

# North Carolina State University Student Government



## Student Body Documents

Version Date: July 3rd, 2017

# Student Body Constitution

We the students of North Carolina State University, desiring to preserve within the University an atmosphere of free discussion, inquiry, and self-expression, to insure the personal freedom and general welfare of the Student Body, and to continue in our tradition of responsible self-government, do hereby establish this constitution of the North Carolina State University Student Body.

## FRANCHISE AND CITIZENSHIP

All students who are enrolled in the University shall be entitled to vote in the Student Body Elections and to participate in Student Body Government.

### Article I EXECUTIVE

#### Student Body Officers

**SECTION ONE – Authority** The executive power of the Student Body shall be vested in the Student Body President, who shall have the assistance of the Student Senate President, the Student Body Vice President, and the Student Body Treasurer.

**SECTION TWO – Elections** The Student Body Officers shall be elected for a one-year term by a majority of those voting in the Student Body Elections. The Student Body Officers shall be chosen from the Student Body at large. Each officer shall at the time of the election be a student in good standing, and be enrolled as a degree seeking student at the University. Furthermore, the Student Body Officers must remain enrolled in the University, and also remain students in good standing for their entire term in office. Requirements for Student Body Offices shall be listed in the Student Body Statutes.

**SECTION THREE – Student Body President** The Student Body President shall:

- A. be chief executive officer of the Student Body;
- B. represent the Student Body in dealings with the students of other universities, the faculty, and the administration;
- C. appoint officers necessary for the operation of Student Body Government during Summer Sessions;
- D. enforce and administer all acts passed by the Student Senate;
- E. have the power to veto any Student Senate act within ten days of receipt from the Student Senate President;
- F. address the Student Senate at such times as they may invite him/her to do so or at such times as he/she may request the Senate President to let him do so, recommend that the Student Senate President present legislation, and present an annual report of the year's Student Government activities following the elections;
- G. call and preside at meetings of the Student Body;
- H. make appointments to fill vacated elective offices, unless otherwise specified in the Student Body Constitution or Student Body Statutes subject to the approval by a two-thirds majority of the Student Senate;
- I. serve as a voting member of Advisory Board to the President of the UNC System and as a voting member of the UNC Association of Student Governments.

**SECTION FOUR - Student Body Vice President** The Student Body Vice President Shall:

- A. succeed the Student Body President in the event of the vacating of that office;
- B. exercise the powers of the Student Body President if he/she is prevented from exercising his/her powers;
- C. assist the Student Body President in the performance of his/her duties;

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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- D. coordinate the Student Government retreat;
- E. serve as the facilitator of the Executive Cabinet;
- F. coordinate the Executive Branch with the Student Body President.

**SECTION FIVE – Student Senate President** The Student Senate President shall:

- A. serve as presiding officer at all Student Senate meetings and serve as an *ex-officio* member of the Senate, non-voting except in the case of a tie vote;
- B. forward all legislation within two days of its passage to the Student Body President for his/her review;
- C. call all meetings of the Student Senate;
- D. appoint the Chairs of the Student Senate Committees;
- E. coordinate the Student Senate retreat.

**SECTION SIX – Student Body Treasurer** The Student Body Treasurer Shall:

- A. be the chief financial officer of the Student Body;
- B. serve as a non-voting *ex-officio* member of the Senate;
- C. have the power to examine the financial records of any Student Government body that has the power to determine a budget of required University activities fees, or any organization that receives funds under Student Body Budget;
- D. serve as an *ex-officio*, non-voting, member of all Senate Financial Committees;
- E. serve as consultant for all Senate Finance bills;
- F. be responsible for all office coordination;
- G. prepare and submit to the Student Senate an annual Student Body Budget;
- H. approve all disbursements of Student Body funds;
- I. provide leadership to Student Government review of fees and tuition.
- J. keep a record of all allocations and expenditures of Student Body funds;
- K. submit to the Student Senate, upon request, a written report of the state of the treasury;
- L. be responsible for all accounting work;

### **The Executive Cabinet**

**SECTION SEVEN – Cabinet Composition** The Executive Cabinet shall consist of the Student Body President, the Student Senate President, the Student Body Vice President, the Student Body Treasurer, and such other officials as established in the Student Body Statutes.

**SECTION EIGHT – Cabinet Powers and Duties** The Executive Cabinet shall:

- A. advise the Student Body President on any matters of student policy or on any student programs and services;
- B. provide coordination and communication amongst executive units as established in the Student Body Statutes.

**SECTION NINE – Cabinet Officers** The presiding officer shall be the Student Body President.

### **Student Body Commissions**

**SECTION TEN – Commission Composition** Each Commission shall be administered by a Chairman and such other personnel as authorized by Executive Order or in the Student Body Statutes. All commission members shall be appointed by the Student Body President, unless provided otherwise in the Student Body Statutes.

**SECTION ELEVEN – Commission Powers and Duties** Each Student Body Commission shall:

- A. initiate surveys and hearings on student problems within its jurisdiction;
- B. prepare reports for the Student Senate or the Student Body President and the Student Senate President.

### **Lines of Succession**

**SECTION TWELVE** If the Student Body President is removed or leaves office for any reason he/she shall be replaced by the Student Body Vice President. If the Student Body President and Student Body Vice President both are removed or leave office for any reason then the Student Senate President shall fulfill the position of Student Body President. If the Student Body Vice President is removed or leaves office for any reason then the Student Body President shall appoint a replacement with a 2/3rd confirmation from the Student Senate.

**SECTION THIRTEEN** If the Student Senate President is removed or leaves office for any reason he/she shall be replaced by the Student Senate President Pro Tempore.

**SECTION FOURTEEN** If the Student Body Treasurer is removed or leaves office for any reason he/she shall be replaced on an acting basis by the Chair of the Finance Committee. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Student Body Treasurer, unless the spring election falls within this thirty (30) day period.

## **Article II LEGISLATIVE**

### **The Student Senate**

**SECTION ONE – Student Senate** The supreme legislative power for the Student Body shall be vested in the Student Senate.

**SECTION TWO – Student Senate Composition** The Student Senate shall be composed of sixty-four to seventy-two Senators who shall represent each of the schools and colleges of the University and special students. All senators shall, at time of their election, be a student in the University in good standing. Further, Senators must remain enrolled students in the University and in good standing for their entire term. Every senator elected by a School Student Body shall at the time of his/her election be enrolled in that School or College.

**SECTION THREE – Student Senate Apportionment** Senators shall be apportioned among the schools, college and recognized programs according to percentage of enrollment, as specified in the Student Body Statutes.

**SECTION FOUR – Student Senate Vacancies** In the event of a vacancy created by the resignation or removal of a duly elected senator, the Student Senate President shall appoint, if possible, an alternate from the same School or College.

**SECTION FIVE – Student Senate President**

The Student Senate President shall:

- A.** serve as presiding officer at all Student Senate meetings and serve as an ex-officio member of the Senate, non-voting except in the case of a tie vote;
- B.** forward all legislation within two days of its passage to the Student Body President for his/her review;
- C.** call all meetings of the Student Senate;
- D.** appoint the Chairs of the Student Senate Committees;
- E.** coordinate the Student Senate retreat.

**SECTION SIX – Student Senate Officers** The Student Senate President shall be the presiding officer of the Senate. The Student Senate shall select from its membership such other officers as may be necessary for its

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

successful operation.

**SECTION SEVEN – Student Senate Standing Committees** The concerns of the Student Senate shall be investigated and legislation shall be formulated by the Student Senate Standing Committees. The specific area of concern and the specific duties of each Standing Committee shall be as chartered in the Student Body Statutes. Special and *Ad Hoc* Committees shall be formed by the Student Senate in the event that a matter of concern is not within the jurisdiction of the Standing Committees.

### **The School and College Councils**

**SECTION EIGHT – School Councils** Each of the several schools of the University shall form Student Government organizations known as School or College Councils. Every School and College Council shall select representatives according to the guidelines drafted by the particular School Council. Each department in the school shall have the right to send student representatives to the school council if they so desire. The number of representatives from each department shall be left to the discretion of the School or College Council. Each School Council may establish a separate constitution which does not conflict with any part of this Constitution, and which may be amended according to the guidelines drafted by the particular school council.

**SECTION NINE – School and College Councils Powers and Duties** The School and College Councils shall:

- A. determine policies within their Schools or Colleges, provided that such policies do not conflict with this constitution or with the policies and programs determined by the Student Senate;
- B. determine and approve an annual budget of the respective School's or College's activities fees;
- C. consider such matters concerning the Student Senate as they deem appropriate;
- D. bring any matters before the Student Senate through the senators from their School or College.

## **Article III JUDICIAL**

### **The Student Judicial Branch**

**SECTION ONE – Branch Governance.** Inherent authority for student conduct lies with the university administration, as governed by the Code of Student Conduct. The student conduct system is also considered student self-governed, to the extent that this article is in force.

**SECTION TWO – Conduct Board Role** The Student Conduct Board shall adjudicate such cases of alleged student misconduct and other matters as authorized and required under university policy,

**SECTION THREE – Conduct Board System** The Conduct Board System shall be composed of the Conduct Board Members, the Hearing Assistants and the Student Body Chief Justice.

**SECTION FOUR -- Conduct Board Members** No member of the Student Conduct Board may be a Student Body Officer or Student Senator. Members of the Student Conduct Board shall be selected through a process facilitated by the Office of Student Conduct.

**SECTION FIVE -- Hearing Assistants** There shall be several student Hearing Assistants, qualified as members of the Conduct Board, appointed by the Student Body Chief Justice, after consultation with advisors from the Office of Student Conduct. Hearing Assistants shall have such responsibilities as defined by the Conduct Board, to include, but not limited, serving as an advisor to a respondent for a conduct Board Hearing or serving as a presiding officer.

### Student Body Chief Justice

**SECTION SIX – Student Body Chief Justice** The Student Body Chief Justice shall be elected by the Student Body at-large, and is considered a Student Body Officer. Candidates for election as Student Body Chief Justice must have served as a Conduct Board member and as a Hearing Assistant. If no student meets these qualifications, then any sitting member of the Conduct Board will become eligible.

**SECTION SEVEN – Power And Duties** The Student Body Chief Justice shall:

- A. be responsible for the leadership of the Student Conduct Board;
- B. effect liaison between the Student Senate, the Executive Cabinet, and the Office of Student Conduct;
- C. assist the Student Body President in the performance of his/her duties;
- D. serve as a presiding officer of Conduct Board proceedings;
- E. assist in selection and training of all Conduct Board members;

**SECTION EIGHT-- Line Of Succession** If the Student Body Chief Justice is removed or leaves for any reason he/she shall be replaced on an acting basis a Hearing Assistant as selected by an internal election of the Conduct Board. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Chief Justice unless the spring election date falls within this thirty (30) day period.

### Article IV

We, the North Carolina State University Community, in order to foster an environment of scholarship and mutual disdain for academic dishonesty, hereby commit ourselves to uphold the principles of honor, integrity, and moral responsibility. As a community we deem it necessary: to cultivate within each member these principles which will be adhered to throughout one's life; to create trustworthy members of the community by placing trust in them; to prevent any student from gaining an unfair advantage through dishonesty. Furthermore, it is the responsibility of the members of the North Carolina State University Community: to exercise judgment in accordance with these principles; to encourage fellow members of the community to uphold these principles; to conduct themselves in a manner consistent with the Code of Student Conduct.

[**Article V Reserved for future use.** *Eliminated by popular adoption of referendum in October 30-31, 2006 election.*]

### Article VI STUDENT BODY STATUTES

The Student Body Statutes shall be the bylaws of the Constitution and shall require passage by a two-thirds majority vote of the Student Senate.

### Article VII AMENDMENTS TO THE STUDENT BODY CONSTITUTION

All amendments to this Student Body Constitution shall require a two-thirds majority vote of those students voting in the Student Body Referendum following:

- A. a two-thirds majority vote of the Student Senate, or
- B. a petition signed by fifteen percent of all University enfranchised students.

# Student Body Statutes

## CHAPTER 1. Student Government.<sup>1</sup>

### Article 1. Student Government Officials and Bodies.

#### Contents.

- §1-1.1. **Definitions and Conventions.**
- §1-1.2. **General Qualifications for Student Government Officials.**
- §1-1.3. **Dual Office Prohibition.**
- §1-1.4. **Student Government Mission Statement.**
- §1-1.5. **Oath of office.**
- §1-1.6. **Open Meeting Requirement.**
- §1-1.7. **Public Body Meeting Records.**
- §1-1.8. **Language and Style Standards.**
- §1-1.9. **Signature Standards.**

#### §1-1.1. **Definitions and Conventions.**

Within these Statutes, the following definitions shall apply:

- (a) A “**Student Government Official**” is any student holding an elected or appointed position provided for by the Student Body Constitution or these Statutes, and not explicitly defined otherwise.
- (b) An “**elected official**” is any person holding an elective position within Student Government
- (c) The terms “**Senate**” and “**Senator**” refer to the NC State University Student Senate and its members, unless otherwise noted.
- (d) A “**Student in Good Standing**” shall be clear of any academic probation, past or present suspensions, or academic integrity probation.
- (e) The term “**public body**” refers to student legislative bodies and committees thereof, Student Body Commissions, and the Elections Commission.
- (f) “**Senior Level**” shall refer to the five student body officers being the Student Body President, Student Senate President, Student Body Vice President, Student Body Treasurer, and Student Body Chief Justice.

#### §1-1.2. **General Qualifications for Student Government Officials.**

All Student Government Officials shall be chosen from the Student Body at-large. The Student Body Auditor, as an exception, shall be chosen from any internal or external source as deemed appropriate by the Student Body President. All Student Government Officials must be students in good standing at the time of their appointment or election, and must remain such their entire term in office. Additional qualifications for specific offices may be assigned by these statutes.

#### §1-1.3. **Dual Office Prohibition.**

No Student Government Official may serve in more than one Student Government Office at any one time, unless such additional offices are considered dual office-holding exempt as specified by other statutes.

#### §1-1.4. **Student Government Mission Statement.**

The mission of the NC State University Student Government shall be as follows:

*Founded and funded by students, the NC State University Student Government encourages students to*

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

*express their concerns and ideas, promotes an environment of open discourse and academic excellence, and proactively represents the student voice to the University administration and Board of Trustees through ethical and accountable public service.*

**§1-1.5. Oath of Office.**

All Student Government Officials shall, upon the beginning of their term of office, take the following Oath of Office, administered by a senior-level Student Government Official, in the presence of witnesses:

*“I, (official’s name) do solemnly swear (or affirm) that I shall faithfully represent the interests of the Student Body of North Carolina State University, that I will dutifully uphold and preserve the Student Body Constitution, and that I will faithfully execute the office of (name of office) for the (academic year) academic year.”*

**§1-1.6. Open Meeting Requirement.**

All meetings of public bodies shall be open to all North Carolina State University Students, except as the closing of meetings is permitted by the General Statutes of North Carolina. Permissible reasons under state law include:

- (a) To prevent the disclosure of information that is privileged or confidential according to federal, state, or local law;
- (b) To prevent premature disclosure of awards;
- (c) To preserve the attorney client privilege;
- (d) To consider the appointment or removal of an individual to or from a non-public body;
- (e) As otherwise provided for by the Student Body Statutes.

**§1-1.7. Public Body Meeting Records.**

All public bodies shall maintain records of their business so that a reasonable person would be able to gain a reasonable understanding of what transpired. These records shall be available upon the request of any student.

**§1-1.8. Language and Style Standards.**

All official communications of Student Government, including, but not limited to: (i) meeting records, (ii) reports to the Senate or Cabinet, (iii) announcements of appointments, and (iv) appointment application materials, shall be written in standard modern American English. Actions taken via noncompliant communications shall be void.

**§1-1.9. Signature Standards.**

All signatures on correspondence or official documents filed or released for internal or public circulation shall only contain: (i) their official title for the respective position(s) they currently hold, (ii) their legal given name, and (iii) their legal signature. No slogans or nicknames may be included in their signature block. Alterations to a standard signature block shall not be allowed.

## Article 2. Publication of Documents.

### Contents.

§1-2.1. ***Student Body Documents.***

§1-2.2. **Printing of legislation.**

§1-2.3. **The Student Government Yearbook.**

§1-2.1. ***Student Body Documents.***

- (a) The *Student Body Documents* shall be defined as the official ratified *Student Body Constitution* and the enacted *Student Body Statutes*.
- (b) The Student Government Office, within the first 15 days of the fall semester, shall publish the Student Body Documents electronically. Print copies shall be made available upon request.
- (c) The Legislative Secretary shall update the Student Body Documents within three (3) class days following the enactment of any amendment to the Student Body Statutes or the passage of any referendum amending the Student Body Constitution. The updated document will be sent to the Webmaster to publish online within three (3) days of receipt.

§1-2.2. **Printing of legislation.**

All legislation shall be published online for each revision made. The Student Government Office shall make available to all Senators copies of legislation upon second reading. All Senators shall have the right to demand a printed copy of any legislation prior to a vote regarding that legislation.

§1-2.3. **The Student Government Yearbook.**

The Student Government Office shall publish annually, upon the termination of each session of the Student Senate, a letter-sized, hardbound volume containing: the *Student Body Constitution*; the *Student Body Statutes*; the *Student Center Constitutions*; the Constitutions governing the Student Media Authority and Inter-Residence Council; the *Student Code of Conduct*; all legislation considered by the Student Senate; all agendas, minutes, and other documents issued forth from the Student Senate; an annual report submitted by each of the Student Body Officers; a copy of each election ballot; a copy of the certified results from each election; and any other relevant documents pertaining to the Student Government and its functions.

### Article 3. Association of Student Governments.

#### Contents.

- §1-3.1. **Definitions and Conventions.**
- §1-3.2. **Delegation Composition.**
- §1-3.3. **Removal of Delegates.**
- §1-3.4. **Leadership in ASG Delegation.**
- §1-3.5. **Delegation Report.**
- §1-3.6. **Delegation Voting.**
- §1-3.7. **Participation of ASG Officers.**
- §1-3.8. **Attendance of ASG Delegation.**
- §1-3.9. **Oversight.**

#### §1-3.1. **Definitions and Conventions.**

Within this article the following definitions and conventions shall apply:

- (a) “**Association**”/“**ASG**” refers to the University of North Carolina Association of Student Governments.
- (b) “**Delegation**” refers to the NC State Student Government Delegation to ASG.
- (c) “**ASG Delegate**” refers to the position entitled Campus Liaison, as stipulated by ASG Governing Documents.
- (d) “**Delegate(s)**” refers to one of the six primary positions listed in §1-3.2. Delegation Composition.
- (e) “**Alternate(s)**” refers to an individual selected by one of the absent delegates to represent NC State, at ASG meetings, in their place.

#### §1-3.2. **Delegation Composition.**

The delegation shall be comprised of six seats:

- (a) the Student Body President, ex-officio.

Alternate(s): Student Body Vice President, Executive Chief of Staff, Executive Assistant, Delegate (f) At-Large Representative.

- (b) the Student Senate President, ex-officio.

Alternate(s): Student Senate President Pro Tempore, Delegate (e) First Year Senator, Most senior member of the Senate, Chair of the Senate Standing committee on Government Relations and Oversight, Delegate (f) At Large Representative.

- (c) the Graduate and Lifelong Student Senator delegation head, ex-officio.

Alternate(s): Member of the Graduate and Lifelong Student Senate Delegation, Delegate (f) At-Large Representative, or member of the NC State Graduate Student Association enrolled in a graduate degree program,

- (d) the ASG Delegate, appointed.

Alternate(s): Delegate (e) First Year Senator, Delegate (f) At-Large Representative.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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(i) The ASG Delegate shall be considered a Class 1 appointee, appointed by the President and requires majority confirmation by the Student Senate. Appointees shall be considered acting until confirmation, and no appointee whose confirmation is rejected by the Senate may be reappointed.

(e) First Year Senator, appointed by the Senate President, non-voting.

Alternate(s): Member of the First Year Senator Delegation, ASG Alternate Delegate, any current Student Government Official,

(f) At-Large Representative, appointed, non-voting,

Alternates(s): Any current Student Government Official;

(i) The At-Large Representative shall be appointed by the ASG Delegate and requires majority confirmation by the Student Senate. Appointees shall be considered acting until confirmation, and no appointee whose confirmation is rejected by the Senate may be reappointed.

**§1-3.3. Removal of Delegates.**

The Student Senate may, by Senate Resolution, remove any delegate from the delegation; removal of ex-officio delegates shall require a two-thirds majority vote. No such removed delegate may be reappointed unless such is allowed under the provisions of the Senate Resolution.

**§1-3.4. Leadership in ASG Delegation.**

The Delegation will be led by the ASG Delegate. The ASG Delegate is responsible for coordinating the delegation in accordance with the ASG Governing Documents and Campus Liaison guidelines set forth by ASG.

The ASG Delegate will be a member of the Presidential Cabinet and serve as a non-voting ex-officio member of the Senate.

**§1-3.5. Delegation Report.**

The ASG Delegate shall prepare a detailed written report on the events of each association meeting, which shall be submitted to the Student Senate, the Senate committee on Government Relations and Oversight, and the Presidential Cabinet within one week of the close of the meeting. The report shall include all votes cast by the delegation.

**§1-3.6. Delegation Voting.**

As specified by Senate Resolution, all delegates may be compelled to vote as specified in such a Senate Resolution pursuant to its adoption by a two-thirds majority of the Student Senate.

**§1-3.7. Participation of ASG Officers.**

Officers of the Association of Student Governments who are also regularly enrolled students of N.C. State shall be considered ex-officio, non-voting general members of the Executive Department of Government Affairs. Such officers shall be considered exempt from the dual office-holding prohibition of Student Body Statutes §1-1.3 (“Dual Office Prohibition”).

**§1-3.8. Attendance of ASG Delegation.**

The ASG Delegation should strive to maintain consistent membership of the Delegation at all Association meetings each session. The ASG Delegation must have at least four (4) out of the six (6) seats filled for every ASG meeting. Each seat can only be vacant twice during a single ASG session. Should any Delegate’s seat accumulate two (2) absences during an ASG session, the committee on Government Relations and Oversight shall conduct a hearing on the Delegate’s attendance, in which the Delegate shall be provided a reasonable opportunity to provide either oral or written explanation of his or her absences. The committee shall

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

determine if the absences merit reprimand or no action at all. Additional hearings shall occur for every additional absence after the initial committee hearing wherein the committee shall determine if the absences merit removal (See §1-3.4. Removal of Delegates.), reprimand, or no action at all.

**§1-3.9. Oversight.**

Oversight of the delegation may be exercised by the Senate Committee on Government Relations and Oversight, which shall have the power to review all votes of the delegation, compel report of delegation members, and make recommendations to delegation members, the Senate President or the Senate regarding improvement of the delegation. As far as practicable, all votes by delegation members shall be discussed in advance with the committee and the committee may make recommendations at its discretion.

## Article 4. Outstanding Student Service Award.

### Contents.

- §1-4.1. **Definitions and Conventions.**
- §1-4.2. **Outstanding Student Service Award.**
- §1-4.3. **Eligibility for Award.**
- §1-4.4. **Criteria for Award.**
- §1-4.5. **Administration of Award.**
- §1-4.6. **Nominations.**
- §1-4.7. **Selection of Finalists.**
- §1-4.8. **Selection of Awardee.**
- §1-4.9. **Presentation of Award.**

#### §1-4.1. **Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**award**” refers to the NCSU Student Government Outstanding Student Service Award in Memory of Jenny Chang, as provided for by §1-4.2.
- (b) The “**committee**” refers to the Student Senate Standing Committee on University Affairs.
- (c) The “**department**” refers to the Student Body Department of Community Service.

#### §1-4.2. **Outstanding Student Service Award.**

There shall be established an annual award known as the “NCSU Student Government Outstanding Student Service Award in Memory of Jenny Chang” or simply the “Chang Award,” awarded by the Student Body Government on behalf of the Student Body to one administrative unit according to such procedures and criteria as delineated in this article.

#### §1-4.3. **Eligibility for Award.**

In general, any university administrative unit acting to the benefit of the student body shall be eligible for the award. However, student-run or student-governed units shall not be eligible.

#### §1-4.4. **Criteria for Award.**

The award shall be granted for exceptional service to the Student Body, above and beyond the expectations of Student Body and the Student Government. The committee shall be empowered to determine if a nomination meets the criteria.

#### §1-4.5. **Administration of Award.**

The award shall be jointly administered by the Senate Committee on University Affairs and the Department of Community Service. Each unit shall designate a member as its principal award coordinator. These coordinators, with the advice of the committee, shall determine the timetable for the award by the conclusion of January.

#### §1-4.6. **Nominations.**

Each Student Government Official shall be permitted to nominate one (1) unit for the award each session. Such nominations shall include a letter referencing the outstanding services performed, and shall be submitted to the committee care of its award coordinator. Senators shall be encouraged to solicit recommendations for nominations from the Student Body at-large. It shall be the privilege of each Senator submitting a nomination to present such nominations at any meeting of the Senate.

#### §1-4.7. **Selection of Finalists.**

The committee shall meet and deliberate on the nominations, and select between two (2) and four (4) finalists

for review by the Senate. The committee shall prepare a citation concerning each finalist.

**§1-4.8. Selection of Awardee.**

The Student Senate shall, in closed session, deliberate on the award finalists and choose one (1) recipient by majority vote. The Senate shall not amend the list of finalists.

**§1-4.9. Presentation of Award.**

The Award shall be presented on behalf of the student body by Student Government. The award coordinator from the department shall have the lead responsibility in organizing the presentation of the Award. Finalists of the Award shall also be recognized with appropriate citation.

## Article 5. Student Government Ethics Act.

### Contents.

- §1-5.1. **Definitions and Conventions.**
- §1-5.2. **Student Government Code of Ethics.**
- §1-5.3. **Mandatory reporting of gifts.**
- §1-5.4. **Waiting period before seeking professional employment.**
- §1-5.5. **Ethics in Leadership requirement.**
- §1-5.6. **Commitment to Open Meetings.**
- §1-5.7. **Waiver of provisions upon two-thirds vote of the Senate.**

#### §1-5.1. **Definitions and Conventions.**

Within this article, the following definitions shall apply:

- (a) A “**Student Government Official**” is any student holding an elected or appointed position provided for by the Student Body Constitution or these Statutes, and not explicitly defined otherwise.
- (b) A “**gift**” is any good, benefit, discount, special service or privilege, or any other item of real or perceived value, monetary or otherwise.

#### §1-5.2. **Student Government Code of Ethics.**

The responsibilities of a Student Government Official shall be to:

- (a) continually enhance and encourage collegiality among all Student Government Officials;
- (b) incorporate civic virtues and advocacy in serving the needs of NC State University and its surrounding community;
- (c) encourage programs that benefit the entire University;
- (d) lobby in an effective and ethical manner, incorporating issues that affect both the Student Body and the surrounding community;
- (e) represent Student Government and NC State University in a beneficial and respectful manner;
- (f) ensure that administrative decisions are in the best interest of the Student Body;
- (g) actively avoid conflicts of interest;
- (h) be informed of and attempt to remedy campus problems and controversies;
- (i) represent the Student Body fairly and equally; and,
- (j) dutifully uphold and preserve the Student Body Constitution.

