at least twelve (12) hours before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.

- 302.2.3** Every unexcused committee absence will result in a one-half (1/2) Senate absence.

### **302.3 Senate Meetings**

- 302.3.1** Excuses for absences will be submitted to the Senate Executive Committee at least twelve (12) hours before its weekly meeting. The

Senate Executive Committee will determine whether absences are excused or unexcused.

**302.3.2** If a Senator knows ahead of time that they will be absent, it is their responsibility to ask whether the absence will be excused, and to act accordingly.

**302.4** When determining absences, the Senate Executive Committee shall consider the principles laid out in the Auburn University Policy on Class Attendance.

**302.5** Senators will be allowed three (3) unexcused absences in any given term. Upon accumulating more than three (3) unexcused absences, they will be required to forfeit their membership in the Student Senate.

### **CHAPTER 303- Student Senate Standing Committees**

**303.1** Meetings of standing committees shall be chosen at the discretion of the chairperson of the committee or the President of the Student Senate.

**303.1.1** The presence of two-thirds (2/3) of the voting members of a standing committee shall constitute a quorum.

**303.2** All members of standing committees must be members of the Student Senate.

**303.3** Each standing committee has the right to consider any amendments to the Student Government Association Code of Laws that are relevant to the purpose of the committee and present all recommendations for changes to the Student Senate for action.

**303.3.1** Senators have the right to work on all types of legislation regardless of their committee or college but said work must be passed by the committee that most closely corresponds with the legislation, as well as the executive committee, before being presented to the Student Senate.

**303.3.2** Each standing committee has the right to claim a specific bill, resolution, or commendation under their jurisdiction, and request to table said legislation until it is voted on by their committee.

**303.4** Executive Committee

**303.4.1** The voting members of the Executive Committee shall be the chairpersons from each of the other standing committees.

**303.4.1.1** The President Pro Tempore of the Student Senate shall serve as the chairperson of the Executive Committee. The Chairperson shall only cast a vote to break a tie.

**303.4.2** The Executive Committee shall have the following duties:

**303.4.2.1** To approve an agenda for each regular Student Senate meeting;

**303.4.2.2** To review, after consultation with the Student President, the chairpersons and members of the other standing and temporary committees or boards with respect to the following:

**303.4.2.2.1** No senator may be appointed to serve as chairperson of two (2) or more committees;

**303.4.2.2.2** Each senator shall be appointed to serve on no less than one (1) standing committee;

**303.4.2.2.3** Committee appointments must be approved by a majority vote of the membership of the Student Senate.

**303.4.2.3** To recommend Student Senate rules of procedure in addition or exception to *Robert's Rules of Order*;

**303.4.2.4** To oversee absences as defined in Chapter 302;

**303.4.2.5** To work with the Student Government Association Vice President on their vision for the Student Senate and to optimize the efficiency of Student Senate business;

**303.4.2.6** Procedures established by the Executive Committee shall be subject to approval by a majority vote of members present at a meeting of the Student Senate;

**303.4.2.7** To resolve questions of jurisdiction if a conflict emerges between the other standing committees;

**303.4.2.8** The Executive Committee may not amend bills of law without the consent of the author(s).

### **303.5** Budget and Finance Committee

**303.5.1** The Chairperson of Budget and Finance must be available during the summer term while the remaining members are only recommended to be present during the summer term;

**303.5.2** The number of Budget and Finance Committee members shall be greater than or equal to the number of Student Activity Portfolios plus the Budget and Finance Chairperson;

**303.5.3** Each committee member, with the exception of the chairperson, shall represent a Student Activity Portfolio;

**303.5.3.1** The Chairperson of the Budget and Finance Committee shall only be a voting member of the Budget and Finance Committee to make or break a tie.

**303.5.4** The Budget and Finance Committee shall have the following duties:

**303.5.4.1** To make recommendations to the Student Senate regarding the allocation of the Student Activity Fees. These recommendations shall be made within three (3) weeks after the final requests for a portion of the Student Activity Fees are heard;

**303.5.4.2** To work with the Treasurer of the Student Government Association to review the status of Student Activity Fees;

**303.5.4.3** To become familiar with Auburn University and Student Government Association financial policies and procedures;

**303.5.4.4** To examine requests for funds from the Student Activity Fees Reserve Fund and to make recommendations, to the Student Senate;

**303.5.4.5** To examine and approve Student Activity Organization student stipends.

**303.5.4.5.1** Student stipends will be given to a Student Activity Organization in a lump sum. Individual stipends will be decided by the Stipend Review Board and distributed accordingly.

**303.5.4.6** To review all bills of law, resolutions, and commendations that pertain to finances or the budgeting process.

### **303.6** Code of Laws and Rules Committee

**303.6.1** The Code of Laws and Rules Committee shall have the following duties:

**303.6.1.1** To consider needs, interests, and recommendations submitted to the committee regarding the structure or syntax of the Student Government Association Code of Laws or Constitution;

**303.6.1.2** To submit bills of law recommendations to the Student Senate Standing Committees concerning proposed changes to the Code of Law in their respective fields;

- 303.6.1.3** To study bills of law and work with the Standing Committees to ensure consistency with the Constitution and Code of Laws of the Student Government Association;
- 303.6.1.4** To determine the apportionment of senators from the various colleges in accordance with Chapter 1004;
- 303.6.1.5** To review all bills of law written by any party, to ensure grammatical and structural correctness as well as to ensure that the proposed bill does not contradict any other sections of the Code of Laws;
- 303.6.1.6** To examine all bills of law that propose a new chapter or title to the Code of Laws or any amendment to the SGA Constitution;
- 303.6.1.7** To present bills of law to the senate floor that seek to create a more coherent syntax regardless of section and without consent from other standing committees, excluding the executive committee, so long as the meaning behind the section is not altered;
- 303.6.1.8** To review the campaign packet as defined in Chapter 1016 to ensure that it is compliant with the Code of Laws.

### **303.7 Academic Affairs Committee**

- 303.7.1** The Academic Affairs Committee shall have the following duties:
  - 303.7.1.1** To consider the needs, interests, and recommendations of students regarding Academic Projects or Initiatives, and all other Academic Affairs and work to create policies and conditions to meet those needs and interests;
  - 303.7.1.2** To keep Auburn student informed of those Academic Affairs policies and conditions;
  - 303.7.1.3** To hear and study the complaints of Academic Affairs issues presented by all students;
  - 303.7.1.4** To work with various campus organizations, initiatives, and departments to improve Academic Affairs;
  - 303.7.1.5** To review all bills of law, resolutions, and commendations that pertain to Academic Affairs.

### **303.8 Student Affairs Committee**



**303.8.1** The Student Affairs Committee shall have the following duties:

- 303.8.1.1** To consider the needs and interests of Auburn students regarding Facilities, Initiatives and Campus Safety, and all other Student Affairs and to take action by working to create policies and conditions to meet those needs and interests;
- 303.8.1.2** To keep Auburn students informed of those Student Affairs policies and conditions;
- 303.8.1.3** To hear and study the complaints of student affairs issues presented by all students represented on the campus of Auburn University;
- 303.8.1.4** To work with various campus organizations, initiatives, and departments to improve student affairs;
- 303.8.1.5** To review all bills of law, resolutions, and commendations that pertain to Student Affairs.

**303.9** Diversity, Equity, and Inclusion Committee

**303.9.1** The Diversity, Equity, and Inclusion Committee shall have the following duties:

- 303.9.1.1** To consider the needs and interests of Auburn students in regard to diversity, equity, and inclusion and take action by working to create policy and conditions to meet those needs and interests;
- 303.9.1.2** To keep Auburn student informed of those policies and conditions;
- 303.9.1.3** To hear and study the complaints of any, and all, groups and cultures represented on the campus of Auburn University;
- 303.9.1.4** To work with campus organizations that represent the many groups and cultures of Auburn University;
- 303.9.1.5** To ensure that all bills of law, resolutions, and commendations are fostering diversity, promoting inclusion, and ensuring equity for all Auburn students;
- 303.9.1.6** To work with the appropriate counterparts within the Student Government Association that represents the diverse student body of Auburn University;

**303.9.1.7** To create and present presentations on the Senate floor about diversity, equity, and inclusion and how it relates to the cultural climate of Auburn University;

**303.9.1.8** To break into subcommittees to target specific underserved populations within the student body of Auburn University.

## **CHAPTER 304- Student Senate Special Committees**

**304.1** A special committee shall be established by:

**304.1.1** The passing of a resolution outlining the intended scope and objectives of the committee outlining a need that transcends the standing committees.

**304.1.2** The discretion of the President of the Student Senate.

**304.2** The membership of a special committee shall be constituted of no more than one-third (1/3) of the voting membership of the Student Senate.

**304.2.1** Senators intending to serve on a special committee shall notify the President Pro Tempore of the Student Senate of their intent within a time specified by the President of the Student Senate.

**304.2.2.1** The membership of a special committee shall be constituted of senators in order of their petition to the President Pro Tempore of the Student Senate.

**304.2.2** Membership in a special committee shall be open to other student representatives that can provide expertise or perspective, at the discretion of the committee chairperson and subject to approval by the Senate Executive Committee.

**304.2.3** The voting members of a special committee shall be constituted of voting members of the Student Senate that hold membership in that committee.

**304.3** The chairperson of a special committee shall be the petitioning senator or a senator that indicates interest to the Senate Executive Committee.

**304.3.1** Meetings of a special committee shall be chosen at the discretion of the chairperson of the committee or the President of the Student Senate.

**304.3.1.1** Members of a special committee shall follow the committee absence policy in section 302.2 of the Code of Laws.

**304.3.1.2** The presence of two-thirds (2/3) of the voting members of a special committee shall constitute a quorum.

**304.4** A special committee shall have the right to refer legislation directly to the Senate Executive Committee.

**304.4.1** Members of a special committee shall work on legislation that is relevant to the purpose of the committee.

**304.5** A special committee shall be dissolved by majority vote of the members of the committee or by two-thirds (2/3) vote of the Student Senate.

## **CHAPTER 305- Coding System of Bills of Law, Resolutions, and Commendations**

**305.1** The Student Senate may propose three (3) types of legislation: Bills of Law, Resolutions, and Commendations. All legislation introduced into the Student Senate shall be numbered by the Executive Secretary of the Student Senate according to their sequence of presentation as assigned to the agenda by the Executive Committee.

**305.1.1** Bills of Law modify the Code of Laws, appropriate funds, approve appointments, and govern other enumerated powers of the Student Government Association and shall be labeled Proposed Student Senate Bill (PSSB) and numbered in sequence as defined in 304.2. Bills of Law will be passed upon receiving majority vote from the Student Senate.

**305.1.2** Resolutions serve as the unified student voice and majority opinion of the Student Senate as representatives of the student body. Upon passage, the resolution shall be presented to all relevant parties. Resolutions shall be labeled Proposed Student Senate Resolution (PSSR) and numbered in sequence as defined in 304.2. Resolutions will be passed upon receiving majority vote from the Student Senate.

**305.1.3** Commendations serve to acknowledge, congratulate, or recognize worthy merits on behalf of the Auburn University student body. All proposed commendations shall be labeled Proposed Student Senate Commendation (PSSC) and numbered in sequence as defined in 304.2. Commendations will be issued upon receiving two-thirds vote from the Student Senate and ratification by the Student Government Association President.

**305.2** All legislation begins with the last two digits of the year number. A hyphen and the numerical representation of the month and day are placed immediately after the year number and immediately before a hyphen and the sequence number of the bill. For example, the fourth item on the agenda for the Student Senate meeting on January 31, 1993 would be 93 0131 04.

- 305.3** All Bills of Law passed by the Student Senate shall be labeled Student Government Association Law (SGA Law) followed by the number assigned to it as defined in 304.2. All resolutions that are passed by the Student Senate shall be labeled Resolution (R) followed by the number assigned to it as defined in 304.2. All Commendations that are passed by the Student Senate shall be labeled Commendation (C) followed by the number assigned to it as defined in 304.2. All legislation passed by the Student Senate shall be attached to a statement containing the following information: numerical designation, Student Senate sponsor(s), date of passage, and the vote.
- 305.4** The President of the Student Senate and the Executive Secretary of the Student Senate shall keep two (2) electronic files of Student Government Association Bills of Law, Resolutions and Senatorial Commendations, both chronologically and categorically.
- 305.5** All Student Government Association Bills of Law shall be signed by the President of the Student Government Association and the President of Auburn University, or their representative, indicating their approval of the legislation.

#### **CHAPTER 306- Action by the President of the Student Government Association**

- 306.1** Upon receipt of a Bill of Law, the President of the Student Government Association shall have ten (10) business days to approve or veto.
- 306.2** The President of the Student Government Association shall submit with all vetoed bills their reasons in writing for such action.
- 306.3** Bills not acted upon by the President of the Student Government Association within ten (10) days shall be treated as approved.
- 306.4** Bills vetoed by the President of the Student Government Association can be overridden by a four-fifths (4/5) vote of the Student Senate.

#### **CHAPTER 307- Confirmations by the Student Senate**

- 307.1** The President of the Student Government Association shall have the authority to appoint members of Executive Cabinet with the two-thirds (2/3) approval of the Student Senate.
- 307.2** Confirmation proceedings shall adhere to the following procedures:
- 307.2.1** A list of a nominee's qualifications and objectives for their proposed position shall be made available for the Student Senate to view at least one week prior to confirmation.
  - 307.2.2** Nominees to Executive Cabinet may be considered by the Student Senate without the nominee's attendance.

- 307.2.2.1** The Student Senate may move to table the confirmation in order to require the nominee's attendance by a one-sixth (1/6) vote.

## **CHAPTER 308 – Impeachment**

- 308.1** Articles of Impeachment may be brought against any elected or appointed official of the Student Government Association.
- 308.2** The SGA Student Senate shall have exclusive jurisdiction over the presentation of articles of impeachment. All procedures must follow *Robert's Rules of Order*.
- 308.3** Impeachment by the SGA Student Senate must be brought on one (1) or more of the following grounds:
- 308.3.1** The illegal or improper performance of a legal act or duty.
  - 308.3.2** Misconduct or wrongful act. This includes any violations of the Auburn University Student Code of Conduct and laws as defined in the SGA Constitution or Code of Laws.
  - 308.3.3** Failure to perform an act(s) that is either an official duty or a legal requirement.
  - 308.3.4** Committing actions unbecoming of the holder of the office in question.
- 308.4** Articles of Impeachment must include specific charges against the accused.
- 308.5** The accused must be notified in writing by electronic mail at least twenty-four (24) hours before the official Senate meeting at which the articles of impeachment will be brought.
- 308.6** Articles of impeachment must be sponsored and co-sponsored by at least three (3) current, voting senators, and presented to the Student Senate during the official meeting.
- 308.6.1** Articles must be presented and read aloud by one (1) or more of the sponsoring senators.
  - 308.6.2** Approval of a five-sixths (5/6) majority of the Senate is required to pass articles of impeachment.
  - 308.6.3** If articles are passed, the case shall be sent to the Judicial Branch for trial proceedings as stated in Article VI, Section 4 of the SGA Constitution. All trial proceedings must follow *Robert's Rules of Order*.
  - 308.6.4** If articles are failed, the accused shall not be impeached under the same charges again.

**308.7** Conviction of the accused by the Judicial Branch shall result in immediate removal from office for the remainder of the term.

**308.7.1** The accused shall not be deemed ineligible for any subsequent terms of office in elected or appointed positions.

#### **CHAPTER 309- Student Proposed Referendum**

**309.1** Any enrolled student shall have the right to propose a referendum to the Student Senate. The referendum must be reviewed by the Vice President for Student Affairs and receive a four/fifths (4/5) vote of approval by the Student Senate in order for it to be added to the ballot.

**309.2** Eligible Referendums shall be proposed to the campus only during Fall and Spring elections.

## **TITLE IV**

### **Judicial Branch**

#### **CHAPTER 400 - Duties and Responsibilities of the Judicial Court**

**400.1** All Justices of the Student Judicial Court shall take office upon appointment and shall serve for a term of one (1) calendar year or until their successors are appointed. Justices may serve for a maximum of two (2) concurrent terms. Justices may not serve on any other branch of the Student Government Association or be involved in elections as a member of the Elections Board, elections directorate or a candidate campaign staff.

**400.2** The Student Judicial Court shall have the following duties and powers:

**400.2.1** To have sole jurisdiction in all cases involving the interpretation of the Constitution and Code of Laws of the Student Government Association and to have such interpretation published in the official college newspaper within one week after the rendering thereof;

**400.2.2** To have jurisdiction in all cases involving offense against the provisions of the Constitution or the Code of Laws of the Student Government Association;

**400.2.3** To render within one (1) week, upon written request, a written interpretation of any part of the Constitution or the Code of Laws of the Student Government Association;

**400.2.4** To address the Formal Complaints of chartered student organizations and Student Activity Portfolios seeking the appeal of decisions of the Student Government. Complaints may include the following:

**400.2.4.1** Student Activity Portfolios may appeal decisions of the Student Senate over Budget and Finance allocations and Carry Over Requests decisions;

**400.2.4.2** Any Auburn University student may file a complaint against approved legislation of the Student Senate, including articles of impeachment;

**400.2.4.3** To hear and judge decisions by a two-thirds (2/3) vote in all cases of impeachment;

**400.2.4.4** To have appellate jurisdiction in cases involving infraction of Election Laws;

**400.2.5** To determine, by majority vote, whether to hear the case presented in a Formal Complaint or deem the complaint unwarranted during a Preliminary Hearing of the Judicial Court;

**400.2.6** To hear and judge all cases in a Formal Hearing of the Court, excluding those deemed unwarranted in a Preliminary Hearing of the Court, and allow all concerned parties to be present during the Formal Hearing of their case;

**400.2.7** Inform involved parties of its decision within two (2) business days of the Formal Hearing whenever possible, except in cases involving elections, in which the decision must be communicated to all parties within twenty-four (24) hours;

**400.3** All decisions of the Student Judicial Court, except cases of impeachment which require a two-thirds (2/3) majority, shall be decided by a majority of the Justices.

#### **CHAPTER 401- Officers of the Student Judicial Court**

**401.1** All Officers of the Student Judicial Court must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA during their term of office. They must also achieve a ninety percent (90%) or better on a test covering the Code of Laws and Constitution of the Student Government Association, to be administered within the first month of holding office by a Student Government Association advisor. If their cumulative grade point average should fall below a 2.5 or they should fail to obtain ninety percent (90%) on the test, they shall be deemed absent.

**401.2** No officer of the Student Judicial Court may simultaneously serve in another branch of SGA, Elections board, Elections directorate, or any candidate's campaign staff.

**401.3** Chief Justice of the Judicial Court

**401.3.1** The Chief Justice shall be appointed by the President of the Student Government Association with the approval of two-thirds (2/3) of the membership of the Student Senate.

**401.3.2** The Chief Justice shall have the following duties:

**401.3.2.1** Call and preside over meetings and Hearings of the Judicial Court;

**401.3.2.2** Attend meetings, Preliminary Hearings, and Formal Hearings of the Judicial Court and cast a vote in all Preliminary and Formal Hearings;

**401.3.2.3** Uphold the responsibilities of the Court;

**401.3.2.4** Call a Preliminary Hearing of the Court to determine by majority vote whether a formal complaint should be addressed in a Formal Hearing;

**401.3.2.5** Verify all official Opinions of the Court with the



official SGA seal before archiving;

**401.3.2.6** Assign the task of writing the Court's Opinion to an Associate Justice or choose to complete the task independently.

**401.3.3** In the event that a Justice is unable to cast a vote, the Chief Justice shall appoint one (1) of the three (3) Alternate Justices who shall vote as a proxy for the Court;

**401.3.4** In the event the Chief Justice is unable to attend a meeting, Preliminary Hearing, and/or Formal Hearing of the Judicial Court on the day a case/hearing is brought to the Judicial Court, a Justice selected by the Chief Justice shall assume the role of Chief Justice and select an Alternate Justice to serve as an Associate Justice.

**401.3.5** The Chief Justice may ask questions of each party during Formal Hearings and must strive to ensure that all questions are relevant and appropriate. They maintain the right to render any questions asked by the Associate Justices during hearings inappropriate and inform party representatives of their right to choose not to respond.

#### **401.4 Associate Justices of the Judicial Court**

**401.4.1** Associate Justices shall be appointed by the President of the Student Government Association with the approval of two-thirds (2/3) of the membership of the Student Senate.

**401.4.2** Associate Justices shall have the following duties:

**401.4.2.1** Attend all meetings, Preliminary Hearings and Formal Hearings of the Judicial Court and cast a Preliminary and Formal Hearings;

**401.4.2.2** Uphold the responsibilities of the Court;

**401.4.2.3** Compose the Opinion of the Court if assigned the task by the Chief Justice;

**401.4.3** Associate Justices may ask questions of each party during Formal Hearings and must strive to ensure that all questions are relevant and appropriate;

**401.2.4** If a Justice so chooses, he or she may cooperate with other dissenting Justices to compose a Dissenting Opinion;

**401.5** Alternate Associate Justices

**401.5.1** The President of the Student Government Association shall appoint three Alternate Justices who shall vote as proxies in the case that a Justice is unable to cast a vote. Proxy shall be as defined in *Robert's Rules of Order*.

**401.6** One Auburn University faculty or staff member shall serve as an Advisor to the Student Judicial Court and shall be appointed by the Senior Vice President for Student Affairs.

**401.6.1** The Advisor shall attend all meetings of the Student Judicial Court and all Hearings conducted by the Court.

**401.7** Clerk of the Student Judicial Court

**401.7.1** The Clerk shall be elected from within the membership of the Student Judicial Court.

**401.7.2** The Clerk of the Student Judicial Court shall be responsible for keeping a permanent written record of Court proceedings and files that include any of the following that exist for a case: the formal complaint, decision, evidence, hearing minutes and/or any related documents. Such records are to be kept on file in the Student Government Association office and all minutes shall be published on the Student Government Association website.

