

The Constitution:

for the Student Government Association of the
University of New Orleans

Submitted by: Vice President Matthew F. Schantz, Chairman
of the 2016-2017 Constitutional Review Board

On Behalf of the Full Committee

Background:

The drafting of this Constitution took place over the Summer, 2016. The newly formed Student Government Association created its annual Constitutional Review Board for the first time according to the Constitution adopted by the student body in the 2015-16 academic year. That Constitution, which reformed UNO's governing student body as a Student Government Association, also assumed an influx of funding from a student self-assessed fee (SSAF) to make improvements to the University. The Review Board met twice during the Summer to identify the changes necessary to reflect the failed SSAF measure with the following document as the result. The 2016-17 Constitutional Review Board's membership included:

SGA President Antonio Torres,
SGA Vice President Matthew Schantz,
SGA Vice President of Programming Ladajah Steele,
SGA Chief Justice Shawn Waltz,
SGA Chief Communications Officer, Senator Chance Aucoin,
Clerk of the SGA Senate Anissa Chenevert,
SGA Advisor LeeAnne Sipe,
SGA Advisor Lajana Paige, and
former SGA Parliamentarian and Senator Charles Hollis

Through their combined efforts, this Constitution was drafted and submitted to the UNO SGA Senate and passed to allow for a Student Referendum to take place on the question of whether or not to implement this Constitution.

Additionally, this Constitution provides the University of New Orleans with a Graduate Student Council, an organization designed to better represent the needs of graduate students. The graduate students of the University have been meeting since 2015 to establish a Constitution for an organization focused on professional development and funding speakers and conferences with the aim of preparing the graduate students to be competent professionals. The establishment of a graduate student organization also brings UNO on par with other American universities that already have one. The fruits of their collaboration resulted in Article VI of this document.

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Preamble:

We the Students of the University of New Orleans hereby establish this Constitution, not because it was asked of us, but because students deserve to be governed and represented in the fairest and most democratic way possible. This Constitution builds upon the past but recognizes that to fulfill the promise of a better UNO for students, there must be critical revision and review. That progress is not simply the passage of years, but the work and effort of many individuals striving forward. The future we envision demands the tools to build it. For as goes the University of New Orleans so too shall the city of New Orleans go. For the welfare of the city is inexorably linked to the success of academia's mission to provide the opportunity for societal advancement, and we as students have chosen to stand together honor that sacred mission.

Definitions:

Good Standing – a status of never having been expelled or convicted of a crime of the SGA leading to being removed from office.

Electorate – constituents; those for whom an officer/official is designated to represent.

Departmental leader – The UNOSGA officer who is the SGA head of his respective department.

Regularly scheduled meeting – meetings which are scheduled on a regular basis in the UNOSGA Master Calendar.

Non-binding resolution – a written motion adopted by a deliberative body that cannot progress into a law. The substance of the resolution can be anything that can normally be proposed as a motion.

Student Referendum – is a direct vote by the electorate on a single political question that has been referred to them for a direct decision.

Political Question – an amendment to the UNOSGA Constitution, a request to fund something through an increase of tuition, a request to fund something through creation

and/or increase of a fee or fees, a law, or the allocation of funds from a UNOSGA controlled account or fund.

Rules and Procedures – the rules, ethics, procedures, regulations, and customs governing meetings and other operations of a department.

By-laws – regulatory laws which may apply to a certain area of the UNOSGA or to the entire UNOSGA; an official compendium of additional rules and procedures for legislative and organizational bodies under the UNOSGA.

Veto – rejection of an active legislation passed by the relevant legislative body.

Ex-officio – position tied directly to the officer’s job description.

Slate system – is a group of candidates that run in multi-seat or multi-position elections on a common platform.

Executive Fund – fund only accessible through Executive Orders by the President.

Senate term – one academic year beginning at the Invocation during the UNOSGA Spring Inauguration.

Senate Operating Account – money set aside for the Senate to allocate through passed legislation.

Senate Reserve Account – money accumulated from funds left over at the end of each senate term and used for one-time purchases. (NOTE: this definition is specific to how the SGA Reserve Account applies to the UNOSGA Senate. For a more complete definition, contact the UNO Finance department.)

Financial legislation – legislation with money tied to it.