#### §1-5.3. **Mandatory reporting of gifts.**

- (a) Any Student Government Official receiving a stipend or any other compensation provided by the Student Body funds shall be required to disclose any and all gifts received or awarded to him or her on account of the individual’s position within the Student Government or resulting *ex-officio* membership in outside entities, including gifts from University and external sources.
- (b) The Student Senate Standing Committee on Finance shall establish a standard form for the reporting of such gifts, which shall include, at minimum, the gift awarded or received, an approximate value thereof, and the contributor’s or contributing organization’s name.
- (c) Such reports shall be submitted to the Student Senate Standing Committee on Finance on a quarterly basis, and at such other times as the Senate may by Senate Resolution require.
- (d) Non-disclosure of gifts received, or any effort to circumvent or otherwise not adhere to the provisions of this article, shall result in a temporary freeze of all compensation provided by the Student Body funds upon a majority vote of the Student Senate Standing Committee on Finance, or the permanent revocation of all such compensation upon a majority vote of the Student Senate.

#### §1-5.4. **Waiting period before seeking professional employment.**

No Student Government Official shall seek professional staff employment within the Student Government until at least one academic year has intervened following that Official’s departure from office.

**§1-5.5. Ethics in Leadership requirement.**

No individual who has previously been impeached for dereliction of duty or other offenses shall be eligible to file as a candidate for any Student Body Officer position. This section shall apply in addition to any regulations on candidacy contained in Chapter 7 of the Student Body Statutes.

**§1-5.6. Commitment to Open Meetings.**

In honoring the letter, spirit and intent of the Open Meeting requirement stipulated in Student Body Statutes Chapter 1, §1-1.6 (“*Open Meeting Requirement*”), no Student Government Official shall espouse, promote, move or vote in favor of any motion or action that would violate the letter, spirit or intent of the North Carolina Open Meetings Law or the Student Body Statutes.

**§1-5.7. Waiver of provisions upon two-thirds vote of the Senate.**

The Student Senate may waive provisions of this article on an individual basis upon the adoption of a two-thirds majority vote of a Senate Resolution to that effect. Each such Senate Resolution shall apply to at-most one (1) Student Government Official, and shall be in effect only until:

- (a)** the end of the quarter in which it is adopted for waivers of the gift reporting requirements, or
- (b)** the end of the legislative session for waivers of other provisions of this article.

<sup>1</sup> CHAPTER 1 AMENDMENTS: As amended by: FB 11, 86th Session (2006-2007); GB 33 & GB 48, 87th Session (2007-2008); GB 38, 88th Session (2008-2009); GB 65, GB 98 96th Session (2016-2017)

## CHAPTER 2. Student Senate.<sup>1</sup>

### Article 1. Standing Rules of the Senate.

#### Contents

Rule 0. **Definitions and conventions used in these Rules.**

Rule 1. **Meetings of the Senate.**

Rule 2. **Membership of the Senate.**

Rule 3. **Order of Business.**

Rule 4. **Motions.**

Rule 5. **Assignment of the Floor.**

Rule 6. **Conduct of Debate.**

Rule 7. **General Decorum.**

Rule 8. **Voting.**

Rule 9. **Standing Committees**

Rule 10. **Standing Committee Duties.**

Rule 11. **Permanent Committees.**

Rule 12. **Permanent Committee Duties and Composition.**

Rule 13. **Select Committees.**

Rule 14. **Committee Procedure.**

Rule 15. **Committee of the Whole Senate.**

Rule 16. **Closed Rule on Amendments.**

Rule 17. **Legislation Generally.**

Rule 18. **Introduction of Legislation.**

Rule 19. **First Reading of Legislation, Fast-Tracking, and Referral to Committee.**

Rule 20. **Second Reading of Legislation and Senate Consideration.**

Rule 21. **Engrossment and Enrollment of Legislation.**

Rule 22. **Senate Officers.**

Rule 23. **Election of Senate Officers.**

Rule 24. **Ethics in Leadership Requirement.**

Rule 25. **Confirmation of Appointments.**

Rule 26. **Academic Delegations.**

Rule 27. **Matters Regarding these Rules.**

#### Rule 0. Definitions and conventions used in these Rules.

- (1) A “**session**” of the Senate is all of the meetings of the assembly of Senators that are elected in a given Student Body election and their appointees.
- (2) A “**class day**” is a day in the fall or spring semester on which classes are scheduled to meet.
- (3) A “**full class week**” is five consecutive class days, on a Monday through a Friday.
- (4) “**Standard one-day notice**” refers to notice sent electronically to all Senators, in a manner prescribed by the President, no later than twenty-four (24) hours prior to the start of a meeting.
- (5) A Senator obtains a “**half-absence**” when the Senator misses a committee or a roll call during a Senate Meeting.
- (6) Names of offices refer to Student Senate Offices unless otherwise noted.
- (7) All majorities are of those Senators present and voting.
- (8) Senators shall accumulate seniority in the Student Senate for all terms served as Senator, Senate President, Student Body Treasurer provided that the terms are not interrupted by periods of non-service longer than the minimum possible to take new office.

#### Rule 1. Meetings of the Senate.

- (a) **Meetings at the call of the President.** The President shall call meetings of the Senate as he or she deems appropriate, provided that the Senate shall meet at least once every two full class weeks, and that the regular meeting date and time of the Senate shall be on Wednesdays no earlier than 7:30 PM. The President shall call no less than two (2) meetings of the Student Senate at least one week apart during the spring semester of his or her election. The President shall provide notice of all meetings at least two class days in advance of

the meeting date.

- (b) **Meetings at the call of the Senate.** At any time the Senate is in session, it shall be in order as a privileged motion for any Senator to move to schedule an additional meeting, for the date and time he or she shall prescribe in the motion. Such a motion shall be undebatable and shall require the consent of a simple majority of the Senate.
- (c) **Meetings by petition of Senators.** At any time outside of a meeting, a petition to call a meeting, prescribing the date and time of the meeting and signed by at least one-half of all qualified Senators, may be submitted to the President. Upon receipt of a valid petition, the President shall provide notice of the additional meeting to all Senators via electronic mail, provided that the petition is submitted at least two days in advance of the date and time of the meeting as indicated in the petition.

## Rule 2. Membership of the Senate.

- (a) **Qualification of Senators.** A member of the Student Body shall be considered a qualified Senator-elect upon receipt by the President of certification of his or her election to the Senate from the Elections Commission, or a qualified Senator-designate upon the approval by a simple majority of the Senate of his or her nomination by the President. Before such a qualified Senator-elect or Senator-designate may assume membership, he or she shall be administered the oath of office by the President as required by statute.
- (b) *Reserved for future use.*
- (c) **Appointment to fill vacant seats.** The President shall be empowered to nominate an eligible member of the Student Body for appointment to any Senate seat which is not to be filled for the remainder of the session by other action provided for in this Rule. The President shall make a reasonable effort to provide that such nominees are members of the constituency they are to be appointed to represent. The President shall send appropriate notice to College Councils as provided by §2-3.10 of these Statutes. Such nominations shall be subject to approval by a simple majority of the Senate as described in clause (a) of this rule.
- (d) **Proxies.** A Senator may appoint a proxy to exercise full voting and debating privileges in his or her absence, provided that he or she meets all eligibility requirements to serve as a Senator. The absent Senator will not be assessed an absence if a proxy is sent in their place for up two (2) full absences or four (4) half absences; instead, the Secretary will choose “Proxy” from the Roll Call menu. The proxy shall present written or verbal confirmation from the appointing Senator of his or her appointment to the President no later than the opening roll call of the meeting at which the alternate will be serving. The President shall, if reasonable evidence of the proxy’s eligibility exists, provide the alternate's name and the seat, which they are filling to the Secretary.
- (e) **Documenting Attendance.** Immediately after calling the Senate to order, and immediately before declaring the Senate adjourned, the President shall cause the roll to be called to establish the presence of a quorum and to confirm the attendance of Senators. Any Senator not in attendance for such a roll call, shall be assessed with one-half (1/2) of a Senate absence. The Chair of each respective Committee shall be required to document Senator attendance for formal Committee meetings; any Senator not in attendance for a Committee meeting shall be assessed with one-half (1/2) of a Senate absence. All absences shall be submitted to the Secretary.
- (f) **Attendance Policy.** Should any Senator accumulate five (5) half-absences during a session, the committee on Government Relations and Oversight shall conduct a hearing on the Senator’s attendance, in which the Senator shall be provided a reasonable opportunity to provide either oral or written explanation of his or her absences. The committee shall determine if the absences merit reprimand or no action at all. Additional

hearings shall occur for every three (3) additional half-absences after the initial committee hearing wherein the committee shall determine if the absences merit expulsion from office, reprimand, or no action at all.

### Rule 3. Order of Business.

- (a) **Quorum.** A quorum of the Senate shall consist of a simple majority of all qualified Senators, and excluding all *ex-officio* members of the Senate. It shall be in order as a privileged request for any Senator to ask that the roll be called to establish the presence of a quorum. In the absence of a quorum, the Senate shall be permitted to entertain the motion to enter the committee of the whole until such time quorum returns. Such motion shall require consent of a majority of the remaining Senators present. Should no motion be agreed to following the loss of quorum, the President shall, at his or her discretion, be empowered to immediately declare the Senate to be adjourned, in recess, or dissolved into the Committee of the Whole Senate.
- (b) **Order of Business.** After being called to order, the recitation of the Pledge of Allegiance to the United States flag, and calling the roll to establish the presence of a quorum, the Senate shall proceed with its business as follows:
- (1) Approval of the journal of the previous meeting;
  - (2) Receipt of petitions and other correspondence addressed to the Senate;
  - (3) Open Floor Comments from the Student Body;
  - (4) Reports of the Officers;
  - (5) Reports of the ASG Delegation;
  - (6) Reports of Senate Standing Committees, in alphabetical order;
  - (7) Reports of Senate Select & Permanent Committees, in alphabetical order;
  - (8) Comments & Announcements;
  - (9) Motions to fast-track appointments;
  - (10) Approval of appointments of Senators and other Student Government Officials;
  - (11) Election of Senate Officers;
  - (12) Veto Messages from the Student Body President;
  - (13) Consent Agenda;
  - (14) First Reading of legislation;
  - (15) Motions to fast-track;
  - (16) Referrals to committee;
  - (17) Second Reading of legislation;
  - (18) Miscellaneous Business;
  - (19) Comments & Announcements.
- (c) **Approval of the journal.** At the appointed time in the Senate meeting, the Secretary shall move the approval of the journal for any meeting that has undergone proper electronic review. The motion that the journal be approved shall be decided without debate and shall require a simple majority for approval. Electronic review shall proceed as follows:
- (i) The Secretary posts online a draft of the journal by the Friday that is at least three days prior to the Senate meeting.
  - (ii) The Secretary notifies the Senate of the draft by electronic mail, accepting corrections, and, inasmuch as practical, uploading revised drafts.
  - (iii) A final draft copy of the journal shall be posted between thirty-six (36) and twenty-four (24) prior to the meeting of approval. Notwithstanding further corrections, this draft becomes the official minutes on approval.
  - (iv) Prior to the approval meeting, Senators shall be entitled to submit written corrections to their own remarks and motions, which shall be applied unless objected to by a two-thirds majority of the Senate.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

The Secretary shall post an initial draft journal within five (5) class days of the close of a meeting. The Government Relations and Oversight Committee shall consider cases of controversy concerning the journal, including overseeing its revision should it fail to receive approval.

- (d) **Open Floor Comments from the Student Body.** At the appointed time, the President shall recognize members of the Student Body requesting the floor for a period not to exceed three (3) minutes. This period shall be reserved exclusively for students who are not current or former members of the Student Government. The total time for Open Floor Comments shall not exceed fifteen (15) minutes.
- (e) **Officer Reports.** At the appointed time, the President shall recognize each Student Body Officer, including him or herself, and the President *Pro Tempore*, to offer a written report on his or her official activities since the previous meeting and make any summary announcements he or she deems necessary for no longer than three (3) minutes. Additionally, the President may in his/her discretion forgo placing oral reports of the Officers on any given Senate agenda and instead direct the Senate to review the written reports submitted.
- (f) **Committee Reports.** At the appointed time, the President shall recognize the Chair of each standing committee, in alphabetical order, and then each select or permanent committee, in alphabetical order, to report for no longer than three (3) minutes on the committee's activities since the previous meeting. Additionally, the President may in his/her discretion forgo placing oral reports of the committees on any given Senate agenda and instead direct the Senate to review the written reports submitted.
- (g) **Comments & Announcements.** At the two (2) appointed times, the President shall recognize in turn Senators requesting the floor for a period not to exceed one minute. The total time for Comments & Announcements before the first reading of legislation shall not exceed fifteen minutes.
- (h) **Consent agenda.** At the appointed time, the President shall sequentially proceed through such acts of legislation that have been previously been placed on the consent agenda. Such acts shall be considered adopted by quasi- consent, unless five (5) Senators rise in objection thereto. All such acts so objected are immediately placed on the end of the calendar for second reading.

#### **Rule 4. Motions.**

- (a) **Debatable motions.** When a debatable motion is made and properly seconded, if a second is required, the President shall cause it to be read, and then proceed to state the question on the motion. After the question is stated, the motion shall be in the possession of the Senate and may not be withdrawn by the author except by unanimous consent.
- (b) **Order of Precedence of Motions.** The order of precedence of motions shall be as follows:
  - (1) to adjourn;
  - (2) to recess;
  - (3) questions of privilege;
  - (4) to lay on the table;
  - (5) the previous question;
  - (6) to limit or extend debate;
  - (7) to postpone to a time certain;
  - (8) to refer to committee;
  - (9) to amend;
  - (10) to postpone indefinitely;

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NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS

---

(11) main motions.

All these motions shall have the characteristics assigned to them by *Robert's Rules of Order, Newly Revised*, except where they come into conflict with these Rules.

- (c) **Motion to adjourn.** The motion that the Senate adjourn shall be decided without debate. All motions to adjourn shall be understood to adjourn the Senate to the next date and time scheduled, whether already placed on the schedule or added later by any of the methods prescribed by these Rules. The motion to fix the time to which to adjourn shall be out of order.
- (d) **Motion to adjourn *sine die*.** The Senate shall only adjourn *sine die* by Senate resolution. Such a resolution shall set the date of adjournment *sine die* as the day immediately prior to the expected first meeting of the following session of the Senate. A session may also be considered adjourned *sine die* without a resolution when the President of the new session calls its first meeting to order.
- (e) **Previous question.** The previous question, or motion to end debate and order an immediate vote, shall be decided without debate, and shall require the consent of a two-thirds majority of the Senate. The previous question shall be out of order on the consideration of the adoption of legislation unless at least half of the time allowed for debate in both the affirmative and the negative has expired. This rule may not be suspended.
- (f) **Germaneness rule.** All amendments not germane to the subject of the motion under consideration shall be out of order in meetings of the Senate or any committee formed thereof.
- (g) **Points of order.** If any Senator has cause to believe that one or more of the Rules of the Senate is not being followed, he or she may rise and inform the President that he or she rises to a point of order. The Senator raising the point of order may interrupt the speaking Senator, and the President shall recognize all points of order. The President shall recognize the Senator raising the point of order for a period not to exceed one minute to explain his or her point. Following the President's ruling, the motion to appeal from the decision of the chair shall be in order. Such motion shall be debatable except in cases these rules provide otherwise, and a simple majority shall be required to overturn the ruling of the President.
- (h) **Dilatory motions.** Any motion which is dilatory in nature shall be out of order in meetings of the Senate.

### Rule 5. Assignment of the Floor.

- (a) **Recognition of Senators.** A Senator who seeks recognition shall rise at his or her seat, or stand in the well of the Senate Chamber, address the President, and shall wait to be recognized before addressing the Senate further, unless otherwise permitted by these Rules.
- (b) **Recognition of non-Senators.** No one save members of the Senate shall be extended the floor, except by the President. No one save members of the Senate shall be recognized in debate, unless approved by two thirds of the Senate.

### Rule 6. Conduct of Debate.

- (a) **Time and speech limits.** All debate time shall be evenly divided between affirmative and negative debate in the manner deemed appropriate by the President. No Senator shall be entitled to speak in debate more than twice on any one question. The total time for debate on a motion shall be as follows:

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (1) The total time for debate on the adoption of legislation shall not exceed twenty-one (21) minutes;
  - (2) The total time for debate on other debatable motions shall not exceed ten (10) minutes.
- (b) **Question period.** The President may, at his or her discretion, recognize the Senator making any motion for a period not to exceed five minutes, following the statement of the question but before proceeding into debate, during which time the Senator shall be entitled to yield to other Senators for questions. It shall be out of order for any Senator to use such time for debate.
- (c) **Questions in debate.** Once debate has begun, a Senator speaking in debate shall be entitled to yield the floor to other Senators for questions. A Senator desiring to ask a question of the speaking Senator may interrupt him or her to request that the speaking Senator yield. The speaking Senator's response to such questions shall be counted against his or her debate time.

**Rule 7. General Decorum.**

- (a) **Decorum of Senators.** The President shall have general direction of the Senate Chamber and shall maintain the proper decorum of the Senate. All Senators shall observe decency of speech, avoid disrespect of personalities, leave the Chamber to engage in conversations, and avoid walking between a speaking Senator and the President.
- (b) **Decorum of visitors.** Visitors to the Senate Chamber shall be seated around the back and side walls of the Chamber except at the discretion of the President. No visitor may be seated along the aisles or behind the lectern. Visitors shall refrain from disrupting the business of the Senate. The President, with the aid of the Sergeant-at- Arms, may ask any visitor to leave the Chamber at any time for disorderly conduct.

**Rule 8. Voting.**

- (a) **Procedure for voting.** The Senate shall proceed to an immediate vote on the question before it when (1) the question is on the adoption of an undebatable motion; or (2) all debate on a debatable motion is exhausted; or (3) the previous question is ordered thereto. In initiating a vote, the President shall first, if necessary, cause the Sergeant-at- Arms to call all Senators from the lobby and, upon their entry, ensure that no Senator may enter or leave the Chamber during the voting procedure. The President shall then cause the motion to be read and put the question to a vote of the Senate. No Senator shall vote who was not present in the Chamber when the question was put. Any Senator may abstain from voting.
- (b) **Voting rights of President.** The President shall have no vote but in the case of a tie.
- (c) **Motions in order during a vote.** Only motions, parliamentary inquiries, and points of order pertaining directly to the vote on the question before the Senate shall be in order after the question is put. Any such motion, inquiry, or point of order may be offered at any time during a vote but shall not be taken up until after the voting procedure currently at hand is completed, but shall be taken up and disposed of before the final result is announced.
- (d) **Votes by roll call.** It shall be in order as a privileged request for any Senator to ask that the yeas and nays be recorded in the journal on any question, with the consent of one-fifth of those Senators present. The yeas and nays shall be recorded by a call of the roll. The President shall proceed directly to a vote by roll call on the second reading of all legislation, without intervening voice vote or standing vote.
- (e) **Counting Abstentions.** Abstentions shall not be counted among the casted votes, shall not be totaled along with the yeas and nays, and shall not factor in when determining if a side reaches a majority.

### Rule 9. Standing Committees.

- (a) **Appointment of standing committees.** The President shall appoint each Senator to one of the standing committees, as follows:
- (1) Academics;
  - (2) Student Relations;
  - (3) Finance;
  - (4) Government Relations and Oversight;
  - (5) University Affairs.

Each Senator shall be appointed to a standing committee within five (5) class days of his or her assumption of office. No Senator may be removed from a committee once appointed to it except by the consent of the Senator to be so removed, and no senator may be appointed to a committee except with the consent of the Senator to be so appointed.

- (b) **Committee chairs.** The President shall appoint one Senator to serve as Chair of each standing committee no later than the last regular class day of the Spring semester. The Chair of a committee shall be considered a full voting member of the committee. The Chair of each committee shall serve at the discretion of the President.
- (c) **Additional committee officers.** Each committee shall elect a Vice-chair from its membership at its first meeting following the complete appointment of elected Senators to committees, and at any time the position becomes vacant. Additional officers may be designated by the committee or the chair.
- (d) **Duties of committee chairs.** Standing committee chairs shall be responsible for such duties typical of the office of chair, including coordinating committee meetings, recording the attendance of committee members, and preparing committee reports for the Senate. Standing committee chairs shall also perform duties pertaining to their committees by request of the President, not inconsistent with these Statutes. The Vice-chair shall fulfill the duties of the Chair at such times the Chair is unable to do so.
- (e) **General duties of standing committees.** Standing committees shall be responsible for the consideration of all questions and legislation referred to them by the Senate or the President, the preparation of legislation they deem necessary for the welfare of the Student Body or as directed by the Senate in instructions, and the preparation of all reports required by these Rules or deemed necessary at the discretion of the Chair.
- (f) **Membership size requirements for standing committees.** At no time shall any standing committee be composed of less than three (3) members, or less than the number prescribed elsewhere in these Rules for the committee, whichever is greater. Should membership of a committee fall below its allotted minimum, the President shall inform the Senate and seek Senators who wish to transfer to the committee. Should a committee be unable to obtain the prescribed minimum number of members, it may continue to operate, provided that a quorum of the committee shall be a simple majority of its minimum prescribed membership.

### Rule 10. Standing Committee Duties.

- (a) **Committee on Academics.** The Committee on Academics shall be responsible for policies regarding academic reform, University academic policy, evaluation of professorships and courses, University calendar issues, and Health & Exercise Studies. The Committee on Academics shall affect liaison with the Faculty Senate Academic Policy Committee, the office of the Provost, the Teaching Effectiveness and Evaluation Committee, the Committee on Undergraduate Education, and the Department of Registration and Records.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (b) **Committee on Student Relations.** The Committee on Student Relations shall be responsible for addressing issues of (1) diversity concern, with the assistance of the Diversity Outreach Department. (2) policies concerning University Housing, (3) the Student Media Authority, (4) the Inter-Residence Council, (5) Fraternity and Sorority Life and the student Greek councils, (6) the Union Activities Board, (7) the Student Center Board of Directors, (8) Student Involvement and Registered Student Organizations, and (9) Athletics and Club Sports.

The Senate President shall appoint one Senator as committee Diversity Coordinator, who shall serve as point person on diversity issues for the Senate and committee. The Senate President shall appoint one Senator from the who shall serve as liaison to the Inter-Residence Council.

- (c) **Committee on Finance.** The Committee on Finance shall ensure responsible expenditure of Student Body Funds. The committee shall review finance bills, advise the Treasurer and other officials on spending practices, regularly review the current balance sheet, inspect budgets and expenses of agencies and departments, advise and oversee the Treasurer on matters of Student Government facility usage, and review all matters pertaining to revenue generation by Student Government and its agencies. The Committee shall also review the annual Student Body Budget proposal as defined by statute (SBS §5-4). The Committee shall be composed of at least seven (7) members, excluding the Student Body Treasurer, who shall be an ex-officio non-voting member.
- (d) **Committee on Government Relations and Oversight.** This committee shall be responsible for reviewing amendments to these Statutes and the Student Body Constitution, formulating election procedures, considering amendments to the rules of the Senate, reviewing matters of controversy in Senate procedure, reviewing policies concerning College Councils, evaluating the nature of Senate absences, and reviewing personnel matters, including conducting investigations regarding the impeachment of Student Government Officials, in accordance with the Senate punitive powers. This committee shall affect liaison with student judicial boards and the Board of Elections. This committee shall be responsible for all advocacy initiatives and formulating policies regarding bodies of governance at the local, state, and federal level, including the Raleigh City Council, the UNC Association of Student Governments, the UNC Board of Governors, and the North Carolina General Assembly. The committee shall review all matters of student concern external to the University, except where another committee has direct jurisdiction. In particular, the committee shall ensure adequate attendance at all meetings of the UNC Association of Student Governments, above and beyond the minimum delegation provided in Student Body Statutes §1-3.2 (“Delegation Composition”). The committee shall be composed of at least five (5) members.
- (e) **Committee on University Affairs.** The Committee on University Affairs shall be responsible for policies concerning the NC State University Police Department, the NC State University Facilities Division (campus planning, construction, buildings, and grounds), NCSU Transportation, the Student Health Services, the Student Legal Services, the NC State Counseling Center, University Dining, the NCSU Bookstores, the NC State Sustainability Office, and support the implementation of Nightwalk.

The Senate President shall appoint three (3) Senators to serve as a Senate liaison to the NC State University Police Department, the NCSU Transportation, and University Dining.

### **Rule 11. Permanent Committees.**

- (a) **Purpose of Permanent Committees.** The permanent committees of the Student Senate exist to guarantee the completion of certain core functions of the Senate’s mission. Unlike standing committees, each permanent committee established in these Rules shall have at least one (1) or more specific objectives that must be completed in each legislative session.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (b) **Appointment of Permanent Committees.** The President shall appoint Senators to each permanent committee. The President shall ensure that at least one (1) Senator representing First Year students serves on each permanent committee. Membership shall, in general, be accorded to current and aspiring leaders of the Senate. No Senator may be removed from a committee once appointed to it except by the consent of the Senator to be so removed, and no senator may be appointed to a committee except with the consent of the Senator to be so appointed.
- (c) **Committee Officers.** The President shall appoint one Senator to serve as chairman of each permanent committee. The chairman of a committee shall be considered a full voting member of the committee. Each committee shall elect a vice-chairman from its membership at its earliest opportunity, except for the Committee on Appropriations which shall have an *ex-officio* vice-chairman as stipulated in the permanent committee charter. Additional officers may be designated by the committee or the chairman.
- (d) **Quorum.** Quorum of a permanent committee shall be a majority of the voting members, thereby including the chair, but excluding non-voting *ex-officio* members. At no point shall quorum be established with less than three (3) Senators.

**Rule 12. Permanent Committee Duties and Composition.**

- (a) **Committee on Appropriations.** The Committee on Appropriations shall ensure a fair distribution of Student Body Funds to registered student organizations. The committee shall execute the process of student organization appropriations as defined by statute (SBS §5-2). The Committee on Appropriations shall be comprised of at least seven (7) senators, and the Student Body Treasurer, non-voting *ex-officio*. All members of the Committee on Appropriations shall be Senators representing one of the several colleges, schools, or recognized programs and at no time shall be comprised of, excluding the Chair, more than two (2) members of any given college, school, or recognized program Senate delegation.

The chairman of the Senate Standing Committee on Finance shall be the *ex-officio* vice-chairman of the Committee on Appropriations. A communications manager shall be selected from the committee with the following responsibilities: to be in charge of advertising at college councils, advertising via Student Involvement and/or other list serves, and managing on-campus social media advertisements.