**401.7.3** The Clerk shall notify the Justices, Attorney General, Advisor, and all interested parties at least two (2) days prior to each meeting and Hearing.

**401.7.4** The Clerk shall be responsible for presenting each member of the Judicial Court with the Formal Complaint of the grieving party, the Formal Response of the accused party and the Investigation of the Attorney General at the Preliminary Hearing of the Court. The Clerk shall receive seven (7) copies of the Formal Complaint from the grieving party and seven (7) copies of the Formal Response of the accused party prior to a Preliminary Hearing.

**401.8** Secretary of the Student Judicial Court

**401.8.1** The Secretary of the Student Judicial Court shall be appointed by the President of the Student Government Association with the approval of two-thirds (2/3) membership of the Student Senate. The Secretary shall serve for a term of one (1) calendar year or until their successor is appointed and may be removed from office at any time by the President of the Student Government Association.

**401.8.2** The Secretary shall attend all Preliminary and Formal Hearings of the court.

- 401.8.3** The Secretary shall be responsible for taking detailed minutes during the Preliminary and Formal Hearings. After each hearing, these minutes shall be sent to the Clerk, Justices, Attorney General, Advisor, affected parties, and the SGA Webmaster.

**401.9 Attorney General**

- 401.9.1** The Attorney General shall be appointed by the President of the Student Government Association with the approval of two-thirds (2/3) membership of the Student Senate. The Attorney General shall serve for a term of one (1) calendar year or until their successor is appointed and may be removed from office at any time by the President of the Student Government Association.

- 401.9.2** The Attorney General shall receive all formal complaints filed against the Student Government Association to be heard by the Student Judicial Court.

- 401.9.3** The Attorney General shall incur the following responsibilities:

- 401.9.3.1** Act as a liaison between the grieving parties, accused parties, SGA Executive Officers, and the Student Judicial Court

- 401.9.3.2** Address all Formal Complaints filed by a grieving party against the SGA by:

- 401.9.3.2.1** Reviewing the Formal Complaints of grieving parties and calling for any additional necessary items;

- 401.9.3.2.2** Informing accused parties of Formal Complaints filed against them in a timely manner;

- 401.9.3.2.3** Informing the SGA Executive Officers of Formal Complaints in a timely manner;

- 401.9.3.2.4** Informing the Judicial Court of Formal Complaints and the need to hold Preliminary Hearings

- 401.9.3.2.5** Informing all parties of the status of their case and of Hearing procedures

- 401.9.3.3** Gather all evidence from concerned parties;

- 401.9.3.4** Attend all Preliminary and Formal Hearings and answer questions regarding his or her completed

Investigation.

**CHAPTER 402- Grieving Parties**

- 402.1** Parties seeking to file a Formal Complaint against the Student Government Association shall submit their complaint along with all evidence and other pertinent information to the form provided on AUinvolve.
- 402.2** Grieving parties maintain the right to attend the Formal Hearing of their case if such parties provide notification of their intention to attend to the Clerk prior to the Hearing.

**CHAPTER 403- Accused Parties**

- 403.1** Parties against whom a complaint has been filed shall submit their Formal Response in writing along with all evidence to the Attorney General.
- 403.2** Accused parties shall be responsible for providing Judicial Court officials with all pertinent information.
- 403.3** Accused Parties shall deposit with the Clerk seven (7) copies of their Formal Response prior to the Preliminary Hearing of the case.
- 403.4** Accused parties maintain the right to attend the Formal Hearing of their case if such parties provide notification of their intention to attend to the Clerk prior to the Hearing.

## **TITLE V**

### **School Officers and Schools Council**

#### **CHAPTER 500- Organization of Schools Council**

**500.1** Each undergraduate and professional college/school, under the direction of the college/school dean, shall form a school council composed of a president, vice president, and senator(s) elected in general elections. Representatives and members of each school council may be chosen at the discretion of each school as defined in their respective constitutions.

**500.1.1** Each president and vice president will only be selected through elections in the spring elections. No methods other than those specified in the Code of Laws may be used to select college presidents and/or vice presidents.

**500.1.2** The Harrison College of Pharmacy's student council shall have two vice president positions, one reserved for a student who attends the Auburn University campus and one reserved for a student who attends the Mobile satellite campus. Each vice president shall fulfill the duties of their office per the Student Council constitution on their respective campus.

**500.2** Each School's Council shall be recognized as a branch of the college/school and the Student Government Association. The School's Council is not a registered Student Organization.

**500.3** The Graduate School, under the direction of its dean, shall also form a school council called the "Graduate Student Council" (GSC) according to the process outlined in the Graduate Student Council Constitution. The president and vice president of the GSC must attend the first Executive Schools Council meeting led by the Assistant Vice President of the Executive Student Council each semester. The Assistant Vice President of the Executive Student Council serves as a member ex-officio of the Graduate Student Council. The GSC is not a student organization.

**500.4** The constitution of the Graduate Student Council must be clearly displayed on its website. If the GSC amends its constitution, the amended constitution must be sent to the Assistant Vice President of the Executive Student Council for review. The Assistant Vice President of the Executive Student Council or any SGA Senator may choose to submit an amended constitution to the SGA Senate for review. In the event that a two-thirds (2/3) majority of the SGA Senate vote to reject the amended Constitution, the amendment must be repealed by the GSC in order to remain in good standing with the SGA.

#### **CHAPTER 501- Schools Council Duties**

**501.1** The president and vice president shall serve office hours as defined in each school council's constitution.

**501.1.1** The president and vice president of each school shall also serve one (1) office hour in the SGA Workspace each week, excluding the Graduate and Professional Schools.

**501.2** Each School's Council shall have the following duties:

**501.2.1** To act in an advisory capacity to the organizations of the college;

**501.2.2** To sponsor, encourage, and promote college wide activities;

**501.2.3** To serve as liaison between students and faculty within the college;

**501.2.4** To represent the college in dealings with the Student Government Association and other colleges;

**501.2.5** To hold, within their college, at least one (1) college council meeting per month; and

**501.2.6** To turn in minutes to Assistant Vice President of the Executive Student Council;

**501.2.7** To hold one (1) community service project approved by the Assistant Vice President of the Executive Student Council each semester;

**501.2.8** To hold one (1) college wide social event approved by the Assistant Vice President of the Executive Student Council each semester;

**501.2.9** To host a welcome activity approved by the Assistant Vice President of the Executive Student Council within the first three (3) weeks of each academic year;

**501.2.10** To turn in a project evaluation for each event mentioned in 500.4.7-500.4.9 to the Assistant Vice President of the Executive Student Council within one week of the event.

**501.2.11** To collaboratively construct an email to the Dean of their respective college within the first two (2) weeks of their term in the Spring semester, and within the first two (2) weeks of the Fall semester.

**501.2.11.1** The email must include the required components set forth by the Assistant Vice President of the Executive Student Council as well as intentions to have a formal meeting to discuss the content of these components.

- 501.2.12** To correspond with their college's respective Student Counseling & Psychological Services liaison in the promotion of constituents' mental well-being as guided by the Assistant Vice President of the Executive Student Council.
- 501.3** The school president, with the assistance of the vice president, shall coordinate the activities of the School's Council.
- 501.4** At the end of their term of office, the school president and vice-president shall be required to give a joint presentation of no more than five (5) minutes to the Student Senate summarizing their accomplishments. The Assistant Vice President of the Executive Student Council is responsible for coordinating the presentations with the SGA Vice President.
- 501.5** Each elected and appointed president and vice president shall attend all Executive Schools Council (ESC) meetings led by the Assistant Vice President of the Executive Student Council, to occur at least once a month. Upon the third (3<sup>rd</sup>) absence, the officer will appear before the Board of Review.
- 501.6** After spring elections, the outgoing college president and vice president must continue to attend the individual college council meetings, led by the newly elected president of that particular college, until the transition process is complete to serve in an advisory position. The Assistant Vice President of the Executive Student Council will aid with this procedure.
- 501.7** Schools Council presidents and vice presidents have a total of three (3) unexcused absences before they are to appear before the Board of Review (see Chapter 502). The Assistant Vice President of the Executive Student Council is responsible for deeming an absence excused or unexcused. Members who fail to perform their required duties will receive a different absence amount for each incomplete duty:
- 501.7.1** One-third (1/3) of an absence is given for each incomplete office hour;
- 501.7.2** One (1) absence is given for missing an Executive Schools Council meeting;
- 501.7.3** Failure to complete all other duties as defined in Chapter 501 will result in one-half (1/2) of an absence.
- 501.8** Each School's Council must maintain an accurate and most current record of their constitution and/or bylaws, to be submitted to the SGA Webmaster and displayed online. Each School's Council shall submit an updated constitution to the Student Senate each time their respective constitution has been amended or updated for approval by majority vote. Upon approval, the constitution must be clearly displayed on the Student Government Association's website.

**501.9** The School's Council president and vice president shall meet with the senator(s) of their respective college once before the midterm class and once after the midterm date before the final class during both the spring and fall semesters.

## **CHAPTER 502- Board of Review**

**502.1** Failure by the president or vice president to perform the duties discussed in Chapter 501 will result in the officer appearing before the Board of Review as per the discretion of the Assistant Vice President of the Executive Student Council. This board will be vested with the power to refer this officer to the Student Senate for removal from office. A majority vote from the Student Senate will be necessary to remove said officer. The Dean of the officer's respective college and the SGA President shall be notified if said officer is requested to appear before the Board of Review. The Board of Review shall be composed of:

**502.1.1** The SGA Advisor;

**502.1.2** The SGA Vice President;

**502.1.3** The President Pro Tempore;

**502.1.4** The Assistant Vice President of the Executive Student Council.



## **TITLE VI**

### **Auxiliary Groups**

#### **Chapter 600- Requirements**

**600.1** Auxiliary groups are organizations managed by Student Government Association officials but are not considered to be a formal branch of SGA.

**600.1.1** The opportunity to participate in auxiliary groups shall be open to all Auburn University Students.

**600.1.1.1** Students that hold positions in any branch of SGA are permitted to participate in auxiliary groups in the same manner as any other student.

**600.1.2** Auxiliary groups must comply with the SGA anti-discrimination policy as laid out in Chapter 1500.2.

#### **Chapter 601- Auburn University Mascot**

**601.1** The Auburn University mascot program shall be organized by one (1) or more officials within the SGA Cabinet, hereafter to be referred to as the Director(s) of Aubie.

**601.2** Mascots shall be selected in accordance with the following procedures:

**601.2.1** Tryouts for mascot shall be arranged by the Director(s) of Aubie.

**601.2.1.1** It shall be the duty of the Director(s) of Aubie to see that tryouts are given adequate advance publicity, which must include publication of dates and times of the clinic and tryouts through a variety of digital and print media, and that a complete list of mascot requirements, outlined by the Director(s) of Aubie and approved by an Aubie Advisor, is published, distributed, and enforced.

**601.2.1.2** Tryouts shall be held at such a time and arranged in such a manner that the final selections will be made by the end of the spring semester.

**601.2.1.3** All students that try out for mascot shall be given a copy of all mascot rules as laid out by the Aubie Committee.

**601.2.2** There shall be a Mascot Selection Committee composed of:

**601.2.2.1** The Senior Vice President for Student Affairs, or representative, who shall serve as the Chairperson;

- 601.2.2.2** The current Head Friend of Aubie;
- 601.2.2.3** In the event that the head Friend of Aubie is trying out, the Director(s) of Aubie shall and Aubie Advisor(s) choose one of the remaining outgoing Friends of Aubie or a former Head Friend of Aubie to replace the Head Friend of Aubie. If all Friends of Aubie are trying out, the Director(s) of Aubie and Aubie Advisor(s) shall choose a former Friend of Aubie still enrolled at Auburn or a former Head Friend of Aubie to serve on this committee.
- 601.2.2.4** A non-student representative from The Auburn University Alumni Association
- 601.2.2.5** A non-student representative from the Athletics Department;
- 601.2.2.6** The outgoing Head Cheerleader or Co-Head Cheerleader as approved by a majority vote of the cheerleaders for that purpose;
- 601.2.2.7** The outgoing SGA President, or representative;
- 601.2.2.8** A Former Friend of Aubie at least five (5) years removed and not currently enrolled at Auburn University;
- 601.2.2.9** A Former Director of Aubie at least five (5) years removed and not currently enrolled at Auburn University.
- 601.2.2.10** An Auburn University faculty/staff member or administrator that shall serve as an at-large judge.
- 601.2.2.11** An Aubie Advisor that shall serve as a non-voting member who will assist in the determination of the number of qualified candidates and provide additional context on why a candidate may or may not be a suitable option to serve as a Friend of Aubie.
- 601.2.3** It shall be the responsibility of the Mascot Selection Committee to select no more than five (5) qualified students to fill the position of Friend of Aubie at Auburn University. The Committee shall also name the Head Friend of Aubie from among the Friends of Aubie.
  - 601.2.3.1** The chosen mascots shall work together to fulfill all the responsibilities required of the mascot.
  - 601.2.3.2** If the committee feels that there are not five (5) participants capable of upholding the traditions of the character, they may instead select four (4) individuals to serve as mascot.

**601.2.3.3** The Mascot Selection Committee shall use the following criteria when selecting mascots:

**601.2.3.3.1** The students who served as mascots the previous year are eligible to serve as mascot the following year, with a maximum of two (2) years of service if selected as a sophomore or junior or three (3) years of service if selected as a freshman;

**601.2.3.3.2** The students chosen as mascots shall be required to be present on the Auburn University campus during the summer term immediately following selection unless they have received special approval; A first or eligible second year “Friend of Aubie”, who is planning to try out for a second or third year, and wishes to participate in an internship, study abroad, or other academic opportunity during the summer term must receive approval by the Aubie Program Advisor(s).

**601.2.4** Upon selection as mascot, a student must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA in order to stay as mascot. All mascots must be full time students for fall and spring semesters of the mascot year.

**601.2.5** In the event that one (1) of the Friends of Aubie cannot perform their duties, a replacement will be selected from the remaining finalists by a committee composed of the Director(s) of Aubie, and the Aubie Advisor(s) that served as a non-voting member during the selection process.

**601.2.5.1** This Committee may choose not to select a replacement if the remaining finalists are not of adequate quality.

**601.2.5.2** It shall be up to a two-thirds (2/3) vote by the four friends of Aubie, the Aubie Advisor, the Director(s) of Aubie, and the SGA Advisor to determine whether the Friend of Aubie in question can or cannot perform their duties.

**601.2.6** There shall be no more than eight (8) candidates selected for the interview from which the selection committee will choose no more than five (5) mascots.

**601.3** The development and maintenance of all additional mascot policies shall be the responsibility of the Aubie Committee.

**601.3.1** The Aubie Committee shall be composed of:

- 601.3.1.1** The Vice President for Student Affairs, or representative, shall serve as Chairperson;
- 601.3.1.2** The Current Friends of Aubie, who shall collectively have one vote;
- 601.3.1.3** The Advisor(s) of Aubie, who shall collectively have one vote.
- 601.3.1.4** A former Friend of Aubie;
- 601.3.1.5** The SGA President, or representative;
- 601.3.1.6** The Current Director(s) of Aubie, who shall collectively have one vote;
- 601.3.1.7** A representative from the Auburn University Athletics Department;
- 601.3.1.8** An alumni representative shall be a nonvoting member.

**601.3.2** All policies established by the Aubie Committee must be approved by a two-thirds (2/3) vote of the membership.

## **Chapter 602- Freshman Forum**

**602.1** Freshman Forum shall be organized by one (1) or more officials in the SGA Cabinet, hereafter to be referred to as the Director(s) of Freshman Forum.

**602.1.1** The Director(s) of Freshman Forum may be assisted in these duties by other cabinet officials, hereafter to be referred to as Assistant Directors of Freshman Forum.

**602.2** Freshman Forum is a group of freshmen that shall serve as the voice of the freshman class to SGA.

**602.2.1** Freshman Forum participants will gain applicable, hands-on experience through working with a mentor that is currently serving in SGA.

**602.2.2** The group seeks to build a community that challenges and encourages freshmen to become better leaders during their first year of college.

**602.3** Freshman Forum members shall be selected through an application and interview process at the discretion of the Director(s) and any Assistant Directors of Freshman Forum.

- 602.3.1** Participation in Freshman Forum shall be open to all freshman at Auburn University.

### **Chapter 603- Lobby Board**

- 603.1** Lobby Board shall be organized by one (1) or more officials in the SGA Cabinet, hereafter to be referred to as the Director(s) of Governmental Relations.
- 603.2** Lobby Board shall be a non-partisan group of Auburn University students and have the following goals:
- 603.2.1** Advocate for higher education and funding thereof;
  - 603.2.2** Ensure that the Auburn University student body is politically involved and informed and knows how to have an impact on all levels of government.
- 603.3** Members of Lobby Board shall be selected through a process managed by the Director(s) of Governmental Relations.
- 603.4** Members of Lobby Board shall have the following duties:
- 603.4.1** Establish and remain in constant contact with one (1) or more members of the Alabama State Legislature via email, phone conversation, and in person meetings;
    - 603.4.1.1** The specific member(s) of the Legislature that Lobby Board members are to work with shall be assigned to them by the Director(s) of Governmental Relations.
    - 603.4.1.2** Lobby Board members are expected to utilize a strong base of knowledge of higher education funding in communication with elected officials to advocate for equitable funding for the Auburn University system from the state legislature.
  - 603.4.2** Work to promote civic involvement and awareness on campus as defined by the Director(s) of Governmental Relations;
  - 603.4.3** Ensure that Auburn University students are fully aware of opportunities to fulfill their civic duties and have an impact at every level of government.

### **Chapter 604- Miss Auburn**

- 604.1** Miss Auburn Committee shall be organized by one (1) official in the SGA Cabinet, hereafter to be referred to as Chief of Staff to Miss Auburn Committee.

- 604.1.1** Chief of Staff to Miss Auburn Committee shall be selected by Miss Auburn and subject to confirmation by two-thirds (2/3) of the Student Senate following the approval of the SGA President.
- 604.2** Miss Auburn is a position elected by the student body and serves as the official hostess of Auburn University.
- 604.2.1** Miss Auburn represents Auburn University internally by executing her platform in effort to motivate and engage students, faculty, and staff.
- 604.2.2** Miss Auburn represents Auburn University externally by displaying its mission, values, and spirit to community, alumni, and prospective students.
- 604.2.3** Miss Auburn serves as an ex officio member of the War Eagle Girls and Plainsmen, the official hosts and hostesses of Auburn University.
- 604.3** Miss Auburn and Chief of Staff to Miss Auburn Committee shall work to select and appoint a committee comprised of a Vice President of Outreach, Vice President of Marketing, and other positions at the discretion of Miss Auburn.
- 604.4** Current members of Miss Auburn Committee shall not be eligible to run in or support candidates for Major Candidate Elections.

## **TITLE VII**

### **Additional Boards and Committees**

#### **CHAPTER 700- Boards and Committees**

- 700.1** The University Boards and Committees are appointed by and are advisory to the President of Auburn University.
- 700.2** The SGA President, in partnership with appropriate cabinet officials, will select students that most demonstrate the capacity and desire to serve their board or committee of interest. Selected students will then be recommended by the SGA President to the President of Auburn University for official appointment.
- 700.2.1** For a student to serve on a University Committee or Board, a student must maintain a minimum of 2.0 cumulative, unadjusted Auburn GPA, unless there is a higher-grade point requirement previously required by a specific board or committee. A student must also have been enrolled at least one semester at Auburn University prior to serving on a Committee or Board.
- 700.3** These committees may be under the purview of a member of the University's central administration who will be responsible for convening these committees at regular intervals and whenever the need for committee action arises.
- 700.4** Committee appointments will become effective at the beginning of the fall semester and will expire at the end of the summer term. The Office of the President will distribute a list of members of the University Boards Committees each fall.
- 700.5** Each standing committee will have a written statement of its operating procedures and submit an annual report of their activities to the President of Auburn University.

#### **CHAPTER 701- Student Ticketing Appeals Committee**

- 701.1** There shall be established a Student Ticketing Appeals Committee which shall have jurisdiction over the removal of Football Student Ticketing penalty points. Its purpose will be to ensure that penalty points are fairly distributed.
- 701.2** The makeup and selection process of committee members shall include:
- 701.2.1** The chairperson of the committee shall be the Student Government Association's Executive Vice President of Initiatives.
- 701.2.2** The vice chairperson, who shall preside in the absence of the chairperson, shall be an appropriate cabinet official selected by the committee chairperson.
- 701.2.3** A Student Government Association Advisor will serve as a voting member

of the committee.

**701.2.4** Three (3) undergraduate students, appointed by the chairperson, will serve as voting members of the committee. There will be two (2) undergraduate alternates appointed as well.

**701.2.5** One (1) graduate student, appointed by the President of the Graduate Student Council, shall serve as a voting member of this committee. There will be a graduate alternate appointed as well.