Monthly Allocation Block – allocation requests issued by organizational and University departments bundled together by the finance committee for the senate to vote upon as one piece of legislation.

Discriminatory – making or showing an unfair or prejudicial distinction between different categories of people or things, especially on the grounds of race, age, or sex.

Filed motion – a written motion.

Legislative jurisdiction – to have the prerogative to write legislation.

Censure – for a senator to be prohibited from being recognized by the Presiding Officer for any further discussion during the course of a meeting.

Recusal request – request to be exempt from being asked to vote, speak, or deliberate on any issue due to bias or a conflict of interest.

Retroactive – taking effect from a date in the past.

Star Chamber – a council of the heads of the five (5) UNOSGA departments called upon to consider rare and severe issues relevant to the entire UNOSGA.

NOTE: “He,” “she,” “her,” and “his” have all been chosen as gender neutral pronouns throughout this document. The use and frequency of each pronoun is arbitrary and completely at the discretion of the writer of each section. The reader should not attribute

bias or discrimination due to the number of times each is used relative to the others.

1. Article I. General Provisions

1.1. Establishment:

- 1.1.1. The name of this organization shall be the University of New Orleans Student Government Association (UNOSGA, Student Government Association, or SGA).
- 1.1.2. The UNOSGA is the governing, representative, deliberative, and administrative organization of the student body of the University of New Orleans, and is a duly constituted and legally recognized independent collegiate organization within the University of New Orleans (UNO).
- 1.1.3. The UNOSGA shall be the only Student Body Governing Organization.
- 1.1.4. All other Student Organizations shall be considered a part of the UNOSGA.
- 1.1.5. The UNOSGA shall be governed and operated by the following UNOSGA policy.
- 1.1.6. UNOSGA policy consists of the UNOSGA Constitution and By-laws.

1.2. Purpose:

- 1.2.1. The UNOSGA is a Student Body Governing Organization through which students can:
 - 1.2.1.1. Express their concern for the welfare of students at the University;
 - 1.2.1.2. Develop and disseminate ideas for the improvement of student life and education;
 - 1.2.1.3. Contribute to the formation of relevant University policy;
 - 1.2.1.4. Control the allocation and budgeting of all Student Self Assessed Fees paid by students;
 - 1.2.1.5. Promote cooperation among UNO Students, Faculty, Staff, and Administration;
 - 1.2.1.6. Protect the rights of the UNO Student Body;
 - 1.2.1.7. Provide official channels through which the opinions and desires of UNO students may be expressed formally;
 - 1.2.1.8. Promote the academic freedom, responsibility, excellence, and diversity of UNO Students;
 - 1.2.1.9. Foster awareness of the UNO student's position and welfare on campus, in the metropolitan area, state, national, and international communities;

- 1.2.1.10. Send representatives to the local, state, and national governments to advocate on behalf of the UNO Student Body and UNO as an institution.

1.3. Antidiscrimination Policy:

- 1.3.1. The University of New Orleans and the UNOSGA does not discriminate on the basis of race, color, age, ethnicity, religion, national or ethnic origin, pregnancy, sexual orientation, gender identity or expression, genetic information, sex, marital status, physical or mental disability, veteran status, or any other characteristic protected under applicable federal or state law.

1.4. UNOSGA Membership:

- 1.4.1. UNOSGA Membership includes all duly enrolled students and all SIL registered student organizations in good standing with the Office of Student Involvement and Leadership and the UNOSGA.
- 1.4.2. SIL registered Student Organizations are considered in good standing by annual review under the procedures defined in the UNOSGA By-laws, and the status of being in good standing may be lost throughout the academic year.

1.5. Voting Rights:

- 1.5.1. All duly enrolled students shall be considered eligible to vote in any election sponsored by the UNOSGA.
 - 1.5.1.1. This provision shall not be interpreted to mean that all duly enrolled students comprise the electorate for any election.
 - 1.5.1.2. An UNOSGA election's electorate shall be defined in the rules establishing that election's process.
 - 1.5.1.3. Defining the electorate for each established and created electable position is required.