- (b) **Committee for Onboarding and Leadership Development (COLD).** The Committee for Onboarding and Leadership Development (COLD) shall ensure adequate advocacy and related training for all members of the Student Senate, provide for a smooth transition between sessions of the Senate, and generally be responsible for all leadership development initiatives of the Student Government. In particular, the committee shall:
  - (i) plan all Senate-related aspects of the Student Government retreat,
  - (ii) facilitate delegation formation and operation and maintain a central record of the officers, meetings, and structure of all college councils for Student Government use in accordance with Rule 26,
  - (iii) host a meeting to provide new Senators with information on Senate structure and procedures, which shall be held before the first meeting after fall elections,
  - (iv) aid delegations reaching out to college councils and constituents to fill any empty Senate seats,
  - (v) act as a liaison for applicants to empty Senate seats, providing them with information on Senate structure and procedures, and introducing a Senate Resolution bearing no sponsor to be introduced providing for the confirmation of the individual appointment in accordance with §2-1 Rule 25 (b).

The chairman of the Senate Standing Committee on Government Relations and Oversight shall be an *ex-officio* member of COLD.

- (c) **Committee on Tuition and Fees.** The Committee on Tuition and Fees shall formulate policy and consider

legislation pertaining to student tuition, fees, and other monetary charges, the administration's budget priorities and requests, the budgetary process of the Board of Governors and the North Carolina General Assembly, and other matters of student costs and University funding. The Committee shall annually review all proposed student fee increases, including interviewing fee requesting units and submitting initial policy recommendations to the Senate by a date set by the Senate President. The Student Body Treasurer shall serve as an *ex-officio* non-voting member of the committee.

### Rule 13. Select Committees.

- (a) **Appointment of select committees.** The formation of a select committee may occur at the discretion of the President or by motion of any Senator with the consent of a simple majority of the Senate. The President shall appoint the Chair and other members of the select committee, unless the motion creating the committee specifies some other method of selection.
- (b) **Meetings and general duties of select committees.** Select committees shall meet at the discretion of the Chair, subject to any conditions which may be stated in the committee's formation. Select committees shall be responsible for the consideration of all questions referred to them by the Senate and the preparation of legislation as directed by the Senate in their formation or subsequent instructions, and the preparation of all reports required by these Rules or deemed necessary at the discretion of the Chair.

### Rule 14. Committee Procedure.

- (a) **Call of meetings.** Standing committees shall meet at least once every two full class (2) weeks during the fall and spring semesters, at the time and place prescribed by the chair. A simple majority of the committee's membership may, by written petition, instruct the chair to schedule a meeting. The chair shall provide standard one-day notice for all meetings. A quorum of the committee shall consist of a simple majority of the membership of that committee, except as provided in Rule 9(f) for committees whose membership is below the minimum prescribed membership. Committees may enact such other rules, not inconsistent with these Rules, as they see fit.
- (b) **Committee reports.** Committees may, upon completing their deliberations, report legislation to the Senate by a simple majority vote of the committee. Such a report shall be submitted in electronic form by the Chair of the committee in the manner prescribed by the President to him or her and to the Student Government Office, and may include recommendations for the Senate consideration of the legislation. Committee reports take effect immediately upon being filed.
- (c) **Discharge from consideration.** Any legislation remaining in a committee may be discharged from the committee, provided that standard one-day notice has been given. Passage of the motion to discharge shall require a two-thirds vote.
- (d) **Consideration of legislation.** Committees shall consider all legislation referred to them. No legislation may be considered at a committee meeting unless either the chair announced its consideration or a Senator announced intent to move for its consideration. Such announcements shall be sent by electronic mail to all Senators, at least twelve (12) hours prior to the meeting in the case of a Senator and at least twenty-four (24) prior in the case of the chair.
- (e) **Report of legislation.** All reports recommending Senate consideration of legislation must be submitted no later than noon two (2) days prior to the day for which the meeting is scheduled, in order to be placed on calendar for second reading at that meeting by the President. It shall be in order as privileged motion to accept the committee report of legislation not already on calendar, thereby calendaring it, provided that

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

standard one-day notice is given. Such motion shall be decided without debate, and shall require concurrence of a simple majority of the Senate.

- (f) **Recommendation of Legislation for Consent Agenda.** Committees may, on report of legislation for second reading, recommend that the bill or resolution be placed on the consent agenda. The Senate President shall review the recommendation, and shall place the act of legislation on the consent agenda unless he or she deems it unlikely to receive consent agenda passage.
- (g) **Suspension of Membership for Non-Attendance.** In the event that a committee member misses all of three (3) consecutive committee meetings, they shall be suspended from the committee effective at the close of the third meeting. Such suspension shall last until they again appear at a meeting of the committee, but will resume in the event of another two (2) consecutive missed committee meetings. Suspended members shall continue to accrue committee absences, but shall not count towards the total size of the committee.
- (h) **Senator participation in committees.** Any Senator may attend and participate in the deliberations of any committee, but he or she shall have no vote unless a member of said committee.
- (i) **Amending bills in committee.** All committees shall have the power to amend a resolution or bill that comes before them with a majority vote of the present committee members.

**Rule 15. Committee of the Whole Senate.**

- (a) **Dissolution into Committee of the Whole.** It shall be in order as a privileged motion for any Senator to move to dissolve the Senate into the Committee of the Whole Senate, subject to the approval of a simple majority of the Senate, and such a motion shall be decided without debate. In the absence of a quorum, the President shall be empowered to declare the Senate dissolved into the Committee of the Whole Senate, as provided under Rule 3(a).
- (b) **Business in order in Committee of the Whole.** The Committee of the Whole Senate may consider any main motion which is referred to it by the Senate or is on the calendar for the present meeting.
- (c) **Chair of the Committee of the Whole.** The Committee of the Whole Senate shall be chaired by the President *Pro Tempore*. In no case shall anyone serving as President also preside over the Committee of the Whole Senate. The President shall have all the rights and privileges of a Senator in meetings of the Committee of the Whole Senate.
- (d) **Quorum in the Committee of the Whole.** A quorum of the Committee of the Whole Senate shall consist of one-fifth of all qualified Senators.
- (e) **Debate in the Committee of the Whole.** Debate in the Committee of the Whole shall not be restricted, unless any Senator should so move with the consent of two-thirds of the Committee. All rules regarding the decorum of the Senate shall apply.
- (f) **Motions in order in the Committee of the Whole.** The motion that the Committee of the Whole Senate rise and report, the motion to report the pending question to the Senate, motions to amend the pending question, and such inquiries, points of order, and motions related to debate and voting as are necessary for its operation shall be the only motions in order in the Committee of the Whole. All questions to be considered by the Committee of the Whole Senate must be reported before the motion that the Committee rise and report shall be in order.

- (g) **Types of Reports by the Committee of the Whole.** It shall be in order for any Senator to move that the Committee of the Whole Senate report the pending question, and such a motion shall contain a recommendation that the Senate vote immediately or that it debate further. Such a report shall be decided without further debate and shall require the consent of a simple majority of the Committee.
- (h) **Reports by the Committee of the Whole.** The President shall bring before the Senate, in the order reported, all main motions reported by the Committee of the Whole Senate upon reconvening the Senate. If the Committee reported a question with a recommendation that the Senate vote immediately, the President shall put the previous question on that motion to an immediate vote of the Senate.

### Rule 16. Closed Rule on Amendments.

- (a) **Effect of the Closed Rule on Amendments.** When under the closed rule on amendments, no amendments to a given act of legislation shall be in order in the Senate except by general consent.
- (b) **Invocation of the Closed Rule on Amendments.** Legislation may be placed under the Closed Rule on Amendments (1) by the corresponding sponsor at any time prior to first reading, upon a letter to that effect submitted in writing to the President; (2) by a committee upon recommending legislation to the Senate for second reading; or (3) by the Senate, following the sponsor's report but before debate has begun, upon a motion to that effect adopted by a majority vote of the Senate. Such a motion shall be considered without debate.
- (c) **Revocation of the Closed Rule on Amendments.** The Closed Rule on Amendments for any given piece of legislation may be revoked at any time upon a motion to that effect adopted by a two-thirds majority of the Senate or a majority vote of the committee the legislation is referred to. Such a motion shall be considered without debate.

### Rule 17. Legislation Generally.

- (a) **Types of Legislation.** The Senate shall recognize two types of legislation, which shall be known as Bills and Resolutions. The President shall determine the proper format for the presentation of all forms of legislation and inform all Senators of the requirements thereof.
- (b) **Bills.** All legislation creating or affecting a change in the Student Body Statutes or other body of law within the legislative powers of the Senate, or providing for the budgeting and appropriation of Student Body Funds, shall be presented in the form of a Bill. The specific bill types shall be as follow:
  - (1) **Finance Bill.** A finance bill authorizes or instructs the expenditure of funds previously budgeted. This includes allocating funds to registered student organizations (SBS §5-2), establishing co-sponsorship with other organizations, and for purchasing goods or contracting services for Student Government.
  - (2) **Government Bill.** A government bill amends the Student Body Statutes or other body of law within the legislative power of the Senate. Additionally, bills providing for both use of the Student Body funds as well as amending bodies of law shall be in the form of a government bill.
  - (3) **Senate Bill.** A Senate Bill amends the Standing Rules of the Student Senate or other bodies of law under the discretionary authority of the Student Senate.
- (c) **Resolutions.** All legislation creating or affecting a change in Student Government policy shall be in form of a Resolution. Resolutions shall not amend any portion of the Student Body Statutes, the Student Government Budget, or any other body of law within the legislative powers of the Senate. Any resolution with the effect of providing a recommendation concerning tuition or student fees shall require passage by a two-thirds (2/3)

majority

- (d) **Senate Resolutions.** All legislation exercising one or more privileges of the Student Senate, shall be in the form of a Resolution, but shall be distinguished from Resolutions designated in Rule 17(c) by being identified as a “Senate Resolution”.
- (e) **Legislative expiration.** Upon adjournment *sine die* of a session, all legislation not definitely disposed of by the Senate is to be considered postponed indefinitely and can only be brought up in a new session by reintroduction.

### Rule 18. Introduction of Legislation.

- (a) **Initial introduction.** A Senator may file legislation for introduction by submitting an electronic copy in the manner prescribed by the President to him or her and to the Student Government Office staff. Legislation filed by noon at least two (2) days prior to a Senate meeting shall be placed on the agenda for first reading at that meeting. The President shall also cause the legislation to be posted on the Senate website no later than one class day following its filing for introduction.
- (b) **Late Introduction.** Legislation filed up to one (1) day late may be calendared by simple majority vote of the Senate, without debate, provided standard one-day notice is given. Late legislation so calendared shall be ineligible for fast-track by any means.
- (c) **Sponsorship of legislation.** Any Senator(s) filing legislation with the Student Government Office for first reading shall be designated as the primary sponsor(s) of the legislation filed. After the first reading of any piece of legislation, any number of Senators may join as secondary sponsors of the legislation with the consent of the primary sponsors. The Senate shall not amend the names of primary or secondary sponsors without the consent of those Senators whose names are to be amended.
- (d) **Fast-track of Legislation.** A Senator may move that legislation receive its first and second readings at the same meeting. This procedure shall be known as "fast-tracking" the legislation. Such a motion shall be considered by the Senate at the meeting at which the legislation is on the calendar for first reading, and shall only be in order provided that standard one-day notice has been given. The motion to fast-track a resolution of appointment confirmation shall be in order only if recommended by the committee of relevant jurisdiction, as determined by the President.
- (e) **Emergency Fast-track of Legislation.** Very urgent legislation filed for introduction, but not yet first read, may be scheduled for immediate second reading by the emergency fast-track procedure. This procedure applies only to resolutions and not to any form of bill. At least twenty-four (24) hours prior to the start of the meeting:
  - (i) the resolution must be properly filed for introduction; and
  - (ii) the Senator requesting emergency fast-track must have served standard one-day notice.

The privileged motion to approve an emergency fast-track shall require a two-thirds vote of all serving Senators for passage, and can be raised prior to the primary fast-track period. In all other regards, rules applying to ordinary fast-track shall apply to emergency fast-track.

### Rule 19. First Reading of Legislation, Fast-Tracking, and Referral to Committee.

- (a) **First Reading of legislation.** At the appointed time, the President shall cause all legislation on the calendar for first reading to be read by title only, unless any Senator should ask for a full reading with the consent of one-fifth of those Senators present.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (b) **Incidental motions.** Immediately after first reading, the President shall recognize any Senator wishing to make an incidental motion relating to the pending legislation, including points of order and objections to consideration.
- (c) **Motions to fast-track.** At the appointed time, the President shall recognize all Senators who properly submitted their intent to move to fast-track legislation as required by Rule 18(d) in turn for the purpose of making such a motion. Such a motion shall be decided without debate, and shall require the consent of a two-thirds majority of the Senate.
- (d) **Referral to Committee.** At the appointed time, the President shall refer all legislation read for the first time and not fast-tracked to the committee he or she deems appropriate according to these Rules.

**Rule 20. Second Reading of Legislation and Senate Consideration.**

- (a) **Two reading rule.** All legislation shall be read twice, and such readings shall occur at two different meetings except as provided elsewhere in these rules.
- (b) **Placement on calendar for second reading.** Legislation shall be placed on the calendar for second reading by the President once it is reported by the committee pursuant to Rule 14(b), for a meeting no more than four weeks following the committee's authorization of the report. Any legislation which is successfully fast-tracked shall be considered placed at the end of the calendar for second reading.
- (c) **Procedure for second reading.** At the appointed time, the President shall cause the first item of legislation on the calendar for second reading to be read by title only, unless any Senator should ask for a full reading with the consent of one-fifth of those Senators present. Following the reading of the item of legislation, the President shall recognize the author(s) of the committee report (if any) on the legislation for a period not to exceed five minutes, during which time the author(s) shall give a summary of the committee's report. At the conclusion of the report, the President shall state the question on the adoption of the legislation, and the motion to object to its consideration shall be out of order.
- (d) **Second reading question period.** After stating the question on the adoption of an item of legislation, the President shall then recognize the author of the legislation under consideration for a period not to exceed ten minutes, during which time the Senator may yield to other Senators for questions. It shall be out of order for any Senator to use such time for debate.
- (e) **Amendment of legislation.** All motions to amend legislation during second reading shall be written and shall be submitted to the Legislative Secretary at the time of their introduction.

**Rule 21. Engrossment and Enrollment of Legislation.**

- (a) **Engrossment of Bills and Resolutions.** Within two class days of the adoption of a Bill or Resolution which must be submitted to the Student Body President, the President shall cause a copy of the Bill or Resolution, corrected by the Legislative Secretary, to be engrossed and submit an engrossed and signed copy of the Bill or Resolution to the Student Body President for his or her signature.
- (b) **Enrollment of legislation.** The President shall cause such legislation to be enrolled and cause the distribution of the legislation necessary to achieve its purpose within two class days of:
  - (i) the receipt of a Bill or Resolution signed by the Student Body President;
  - (ii) the adoption of a motion to override a veto by the Student Body President;
  - (iii) the expiration of the tenth class day following the submission of a Bill or Resolution to the Student

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- Body President with no communication from him or her; or
- (iv) the adoption of legislation not requiring presentment to the Student Body President.
- (c) **Automatic Veto Override.** The Student Senate may automatically override any potential veto of the Student Body President if:
- (i) Upon filing, the bill includes in the resolved section a provision for an automatic veto override;
  - (ii) If provided as an amendment, standard twenty-four (24) hour notice is served to the Student Government listserv stating an amendment will be offered to include an automatic veto override clause;
  - (iii) A committee may not amend a bill to include an automatic veto override; and,
  - (iv) If any automatic veto override is to be considered enrolled, the bill must pass the Senate by a 3/4th vote of all members present and voting provided a quorum exists.

**Rule 22. Senate Officers.**

- (a) **President.** The presiding officer of the Senate shall be the Student Senate President, as duly elected by the Student Body. The President shall be responsible for all Constitutionally prescribed duties, including forwarding all legislation requiring the Student Body President's signature to him or her within two class days of its adoption by the Senate; calling all meetings of the Senate; appointing the Chairs of the Senate Standing Committees; coordinating the education of Senate members; and shall also be responsible for performing all other duties prescribed for him or her under these Rules. At no time may the President be permitted to serve as a member of any standing or permanent committee.
- (b) **President Pro Tempore.** The Senate shall elect from its membership a President *Pro Tempore*, who shall perform all duties of the President when he or she is unable to do so, serve as Chair of the Committee of the Whole Senate and as Chair of the All Chairs Council, and monitor and report to the Senate on the activities of the Faculty and Staff Senates. At no time shall the President *Pro Tempore* serve as an officer of any standing committee, nor shall the President *Pro Tempore* serve as a member of any standing committee without the consent of the committee chair. For any senator to be eligible to assume the role of President Pro Tempore, said senator must have actively served at the majority of Senate meetings in the previous session.
- (c) **Legislative Secretary.** The Senate shall elect from its membership a Legislative Secretary, who shall maintain an accurate record of all legislation and amendments thereto. The Legislative Secretary shall be empowered, without the consent of the Senate, to make such corrections to legislation as are necessary to maintain proper spelling and grammar and the format determined by the President. He or she shall forward all records relating to a Senate meeting to the Secretary for inclusion in the journal within four (4) days of the meeting.
- (d) **Secretary.** The Senate shall elect from its membership a Secretary, who shall maintain the journal, voting records, and attendance records, and assist in distributing legislation to Senators and in preparing and distributing legislation considered by the Senate to the Student Body.
- (e) **Sergeant-at-Arms.** The Senate shall elect from its membership a Sergeant-at-Arms, who shall assist the President in preserving order in the Senate Chamber during meetings; and at the request of the President or a simple majority of the Senate, explain expectations of order to visitors and Senators. The Sergeant-at-Arms shall not simultaneously serve in this position and be a member of the Senate Government Relations and Oversight Committee.
- (f) **Parliamentarian.** The President shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the President and individual Senators on matters of Senate Procedure, the Student Body Statutes, and the Student Body Constitution.
- (g) **Senate Webmaster.** The President shall appoint from the membership of the Senate a Webmaster, subject to

the majority approval of the Senate, who shall be responsible for the Senate related maintenance of the Student Government website.

- (h) **Historian.** The President shall appoint from the membership of the Senate a Historian, who shall keep an accurate record of the corrected journal and all legislation considered, and prepare the Student Government Yearbook, as specified by statute.
- (i) **Press Secretary.** The President shall appoint from the membership of the Senate a Press Secretary, subject to the majority approval of the Senate, who shall prepare a summary news release immediately (no later than 24 hours) following each Senate meeting, assist the various committees with publicizing their activities, and provide Senate- related news content for the Senate website.

### Rule 23. Election of Senate Officers.

- (a) **Occurrence of Elections.** Elections for Senate Officers shall occur as follows:
  - (1) All Senate Officer positions shall be opened for election or appointment at the initial meeting of the session, and the term of officers so elected shall expire when their successors are elected pursuant to part (2) of this rule.
  - (2) All Senate Officer positions, shall be opened for election or appointment at the meeting which the elected first-year Senators enter office.
  - (3) A special election or appointment, one that does not meet the requirements of part (1) or part (2) of this rule, shall occur upon the vacation, or notification of such vacation, of an office a special election for that office shall be held, with the results of said election effective upon date of vacation of the said office.
  - (4) Upon the order of two-thirds the Senate, an election for any single office shall be held. The individual previously holding the office shall not be barred from seeking the position again. No such election shall be held unless standard one-day notice is given.
- (b) **Order of Elections.** In the event of multiple nominations the election shall proceed in the order of the offices in Rule 22.
- (c) **Nominations.** The Chair shall call for nominations for the office to be elected. Any Senator may nominate another Senator, and nominations may be closed by a two-thirds vote of the Senate.
- (d) **Elections.** Each nominee shall be allowed to speak for a period not to exceed ninety (90) seconds, in reverse the order of nomination, followed by a period of questions for all nominees simultaneously that will not exceed ten (10) minutes. Nominees shall be asked to leave the chamber prior to a period of debate, not to exceed ten (10) minutes. This period of debate shall be general and not divided among the nominees. No senators debate shall exceed one (1) minute. The nominees shall be requested to re-enter the room immediately before the chair puts the question to the Senate. The vote shall be conducted by an anonymous written ballot.

### Rule 24. Ethics in Leadership Requirement.

No member of the Senate who has previously been impeached for dereliction of duty or other such offenses shall be permitted to hold any position beyond that of Senator, including, but not limited to, any Senate Officer position as specified in Rule 22, any committee chairmanship, or any other officer position in any committee. Additionally, no such members shall be permitted to serve on any permanent committee.

### Rule 25. Confirmation of Appointments.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (a) **Presentation of Appointments.** The appointing authority shall give notice to the Student Senate President of the intention to present an appointee to the Senate no later than 9 o'clock AM on the Monday prior to the Wednesday for which the meeting is scheduled. The Student Senate President shall place the appointee, with name and position of appointment, on the agenda for consideration at the aforementioned Wednesday meeting.
- (b) **Introduction of Confirmation Resolutions.** Upon notice to the Senate President per part (a) of an appointment external to the Student Senate, or of an appointment internal to the Student Senate, as in the filling of a vacant Student Senate seat, a Senate Resolution bearing no sponsor shall be automatically introduced providing for the confirmation of the individual appointment. This Senate Resolution shall be considered on first reading and referred to the select Committee on Appointments as provided by rule with no fast track available without prior consultation between the Senate President and the Committee on Appointments Chair.
- (c) **Confirmation of Appointments.** The appointee shall be allowed to speak for a period not to exceed ninety (90) seconds, followed by a period of questions for the appointee that will not exceed five (5) minutes. Appointees shall be escorted from the chamber prior to a period of debate, not to exceed five (5) minutes. No senators debate shall exceed one (1) minute. Consideration of the an appointment confirmation on the Senate floor shall proceed by the same manner regardless if a simple motion is under consideration or a confirmation resolution is on second reading.
- (d) **Affect of Committee Reports.** Favorable committee reports shall affect resolutions of confirmation in the same manner as standard reports. Committees may issue provisional negative reports on confirmation resolutions, indicating likelihood that the committee will issue a full negative report in the future, and thereby suspending any acting status. In the event of a negative report on a confirmation resolution, the confirmation shall be considered defeated unless the confirmation is successfully discharged at the subsequent Senate meeting.
- (e) **Standards of Communication.** It shall be the responsibility of the chair of the committee considering a confirmation motion or resolution to notify the appointee of a confirmation hearing. A reasonable attempt shall be made to accommodate the appointee's schedule, and at least three (3) class days notice shall be given.
- (f) **Administration of Oath.** All confirmed appointees shall be administered the oath of office prior to the conclusion of the period of appointments.

**Rule 26. Academic Delegations.**

- (a) **Composition and Operation.** There shall be a Student Senate Academic Delegation for each of the Recognized Schools and Colleges of SBS §2-3.4. All Senators elected or appointed to a Senate seat in a recognized school or college shall automatically be a member of school's or college's Academic Delegation. Senators elected as At-Large First-Year students shall be automatically designated members of the academic delegation relevant to their declared major. Senators not automatically a member of a delegation may be invited by the delegation to join its membership.
- (b) **Officers.** Each delegation shall be headed by the ranking member, in terms of Senate seniority. If a delegation does not have a single ranking member, or the ranking member does not wish to head the delegation, the delegation shall elect a chair from within its membership. The delegation shall have discretion to designate other officers. No student not enrolled in the delegation's college or school shall be considered ranking member or designated chair; except in the case that no member of a delegation is enrolled in the delegation's college or school.
- (c) **Delegation meetings.** All meetings shall be at the call of either the chair or ranking member. Meetings shall

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

be announced to all members of the delegation at least forty-eight (48) hours, but need not be announced to the entire Senate. Delegations shall not be considered public bodies. Attendance shall be recorded and published publicly online, but shall not count towards Senate absence totals. Senators absent from delegation meetings because of required attendance at another Student Government body shall be recorded as absent and exempt.

- (d) **Delegation reports.** Delegations may file a written report to the Student Senate, provided the delegation has met since the date of last report.
- (e) **College Councils.** Each delegation shall be responsible for electing such Senate representatives as may be required by the delegation's college council at a meeting functioning as a public body. At minimum, the delegation head shall designate a member to monitor the activities of the relevant college council. The delegation shall maintain records of the officers, meetings, and structure of its college council, and shall submit contact information into a central record for Student Government use.

**Rule 27. Matters Regarding these Rules.**

- (a) **Suspension of these Rules.** The Senate may, by the consent of a two-thirds (2/3) majority, temporarily suspend one or more of the Rules of the Senate. However, no Rule may be suspended which specifies otherwise, or derives its authority from any other portion of the Student Body Constitution or Statutes, or federal, state, or local law. Furthermore, no clause mandating advance notice, including dates and times for submission of documents, may be suspended, unless suspended prior to the advance notice deadline.
- (b) **Matters not covered by these Rules.** All procedures not covered by these Rules shall be governed by *Robert's Rules of Order, Newly Revised*. In cases where a conflict arises, these Rules shall govern.

## Article 2. Punitive Powers of the Senate.

### Contents.

- §2-2.1. **Definitions and Conventions.**
- §2-2.2. **Effective Date of Punitive Statutes.**
- §2-2.3. **Punitive Process.**
- §2-2.4. **Scope of Punitive Powers.**
- §2-2.5. **Standard of Proof.**
- §2-2.6. **Initiation of Punitive Process.**
- §2-2.7. **Form of Formal Charges.**
- §2-2.8. **Bills of Charges.**
- §2-2.9. **Context of Formal Charges.**
- §2-2.10. **Introduction of Formal Charges.**
- §2-2.11. **Retention of Sponsorship.**
- §2-2.12. **Notification of Charges.**
- §2-2.13. **Charges Concerning the Student Senate President.**
- §2-2.14. **First Reading.**
- §2-2.15. **Use of Special Investigation Committee.**
- §2-2.16. **Selection of Special Investigation Committee.**
- §2-2.17. **Committee Consideration.**
- §2-2.18. **Discharge of Committee Consideration.**
- §2-2.19. **Second Reading of Censure or Rescission of Appointment.**
- §2-2.20. **Second Reading of Impeachment.**
- §2-2.21. **Impeachment Trial.**
- §2-2.22. **Sanctions Generally.**
- §2-2.23. **Censure.**
- §2-2.24. **Suspension of Stipend.**
- §2-2.25. **Removal from Office.**
- §2-2.26. **Applicability of Ethics in Leadership Requirement.**
- §2-2.27. **Charges Generally.**
- §2-2.28. **Abuse of Power.**
- §2-2.29. **Neglect of Duty.**
- §2-2.30. **Fraudulent Misrepresentation on Official Documents.**
- §2-2.31. **Breach of Ethical Duty.**
- §2-2.32. **Improper Qualifications to Hold Office.**
- §2-2.33. *Reserved for future use.*
- §2-2.34. *Reserved for future use.*
- §2-2.35. **Eligibility for Non-Punitive Dismissal.**
- §2-2.36. **Non-Punitive Dismissal Process.**
- §2-2.37. **Removal of Senators-Elect.**
- §2-2.38. **Expulsion for non-attendance.**
- §2-2.39. **Contempt.**
- §2-2.40. **Dismissal by Officer.**
- §2-2.41. **Resignation.**
- §2-2.42. **Exclusivity.**

**§2-2.1. Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) A “**charge**” is an allegation that some specific regulation on official conduct, as listed within this article, has been violated by a Student Government Official.
- (b) A “**specification**” is an allegation of some action by a Student Government Official that supports a particular charge.
- (c) “**Evidence**” is some form of testimony or document that supports or refutes an allegation made in a specification.
- (d) “**Contacting**” an individual, when not defined otherwise, refers to either establishing two-way communication or sending notice in such a manner that an individual has a reasonable time to receive it and transmit a response.
- (e) All terms of adjudication refer to the punitive process, and not the student judicial process, unless otherwise specified.