**701.2.6** A non-voting secretary shall be appointed by the chairperson and vice chairperson.

### **701.3 Duties of Committee Members**

**701.3.1** The chairperson of the committee shall have the following duties:

**701.3.1.1** To preside at each session of the committee;

**701.3.1.2** To call special sessions of the committee when deemed necessary;

**701.3.1.3** To vote to break a tie;

**701.3.1.4** To decide, with the vice chairperson, whether appeals require a formal hearing;

**701.3.1.5** To deem necessary how many nights per week will be made available for formal hearings.

**701.3.2** The vice chairperson of the committee shall have the following duties;

**701.3.2.1** To decide, with the chairperson, whether appeals require a formal hearing;

**701.3.2.2** To fulfill the role of the chairperson in their absence.

**701.3.3** The secretary shall have the following duties:

**701.3.3.1** To obtain all appeals on a weekly basis from the Football Student Ticketing Center;

**701.3.3.2** To notify all committee members of upcoming meetings;

**701.3.3.3** To notify all violators of their upcoming hearing;

**701.3.3.4** To maintain written records of all committee proceedings;



**701.3.4** The committee shall have the following duties;

**701.3.4.1** To review the evidence in each case requiring a formal hearing;

**701.3.4.2** To discuss and vote on each case requiring a formal hearing;

**701.4** Appeal Process

**701.4.1** Appeals must be submitted online through the Football Student Ticket Center within three (3) days of receiving the penalty point(s) and being notified by an automated email.

**701.4.2** Appeals will initially be reviewed by the chairperson, vice chairperson, and SGA advisor. This initial review committee will choose one (1) of three (3) actions:

**701.4.2.1** Approve the appeal and remove the penalty points

**701.4.2.2** Deny the appeal and uphold the penalty points

**701.4.2.3** Assign the appeal a formal hearing to be reviewed by the full committee.

**701.4.3** If deemed necessary, the full committee will conduct a formal hearing with the appealing student present. The committee will choose one (1) of two (2) actions after the formal hearing:

**701.4.3.1** Approve the appeal and remove the penalty points

**701.4.3.2** Deny the appeal and uphold the penalty points.

**CHAPTER 702- Student Discipline**

**702.1** Issues of student discipline shall be managed by Student Affairs as defined in the Auburn University Code of Student Conduct.

**702.2** The SGA President shall annually recommend student representatives to serve on the Student Discipline Committee. These representatives shall be:

**702.2.1** Twenty (20) undergraduate students of at least junior standing who shall be recommended by the President of the Student Government Association and approved by the Student Senate;

**702.2.2** Two (2) graduate students who shall be recommended by the Graduate Student Council;

## **TITLE VIII**

### **Student Organizations**

#### **CHAPTER 800- Organizations Board**

**800.1** The Organizations Board shall be permanent board within Student Involvement. The responsibilities of the Organizations Board will be as follows:

**800.1.1** To review and approve applications for provisional student organizations;

**800.1.2** To review and approve recommendations for an organization to be granted permanent status;

**800.1.3** To review and approve or deny applications from permanent student organizations for Organizations Fund allocations into funding guidelines approved by the Student Senate;

**800.1.4** To maintain a record of all organizations and allocations from the Organizations Fund in Student Involvement;

**800.1.5** To assist in any programs for student organizations.

**800.2** The Organizations Board shall consist of seven (7) student members.

**800.2.1** One (1) member shall be selected as the chairperson and shall be responsible for the administrative operations of the board.

**800.2.2** Five (5) members shall constitute a quorum.

**800.2.3** One (1) member shall be an elected secretary by the board.

**800.2.4** The chairperson shall be able to establish any other position within the Organization Board they deem necessary for it to operate efficiently.

**800.3** Members of the Organizations Board shall meet the following requirements:

**800.3.1** Be enrolled as a full-time student at Auburn University;

**800.3.2** Maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA;

**800.3.3** Any requirements stated by the Organizations Board Constitution;

**800.3.4** Any vacancies within the Organizations Board will be filled by an appointment made by the chairperson and approved by the Student Senate.

**800.3.5** If the chairperson is dismissed or resigns a replacement shall be elected from

the remaining members.

**800.4** Members of the Organizations Board shall be chosen by a selection committee, who shall review applications and conduct interviews to determine the most qualified members. The selection committee shall be composed of:

**800.4.1** A current or former chairperson of the Student Senate Budget and Finance Committee or proxy;

**800.4.2** The outgoing Organizations Board Chairperson or proxy;

**800.4.3** Two (2) at-large students appointed by the SGA Vice President;

**800.4.4** One (1) representative of the Senior Vice President for Student Affairs, designated by the Director of Student Involvement.

**800.5** Appointees to the Organizations Board must be approved by the Student Senate prior to conducting and Organizations Board business.

**800.6** Any member of the Organizations Board who serves in a leadership role of any requesting organization shall recuse themselves from voting on that request.

**800.7** Organizations Board meetings shall be held at least monthly during fall and spring semesters.

## **CHAPTER 801- Student Organizations**

**801.1** Organization Statuses

**801.1.1** Provisional – A new organization that has been approved by the Organizations Board. Provisional organizations will have a maximum of one (1) year to complete the requirements of the provisional process. Provisional organizations must be recommended by Student Involvement for permanent status.

**801.1.2** Permanent – An organization that has completed the provisional year and has been approved by the Organizations Board. Permanent organizations are eligible for funding from the Organizations Fund and have full rights, responsibilities, and privileges to Auburn University registered marks, according to Trademark and Licensing Policies (i.e., create T-shirts or products with Auburn marks or logos).

**801.1.3** Probationary – A provisional or permanent student organization that does not meet the requirements listed in 801.2 to remain a permanent student organization. This organization will temporarily lose all listed privileges.

**801.1.4** Inactive – An organization that the Organizations Board or the Student Senate

places on inactive status for one or more of the following reasons:

- 801.1.4.1** Been on probationary status for a period exceeding two (2) consecutive years;
- 801.1.4.2** Violation of University policies and regulations;
- 801.1.4.3** Failure to obtain Permanent status after completing one (1) year of provisional status;
- 801.1.4.4** If the organization president or advisor reports that the student organization is no longer functioning;
- 801.1.4.5** An organization put on inactive status is dissolved and has to start the process to become a student organization over.

**801.2** A provisional organization must meet the following requirements in order to apply for permanent status:

- 801.2.1** Attend New Organization Training;
- 801.2.2** Attend three (3) Involvement Ambassador Workshops;
- 801.2.3** Attend another organization's event;
- 801.2.4** Have a President, Vice President and Treasurer (if collecting dues);
- 801.2.5** Update the student organization's online registration by the deadline set forth by Student Involvement;
- 801.2.6** Submit Event Registration Forms for their events;
- 801.2.7** Submit a complete roster of all Auburn University members by the deadline set forth by Student Involvement;
- 801.2.8** Have at least ten (10) members in the organization;
- 801.2.9** Have an Auburn University faculty or staff member serving as Advisor of the student organization;
- 801.2.10** Any other requirements made known by Student Involvement.

**801.3** A permanent organization must meet the following requirements in order to remain a permanent organization:

- 801.3.1** Attend the annual President's meeting hosted by Student Involvement;

- 801.3.2** Update the student organization's online registration by the deadline set forth by Student Involvement;
  - 801.3.3** Submit Event Registration Forms for their events;
  - 801.3.4** Submit a complete roster of all Auburn University members by the deadline set forth by Student Involvement;
  - 801.3.5** Complete the online Student Leader Training;
  - 801.3.6** Have at least 10 members in their organization;
  - 801.3.7** Have an Auburn University faculty or staff member serving as Advisor of the student organization;
  - 801.3.8** Any other requirements made known by Student Involvement;
- 801.4** A provisional student organization shall be granted the following privileges:
- 801.4.1** The opportunity to obtain meeting or event space in campus facilities;
  - 801.4.2** The opportunity to publish announcements in University publications;
  - 801.4.3** The opportunity to purchase space in the Glomerata;
  - 801.4.4** The opportunity to receive a campus mailbox;
  - 801.4.5** The opportunity to have the organization listed in all Student Involvement publications and on the official online list of Auburn University Student Organizations.
- 801.5** A permanent student organization shall be granted the following privileges:
- 801.5.1** The opportunity to obtain meeting or event space in campus facilities;
  - 801.5.2** The opportunity to publish announcements in University publications;
  - 801.5.3** The opportunity to purchase space in the Glomerata;
  - 801.5.4** The opportunity to receive a campus mailbox;
  - 801.5.5** The opportunity to have the organization listed in all Student Involvement publications and on the official online list of Auburn University Student Organizations;

- 801.5.6** The opportunity to utilize the Auburn University name and logo according to Trademark and Licensing policies;
  - 801.5.7** The opportunity to apply for funds from the Organizations Fund;
  - 801.5.8** Other privileges outlined by Student Involvement.
- 801.6** The Student Senate may revoke a student organization's charter and place the student organization on inactive status or place the student organization on probationary status for a period not to exceed two (2) consecutive years. An organization may appeal the decision of the Student Senate to the Judicial Branch. This appeal must be made within thirty (30) days of the Student Senate's decision by the president or chairperson of the organization through the Senior Vice President for Student Affairs, who shall arrange for the hearing.
- 801.6.1** The Organization Board may bring a vote to Senate to revoke an organization's charter.
- 801.7** An organization may appeal any decisions of the Organizations Board to the Judicial Branch. This appeal must be made within thirty (30) days of the Organization Board's decision by the president or chairperson of the organization through the Senior the Vice President for Student Affairs, who shall arrange for the hearing.

## **CHAPTER 802- Chartering Procedure**

- 802.1** Any organization wishing to organize on the Auburn University campus must request and receive permission from the Organizations Board. One copy of the following information must be submitted to the Office of Student Involvement and approved by the Organizations Board before permission is granted:
- 802.1.1** The organization's constitution;
  - 802.1.2** The organization's bylaws;
  - 802.1.3** A list of at least ten (10) members;
  - 802.1.4** The organization must have at least two (2) officers, a President and a Vice President
    - 802.1.4.1** If the organization collects dues or income they must also have a Treasurer
  - 802.1.5** A Tax ID Number if the organizations intends to collect dues or income;
  - 802.1.6** An Advisor Agreement;

- 802.1.7** A Dues/Income Agreement;
  - 802.1.8** If the organization is a Sports Club, it must have recognition and approval from Campus Recreation;
  - 802.1.9** Any other documents specified by the Office of Student Involvement in the chartering packet.
- 802.2** The Organizations Board will set forth the chartering procedure for prospective or current organizations through Student Involvement's chartering packet.

## **TITLE IX**

### **Student Activity Organizations**

#### **CHAPTER 900- Roles of Student Activity Organizations**

##### **900.1 Student Activity Portfolio**

- 900.1.1** A Student Activity Portfolio is an administrative grouping of one (1) or more Student Activity Organizations with similar goals for the purpose of distributing funds and providing resources.

##### **900.2 Student Activity Organization**

- 900.2.1** Student Activity Organizations are organizations that provide signature high impact, visible, or otherwise notable involvement opportunities to the Auburn University student body.
- 900.2.2** A Student Activity Organization is part of a Student Activity Portfolio and eligible to receive funds directly from Student Activity Fees in accordance with SGA Finance Law.

##### **900.3 Student Financial Representative**

- 900.3.1** Student Financial Representatives shall be selected by each Organization in a Student Activity Portfolio.
- 900.3.2** Duties of a Student Financial Representative include:
- 900.3.2.1** Represent the organization at any Student Senate meeting;
  - 900.3.2.2** Present a budget for the organization during Student Senate Budget and Finance hearings;
  - 900.3.2.3** Student Financial Representatives may also have a financial manager to share the responsibilities of the student representative.

#### **CHAPTER 901- Privileges of Student Activity Organizations**

- 901.1** The opportunity to request funds from Student Activity Fees through a Student Activity Portfolio.
- 901.2** The opportunity to request a stipend for executive officers.
- 901.3** The opportunity to request a designated workspace within the Auburn University Student Center.



**901.4** Access to professional advisors within an appropriate university department.

**901.5** The opportunity to request resources made available by the Student Involvement Technology Bank.

**901.6** Any additional privileges granted by Student Involvement.

## **CHAPTER 902- Recognition of Student Activity Portfolios**

**902.1** Student Activity Portfolios may be created or removed by a two-thirds (2/3) vote of the Student Senate.

**902.1.1** A Student Activity Portfolio may only be removed if it contains no Student Activity Organizations.

**902.2** Should an existing Student Activity Organization request to change the portfolio it is a part of, the decision must be approved by the Student Financial Representative(s) of the portfolio it is requesting to join as well as a two-thirds (2/3) vote of the Student Senate.

## **CHAPTER 903- Recognition of Student Activity Organizations**

**903.1** For Student Activity Organization status to be granted an organization must, in the opinion of the Student Activity Organization Creation Board, meet the criteria laid out in 903.2 and subsequently receive approval from two-thirds (2/3) of the Student Senate.

**903.2** To become a Student Activity Organization, an organization must meet the following criteria:

**903.2.1** Be an active student organization with no conduct sanctions as defined by the Auburn University Policy on Student Organizations and the Code of Student Conduct for a minimum of two (2) years;

**903.2.1.1** This requirement may be waived by the Director of Student Involvement.

**903.2.2** Present financial records from at least the past two (2) years for the purpose of demonstrating that the organization has sound financial practices;

**903.2.2.2** Should the organization be less than two (2) years old this requirement may be satisfied by presenting all financial records of the organization since it was founded.

**903.2.3** Demonstrate that the group is aware of and has attempted to utilize existing financial resources available to student organizations.

- 903.2.4** Demonstrate that the organization is relevant and of interest to a broad range of students and capable of enhancing the student experience in one (1) or more ways;
- 903.2.5** Have a constitution that does not violate the SGA anti-discrimination policy laid out in Chapter 1500.2;
- 903.2.6** The opportunity to participate in the organization must be open to all Auburn University students;
- 903.2.7** Present a proposed budget for the upcoming fiscal year that accounts for any additional funding that may come with Student Activity Organization status;
- 903.2.8** Have a clear mission statement that is not already covered by an existing Student Activity Organization;
- 903.2.9** Present a strategic plan that shows where the organization would like to be in three (3) years and how it intends to get there;
- 903.2.10** Demonstrate a history of projects, initiatives, programs, or events that seek to reach all students;
- 903.2.11** Any additional criteria laid out in Chapter 908 by the specific Student Activity Portfolio the organization wishes to join.

- 903.2.11.1** Should an organization request the creation of a new portfolio, it must instead present how the organization does not fit into any existing portfolio.

**903.3** The Student Activity Organization Creation Board shall be made up of the following:

- 903.3.1** The Director of Student Involvement;
- 903.3.2** An additional representative from Student Involvement selected by the Director of Student Involvement;
- 903.3.3** The Student Financial Representative(s) from a portfolio the organization wishes to join shall collectively have one (1) vote. If the organization is requesting the creation of a new portfolio this position shall be filled by the Treasurer of the Student Government Association;
- 903.3.4** Three (3) Student Financial Representative(s) from one (1) or more portfolios that the organization is not applying to join shall collectively have one (1) vote;

- 903.3.5** The Chairperson of the Student Senate Budget and Finance Committee;
  - 903.3.6** The Chairperson of the Organizations Board;
  - 903.3.7** The President of the Student Government Association, or representative;
  - 903.3.8** The President of the Graduate Student Council, or representative.
- 903.4** Organizations seeking status as a Student Activity Organization must present a written request to the Director of Student Involvement detailing how it meets the necessary criteria.
- 903.4.1** Upon receipt of a formal request the Director of Student Involvement shall convene a meeting of the Student Activity Organization Creation Board within thirty (30) days where representatives of the applying organization may present their case to the board and answer any questions the board may have.
    - 903.4.1.1** If a student member of the Student Activity Organization Creation Board is also an officer of the organization that the board is considering for Student Activity Organization status, they must recuse themselves and a suitable replacement shall be selected by the Director of Student Involvement.
  - 903.4.2** Following the meeting the Student Activity Organization Creation Board shall have ten (10) days to make a recommendation based on the criteria and relay this recommendation to the applying organization.
    - 903.4.2.1** Should an applying organization be denied a recommendation the Board shall provide the applying organization with a written explanation containing the reason(s) for this decision.
    - 903.4.2.2** Should an applying organization be recommended for Student Activity Organization status the recommendation shall also be relayed to the Executive Committee of the Student Senate.

## **CHAPTER 904- Expectations of Student Activity Organizations**

- 904.1** The following standards are required for Student Activity Organizations to uphold in order to maintain their status as a Student Activity Organization:
- 904.1.1** Conduct attendance tracking at all events hosted by, or in partnership with, the Student Activity Organization and submit reports as required;
  - 904.1.2** Maintain an active roster on AUinvolve;

- 904.1.3** Complete and submit a budget to the Budget and Finance committee of the Auburn University Student Senate;
  - 904.1.4** Ensure all students serving in positions of leadership within the Student Activity Organization complete both Pre- and Post- Student Leader Assessments;
  - 904.1.5** Ensure all students serving in positions of leadership within the Student Activity Organization attend mandatory student leader trainings;
  - 904.1.6** Membership in Student Activity Organizations shall be open to all Auburn University students;
  - 904.1.7** No Student Activity Organization shall use Student Activity Fee funds to support partisan political activities, denominational religious activities, or activities that violate the SGA anti-discrimination policy found in Chapter 1500.2;
  - 904.1.8** No Student Activity Organization shall be permitted to require its members to participate in any campaign for SGA office or compel its members to vote in any election. Student Activity Organizations must remain neutral in SGA elections;
  - 904.1.9** Meet any other requirements instituted by Student Involvement that are congruent with the Code of Laws.
- 904.2** Failure to uphold the standards expected of a Student Activity Organization may be considered grounds for probation or removal.

## **CHAPTER 905- Probation and Removal of Student Activity Organizations**

- 905.1** A Student Activity Organization on Probation shall have all stipends, excluding those allocated for Advisors' or Graduate Advisors' salaries, and any operations expenses funded by Student Activity Fees immediately stopped. Any remaining funds from the Student Activity Fee will be returned to the Student Activity Fee Reserve Fund.
- 905.2** For a Student Activity Organization to be put on probation or removed, a party may submit a formal complaint to the Judicial Branch of the Student Government Association regarding infractions made by the Student Activity Organization in question.
  - 905.2.1** The Judicial Branch shall determine whether or not the complaint has merit and will have the authority to place the Student Activity Organization on Probation. The Judicial Branch may also recommend removal to the Student Senate.

- 905.2.2** If the Judicial Branch recommends removal, Student Activity Organization status may be revoked by a two-thirds (2/3) vote of the Student Senate.
- 905.2.3** A Student Activity Organization that has not received any Student Activity Fee funding for two consecutive years may be automatically brought before the Student Senate for a vote on removal regardless of Judicial Branch activity.
- 905.2.4** An Organization may be put on probation or recommended for removal by the Director of Student Conduct if the organization is found to be responsible for any violations of the student code of conduct.
- 905.2.5** If a Student Activity Organization is put on probation or removed from a Student Activity Portfolio, it can still be considered a registered organization.
- 905.1.1** Student Activity Organizations may be removed from probation through a two-thirds (2/3) vote of the Student Senate.
  - 905.1.1.1** If a probation was recommended due to a violation of the Auburn University Student Code of Conduct, removal from probation must also be approved by the Director of Student Conduct.

## **CHAPTER 906- Requirements for Eligibility and Maintenance of Membership in Student Activity Organizations**

- 906.1** In order to be considered eligible to apply for or maintain membership in a Student Activity Organization, all students must meet the following requirements:
  - 906.1.1** Be a full-time student of Auburn University;
    - 906.1.1.1** If a student is classified as a graduate student, they must be considered enrolled in accordance with their graduate program requirements.
    - 906.1.1.2** If a part-time student is enrolled in the graduation course, they will be considered eligible to apply for membership in a Student Activity Project and Student Activity portfolio.
  - 906.1.2** Graduate students must be considered in good academic standing as defined by the Graduate School;
  - 906.1.3** Undergraduate students must have a cumulative Auburn University ungapped GPA of at least 2.5;

**906.1.3.1** Should a student no longer meet the GPA requirement, the student will be required to complete the Student Engagement & Academic Success (SEAS) program through the Office of Academic Support (OAS), in order to preserve their status as a member. A student who is going through the SEAS program will be permitted to maintain their membership in their Student Activity Project or Student Activity Portfolio while they are participating in SEAS. Should a student participating in SEAS elect to not complete the SEAS program, the student will no longer be considered eligible for membership in any Student Activity Project or Student Activity Portfolio. A student will have officially completed the SEAS program once the SEAS plan is deemed fulfilled by the student's Academic Support Coach and Student Activity Organization's Advisor.

**906.1.4** Members of Student Activity Organizations must attend required student leader trainings hosted by the Office of Student Involvement;

**906.1.5** Any other requirements as outlined by the desired Student Activity Organization, Student Activity Portfolio, and the Office of Student Involvement that are in congruence with the Code of Laws.

## **CHAPTER 907- Stipend Review Board**

**907.1** All paid positions of Student Activity Organizations shall receive a stipend set by the Stipend Review Board and approved by the Student Senate for the months they are in office.