1.6. UNOSGA Organizational Structure:

- 1.6.1. **The UNOSGA shall consist of five departments:**
 - 1.6.1.1. the Executive Department
 - 1.6.1.2. the Legislative Department
 - 1.6.1.3. the Judicial Department
 - 1.6.1.4. the Graduate Student Council Department
 - 1.6.1.5. the Programming Department

1.7. UNOSGA Departmental Leadership:

- 1.7.1. The UNOSGA Departmental Leaders shall be:

- 1.7.1.1. For the Executive Department:
 - 1.7.1.1.1. the UNOSGA President
- 1.7.1.2. For the Legislative Department:
 - 1.7.1.2.1. the UNOSGA Vice President for Legislative Affairs
- 1.7.1.3. For the Judicial Department:
 - 1.7.1.3.1. the UNOSGA Supreme Court Chief Justice
- 1.7.1.4. For the Graduate Student Council Department:
 - 1.7.1.4.1. the Graduate Student Council President
- 1.7.1.5. For the Programming Department:
 - 1.7.1.5.1. the UNOSGA Vice President for Programming

1.8. The UNOSGA Officers shall be:

- 1.8.1. Any Departmental Leader, Executive Department Officer, any Graduate Student Council Officer, any Senate Officer, any SAC Officer, any Justice of the Supreme Court, any Judge of a Lower Court, any Senator, and other Officer Prescribed in the UNOSGA By-laws.

1.9. UNOSGA Officials:

- 1.9.1. The UNOSGA Officials shall be:
 - 1.9.1.1. All Non-UNOSGA Officers appointed or inducted by a department.
 - 1.9.1.2. This would include positions like senators and SAC voting members.

1.10. UNOSGA Officer and Official Qualification Standards:

- 1.10.1. To be a UNOSGA Officer and/or Official these minimum standards must be met at the time of qualifying for a position.
- 1.10.2. The minimum standards for all UNOSGA Officers and Officials are:
 - 1.10.2.1. At least a 2.0 GPA.
 - 1.10.2.2. Enrolled in at least nine (9) credit hours if an Undergraduate student;
 - 1.10.2.3. or enrolled in at least six (6) credit hours if a Graduate student.
 - 1.10.2.4. In good standing with UNO and the UNOSGA.
 - 1.10.2.5. To not have been removed and/or impeached from any UNOSGA Officer or Official position.

1.11. Departmental Qualification Standards Authority:

- 1.11.1. Each Department may create more stringent Qualification standards for any position.
 - 1.11.1.1. Increased qualifications must be initiated by the Departmental Leader of the relevant department or the Constitution Review Board.
 - 1.11.1.2. Increased qualifications must be approved by the UNOSGA Senate by a simple majority of seated senators.
- 1.11.2. Increased Qualification standards may be lowered, but are prohibited from being lower than the Constitutionally defined minimum requirements.
 - 1.11.2.1. Lowering Qualification standards must be approved by the UNOSGA Senate by a $\frac{2}{3}$ majority of seated senators.

1.12. Exclusionary Office Rule:

- 1.12.1. No Student shall hold more than one position as a Departmental Leader or a UNOSGA Officer, concurrently.
 - 1.12.1.1. Unless holding multiple positions is explicit to their office, or it is a non-voting, non-officer membership to SAC.
- 1.12.2. This rule does not in any way prohibit membership or officer status to other student groups.