**§2-2.2. Effective Date of Punitive Statutes.**

No act shall be in order in the Student Senate amending this article of statute that does not take effect on the adjournment sine die of the Senate session. No punitive resolution shall be in order in the Student Senate that specifies charges not in statute at the time of alleged infraction. Punitive resolutions that allege infractions in a past session, when otherwise permitted, shall be in order in the Student Senate only when specifying charges applicable under both the punitive statutes in effect the session of the punitive resolution and those in effect at the time of the alleged infraction.

**§2-2.3. Punitive Process.**

Recognizing that the Student Body places a certain trust in all officials of the Student Body Government, it is necessary to maintain a process in which sanctions may be duly leveled against those who breach that trust.

**§2-2.4. Scope of Punitive Powers.**

The punitive powers of the Student Senate shall extend to all elected and appointed officials, including those in which these statutes do not require consent of the Senate on appointment, as further delineated by this article.

**§2-2.5. Standard of Proof.**

The Government Relations and Oversight Committee shall report a bill of charges containing only specifications supported by a preponderance of the evidence.

**§2-2.6. Initiation of Punitive Process.**

In all cases, the punitive process shall be initiated by the introduction of formal charges pursuant to SBS §2-2.7.

Part I. Formal Charges.

**§2-2.7. Form of Formal Charges.**

All formal charges shall be introduced into the Student Senate as Senate Resolutions containing a bill of charges, in a context appropriate to the official status of the accused official and the sanction sought. Such a Senate Resolution must clearly state the sanction sought against the official.

**§2-2.8. Bills of Charges.**

A bill of charges shall be a resolving clause listing each charge alleged against an official and the specifications

thereto. Any bill of charges lacking clearly defined charges and sustainable specifications shall be out of order in the Student Senate or any committee thereof.

**§2-2.9. Context of Formal Charges.**

The bill of charges shall be in the form of:

- (a) a resolution of impeachment, in cases in which the removal from office is sought against a Senator, Student Body Officer, or member of the Judicial Branch;
- (b) a resolution of rescission of appointment, in cases in which the removal from office is sought against an appointed official not included in part (a); or
- (c) a resolution of censure, in cases in which a strong formal reprimand is sought against an official.

**§2-2.10. Introduction of Formal Charges.**

All Senate Resolutions containing formal charges shall be filed pursuant to Senate Rule with either:

- (a) the sponsorship and signatures of five (5) Student Senators;
- (b) the sponsorship of a Student Senator and the signature of four (4) Judicial Board members, only in cases of accusations against the Student Chief Justice;
- (c) the sponsorship of a Student Senator and the signature of the Student Body Auditor, only in cases of accusations against the Treasurer or another official in the Department of the Treasury.

**§2-2.11. Retention of Sponsorship.**

Throughout consideration, formal charges shall retain at least the same number of Senate sponsors as when introduced per SBS §2-2.9. Remaining sponsors shall be provided a reasonable amount of time, never to extend beyond the time of adoption, to replace lost sponsors.

**§2-2.12. Notification of Charges.**

As soon as practicable following filing of a bill of charges, the Senate Sergeant-at-arms shall notify the accused official by written statement, which shall include the resolution in full, by either hand delivery or registered mail, return receipt. At no point shall the Committee on Government Relations and Oversight issue a final report on the resolution or the Senate consider the resolution on second reading without notice having been given. At the determination of the Committee on Government Relations and Oversight that the accused official has deliberately avoided notice for at least two (2) class weeks, notice may be given by publication.

**§2-2.13. Charges Concerning the Student Senate President.**

Should the Student Senate President be accused in any bill of charges, all Presidential duties affecting the involved Senate Resolution shall be discharged by the Student Senate President *Pro Tempore*.

**§2-2.14. First Reading.**

All Senate Resolutions containing a bill of charges shall be referred to the Committee on Government Relations and Oversight by the Senate President following first reading, notwithstanding points-of-order or dismissal by objection to consideration.

**§2-2.15. Use of Special Investigation Committee.**

A Special Investigation Committee shall be convened for a particular bill of charges to act in the place of Government Relations and Oversight in the following cases:

- (a) the bill of charges concerns the Student Senate President;
- (b) a majority of the Government Relations and Oversight Committee are sponsors of the bill of charges; or
- (c) the Senate, by two-thirds majority vote, elects to use such a committee prior to the referral of the bill to committee.

**§2-2.16. Selection of Special Investigation Committee.**

A Special Investigation Committee shall have five (5) members, with a chair elected by and from the membership.

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

The members of the committee shall be elected by the Senate, via cumulative voting as follows:

- (a) Each Senator shall have a number of votes equal to the number of seats available to fill, and he or she may accumulate such votes upon one or more candidates;
- (b) Votes shall be tabulated and the top voter-getters up to the seats available shall be elected. A run-off shall be conducted in case of a tie for the last seat

**§2-2.17. Committee Consideration.**

- (a) Within two (2) class weeks of referral, the Committee on Government Relations and Oversight shall schedule a preliminary hearing on the bill of charges, at which time the accused official shall have the right to present an initial defense on the charges. At this preliminary hearing, the committee shall verify probable cause exists to continue the inquiry. The accused official shall have the right to seek and receive clarification to any charge or specification while at this hearing.
- (b) Should after the preliminary hearing the Committee on Government Relations and Oversight believe that the bill of charges merits additional investigation, the Committee shall schedule one or more evidentiary hearings, at which the sponsors and the accused shall be permitted to present evidence supporting or refuting the specifications of the bill of charges.
- (c) The committee shall attempt to have the accused official present for all hearings. All meetings must be announced forty-eight (48) hours in advance; the accused shall respond within eighteen (18) hours on if he or she can attend. The committee may consider the matter *in absentia* if the accused does not respond, or if the committee determines, by two-thirds vote, that the accused is deliberately missing meetings to frustrate the process.
- (d) At any point in its investigations on a bill of charges, the Committee on Government Relations and Oversight shall be empowered to remove or reduce any specification, charge, or sanction contained therein.
- (e) At the conclusion of its investigations, the Committee on Government Relations and Oversight shall issue a final report either dismissing the charges or recommending that the Senate consider them. In a report recommending Senate action, the Committee shall detail evidence supporting the specifications, justify the charges based on the specifications, and explain why the charges merit the ordered sanction.

**§2-2.18. Discharge of Committee Consideration.**

In ordinary cases, it shall be the policy of the Student Senate to allow the Committee on Government Relations and Oversight discretion on length of committee investigation on a bill of charges. Should it be deemed in interest of justice, the Senate may, following a two-thirds majority vote of the Senate, discharge a resolution with charges from committee, provided that least five (5) class weeks have elapsed since the date of referral.

**§2-2.19. Second Reading of Censure or Rescission of Appointment.**

Second reading of resolutions of censure or rescission of appointment shall proceed according to the Senate Rules, with the following exceptions:

- (a) Following the presentation of the committee report of investigation and the sponsors' clarification period, the accused official shall have no less than thirty minutes to present a defense, which may include testimony;
- (b) There shall be no less than thirty (30) minutes of debate, evenly divided into three (3) periods of alternating positive and negative debate; and
- (c) Adoption of a resolution of censure shall require a two-thirds vote, and adoption of a resolution of rescission of appointment shall require a three-fourths vote. No resolution of censure or rescission shall be subject to the veto of the Student Body President.

**§2-2.20. Second Reading of Impeachment.**

Second reading of resolutions of impeachment shall proceed according to the Senate Rules, with the following exceptions:

- (a) Following the presentation of the committee report of investigation and rebuttal statement from the accused, each taking no more than ten (10) minutes, the Senate shall proceed immediately into a thirty (30) minute period of debate, evenly divided into three (3) rounds of alternating positive and negative debate; and

- (b) Adoption of a resolution of impeachment shall require a two-thirds vote, and shall have the effect of indicting the official on the specified charges and scheduling a trial on the date specified by the resolution, or two (2) class weeks hence, whichever is later. No resolution of impeachment shall be subject to the veto of the Student Body President.

**§2-2.21. Impeachment Trial.**

The trial of an impeached Student Government Official shall occur on the date provided by SBS §2-2.20(b), or on a date not more than three (3) weeks hence, in the event the Senate President finds such would enable the impeached official to attend. Should an impeached official fail to attend, the trial shall be conducted *in absentia*. The procedure for the trial shall be as follows:

- (a) The Chairman of the Government Relations and Oversight Committee, or another author of the final report of the committee, shall first present a report of the evidence, including witness testimony, found during the investigation of the accused. The accused shall then respond to the charges and may call witnesses on his or her behalf. The Senate as a whole may question the accused or any witness that may be summoned.
- (b) Following the hearing of evidence, the accused shall then be asked to leave the Senate Hall, and the Senate shall enter into deliberations.
- (c) Senators shall have unlimited debating privileges during deliberations. When voting is completed, the meeting shall be opened and the President shall immediately announce the result of the vote before the Senate.
- (d) An impeached official shall only be convicted by a three-fourths (3/4) majority of the Senate.

Part II. Sanctions.

**§2-2.22. Sanctions Generally.**

No sanction shall be implemented not explicitly provided for by this article. Sanctions shall be listed in this article in order of increasing severity, and at no point shall a Senate Resolution under consideration by the Senate or a committee thereof be amended by replacing or supplementing a sanction with one of greater severity.

**§2-2.23. Censure.**

Censure shall be considered a major sanction, and shall be the strongest possible rebuke provided by this article.

**§2-2.24. Suspension of Stipend.**

Suspension of Stipend shall be considered a major sanction, but can only be invoked concurrently with censure.

**§2-2.25. Removal from Office.**

Removal from Office shall be considered a major sanction, and shall only be invoked by conviction in an impeachment trial or enactment of a resolution of rescission of appointment. No removal from office shall carry with it a ban on future service.

**§2-2.26. Applicability of Ethics in Leadership Requirement.**

All officials affected by this section shall consequently be subject to the Senate Ethics in Leadership Requirement as specified in Senate Standing Rule 24.

Part III. Specific Charges.

**§2-2.27. Charges Generally.**

As fair punitive process requires officials to be aware of clear conduct expectations, all resolutions containing formal charges shall only include charges explicitly defined by this article.

**§2-2.28. Abuse of Power.**

The charge of Abuse of Power shall apply to cases in which the execution of an official power has been in a manner

inconsistent with its just purpose or fair use, to the detriment of the Student Body or the Student Government.

**§2-2.29. Neglect of Duty.**

The charge of Neglect of Duty shall apply to cases in which an official willful failed to execute a specific duty to the best of his or her ability.

**§2-2.30. Fraudulent Misrepresentation on Official Documents.**

The charge of Fraudulent Misrepresentation on Official Documents shall apply to cases in which an official files an official document on false pretense or containing maliciously untrue information.

**§2-2.31. Breach of Ethical Duty.**

SBS §1-1.5 defines a pattern of ethical behavior for Student Government Officials. Realizing that in many cases the specific ethical provisions can be mutually exclusive or impractical to obtain to perfection, charges of Breach of Ethical Duty shall be limited to cases in which the breach is both substantial and willfully malicious.

**§2-2.32. Improper Qualifications to Hold Office.**

The charge of improper qualification to hold office shall apply to cases in which a Student Government official lacks one or more qualifications to hold the office in which they serve.

*§2-2.33. Reserved for future use.*

*§2-2.34. Reserved for future use.*

Part IV. Non-Punitive Dismissal.

**§2-2.35. Eligibility for Non-Punitive Dismissal.**

Non-punitive dismissal shall be reserved for appointed positions in the executive branch not provided directly for by the Student Body Constitution.

**§2-2.36. Non-Punitive Dismissal Process.**

Non-punitive dismissal may be exercised by the Senate without cause, and does not imply wrongdoing on the part of the dismissed official, only a desire of the Senate to re-fill the position. Non-punitive dismissal shall be effected by the adoption, via a two-thirds vote, of a Senate Resolution providing such dismissal. Prior to Senate vote on such resolution, the affected official shall be permitted to address a Senate committee on why he or she should retain his or her position.

Part V. Miscellaneous Punitive Powers.

**§2-2.37. Removal of Senators-Elect.**

In the event that a qualified Senator-Elect has failed to take the oath of office after at least two regular meetings of the Student Senate, a Senate Resolution providing for the vacation the Senator-Elect's seat shall be in order. Such a Resolution shall require a three-fourths (3/4) vote for adoption, and no motion to fast track or effectively fast track shall be in order.

**§2-2.38. Expulsion for non-attendance.**

The Senate shall be empowered to expel its own members from office for excessive absences. Such expulsion shall be by Senate Resolution, and shall proceed as follows:

- (a) the Committee on Government Relations and Oversight deems the absences excessive and recommends expulsion from office, as specified in Senate Rule;

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (b) a representative of the Committee on Government Relations and Oversight files for introduction a Senate Resolution specifying the Senator's absences and resolving removal from office;
- (c) the Senate President shall notify the accused Senator of the resolution;
- (d) on first reading, notwithstanding objection to consideration or points of order, the resolution shall be referred to the Committee on Government Relations and Oversight, which shall provide an opportunity for the accused Senator to respond at a meeting.
- (e) on second reading, the accused Senator shall be permitted ten (10) minutes to present a defense following the committee's report on the resolution;
- (f) adoption of the resolution shall require a three-fourths (3/4) vote, and shall have the effect of immediately removing the Senator from office.

**§2-2.39. Contempt.**

Any Student Government Official failing to reasonably comply with good-faith oversight or investigative power exercised by a Senate Committee shall be guilty of contempt. On report of such charges by committee, and with the concurrence of the Senate, such matter shall be referred to the Judicial Affairs Office of the Student Judicial Boards for further adjudication.

**Part VI. Removal by Other Processes.**

**§2-2.40. Dismissal by Officer.**

Student Government Officials empowered to make appointments shall generally have the authority to terminate said appointment. This clause shall not apply to members of the Student Senate or Student Judicial Boards.

**§2-2.41. Resignation.**

All Student Government Officials shall be permitted to resign their office in writing. Such resignation shall be effective at the date specified by the resignation. Such resignation is then immediately accepted only as a formality:

- (a) by the officials' public body, in the case of members of public bodies,
- (b) by the Senate, in the case of Student Body Officers, or
- (c) by the supervisory official, in all other cases.

Late acceptance of such resignations do not delay the resignation of the official's office; furthermore, the official no longer holds their office upon the date specified in the resignation.

\*In the instance that a Senator holds primary sponsorship to legislation, the following actions shall be enforced:

- (a) if there is a single secondary sponsor on the legislation, that Senator shall assume primary sponsorship, or
- (b) if there are numerous secondary sponsors on the legislation, one of the sponsors shall come forward as the primary sponsor of the legislation, or
- (c) if there are no secondary sponsors on the legislation and the bill exists in a committee, the sponsorship of the bill shall be up to the discretion of the committee members, or
- (d) if there are no secondary sponsors on the legislation and the bill is pending First Reading, the bill shall expire on the floor, or
- (e) if there are no secondary sponsors on the legislation and the bill is pending second reading, the bill shall be open to the floor to make a motion to appoint a primary sponsor from the body of the Senate

**§2-2.42. Exclusivity.**

Except as provided elsewhere in these statutes for discipline within agencies, the provisions of this article shall exclusively contain processes for termination of any Student Government Office.

## Article 3. Composition of the Senate

### Contents

- §2-3.1. **Apportionment defined.**
- §2-3.2. **Rules of apportionment.**
- §2-3.3. **Effective Date of Reapportionment.**
- §2-3.4. **Recognized Schools and Colleges.**
- §2-3.5. **Current apportionment.**
- §2-3.6. *Reserved for future use*
- §2-3.7. *Reserved for future use*
- §2-3.8. **Selection of Senators.**
- §2-3.9. **Apportionment for Fall Election.**
- §2-3.10. **Membership in the Committee on Apportionment**
- §2-3.11. **Appointment by the President**
- §2-3.11A. **Reappointment of Technical Administrators.**
- §2-3.12. **Membership Reports.**

#### §2-3.1. **Apportionment defined.**

Within this Article, “**apportionment**” is the determination of the constituency that each Senate position shall represent.

#### §2-3.2. **Rules of apportionment.**

The Senate shall enact an apportionment no later than three (3) years from the date of the previous apportionment, subject to the following provisions:

- (a) There shall be a minimum of sixty-four and a maximum of seventy-two Senators, each elected by the students of a recognized School or College of the University (SBS §2-3.4)
- (b) Senators shall be apportioned among delegations representing the Schools, Colleges, and other constituencies identified by the Student Senate; each delegation shall be apportioned a minimum of two (2) Senators; and
- (c) The number of students represented by each delegation shall be determined by the headcount enrollment of students in that School, College, or constituency

#### §2-3.3. **Effective Date of Reapportionment.**

- (a) The Spring General Election following the adoption of an act of reapportionment shall consider the elective Senate seats as reapportioned.
- (b) No act of reapportionment shall affect a Senate in session.

#### §2-3.4. **Recognized Schools and Colleges.**

The recognized delegations and their constituent membership shall be:

- (a) First Year - all first year undergraduate students, all new external transfer undergraduate students, and all new Agricultural Institute students;
- (b) Agriculture and Life Sciences - all undergraduate students within the College of Agriculture and Life Sciences and all Agricultural Institute students;
- (c) Sciences - all undergraduate students within the College of Sciences;
- (d) Design - all undergraduate students within the College of Design;
- (e) Education - all undergraduate students within the College of Education;
- (f) Engineering - all undergraduate students within the College of Engineering;

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

---

- (g) Natural Resources - all undergraduate students within the College of Natural Resources;
- (h) Humanities and Social Sciences - all undergraduate students within the College of Humanities and Social Sciences;
- (i) Management - all undergraduate students within the Poole College of Management;
- (j) Textiles - all undergraduate students within the College of Textiles;
- (k) Division of Academic and Student Affairs - all undergraduate students within the Department of Environmental Sciences and the Exploratory Studies Program; and
- (l) Graduate and Lifelong Education - all Masters, Doctoral, and Postdoctoral students, and all students enrolled under Lifelong Education, Provost Office, and the College of Veterinary Medicine

**§2-3.5. Current apportionment.**

Each delegation shall be represented by the following numbers of Senators:

- (a) First Year – ten (10);
- (b) Agriculture and Life Sciences – six (6);
- (c) Sciences – six (6);
- (d) Design – two (2);
- (e) Education – two (2);
- (f) Engineering – ten (10)
- (g) Natural Resources – three (3);
- (h) Humanities and Social Sciences – eight (8);
- (i) Management – six (6);
- (j) Textiles – two (2);
- (k) Division of Academic and Student Affairs – two (2);
- (l) Graduate and Lifelong Education – twelve (12);

*§2-3.6. Reserved for future use*

*§2-3.7. Reserved for future use*

**§2-3.8. Selection of Senators.**

Senators shall be selected to represent the Schools and Colleges by (i) election or (ii) appointment by the President.

**§2-3.9. Apportionment for Fall Election.**

The following Senators shall be elected in the Fall General Election and shall not be considered for election in the Spring General Election:

- (a) all Senators representing first-year undergraduate students; and
- (b) two (2) Senators representing first-year students in the Graduate School.

**§2-3.10 Membership in the Committee on Apportionment**

The Student Senate President will convene the Committee on Apportionment at least every three (3) years. All members of the Committee on Apportionment shall be Senators representing one of the several recognized schools or colleges and at no time shall be comprised of, excluding the Chair, more than two (2) members of any given recognized school or college. There must be at least one (1) member of the Graduate School on the Committee on Apportionment as long as there is at least one (1) Senator representing the Graduate School that is in good standing with the Student Senate.

**§2-3.11. Appointment by the President.**

Should there be an insufficient number of Senators representing a School or College (SBS §2-3.5), the President shall appoint an eligible student (SBS §1-2) to represent said School or College as a Senator, to be approved by a simple majority of the Senate. Senators appointed in this way shall, if possible, be enrolled in the School or College they are appointed to represent.

**§2-3.11A. Reappointment of Technical Administrators.**

Any Senator who forgoes pursuing re-election to serve as a Technical Administrator as defined in Chapter 7, Article II of the Student Body Statutes shall be appointed to the first applicable vacancy in the Senate, upon majority approval of the Committee of Government Relations and Oversight prior to the Senator's service as a Technical Administrator. Until such time as the Senator is reappointed, the Senator will continue to serve as an ex-officio non-voting member of the Senate with no loss in seniority.

**§2-3.12. Membership Reports.**

- (a) The Student Senate President shall notify a College Council if one of the respective college's seats has become vacant or has been recently filled by appointment within ten class days of the vacancy or appointment.
- (b) Due to Graduate Student Senators not having a traditional Graduate College Council, the Graduate Student Association (GSA) shall serve in this manner for graduate students.
- (c) When seats for Graduate Student Senators are available, the Student Senate President must therefore work with the leader of the Graduate Student Delegation and the President of the Graduate Student Association to find graduate students for appointment to open Senate seats that will represent the interests of the entire graduate student body.

## Article 4. Advisors to the Senate President

### Contents

- §2-4.1. **Definitions and Conventions.**
- §2-4.2. **Qualifications of Advisors.**
- §2-4.3. **Role of Advisors.**
- §2-4.4. **Legislative Assistant.**
- §2-4.5. **All Chairs Council**

#### §2-4.1. **Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**President**” will refer to the Student Senate President.

### Part I Advisor Definition

#### §2-4.2. **Qualification of Advisors.**

All advisors to the President must meet the following requirements:

- (a) The advisor shall be a member of the student body.
- (b) The advisor shall not concurrently hold an elected position in Student Government.
- (c) The advisor shall be appointed by the President and confirmed by a majority vote of Senate

#### §2-4.3. **Role of Advisors.**

The role of an advisor to the President will be to aid the President with administrative and clerical duties.

They will have no rights of a senator unless otherwise stated in this article.

### Part II. Types of Advisors

#### §2-4.4. **Legislative Assistant.**

The president shall appoint a legislative assistant, subject to the majority approval of the senate, who shall work to organize the legislative branch and increase communication between committee chairs and the President. The legislative assistant will have no rights of a senator except the right to query during debate only as it pertains to the job of the legislative assistant.

#### §2-4.5. **All Chairs Council.**

The All Chairs Council shall be comprised of the chairs of all of the Senate standing, permanent, and select committees. The President Pro Tempore shall serve as chair of the Council, regardless of whether they would otherwise be a member. Specific frequency of meetings may be determined by the Chair, but the Council shall meet at minimum monthly during the Senate session. The Council shall have no formal authority over any Student Government position, but shall advise the President, the President Pro Tempore, and the chairs of the standing, permanent, and select committees on matters related to their duties and on the general business of the Senate.

<sup>1</sup> CHAPTER 2 AMENDMENTS: As amended by: 85th Session (2005-2006); SB 64, SB 102, SB 105 & SB 108, 86th Session (2006-2007); GB 33, SB 36, SB 96 & GB 100, 87th Session (2007-2008); SB 21 & SB 32, 88th Session (2008-2009); GB52 & GB74, 89th Session (2009- 2010); GB05, GB50 & GB56, 90th Session (2010-2011); GB 11, GB 31, GB 36 & GB 63, 91st Session (2011-2012); GB 55, GB 56, GB 58 & GB 61, 92nd Session (2012-2013), [GB 30, SB 63, GB 71, GB 79, GB 98 of 96th Session (2016-2017).

# CHAPTER 3. Executive Branch.<sup>1</sup>

## Article 1. Executive Branch.

### Contents

- §3-1.1. **Definitions and Conventions.**
- §3-1.2. **Presidential Cabinet Power and Duties.**
- §3-1.3. **Presidential Cabinet Members.**
- §3-1.4. **Student Body President.**
- §3-1.5. **Student Body Vice President**
- §3-1.6. **Student Senate President.**
- §3-1.7. **Student Body Treasurer.**
- §3-1.8. **Executive Chief of Staff.**
- §3-1.9. **Executive Assistant.**
- §3-1.10. **Executive Orders.**
- §3-1.11. **Veto of legislation.**
- §3-1.12. **General Oversight.**
- §3-1.13. **Succession**

#### §3-1.1. **Definitions and Conventions.**

Within this Chapter, the following definitions and conventions shall apply:

- (a) “**President**” refers to the Student Body President
- (b) “**Vice President**” refers to the Student Body Vice President.
- (c) “**Treasurer**” refers to the Student Body Treasurer.
- (d) The “**Presidential Cabinet**” or simply “**Cabinet**” refers to the panel comprised of the President and his or her principal advisors, as defined in statutes.
- (e) “**Commission**” refers to a Student Body Commission as defined in Article 3 of this chapter.
- (f) The “**Executive Office of the Student Body President**” refers to the staff of the Student Body President and consists of any appointed staffers reporting to the President.
- (g) All majorities are of those present and voting at a meeting.
- (h) “**Department**” refers to a Student Body Commission

### Part I. Presidential Cabinet.

#### §3-1.2. **Presidential Cabinet Power and Duties.**

The Presidential Cabinet shall exist solely as an advisory board to the Student Body President, and shall have no explicitly powers of its own. The cabinet shall hear reports from its members regarding entities under their supervision. The cabinet shall be chaired by the President, and shall meet at his or her call, no less frequently than monthly. As its role is exclusively advisory, the cabinet shall not be considered a public body.

#### §3-1.3. **Presidential Cabinet Members.**

The following Student Government Officials shall be members of the Presidential Cabinet:

- (a) The Student Body President

- (b) The Student Body Vice President
- (c) The Student Senate President
- (d) The Student Body Treasurer
- (e) The Executive Chief of Staff
- (f) The Executive Assistant
- (g) Heads of Student Body Departments in residence to the Executive Branch itself and not otherwise excluded;
- (h) Heads of Select Student Body Departments
- (i) ASG Delegate

## Part II. Executive Officers.

### §3-1.4. **Student Body President.**

The chief executive authority of the Student Body shall rest with the Student Body President, as duly elected by the Student Body. In addition to such duties assigned in the Constitution, the President shall:

- (a) Ensure the faithful execution of all acts of the Senate, of these statutes, and of the constitution;
- (b) Facilitate the transmittal of information and concerns to Committees, and Commissions;
- (c) Recommend students for appointment to university committees and boards in all cases;
- (d) Coordinate the work of all cabinet members and Commissions;
- (e) Promote all opportunities for greater student self- governance;
- (f) Encourage the Senate, through its Standing Committees, to investigate issues of student concern
- (g) Coordinate the selection of delegates for any conferences Student Government may from time-to- time attend.