**907.2** The Stipend Review Board shall be composed of the following:

**907.2.1** The Chair of the Budget and Finance Committee of the Student Senate;

**907.2.2** The Treasurer of the Student Government Association;

**907.2.3** A Student Representative from Student Media;

**907.2.4** An Office of Student Involvement Assistant Director;

**907.2.5** A Student Media Advisor;

**907.2.6** The Director of the Office of Student Involvement whom will serve as an ex-officio, non-voting member;

- 907.2.7** A Department of Human Resources representative whom will serve as an ex-officio, non-voting member.
- 907.3** The Stipend Review Board shall have the duty to analyze the responsibilities of each submitted executive position of a Student Activity Portfolio and to make a recommendation to the Student Senate on proper compensation for the submitted positions.
- 907.3.1** The Stipend Review Board will utilize a grading rubric to determine the stipend tier a position falls into as compared to other Student Activity Portfolio positions.
- 907.4** The Student Government Association President or two-thirds (2/3) of the Student Senate may call the Stipend Review Board to conduct a full review to evaluate all current stipends if deemed necessary. A written request must be presented by either party to the Student Government Association Treasurer to initiate a full review of student stipends. Individual position submissions do not require this process.
- 907.5** Individual positions may be submitted and reviewed twice per calendar year. Any Student Activity Portfolio wishing to add, revise, or remove a position may submit a request to the Stipend Review Board on AU Involve at any time.
- 907.5.1** For requests for a new or revised stipend, the Stipend Review Board will operate according to two (2) submission deadlines, June 1<sup>st</sup> and November 1<sup>st</sup>, each calendar year.
- 907.5.1.1** Any stipends determined necessary from submissions received by June 1<sup>st</sup> will be implemented at the beginning of the next fiscal year on October 1<sup>st</sup>.
- 907.5.1.2** Any stipends determined necessary from submissions received by November 1<sup>st</sup> will be implemented when the position transitions leadership to a new student.
- 907.5.2** Student Activity Portfolios wishing to remove a stipend must submit a form on AU Involve declaring their desire to end that stipend. The Stipend Review Board must affirm the removal and will notify the Chair of the Student Senate Budget and Finance Committee once removed. Unspent, budgeted stipend dollars for that particular stipend will immediately be transferred from the Student Activity Portfolio's

budget to a stipend reserve fund to be used for all Student Activity Portfolios.

**907.6** The Stipend Review Board shall have no oversight or administrative responsibilities until called upon to evaluate student stipends.

**907.7** All student stipends shall be paid only to students fulfilling the duties of their position while working on campus at Auburn University.

## **CHAPTER 908- Current Student Activity Portfolios and Student Activity Organizations**

### **908.1 Governance**

**908.1.1** The Governance Portfolio shall include organizations that work to unify the student body and represent a group of students to university administration as well as other students.

**908.1.2** In order to join the Governance Portfolio an organization must:

**908.1.2.1** Demonstrate that it represents and advocates for a population of students;

**908.1.2.2** Work to educate the student body on topics related to the population it represents;

**908.1.2.3** Provide support for the population it represents;

**908.1.2.4** Demonstrate that it has working relationships with other student organizations that have similar goals if such organizations exist;

**908.1.3** Organizations included in the Governance Portfolio shall be:

**908.1.3.1** Student Government Association (SGA)

**908.1.3.2** Black Student Union (BSU)

**908.1.3.3** International Student Organization (ISO)

### **908.2 Leadership**

**908.2.1** The Leadership Portfolio shall include organizations that are primarily focused on the development of leadership skills for students.

**908.2.2** In order to join the Leadership Portfolio an organization must:



**908.2.2.1** Provide services to the campus with the primary goal of fostering student leadership.

**908.2.3** Organizations included in the Leadership Portfolio shall be:

**908.2.3.1** EMERGE at Auburn University

### **908.3 Media**

**908.3.1** The Media Portfolio shall include organizations that are primarily focused on the creation, production, or distribution of media in any form for the student body.

**908.3.2** In order to join the Media Portfolio an organization must:

**908.3.2.1** Receive approval from the Board of Communications.

**908.3.3** Organizations included in the Media Portfolio shall be:

**908.3.3.1** The Auburn Circle

**908.3.3.2** Eagle Eye TV

**908.3.3.3** Glomerata

**908.3.3.4** WEGL 91.1

### **908.4 Programming**

**908.4.1** The Programming Portfolio shall include organizations that primarily work to hold events and programs for the student body.

**908.4.2** In order to join the Programming Portfolio an organization must:

**908.4.2.1** Have at least ten percent (10%) of all Auburn University students interact with the organization over the course of the past year.

**908.4.3** Organizations included in the Programming Portfolio shall be:

**908.4.3.1** University Program Council (UPC)

### **908.5 Service**

**908.5.1** The Service Portfolio shall include organizations that are primarily focused on offering service and involvement opportunities for students, serving the community, and/or engaging in philanthropy.

**908.5.2** In order to join the Service Portfolio an organization must:

**908.5.2.1** Offer a broad variety of opportunities for service or philanthropy.

**908.5.3** Organizations included in the Service Portfolio shall be:

**908.5.3.1** Beat Bama Food Drive (BBFD)

**908.5.3.2** IMPACT (Individuals Moving People And Communities Together)

**908.5.3.3** Auburn University Dance Marathon (AUDM)

## **908.6 Student Organizations**

**908.6.1** The Student Organizations Portfolio shall include organizations that work closely with Student Involvement and provide resources to existing and potential student organizations in order to increase student involvement opportunities.

**908.6.2** In order to join the Student Organizations Portfolio an organization must:

**908.6.2.1** Exist with the primary goal of serving student organizations as a whole;

**908.6.2.2** Provide involvement-based resources to student organizations;

**908.6.2.3** Receive approval from the Director of Student Involvement.

**908.6.3** Organizations included in the Organizations Portfolio shall be:

**908.6.3.1** Involvement Ambassadors

**908.6.3.2** Organizations Board

## **TITLE X Election Law**

### **CHAPTER 1000- Purpose**

**1000.1** The Purpose of Elections is to provide a fair and open process by which the students of Auburn University may choose their representatives to the Student Government Association. Title X of the SGA Code of Laws governs the elections process and is intended to provide a quality educational experience for all involved.

**1000.2** Election law is intended to promote this purpose by regulating candidates, campaign workers, elections officials and voters by guidelines that protect all parties from a viewpoint-neutral perspective. Election law seeks to avoid creating an excessively competitive and contentious environment, which might threaten the academic and social welfare of Auburn students.

### **CHAPTER 1001- Governance of Elections**

**1001.1** The Executive Director of Elections shall preside over the Director of Elections and the chairman of Elections Board, as defined in 1002.1.

**1001.2** The Director(s) of Elections shall govern all administrative functions of the Elections Process, as defined in 1002.2.

**1001.3** The Elections Board shall preside over the Elections process and govern all judicial functions thereof, as defined in 1002.7.

### **CHAPTER 1002 – Elections Officials**

**1002.1** The Executive Director of Elections shall have the following duties:

**1002.1.1** To work with the Director of Elections;

**1002.1.2** To coordinate the selection of the Elections Board;

**1002.1.3** To coordinate along with the Elections Advisor the training of the Elections Board;

**1002.1.4** To present to the Student Senate for approval:

**1002.1.4.1** Schedule of Elections, which includes the dates for  
Declarations of Intent, Formal Campaigning, and Voting Day.

**1002.1.5** To present to the Elections Board for approval:

- 1002.1.5.1** Campaign Packet, which includes all necessary forms and supplemental material that may assist students conducting a campaign.
  - 1002.1.6** To maintain, as a permanent public record, the final results of all elections;
  - 1002.1.7** To be the presiding officer in the event of a hearing for the contesting of the elections;
  - 1002.1.8** To serve as the point of contact for the Elections Board to the candidates.
- 1002.2** The Director of Elections shall meet the following criteria and have the following duties:
- 1002.2.1** The Director of Elections shall be a junior or senior during the spring semester of their term, being defined as one (1) full year after being appointed;
  - 1002.2.2** To be responsible for the enforcement and regulation of the Election Law;
  - 1002.2.3** To provide all necessary information on election procedures to each candidate at the time of declaration;
  - 1002.2.4** To coordinate all election publicity;
  - 1002.2.5** To organize or delegate the organization of all authorized voting station/poll workers;
  - 1002.2.6** To provide for the training of all voting station/poll workers in their duties and responsibilities in the operation of the polling and/or voting stations prior to each election;
  - 1002.2.7** To coordinate the selection of the qualification boards for Miss Homecoming and Miss Auburn interviews;
  - 1002.2.8** To serve as the liaison to Omicron Delta Kappa for Homecoming Elections and Festivities;
  - 1002.2.9** To oversee all election activities;
  - 1002.2.10** To organize all necessary meetings, debates, campaign manager and candidate meetings;
  - 1002.2.11** To determine if prospective candidates meet all qualification requirements;

- 1002.2.12** To recognize political parties in accordance with the provisions of Chapter 1006;
  - 1002.2.13** To administer a test to all candidates and campaign managers for SGA office covering their knowledge of and application of the SGA Constitution and Code of Laws;
  - 1002.2.14** To arrange for all necessary polling and/or voting stations, and other items necessary for the proper, efficient and legal execution of elections;
  - 1002.2.15** To oversee the rights of candidates as defined in Chapter 1006.
  - 1002.2.16** To maintain an accurate record of the policies and actions of the Elections Process for future reference;
  - 1002.2.17** To govern and oversee the Elections Council.
  - 1002.2.18** To ensure that all candidate's platforms and Budget Record Forms are posted to the SGA website in a timely fashion.
- 1002.3** There shall be an Elections Council to help with the coordination and organization of elections.
- 1002.4** A selection committee shall choose the members of the Elections Council by reviewing applications and conducting interviews to determine the most qualified applicants. The selection committee shall be composed of the following:
- 1002.4.1** The current Executive Director of Elections;
  - 1002.4.2** The current President Pro Tempore of the Student Senate, or a member of the Student Senate appointed by the President Pro Tempore;
  - 1002.4.3** The SGA President, or a current student appointed by the SGA President;
  - 1002.4.4** One (1) adviser or one (1) graduate adviser of the Student Government Association.
- 1002.5** The Elections Council shall meet the following criteria:
- 1002.5.1** Members of Elections Council must be a sophomore, junior, or senior during their term, and must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA.
  - 1002.5.2** Members will be ineligible to run for positions during their term.
- 1002.6** The Elections Council shall have the following duties:

- 1002.6.1** Aid in the provision of all necessary information on elections procedures to each candidate at the time of declaration;
- 1002.6.2** Aid in determining if prospective candidates meet all qualification requirements;
- 1002.6.3** Aid in the administration of a test to all candidates and campaign managers for SGA office covering their knowledge of an application of the SGA Constitution and Code of Laws;
- 1002.6.4** Aid the Director of Elections in all voting procedures including arranging all polling and/or voting stations and all necessary items for the proper, efficient and legal execution of elections;
- 1002.6.5** Aid in coordination of all election publicity;
- 1002.7** There shall be a permanent board in the Executive Branch of the Student Government Association known as the Elections Board, which shall be comprised of:
  - 1002.7.1** The President of the Student Government Association;
  - 1002.7.2** The Executive Director of Elections, a member of the Student Government Association Executive Cabinet;
  - 1002.7.3** Five (5) members of the student body at large chosen by the selection committee as defined below in 1002.4; One at-large member shall be selected to serve as Elections Board Chairman and must be a senior during the spring semester of their term.
  - 1002.7.4** Two (2) members shall serve as alternates, one as the first alternate and the other as the second alternate, and shall be installed in the absence of a regular member; they shall be under the same guidelines as other at large members, as defined in 702.10;
  - 1002.7.5** The Elections Advisor who serves as a non-voting member.
- 1002.8** Members of the Elections Board shall be chosen by a selection committee, who shall review applications and conduct interviews to determine the most qualified members. Members of the selection committee shall be excluded from being candidates in the upcoming election for both Minor and Major candidate elections. The selection committee shall be composed of:
  - 1002.8.1** The current Executive Director of Elections;
  - 1002.8.2** One (1) at-large senior student representative, appointed by the Executive Director of Elections;

- 1002.8.3** The Elections Board Advisor;
- 1002.8.4** One (1) representative of the Senior Vice President for Student Affairs, designated by the Senior Vice President for Student Affairs.
- 1002.9** Members of the Elections Board shall meet the following criteria:
- 1002.9.1** At least three (3) of the student at-large members, including the alternate members, must be of at least senior standing during spring elections of their term; term is defined as one full year after being appointed;
- 1002.9.2** No member may be a member of Student Government Association Student Senate, Student Government Association Executive Cabinet, or a Student Government Association Executive Officer, other than the Executive Director of Elections and Student Government Association President;
- 1002.9.3** All members of the Elections Board must remain in good academic standing, as defined by Auburn University policy;
- 1002.9.4** If the appropriate number of applicants for the members at-large of the student body cannot be obtained, the selection committee, by a unanimous vote of its members, reserves the right to suspend 1002.9.1 and re-open the application process for the sole purpose of obtaining the necessary qualified students.
- 1002.10** The Elections Board shall have the following duties:
- 1002.10.1** To ensure all elections are run fairly and in accordance with all rules and regulations set forth by the SGA Constitution and Code of Laws;
- 1002.10.2** To hear and rule on all reported violations of the SGA Constitution and Code of Laws;
- 1002.10.3** To hear and rule on any contesting of the election results;
- 1002.10.4** To disbar any member, by a majority vote of the remaining member, who shows public bias to any candidate. If any Elections Board member is unable to fulfill their duties or is disbarred, the first (1<sup>st</sup>) alternate to the Elections Board shall be installed. If the first (1<sup>st</sup>) alternate is unable to fulfill their duties or is disbarred, the second (2<sup>nd</sup>) alternate to the Elections Board shall be installed. If two (2) or more members are unable to fulfill their duties, then the alternate and representative(s) elected by the Student Senate shall be installed.

- 1002.11** Members of the Elections Board shall abide by the Code of Ethics for Elections Board.
- 1002.12** The presence of five (5) members shall constitute a quorum. Any motion of the Elections Board shall require a majority vote of those present to pass.
- 1002.13** A member of the Elections Board shall forfeit their membership on the Elections Board if they have more than two (2) unexcused absences from meetings of the Elections Board. The Chair of the Elections Board shall approve excused absences.
- 1002.14** Any person who has served on the Elections Board will not be eligible for candidacy in any election over which the Elections Board presides for one (1) full year after being appointed to the Elections Board.

### **CHAPTER 1003- Elected Positions and Titles**

- 1003.1** SGA President, SGA Vice President, SGA Treasurer, Miss Homecoming, and Miss Auburn are considered Major Candidates and shall be elected as provided for in the Student Government Association Constitution.
- 1003.2** The Student Senate shall be apportioned as follows:
- 1003.2.1** The apportionment of senators from the various colleges shall be determined by the Code of Laws Committee of the Student Senate and approved by two-thirds (2/3) membership of the Student Senate. The apportionment shall be determined no later than two (2) weeks prior to the first (1<sup>st</sup>) day candidates can declare their candidacy.
- 1003.2.2** The number of senators representing each college, as referred to in Article IV Section 2 of the SGA Constitution, shall be proportional to that college's enrollment, including all student classifications, during the previous fall semester on Auburn University's campus, except the Graduate School which shall have one (1) student representative elected at large by the Graduate School during Spring SGA Elections.
- 1003.3** The school officers, president and vice president, are considered Minor Candidates and shall be elected as provided for in the Student Government Association Constitution. See Title V of the Code of Laws regarding schools officers and Schools Council.
- 1003.4** All vacancies left after general Spring Elections shall be filled by appointment by the SGA President as provided in the SGA Constitution. The SGA President shall contact the Dean(s) of the respective college(s) with vacancies within one (1) week of the certification of spring elections. The SGA President shall provide one (1) week for the Deans to recommend students to fill these vacancies. At the



conclusion of this week the SGA President shall consider the recommendations of the Deans and appoint students to fill the vacancies.

## **CHAPTER 1004- Declaration of Candidacy and Qualification**

- 1004.1** A prospective Candidate for any position must submit a Declaration of Intent form on AUinvolve. Proof of good standing in accordance with Election Law must be provided. Candidates must agree to abide by all applicable Auburn University policies and campus regulations and the SGA Constitution and Code of Laws.
- 1004.1.1** A Candidate may change the position sought at any time before the closure of registration by submitting another Declaration of Intent form on AUinvolve. At the end of registration, the Candidate's most recent submission will be finalized.
- 1004.2** Candidates assume all risks associated with the campaign.
- 1004.3** No student may run for more than one office in any given election.
- 1004.4** All prospective Candidates must maintain a minimum of 2.5 cumulative, unadjusted Auburn GPA at the time of qualification and throughout the candidate's term of office.
- 1004.5** All prospective Candidates must be enrolled full-time at Auburn University at the time of qualification, term of elections, and their term of office.
- 1004.5.1** If a student is classified as a graduate student, they must be considered enrolled in accordance with their graduate program requirements.
- 1004.5.2** Students participating in a Cooperative Education Program or required internships during the time of qualification may apply as candidates but must be enrolled full-time during their term of election and service.
- 1004.6** All prospective Minor Candidates are not required to be enrolled in the college they wish to represent at the time of qualification but must be enrolled during their term of elections and service.
- 1004.7** All prospective Minor Candidates who are enrolled in graduate school, registered simultaneously in multiple academic programs, or participating in any other interdisciplinary academic program may choose to represent any of the colleges in which they are currently enrolled.
- 1004.8** Miss Auburn Qualifications
- 1004.8.1** Only undergraduate female students, including undergraduates enrolled in

the Veterinary Medicine, Pharmacy and Nursing colleges, who are currently in at least their third academic year, having completed sixty (60) hours of course work, with at least two semesters and twenty-four (24) of those hours being completed at Auburn University.

- 1004.8.2** All Candidates must be nominated to run for Miss Auburn. Each university-operated residence hall and any student organization as recognized by Auburn University Student Organization Policy may nominate one (1) prospective Candidate for Miss Auburn. Nomination forms are to be turned in on AUinvolve.

#### **1004.9 Miss Homecoming Qualifications**

- 1004.9.1** Only undergraduate female students, including undergraduates enrolled in the Veterinary Medicine, Pharmacy and Nursing colleges, who are currently in at least their fourth (4<sup>th</sup>) academic year, having completed ninety (90) hours of course work, with at least four semesters and forty-eight (48) of those hours being completed at Auburn University.

- 1004.9.2** All Candidates must be nominated to run for Miss Homecoming. Each university-operated residence hall and any student organization as recognized by Auburn University Student Organization Policy may nominate one (1) prospective Candidate for Miss Homecoming. Nomination forms are to be turned in on AUinvolve.

- 1004.10** No student may hold the office of Miss Auburn and Miss Homecoming in the same academic year. Miss Homecoming shall not be considered a SGA or college officer.

- 1004.11** Any prospective Candidate not completing or meeting the qualification standards by all deadlines set forth by the Elections Board shall not qualify.

#### **CHAPTER 1005- Candidate Interviews and Orientation**

- 1005.1** If more than five (5) prospective candidates qualify for a major office, an interview process shall determine the top five most qualified candidates to run in the Election. Miss Auburn and Miss Homecoming interviews shall be conducted before the date for Declaration of Intent. All other major candidate interviews shall be conducted within seven (7) days after the date for declaration of intent.

- 1005.2** If more than twenty (20) prospective candidates qualify for a major office, a Preliminary Round of interviews will determine the top twenty (20) candidates based on the highest overall score. If a tie exists, all candidates receiving the twentieth (20<sup>th</sup>) lowest score shall qualify for the Final Round.

- 1005.3** The Final Round of interviews shall determine the top five (5) candidates based on the highest overall score. If a tie exists, scores from the Preliminary Round shall be used to break the tie. If no Preliminary Round was conducted or if a tie still exists, a majority vote of the Final Qualification Panel shall determine the top five (5) candidates.
- 1005.4** The SGA and Miss Homecoming Preliminary Qualification Panels shall be composed of five (5) members:
- 1005.4.1** The current Elections Advisor;
  - 1005.4.2** The current SGA Executive Director of Elections;
  - 1005.4.3** Three (3) students selected by the Executive Director of Elections as approved by the Senior Vice President for Student Affairs.
    - 1005.4.3.1** These students shall not support a candidate in any race in which they were a member of the Preliminary Qualification Panel during that election cycle.
- 1005.5** The SGA and Miss Homecoming Final Qualification Panels shall be composed of five (5) members:
- 1005.5.1** The current SGA President;
  - 1005.5.2** A representative of the Senior Vice President for Student Affairs;
  - 1005.5.3** Three (3) Auburn University faculty or staff members selected by the Executive Director of Elections.
- 1005.6** The Preliminary Miss Auburn Qualification Panel shall be composed of five (5) members:
- 1005.6.1** The current Elections advisor;
  - 1005.6.2** The current SGA Executive Director of Elections;
  - 1005.6.3** Miss Auburn's Chief of Staff or their designee;
  - 1005.6.4** Two (2) students selected by the Executive Director of Elections as approved by the Senior Vice President for Student Affairs.
  - 1005.6.5** These students shall not support a candidate for Miss Auburn during that election cycle.

**1005.7** The Final Miss Auburn Qualification Panel shall be composed of five (5) members:

**1005.7.1** The current Miss Auburn;

**1005.7.2** The current SGA President;

**1005.7.3** A representative of the Senior Vice President for Student Affairs;

**1005.7.4** Two (2) Auburn University faculty or staff members selected by the Executive Director of Elections.

**1005.8** Candidates' Orientation

**1005.8.1** The Candidates' Orientation shall review and present to Candidates all rules and regulations, which govern the Election Process. Position expectations and requirements shall be reviewed in addition to the administration of the Election Law test.

**1005.9** Candidates' Election Law Test

**1005.9.1** All prospective Candidates and all Campaign Managers shall be required to complete a test presented by the Director of Elections covering the knowledge of the SGA Code of Laws.

**1005.9.2** The Election Law Test is to be designed by the Executive Director of Elections and maintained in the Elections Advisor's Office.

**1005.9.3** All prospective Candidates and all Major Candidates' Campaign Managers must achieve a ninety percent (90%) or better on the Election Law Test, which shall be administered no more than twice. If anyone should fail to obtain a ninety percent (90%) or better on the Election Law Test, the Candidate shall not qualify.

**1005.9.4** If it is found by a majority vote of the Elections Board that any prospective Candidate or Campaign Manager has cheated in preparation or during the Election Law Test, the Candidate shall be disqualified.