1.13. UNOSGA Meeting Scheduling Policy:

- 1.13.1. There shall be a publically accessible UNOSGA Master Calendar.
 - 1.13.1.1. The Master Calendar shall include, at minimum, all UNOSGA meetings, UNOSGA events, and UNOSGA sponsored events.
- 1.13.2. The Office Manager shall maintain the UNOSGA Master Calendar.
- 1.13.3. For all UNOSGA meetings, the Office Manager shall act as the UNOSGA scheduler.
- 1.13.4. As UNOSGA scheduler, the Office Manager will approve or deny all schedule requests filed.
- 1.13.5. Once a schedule request is approved it shall be added to the UNOSGA Master Calendar and is considered a valid meeting.
- 1.13.6. The Office Manager must file a denial justification for all schedule request denials that they make.
- 1.13.7. The Office Manager shall not approve meetings that conflict with already established meeting times, unless there exists no other available time for a meeting to occur that the participants can be available.
- 1.13.8. A permanent change to a regularly scheduled meeting must be approved seven (7) calendar days prior to the proposed meeting date.
- 1.13.9. All regularly scheduled meetings must have their regular meeting time established by the second week after the Spring General Elections, or within two weeks of creation.
 - 1.13.9.1. Any committee chair may petition to the office manager to have their meetings be regularly scheduled on the UNOSGA Master Calendar.
- 1.13.10. The Regular Scheduled Meetings may include:
 - 1.13.10.1. Senate Sessions
 - 1.13.10.2. Standing Senate Committee Meetings
 - 1.13.10.3. Legislative Executive Committee Meetings
 - 1.13.10.4. Executive Cabinet Meetings
 - 1.13.10.5. Supreme Court Meetings
 - 1.13.10.6. Central Budget Committee (CBC) Meetings
 - 1.13.10.7. CBC Sub-Committee Meetings
 - 1.13.10.8. Privateer Council Meetings
 - 1.13.10.9. Student Activities Council (SAC) Cabinet Meetings
 - 1.13.10.10. Student Activities Council (SAC) Meetings
 - 1.13.10.11. Election Commission Meetings
 - 1.13.10.12. Any Executive Committee Established
 - 1.13.10.13. Any Legislative Committee Established
 - 1.13.10.14. And any other Regular Meeting established within UNOSGA

policy.

- 1.13.11. Special Senate sessions must request a scheduled time with the Office Manager forty-eight (48) hours in advance of the proposed meeting time.
- 1.13.12. Irregular (Special/Unscheduled/One time) meetings shall have their schedule request filed with the Office Manager seven (7) calendar days in advance of the proposed meeting time.
 - 1.13.12.1. Department Leaders may call for ad hoc emergency meetings for their Departments only requiring twenty-four (24) hours of notice to the attendees and the office manager to be valid.
 - 1.13.12.2. The Office Manager is required to communicate emergency meetings and inform all relevant parties and update the UNOSGA Master Calendar.
- 1.13.13. The first regular Senate Session is to occur within the first full academic week of each semester.
- 1.13.16. In the event that a conflict arises in which the University is not open or a holiday is occurring which results in a regular Senate Session to not be able to occur, a Senate Session shall be scheduled for the next possible regularly scheduled day.
- 1.13.17. All regular Senate Sessions shall be scheduled with the Office Manager by the third week of each semester.
- 1.14. **UNOSGA Retreats:**
 - 1.14.1. The purposes of the UNOSGA Retreats are the training and development of the UNOSGA Officers, Officials, and Staff for the betterment of UNO and the UNOSGA.

- 1.14.2. A UNOSGA retreat must take place within fourteen (14) calendar days of the start of a semester.
- 1.14.3. There must be at least one (1) UNOSGA retreat per semester.
- 1.14.4. The Vice President is responsible for the organization and execution of the UNOSGA Retreats.
- 1.14.5. All UNOSGA Officers and Officials are required to attend at least one UNOSGA retreat a year unless otherwise specified within the UNOSGA Constitution or UNOSGA By-Laws.
- 1.14.6. Failure to attend a UNOSGA Retreat results in immediate removal from UNOSGA positions for which attendance is required.
 - 1.14.6.1. The Vice President is required to maintain a list of all UNOSGA Officers and Officials who have attended or need to attend a UNOSGA retreat.
 - 1.14.6.2. The Vice President shall inform any UNOSGA Officer or Official who is at risk of losing their office from not attending a retreat at least fourteen (14) calendar days before the final UNOSGA retreat of the academic year.
 - 1.14.6.3. The Vice President shall inform any UNOSGA Officer or Official who did not attend a UNOSGA retreat after the final retreat takes place that the Officer or Official has been removed from his position.