### §3-1.5. **Student Body Vice President.**

The Student Body Vice President shall:

- (a) Serve as the internal leader and coordinator of the Executive Branch through leading the cabinet members and departments,
- (b) Be required to attend Student Senate meetings,
- (c) Be responsible for planning both the Fall and Spring Student Government Retreat in conjunction with the Student Senate Committee on Onboarding and Leadership Development (COLD) Chair, the Senate President, and the Student Government Advisors,
- (d) Aide the President in recommending students for appointment to university committees and boards in all cases,
- (e) Serve as vice-chair of all bodies the President serves *ex-officio* as chair of,
- (f) Attend meetings of university panels of which the President is a member in cases which the President cannot attend,
- (g) Coordinate, with the President, the process for selection of individuals to be appointed to the Executive Branch,
- (h) Represent the President when the President is not available
- (i) Serve as the HR manager for Wolfpack Pick-up

### §3-1.6. **Student Senate President**

The Student Senate President, as duly elected by the Student Body, shall be required to attend all Presidential Cabinet Meetings.

### §3-1.7. **Student Body Treasurer**

The Student Body Treasurer, as duly elected by the Student Body, shall be required to attend all Presidential Cabinet Meetings.

Part III. Senior Appointed Officials.

**§3-1.8. Executive Chief of Staff**

The President and Vice President shall together appoint a Chief of Staff who shall be considered a Class 1 appointee and be responsible for assisting in the coordination of the Executive Cabinet members. The Chief of Staff shall specifically:

- (a) advise the President and Vice President on daily matters,
- (b) ensure the attendance of the Executive Cabinet to the best of his or her ability,
- (c) aide and assist the Vice President in the internal coordination of the Executive Branch;

**§3-1.9. Executive Assistant**

The President and Vice President shall together appoint an Executive Assistant who shall be considered a Class 1 appointee. The Executive Assistant shall specifically:

- (a) be responsible for the safekeeping the records of the Executive Branch,
- (b) serve as recording secretary for the Presidential Cabinet and President's Roundtable,
- (c) serve as a daily operational manager for the Executive Initiative Wolfpack Pick-Up
- (d) advise the President and Vice President on daily matters.

Part IV. Special Presidential Powers.

**§3-1.10. Executive Orders.**

Executive Orders shall be considered formal, written documents containing instructions or orders based upon presidential powers. Anything that the President may do by simple declaration, he or she may do by Executive Order. All executive orders shall be public upon their promulgation and shall be numbered and archived for inclusion in the Student Government Yearbook. Executive Orders may be overturned by a two-thirds ( $\frac{2}{3}$ ) majority vote at any meeting of Senate.

**§3-1.11. Veto of legislation.**

The President may veto any legislation submitted to him or her by the Student Senate President within ten (10) calendar days of the date of receipt. For a veto to be valid, the President must submit a written explanation of the reasons for the veto to the Senate List Serv within one (1) calendar day of the date of veto. The veto and the reasons for the veto shall be made a matter of public record immediately upon their receipt by the Student Senate. Any legislation not thus vetoed shall be considered enacted ten (10) calendar days after the date of receipt by the Student Body President. A Presidential veto may be overturned by a two-thirds ( $\frac{2}{3}$ ) majority vote at any meeting of Senate.

Part V. General Provisions.

**§3-1.12. General Oversight.**

Recognizing that appointed bodies bear the inherent risk of becoming distanced from the electorate, it shall be the policy of this government to fully comply with the scrutiny of the elected Student Senate. Additional specific oversight responsibilities may be assigned by statute, order, or precedent. In cases where specific oversight is not exercised, the Senate Committee on Government Relations and Oversight shall have oversight.

**§3-1.13. Succession.**

Please refer to Article I, Section Thirteen of the Student Body Constitution.

## Article 2. Executive Appointments Process.

### Contents

- §3-2.1. **Definitions and conventions.**
- §3-2.2. **Scope.**
- §3-2.3. **Position Announcement.**
- §3-2.4. **Announcement of Appointments.**
- §3-2.5. **Effective Date of Appointments.**
- §3-2.6. **Interim Appointments.**
- §3-2.7. **Acting Appointments.**
- §3-2.8. **Appointment Classes**
- §3-2.9. **Indefinitely Vacant Positions.**
- §3-2.10. **Timeliness and succession of appointments.**
- §3-2.11. **Appointments to vacated positions.**
- §3-2.12. **Schedule of Appointments.**
- §3-2.13. **Initiation of Confirmation Review.**
- §3-2.14. **Confirmation Process.**
- §3-2.15. **Defeat of Confirmation.**
- §3-2.16. **Acting Status of Unconfirmed Appointees.**
- §3-2.17. **Financial Expenditures of Unconfirmed Appointees.**

#### §3-2.1. **Definitions and conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) “**Class Day**” refers to a day that classes are scheduled to be held during the fall or spring semester.
- (b) “**Appointment**” refers to any appointment into a position in the Executive Branch.
- (c) “**Summer**” is considered the period between Spring Commencement and the first day of classes in the fall.

#### §3-2.2. **Scope.**

The provisions of this article shall govern all appointments into the Executive Branch, regardless of the position of the appointing official.

### Part I. Selection of Appointees.

#### §3-2.3. **Position Announcement.**

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

#### §3-2.4. **Announcement of Appointments.**

Appointing officials shall announce their appointments within one (1) calendar day of the date of appointment by transmission to the Student Government listserv. No official duties may be discharged in a position that has not been announced. All appointments to statutory positions shall be noted on the Student Government website.

#### §3-2.5. **Effective Date of Appointments.**

- (a) All appointments not requiring confirmation shall take effect upon announcement of the appointment;
- (b) All appointments requiring confirmation of the Senate or one of its committees shall take effect immediately upon confirmation.

**§3-2.6. Interim Appointments.**

During the summer period, appointing officials may make interim appointments to positions requiring confirmation in the event the position is either vacant or the confirmed official is unavailable to discharge duties. No interim official shall be paid. All interim appointments shall be announced in the same manner as full appointments.

**§3-2.7. Acting Appointments.**

In the event of a vacancy or incapacity in a confirmed position not during the summer period, appointing officials may make acting appointments to the position, provided that:

- (a) A compelling interest exists for the duties of the office to be immediately executed;
- (b) The acting appointment is explicitly announced to the Student Government listserv;
- (c) A committee of referral on the confirmation of the individual to the position on a permanent basis has not reported negatively or provisionally negatively; and
- (d) The position is not related to elections

**Part II. Timeline of Appointments.**

**§3-2.8. Appointment Classes.**

Appointments of the Student Body President of Student Government Officials requiring Senate simple majority confirmation shall be divided into the following classes:

- (a) Class 1. Appointed by the class Friday prior to the final spring meeting of the Student Senate.
- (b) Class 2. Appointed by the Friday of the first full week of classes in the fall semester.
- (c) Class 3. Appointed by the first class Friday of the spring semester.
- (d) Class 4. Appointed at the discretion of the Student Body President. This section shall apply exclusively to those officials appointed to University Standing Committees that address tuition- and/or fee-related issues.

Such positions shall be referenced as a "Class # Presidential Appointee" thereby conferring the attributes provided in this section upon the position.

**§3-2.9. Indefinitely Vacant Positions.**

Unless a specific deadline is provided for the appointment to an office provided for within these statutes, the appointing official shall have the discretion to leave it indefinitely vacant.

**§3-2.10. Timeliness and succession of appointments.**

Should the Student Body President fail to make an appointment within three (3) class days after its statutory deadline, the authority to make that appointment shall devolve to the Student Senate President, who shall have fifteen (15) class days to make an appointment before the authority further devolves to the Student Senate President *Pro Tempore*. Once devolved, such authority shall remain with the new appointing position for the duration of the Senate session.

**§3-2.11. Appointments to vacated positions.**

In the event of the vacation of an appointed office, the appointing authority shall appoint a replacement official no later than ten (10) class days after the said vacation, unless the authority has the discretion to leave the office vacant per SBS §3-2.10.

**§3-2.12. Schedule of Appointments.**

This section shall be automatically updated to reference each position appointed in the four classes of §3-2.8. Positions defined elsewhere in such classes include:

- (a) Class 1. Executive Chief of Staff (note exceptions), Executive Assistant, Student Government Webmaster, Student Government Graphic Designer, Standing Commission Chairs

- (b) Class 2. Associate Webmaster(s), Event Coordinator(s), Associate Communications Director, Wolfpack Pick Up Director, Special Commission Officers, Elections Commissioners (four)
- (c) Class 3. Elections Commissioners (four)
- (d) Class 4. All students appointed to serve on University Standing Committees that address tuition- and/or fee-related issues. Appointees nominated pursuant to this section shall be considered acting immediately upon their nomination, and shall be subject to confirmation by the Senate Standing Committee on Government Relations and Oversight . In the event a nominee is rejected, the nominee may continue to serve for two (2) class weeks or until the President names a replacement, whichever occurs first.

### Part III. Confirmation Process

#### §3-2.13. **Initiation of Confirmation Review.**

Upon notice of an appointment requiring Senate confirmation, the Senate President shall cause introduction of appropriate confirmation legislation, and schedule it for reading at the next available Senate meeting.

#### §3-2.14. **Confirmation Process.**

The Senate confirmation process shall be a matter of concern to the Senate Rules (SBS §2-1) as established by the Senate.

#### §3-2.15. **Defeat of Confirmation.**

In the event the Senate does not confirm an appointment, the position shall be considered fully vacant, and the appointing official shall have until the Sunday prior to the next regular Senate meeting to make another appointment. If the next Senate meeting falls within one class week, the second following meeting shall be used instead. No previously defeated appointee can be reappointed to the same position.

#### §3-2.16. **Acting Status of Unconfirmed Appointees.**

Unconfirmed appointed officials shall have no general right to be considered acting in the appointed position. Individuals shall have acting authority only if granted an explicit interim (SBS §3-2.6) or acting (SBS §3-2.7) appointment.

#### §3-2.17. **Financial Expenditures of Unconfirmed Appointees.**

Unconfirmed, acting appointed officials shall not expend funds without prior written approval of the Student Body Treasurer.

## Article 3. Student Body Commissions.

### Contents

- §3-3.1. **Charter Officer Defined.**
- §3-3.2. **Types of Commissions.**
- §3-3.4. **Dissolution of Special Commissions.**
- §3-3.5. **Commission Residence.**
- §3-3.6. **Commission Charter.**
- §3-3.7. **Commission General Duties.**
- §3-3.8. **Appointment Timeline.**
- §3-3.9. **Term of Commissions.**
- §3-3.10. **Membership of Commissions.**
- §3-3.11. **Officers of Commissions.**
- §3-3.12. **Call of Meetings.**
- §3-3.13. **Quorum of Commissions.**
- §3-3.14. **Commission Reports.**
- §3-3.15. **Non-member Participation in Commissions.**
- §3-3.16. **Parliamentary Authority.**
- §3-3.17. **Departments.**
- §3-3.18. **Standing Departments.**
- §3-3.19. **Standing Department Descriptions**
- §3-3.20. **Oversight.**

#### §3-3.1. **Charter Officer Defined.**

Within this article, unless otherwise specified, “**Charter officer**” refers to any officer of a commission that is appointed directly to the office, as provided for by the commission's charter.

### Part I. Commissions Generally.

#### §3-3.2. **Types of Commissions.**

All Student Body Commissions shall be classified as follows:

- (a) **Standing.** All Standing Student Body Commissions shall be chartered within the Student Body Statutes.
- (b) **Select.** Special Student Body Commission shall be chartered by executive order and shall exist until dissolved by executive order or disallowed by statute.

#### §3-3.4. **Dissolution of Special Commissions.**

The President shall be empowered to dissolve any Special Commission by executive order. The Student Senate Committee on Government Relations and Oversight shall be notified of all dissolutions no less than ten (10) regular semester class days prior to the effective date of dissolution. Such dissolutions may be overridden by Senate Resolution.

#### §3-3.5. **Commission Residence.**

Each Student Body Commission shall be in residence of either the Executive Branch itself or the Executive Office of an Officer. Commissions not in residence to the Executive Branch shall report to the Cabinet through such entity that they reside within. All Special Commissions shall be in residence to the branch itself.

#### §3-3.6. **Commission Charter.**

All Commissions shall be chartered by either statute or executive order. Such a charter shall, at minimum, contain:

- (a) the name of the commission;
- (b) the charge of the commission;
- (c) specific duties of the commission;
- (d) membership minimums and maximums;
- (e) charter officers in addition to the chair;
- (f) officers to be elected by the commission;
- (g) specific requirements for any seat or seats of membership, consistent with SBS §3-3.10;
- (h) date of dissolution, if a select commission;
- (i) residence of the commission (SBS §3-3.5).

**§3-3.7. Commission General Duties.**

Student Body Commissions shall act on their own accord or by instruction of either the President or Senate, but shall at all times act consistent with their charters. In general, and notwithstanding other statutes, Student Body Commissions shall:

- (a) Investigate issues of concern by involving the knowledge and opinions of the Student Body;
- (b) Execute programming consistent with the policies of the Student Body;
- (c) Assist Senate Committees in developing stances on issues;
- (d) Recommend issues to be taken up by the Senate and its Committees;
- (e) Provide for the increased knowledge and awareness of the Student Body President; and

**Part II. Members and Officers**

**§3-3.8. Appointment Timeline.**

The following time limits shall apply to the appointments concerning commissions:

- (a) Chairs shall be considered Class 1 Presidential Appointees.
- (b) Other charter officers shall be considered Class 2 Presidential Appointees.
- (c) Commission members up to minimum membership: The President shall appoint to a commission a number of members at or above its minimum membership level by the 3<sup>rd</sup> Monday in September or within fifteen (15) class days of the effective date of the charter, whichever is later.
- (d) Commission members beyond minimum membership: The President shall appoint to a commission members beyond its minimum membership at his or her discretion.

**§3-3.9. Term of Commissions.**

Unless specified otherwise by statute, the term of membership on a commission shall last from effective date of appointment until the last exam day of the spring semester containing the end of the appointing president's term. All appointments by a newly elected President prior to the expiration of the previous commission's term shall take effect upon expiration of that term.

**§3-3.10. Membership of Commissions.**

- (a) All commissions shall have at least three (3) members, including any officers.
- (b) All commission members shall be appointed by the Commission Chair, consistent with requirements for any specific seat imposed by the charter. Any seat for which the requirement is holding a particular office shall be considered *ex-officio* and shall be considered appointed upon the filing of the required office.
- (c) Membership on a Commission shall not be considered holding a Student Government Office.

**§3-3.11. Officers of Commissions.**

- (a) All commissions shall have a single chair, appointed by the President with the confirmation of the Senate
- (b) The charter of the commission may provide for additional officers to be elected by the membership of the commission.
- (c) All officers of a Commission shall be considered Student Government Officials and shall be administered

the Oath of Office (SBS §1-1.5). Holding office in a select commission shall not be consider holding office for the purposes of the dual- office holding clause of SBS §1-1.3.

### Part III. Meetings and Procedure.

#### §3-3.12. **Call of Meetings.**

All Student Body Commissions shall meet at least quarterly and at the call of the chair. All meetings shall be announced publicly at least three (3) class days in advance.

#### §3-3.13. **Quorum of Commissions.**

The quorum of any commission shall consist of a simple majority of the membership of the commission.

#### §3-3.14. **Commission Reports.**

- (a) All commission reports shall be in written form and shall be publicly available upon submission.
- (b) Each commission shall report to the Student Body President, the Student Senate, or a Student Senate Standing Committee, as the commission deems appropriate, consistent with any instructions.
- (c) Each commission shall report at least monthly, provided that it has meet since the date of last report.
- (d) All reports shall be agreed to by a simple majority of the commission.

#### §3-3.15. **Non-member Participation in Commissions.**

Unless provided for otherwise by statute, non-commission members may participate as follows:

- (a) Members of the Student Body shall be provided an opportunity to submit either written or oral comments on matters before the commission.

#### §3-3.16. **Parliamentary Authority.**

In cases where there is no applicable rule in these statutes or the commission's charter, the rules contained in *The Standard Code of Parliamentary Procedure* shall govern the procedure of a Student Body Commission.

### Part IV. Departments

#### §3-3.17. **Departments.**

Student Government Commissions shall be externally know as Departments. This will clear discrepancies between committees and commissions. Each Department shall be referred to as the "Student Government (charter title) Department" with a "Student Government Director of (charter title)"

#### §3-3.18. **Standing Departments.**

The following Departments shall be considered standing commissions:

- (a) Athletics Department
- (b) Diversity Outreach Department
- (c) Government Affairs Department
- (d) Traditions Department
- (e) University Affairs Department
- (f) Communications Department
- (g) Sustainability Department
- (h) Graduate Student Relations Department

#### §3-3.19. **Standing Department Descriptions**

##### (a) Athletics Department

The SG Athletics Department is responsible for working with NC State Athletics to enhance the NC State athletics student experience. The department shall represent students on the Student Ticket Advisory Committee (SBP, SBVP, and Department Director), work alongside public safety officials to review tailgating policies

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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and procedures, coordinate with Athletics staff to enhance Men's Basketball games, and oversee Student Government's portion of football parking pass distribution. The department shall assist with Primetime with the Pack, assist with student ticket loyalty points, and host athletics centered events at other sporting events and at various campus locations. The Student Government Athletics Department serves as the primary voice for students in all athletics matters.

**(b) Diversity Outreach Department**

The SG Diversity Outreach Department shall host events and raise awareness about diversity at NC State. The department shall serve as a liaison between Student Government and organizations who serve as strong advocates for diversity outreach. Duties include hosting events to raise awareness, working with NC State University administrators to ensure equal opportunities across all forms of diversity, and educating the student body about the importance of diversity at NC State.

**(c) Government Affairs Department**

The SG Government Affairs Department serves as a liaison between NC State students and local, state, and federal officials. The department shall encourage student voting and host associated events in appropriate years, advocate the positions of the student body to appropriate bodies of governance, advise and assist the Student Body President and staff on matters of government relations and policies, and foster a better knowledge of the techniques of government relations amongst Student Government members. Department members shall meet with elected officials to advocate for NC State students. The Department Director shall work with the Chair of the Senate Committee on Public Affairs to ensure the Student Senate is aware of government issues of concern to the student body, execute the mission of the Committee on Public Affairs, and coordinate direction and goals within Student Government. The department's primary goal shall be to serve as the external voice of the NC State student body to government officials.

**(d) Traditions Department**

The SG Traditions Department is responsible for preserving and enhancing tradition at NC State. The Department shall coordinate The Brick, the Traditions Keeper Program, and Campout. Additionally, the department shall work with university partners to enhance NC State traditions throughout the year. The department helps maintain a lasting legacy of NC State Student Government.

**(e) University Affairs Department**

The SG University Affairs Department shall serve as a liaison between the student body, Student Government, and the university. The department shall serve as the primary for student involvement and engagement within Student Government. The department's focal aim is the improvement of the NC State student experience. The department will work closely with, but not limited to, the Division of Academic and Student Affairs, the Office for Institutional Equity and Diversity, NC State administration, and various other student lead organizations (i.e. Inter-Residence Council, Union Activities Board, President's Roundtable, et. al.). To better the student experience the department will provide educational outreach to foster university engagement on issues related to academics, facilities, student involvement, student equality, and various university services. The department will partner with aforementioned organizations to reach a broad spectrum of students. The department and its members will strive to create an educational, safe, and cooperative environment for all students through event planning and coordinating, student outreach and engagement, and outreach to various university administrators and departments.

**(f) Communications Department**

The SG Communications Department shall support the mission and goals of Student Government by providing coordination of knowledge management activities, research activities, recruitment for special needs, and communication activities. The Department shall:

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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- (i) Promote and facilitate proactive two-way communication between Student Government and the Student Body
- (ii) Generate awareness of Student Government activities and aid campus groups in achieving their publicity goals
- (iii) Leverage inter-organizational and inter-institutional knowledge resources for the betterment of the University.
- (iv) Maintain a strong social media presence,
- (v) Interact with media outlets
- (vi) Maintain an organizational memory
- (vii) Transform expertise of current student leaders into lasting organizational knowledge
- (viii) Reduce duplication of efforts by Student Government and student organizations through effective knowledge sharing
- (ix) Improve the transparency, accountability, and accessibility of Student Government to the Student Body

(g) Sustainability Department

The SG Sustainability Department shall serve to enhance sustainability and work towards the development of a more sustainable culture on NC State's campus through communication, as well as the creation and maintenance of sustainability initiatives. The Department shall work closely with the University Sustainability Office, and the various student groups whose primary focus is sustainability in order to promote sustainability on campus. Additionally, the Department shall aid in the implementation of the Sustainability Strategic Plan, develop and compile resources related to sustainability for student organizations to use, and work to make Student Government operations, events, and initiatives more sustainable. The Department shall also hold an event every semester to showcase the intersection of sustainability and other issues. The Department shall be comprised of students interested in furthering sustainability causes on campus, as well as individuals from interested sustainability-based student organizations. The Department shall also aid in the facilitation of communication between various sustainability-focused student organizations, and shall work with those organizations to ensure that the Department and student organizations have the resources needed to ensure sustainability issues on campus are effectively being addressed.

(h) Graduate Student Relations Department

The SG Graduate Student Relations Department shall serve to ensure that the graduate student perspective contributes to the Student Body President's awareness of the concerns of the student body. The department shall work on SG initiatives and programming to increase graduate student involvement. The department shall be responsible for ensuring that graduate students are aware of SG, particularly that they are welcome to participate. In addition, the department shall recruit graduate students to fill unoccupied Graduate and Lifelong Education delegation Student Senate seats. The department shall recommend issues to be taken up by Senate Committees on behalf of Graduate Student Association and the graduate student body, and, particularly, shall investigate proposed fee increases and notify the Senate Tuition & Fees Committee of related graduate student concerns. The department shall serve as a link between SG and the Graduate Student Association and work to unify the graduate and undergraduate student bodies. The Graduate Student Association Vice President of Student Government Relations shall serve as SG Director of Graduate Student Relations, ex-officio.

**§3-3.20. Oversight.**

Oversight of the commissions may be exercised by the Committee on Government Relations and Oversight, which shall have the power to review the records of the aforementioned departments, compel report of its members, and to make recommendations to the Student Body President or Senate regarding its improvement.

## Article 4. Presidents' Roundtable.

### Contents

§3-4.1. **Convention Concerning Roundtable.**

§3-4.2. **Name and Affiliation.**

§3-4.3. **Purpose.**

§3-4.4. **Administration.**

§3-4.5. **Meetings.**

§3-4.6. **Member Organizations.**

§3-4.7. **Authority of the Body.**

§3-4.1. **Convention Concerning Roundtable.**

Within this article, unless otherwise specified, "**Roundtable**" refers to the Presidents' Roundtable.

§3-4.2. **Name and Affiliation.**

The name of this organization shall be the North Carolina State University Presidents' Roundtable, and shall be considered an affiliate advisory body to the Student Body President.

§3-4.3. **Purpose.**

The Presidents' Roundtable shall exist to provide a forum for the leaders of campus organizations to engage in commentary on issues facing the Student Body from representatives of all student groups that wish to be a part of the forum. The Roundtable shall also serve to set the agenda for such Chancellor's Liaison meetings that may from time-to-time occur.

§3-4.4. **Administration.**

The Presidents' Roundtable shall be chaired by the Student Body President. In the absence of the President, he or she shall designate the Vice President, Chief of Staff, or another member of the Executive branch that will preside in place of the President. The Chief of Staff will be tasked to coordinating meetings with all student leaders and maintaining an accurate record of all correspondents. The Executive Assistant shall be tasked with maintaining accurate meeting minutes of both the Roundtable and Chancellor's Liaison, and distributing those meeting minutes to the members of the Roundtable. The President may appoint such members of his or her staff to assist him with the administration of the Roundtable as he or she deems necessary. The Vice President will assume the duties of the President in their absence at Chancellor's Liaison meetings.

§3-4.5. **Meetings.**

The Presidents' Roundtable shall meet at the call of the President. All meetings must be announced at least ten (10) class days in advance.

§3-4.6. **Member Organizations.**

Each member organization shall be represented by its chief executive officer or his or her designee. Membership to the Roundtable will be continuously open to all student organizations and the list shall be updated annually per any changes to membership that occur throughout the year. The member organizations shall, at minimum, include:

- (a) Alumni Association Student Ambassador Program
- (b) The Society for Afrikan American Culture
- (c) The Afrikan American Student Advisory Council
- (d) The Agri-Life Council
- (e) The Agromeck

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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- (f) The American Indian Science and Engineering Society
- (g) Asia Students In Alliance
- (h) The CHASS Council
- (i) The Multicultural Greek Council
- (j) CNR Ambassadors
- (k) The College of Sciences Council
- (l) The Design Council
- (m) The Education Council
- (n) The Engineering Council
- (o) Exploratory Studies
- (p) The GLBT Community Alliance
- (q) The Graduate Student Association
- (r) The Inter-Residence Council
- (s) The Interfraternity Council
- (t) Mi Familia
- (u) National Pan Hellenic Council
- (v) Native American Student Association
- (w) The NC State Stewards
- (x) The Nubian Message
- (y) The Order of Omega
- (z) The Panhellenic Association
- (aa) The Poole College of Management Council
- (bb) Scholars Council
- (cc) Student Body Chief Justice
- (dd) Student Body President
- (ee) Student Body Vice President
- (ff) Student Government - Executive Chief of Staff
- (gg) Student Government - Executive Assistant
- (hh) Student Body Treasurer
- (ii) Student Senate President
- (jj) Student Senate Pro Tempore
- (kk) Student Center Board of Directors
- (ll) Sustainability Fund
- (mm) The Technician
- (nn) The Tompkins Textile Student Council
- (oo) The Union Activities Board
- (pp) Student Government - Executive University Affairs Department Head
- (qq) Student Government - Executive Communications Department Head
- (rr) Student Government - Senate University Affairs Committee Chair
- (ss) Student Government - Senate Student Relations Committee Chair
- (tt) WKNC General Manager
- (uu) The Women's Center
- (vv) The Presidents' Roundtable Advisor
- (ww) ROTC
- (xx) The Society of Multicultural Scientists
- (yy) Krispy Kreme Challenge
- (zz) Student Government - The NC State Association of Student Governments Delegate

**§3-4.7. Authority of the Body.**

The Presidents' Roundtable exists as an advisory board to the President. Individual organizations may present petitions with regards to specific issues to the Roundtable. The Roundtable can be utilized as a network to connect student organizations with the Chancellor's Liaison meetings to present their individual issues.

## Article 5. Additional Executive Initiatives.

### Contents

- §3-5.1. **Community Service**
- §3-5.2. **Service Raleigh**
- §3-5.3. **Nightwalk**
- §3-5.4. **Wolfpack Pick Up**
- §3-5.5. **Oversight**

### Part I. Initiatives

#### §3-5.1. **Community Service.**

The Executive Branch of Student Government shall promote community service initiatives within Student Government and student organizations at NC State University. The Executive Branch shall work to enhance Student Body involvement in community service and to provide effective governance of all service projects organized by Student Government. The Executive Branch shall:

- (a) assist all Student Government entities with the planning and execution of such community service projects they may choose to undertake;
- (b) provide resources, advice, and assistance to Registered Student Organizations involved in community service;
- (c) foster cooperation and cross-promotion between the various campus organizations engaged in community service;
- (d) advise the Department of the Treasury and the Senate Finance Committee on the soundness of all community service related financial requests; and
- (e) plan and execute periodic Student Government organized service projects.