## **CHAPTER 1006- Withdrawal or Disqualification**

**1006.1** Any Candidate wishing to withdraw their name as a Candidate for SGA elections may do so by submitting the appropriate Withdrawal Form in person to the SGA office or online via AUinvolve.

**1006.2** Withdrawal Forms are due on a date specified in the candidate packet; no Candidate may re-enter a race once a Withdrawal Form has been turned in.

- 1006.2.1** The remaining candidates shall maintain their original color schemes, and the color scheme of the withdrawn candidate will not be available for use unless a new candidate is chosen as a replacement.
- 1006.3** A Candidate's name shall not be removed from the ballot until the Withdrawal Form has been submitted.
- 1006.4** Candidates wishing to withdraw after the set deadline may be subject to fines and sanctions levied by the Elections Board.
- 1006.5** In the event that following the announcement of the top five candidates for a SGA major office a candidate in the top five (5) is found to not meet the qualifications of that office, a new candidate from the original pool of candidates will be chosen as a replacement before the end of the semester preceding the election.
- 1006.5.1** If the reason for the disqualification becomes known following the end of the semester preceding the election, there will not be a replacement competing for the related SGA major position;
- 1006.5.2** The disqualification will be confirmed by the Elections Board.
- 1006.6** In the event that such a candidate is disqualified or withdraws from consideration after the top five (5) are chosen but before the end of the semester preceding the election, the Final Qualification Panel will meet again to decide a replacement candidate.
- 1006.6.1** The Final Qualification Panel must be composed of the same members as it was in its first meeting.
- 1006.6.2** The Final Qualification Panel will meet within two (2) days of the date in which the Elections Board confirmed the disqualification or the Withdrawal Form was received by the Director of Elections and Executive Director of Elections.
- 1006.7** Replacement candidates will only be chosen if there were more than five (5) candidates for a SGA major office position. Minor candidates and Miss Homecoming will not have replacement candidates in the event of a disqualification or withdrawal.
- 1006.8** The Executive Director of Elections or the Director of Elections will see that the withdrawal or disqualification is announced via the SGA website, making sure to mention the replacement candidate should there be one.

## **CHAPTER 1007- Rights of Candidates**

- 1007.1** All Minor Candidates have the right to form political parties.
- 1007.1.1** All parties must be approved by the Director of Elections. In order to qualify, the party must submit the name of the party, a list of Candidates with the offices for which they are running and the name of the party chair.
- 1007.1.2** Number of Candidates in a Party
- 1007.1.2.1** The number of candidates in one (1) party shall not exceed two-thirds (2/3) of the available positions within that college's election.
- 1007.1.2.2** Total number of available positions will be determined by adding the number of senators allotted and the Schools Council President and Vice President.
- 1007.1.2.3** In the case that two-thirds (2/3) of the available positions within a college does not produce a whole number, the number shall be rounded down to a whole number.
- 1007.1.3** Use of a party's name is up to the discretion of the party chair. In order to use a former or existing party name, written consent from that party's chair must be submitted to the Director of Elections. However, any party name that has not been used in elections for the past three (3) years will no longer be considered an existing party. Instead, the party will be considered a new party and may be claimed by any candidate without consent.
- 1007.1.4** The chair of an existing party must hold an elected position in the Schools Council or Senate. If the chair of an existing party is removed or chooses to step down from their position in Schools Council or Senate, the remaining party members must disband the party or select a member of the current party, who is currently serving in the Schools Council or Senate, to be the party chair. However, when creating a new party, the chair of said party is not required to actively serve in the Schools Council or Senate.
- 1007.1.5** It is the duty of the Executive Director of Elections to notify all current party members of the need for a new party chair within seven (7) days of the resignation or removal of the former party chair. If the said party has not selected a new party chair within fourteen (14) days of the former chair's resignation or removal, the party is effectively disbanded.
- 1007.2** Major Candidates may not form parties, share campaign materials or campaign together in any way, with the exception of kickoffs, as specified in 1008.3.

**1007.3** All Candidates shall have the right to file a grievance against the Executive Director of Elections, the Director of Elections, or to the Elections Board.

**1007.3.1** If a grievance is filed against the Executive Director of Elections the Elections Board first (1<sup>st</sup>) alternate shall serve in their place for the hearing of such grievance.

## **CHAPTER 1008- Schedule of Campaigns**

**1008.1** Campaign organization

**1008.1.1** All candidates may think about campaign strategies and slogans.

**1008.1.2** Campaign organization may begin at any time.

**1008.1.3** Major Candidates may:

**1008.1.3.1** Select a campaign manager and staff;

**1008.1.3.2** Share platform ideas with members of the candidate's campaign staff.

**1008.1.4** Minor Candidates may:

**1008.1.4.1** Share platform ideas with members of the candidate's ticket.

**1008.2** Campaign preparation

**1008.2.1** All candidates may reserve contracts for coupons, price match, and fair market value.

**1008.2.2** All candidates may schedule escorts and organizations to visit.

**1008.2.3** All candidates may purchase campaign materials.

**1008.2.4** All candidates may publicly discuss platform ideas and slogans.

**1008.2.5** Campaign preparation will begin on a date and time specified by the Director of Elections that can be found in the official campaign packet.

**1008.2.6** Major Candidates may:

**1008.2.6.1** Use phone calls, text messaging, and other forms of mass media to increase staff and gain supporters.

**1008.2.6.1.1** Mass media communication during campaign preparation must be a singular and private

conversation, may not be used to garner votes, and must follow the Mass Media Policy as defined in 1009.4.

**1008.2.6.2** Reserve contracts for billboard locations;

**1008.2.6.3** Hold staff meetings;

**1008.2.6.4** Construct billboards;

**1008.2.6.5** Create and distribute volunteer and pre-order t-shirt forms. These sheets shall contain no logos of slogans; only the candidate's name and position sought.

**1008.3** Organizational Campaign Visits

**1008.3.1** Shall begin at a date and time specified by the Director of Elections that is at least one (1) week prior to the start of formal campaigning;

**1008.3.2** Shall be limited to organization visits;

**1008.4** Preliminary Campaigning

**1008.4.1** Shall begin at 8:00 AM Central Time, four (4) days prior to Voting Day.

**1008.4.2** Shall be limited to the placement and distribution of campaign billboards and posters for the purpose of publicizing the upcoming Election.

**1008.4.3** Shall be limited to the use of mass media, websites, and all other forms of media outlined in the campaign packet.

**1008.4.4** Will conclude at end of the formal campaigning period.

**1008.5** Formal Campaigning

**1008.5.1** Shall begin at 3:00 PM Central Time, three (3) days prior to voting day and will conclude at 5:00 PM Central Time on Voting Day.

**1008.5.2** Shall be limited to the Auburn University campus, the City of Auburn, and the internet.

**1008.5.3** Shall not attempt to intimidate or badger a person into viewing, listening to, or accepting a copy of communication; persistently requesting or demanding the attention of a person after that person has attempted to walk away or has clearly refused to attend to the speaker's communication; continuously impeding or interrupting the path of a person attempting to conduct their normal academic or student activities.



- 1008.5.3.1** This shall in no way violate the free expression rights of Auburn University students.
- 1008.5.4** Shall not occur at places of worship or campus ministries.
- 1008.5.5** With the exception of mass media, websites, billboards and posters, campaign material, as specified in 1009.1, may only be utilized during the formal campaigning period of elections.
- 1008.5.6** Major candidates may hold campaign kickoffs along with other major candidates at the beginning of formal campaigning. The consumption of alcohol is prohibited at all campaign kick-offs. No amplified sound may be used at any time during the formal campaigning period with the exception of approved use at campaign kickoffs.
- 1008.5.7** Campaigning may not interfere with academic programs, classes, laboratories, or other University activities even if an instructor consents. This includes announcements made before, during, and after class. The wearing of campaign paraphernalia including, but not limited to, t-shirts and nametags in laboratories or classrooms shall not constitute a violation of this section.
- 1008.5.8** There shall be no campaigning that is libelous or slanderous regarding any candidate, campaign, or Auburn University.
- 1008.5.9** Formal campaigning may include benefit nights, which shall be for the purpose of raising funds for the candidate's platform and must be approved by Elections Council.
- 1008.5.10** At no time shall more than eight (8) campaign supporters be actively campaigning for their candidate in locations designated by the map in the campaign packet within the hours of 6:30 AM to 5:00 PM and with the exception of campaign kickoff and official campaign staff meetings.
- 1008.5.11** No organization shall be permitted to require its members to participate in campaigning. All students have the right to support the candidate of their choosing.
- 1008.5.12** All formal campaigning shall adhere to the rules and guidelines set by the Auburn University Student Center or any Auburn University building. Failure to follow those rules may result in disciplinary action by the Elections Council.
- 1008.5.13** Concourse locations will be drawn and rotated according to the campaign packet furnished by the Executive Director of Elections.

**1008.6** Voting day(s) shall be the last day of formal campaigning.

**1008.6.1** Voting polls shall open at 7:00 AM and close at 5:00 PM on the final day of formal campaigning.

**1008.6.2** Students are not permitted to use computers, cell phones, or any other electronic device as a means of directly garnering votes from other students on voting day. Students are also not allowed to actively campaign or solicit votes off campus.

**1008.6.3** The Director of Elections maintains the right to establish polling stations at approved locations on Voting Day. These stations shall be regulated by the Director of Elections, Elections Council, and volunteers.

**1008.6.3.1** There shall be no campaigning within thirty (30) feet of an official polling station.

**1008.6.3.2** Polling station volunteers may be campaign supporters; however, they may not wear any campaign paraphernalia or encourage votes for a specific candidate in any way while volunteering.

**1008.6.4** Any form of campaigning and/or attempting to garner votes from students inside Auburn University buildings or in sight of campus computer labs is prohibited on voting day(s), with the exception of organization and chapter visits held inside Auburn University buildings on this day.

## **CHAPTER 1009 – Campaigns**

**1009.1** Campaign Material

**1009.1.1** Campaign materials are any and all materials approved by the Director of Elections designed to promote and publicize a candidate for the purpose of campaigning.

**1009.1.2** Candidates are required to submit a platform. Additional campaign material may include posters, billboards, t-shirts, handbills, nametags, and gimmick(s).

**1009.1.3** Major candidates are required to submit a photograph taken by Auburn University Photographic Services for the conglomerate posters.

**1009.1.4** With the exception of gimmicks, all campaign material must contain the candidate's name, voting date, and position sought. The approved logo/design must be consistent on all campaign material and specific to the candidate.

- 1009.1.5** Colors:
- 1009.1.5.1** Major candidates' campaign material may contain one (1) principal color and one (1) complementary color as well as black and white.
  - 1009.1.5.2** Major candidates shall select desired colors in the order determined by a random drawing administered by the Director of Elections.
  - 1009.1.5.3** No two (2) major candidates in the same race may have the same principal color and no two (2) major candidates may have the same combination of principle and complementary colors.
  - 1009.1.5.4** The Executive Director of Elections shall have the final decision concerning all discrepancies.
- 1009.1.6** All campaign material and related candidate contracts must be approved by the Director of Elections at the date and time specified in candidate orientation. No unapproved material and/or location may be used for campaigning.
- 1009.1.6.1** Consequences for turning materials in late will be outlined in the campaign packet.
- 1009.1.7** No additional campaign material may be ordered after final budgets have been submitted.
- 1009.1.8** All campaign material must adhere to the policies and regulations of Trademark and Licensing. Students who qualify to run as a candidate for any election pledge that they will hold the Elections Board, SGA, and Auburn University harmless for the use and/or infringement of any copyrighted material (e.g. slogans, logos, etc.).
- 1009.1.8.1** No candidate shall model a campaign design off of a trademarked or copyrighted design or logo held by a public or private company or organization regardless of the campaign receiving permission.
- 1009.1.9** The act of intentionally removing, mutilating, or destroying campaign materials is strictly prohibited. Campaigns that violate this rule shall be held accountable before the Elections Board. If a student who is not a candidate or campaign staff member violates this rule, the Elections Board shall bring the incident before the Student Discipline Committee.

**1009.1.10** Use of All Campaign Material:

- 1009.1.10.1** All campaign material posted during Spring Elections must be removed within seventy-two (72) hours of the time that elections results are announced.
- 1009.1.10.2** All campaign material utilized during a Miss Homecoming Campaign shall be removed by 11:59 PM Central Time on the Monday following Homecoming.
- 1009.1.10.3** In the event that campaign material is not removed by the designated time, the candidate will be subject to the penalties defined in Chapter 1012.
- 1009.1.10.4** In on-campus facilities, the placement of candidate and conglomerate posters shall be solely limited to bulletin boards for public use.
  - 1009.1.10.4.1** Candidate and conglomerate posters shall not be placed on bulletin boards that say, "For Departmental Use Only," or the like.
  - 1009.1.10.4.2** Candidate and conglomerate posters shall not be affixed to on-campus building exteriors or on-campus building entrances.
  - 1009.1.10.4.3** Only thumbtacks shall be used to affix the posters to bulletin boards.
- 1009.1.10.5** The distribution of posters on bulletin boards for minor candidates shall be limited to the respective building(s) of the college to which the candidate is seeking election.
- 1009.1.10.6** Candidate and/or conglomerate posters may be placed in business windows only with the permission of the business' owner. No property contracts are required to be submitted to the Executive Director of Elections for the use of campaign posters.
- 1009.1.10.7** No campaign material shall be placed on moving objects including cars and animals. However, people wearing t-shirts and nametags shall be the exception.
- 1009.1.10.8** No campaign material shall be distributed among or placed on automobiles, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.

- 1009.1.10.9** No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate and conglomerate posters to glass windows by using clear tape.
- 1009.1.10.10** No banners shall be allowed for any campaigning purposes unless sponsored by the Student Government Association.
- 1009.1.10.11** Campaign materials may not be placed under doors, on the door, or at the doorstep of individual residents.
- 1009.1.10.12** Campaign materials may not be placed in classrooms.
- 1009.1.10.13** There shall be no marking on any buildings, sidewalks, or other property.
- 1009.1.11** Billboards
  - 1009.1.11.1** Billboards apply to major candidates only.
  - 1009.1.11.2** All billboards must follow Auburn University Policy.
  - 1009.1.11.3** Billboards may be placed in private locations, public locations, or at assigned locations on campus. The use of all locations is up to the discretion of the property owner. Contracts for private and public locations must be addressed, dated, and signed by the property owner or proper authority and approved the Director of Elections. Private locations may not display more than one billboard per race.
  - 1009.1.11.4** All billboards must be at least ten (10) feet from the nearest road.
  - 1009.1.11.5** Upon submitting the Declaration of Intent, all candidates assume full responsibility for their billboard(s) and the placement thereof, along with any damage that may occur to or due to their billboard and the property on which it rests or contacts in any way.
  - 1009.1.11.6** The billboards shall be completely covered while in transit to its contracted location.
  - 1009.1.11.7** Billboards must be free-standing and not affixed or tied to any part of the property.

- 1009.1.12** Conglomerate Posters
- 1009.1.12.1** Conglomerate Posters apply to major candidates only.
- 1009.1.12.2** Conglomerate posters are printed by the Director of Elections for the purpose of identifying all major candidates running for office and to be used for election publicity; the cost associated with printing such posters is paid for by the SGA.
- 1009.1.12.3** Picture positions will be determined by drawing.
- 1009.1.12.4** Each major candidate is responsible for having their photograph taken at Auburn University Photographic Services for the conglomerate poster and submitting the photograph in printed and digital format to the Director of Elections with their Initial Campaign Material; all costs associated with this photograph are to be paid for by SGA.
- 1009.1.13** Nametags
- 1009.1.13.1** Nametags shall not exceed three (3) inches by five (5) inches at largest horizontal and vertical dimension and must be non-adhesive; both sides of the nametag may be used for printing purposes.
- 1009.1.14** T-Shirts
- 1009.1.14.1** T-shirts apply to major candidates only.
- 1009.1.14.2** Each candidate may have t-shirts printed to be worn only during the formal campaigning period.
- 1009.1.14.3** No candidate may print or distribute more than four hundred (400) t-shirts.
- 1009.1.14.4** T-shirts shall not be sold for more than the full unit price rounded up to the nearest dollar sold to the campaign by the printer or manufacturer, unless the amount is recorded and donated to an approved charity.
- 1009.1.14.5** In order for t-shirts to be treated separately from gimmicks, t-shirts shall not be sold for less than one (1) dollar. Information regarding t-shirts given away as gimmicks may be found in Chapter 1010.5.



**1009.2.1** A candidate may be accompanied by no more than five (5) Auburn University students who serve as escorts to attend meetings and other scheduled visits with them throughout the campaign period.

**1009.2.2** Individuals present at the scheduled meeting who are members of the organization and choose to speak on behalf of the candidate are not considered escorts.

**1009.3** Eagle Eye TV Segment

**1009.3.1** Eagle Eye TV segments apply to major candidates only.

**1009.3.2** With the approval of the Eagle Eye TV Station Manager, each major candidate may film a segment in the Eagle Eye TV studio to be broadcasted only on Eagle Eye TV's television station and website. The scheduled times for Eagle Eye TV filming and broadcasting will be determined at a meeting specified by the Director of Elections.

**1009.3.3** A script for each candidate's personal presentation shall be included in the campaign material and delivered to the Eagle Eye TV studio no later than twenty-four (24) hours before the scheduled interview.

**1009.3.4** Each candidate will have no more than twenty (20) minutes in the studio to film their Eagle Eye TV segment. Only the candidate, their campaign manager, and Eagle Eye TV general members/staff are allowed to attend the filming of the segment.

**1009.3.5** The filming of election segments by Eagle Eye TV are done at the discretion of the Eagle Eye TV Station Manager; the station manager's decision will affect all major candidates.

**1009.4** Mass Media

**1009.4.1** Campaigning by mass media shall not disturb classrooms, businesses, and/or the privacy of others. No form of mass media shall be utilized to solicit votes or for other campaign paraphernalia, except that which is defined in the campaign packet by the Executive Director of Elections.

**1009.4.2** No campaign material shall be placed in mailboxes; it must be received only via the United States Postal Service. Auburn University mail services shall not be used for campaign purposes.

**1009.4.3** No candidate or political party shall have paid or donated advertisements in any mass media, except that which is defined in the campaign packet by the Director of Elections.



- 1009.4.4** Each candidate must submit a list of official public campaign social media handles and corresponding media platforms to the Executive Director of Elections within twenty-four (24) hours of the start of preliminary campaigning.
- 1009.4.5** Electronic Mail (e-mail)
- 1009.4.5.1** A campaign may contact only members of their staff via Electronic Mail (e-mail) for any purpose.
- 1009.4.5.2** Campaigns may use Electronic Mail (e-mail) to contact non-staff members for administrative purposes only but not to campaign in any way.
- 1009.4.5.3** All candidates are responsible for any Electronic Mail (e-mail) sent by a second (2<sup>nd</sup>) party that campaigns for that candidate.
- 1009.4.6** All campaigning shall adhere to the Mass Media Policy, which may be found in the official campaign packet as defined in Chapter 1016.
- 1009.5** Major candidates may not campaign door-to-door at any on-campus residence hall, or at any off-campus housing location that prohibits solicitation.
- 1009.6** Platforms
- 1009.6.1** All candidates must submit the appropriate Platform Form along with campaign material.
- 1009.6.2** All candidate's platforms must be five hundred (500) words or less.
- 1009.6.3** All candidate's platforms are to be published on the SGA elections website at least one (1) week prior to the start of formal campaigning.
- 1009.7** Campaign Staff
- 1009.7.1** Each candidate must submit a list of campaign staff members along with campaign material.
- 1009.7.2** Candidates are responsible and subject to sanctions for any violation by their campaign staff.
- 1009.7.3** The Elections Board reserves the right to define campaign staff members.
- 1009.7.4** A student acting as campaign staff on a major candidate's campaign shall only be allowed to serve on one (1) major candidate's campaign staff for

each elected position, unless otherwise approved by each major candidate and campaign manager for which the student is working.

**1009.7.5** Any student acting on Top 5 or as a Campaign Manager for a major candidate's campaign cannot endorse any other major candidates or serve on another campaign.

**1009.8** The public endorsement of any candidate or political party shall be limited to persons eligible to vote in Auburn University SGA Elections.

**1009.8.1** Students eligible to vote but barred from using their position to publicly endorse any candidate or political party, other than themselves or minor candidate parties in which they are participating, include:

**1009.8.1.1** Current SGA Executive Officers

**1009.8.1.2** Current SGA Judicial Officers

**1009.8.1.3** Current Miss Auburn

**1009.8.1.4** Members of the Elections Board

**1009.8.1.5** Members of the Elections Council

**1009.8.1.6** Major Candidates and their respective Campaign Managers

**1009.9** Candidates and their escorts are allowed to appear before Auburn University campus organizations during preliminary and formal campaigning with the approval of the organization president.

**1009.9.1** Minor candidates, with the exception of At-Large Senate candidates, shall be limited to speaking to organizations and Schools Council within their respective school/college.