1.15. Executive or Judicial Vacancy Policy:

- 1.15.1. In the event of an Executive department or Judicial department vacancy, The UNOSGA President is required to make a formal announcement of his appointment to this position at the next UNOSGA Senate Session.
- 1.15.2. A formal announcement of an appointment to fill a Judicial or Executive Department Vacancy consists of:
 - 1.15.2.1. The filing of an Appointment Form by the UNOSGA President with the Vice President of Legislative Affairs prior to the next Senate Session following a vacancy.
 - 1.15.2.1.1. The Appointment Form must contain the appointee's:**
 - 1.15.2.1.1.1. Name
 - 1.15.2.1.1.2. Student ID Number
 - 1.15.2.1.1.3. Major
 - 1.15.2.1.1.4. College
 - 1.15.2.1.1.5. Position being appointed to
 - 1.15.2.1.1.6. A list of Campus Organization Memberships and Positions held and for what duration, past and present.
 - 1.15.2.1.1.7. All UNOSGA Positions held and for what duration, past and present.
 - 1.15.2.1.1.8. Resume

- 1.15.2.1.2. The Vice President of Legislative Affairs shall make this information available for all bodies that are deliberating the appointment.
- 1.15.2.2. The oral announcement at the next Senate Session following a vacancy.
 - 1.15.2.2.1. The oral announcement shall not take place until after the filing of an Appointment Form with the Vice President of Legislative Affairs.
- 1.15.3. Following the formal announcement at the Senate Session, the UNOSGA Senate Rules Committee must conduct an appointment hearing for the appointee no later than two days prior to the next scheduled senate session.
 - 1.15.3.1. It may take place as a part of the agenda of their scheduled weekly meetings, timeframe permitting.
 - 1.15.3.2. The UNOSGA President may contact the Senate Parliamentarian and Senate Chief Communications Officer prior to the oral announcement at the Senate Session.
 - 1.15.3.2.1. Once contacted the Parliamentarian may schedule an Appointment Hearing meeting time with the Office Manager.
 - 1.15.3.2.2. Once contacted the Senate Chief Communication Officer may publicize the appointment.

1.16. Non-Binding Resolutions:

- 1.16.1. A non-binding resolution is a written motion adopted by a deliberative body that cannot progress into a law. The substance of the resolution can be anything that can normally be proposed as a motion.
- 1.16.2. This type of resolution may be used to express the body's approval or disapproval of something that they cannot otherwise vote on, due to the matter being handled by another jurisdiction, or being protected by a constitution.
- 1.16.3. This type of resolution carries no legal weight, only stating the opinion of that deliberative body.
- 1.16.4. The Legislative, Privateer Council, and Executive Departments may adopt Non-Binding Resolutions.
 - 1.16.4.1. After the adoption of a Non-Binding Resolution by any of these Departments the remaining bodies may vote to also adopt the Non-Binding Resolution.

- 1.16.5. A Non-Binding Resolution is adopted by a simple majority vote of the present voting members of the department's deliberative body attempting to adopt it.
- 1.16.6. Non-Binding Resolutions are either:
 - 1.16.6.1. A Simple Resolution - A Non-Binding Resolution adopted by One Department.
 - 1.16.6.2. A Joint Resolution - A Non-Binding Resolution adopted by Two Departments.
 - 1.16.6.3. A UNOSGA Resolution - A Non-Binding Resolution adopted by the Executive, Legislative, and Judicial Departments.

1.17. Student Referendums:

- 1.17.1. A Student Referendum is a direct vote by the electorate on a single political question that has been referred to it for a direct decision.
- 1.17.2. The political question for a Student Referendum may include, but is not limited to an amendment to the UNOSGA Constitution, a request to fund something through an increase of tuition, a request to fund something through creation and/or increase of a fee or fees, a law, or the allocation of funds from a UNOSGA controlled account or fund.
- 1.17.3. The Executive and Legislative Departments shall have the authority to submit referendums.
 - 1.17.3.1. Executive Referendums shall be initiated from the Executive Department.
 - 1.17.3.2. Legislative Referendums shall be initiated from the Legislative Department.
 - 1.17.3.3. UNOSGA Joint Referendums shall be initiated with the consent of both the Executive and Legislative Departments and is the only means by which the Constitution may be altered/reformed.
 - 1.17.3.4. Approved and valid referendums shall be voted on by the relevant electorate during the next election.

1.18. Department Rules & Procedures:

- 1.18.1. Each Department shall maintain their own Rules & Procedures.
- 1.18.2. A Department's Rules & Procedures are the rules, ethics, procedures, regulations, and customs governing meetings and other operations of a Department.
- 1.18.3. Department Rules & Procedures may be altered and made as long as they only affect the operation of the relevant Department for which the Department Rules & Procedures exist.
- 1.18.4. Department Rules & Procedures may not contradict or conflict with any part of the UNOSGA Constitution or UNOSGA By-laws. This Constitution takes precedence in cases of conflict.