#### §3-5.2. **Service Raleigh.**

Student Government shall annually support Service Raleigh, a day of service initiated by Student Government and the Park Scholarships program. Support shall include annual financial allocations and planning assistance.

#### §3-5.3. **Nightwalk.**

Nightwalk shall be a semiannual early evening safety walk or re-walk through the various parts of the university campus. Nightwalk shall incorporate campus safety officials, Student Government members, and the student body.

#### §3-5.4. **Wolfpack Pick Up.**

The Executive Branch of Student Government shall be responsible for working with the Division of Academic and Student Affairs, Student Leadership and Engagement, and Student Involvement to coordinate Wolfpack Pick Up, the Student Government initiated mobility impairment service. Funding for the program shall be annually reviewed in the Student Government budget process.

### Part II. General Provisions.

#### §3-5.5. **Oversight.**

Oversight of the department may be exercised by the Committee on Student Relations, which shall have the power to review the records of the aforementioned initiatives, compel report of its members, and to make recommendations to the Student Body President or Senate regarding its improvement.

<sup>1</sup> CHAPTER 3 AMENDMENTS: As amended by: GB 23 & GB 110, 86th Session (2006-2007); GB 33 & GB 64, 88th Session (2008-2009), GB 64, GB 69, GB 82, GB 88, GB 98, GB 102 96th Session (2016-2017)

# CHAPTER 4. Judicial Branch.<sup>1</sup>

## Article 1. Judicial Generally.

### Contents

§4-1.1. **Definitions and Conventions.**

§4-1.2. **Purpose and Scope.**

§4-1.3. **Budgetary Support.**

§4-1.1. **Definitions and Conventions.**

Within this Chapter, the following definitions and conventions shall apply:

- (a) “**Chief Justice**” refers to the Student Body Chief Justice.

§4-1.2. **Purpose and Scope.**

This chapter exists to provide additional definition for the relationship between the Student Conduct Board and the remainder of the Student Government.

§4-1.3. **Budgetary Support.**

The Student Chief Justice shall be paid a stipend according to the stipend tier schedule in §5-4. Reasonable budgetary support shall be provided for the student-administered operations of the Conduct Board, including, but not limited to:

- (i) member selection costs,
- (ii) training costs,
- (iii) printing of hearing documents,
- (iv) purchase of hearing equipment, and
- (v) board organized educational programs. Funding shall not extend to funding of items of general need for the University’s conduct process.

<sup>1</sup> CHAPTER 4 AMENDMENTS: As amended by: GB 106, 85th Session (2005-2006).

# CHAPTER 5.

## Finance.<sup>1</sup>

### Article 1. Finance Generally.

#### Contents

- §5-1.1. **Definitions and conventions.**
- §5-1.2. **Allocation of line-items.**
- §5-1.3. **Approval of Expenditures.**
- §5-1.4. **Contracts for services.**
- §5-1.4A. **Contract Review.**
- §5-1.5. **Balance Sheet.**
- §5-1.6. **Non-fee Revenue.**
- §5-1.7. **Reimbursements.**
- §5-1.8. **Check Policy.**
- §5-1.9. **Submission of receipts.**
- §5-1.10. **Stipend Disbursement.**
- §5-1.11. **Balance Sheet Report.**
- §5-1.12. **Semi-annual Report.**
- §5-1.13. **Unauthorized Expenses.**
- §5-1.14. **External Debts.**
- §5-1.15. **Over Budget Line-items.**
- §5-1.16. **Freezing of Line-items.**
- §5-1.17. **Freezing of allocated funds.**
- §5-1.17A. **External Funding.**
- §5-1.17B. **Internal Funding.**
- §5-1.17C. **Line Item Breakdown.**
- §5-1.17D. **Financial Reporting Procedures of Expenditures.**
- §5-1.18. **Project Loans.**
- §5-1.19. **Discretionary Allocations.**
- §5-1.20. **Public Funding of Campaign Activities.**
- §5-1.21. **Student Body Auditor.**
- §5-1.22. **Audit Board.**
- §5-1.23. **Duties of the Auditor.**
- §5-1.23B. **External Audits.**
- §5-1.24. **General Trust.**
- §5-1.25. **General Trust Management.**
- §5-1.26. **Unexpended Funds Budgeting.**
- §5-1.27. **Expenditures from the General Trust.**
- §5-1.28. **General Trust Ledger.**
- §5-1.29. **Treasury Policies.**

**§5-1.1. Definitions and conventions.**

Within this Chapter, the following definitions and conventions shall apply:

- (a) “**Treasurer**” refers to the Student Body Treasurer.
- (b) “**Auditor**” refers to the Student Body Auditor.
- (c) “**Budget**” refers to the Student Government Budget as enacted by the Student Senate as provided in Article 4 of this Chapter.
- (d) “**Ledger**” refers to the itemization of line item expenditures and remaining balances to date.
- (e) A “**student organization**” is any non-Student Government group that is registered with the Student Organization Resource Center.
- (f) The “**Student Body Funds**” are all the monies collected from student fees and made available to Student Government during a fiscal year.
- (g) A “**fiscal year**” commences on the first day of the month of July and ends on the last day of the month of June.

**Part I. Financial Decision Making.**

**§5-1.2. Allocation of line-items.**

As provided in SBS §5-4, each budget line-item shall have language governing authority to expend funds. When a line requires approval by the Treasurer, he or she can either approve each expense, or approve a budgetary spending plan. The Treasurer shall ensure that every line-item is faithfully used for its intended purpose. Additionally, officials authorized to expend from a line-item must still comply with the procedure on reimbursement (SBS §5-1.8), policy on external debts (SBS §5-1.14), and all other Treasury Policies.

**§5-1.3. Approval of Expenditures.**

The Treasurer shall be vested with the general authority to determine if any proposed expenditure is permissible and a proper use of the Student Body Funds. However, the Treasurer shall consult with the Finance Committee prior to rendering decisions on proposals that either (i) represent significant departures from past practice, (ii) stand likely to become ongoing commitments, (iii) involve significant amounts of funds (greater than 5% of the budget), or (iv) are similar to past expenditures that become controversial.

**§5-1.4. Contracts for services.**

The Treasurer shall award contracts to the lowest qualified bidder for services that cannot practically be performed by any Student Government organization or agency. The specific services which shall be contracted in this manner shall be at the decision of the Student Senate. The Treasurer shall deem a bid qualified if he or she judges that the bidder has the ability to adequately perform the contracted service.

**§5-1.4A. Contract Review.**

- (a) Contracts must be submitted to University Student Legal for review and comment.
- (b) Student Body Officers must be given the opportunity to review and comment on all contracts.
- (c) The authorization of the Finance Committee and the Student Body Treasurer are the only authorizations required, and can be granted even if advice from (a) or (b) above has not been returned in a timely fashion.

**Part II. Financial Management.**

**§5-1.5. Balance Sheet.**

The Student Body Treasurer shall maintain a balance sheet for the current fiscal year that shall include: (i) the budgeted amount, (ii) the total expenditures to date, and (iii) the balance to date for each budget line-item.

**§5-1.6. Non-fee Revenue.**

All revenue coming to Student Government from sources other than student fees shall be collected by the Treasury,

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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at which point they shall be considered part of the Student Body Funds. The Treasurer shall determine an appropriate budget line to credit the revenue.

**§5-1.7. Reimbursements.**

Expenses shall be eligible for reimbursement only when appropriate approval is sought and granted, as defined by Treasury Policy.

**§5-1.8. Check Policy.**

All checks issued from the Student Body Funds shall be null and void after a period of 90 days from the date of issuance, with the exception of Appropriations checks to student groups, which shall be voided after a period of 120 days.

**§5-1.9. Submission of receipts.**

- (a) For any external expenditure, receipts must be submitted to the Department of the Treasury within one (1) month of the date of the expenditure or event. Failure to submit receipts may result in the freezing of funds (SBS §5-1.17).
- (b) For any internal expenditure, receipts must be submitted to the Department of the Treasury within a period of two (2) weeks. Failure to do so will result in the individual(s) forfeiture of their right to be reimbursed, if applicable, or may, at the discretion of the Treasurer, result in freezing of the involved line item until completed receipts are submitted (SBS §5- 1.16).

**§5-1.10. Stipend Disbursement.**

- (a) Upon their appointment to positions budgeted a stipend; all student government officials-designate shall be presented to the Senate for confirmation. The Student Body Treasurer shall dispense no funds to the aforementioned officials until notice of their confirmation is received. The aforementioned officials' dates of service shall be recorded, for payroll purposes, as the dates of their initial appointment.
- (b) All stipends shall be disbursed on a schedule as determined by the Treasurer. No salary/stipend advancements or loans to officials shall be made from the Student Body Funds without the consent of a two-thirds (2/3) majority of the Senate.
- (c) Officials appointed to a given position solely on an acting basis pursuant to SBS §3-2.7 may be disbursed a stipend budgeted for a given position, upon approval by both the appointing official and the Senate Standing Committee on Finance.

**Part III. Reports.**

**§5-1.11. Balance Sheet Report.**

At each regular meeting of the Senate or its finance committee, the Treasurer shall provide a report on the current fiscal year's Balance Sheet. This report includes both the balance sheet itself and explicit note of any new nontrivial (greater than \$150) expense. The distributed Balance Sheet shall be accurate as of the close of the previous business day. A current copy of the Balance Sheet shall be posted at least bi-weekly in the Student Government Office. The Balance Sheet Report shall be signed by all individuals with ability to dispense funds, signifying that all transactions they are responsible for have been properly recorded.

**§5-1.12. Semi-annual Report.**

Once a semester, the Student Body Treasurer shall provide a comprehensive report on the state of all accounts and budgets under the jurisdiction of Student Government. A draft of this report shall be presented to the Finance Committee prior to its presentation to the entire Senate.

**Part IV. Limits and Controls.**

**§5-1.13. Unauthorized Expenses.**

Any expense not properly approved as provided by these statutes shall be considered unauthorized. Unauthorized expenses shall be cancelled when possible; otherwise, the Treasury shall recoup the lost funds from the offending party. Officials or units with authority to originally approve an expense may do so retroactively; however, such retroactive approval shall be noted in the balance sheet report.

**§5-1.14. External Debts.**

No official save the Treasurer, or his or her designees, acting in accordance with these statutes, may pledge the credit of Student Government. Claims of promised external allocations shall be honored only with written documentation of Treasury approval.

**§5-1.15. Over Budget Line-items.**

Amounts budgeted in line-items shall be enforced strictly, insomuch as possible. If expenditures exceed the amount available by more than 10%, the Finance Committee shall conduct an inquiry into the situation. No new expenses may be authorized from an over budget line.

**§5-1.16. Freezing of Line-items.**

Budget line-items may be frozen from expenditure by either the Treasurer or a majority vote of the Finance Committee when either believes immediate expenditure could be detrimental. Lines may be unfrozen by the freezing party, or by the Senate via simple majority vote.

**§5-1.17. Freezing of allocated funds.**

The Treasurer shall freeze the funds of any organization receiving Student Body Funds if:

- (a) an audit of the organization's accounting records, by the Auditor or the Treasury, finds a discrepancy in the management of funds; or
- (b) the organization is found to discriminate on the basis of race, sex, religion, creed, national origin, physical disability, or sexual orientation.

**§5-1.17A. External Funding.**

By June 30, all external groups receiving funds directly out of a budget line-item in the past fiscal year shall submit to the Treasurer a detailed breakdown of the use of those funds. All such organizations shall be barred from receiving any funds from Student Government until delinquent reports are submitted.

**§5-1.17B. Internal Funding.**

No Executive department, commission, or agency shall expend funds allocated in a budget line-item until a budget for that line-item has been approved by the Student Body Treasurer and by a majority vote of the Finance Committee.

- (a) Budgets shall be required to be submitted twice yearly at the beginning of each semester.
- (b) Upon approval, budgets must be submitted over the Student Government listserv.
- (c) Summer expenditures must be approved by the Finance Chairperson, the Student Body Treasurer, and the Student Body President and made available to all requesting parties.

**§5-1.17C. Line Item Breakdown.**

The Student Body Treasurer, in association with the Student Body Officers, shall be required to produce a beginning report with estimates for how each line item is to be spent with middle and ending semester updates.

- (a) Reports shall be submitted to the Student Government Finance Committee.
- (b) Failure to produce reports result in the immediate freezing of all line items lacking said report.
- (c) Reasons as to why frozen line items should be unfrozen shall be presented, considered and voted on at the

next scheduled Student Government Finance Committee meeting.

- (d) Frozen line items may be unfrozen by a 2/3 positive vote of the committee.

**§5-1.17D. Financial Reporting Procedures of Expenditures.**

All persons in charge of a line item in the budget shall provide a written report to the Finance Committee by the first day of the month detailing expenditures for the previous month.

- (a) Failure to do so will result in the immediate freezing of that line item until the written report is provided.  
(b) Copies of these reports will be maintained by the Treasury after submission for record keeping purposes and copies made available to any and all requesting parties.

**§5-1.18. Project Loans.**

No unit within Student Government may expend funds in anticipation of future revenue except with the explicit written authorization of the Treasurer. Such authorization shall include the source of funds to use in the event of a revenue shortfall. Finance Committee approval shall be required if the backup funding involves at least \$1000 from a line not usually associated with the borrowing project. Backup funding from the General Trust shall be explicitly approved by the Finance Committee.

**§5-1.19. Discretionary Allocations.**

The Treasurer shall not discretionary fund organizations outside of the jurisdiction of Student Government without the prior approval of the Senate Finance Committee. In order to apply for disbursement, the organization must complete a standardized application created and agreed upon by the Finance Committee at the beginning of the session. If the Finance Committee does not approve the disbursement, the Treasurer or a Senator may then submit it to the whole Senate for approval in the form of a finance bill. If more than \$500 is appropriated to a single organization within one session, the Treasurer or a Senator must submit it to the whole Senate in the form of a finance bill for approval.

**§5-1.20. Public Funding of Campaign Activities.**

No portion of the Student Body Funds shall be allocated to a campaign for a Student Government elective office or to an organization supporting a campaign for a Student Government Elective office.

**§5-1.21. Student Body Auditor.**

An Auditor may be appointed by the Student Body President, subject to the simple majority confirmation of the Senate, if it is believed that improprieties in the handling of the Student Body Funds exist. The Senate shall be empowered to, by Senate Resolution, determine the need for an Auditor and set a deadline for such appointment by the President. All accounting records must be made available to the Auditor at his or her request.

**§5-1.22. Audit Board.**

The activities of the Auditor shall be overseen by an Audit Board, to be composed of the chairs of the Senate standing committees.

**§5-1.23. Duties of the Auditor.**

The Auditor shall prepare an audit of the Treasurer for report to the Student Body President and the Senate, and upon the discovery of a discrepancy in the management of funds, bring allegations against the Treasurer.

**§5-1.23B. External Audits.**

The Student Body Treasurer shall request a university audit every two years. Results of the audit shall be made available to requesting parties and presented to the Student Senate Finance Committee. Within thirty (30) days of the completion of the audit, the Student Body Treasurer will create a plan of action to improve problem areas for presentation to the Finance Committee. If the Student Body Treasurer has not submitted a

plan of action within thirty days, that responsibility shall fall to the Finance Committee. Upon completion, the Finance Committee shall report the plan of action to the Student Body President and the Student Senate. After review, the Student Body Treasurer shall be responsible for the implementation of the plan of action.

#### Part V. Non-budgeted Funds.

##### §5-1.24. **General Trust.**

Any monies in the Student Body Funds beyond those required to meet the commitments of the Student Government Budget shall be considered unencumbered and part of the General Trust. The General Trust shall be inclusive of monies in two distinct categories:

- (a) the University mandated reserve balance;
- (b) surplus funds not in the above category.

The Senate shall allocate funds in the budget as necessary to maintain the mandated reserve.

##### §5-1.25. **General Trust Management.**

By the end of September, the Student Body Treasurer shall determine the present balance of the General Trust as well as the quantity of money left unexpended from the previous fiscal year, and report such to the Senate. Should the reserve and/or contingency fund be below its respective required level, the Student Body Treasurer shall allocate such funds from the unexpended balance required for replenishment. The remaining funds shall be considered the “net unexpended funds”.

##### §5-1.26. **Unexpended Funds Budgeting.**

Budget Bills allocating the net unexpended funds into the current Student Government Budget shall be in order for adoption after the report of the Student Body Treasurer, provided that:

- (a) At least 60% of the net unexpended funds are allocated to Student Organization Appropriations; and
- (b) The remaining balance of the net unexpended funds be allocated by the Senate Committee on Finance toward student initiatives.

Such bills shall require a simple majority for adoption. Any net unexpended funds not budgeted by the close of a fiscal year shall be transferred into the General Trust.

##### §5-1.27. **Expenditures from the General Trust.**

Funds in the General Trust shall be dispensed only on explicit order. The Senate may authorize use of General Trust funds, either for direct expense or allocation into the budget, by a two-thirds vote on duly considered legislation. In cases of emergency, where direct harm could come to the Student Government, the three Executive Officers may order a disbursement by unanimous consent. Such emergency disbursements shall:

- (a) be authorized only in writing, with the signatures of the officers;
- (b) not be used when the Senate could be convened;
- (c) be announced to the Senate before the fact, and comments sought, unless such could further the emergency;
- (d) be reported to the Senate.

##### §5-1.28. **General Trust Ledger.**

The Student Body Treasurer shall maintain a permanent record of expenses from and allocations into the General Trust. This document shall be reported to the Senate and its Finance Committee at least quarterly.

#### Part VI. Miscellaneous.

##### §5-1.29. **Treasury Policies.**

The Treasurer shall be empowered to set, with the majority approval of the Finance Committee, Treasury Policies regulating details of the financial process subordinate to this chapter. These policies shall be valid only if published to the public.

## Article 2. Appropriations.

### Contents

- §5-2.1. **Definitions and Conventions.**
- §5-2.2. **Appropriations to Student Organizations.**
- §5-2.3. **Eligibility for Appropriations.**
- §5-2.4. **Matching Independently Generated Funds.**
- §5-2.5. **Appropriations Committee.**
- §5-2.6. **Committee Attendance.**
- §5-2.7. **Ethical Responsibility of Committee Members.**
- §5-2.8. **Timetable for Appropriations.**
- §5-2.9. **Fall-Spring Appropriations Division.**
- §5-2.10. **Online Appropriations Request System.**
- §5-2.11. **Sponsoring Senator.**
- §5-2.12. **Appropriations Help Session.**
- §5-2.13. **Appropriations Interviews.**
- §5-2.14. **Appropriations Committee Review.**
- §5-2.15. **Appropriations Bill.**
- §5-2.16. **Senate Consideration of Appropriations Bill.**
- §5-2.17. **Amendments to the Appropriations Bill.**
- §5-2.18. **Appropriations Request.**
- §5-2.19. **Appropriations Request Content.**
- §5-2.20. **Appropriations Request Budget.**
- §5-2.21. **Funding Maximums.**
- §5-2.22. **Request Types.**
- §5-2.23. **Start-Up Funds.**
- §5-2.24. *Reserved for future use*
- §5-2.25. **Consideration of Appropriation Requests.**
- §5-2.26. **Funding Restrictions.**
- §5-2.27. **Cashing Checks by Student Organizations.**
- §5-2.28. **Submission of receipts from Student Organizations.**
- §5-2.29. **Appropriations Packet.**
- §5-2.30. **Approval of Appropriation Packet.**
- §5-2.31. **Appropriations Packet Content.**
- §5-2.32. **Appropriations Packet Questionnaire.**

#### §5-2.1. **Definitions and Conventions.**

Within this Article, the following definitions and conventions shall apply,

- (a) “**Appropriations**” refers to funds allocated by Student Senate to registered Student organizations.
- (b) “**Appropriations Bill**” refers to Bills dealing with funds allocated through Appropriations Requests.
- (c) “**Appropriations Request**” is a formal application from a registered Student Organization requesting funds from the Student Senate through the appropriations process.
- (d) “**Ineligible List**” refers to the classification of an organization that is unable to receive appropriation funding. Any group who is so listed cannot receive funding as explained in §5-2.27 & 28.
- (e) “**Committee**” refers to the Senate Committee on Appropriations.
- (f) “**Interview Sessions**” refers to any scheduled meeting between the Appropriations Committee and a requesting group where the requesting group provides or clarifies information in regards to their funding

request(s) that occurs prior to the introduction of the Appropriations Bill for first reading.

- (g) “Receipts” refer to an itemized, financial transaction statement that clearly state amount, date, items and person of expenditure from a legitimate contactable business or organization. If student organizations do not have access to these records, they may appeal to the Treasurer; however, groups may still be denied funding (at the discretion of the Treasurer).

**§5-2.2. Appropriations to Student Organizations.**

Each semester, the Senate shall approve a bill that appropriates the available Student Body Funds to eligible student organizations (SBS §5-2.3) for projects that the Senate deems beneficial to the Student Body.

**§5-2.3. Eligibility for Appropriations.**

No student organization shall be eligible for the appropriation of Student Body funds unless

- (i) it is registered with the University, and
- (ii) it does not discriminate on the basis of race, sex, religion, creed, national origin, physical disability, or sexual orientation, and
- (iii) it is in good standing as described in these statutes or by the committee regulations.
- (iv) it meets such standards in the Appropriations Packet regarding non-dependency on appropriations funding.

**§5-2.4. Matching Independently Generated Funds.**

No requesting student organization shall be funded an amount in excess of revenues listed in a submitted budget (adhering to section 5-2.20). For revenues, the Student Organizations shall show all the money the organization has on hand or will receive for the event, including funding from all outside sources. However, the committee shall only consider a maximum of \$700 from other student fee funded departments combined, for matching purposes.

**Part I. Appropriations Committee**

**§5-2.5. Appropriations Committee.**

The composition and basic duties of the Committee on Appropriations shall be defined by Senate Rule. At least the minimum membership of the committee shall be appointed no later than four (4) class days after the first Senate meeting of the fall.

**§5-2.6. Committee Attendance.**

In order to vote on the committee recommendation for the Appropriations Bill for first reading, a member of the committee must have attended a majority of the interview sessions and a majority of help sessions regarding the bill during the Appropriations process.

**§5-2.7. Ethical Responsibility of Committee Members.**

Members of the Appropriations Committee shall be expected to:

- (a) abstain from voting on requests from student organizations they are a member of or would benefit directly from; and
- (b) refrain from sponsoring student organizations.

**Part II. Process of Appropriations.**

**§5-2.8. Timetable for Appropriations.**

- (a) No Appropriations Bill shall be fast-tracked.
- (b) The Senate shall approve its appropriations to student organizations no later than (i) the second Senate meeting in September, for the fall semester, or (ii) the second Senate meeting in February, for the spring semester.
- (c) The Appropriations Committee shall be authorized to set additional dates as needed for the appropriations

process, complying with §5-2.8 (a) and (b).

- (d) The committee shall be responsible for proper advertising for the opening of appropriations cycle in advance through emails, HOWL updates, sandwich boards and other university acceptable forms of advertisement.

**§5-2.9. Fall-Spring Appropriations Division.**

- (a) To request funding during the fall appropriations cycle/process, organization activities must take place on/between the first day class day after Fall Break and the following Spring Break.
- (b) To request funding during the spring appropriations cycle/process, organization activities must take place on/between the first class day after Spring Break and the following Fall Break.
- (c) In cases where an event is eligible for multiple sessions of appropriations, the committee shall fund it in the earlier session only if there is a clear need for expedience.
- (d) When considering funding for groups that have received funding in the previous semester, the Appropriations Committee shall take steps to ensure that the previously issued funds have been properly accounted for, if not returned.

**§5-2.10. Online Appropriations Request System.**

- (a) All Appropriation Requests shall be submitted through the online appropriations request system.
- (b) The online appropriations system shall be operated and administered by the Appropriations Committee with any helpful assistance from recognized Student Government staff/advisor.
- (c) The online appropriations request system shall meet requirements as follows:
  - (i) Shall accept submissions from organizations.
  - (ii) Shall allow such submissions to be edited by the organization until such time as they are deemed to be due by the Appropriations Committee.
  - (iii) Make all Appropriations Requests public after their final submission time period.

**§5-2.11. Appropriations Help Session.**

The committee shall organize at least three (3) open sessions where student organizations can seek help with completing appropriations requests.

**§5-2.12. Appropriations Interviews.**

Following the close the group's request editing period, the committee shall interview such organizations submitting requests that have met all eligibility requirements. All

interviews shall be conducted at a duly called meeting of the committee, and the organizations shall be notified of the time and place of their interview at least three (3) calendar days in advance.

**§5-2.13. Appropriations Committee Review.**

Following the close of application submissions, the Appropriations Committee shall meet and deliberate on their recommendations for dividing funding amongst requests. The committee shall then compile and cause the introduction for first reading of the appropriations bill stating the amount that has been requested and the amount that has been appropriated to each organization. On first reading, this bill shall be referred to the committee, which shall conduct at least one hearing to review concerns regarding the bill prior to reporting the bill for second reading.

**§5-2.15. Appropriations Bill.**

The Appropriations Bill introduced by the committee shall contain a list of each and every Appropriations Request filed, the amount requested and appropriated, the type of request, and the basic purpose of the funding. The appropriations bill shall be introduced with a report including concise statements explaining the committee's decisions regarding the allocation of funds to each appropriations request.

**§5-2.16. Senate Consideration of Appropriations Bill.**

The Senate shall consider the appropriations bill on second reading only after it has been reported by the committee, and no motion to fast-track or action that effectively fast- tracks the Appropriations Bill shall be in order in the Student Senate.

**§5-2.17. Amendments to the Appropriations Bill.**

Amendments to the Appropriations Bill shall require a two- thirds vote to be adopted. All amendments must be sent to all Senators via electronic mail 24 hours prior to the meeting at which the Appropriations Bill is to be considered for second reading, save by general consent. Secondary amendments on the Senate floor shall be limited to the request lines that are primarily amended.

**Part III. Appropriations Requests.**

**§5-2.18. Appropriations Request.**

All requests by Student Organizations for funds shall be in the form of an Appropriations Request, as submitted through the online system. These are not considered individual items of business of the Student Senate, and shall not be considered individually.

**§5-2.19. Appropriations Request Content.**

Each Appropriations Request shall contain responses to all Appropriations Packet questions for the particular type of request. These responses must include an explanation of the activity funding is sought for, a justification for the funding amount requested, and a complete budget, as further defined in this statute.

**§5-2.20. Appropriations Request Budget.**

Each Appropriations Request must include a complete, accurate, and detailed activity budget. Such a budget must include both expenses and revenues, and must include sufficient revenues (including the request itself) to cover expenses. The Appropriations Committee may impose additional rules regarding incomplete budget requests in the Appropriations Packet for each semester.