## **CHAPTER 1010- Budgets**

**1010.1** Total Campaign expenditures are limited to:

President of the Student Government Association - \$1500  
Vice President of the Student Government Association - \$1500  
Treasurer of the Student Government Association - \$1500  
Miss Auburn - \$1500  
Miss Homecoming - \$750  
College Senator - \$150  
At Large Senator - \$250  
College Officer - \$150

- 1010.2** All candidates shall submit an itemized Budget Form to the Director of Elections along with the actual receipts of expenditures by 4:45 PM seven (7) days prior to Voting Day. No additional expenditures shall be recorded by any campaign after Budget Record Forms have been submitted.
- 1010.2.1** The only item NOT required to be included in the Budget Record Form are t-shirts, unless the t-shirt is given away as a gimmick. If the t-shirt is given away as a gimmick, it must be included at actual cost in the budget. The exact number of t-shirts sold must be included in the Budget Record Form.
- 1010.2.2** Alongside the budget record form candidates shall submit a list of the names of all students that purchased t-shirts along with their phone numbers, email addresses, and quantity purchased so that purchases can be verified if deemed necessary by the elections board.
- 1010.3** The Director of Elections may determine a set amount for certain items in the budget. The estimated cost must be reasonable and based on fair market value.
- 1010.4** The merchant from whom the materials were purchased including services obtained from a professional must date all receipts. Sales tax is to be included as a campaign expense. Any materials purchased online must also include local sales tax.
- 1010.4.1** For materials purchased online, anything beyond the flat rate shipping fee must be included in the final budget. Standard or flat rate shipping does not need to be included.
- 1010.5** The prices of gimmicks are to be included in the budget. If the gimmick is a coupon on the back of a nametag or other printed material, the price of the coupon is included in the printing of that printed material.
- 1010.6** All donated materials and/or professional services, whether offered or sought, related to a candidate's campaign, including previously owned material, must be declared at its present fair market value.
- 1010.7** Fair market value:
- 1010.7.1** The candidate must secure two (2) price estimates of the exact item to be used on the campaign.
- 1010.7.2** Both estimates must contain the names, addresses, and phone numbers of the companies and/or individuals furnishing these estimates and must be submitted with the Budget Record Form to the Director of Elections.

- 1010.7.3** An average price shall be determined from these two (2) estimates as the fair market value and should be included on the Budget Record Form.
- 1010.7.4** Candidates are allowed to accept personal discounts for materials and/or services rendered if it is made available to the general public or the distributor agrees to provide the same discount to all candidates.
- 1010.7.4.1** Candidates are still allowed to accept a personal discount for materials and/or services rendered; however, if it is not available for all candidates, the candidate is required to declare the expense at fair market value.
- 1010.8** The candidate will be held accountable for all declared and/or undeclared campaign expenses in the Campaign Budget Form. Any candidate that exceeds the set dollar amount for maximum campaign expenditures for their desired office will be required to surrender campaign materials equaling the amount in which they exceeded their budget. The use of the seized materials will be prohibited during campaigns. Seized materials will be returned after all voting is completed and the election has been certified.
- 1010.9** Failure to comply with any of the above rules and regulations in Chapter 1010 shall be subject to any and all sanctions stated in Chapter 1012. If the candidate is found to be in violation of these rules and regulations after they have been elected and certified, the Elections Board may make a recommendation to the SGA Student Senate for an impeachment process to begin.
- 1010.10** All Budget Record Forms shall be published on the SGA website prior to the start of formal campaigning.
- 1010.11** All candidates must submit a price guarantee from the printing company used to produce their printed campaign material. The price guarantee must include:
- 1010.11.1** A price schedule from the vendor listing prices for all materials sought for purchase at any given quantity.
- 1010.11.2** A Price Contract Form signed by an authorized sales representative guaranteeing the listed price to that candidate and all candidates through the end of campaign preparation.

## **CHAPTER 1011- Violations**

- 1011.1** Each candidate must conduct their campaign in accordance with the Election Law.
- 1011.2** Any action by a campaign that is not allowed in the Election Law, Auburn University Code of Student Conduct or approved by the Director of Elections is in

violation of the Election Law and will result in sanctions imposed by the Elections Board.

**1011.3** Alleged violations must be submitted in writing on a Violation Form within twenty-four (24) hours of the grievance occurring.

**1011.3.1** The Elections Board will not hear a violation if any part of the form is incomplete, marked “anonymous,” or contains false information.

**1011.4** Violations may be submitted at any time. For the purposes of Elections Board, the timeline for hearing a violation will depend on which time period the violation was received.

**1011.4.1** Violations turned in at any time before budgets are due will be heard within two (2) working days of being received.

**1011.4.2** Violations turned in after budgets are due but not on a voting day are heard on the day they are received provided they are turned in before 5:00 PM. Any violation turned in after 5:00 PM shall be heard the next day.

**1011.4.2.1** Violations turned in between 4:00 PM Friday and 5:00 PM Sunday shall be heard on Sunday night.

**1011.4.3** Violations turned in after 5:00 PM on the day before Voting Day or up until the time that voting ends on Voting Day shall be heard on Voting Day after voting ends.

**1011.5** If an alleged violation is turned in, the Elections Board shall make the alleged violation, as well as the ruling, available in writing in the SGA office as well as on the SGA website within an hour after the violation has been ruled upon in an Elections Board hearing.

**1011.5.1** Candidates will be notified via electronic mail (email) by the Executive Director of Elections if a violation is filed against them.

**1011.5.2** The ruling shall be made available for one (1) week after voting has closed.

**1011.6** Elections Board hearings shall consist of:

**1011.6.1** Seven (7) members of elections board, and/or the accused party (parties) and/or their representative(s), and/or the accusing party (parties) and their representative(s).

**1011.6.1.1** If the accused party (parties) and/or representative(s) are not present, the hearing will still continue with the attendance of the accusing party (parties) and/or their representatives.

**1011.6.1.2** Elections Board hearings are public.

**1011.6.2** The Elections Board hearing shall contain the following procedure:

**1011.6.2.1** The Elections Board Chairperson will call the hearing to order and read the alleged violation as well as any relevant codes.

**1011.6.2.2** The accusing party will give a two (2) minute opening statement.

**1011.6.2.3** The accused party will give a two (2) minute opening statement.

**1011.6.2.4** Each member of Elections Board shall be able to question both parties and review any relevant evidence.

**1011.6.2.5** After the questions are exhausted, the accusing and accused party will both give a two (2) minute closing statement respectively.

**1011.7** The Elections Board will then be dismissed to deliberations in order to render a decision based on the evidence presented except as outlined in 1011.7.3. All deliberations are open to only voting members of Elections Board and the Elections Advisor.

**1011.7.1** Deliberations shall consist of the following parts:

**1011.7.1.1** The Elections Board shall deliberate on whether a violation occurred.

**1011.7.1.2** If a majority of members find that a violation occurred, Elections Board will deliberate on what sanctions shall be given. Any and all sanctions that receive the majority vote of Elections Board shall be enforced.

**1011.7.1.3** If a majority of members find that a violation did not occur, the Elections Board will inform and release both parties.

**1011.7.1.4** The Chairperson of the Elections Board will then post the decisions of the board.

**1011.7.2** Elections Board should make decisions and violations available as soon as possible. In all cases where the violation does not pertain to votes or a violation pertaining to the Code of Student Conduct, local, state, or federal law, Elections Board must make a decision by 8:00 AM the following day.

- 1011.7.3** Elections Board may gather additional evidence without time constraint when there is an allegation of the following:
- 1011.7.3.1** Illegally attempting to garner votes;
  - 1011.7.3.2** Voter fraud;
  - 1011.7.3.3** Violations of the Auburn University Code of Student Conduct;
  - 1011.7.3.4** Violations of local, state, or federal law.
- 1011.7.4** Campaigns (candidates and supporters) and all relevant parties must provide Elections Board with additional evidence in a timely manner.
- 1011.8** If an accused party is found to have been in violation of the Election Law, the Elections Board shall reserve the right to act in any or all of the following ways:
- 1011.8.1** Restrict a campaign staff from campaigning in certain locations or for specified time periods. Violation hours must be taken between 8:00 AM and 9:00 PM. The time will be taken away on the following campaign day unless otherwise noted by the Elections Board.
  - 1011.8.2** Levy a monetary fine on the campaign in violation;
  - 1011.8.3** Disqualify the candidate from the election;
  - 1011.8.4** Assign community service hours;
  - 1011.8.5** Alter the amount of votes a candidate receives (or received);
  - 1011.8.6** Take any other action deemed appropriate by the Elections Board and approved by the Senior Vice President for Student Affairs.
- 1011.9** Failure to comply with the decisions of the Elections Board may result in further penalties and/or fines, or disqualification.
- 1011.10** Any decision(s) of the Elections Board may be appealed to the Judicial Board.
- 1011.10.1** To appeal a decision by the Elections Board, the appeals form must be submitted to the SGA office by 8:00 AM CT the following calendar day.
  - 1011.10.2** No member of the Judicial Board may be listed on a candidate's campaign staff form.

**1011.10.3** For procedure of the Judicial Board, see Article VI of the SGA Constitution and Title IV of the SGA Code of Laws.

**1011.11** No SGA Executive Officer may use their office to support any candidate for office. A candidate receiving the support of an SGA Executive Officer in such a manner shall be subject to any and all violations determined by the Elections Board. If an SGA Executive Officer runs for office, they shall abide by the rights of candidates as defined in Chapter 1007.

## **CHAPTER 1012- Voting**

**1012.1** Undergraduate and graduate students may vote for candidates running for elections within the college in which they are primarily enrolled. Graduate students may vote for the graduate seat as well as the college in which they are enrolled as defined in 1003.2.2.

**1012.2** No student shall vote or attempt to vote more than once in any given election.

**1012.3** Voters shall identify themselves with their Auburn University username and password.

**1012.4** There shall be no write in candidates.

**1012.5** There shall be no voting by proxy.

**1012.6** There shall be no absentee voting.

**1012.7** Elections voting shall be conducted by an internet voting system through Auburn University's AU Access system from 7:00 AM to 5:00 PM local time on the Voting Day(s) except in the case of a technical malfunction of the system.

**1012.8** If an unforeseen abnormality occurs with the internet voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

**1012.8.1** If deemed feasible by the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

**1012.9** At no time during the voting process can the numbers be viewed by anyone other than the Office of Information Technology employees responsible for running the voting program.

**1012.10** The Office of Information Technology shall be responsible for tabulating the results of all elections within two (2) hours after the end of Internet voting.



- 1012.11** The Senior Vice President for Student Affairs shall verify the final results by signing a document containing the date and the results of the election.
- 1012.12** The Director of Elections shall report the number of votes cast for each candidate and shall be prepared to issue a breakdown of the total number of votes cast for all positions, referendums, and surveys.
- 1012.13** Questions or problems with the voting process shall be presented to the Elections Board for resolution.

#### **CHAPTER 1013- Certification of Election**

- 1013.1** Three (3) working days after election results have been announced, the Elections Board shall certify the election results at a specified meeting time following the deadline for contesting the election.
- 1013.2** If election results have been formally contested, the Elections Board shall conduct a hearing of the contesting of the election, and the Elections Board shall certify the election within three (3) working days after this contesting process has been completed and any other actions have been taken.
- 1013.3** Unless disqualified, the candidate who received the most votes for SGA President, SGA Vice President, and SGA Treasurer, respectively, will be certified as elected provided that the candidate obtains fifty percent (50%) or more of the votes cast in their respective elections.
- 1013.4** The Student Senate determines the apportionment of Senators prior to the Declaration of Intent due date. Unless disqualified, candidates will be certified as elected according to the number of votes they receive. The candidates receiving the most votes will be certified until all seats are filled within a given college. In the event of a tie, the newly elected SGA President, Vice President, Treasurer, and SGA Advisor will conduct an interview of the tied candidates and break the tie. The SGA Student Senate must then approve the appointment.
- 1013.5** Elections results for all elections shall be posted online stating the amount of votes each candidate received within three (3) days of callouts; this applies to all major and minor candidates.

#### **CHAPTER 1014- Instant Runoff Voting**

- 1014.1** Executive Officer Elections shall be conducted via an instant runoff system. Voters shall be permitted to rank all executive officer candidates for each office in order of preference. Ballots are to be initially counted only for each voter's first choice.

- 1014.1.1** Only executive officer candidates are subject to instant runoff voting. Other candidates must obtain a plurality of votes to win the election.
- 1014.1.2** If no executive officer candidate obtains at least fifty percent (50%) of votes, the candidate with the lowest number of votes shall be eliminated and ballots that listed the now-eliminated candidate shall have their second-choice votes distributed to the named candidates.
- 1014.1.3** The process shall be repeated eliminating the lowest performing candidate in each round until a candidate obtains at least fifty percent (50%) of votes from all ballots that have not been exhausted.
  - 1014.1.3.1** An exhausted ballot shall be defined as one in which the only candidates ranked have been disqualified or eliminated.
- 1014.1.4** Under no circumstances shall a voter's second or later choice vote be counted unless all candidates ranked higher on that voter's ballot have been eliminated or disqualified.

## **CHAPTER 1015- Contesting of Election Results**

- 1015.1** Election results may be contested by any student eligible to vote in SGA elections.
- 1015.2** Any contest must be based on the grounds that one or more of the following actions consequently altered the outcome of a given election:
  - 1015.2.1** Misconduct and/or mistakes on the part of the Executive Director of Elections, Director of Elections, Elections Board, or Auburn University employees involved in the elections process;
  - 1015.2.2** Misconduct and/or violation of Election Law by a campaign;
  - 1015.2.3** Illegitimate candidacy;
  - 1015.2.4** Illegal votes received;
  - 1015.2.5** The rejection of legal votes;
- 1015.3** Procedure for contesting election results
  - 1015.3.1** In order to contest election results, a Contest of Election Form must be submitted to the SGA office by 4:00 PM on the third (3<sup>rd</sup>) calendar day after results are announced. Evidence to be used for proof in contesting of elections must be included. Evidence not submitted with the Contest of

Elections Form shall be inadmissible unless otherwise allowed by Elections Board.

**1015.3.2** Elections Board shall hold a contest hearing on the third calendar day after a Contest of Elections Form is submitted.

**1015.3.2.1** The contesting party and accused party shall be given equal time to present and/or rebut evidence in a format determined by Elections Board.

**1015.3.2.2** In the event that a member of Elections Board is the accused party, they must recuse themselves from the Board and be replaced by the alternate member.

**1015.3.3** Elections Board must render a decision within twenty-four (24) hours after the conclusion of the contest hearing.

**1015.4** The Elections Board may take any or all of the following actions:

**1015.4.1** Uphold the election;

**1015.4.2** Disqualify the candidate in question;

**1015.4.2.1** In the event of a disqualification there will be an automatic re-vote except in the case where there is a two (2) candidate election and the remaining eligible candidate will be declared the winner of the election.

**1015.4.3** Call for a re-vote;

**1015.4.4** Levy fines or other sanctions;

**1015.4.5** Refer a candidate, campaign staff member, or campaign supporter to the Student Discipline Committee.

**1015.5** In order to overturn an election and call for a re-vote, the Elections Board must conclude that the grounds for contesting are true based on the evidence presented and that the action(s) taken by the accused party produced a different outcome through illegal means.

**1015.6** In the event of an appeal, the Judicial Board shall hear the case within five (5) working days.

## **CHAPTER 1016- Campaign Packet**

- 1016.1** All necessary forms and supplemental material that may assist students conducting a campaign may be found in the official candidates' Campaign Packet. However, the Code of Laws overrules the Campaign Packet when there is a discrepancy.

#### **CHAPTER 1017- Callouts**

- 1017.1** Callouts shall be the preferred way for the Director of Elections to communicate the results of spring elections. Callouts shall be performed by the Executive Director of Elections and the of Elections, with support from Elections Council.
- 1017.2** Callouts shall not occur after midnight, except in cases of weather or extended voting. In the case of extended voting, callouts shall not occur more than two (2) hours after voting ends.
- 1017.3** No callouts may occur in a given race while there is a standing case in that race before Elections Board.
- 1017.3.1** Although all positions shall be called out consecutively, minor candidates, Miss Auburn, and major candidates shall be considered three (3) separate callouts.
- 1017.3.2** If there is a standing case before Elections Board involving minor candidates all races from the relevant college(s) shall not be called until the case is resolved.
- 1017.3.3** If there is a standing case before Elections Board involving Miss Auburn all other races shall be called.
- 1017.3.4** If there is a standing case before Elections Board regarding major candidates, no major candidate races shall be called, Miss Auburn being the exception as noted in 1018.3.3.

## **TITLE XI**

### **Finance Law**

#### **CHAPTER 1100- Student Activity Fee Request Forms**

**1100.1** The annual allocation of Student Activity Fees shall be conducted during the beginning of the fall semester prior to the start of the upcoming fiscal year. The fiscal year for approved activity portfolios shall be October 1 – September 30.

**1100.2** Any Student Activity Organization wishing to request an allocation of the Student Activity Fees shall obtain a budget request form from the SGA Treasurer.

**1100.2.1** The Student Activity Organization shall complete the request form and return it, by a specified date, to the Chair of the SGA Senate Budget and Finance Committee and the Student Government Association Treasurer.

**1100.2.2** Any activity portfolio that requests Student Activity Fee funding must conduct all monetary transactions using Auburn University Office of Student Financial Services procedures.

**1100.3** Sports clubs that desire a portion of student recreation fees shall obtain a budget request form from the Executive Director of Campus Recreation and Wellness.

**1100.3.1** The Executive Director of Campus Recreation and Wellness shall direct all sports club requests to the Organizations Board, per the specifications of Title VIII.

**1100.3.2** A sports club shall not receive more than fifty percent (50%) of its funding from student recreation fees and the allocation of these monies shall be at the discretion of the Organizations Board.

**1100.4** All request forms shall include the following information:

**1100.4.1** A financial statement, in a form set by the SGA Treasurer, itemizing total income from the past year and total projected income and expenses for the coming year. The statement shall include funds to be received from Student Activity Fees as well as those to be received from sources other than Student Activity Fees;

**1100.4.2** An evaluation of the successes and failures of the Student Activity Organization during the preceding year and estimates of the number of students affected by or involved in each of the activity portfolio's events and activities during the preceding year.

**1100.5** The Treasurer of the Student Government Association shall be responsible for making sure a notice is distributed informing Student Activity Organizations of the deadline for the submission of Student Activity Fee Request Forms.

**1100.5.1** This notice shall appear at least a one (1) month before the deadline for submission of the Request Forms. The notice must be posted on the finance section of the Student Government Association website and may also be published in two consecutive issues of the Auburn Plainsman. The Treasurer of the Student Government Association shall send direct notice to current Student Financial Representatives as defined in Title IX.

## **CHAPTER 1101 - Presentation of Activity Requests**

**1101.1** Before the start of Budget and Finance Hearings, the Student Financial Representative(s) of each Student Activity Portfolio shall present its budget of all Student Activity Organizations within the Portfolio for the next fiscal year to the assigned Budget and Finance Committee representative. The Budget and Finance Committee shall review the budget(s) for errors in a timeframe set by the Committee.

**1101.2** The Student Financial Representative(s) of each Student Activity Portfolio shall be allowed ten (10) minutes to make a presentation before the Committee at the first Budget and Finance hearing in the fall semester. Each member of the Student Senate shall also be provided with a copy of each budget request form.

**1101.3** The Budget and Finance Committee shall review the Student Activity Portfolio's budgets and subsequently allocate Student Activity Fees according to the Committee's recommendations during the hearings. The result of the allocation process shall then be presented to the Student Senate for final approval.

**1101.4** Upon approval of each of the Student Activity Organization's budgets by the Student Senate, it is the responsibility of the SGA Treasurer and Budget and Finance Chair to ensure that all Student Activity Portfolio budget allocation sheets are posted online by an appropriate Cabinet Official before two (2) weeks have elapsed from the date the allocation was approved.

## **CHAPTER 1102- Senate Procedure**

**1102.1** The Budget and Finance Committee of the Student Senate shall recommend a monetary allocation, not percentage breakdown, of the Student Activity Fees to the Student Senate within three (3) weeks of the last Budget and Finance hearing.

**1102.2** The Student Financial Representative(s) of each Student Activity Portfolio shall contact the Budget and Finance Committee each semester with any necessary changes that may occur within its allocated budget.

- 1102.2.1** The creation and removal of a line item in a Student Activity Organization's budget is permissible during the Budget and Finance process pending the approval of the Budget and Finance Committee and obtaining a majority vote in the Student Senate.
- 1102.2.2** Each Student Activity Organization may modify budgets throughout the fiscal year by transferring allocated funds between line items. Requests must be presented to and approved by the Budget and Finance Committee.

#### **CHAPTER 1103- Student Activity Fee Reserve Fund**

**1103.1** Any funds allocated to a Student Activity Portfolio for a given fiscal year that are unspent by the end of the fiscal year shall be placed in the Student Activity Fee Reserve Fund. Any unused funds from deleted Student Activity Portfolios shall also be placed in the Student Activity Fee Reserve Fund.

- 1103.1.1** The funds available for allocation for any given fiscal year shall be the sum of expected Student Activity Fees revenue to be collected during the year, unused funds from deleted activity portfolios, and any donations made for the purpose of Student Activity Portfolio allocations.
- 1103.1.2** All available funds for a given year which are not allocated to a Student Activity Portfolio shall be placed in the Student Activity Fee Reserve Fund.
- 1103.1.3** Any remaining balance in the Reserve Fund at the end of a given fiscal year shall be made available (rolled over) to the Reserve Fund during the next fiscal year.
- 1103.1.4** The Student Activity Fee Reserve Fund shall be used for special allocations to Student Activity Portfolios.
- 1103.1.5** Requests for disbursements from this Fund shall be made to the Student Senate through the Budget and Finance Committee. In order for a request to be considered during a given semester it must be submitted to the Budget and Finance Committee at least three (3) weeks prior to the final Senate meeting of that semester.

#### **CHAPTER 1104- Program Expansion Fund**

- 1104.1** The Student Activity Fee Program Expansion Fund shall be used for allocations to Student Activity Portfolios in order to allow for the expansion of current programming or to create new programming items.