- 1.18.5. Additions to Executive or Judicial Department Rules and Procedures must be submitted to the UNOSGA Senate for approval.
 - 1.18.5.1. Approval shall be determined by a simple majority vote of all seated senators.
 - 1.18.5.2. To overturn or amend Executive or Judicial Departmental Rules & Procedures it requires a $\frac{3}{4}$ vote of all Senators.
- 1.18.6. Alterations to the Legislative Department Rules and Procedures must be submitted to the Executive branch for approval.
 - 1.18.6.1. Approval will require the signature of the President. Failure of receiving this signature would result in an appeal process through the Judicial Department.
- 1.18.7. Alterations to the Programming Council Department Rules and Procedures must be submitted to UNOSGA Senate for approval.
 - 1.18.7.1. Approval will require the signature of the President. Failure of receiving this signature would result in an appeal process through the Judicial Department.

1.19. UNOSGA By-Laws:

- 1.19.1. UNOSGA By-laws are regulatory laws which may apply to a certain area of the UNOSGA or to the entire UNOSGA.
- 1.19.2. A UNOSGA By-law may not contradict or conflict with any part of the UNOSGA Constitution. In cases of conflict, the Constitution takes precedence.

1.20. UNOSGA Fund Expenditure:

- 1.20.1. The UNOSGA Vice-President must be notified of all expenditures of UNOSGA controlled funds out of any UNOSGA account prior to submission to the appropriate UNO office for processing.

2. Article II. Executive Department:

2.1. Vesting of Power:

- 2.1.1. All executive authority granted in the University of New Orleans Student Government Association Constitution shall be vested in the officers of the Executive Department.

2.2. Purpose:

- 2.2.1. The University of New Orleans Student Government Association Executive Department, herein referred to as the Executive Department, shall serve as the executive body, in order to create an all-encompassing UNOSGA that will serve the student body.

2.3. General Provisions:

- 2.3.1. The Executive Department shall be organized with authority vested within the executive officers, cabinet officers, officials, and staff to carry out the

various functions of the UNOSGA outlined in the UNOSGA Constitution, UNOSGA By-Laws, UNOSGA Legislation, and the Executive Department Rules & Procedures.

2.4. Departmental Leader:

- 2.4.1. The Departmental Leader of the Executive Department shall be the UNOSGA President.
- 2.4.2. The UNOSGA President shall be referred to as the President.
- 2.4.3. The President is an executive officer position.
- 2.4.4. To qualify to be the President a student must have at least a cumulative 2.5 GPA.

2.4.5. The Powers and Duties of the President shall be:

- 2.4.5.1. To call meetings of the entire student body.
- 2.4.5.2. To call a Special Session of the UNOSGA Senate with forty-eight hours notice to the UNOSGA Senate.
- 2.4.5.3. To issue executive allocations from the Presidential Operations account in accordance with the improvement of the UNOSGA.
- 2.4.5.4. To issue the Executive Branch Charter each year by executive order at the commencement of the fall legislative session. The Executive Branch Charter shall set forth the operating procedures for the executive branch and shall not contain any rules or regulations that change the operation of the legislative branch as specified in their By-laws.
- 2.4.5.5. All other Powers and Duties prescribed for in the UNOSGA By-laws or the Department Rules & Procedures.

2.4.6. The President shall have the following approval and veto power over Senate legislation:

- 2.4.6.1. The president may approve or veto any legislation enacted by the Senate, except those pertaining to the rules, regulations and procedures of the Senate;
- 2.4.6.2. The presidential veto must be exercised within seven (7) calendar days of receipt of such legislation by his or her office, in accordance with procedures set forth by SGA law, failure to veto legislation in a timely manner will result in default of such right, thus causing automatic adoption of the legislation.
 - 2.4.6.2.1. The president shall be required to inform the Senate in a concise and complete written document the reason(s) for the exercise of his or her veto within the same seven (7) day time period.