**(a)** *Expense Section.* The itemized budget shall contain expense categories including, as appropriate, but not limited to:

- (i)** Publicity
- (ii)** Speaker Fees
- (iii)** Travel Expenses
- (iv)** Conference Registration
- (v)** Programming
- (vi)** Equipment
- (vii)** Uniforms
- (viii)** Start-Up Funds

Subcategories are allowed under the expense categories on the itemized budget.

**(b)** *Revenue Section.* The Appropriations Request must include full disclosure of sources of revenue, if they have been received or are requests, and their amounts. This itemized revenue list shall include:

- (i)** Member Dues & Specific Member Contributions
- (ii)** Fundraisers
- (iii)** Ticket Sales or Entry Fees
- (iv)** Appropriations from other Fee Supported Units
- (v)** Contributions from University Sources
- (vi)** Corporate and Private Sponsorships/Donations.

**§5-2.21. Funding Maximums.**

No appropriation to a student organization may exceed half the total expenses for the activity or exceed the revenue from other sources. The committee may set other maximums in the Appropriations Packet.

**§5-2.22. Request Types.**

There shall be several distinct request types defined by the appropriations committee in the Appropriations Packet. Each type shall have specific relevant questions, and may have other specific limitations or requirements.

**§5-2.23. Start-Up Funds.**

Registered Student Organizations that are newly organized or reorganized after a significant period of inexistence may receive start-up funds for the purpose of promotion or initial activities. This is a one-time allocation that may be applied to organizational costs, and may not exceed \$300. The Appropriations Committee may impose additional rules regarding the start-up request type.

**§5-2.24. Reserved for future use**

**§5-2.25. Consideration of Appropriation Requests.**

The Appropriations Committee shall take the following factors into consideration during the appropriations process, in no particular order:

- (a) The benefits provided to the campus community;
- (b) The benefits provided to the surrounding community;
- (c) The number of students involved or impacted;
- (d) The diversity of funding sources explored;
- (e) The amount of fundraising provided by the organization
- (f) The out-of-pocket contributions of students;
- (g) The effects on NC State's reputation;
- (h) The overall cost effectiveness of the project;
- (i) The benefits provided to individual students.

**§5-2.26. Funding Restrictions.**

- (a) *Items Ineligible For Funding.* The Senate shall not fund any of the following items as a component of an Appropriations Request:
  - (i) Salaries for advisors or student leaders;
  - (ii) Trips required by and/or for a class;
  - (iii) Clothing unless intended for a fund-raising activity;
  - (iv) Operational expenses (all recurring expenses, i.e. photo copying, phone calls, postage, etc.);
  - (v) Alcoholic beverages;
  - (vi) Events which are socially oriented;
- (b) The checks shall not be given to the organization unless their receipts from the previous appropriations cycle have been turned in with an exception of Start-Up funds, or at the discretion of the Student Body Treasurer and the Appropriations Committee
  - (i) Outside specialists for specific educational and/or professional events: \$500.00;
  - (ii) Lodging: \$35.00 per person per night;
  - (iii) Funds for air travel if another method of transportation is practicable;
  - (iv) 10% of the total appropriations money allotted for the given semester.

**§5-2.27. Cashing of Checks by Student Organizations.**

All checks for funds allocated to Student Organizations in the enacted Appropriations Bill must be made to the organization and not any individual.

**§5-2.28. Submission of receipts from Student Organizations.**

- (a) Organizations that fail to return requested receipts or return unexpended funds shall be denied future funding by Senate for a period of two (2) academic semesters if the amount in question is less than \$500; if the amount in question is greater than \$500, then the waiting period shall be three (3) academic semesters, after which they may receive funding again.
- (b) If an organization that has applied for funding in a cycle fails to submit receipts for organizational activities that occur between the closing of Appropriations applications at the beginning of each semester and the respective Fall/Spring Break, and has been approved by Senate for funding the following semester, the organization shall become ineligible for funding by Appropriations for a period of 5 semesters. Exceptions to this rule shall be provided at the discretion of a majority of the Appropriations committee and the Student Body Treasurer.

**Part IV. Appropriations Packet.**

**§5-2.29. Appropriations Packet.**

The Appropriations Packet shall be a document of information and regulations specific to a particular appropriations session. No portion of the packet may be in conflict with these statutes, but shall otherwise be binding on the process.

**§5-2.30. Approval of Appropriations Packet.**

Before the start of an appropriations cycle/process, the Chair of the Appropriations Committee shall file a draft Appropriations Packet with the committee. The committee shall meet, review, amend, and approve this packet prior to opening the request submission system. Once the packet has been released, it cannot be amended for the current semester.

**§5-2.31. Appropriations Packet Content.**

The Appropriations Packet shall include at minimum a checklist (with at least the following items: specific deadlines; all pertinent forms and files (i.e. W-9 forms, receipts) that need to be turned in; and dates for interest meetings, the close of filing, interviews, mark-ups and appeals), a cover letter, appropriations timetable, and a detailed explanation of all appropriations procedures. The procedures and regulations section shall at minimum include:

- (a) Descriptions of the several request types;
- (b) Maximums allowed requests for groups;
- (c) All items ineligible for funding, both those set in statute and those defined by the committee;
- (d) Any ordering of funding priority from the committee;
- (e) Organization expectations for sponsoring Senators;
- (f) Details of the interview process;
- (g) A statement of the committee's objectives for the semester.

**§5-2.32. Appropriations Packet Questionnaire.**

The Appropriations Packet Questionnaire shall be set as part of the packet by the committee. At minimum, it shall include questions regarding:

- (a) the required budgetary information;
- (b) a one-line description of the activity;
- (c) details of the purpose of funds requested;
- (d) details on the nature of the activity proposed;
- (e) contact information for the group's representative(s).

## Article 3. Department of the Treasury.

### Contents

- §5-3.1. **Definitions and Conventions.**
- §5-3.2. **Name.**
- §5-3.3. **Purpose.**
- §5-3.4. **Principle Duties.**
- §5-3.5. **External Fee Inspection.**
- §5-3.6. **Student Body Treasurer.**
- §5-3.7. *Reserved for future use*
- §5.3.8. **Assistant Treasurers**
- §5-3.9. **Treasury and Executive Office Distinction.**
- §5-3.10. **Oversight.**

#### §5-3.1. **Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**Department**” refers to the Department of the Treasury.
- (b) “**President**” refers to the Student Body President.
- (c) The “**Budget**” refers to the Student Government Budget of Student Body Funds.
- (d) “**Fee**” refers a student fee collected by the University.
- (e) “**Fee supported program**” includes all University bodies directly funded by fees and all programs funded by appropriations from the Student Government, the College Councils, the Student Media Authority, and the Union and University Student Centers and subordinate bodies.

#### §5-3.2. **Name.**

The name of this organization shall be the North Carolina State University Student Body Department of the Treasury and may be simply referred to as the Department of the Treasury.

### Part I. Powers and Duties.

#### §5-3.3. **Purpose.**

The Department of the Treasury shall ensure sound fiscal policies and planning for all Student Government Bodies and Officials and promote the same for all external bodies supported by fee receipts.

#### §5-3.4. **Principle Duties.**

The Department shall:

- (a) support and enforce proper financial practices by all units of Student Governance under the Student Body and Union Constitutions;
- (b) provide for the faithful execution of the Budget and all Budget and Finance Bills;
- (c) monitor all expenditures of funds out of the Budget by external organizations;
- (d) account for all allocations and expenditures from the Budget;
- (e) advise the Senate Finance Committee on all such matters it deems necessary;
- (f) prepare the initial draft of an annual Student Body Budget in support of the Finance Committee’s SBS §5-1.3 budget recommendation;
- (g) coordinate use of the Student Government Office and other facilities, consistent with statute.

#### §5-3.5. **External Fee Inspection.**

The Department shall have the authority of the Student Body to investigate the usage of student fees by units external to Student Government. Such inspection may be on a recurring or complaint-driven basis, under such processes set forth by the Student Body Treasurer. All results from inspections shall be provided to the Senate Committee on Tuition and Fees.

## Part II. Treasury Officials.

### §5-3.6. **Student Body Treasurer.**

The executive authority over the Department of the Treasury shall rest with the Student Body Treasurer, as duly elected by the Student Body. In addition to such duties assigned in the Constitution, the Treasurer shall:

- (a) Serve as the principal advisor to the heads of each branch, department, and agency on the finances of said body;
- (b) Coordinate the activities of the other officials and staff of the department;
- (c) Report on both departmental activities and Student Governmental fiscal status to the Student Senate and the Presidential Cabinet;
- (d) Oversee all financial record keeping, including the management of receipts;
- (e) Provide impartial assistance to Student Senators drafting bills appropriating or allocating student body funds;
- (f) Award contracts for services, as permitted by statute;
- (g) Appoint officials and assistants into the department as provided by statute.

### §5-3.7. *Reserved for future use*

### §5-3.8. **Assistant Treasurers**

The Treasurer shall be empowered to appoint Assistant Treasurers, subject to the majority confirmation of the Senate. Assistant Treasurers shall be department level officials within the Department of the Treasury. The Treasurer may assign any duty to the Assistant Treasurer so long as it is concurrent with the overall scope of responsibility of the Department.

### §5-3.9. **Treasury and Executive Office Distinction.**

Both the Department of the Treasury and the Executive Office of the Treasurer have officials appointed by the Treasurer. Officials with duties related to financial matters or other Department duties shall be Assistant Treasurers in the Department. Officials with duties related to the Treasurer as a general executive officer shall be considered staff members in the Executive Office.

## Part III. Limits.

### §5-3.10. **Oversight.**

Oversight power, which shall include the power to review the records of the department, compel report of its members, and to make recommendations to the Treasurer, President, or Senate regarding its improvement, shall rest with the Committee on Finance, except on matters related to the inspection of external use of fees, which shall rest with the Committee on Tuition and Fees.

## Article 4. Budget Process.

### Contents

- §5-4.1. **Definitions and conventions.**
- §5-4.2. **Article Scope.**
- §5-4.3. **Student Government Budget.**
- §5-4.4. **Basic Budget Requirements.**
- §5-4.5. **Organization of Budget.**
- §5-4.6. **Personnel Budget.**
- §5-4.7. **Stipend Tier System.**
- §5-4.8. **Line-item Purpose Definition.**
- §5-4.9. **Amendment of Budget.**
- §5-4.10. **Establishment of Budget.**
- §5-4.11. **Initiation of Budget Consideration.**
- §5-4.12. **Finance Committee Review.**
- §5-4.13. **Limitations on Stipend Adjustment.**
- §5-4.14. **Publication of Recommended Budget.**
- §5-4.15. **Senate Consideration of the Budget.**

#### §5-4.1. **Definitions and conventions.**

Within this Article, the following definitions and conventions shall apply:

- (a) the “**annual budget bill**” refers to the budget bill that sets the budget for the following fiscal year;
- (b) a “**line-item**” shall refer a itemized expense contained within the budget.

#### §5-4.2. **Article Scope.**

This article shall concern the processes related to setting and amending the Student Government Budget.

### Part I. Budget Content and Amendment.

#### §5-4.3. **Student Government Budget.**

Each Student Government Budget shall apply for a single fiscal year, and shall be binding on Student Government.

This budget shall be established and amended through the Senate’s legislative process.

#### §5-4.4. **Basic Budget Requirements.**

At all times, the Student Government Budget shall:

- (a) include all expenditures from the Student Body Funds;
- (b) not exceed the annual fee income of Student Government, unless other funds are explicitly allocated in accordance with this chapter; and
- (c) allocate at least thirty percent (30%) of the annual fee revenue for appropriations to student organizations (SBS §5-2).

#### §5-4.5. **Organization of Budget.**

The Budget shall be organized into line-items. These line- items shall be as specific and tightly construed as the Senate deems practical.

**§5-4.6. Personnel Budget.**

All positions, official and professional, paid a stipend or salary out of the Student Body Funds shall be explicitly included as an individual line-item in the budget. Such line items may also include benefits costs for professional staff.

**§5-4.7. Stipend Tier System.**

The level of stipend paid to student government officials, as reflected in the budget, shall be set according to a tier system. The tiers shall be as follows:

- (a) **Tier 1.** (Student Body President, Student Senate President, Student Body Vice President, Student Body Treasurer, and Student Body Chief Justice). Positions in the tier shall be allocated a stipend in every yearly budget.
- (b) **Tier 2.** (None listed). Positions in the tier shall be allocated a stipend in every yearly budget. No position listed in this tier shall be allocated a stipend higher than the stipend of any position listed on tier one.
- (c) **Tier 3.** (Student Senate President *Pro Tempore*, Executive Chief of Staff, Judicial Executive Assistant, Elections Commission Chairman, Student Government Webmaster, Student Government Graphic Designer). Positions on this tier may be allocated a stipend at the discretion of the yearly budgeting process. Allocation of a stipend to one position on this tier has no effect on the allocation of stipends to other positions listed on this tier. No position listed on this tier shall be allocated a stipend higher than the stipend of any position listed on tier one.
- (d) **Tier 4.** (All positions not listed on tiers one, two, or three). All other student government positions not listed in one of the above tiers shall not be allocated any stipend within the student government budget.

**§5-4.8. Line-item Purpose Definition.**

Each line-item shall include a description of its purpose and a statement of what official or group is authorized to expend its funds. Unless stated otherwise, the line shall be considered defined to be dispensed at the direction of the Treasurer.

**§5-4.9. Amendment of Budget.**

The Senate may amend the current fiscal year's budget, including the transfer of funds from one account to another, by adopting legislation via a simple majority vote. Amendment of the current fiscal year budget shall be a concern of the Senate Finance Committee.

**Part II. Annual Budget Process.**

**§5-4.10. Establishment of Budget.**

Each session of the Senate shall, no later than its final meeting of the session, set a Student Government Budget for the following fiscal year. To be in order for adoption, this budget must be compliance with all provisions of these statutes.

**§5-4.11. Initiation of Budget Consideration.**

The Student Body Treasurer shall file for introduction the annual budget bill no later than the second Sunday in February. In preparing this budget proposal, the Treasurer shall consult with the Finance Committee.

**§5-4.12. Finance Committee Review.**

The annual budget bill shall be referred on first reading to the Finance Committee. The Finance Committee shall conduct whatever public hearings it deems necessary for a thorough investigation of all budgetary options. Inasmuch as possible, the Finance Committee shall conduct multiple hearings on the budget, and provide opportunities for all units of the Student Government to suggest and respond to changes in their respective

funding levels.

**§5-4.13. Limitations on Stipend Adjustment.**

At no point shall it be in order for the Committee on the Budget [Finance and/or Government Relations and Oversight] to propose increases to the stipend paid to a position greater in amount than ten percent (10%) rounded up to the hundred dollars after the inaugural year of the creation of a position. Previously uncompensated positions shall be initially compensated at a level within ten percent (10%) of the closest comparable position.

**§5-4.14. Publication of Recommended Budget.**

The annual budget bill as recommended by the Finance Committee must be published in full by 9 AM the Monday prior to its consideration for second reading. Such publication shall include transmission to all Senators by electronic mail.

**§5-4.15. Senate Consideration of the Budget.** No motion to fast-track or action that effectively fast tracks the annual budget bill shall be in order in Student Senate. All amendments to the annual budget bill must be sent to all Senators via electronic mail twenty-four (24) hours prior to the meeting at which the bill is to be considered for second reading.

<sup>1</sup> CHAPTER 5 AMENDMENTS: As amended by: GB 86, 80th Session (2000-2001); GB 19, 82nd Session (2002-2003); GB 82, 85th Session (2005-2006); GB 47 & GB 53, 86th Session (2006-2007); GB 43, GB 44, GB 45, GB 46, GB 47, GB 56, GB 78 & GB 102, 87th Session (2007-2008); GB 60, 88th Session (2008-2009); GB78 89th Session (2009-2010); GB02, GB59 & GB75, 90th Session (2010-2011); GB11, GB31, GB63 & GB84, 91st Session (2011-2012); GB32, GB 50, 92nd Session (2012-2013).

# CHAPTER 6.

## Elections.<sup>1</sup>

### Article 1. Elections Generally.

#### Contents

- §6-1.1. **Definitions and Conventions.**
- §6-1.2. **Spring General Election.**
- §6-1.3. **Fall General Election.**
- §6-1.4. **Special Elections.**
- §6-1.5. **Special Election Timeline.**
- §6-1.6. **Exceptions for Special Elections.**
- §6-1.7. **Basic Qualifications for Office.**
- §6-1.8. **Qualifications for Student Body President and Vice President.**
- §6-1.9. *Reserved for future use.*
- §6-1.10. **Qualifications for Student Senate President Candidates.**
- §6-1.11. **Qualifications for Student Body Treasurer Candidates.**
- §6-1.12. **Qualifications for Student Body Chief Justice Candidates.**
- §6-1.13. **Qualifications for Student Senator Candidates.**
- §6-1.14. **Qualifications for Union Candidates.**
- §6-1.15. **Qualifications for Senior Class President Candidates.**
- §6-1.16. **Campaign Spending Limits.**
- §6-1.17. **Announcement of Filings.**
- §6-1.18. **Multiple Filings.**
- §6-1.19. **Final Ballot.**
- §6-1.20. **General Enfranchisement.**
- §6-1.21. **Voter Eligibility.**
- §6-1.22. **Single Seat Winners.**
- §6-1.23. **Multiple Seat Winners.**
- §6-1.24. **Result Tabulation and Posting.**
- §6-1.25. **Preservation of Records.**
- §6-1.26. **Certification of Results.**
- §6-1.27. **Filling of Results.**
- §6-1.28. **Scope of Referenda.**
- §6-1.29. **Validation of Referenda.**
- §6-1.30. **Occurrence of Referenda.**
- §6-1.31. **Form of Referenda.**
- §6-1.32. **Ballot Order and Numbering of Referenda.**
- §6-1.33. **Results of Referenda.**
- §6-1.34. **Conflicting Adopted Referenda.**

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**NORTH CAROLINA STATE UNIVERSITY STUDENT GOVERNMENT  
STUDENT BODY DOCUMENTS**

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**§6-1.1. Definitions and Conventions.**

Within this chapter, the following definitions and conventions shall apply:

- (a) **"Board of Elections"** refers to the entire agency for elections including but not limited to, Voting Board Members (VBM) and Elections Assistants (EA).
- (b) **"Books open"** and **"Books close"** refer to the beginning and end of the candidate filing period, respectively.
- (c) The term **"Candidate"** shall refer to any individual who has filed document(s) for candidacy for election or has otherwise agreed to appear on the ballot. Unqualified candidates shall be considered candidates until such time as the Board has ruled affirming their ineligibility.
- (d) **"Campaigning"** refers to actions in support of a candidate, such as the distribution of literature and posting of materials. Wearing campaign material shall not be considered "Campaigning" unless accompanied by the delivery of oral or written campaign information.
- (e) **"Supporters"** and **"Staff"** refer to any students who work to assist a candidate in the activities of campaigning.
- (f) **"Contributor"** refers to any student who has donated time, talent, or money to candidate's campaign.
- (g) **"Campaign"** refers to a candidate's organization of staff and supporters that seeks to encourage his or her election.
- (h) **"Class Day"** refers to any weekday on which the University holds classes.
- (i) **"Elections Cycle"** refers the period from the opening of elections books to the certification of results of a conclusive general or runoff election.
- (j) **"General Election"** refers to the initial election of and elections cycle, as opposed to a runoff election.
- (k) A **"legal ballot"** is a properly cast ballot by an enrolled student in any particular race which shall count towards the designated candidate(s).
- (l) **"Spring General Election"** refers to both the general and run-off elections of the regular election occurring in the spring.

**§6-1.2. Spring General Election.**

There shall be an election occurring each March, to be known as the Spring General Election. At this election, in addition to special races added by the Senate, the members of Student Body, subject to voting eligibility, shall vote upon:

- (a) the election of a Student Body President and Student Body Vice President on a joint ticket, Student Senate President, and Student Body Treasurer;
- (b) the election of a Student Body Chief Justice;
- (c) the election of Student Senators, except those Senators elected in the fall per SBS §2-3.9;
- (d) any properly pending Student Body Referenda;
- (e) the election of a Student Centers President, Union Activities Board President, and at-large member(s) of the Student Centers Board of Directors;
- (f) the election of a Senior Class President;
- (g) the election of at-large member(s) of the Student Media Authority;
- (h) any elective races or referenda of College Councils granted ballot space by either the Board of Elections or the Student Senate; and,
- (i) any other elective offices granted ballot space by either the Board of Elections or the Student Senate.

**§6-1.3. Fall General Election.**

There shall be an election occurring each September, to be known as the Fall General Election. At this election, in addition to special races added by the Senate, the members of Student Body, subject to voting eligibility, shall vote upon the election of Student Senators selected in the fall per SBS §2-3.9 as well as any Student Senate seats that are vacant as of one week prior to book's opening for that election cycle.

**§6-1.4. Special Elections.**

Special Elections shall be ordered only by the Student Senate by Senate Resolution. When ordering a special election, the Student Senate shall have the authority to designate the following:

- (a) The date polls open;
- (b) The size of the Board of Elections to be appointed in addition to the chair;
- (c) The number and locations of supervised polling facilities and their hours of operation;

- (d) The questions to be placed on the ballot, consistent with statutes on qualifications; and
- (e) If needed for the races on the ballot, the time and length of a filing period of at least four (4) class days.

**§6-1.5. Special Election Timeline.**

- (a) *General Elections*: One class day, per Senate order.
- (b) *Run-Off Elections*: One class day one week following the general election.

**§6-1.6. Exceptions for Special Elections.**

In addition to the special powers of the Senate of SBS §6-1.6, the following exceptions shall apply to special elections:

- (a) The Board Chair shall be appointed twelve (12) class days prior to his or her first official duty regarding the special election, subject to simple majority confirmation by the Senate.
- (b) The Student Body President may make appointments to Board of Elections positions for a term of the same duration as the special election;
- (c) The Board shall have discretion when and if to hold an All Candidates Meeting, provided that it is announced at the start of filing.

**§6-1.7. Basic Qualifications for Office.**

All candidates for any elective position must be students in good standing with the University, as defined by SBS §1-1-1(d).

**§6-1.8. Qualifications for Student Body President and Vice President.**

One of the candidates on the joint ticket must have attended either half of the Executive Cabinet meetings or half of Student Senate meetings in a given session.

**§6-1.9. Reserved for future use.**

**§6-1.10. Qualifications for Student Senate President Candidates.**

Candidates shall have served at least a majority of the scheduled Student Senate meetings in any given year by the close of filing.

**§6-1.11. Qualifications for Student Body Treasurer Candidates.**

Candidates for Student Body Treasurer shall be required to adhere to one of the following requirements:

- (a) The candidate will have attended (present for both roll calls) at least a majority of the scheduled Student Senate meetings in any given year by the close of filing.
- (b) The candidate will have served as a department level official in the Department of the Treasury.
- (c) The candidate will have served as a member of the Presidential Cabinet in the Executive Branch of Student Government.

**§6-1.12. Qualifications for Student Body Chief Justice Candidates.**

Candidates for Student Body Chief Justice shall be required to have no qualifications beyond those listed in the Student Body Constitution.

**§6-1.13. Qualifications for Student Senator Candidates.**

- (a) Candidates must be currently enrolled in the constituency from which they seek election. Candidates shall run for the their current classification, unless they are a Freshman, Sophomore, or Junior, in which case they shall run one classification greater than their current classification.
- (b) Those candidates who are currently enrolled in multiple colleges shall be given the option of choosing which college they seek election to. In exercising this option, the candidate must adhere to SBS §6-1.22.
- (c) For the purposes of first-year Senate seats, a student shall be considered first-year if they enrolled in the University after the date of the immediate previous Fall General Election.

**§6-1.14. Qualifications for Union Candidates.**

Candidates for Student Centers President and Union Activities Board President shall meet requirements in the Union Constitution. Candidates for Student Centers Board of Directors shall have no qualifications beyond basic qualifications for candidacy. Union positions do not require certification of the Union.

**§6-1.15. Qualifications for Senior Class President Candidates.**

Candidates for Senior Class President shall be required to have projected Senior status for the next academic year. In addition, candidates must meet with the Director of Constituency Programs of the NC State Alumni Association prior to the last day of filing.

**§6-1.16. Campaign Spending Limits.**

(a) Candidates may spend no more than the following in a general election:

- (i) Student Body President and Vice President: \$800
- (ii) Student Senate President: \$525
- (iii) Student Body Treasurer: \$525
- (iv) Student Chief Justice: \$525
- (v) Senator: \$200
- (vi) Other Elective Offices: \$420
- (vii) Department-level Elective Offices: \$140

These spending limits may be changed if all candidates for a given office unanimously agree to raise or lower the limit.

- (b) For a run-off election, candidates may spend anew up to half the expense limit of the general election.
- (c) Time, services, and/or materials donated by someone who normally charges shall count towards total donations and donations shall count toward the spending limit.

**§6-1.17. Announcement of Filings.**

The Board of Elections shall publish the candidate names and offices from each intent-to-run form within twenty-four (24) hours of its receipt. Publication shall occur regardless if qualifications have been verified. Candidates shall be responsible for formally petitioning the Board for correction should their name be omitted. No additional candidates shall be announced after the first candidate's meeting, unless the candidate filed public petition regarding an omission within twenty-four (24) hours of the final candidate announcement.

**§6-1.18. Multiple Filings.**

Students shall be permitted to seek any number of elective positions, provided that they would not be prohibited by the *Student Body Constitution*, *Student Body Statutes*, or *Union Constitution* to serve simultaneously in all positions sought if elected to all.

**§6-1.19. Final Ballot.**

The Board of Elections shall publish a final ballot by 9AM Wednesday prior to any election, which shall contain the exact form of all questions before the electorate, and candidates in all races. Under no circumstances may this ballot be altered prior to or during polling. The Board of Elections shall publish a draft of the final ballot at least 48 hours prior to the publication of the final ballot for any given election.

**§6-1.20. General Enfranchisement.**

All students who are enrolled in the University shall be entitled to vote in the Student Body Elections and to participate in Student Body Government.

**§6-1.21. Voter Eligibility.**

In general, a voter shall be eligible to vote in races in which he or she has the correct standing and enrollment to run. For college or school specific races, the voter shall be allowed to vote in the College of their current primary enrollment. For class specific races, the voter shall be allowed to vote in the class he or she is currently in, unless he or she is a Freshman, Sophomore, or Junior, in which case the voter shall vote in one class greater

than their current classification. For department specific races, the voter shall be allowed to vote in the department of primary residence, as defined by the university's electronic records, of his or her first major.

**§6-1.22. Single Seat Winners.**

For any race in which only one position is available, the winner shall be the candidate who receives the greatest number of votes over 40% of the votes cast. In the event that no candidate receives 40% of the vote, a runoff election shall be conducted. The top two candidates will be in the run-off. If there is a tie for the second seat, all three candidates will be in the run-off.