- 1104.2** Requests for funding shall be made to the Student Senate through the Budget and Finance Committee Chair. Subsequently, a recommendation of the Budget and Finance Committee shall be made to the Student Senate Executive Committee.
- 1104.2.1** The Program Expansion Fund will be available for requests on a needs basis. Upon receiving a request, the Budget and Finance Committee must take action within two (2) weeks of the date the request was submitted. Any request must be made through the Budget and Finance Committee Chair and may include the need for accompanying documentation.
- 1104.2.2** For a request to be considered during a given semester it must be submitted to the Budget and Finance Committee Chair at least three (3) weeks prior to the final Senate meeting of that semester.
- 1104.2.3** Any funds allocated to a Student Activity Organization from the Program Expansion Fund must be used for the specific programming item that was originally presented to the Budget and Finance Committee.
- 1104.2.4** Any changes to the individual budget must be approved by the Chair of the Budget and Finance Committee.
- 1104.3** Any funds from the Program Expansion Fund that have not been expensed by the end of the fiscal year in which they were allocated will be returned to the Program Expansion Fund, unless an exemption is granted by the Budget and Finance Committee.
- 1104.4** The annual amount to be placed in the Program Expansion Fund shall be determined by the Budget and Finance Committee prior to the Budget and Finance Hearing and approved by the Student Senate when considering the general budgets for the fiscal year.
- 1104.4.1** The Budget and Finance Committee shall have the authority throughout the fiscal year to move funding between the Program Expansion Fund and the Reserve Fund as it sees fit.
- 1104.5** Each semester the Budget and Finance Committee will meet to review all completed programming items funded through the Program Expansion Fund. Criteria, which will be set by the Budget and Finance Committee, shall be used to determine the success of a portfolio.
- 1104.5.1** If the programming item is deemed successful, the approved item will be allowed to enter the Student Activity Organization's general budget as an individual line item or an addition to a current line item.



- 1104.5.2** If the programming item is not deemed successful then it shall not be permitted for inclusion in the Student Activity Organization's general budget for the next fiscal year.

## **CHAPTER 1105- Organizations Fund**

- 1105.1** The Organizations Fund will be established through a budget line item in the Student Organizations Portfolio budget.
- 1105.1.1** The available funds in the Organizations Fund at the beginning of a fiscal year shall not be less than \$100,000. No transfers may be made during the fiscal year to or from the Organizations Fund to or from other Student Organizations Portfolio budget line items or the Student Activity Fee Reserve Fund. Should the Organizations Board deem more money is needed; a Program Expansion Fund Request can be made on their behalf.
- 1105.2** The Organizations Board shall not allocate more than eighty percent (80%) of the total Organizations Fund monies during the initial fall semester of the fiscal year. Not less than ten percent (10%) shall be left to allocate in the proceeding fall semester before the new fiscal year.
- 1105.3** Only active student organizations as defined by the Auburn University Policy on Student Organizations may apply for funds from the Organizations Fund.
- 1105.4** Funding guidelines must be presented and approved by the Student Senate by the Organizations Board before the beginning of each fiscal year. The Organizations Board is bound to the guidelines set forth by the Student Senate for that fiscal year.
- 1105.4.1** The Organizations Board may request to amend funding guidelines before the Student Senate throughout the fiscal year.

## **CHAPTER 1106- Transparency Requirements**

- 1106.1** The Student Financial Representative(s) of each Student Activity Portfolio shall present a fiscal budget to the SGA Treasurer, the Chair of the Budget and Finance Committee, and the Senior Vice President for Student Affairs prior to the beginning of each fiscal year.
- 1106.2** Fiscal Year Requirements
- 1106.2.1** The Student Financial Representative(s) for each Student Activity Portfolio shall present to the Student Government Association Treasurer and the Student Senate Budget and Finance Committee an electronic copy of its itemized monthly check register and a monthly performance report. These reports shall be prepared and submitted separately in a format

designated by the Student Government Association Treasurer and the Student Senate Budget and Finance Committee, respectively.

- 1106.2.2** The previous month's report shall be due on the second Friday of the current month. The Student Financial Representative(s) for each portfolio will present this information to the Student Senate Budget and Finance Committee on a date set by the Student Senate Budget and Finance Committee Chair.
- 1106.2.3** Upon receipt of the electronic copy of each Student Activity Organization's monthly performance report and check register, it is the responsibility of the Student Government Association Treasurer to ensure that each current Student Activity Portfolio's monthly performance report and check register is posted online to the finance section of the SGA website by the appropriate cabinet official.
- 1106.2.4** Each probationary Student Activity Organization shall make a financial presentation each semester at the Student Senate's second (2<sup>nd</sup>) meeting of the semester, with the SGA Treasurer in attendance.
- 1106.2.5** Each Student Activity Portfolio's Budget and Finance Committee Representative shall make a presentation each semester at the Student Senate's third (3<sup>rd</sup>) meeting of the semester, with the SGA Treasurer in attendance.

## **CHAPTER 1107 - Approval of Student Government Association Budget**

- 1107.1** The President of the Student Government Association shall submit a final itemized Student Government Association budget to the Student Senate for approval prior to October 1st.
- 1107.2** The Student Senate shall approve all changes in the Student Government Association budget.
- 1107.3** The Treasurer of the Student Government Association shall be responsible to the Student Senate for enforcing the provisions of this chapter.
  - 1107.3.1** The SGA Treasurer and the Chair of the Budget and Finance Committee shall be allowed to require any Student Activity Organization that has deviated from any of the rules set forth in Title XI, Finance Law, to make a special financial presentation to the Student Senate, with the SGA Treasurer in attendance, within two (2) weeks of the organization's notification.

## **TITLE XII**

### **Academic Honesty Code**

#### **CHAPTER 1200- Scope**

- 1200.1**        The Student Academic Honesty Code applies to all students taking classes at Auburn University with the exception of students in the College of Veterinary Medicine and the College of Pharmacy that are enrolled in the Doctor of Veterinary Medicine or Doctor of Pharmacy programs, respectively, who shall be subject to honesty codes published and distributed within each college.

#### **CHAPTER 1201- Violations**

- 1201.1**        Violations of the Student Academic Honesty Code include:
- 1201.1.1**        The possession, receipt, or transmission of material or assistance not authorized in any essay, laboratory report, examination, quiz, or any other class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement;
  - 1201.1.2**        Selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at the current or some subsequent date in any course of study, excluding questions and answers from test previously administered and returned to a student by the instructor;
  - 1201.1.3**        The submission of themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof that are not the work of the student submitting them;

    - 1201.1.3.1**        In the case of a graduate thesis or dissertation, submission is defined as the time at which the first (1<sup>st</sup>) complete draft of such is submitted to the major professor for review.
    - 1201.1.3.2**        When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.
  - 1201.1.4**        Plagiarism including, but not necessarily limited to, using words or ideas of another as one's own or directly copying another person's complete sentence, syntax, keywords, or specific or unique ideas and information without proper documentation;
  - 1201.1.5**        Altering or misusing a document such as, but not limited to, university forms or a doctor's excuse for academic purposes. This includes any

altering or attempt to alter an assigned grade on any official Auburn University record;

**1201.1.5.1** Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee;

**1201.1.6** Knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor;

**1201.1.7** Serving as or enlisting the assistance of another as a substitute in the taking of examinations;

**1201.1.8** Instructors may delineate in advance and in writing additional actions they consider a violation of the Code. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code;

**1201.1.8.1** An instructor may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one (1) course, unless specific permission has been given in advance.

**1201.1.9** Knowingly assisting a student in carrying out any aforementioned violation.

## **CHAPTER 1202- Sanctions**

**1202.1** The following sanctions may be imposed for violation of the Student Academic Honesty Code:

**1202.1.1** A course on academic honesty;

**1202.1.2** A zero grade on the examination, project, paper, etc. with written notification to the dean of the college in which the student is registered;

**1202.1.3** A grade of F in the course in which the violation occurs, and the grade of F being reported to both the dean of the college in which the student is registered and the Office of the Provost;

**1202.1.4** A notation “assigned for academic dishonesty” being placed on the transcript for a designated length of time;

**1202.1.4.1** The notation “assigned for academic dishonesty” will remain on the student’s transcript for no less than two (2) academic semesters in residence.

**1202.1.5** Suspension from Auburn University, as defined by the Student Code of Conduct, for a stated period of time which shall be noted on the student's transcript for the period of suspension;

**1202.1.5.1** The sanction of suspension is at the discretion of the Academic Honesty Committee during a Hearing but is not a sanction that may be imposed during a Facilitated Meeting.

**1202.1.5.2** In the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed.

**1202.1.6** Expulsion from Auburn University. Expulsion from Auburn University for academic dishonesty shall be permanently noted on the student's transcript.

**1202.1.6.1** The sanction of expulsion is at the discretion of the Academic Honesty Committee during a Hearing but is not a sanction that may be imposed during a Facilitated Meeting.

**1202.1.6.2** Expulsion shall become effective on the date of the student's notification of the final action.

**1202.2** Any prior record of academic dishonesty must be considered by the Committee when determining sanctions.

## **CHAPTER 1203- Rights and Responsibilities of Students**

**1203.1** All students have the responsibility to help enforce the Student Academic Honesty Code.

**1203.2** Accused students have the right to be considered innocent until proven guilty. The burden of proof rests with the accusing party and shall be satisfied by any clear and convincing evidence on the record considered as a whole.

**1203.3** An accused student has the right to request a meeting at which any charges of academic dishonesty can be discussed and resolved with the instructor of the course in which the alleged violation occurs and a faculty member of the Academic Honesty Committee who shall serve as a Facilitator.

**1203.3.1** The student will have five (5) working days after notification of the violation to indicate their intention to attend a Facilitated Meeting.

**1203.3.2** In order for a Facilitated Meeting to occur, the instructor of the course in question must consent to participate in the Facilitated Meeting.

**1203.4** A student has the right to a Hearing for any charge of academic dishonesty.

**1203.4.1** If a student desires a Hearing, their written request must be delivered to the Office of the Provost within five (5) working days after receipt of the Provost's notification of the charge and the right to a Hearing. If no request is given during these five (5) days, the right to the Hearing will be voided.

**1203.4.2** A student has the right to receive written notice of the time and place of a Hearing at least forty-eight (48) hours in advance of the Hearing.

**1203.4.3** During the Hearing Students shall have the right to present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the Hearing.

**1203.4.4** Students shall have the right to examine all evidence to be submitted by the charging party, including the names of witnesses, during the three (3) working days prior to the Hearing.

**1203.4.5** The charged student is encouraged to give a statement and to cooperate with the Committee in processing their case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;

**1203.4.6** Students have the right to have an advisor accompany them at their Hearing. This advisor may not be an active participant during the Hearing. The advisor must be a current Auburn faculty member, staff member, employee, or student that is not involved in any active Academic Honesty case.

**1203.4.6.1** The advisor must be able to be present at the scheduled date and time for a Hearing. Delays will not normally be allowed due to scheduling conflicts of an advisor.

**1203.5** Accused students shall have the right to appeal the recommendation of the Academic Honesty Committee to the President of Auburn University.

**1203.6** Students accused of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending action by the Committee.

## **CHAPTER 1204- Rights and Responsibilities of Administrators, Faculty, and Staff**

**1204.1** The Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the provision of information

for faculty, staff and students, the preparation of materials for Hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code.

- 1204.1.1** The Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;
- 1204.2** The President of Auburn University will be responsible for reviewing any appeals.
- 1204.3** Faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly.
- 1204.4** Faculty and staff have the responsibility to help enforce the Student Academic Honesty Code.
- 1204.5** The instructor in charge of a class in which an alleged violation occurred as well as the person charging a violation of the Student Academic Honesty Code have the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee Hearing requested by the accused student.
- 1204.6** The instructor of the class in which an alleged violation occurred as well as the person charging a violation shall have the right to appeal the recommendation of the Academic Honesty Committee to the President of Auburn University.

#### **CHAPTER 1205- Academic Honesty Committee**

- 1205.1** The Academic Honesty Committee shall be appointed by the President of Auburn University and shall consist of the following:
  - 1205.1.1** Five (5) undergraduate students of at least junior standing who shall be recommended annually by the President of the Student Government Association and approved by the Student Senate;
  - 1205.1.2** Three (3) graduate students who shall be recommended annually by the President of the Graduate Student Council and approved by the Student Senate;
  - 1205.1.3** Fifteen (15) faculty members who shall serve three (3) year staggered terms and are to be selected in accordance with standard University Committee appointment procedures.

- 1205.2** One of the faculty members shall be appointed Chairperson by the President of Auburn University. The Chairperson shall not vote unless it is to break a tie or if they are functioning as a part of the quorum.
- 1205.3** Should a member of the Committee be involved in a violation to be heard or reviewed by the committee, that member should be replaced by an alternate.
- 1205.4** A quorum for committee Hearings will be five (5) members, of whom three must be faculty and two (2) must be students. The Chair may form part of the quorum, but may replace a faculty member only, not a student member.
- 1205.5** Committee Hearings may contain no more than four (4) faculty members, including the appointed Chairperson, and three (3) students.

## **CHAPTER 1206- Procedure**

- 1206.1** A faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first notify the student before reporting the incident to the Office of the Provost using a form located on the Provost's website.
- 1206.1.1** The Office of the Provost will assign each reported case to one of the faculty on the Academic Honesty Committee who becomes the Facilitator.
- 1206.1.2** The Office of the Provost shall forward a copy of this form to the assigned Facilitator, the dean of the college in which the accused student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor's dean or department head.
- 1206.1.3** The Office of the Provost shall give written notice to the Facilitator assigned to the case, the accused student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the optional Facilitated Meeting, the student's right to a Hearing, the procedures involved, and the names of known witnesses. The Office of the Provost shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;
- 1206.1.4** A person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Student Academic Honesty Code, would normally consult with that instructor, but is not required to do so.
- 1206.2** Written notice of charges, student rights as laid out in Chapter 1203, and any recommended sanctions shall be sent by the Office of the Provost to the accused student within fifteen (15) working days of an alleged violation being reported.



- 1206.2.1** If an Academic Honesty Committee Hearing or facilitated meeting is held, such recommended sanctions shall not be construed as binding.
- 1206.3** Upon being notified of charges and student rights as laid out in Chapter 1203, an accused student shall have five (5) working days to request a Facilitated Meeting or a Hearing.
- 1206.3.1** In cases involving more than one (1) accused student the accused students have the right to request a Facilitated Meeting or a Hearing.
- 1206.3.2** This request should include any response the student wishes to make to the charges, as well as the names of known witnesses if a Hearing is requested.
- 1206.3.3** If a hearing is requested each of the accused students will be heard individually before a ruling and sanction are given as described in Chapter 1203.3.
- 1206.4** If an accused student or instructor requests a Facilitated Meeting and the other party consents to participate in such a meeting the Facilitated Meeting shall adhere to the following procedure:
- 1206.4.1** The Office of the Provost will have a period of five (5) working days to begin scheduling the meeting with the student, Facilitator, and instructor. Involved parties shall be notified by the Office of the Provost of the time, date, and place of the meeting;
- 1206.4.2** The meeting will be a discussion between the instructor of the course and the student about the incident and will be facilitated by the Committee member as a means of reaching a mutually satisfactory agreement that will conclude the matter, upon Provost approval, and preclude the involvement of the Committee;
- 1206.4.3** The Facilitator will not serve as a determiner of fact or make decisions on the outcome. The Facilitator's purpose is to assist in achieving a fair and focused discussion;
- 1206.4.4** All parties are free to state their perspective and any supporting material evidence they have at the time of the meeting;
- 1206.4.5** Witnesses will not be present at the time of the meeting with the Facilitator;
- 1206.4.6** The meeting is not a Hearing, the intention of the meeting is to discuss the charges and identify a resolution that is mutually agreeable to all parties attending the meeting;

- 1206.4.7** Agreements may include appropriate sanctions determined by the parties or withdrawal of the charges by the accusing party;
- 1206.4.8** If an agreement is reached during the Facilitated Meeting it shall be submitted to the Office of the Provost for approval;
- 1206.4.9** If no agreement on a sanction can be reached during the meeting with the appointed Facilitator, The Facilitator will inform the Office of the Provost that an acceptable resolution was not reached, and all involved parties will receive a copy of the notification.
- 1206.4.9.1** At this time, the accused student may request a full Hearing which shall follow all procedures laid out in Chapter 1206.5.
- 1206.5** If a Hearing is requested by the accused student, a date shall be set for a Hearing, and the parties shall be notified by the Committee of the time, date, and place. Hearings shall adhere to the following procedure:
- 1206.5.1** The Office of the Provost shall send a copy of the request for a Hearing and the response of the student to both the charging party and the other persons who received an original copy of the original charge;
- 1206.5.2** The Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course;
- 1206.5.3** Each party shall have the right to present witnesses and evidence at a Hearing and to be present during the presentation of all witnesses and evidence;
- 1206.5.4** Each party shall arrange for the attendance of their own witnesses;
- 1206.5.4.1** The Office of the Provost shall assist in securing the attendance of witnesses if a written request for assistance is made to that office at least five (5) working days in advance of the Hearing date.
- 1206.5.4.2** When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the Hearing until such time that the witnesses may appear and be questioned.
- 1206.5.4.3** The Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information.

- 1206.5.4.4** A witness who feels a need to be excused should, in advance of the Hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the Committee.
- 1206.5.4.5** When a witness fails or refuses to appear, the Committee shall decide whether or not to proceed on the basis of other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness.
- 1206.5.5** A student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt;
- 1206.5.6** The charged student is encouraged to give a statement and to cooperate with the Committee in processing their case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;
- 1206.5.7** The burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole;
- 1206.5.8** The Committee shall conduct its deliberation in a closed and confidential session and shall submit findings and recommendations to the Provost;
- 1206.5.8.1** Committee recommendations shall be made by a simple majority vote of the committee. Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal. The Committee chairperson shall only vote to break a tie or when functioning as part of a quorum.
- 1206.5.9** The Hearing shall be recorded, and a copy shall be made available to each party if requested.
- 1206.5.9.1** Committee deliberations shall not be recorded.
- 1206.6** If the accused student fails to request a Facilitated Meeting or a Hearing within the time allowed, the Committee will then be notified of the charges and response of the student in order to consider the case based on evidence available, and will submit its findings and recommendations to the Provost.
- 1206.7** Once a Facilitated Meeting is successfully concluded or the Committee has reviewed all evidence and carried out a Hearing if requested by the accused student, the Provost shall consider the outcome of the Facilitated Meeting or Committee report and determine the action to be taken.

- 1206.7.1** If the decision of the Provost differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified.
- 1206.7.2** If, after the Committee Hearing, additional evidence not presented in the Hearing which could affect the decision of the Provost comes to their attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence.
- 1206.7.3** The Provost shall notify the charged student in writing of findings and sanctions to be imposed.
- 1206.7.3.1** Copies of this notification shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor, and the person who initiated the action.
- 1206.7.3.2** The Registrar shall be notified in writing by the Office of the Provost when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the dean of the college in which the student is registered or to which they transfer, with the assistance of the Office of the Provost.
- 1206.7.3.2.1** No action shall be taken by any of the parties above for five (5) working days after notification of the decision by the Provost or the completion of an appeal, whichever is later.
- 1206.8** If the course ends before final action has been taken, the instructor shall assign the accused student a grade of incomplete.
- 1206.9** Upon notification of action, either party may appeal to the President of Auburn University.
- 1206.9.1** The appeal must be made in writing within five (5) working days after receipt of notification of the action of the Provost and must include a written statement of asserted facts and argument for why either the decision of guilt or sanction imposed by the Provost is incorrect.
- 1206.9.1.1** In cases involving more than one (1) accused student, the response is conditioned to five (5) days upon final involved party's receipt of notification of the action of the Provost.
- 1206.9.1.2** The appealing party shall send a copy of the appeal to the Office of the Provost, which shall send a notice of the appeal to all parties who received notice of findings and sanctions.

- 1206.9.2** Appeals may only be considered if:
- 1206.9.2.1** New evidence or information is discovered that could potentially impact the decision. For new information to be considered it must have been unknown to the person appealing at the time of the original Hearing;
  - 1206.9.2.2** The proper procedure for a Hearing was not followed;
  - 1206.9.2.3** The proposed sanctions are considered disproportionate in comparison with the violations committed.
- 1206.9.3** The party that is not appealing may submit a written response within five (5) working days of receipt of the appeal.
- 1206.9.4** After reviewing the appeal but prior to any change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. The President of Auburn University shall then respond in writing to the appealing party.
- 1206.9.4.1** Notice of this action shall be sent to the parties that received notice of the appeal.
- 1206.9.5** The President of Auburn University's decision shall constitute the final action of the Academic Honesty Procedure.
- 1206.10** All records of proceedings of Academic Honesty cases shall be filed in the Office of the Provost for a period of six (6) years following the Hearing of the case.
- 1206.10.1** Access to these records shall be limited on an academic need-to-know basis as indicated by applicable law and Auburn University policy concerning student records.

## **TITLE XIII**

### **Student Communication Media Law**

#### **CHAPTER 1300- Board of Communications**

**1300.1**        There shall be a permanent board known as the Board of Communications which shall be composed of the following:

- 1300.1.1**        Senior Vice President for Student Affairs, or a representative appointed by them, will serve as Chair;
- 1300.1.2**        An English faculty member from the Professional and Technical Writing program, appointed by the Chair of the English department or a faculty member from Media Studies appointed by the Chair of the College of Communication and Journalism; the position will alternate between the English faculty member and the Media Studies faculty member on a yearly basis; the Chair may not elect themself;
- 1300.1.3**        Faculty/Staff/Professional in Print Media chosen by The Auburn Plainsman;
- 1300.1.4**        Faculty/Staff/Professional in Broadcast chosen by WEGL and Eagle Eye TV;
- 1300.1.5**        Faculty/Staff/Professional in Publication chosen by Glomerata and The Auburn Circle;
- 1300.1.6**        Faculty/Staff/Professional in Business Management chosen by Auburn University Executive Vice President/Chief Financial Officer;
- 1300.1.7**        Budget and Finance Liaison (Student);
- 1300.1.8**        President of the Student Government Association or appointee;
- 1300.1.9**        Greek Representative from IFC, NPHC, or Panhellenic. Each year the representative will rotate from among the three (3) different councils;
- 1300.1.10**        President of the Honors Congress;
- 1300.1.11**        President of the Graduate Student Council or appointee;
- 1300.1.12**        President of Involvement Ambassadors;
- 1300.1.13**        Student Media representative from The Auburn Plainsman, The Auburn Circle, Glomerata, Eagle Eye TV, and WEGL (non-voting);

- 1300.1.14** The Auburn Plainsman Advisor and Student Media Advisor (non-voting);
- 1300.2** A representative may serve a maximum of three (3) consecutive years. If a longer term is desired, the representative must take a one-year (1) hiatus after the initial three (3) years before returning to the board.

## **CHAPTER 1301- Meeting Times, Quorum, and Voting**

- 1301.1** Meetings of this Board shall be held monthly at a time that is convenient to the Board.
- 1301.1.1** Due notice of all meetings shall be given by the chairperson at least seventy-two (72) hours before the time of the meeting. A special meeting of the Board may be called by the Chairperson of the Board or the appointed SGA Executive Officer.
- 1301.2** The presence of six (6) voting members shall constitute a quorum.
- 1301.2.1** No meeting of the Board will be considered to have a quorum unless over half of those attending are standing, voting members of the Board and at least one (1) is a student representative.
- 1301.3** Board Decisions shall be by a majority vote. The chairperson shall only vote in the event of a tie.
- 1301.4** If a Board member personally misses three (3) meetings in an academic year; the Chairperson shall remove that person from the position and appoint a new representative to take their place.
- 1301.5** Any proxy must be appointed by the specific Board member and generally meet the qualifications of that Board member's position.
- 1301.6** Before the start of each new academic year, the University shall sponsor an orientation for all voting members of the Board.
- 1301.6.1** The orientation shall include briefings of board duties and professional ethics and business practices within journalism and mass media. Furthermore, Board members will be briefed by the student media leaders about the functions and day-to-day operations of their entities and given a tour of the Student Media suite.
- 1301.6.2** A proxy must view the orientation in order to vote on behalf of the member for whom they serve.

## **CHAPTER 1302- Duties of the Board of Communications**

**1302.1** The Board of Communications shall have the following duties:

- 1302.1.1** To support, advise, and serve as an advocate of Student Media;
- 1302.1.2** To review annual budgets of the student media departments;
- 1302.1.3** To review all proposed constitution and bylaw changes of student publications and broadcast departments;
- 1302.1.4** To declare and fill, for sufficient reasons, all vacancies in the offices of editor and station manager under the supervision of this Board;
- 1302.1.5** To recommend the salaries of the editor and station manager under the supervision of this Board;
- 1302.1.6** To reprimand, suspend with or without pay, or remove the editor or station manager, for cause which shall include violations of the Code of Student Discipline, insofar as it does not inhibit the journalistic integrity of the Student Media entities outlined in the Society of Professional Journalists (SPJ) Code of Ethics, or failure to fulfill the duties outlined in the job description.
  - 1302.1.6.1** An editor or station manager so removed may appeal the removal to the president of the University within seven (7) calendar days.
- 1302.1.7** To conduct a selection process for the position of The Auburn Plainsman Editor, The Glomerata Editor, The Auburn Circle Editor, Eagle Eye TV Station Manager and WEGl Station Manager. All positions require an interview by the Board.
  - 1302.1.7.1** If there are four (4) or more candidates for any single position, the Board may require a screening process and preliminary tests to assess pertinent job skills.
- 1302.1.8** The Communications Board shall have no authority to influence or exercise control over the editorial content or the editorial decision-making process of editors and station managers.

## **Chapter 1303- Selection of the Editors and Station Managers**

**1303.1** The Board shall conduct a selection process during spring semester to determine the next Editors and Station Managers.



**1303.2** To be eligible for the position of Editor or Station Manager, a candidate must meet the following requirements:

**1303.2.1** A minimum of 2.5 cumulative, unadjusted Auburn GPA;

**1303.2.2** To be eligible for the position of Auburn Plainsman Editor:

**1303.2.2.1** Enrollment in, or successful completion of coursework in Newspaper Fundamentals, News Writing Reporting, Press Law and Ethics, or experience in newspaper editing is recommended;

**1303.2.2.2** Have prior experience working for The Auburn Plainsman.

**1303.2.3** To be eligible for the position of Glomerata Editor:

**1303.2.3.1** Enrollment in, or successful completion of college level courses in graphic design, editing, creative writing, journalism, technical writing, photography, and/or management is recommended;

**1303.2.3.2** The candidate must have prior experience working for the Glomerata or staff experience at another college-level annual.

**1303.2.4** To be eligible for the position of Auburn Circle Editor:

**1303.2.4.1** Enrollment in, or successful completion of college level courses in graphic design, editing, creative writing, journalism, technical writing, photography, and/or management is recommended;

**1303.2.4.2** The candidate must have prior experience working for the Auburn Circle staff or staff experience at another college-level literary magazine.

**1303.2.5** To be eligible for the position of WEGl Station Manager:

**1303.2.5.1** Enrollment in, or successful completion of college level courses in media studies, communication, journalism, engineering, and/or management is recommended;

**1303.2.5.2** The candidate must have prior experience working for WEGl staff or staff experience at another college-level radio station.

**1303.2.6** To be eligible for the position of Eagle Eye TV Station Manager:

**1303.2.6.1** Enrollment in, or successful completion of college level courses in media studies, communication, journalism, engineering, and/or management is recommended;

- 1303.2.6.2** The candidate must have prior experience working for Eagle Eye TV staff or staff experience at another college level TV station.
- 1303.2.7** Equivalent professional experience will be considered.
- 1303.3** The Board will evaluate the following required materials from each candidate prior to the individual interview:
- 1303.3.1** An official university transcript to ensure candidate eligibility as defined in section 1303.2.1;
  - 1303.3.2** A completed resume outlining experience and qualifications for the position;
  - 1303.3.3** Two (2) letters of recommendation, one being from a faculty member in the student's academic major or a faculty member in the Departments of English or Art or the College of Communication and Journalism;
  - 1303.3.4** A vision statement and individual goals for the media outlet the candidate is applying to.
- 1303.4** The Board will conduct an interview with all candidate referred after reviewing the required materials.
- 1303.4.1** The Chair of the Board will randomly draw the order of the interviews.
  - 1303.4.2** Interviews shall last a maximum of forty-five (45) minutes each, with a maximum fifteen (15) minute break for discussion between each.
  - 1303.4.3** Non-voting student members of the Board cannot remain in the room during the deliberation process for editors and station managers.
- 1303.5** Quorum requirements for the selection process are the same as listed in 1301.2.

## **TITLE XIV**

### **Sunshine Law**

#### **CHAPTER 1400- Sunshine Law**

##### **1400.1**           Definitions

- 1400.1.1**       Organization- a group of people with a common interest; includes the Judicial, Executive, or Legislative Branch of the Student Government Association, Student Activity Organizations, chartered Organization of the SGA, and any Committees thereof;
- 1400.1.2**       Meeting- when an Organization comes together with quorum to conduct business, change policy, and/or allocate funds;
- 1400.1.3**       Committee- a subdivision of any Organization;
- 1400.1.4**       Quorum- a majority of the members of an Organization;
- 1400.1.5**       Good Name, Character, and General Reputation- the estimate the public places on a person, their reputation (good or bad), and the personal attributes of an individual; such personal traits may include honesty, loyalty, integrity, reliability, and other such characteristics (good or bad) which make up one's individual personality;

**1400.2**           Any official meeting of an organization shall be made open to the public, except in cases when a meeting is held when one's good name, character, or general reputation is discussed. In such cases of a closed meeting, all persons that are not members of the organization are excluded from attendance including the media and the person whose good name, character, or general reputation is being discussed.

**1400.2.1**       All voting records must be public and cannot be conducted by mail or email.

**1400.2.2**       If a vote is taken at a closed meeting, only the numbers shall be released.

**1400.3**           Complete and accurate minutes must be kept of meetings.

**1400.3.1**       Minutes shall include motions made and seconded (and by whom), as well as the number of votes for and against matter put to a vote. Minutes shall not be taken at or during portions of meetings when one's good name, character, or general reputation is discussed.

- 1400.3.2** Minutes as well as any other documents directly related to meetings shall be made publicly available.
- 1400.4** It is the responsibility of individual organizations to determine how the public shall be notified of the time, place, and date of meetings; thereafter it shall be the public's responsibility to remain informed.
- 1400.5** In the case that an emergency meeting is held, the organization that holds the meeting should give such notice as is reasonable under the circumstances.

## **TITLE XV**

### **Anti-Discrimination Law**

#### **CHAPTER 1500- Anti-Discrimination Policy**

- 1500.1** SGA shall comply with all Auburn University regulations regarding unlawful discrimination against or harassment of students.
- 1500.2** In addition to complying with Auburn University Policies, SGA shall not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, religion, ideological or political persuasion, or any combination of the aforementioned classes.

## **TITLE XVI**

### **Definitions**

#### **CHAPTER 1600- Definitions**

- 1600.1** Accused - The official against whom the articles of impeachment are being brought.
- 1600.2** Accused Party (Accused Campaign) - Any Campaign reported in writing to have an alleged infraction of the Election Law. Also, may refer to any Candidate's Campaign that is the Accused Party in a Contest Hearing.
- 1600.3** Active Campaigning- Any activity performed to directly garner support for any candidate. This includes handing out gimmicks, promoting the candidate's platform, and standing at a designated concourse location for longer than five (5) minutes time in a t-shirt with the name of the candidate.
- 1600.4** Appeal Form - An Elections Board form used by Candidate's in order to officially appeal a decision or ruling made by the Elections Board.
- 1600.5** Articles of Impeachment - Written charges detailing reason or reasons for impeachment.
- 1600.6** Auxiliary Groups - Auxiliary groups are organizations managed by Student Government Association officials but are not considered to be a formal branch of SGA.
- 1600.7** Billboards - Signs that are painted or printed and used to promote a Candidate; are placed either in private locations such as a front yard or in the front of a local business.
- 1600.8** Budget - An itemized summary of actual expenditures purchased or donated for the purpose of Campaigning.
- 1600.9** Budget Record Form - A form used to report all actual expenditures purchased or donated for the purpose of Campaigning.
- 1600.10** Campaign (noun) – The collective body including Campaign Supporters, Campaign Staff, and Candidate.
- 1600.11** Campaign (verb) – To promote a Candidate or garner votes for the purpose of electing that Candidate.
- 1600.12** Campaign Kick-off – Official start to the Formal Campaigning time period.

- 1600.13** Campaign Manager – The sole spokesperson for a Candidate’s Campaign who has submitted a Declaration of Intent and is responsible for the actions of the Campaign.
- 1600.14** Campaign Materials – Any material approved by the Board of Elections designed to promote and publicize a Candidate for the purpose of Campaigning.
- 1600.15** Campaign Organization – The initial organization of a Campaign including the selection of major Campaign Staff positions such as Campaign Manager and no more than five (5) committee heads.
- 1600.16** Campaign Preparation -Time period of preparation after Campaign Organization and before Preliminary Campaigning begins during Spring Elections.
- 1600.17** Campaign Staff- Any Auburn University student who has a specific responsibility that works to promote a Candidate and/or garner votes for the purpose of electing that Candidate.
- 1600.18** Campaign Staff Form - Form whereby Major Candidates list and make known the members of their Campaign Staff.
- 1600.19** Campaign Supporters – Any Auburn University student who publicly promotes a Candidate by wearing a T-shirt or nametag for the purpose of garnering a vote. A Campaign Supporter has no designated responsibility to that Candidate’s Campaign Staff.
- 1600.20** Campaign Week – The time period delineated by the Director(s) of Election starting at Campaign Kick-off and ending on Voting Day(s); also known as the Formal Campaigning Period.
- 1600.21** Campaigning – Any action by a Campaign Supporter, Campaign Staff member, or Candidate that seeks to promote that Campaign or garner votes for the purpose of electing that Candidate.
- 1600.22** Candidate – Any person who has signed the Declaration of Intent making themselves available for campus and/or college wide elections. Refers to both Major and Minor Candidates.
- 1600.23** Candidates’ Orientation – A meeting held after potential Candidates have submitted their Declaration of Intent but before the Candidate’s Election Law Test. The purpose of this orientation is to review the rules and regulations governing the Election Process.
- 1600.24** Candidates’ Posters – A form of Campaign Material no larger than eight and a half (8.5) inches by eleven (11) inches printed by individual Candidates for the purpose of Campaigning.

- 1600.25** Colors – The colors used on all Campaign Material.
- 1600.26** Committee – a subdivision of any Organization
- 1600.27** Contest Hearing – A Formal Elections Board hearing established for the purpose of hearing and ruling on a formal complaint contesting the results of an SGA election.
- 1600.28** Contesting Party - Any Auburn University student, eligible to vote, who files a formal Contest Form.
- 1600.29** Contest Form – An Elections Board form that states a formal contesting of the election results and provides the grounds and evidence with which the Contesting Party intends to use in the Contest Hearing.
- 1600.30** Conglomerate Posters - Posters that are printed by the Director(s) of Elections for Major Candidates that include a picture and the names of all Candidates.
- 1600.31** Declaration of Intent – The official document prospective Candidates must sign to declare their candidacy, to agree to abide by the Election Law, and to release governing bodies from liability.
- 1600.32** Debates – A time provided for Major Candidates to discuss their Platform and answer questions from constituents.
- 1600.33** Disqualify – To render unqualified or unfit. To declare unqualified or ineligible. To deprive of legal rights, powers, or privileges. To remove Candidate from Election Process.
- 1600.34** Disqualification – The act of disqualifying.
- 1600.35** Donations – Any monies, supplies, food, or professional services offered or sought for use to a Campaign or Candidate, including previously owned material.
- 1600.36** Door-to-door Campaigning – The process of distributing Campaign Material or Campaigning residence to residence.
- 1600.37** Drawings – The process by which Candidates draw random numbers for selection of Colors, Eagle Eye Appearances, Concourse Times, Marquee locations, Painted Window locations, Conglomerate Poster Positions, and other items deemed necessary by the Director(s) of Election
- 1600.38** Eagle Eye Appearance – A short spot on the campus television station, Eagle Eye, made by Major Candidates.



- 1600.39** E-Board – An informal term often used referring to the Elections Board.
- 1600.40** Election Law – Title X of the SGA Code of Laws consisting of rules and regulations which govern the Election Process; official and most current version can be found online on the SGA web page.
- 1600.41** Election Law Test – A test designed by the Elections Board and administered by the Director(s) of Elections to Candidates for the purpose of qualification.
- 1600.42** Election Packet – A supplemental packet distributed by the Director(s) of Elections to assist Campaigns in the Election Process; does not contain rules and regulations.
- 1600.43** Elections Process – The method by which a student is elected to a campus position.
- 1600.44** Endorse/Endorsement – The open and public support of a Candidate for the purpose of garnering votes or gaining influence for that Candidate. Endorsing a Candidate includes wearing Tshirts, wearing nametags, or distributing Campaign Material.
- 1600.45** Escorts – A group of no more than five Auburn University Students, eligible to vote, who attend various Campaign events and functions with a Major Candidate for the purpose of showing support for that Candidate.
- 1600.46** Final Campaign Material Approval – Any Campaign Material that, after being submitted to the Board of Elections for Initial Campaign Material approval, is given final approval by the Board of Elections for actual use during Campaign Week.
- 1600.47** Formal Campaigning – The time period during which Candidates may fully Campaign, utilizing all approved methods and Campaign materials to garner votes.
- 1600.48** Gimmick – Anything unique or not specified as Campaign Material that the Candidate uses to distinguish themselves from other Candidates.
- 1604.49** Good Name, Character, and General Reputation -the estimate the public places on a person, his or her reputation (good or bad), and the personal attributes of an individual; such personal traits may include honesty, loyalty, integrity, reliability, and other such characteristics (good or bad) which make up one's individual personality.
- 1603.50** Handbill – A form of Campaign Material no larger than eight and a half (8.5) inches by five and a half (5.5) inches printed by individual Candidates for the purpose of Campaigning.

- 1600.51** Impeachment - Formal charge or charges brought against the accused
- 1600.52** Initial Campaign Material Approval – Any Campaign Material submitted to the Board of Elections for approval of use during Campaign Week; must be submitted in as close to actual form as possible without the production of material; ex. – actual proof of material from printer of what the Campaign Material will look like when printed.
- 1600.53** Major Candidate – Any Candidate seeking election to one of three major Student Government Association executive positions (President, Vice President, or Treasurer) or the positions of Miss Homecoming and Miss Auburn.
- 1600.54** Major Candidate Contract – Contract given to off-campus businesses and residents by Major Candidates to secure locations for Campaigning by way of Billboards and Marquees and Painted Windows.
- 1600.55** Marquees – Signs of local businesses that may contain the names of individual Major Candidates, position sought, and voting dates for the purpose of Campaigning.
- 1600.56** Mass Media – A term referring to the use of mailboxes, public address systems, newspapers, radio, television, electronic mail (email), Internet, periodicals, newsletters, bulletins, personal websites, and other publications that address a large audience.
- 1600.57** Meeting – when an Organization comes together with quorum to conduct business, change policy, and/or allocate funds. Committee – a subdivision of any Organization.
- 1600.58** Minor Candidate – Any Candidate seeking election to a Student Government Association Senate or College President and Vice President position.
- 1600.59** Nomination Form –An Elections Board form used by any campus organization, fraternity, sorority, or residence hall to nominate an Auburn student for the positions of Miss Auburn or Miss Homecoming.
- 1600.60** Official Campaign Staff Meeting- Meetings utilized amongst campaign staff for administrative purposes.
- 1600.61** On-Campus- any academic and/or administrative buildings and/or walkways on Auburn University’s campus, as well as any other locations designated by the Director(s) of Elections.
- 1600.62** Organization - A group of people with a common interest; includes the Judicial, Executive, or Legislative Branch of the Student Government Association, Student

Activity Projects, chartered Organization of the SGA, and any Committees thereof.

- 1600.63** Painted Windows – Windows of local businesses that are painted by Miss Homecoming and Miss Auburn Candidates with a four (4) foot by four (4) foot design for the purpose of campaigning.
- 1600.64** Platform – A statement of purpose outlining a Candidate’s reasons for running for office and goals they hope to accomplish.
- 1600.65** Platform Form – Form turned in the Director(s) of Elections that contains a Candidate’s platform.
- 1600.66** Private Location – Locations for Billboards and Campaign Material that are privately owned residences.
- 1600.67** Political Parties – A group of students organized under one group name as Candidates for Senate and/or college officers. The Political Party name appears next to the name of the Candidates on the ballot, but does not affect the method in which votes are cast.
- 1600.68** Polling Station – Any place where an electronic device is available for people to vote, but would not normally be available for public access. Polling Stations may only be established by the elections Directorate.
- 1600.69** Preliminary Campaigning – The time period preceding Campaign Kickoffs and Formal Campaigning during which Spring Candidates may publicize their candidacy and the SGA Elections by distributing and placing billboards, posters, at approved on-campus and off-campus locations.
- 1600.70** Public Location – Locations for Billboards and Campaign Material that are owned by the City of Auburn and its businesses.
- 1600.71** Quorum – a majority of the members of an Organization.
- 1600.72** Spring Elections Information Session – A meeting held prior to potential Candidates submitting their Declaration of Intent to inform Candidates about the various positions elected, the responsibilities of the positions, and general information running a Campaign.
- 1600.73** Student Activity Organization - An organization that provides signature high impact, visible, or otherwise notable involvement opportunities to the Auburn University student body.

- 1600.73.1** It is part of a Student Activity Portfolio and eligible to receive funds directly from Student Activity Fees in accordance with SGA Finance Law.
- 1600.74** Student Activity Portfolio - An administrative grouping of one (1) or more Student Activity Organizations with similar goals for the purpose of distributing funds and providing resources.
- 1600.75** Student Financial Representative - A student selected by each Organization in a Student Activity Portfolio. Duties include:
- 1600.75.1** Represent the organization at any Student Senate meeting;
  - 1600.75.2** Present a budget for the organization during Student Senate Budget and Finance hearings.
  - 1600.75.3** Student Financial Representatives may also have a financial manager to share the responsibilities of the student representative.
- 1600.76** SGA – Student Government Association.
- 1600.77** Support – To aid the cause, policy, or interests of a Candidates’ Campaign. To argue in favor of; advocate.
- 1600.78** T-Shirts – A form of Campaign Material in which individual Candidates print a message on a maximum of 400 t-shirts for the purpose of Campaigning; may be utilized by all Major Candidates.
- 1600.79** Violation - Any action by a Campaign that is not allowed in the Student Government Association Code of Laws or approved by the Elections Board is in violation of the Student Government Code of Laws and will result in sanctions imposed by the Board of Elections.
- 1600.80.1** An alleged violation does not include evidence of the violation. Evidence may be made available upon request.
- 1600.81** Violation Form – An official Elections Board form, submitted to the SGA office, that reports an alleged infraction of Election Law.
- 1600.82** Voting Days – The day or days delineated by the Elections Board during which votes for Candidates are cast.
- 1600.83** Withdrawal Form – Official form used to withdraw from the Elections Process and to remove one’s name from the ballot.