**§6-1.23. Multiple Seat Winners.**

For any race in which more than one seat is available, the top candidates will receive a seat until all the available seats are filled. There will be a run-off only if there is a tie for the last seat. This section shall be applied to Senate seats, regardless of the number of seats available. In the event that a 1% or less margin separates the candidate that wins the last seat and the candidate that holds the next largest number of votes, said candidate may call for a runoff within twelve (12) hours of the announcement of the election results, unless the candidate that wins the last seat holds a simple majority.

**§6-1.24. Result Tabulation and Posting.**

The official results of the election shall be released to the public by the Board of Elections within 36 hours after the close of ballots. The official results shall include all provisional ballots and shall be duly certified by the Board of Elections. The Board of Elections shall not release any unofficial or draft results prior to the release of official results.

**§6-1.25. Preservation of Records.**

The Board shall provide for the safekeeping of all records from the election and shall forward results and other important records in a permanent medium to the University Archives.

**§6-1.26. Certification of Results.**

- (a) After initial tabulation, the Board shall certify the results of a particular elective race in a permanent fashion, within twenty-four (24) hours, provided that the Board deems the results complete and that all appeals affecting the race have been exhausted. Multiple races may be certified *en masse*. Should the Board deem the results to be incomplete, it shall re-tabulate the results and review them again within thirty-six (36) hours. Review and certification must take place in a duly called public meeting.
- (b) Complete results include the total ballots cast and the number of votes cast on each candidate for that particular race.

**§6-1.27. Filing of Results.**

Four original copies of certified results shall be prepared, one to be sent to each of the following: (i) the Student Body President, (ii) the Student Senate Historian, (iii) the University Archives, and (iv) the Division of Student Affairs.

**§6-1.28. Scope of Referenda.**

Within these statutes, "**referenda**" shall refer to proposed amendments to the Student Body Constitution, proposed amendments to the Union Constitution, proposed amendments to a College Council Constitution, and non-binding ballot questions proposed to the Student Body by act of the Senate.

**§6-1.29. Validation of Referenda.**

Referenda shall be considered valid and pending vote upon either:

- (a) enrollment following adoption by the Senate for amendments to the Student Body Constitution or for non-binding ballot questions, adoption by the Union Board of Directors for amendments to the Union Constitution, or adoption by a College Council for amendments to that Council's Constitution. Notice of such action must be presented to the Board no later than close of filing for the Spring General Election in order to be eligible for presentment in that election, unless provided otherwise by Senate Resolution;

- (b) certification by the Board of Elections of a petition signed by 15% of the University's enfranchised students for amendments to either the Student Body Constitution or the Union Constitution. Such a petition must be presented to the Board no later than close of filing for the Spring General Election in order to be eligible for certification for that election.

**§6-1.30. Occurrence of Referenda.**

Pending referenda shall be presented to the Student Body in the Spring General Election unless an act of Senate provides for an earlier special election.

**§6-1.31. Form of Referenda.**

The referendum ballot shall state the following for each referendum:

- (a) If the referendum changes a constitution or if it is a non-binding question.
- (b) The full text of the referendum or a summary thereof. Such a summary shall either provided in the bill ordering the referendum or drafted by the Board of Elections if none was provided. If a summary of the referendum is provided, the full text shall be readily available.
- (c) The effect of a yes or no vote.

**§6-1.32. Ballot Order and Numbering of Referenda.**

All referenda shall be placed on the ballot in descending order of date and time of validation. Each referendum shall be assigned a proposition number by the Board of Elections.

**§6-1.33. Results of Referenda.**

Referenda shall be adopted if they receive two-thirds of the legal ballots cast, notwithstanding conflicting referenda also adopted, per §6-5.7.

**§6-1.34. Conflicting Adopted Referenda.**

- (a) No bill shall be in order in the Student Senate that provides for a referendum that conflicts with a pending referendum unless that bill provides for action in the event both the pending and proposed referenda are adopted.
- (b) In the event that two or more referenda are adopted that affect change on the same portion of a constitution the last such adopted referenda in the ballot order shall take effect.

## Article 2. Board of Elections.

### Contents

§6-2.1. <b>Convention Concerning Confirmation.</b>	§6-2.10. <b>Vacation of the Office of Chair of the Board.</b>
§6-2.2. <b>Board of Elections.</b>	§6-2.11. <b>Vice-Chair of the Board.</b>
§6-2.3. <b>Composition.</b>	§6-2.12. <b>Board Secretary.</b>
§6-2.3A. <b>Minimum Composition for Elections.</b>	§6-2.13. <b>Publicity Director.</b>
§6-2.4. <b>Board of Elections Officers.</b>	§6-2.14. <b>Polling Director.</b>
§6-2.5. <b>Board Meetings.</b>	§6-2.15. <b>Finance Manager</b>
§6-2.6. <b>Deliberative Duties of Board of Elections.</b>	§6-2.16. <b>Basic Publicity.</b>
§6-2.7. <b>Decision Making Criteria.</b>	§6-2.17. <b>Voter Guide.</b>
§6-2.8. <b>Appointment of the Chair of the Board.</b>	§6-2.18. <b>Meeting with Government Relations and Oversight.</b>
§6-2.9. <b>Duties of the Chair of the Board.</b>	

### §6-2.1. **Convention Concerning Confirmation.**

Within this article, unless otherwise specified, "**confirmation**" refers to the simple majority confirmation of the Student Senate.

### §6-2.2. **Board of Elections.**

The Board of Elections shall have the basic duty to ensure a free and fair Student Body Election. The Board shall be comprised of chair (SBS §6-2.9), eight (8) Voting Board Members, who shall be students appointed by the Student Body President, subject to the simple majority confirmation of the Senate, and any number of non-voting Elections Assistants to perform minor supervised duties, appointed by the Chair of the Board, without confirmation of the Senate. The eight (8) Board Members shall be divided into two classes as follows:

- (a) Four (4) Board appointments shall be Class 2 Presidential Appointments, for a term ending the spring commencement one year hence; and
- (b) Four (4) Board appointments shall be Class 3 Presidential Appointments, for a term ending the fall commencement one year hence. The term of the Elections Assistants shall begin on the effective date of appointment and lasts until the date of Spring Commencement.

### §6-2.3. **Composition.**

As best possible, members of the Board of Elections shall be of a variety of backgrounds and experiences.

Specifically, no more than two (2) of the Board Members can be concurrently serving in any branch of Student Government. All members of the Board of Elections shall be considered Student Government Officials, but shall be exempt from the dual-office holding ban of SBS §1-3. Members of the Board shall not be:

- (a) Candidates for Elected Office;
- (b) Staff Members of a Campaign;
- (c) Public supporters of a Candidate;
- (d) Contributors to a Candidate or Campaign;
- (e) Members of the Senate Standing Committee on Government Relations & Oversight;
- (f) The Student Body Chief Justice or one of his or her Assistants, nor be applicants to one of those positions for the next year; and,
- (g) Sponsors of Referenda to be presented for vote.

### §6-2.3A. **Minimum Composition for Elections.**

- (a) In the event there are fewer than five (5) Board Members within two weeks of an election, the Board of Elections Chairman shall be empowered to appoint Board Members on an acting basis who shall be considered exempt from the "concurrent service in Student Government" prohibition specified in SBS §6-2.3.

- (b) Board Members appointed in this manner may be subject to veto by any Student Body Officer within 24 hours of the announcement of the appointment, or a no confidence vote of the Senate Standing Committee on Government Relations & Oversight.
- (c) The terms of any such Board Members appointed in this manner shall expire immediately following the conclusion of the applicable election, or upon Senate confirmation of a Board Member duly appointed to the seat by the Student Body President.
- (d) No single person may be appointed more than one (1) time under this section within any given legislative session.

**§6-2.4. Board of Elections Officers.**

The Voting Board Members shall elect from its own membership a Vice-chair, Secretary, Publicity Director, Polling Director, and Finance Manager, with duties as prescribed by these statutes. These offices shall be elected twice annually, at the first meeting following the confirmation of each class of Board Member, and also whenever the offices might be vacant.

**§6-2.5. Board Meetings.**

The Board shall meet at the call of the chair or majority vote of the Board Members. All Board meetings must be publicly announced at least twenty-four (24) hours prior to the meeting. Such public announcement shall include announcement via the Student Government listserv, email to all candidates, and posting on the elections website. Quorum of the Board shall be a simple majority of Board Members. Unless provided for otherwise by these statutes, all meetings of the Board shall be open to the public.

**§6-2.6. Deliberative Duties of Board of Elections.**

In addition to other duties specified in these Statutes, the Board of Elections shall, as a deliberative body:

- (a) Hear all allegations that a candidate or candidates have violated campaign rules;
- (b) Provide a governing interpretation of the regulations of this chapter or the Elections Handbook upon request of any candidate, campaign, or Student Government Official;
- (c) Remove unqualified candidates from the ballot once verifying the lack of qualification;
- (d) Certify petitions for Student Body Referenda;
- (e) Grant or deny ballot access to College Councils not inconsistent with Senate decisions on the same access;
- (f) Adopt a budget of funds appropriated to the Board of Elections;
- (g) Hear appeals of an election;
- (h) Certify the elections results;
- (i) Review and modify reported monetary values of expensed campaign materials; and,
- (j) Successfully implement all rules and activities expressed in the Elections Handbook.

**§6-2.7. Decision Making Criteria.**

The Board of Elections shall attempt to make decisions in a manner consistent with past practice, provided statutes do not supercede with newer practice. In no case shall the Board be bound, or otherwise defer, to statements or pledges made by its officers to candidates or other interested parties. Furthermore, such officer statements shall not be consisted mitigating in cases of violation of elections rules.

**§6-2.8. Appointment of the Chair of the Board.**

The Chair of the Board of Elections shall be considered a Student Government Official. The outgoing Student Body President shall appoint the Chair no later than one week prior to the first Student Senate meeting of a new session subject to the simple majority confirmation of the Senate. Such an appointment shall not be confirmed at the meeting at which the appointment is announced. In addition to any specific requirements, the Chair of the Board shall meet all requirements for service as Board Member, as listed in SBS §6-2.3. The term of the Chair shall begin on the effective date of confirmation and last until the date of Spring Commencement. The chair shall be confirmed a second time prior to discharge of duties regarding the spring general election. Such confirmation resolution shall automatically be introduced the first Senate meeting of the spring semester.

**§6-2.9. Duties of the Chair of the Board.**

In addition to other duties specified in these Statutes the Board Chair shall specifically:

- (a) Coordinate the activities of the Board of Elections;
- (b) File a report on the activities of the Board of Elections to the Senate at least once every five (5) class days during an election cycle and every fifteen (15) class days when no election cycle is in progress;
- (c) Remove Elections Assistants for cause provided that reasons for such action are reported to the Senate; and
- (d) Submit to the Senate Standing Committee on Government Relations & Oversight, within fifteen (15) days of the conclusion of an election cycle, a report on any procedural difficulties or recommendation for improvement to these statutes.

**§6-2.10. Vacation of the Office of Chair of the Board.**

In the event that the office of Chair becomes vacant prior to the end of its term, the office shall be filled as follows:

- (a) The Student Body President shall appoint a replacement Chair per §3-1.10, when no elections cycle is in progress;
- (b) The Student Body President shall appoint a replacement Chair from the confirmed Board Members without consent of the Senate if an elections cycle is in progress; and
- (c) The Student Body President shall appoint a replacement within one (1) week of the vacation with the majority consent of the Senate when neither part (a) nor part (b) of this statute can possibly be applied.

**§6-2.11. Vice-Chair of the Board.**

The Vice-chair of the Board of Elections shall execute the duties of the Chair of the Board of Elections whenever he or she is unable to do so.

**§6-2.12. Board Secretary.**

The Board Secretary shall maintain accurate records of the actions of the Board.

**§6-2.13. Publicity Director.**

The Board Publicity Director shall be responsible for coordinating all publicity efforts by the Board of Elections.

**§6-2.14. Polling Director.**

The Board Polling Director shall be responsible for the planning, set-up, operations, and staffing of each of the several supervised polling locations.

**§6-2.15. Finance Manager.**

The Board Finance Manager shall be responsible for reviewing candidate expense reports during an election cycle and aiding the Chair in creating a budget for the Board.

**§6-2.16. Basic Publicity.**

The Board of Elections shall publicize such that all members of the Student Body have a reasonable opportunity to be aware of the elections, the timeline for filing for office, and the manner and time of voting.

**§6-2.17. Voter Guide.**

The Board shall produce both a printed and electronic uniform voter guide for all Constitutionally specified offices.

**§6-2.18. Meeting with Government Relations & Oversight.**

The Board of Elections shall be required to meet in conjunction with Government Relations and Oversight once per semester to discuss election matters.

## Article 3. Board of Elections Handbook and Oversight

### Contents

- §6-3.1. **Preparation of the Elections Handbook.**
- §6-3.2. **Changes to the Elections Handbook.**
- §6-3.2A. **Class I Changes to the Elections Handbook**
- §6-3.2B. **Class II Changes to the Elections Handbook**
- §6-3.2C. **Class III Changes to the Elections Handbook**
- §6-3.3. **Review of Changes to the Elections Handbook**
- §6-3.4. **Special Review Committee**
- §6-3.5. **Appendix - Election Handbook**
- §6-3.6. **Requirements for Special Appeal**
- §6-3.7. **Filing of Special Appeal**
- §6-3.8. **Special Hearing**
- §6-3.9. **Bribery and Coercion of Elections Officials**

#### §6-3.1. **Preparation of the Elections Handbook.**

The Board of Elections shall at all times maintain and keep public an Elections Handbook. This Handbook must be a live document that, at minimum, includes:

- (a) a disclaimer explaining to potential candidates that the Handbook is a live document that is subject to change according to these Statutes and that if changes are made during an elections cycle, candidates will be notified upon enrollment;
- (b) campaign regulations and financial reporting;
- (c) Fall and Spring Election timelines;
- (d) filing information;
- (e) violation and appeals processes, including the options for Violation Decision Appeals and Election Appeals;
- (f) any Statutes applicable to potential candidates for an election, including vacant positions for the Fall and Spring Elections, Qualifications for those positions(SBS §6-1.7-15), Spending Limits (SBS §6-1.16), Bribery (SBS §6-3.9);
- (g) all forms required for filing and expense reports;
- (h) process of reviewing Board acts and decisions.

#### §6-3.2. **Changes to the Elections Handbook.**

All changes to the Student Body Elections Handbook are at the discretion of the Board and must be reflected in the document and announced via the Student Government Listserv immediately with description and Class of change. Changes made to the Handbook will fall into one of three categories: Class I, Class II or Class III.

##### §6-3.2.A. **Class I Changes to the Elections Handbook.**

Class I changes cannot in any way take effect during the same semester the change is decided upon. Class I changes will take effect the first class day of the following semester but must be noted in the Elections Handbook appendix immediately. Class I changes include:

- (a) Changes to the Fall or Spring Election timeline;
- (b) Violation and Appeals processes.

##### §6-3.2.B. **Class II Changes to the Elections Handbook.**

If not within an elections cycle, Class II changes will take effect immediately upon publishing of the change. Class II changes will constitute all changes not considered Class I. Class II changes must be made more than 5 class days before book's opening for an elections cycle. All changes made after 5 class days before book's opening or during an elections cycle will be considered Class III changes.

##### §6-3.2.C. **Class III Changes to the Elections Handbook.**

Class III changes will constitute any changes made during an elections cycle with intentions of going into effect immediately.

**§6-3.3. Review of Changes to the Elections Handbook.**

All changes made to the Handbook are inherently open to review within ten (10) days of the announcement. Class I and Class II changes are subject to be reviewed by Committee on Government Relations & Oversight. Class III changes must be reviewed by the Special Review Committee within thirty-six (36) hours of publication of the change. The applicable committee will hear from the Board of Elections Chair about the change. The committee will then discuss the change and vote. A  $\frac{2}{3}$  vote is required to overturn a change made by the Board of Elections. Changes fall into two categories. If a change is an added rule to the Handbook and it is overturned, the new rule is struck from the Handbook immediately. If a change is an edit to a prior rule and overturned, the rule is changed back to the prior wording. A change to the Handbook may also be overturned by a Senate Resolution stating such, passed with a  $\frac{2}{3}$  vote.

**§6-3.4. Special Review Committee.**

A Special Review Committee will be formed at the beginning of each election cycle. This Committee will have two responsibilities. They will review all Class III changes by the Board of Elections and will hold Review Hearings of Board Acts and Decisions. The committee shall be chaired by the Chairperson of the Senate Committee of Government Relations & Oversight. The makeup of the committee is as follows:

- (a) Student Body Vice President
- (b) Student Senate President
- (c) Union Activities Board President
- (d) Inter-Residence Council President
- (e) Chair of Senate Committee of Government Relations and Oversight

In the event there is a conflict of interest regarding a member of this special review committee, the Student Body Chief Justice shall serve in the committee member's place for the consideration of the matter in question.

**§6-3.5. Appendix - Elections Handbook.**

The Student Body Elections Handbook shall be included in these Statutes as an appendix to this article, and shall hold the same force of law as these Statutes. In such circumstances where a conflict may arise between the Handbook and these Statutes, the Statutes shall govern. Chapter 6. Elections. Appendix 1- Student Body Elections Handbook.

**§6-3.6. Requirements for Special Appeal.**

The following actions, inclusive, shall be subject to appeal or request to the Special Review Committee:

- (a) The Board of Elections decisions on appeals of elections;
- (b) Disqualifications;
- (c) Forfeiture of candidacy for lack of qualifications;
- (d) Substantial errors during the disqualification process.
- (e) the Elections Board or any member of the Board of Elections acted contrary to the rules governing elections: S.B.S. §6, elections handbook, etc.

**§6-3.7. Filing of Special Appeal.**

All Special Appeals must be filed with the Chair of the Special Review Committee, formally the Senator serving as the Government Relations and Oversight Chair, by 17:00 the class day following the original decision. Such an appeal must include the name, email, and phone of the petitioner, along with the reasons the petitioner believes the Board's decision to be incorrect or what the petitioner alleges that happened.

**§6-3.8. Special Hearing.**

All appeals and review requests shall be heard by the Special Review Committee. The Chair of the Board of Elections shall present the stance of the Board. The Chair of the Board and the petitioner shall have a period

of no less than two (2) class days to prepare their cases. Arguments and questioning shall be in public, but the deliberations of the panel shall be closed. Overturning of a Board decision shall require clear and convincing evidence that the Board acted incorrectly. The panel shall be entitled to order any relief that the Board would have been able to. The decision of the Special Review Committee is not subject to appeal.

**§6-3.9. Bribery and Coercion of Elections Officials.**

At no time shall any candidate or their agent attempt to bribe, coerce, intimidate, or otherwise attempt to unduly influence any Elections Official. This includes, but is not limited to, promise or suggestion of appointment or re- appointment to positions of authority, threats to socially or politically ostracize an Elections Official, transfer of funds, goods, or services to an Elections Official where it is a departure from ordinarily accepted behavior, and intimations of physical violence against any Elections Official. All violations of this regulation shall be forwarded to the Office of Student Conduct, as well as adjudicated through the violation process.

<sup>1</sup> CHAPTER 6 AMENDMENTS: As amended by: GB 58, 81st Session (2001-2002); GB 76, 83rd Session (2003-2004); GB 83, 85th Session (2005-2006); GB 42, GB 65 & GB 106, 86th Session (2006-2007); GB 04, GB 37, GB 65, GB 86 & GB 105, 87th Session (2007-2008); GB 45 & GB 46, 88th Session (2008-2009); GB76 & GB 92, 91st session (2011-2012); GB51 & GB62, 92nd Session (2012-2013); GB 06, 94th Session (2014-15). [GB 51, GB 45, 96th Session (2016-2017)]

# CHAPTER 7.

## Advising and Personnel.<sup>1</sup>

### Article 1. Personnel.

#### Contents

- §7-1.1. **Definitions and Conventions.**
- §7-1.2. **Employment of Staff.**
- §7-1.3. **Creation of Staff Positions.**
- §7-1.4. **Hiring of Staff.**
- §7-1.5. **Stipend Suspension.**
- §7-1.6. **Personnel Committee.**
- §7-1.7. **Personnel Committee Membership.**

#### §7-1.1. **Definitions and Conventions.**

Within the article, the following definitions and conventions shall apply:

- (a) “**Staff**” refers to any personnel that are employed for reasons other than holding a Student Government Office.
- (b) “**Paid Official**” refers to any Student Government Official paid a stipend or salary out of the Student Body Budget.
- (c) “**Personnel**” refers to any individual paid a salary, stipend, or wage out of the Student Body Budget. Personnel is the sum of the “**staff**” and “**paid officials**”.

#### Part I. Personnel Processes.

#### §7-1.2. **Employment of Staff.**

All staff members are considered employed by the University, and are as such governed under all applicable university employment policies. Such staff shall report into the university hierarchy in such fashion determined by the Chancellor or his or her designee. However, the Personnel Committee shall be empowered to exercise relevant supervisory and administrative authority on behalf of Student Government as a university unit and the source of salary funds.

#### §7-1.3. **Creation of Staff Positions.**

Positions shall be defined by the Personnel Committee, in accordance to the provisions of the Student Government Budget. No position shall be created not explicitly authorized by Senate appropriation in the budget.

#### §7-1.4. **Hiring of Staff.**

Candidates for staff positions shall be identified pursuant to relevant university procedures. The Personnel Committee shall determine the candidate to be offered the position.

#### §7-1.5. **Stipend Suspension.**

The Personnel Committee shall be empowered to suspend the stipend of paid officials for non-performance or inadequate performance of duties. The official shall be entitled an appeal to the Senate, which may overturn the suspension by Senate Resolution.

**§7-1.6. Personnel Committee.**

There shall be a Personnel Committee, which shall have the attributes of a Student Body Commission. This committee shall be charged with administering personnel matters as provided by this article.

**§7-1.7. Personnel Committee Membership.**

The composition of the Personnel Committee shall be as follows:

- (a) Student Body Treasurer, Chair
- (b) Student Body President
- (c) Student Senate President
- (d) Student Senate President *Pro Tempore*
- (e) Chair, Senate Committee on Finance
- (f) Chair, Senate Committee on Government Relations and Oversight
- (g) Executive Chief of Staff
- (h) Student Body Chief Justice
- (i) The most Senior member of the Student Senate (the member that does not hold one of the above positions and has served the most consecutive terms)

All committee members shall be considered *ex-officio* and voting. No proxy members will be allowed.

## Article 2. Advisory Systems.

### Contents

- §7-2.1. **Definitions and Conventions.**
- §7-2.2. **Article Scope.**
- §7-2.3. **Advisory Council.**
- §7-2.4. **Advisory Council Powers and Duties.**
- §7-2.5. **Council Position Groups.**
- §7-2.6. **Advisory Council Information Exchange.**
- §7-2.7. **Annual Council Meeting.**
- §7-2.8. **Council Operations.**
- §7-2.9. **Advisory Council Membership.**
- §7-2.10. **Advisory Council Officers.**
- §7-2.11. **Selection to Advisory Council.**
- §7-2.12. **Initiation of Advisory Council.**
- §7-2.13. **On-staff Advisor Scope.**
- §7-2.14. **On-staff Advisor Accountability.**
- §7-2.15. **On-staff Advisor Expectations.**

#### §7-2.1. **Definitions and Conventions.**

Within the article, the following definitions and conventions shall apply:

- (a) “**Advisor**” is any person functioning in an advisory capacity as noted in this article.
- (b) “**Council**” refers to the Student Government Advisory Council.

#### §7-2.2. **Article Scope.**

Student Government receives advising from three sources:

- (a) University Officials professionally assigned to advise the organization;
- (b) staff positions financed out of the Student Government Budget for purposes of advising; and
- (c) volunteers serving on the SG Advisory Council.

This article shall be generally concerned with the later two categories.

### Part I. Advisory Council.

#### §7-2.3. **Advisory Council.**

The highest advisory group to Student Government shall be the Advisory Council. This council shall principally provide advice to the senior elected officers, but also to other officials as situations warrant. The Council does not frequently meet, but instead serves as a community of experts.

#### §7-2.4. **Advisory Council Powers and Duties.**

In general, the Advisory Council and its members shall provide aid and assistance to officers of Student Government in effectively resolving the leadership challenges of their positions. The council shall help current student leaders understand the context of past Student Governments, as well as how to apply general lessons to effective governance and advocacy. The Council shall provide specific advice on the structure and establishment of specific advising roles within Student Government.

#### §7-2.5. **Council Position Groups.**

The Advisory Council shall designate three of its members as a position group for any position the Council deems in need of more focused advice. At minimum, each of the executive offices shall be assigned such a position group.

#### §7-2.6. **Advisory Council Information Exchange.**

Student Government shall actively work to ensure the Advisory Council is well apprised on the activities of the organization. With a standard of candor to the Council comes an expectation that the members of the Council hold all information in strict confidence, unless requested otherwise.

**§7-2.7. Annual Council Meeting.**

The Advisory Council shall have an annual meeting each April. At this meeting, the terms of new members shall begin, and officers shall be elected.

**§7-2.8. Council Operations.**

The Advisory Council shall be permitted to transact business by teleconference when necessary to avoid travel expense. While not a public body, the Council shall generally allow Student Government Officials to be present when it meets.

**§7-2.9. Advisory Council Membership.**

The advisory council shall be comprised as follows:

- (a) Three members of the university's faculty;
- (b) Three graduates of NCSU;
- (c) Three other individuals with experiences or expertise relevant to Student Government.

Advisory Council members shall serve staggered three-year terms. Members shall be selected as to maintain a breadth of current positions, past experiences, and topical/branch expertise. The council shall also have an administrative liaison selected by the Chancellor or his or her designee, who shall be permitted to participate in the operations of the council.

**§7-2.10. Advisory Council Officers.**

The Advisory Council shall elect from its membership a Chair, Vice-Chair, and Secretary, with duties typical of those offices.

**§7-2.11. Selection to Advisory Council.**

The elected officers shall be empowered to nominate candidates to Advisory Council vacancies for selection by the Personnel Committee and ratification by the Advisory Council. Student Government Officials shall not serve on the Council, except to the extent an outgoing official may become an incoming Council member during the spring.

**§7-2.12. Initiation of Advisory Council.**

The Advisory Council shall come into effect for the advisement of the 2006-2007 Student Government. In the interim, the Personnel Committee may discharge any powers reserved for the Council.

**Part II. On-staff Advisors.**

**§7-2.13. On-staff Advisor Scope.**

Any staff position paid out of the Student Government Budget that serves to advise Student Government Officials as a primary job responsibility shall be considered an on- staff advisor.

**§7-2.14. On-staff Advisor Accountability.**

All on-staff advisors are university employees, supervised as determined by the university. Additionally, on-staff advisors shall be generally accountable to the Personnel Committee and to the Advisory Council. Both of these groups shall conduct a semi-annual assessment of each on- staff advisor, to be exchanged with each other and transmitted to the university administration.

**§7-2.15. On-staff Advisor Expectations.**

On-staff advisors may not serve as a Student Government Official, and shall refrain from becoming engaged in the budget process as it relates to their positions.

<sup>1</sup> CHAPTER 7 AMENDMENTS: As amended by: GB 119, 85th Session (2005-06); GB 33, 87th Session (2007-08).