2.5. Executive Officers:

2.5.1. General Provisions:

- 2.5.1.1. Each executive officer will be the department leader or equivalent to their respective departments or area of oversight.
- 2.5.1.2. Executive officers are charged with coordination and implementation of the activities and policies of the entire UNOSGA.
- 2.5.1.3. To qualify to be an executive officer a student must have at least a cumulative 2.25 GPA.

2.5.1.4. Each Executive Officer is granted executive authority to:

- 2.5.1.4.1. Create additional operating procedures as long as they do not conflict with existing policies.
- 2.5.1.4.2. Allocate funds from her individual executive officer accounts to improve her department or the UNOSGA as a whole.
- 2.5.1.4.3. Establish executive committees or programs to fulfill a function not already provided by UNOSGA policy.

2.5.2. Executive Department Officer Tuition Waivers:

- 2.5.2.1. The President, Vice President, Vice President of Legislative Affairs, and Vice President of Programing will each receive a tuition waiver.

2.5.3. Executive Department Officer Terms:

- 2.5.3.1. Executive Department Officer terms will be the length of one senate term beginning at the Invocation during the UNOSGA Spring Inauguration.

2.5.4. The Officers of the Executive Department will be:

- 2.5.4.1. UNOSGA President
- 2.5.4.2. UNOSGA Vice President
- 2.5.4.3. UNOSGA Vice President of Legislative Affairs (Senate Presiding Officer)
- 2.5.4.4. UNOSGA Vice President of Programing (President of Student Activities Council)
- 2.5.4.5. President of the Graduate Student Council

2.5.5. Executive Department Officer Eligibility:

- 2.5.5.1. The hour requirement is to be 45 credit hours completed or be a graduate student.
- 2.5.5.2. Every executive officer is expected to work for the UNOSGA for a minimum of ten (10) hours, five (5) of which are in the offices.
- 2.5.5.3. Executive officers may receive hourly salaries.

- 2.5.5.4. To run for an executive position, as opposed to being appointed to one, the candidate must have held a leadership position in a student organization for one semester or have held a UNOSGA officer or official position for one semester.

2.5.6. The Powers and Duties of the Vice President:

- 2.5.6.1. To execute the powers and duties of the President in her absence.
- 2.5.6.2. To perform all other duties assigned to him by the President or as proscribed in the UNOSGA By-laws.
- 2.5.6.3. To oversee the various executive officials and cabinet officers ensuring their duties are fulfilled.
- 2.5.6.4. To be responsible to the UNOSGA for any information related to any funds generated or appropriated for UNOSGA use.
- 2.5.6.5. To be responsible to the UNOSGA Senate for continued review of expenditures of any funds generated or appropriated for UNOSGA use.
- 2.5.6.6. To keep and make available a permanent financial record of all transactions entered into, by and on behalf of the UNOSGA.
- 2.5.6.7. To approve of all expenditures of UNOSGA funds prior to submission to the appropriate UNO office for processing.
- 2.5.6.8. To approve of all expenditures of UNOSGA funds out of the Administrative Budget prior to submission to the appropriate UNO office for processing.
- 2.5.6.9. To review the financial condition of the UNOSGA and submit financial statements to the Senate for each Senate Session.

2.5.7. The Powers and Duties of the Vice President of Legislative Affairs:

- 2.5.7.1. To include all powers and duties outlined in Article III.
- 2.5.7.2. To nominate appointments to fill Legislative Department vacancies.
- 2.5.7.3. And all other powers and duties prescribed for in the UNOSGA By-laws or the department rules and procedures.

2.5.8. The Powers and Duties of the Vice President of Programming:

- 2.5.8.1. To include all powers and duties outlined in Article V.
- 2.5.8.2. To manage and oversee the Student Activities Council.
- 2.5.8.3. To nominate appointments to fill Programming Department vacancies.
- 2.5.8.4. And all other powers and duties prescribed for in the UNOSGA By-laws or the department rules and procedures.

2.5.9. The Powers and Duties of the President of the Graduate Student Council:

- 2.5.9.1. To include all powers and duties outlined in Article VI.
- 2.5.9.2. To manage and oversee the Graduate Student Council.
- 2.5.9.3. To have the power to preside over all meetings of the Graduate Student Council.
- 2.5.9.4. And all other powers and duties prescribed for in the UNOSGA By-laws or the department Rules and Procedures.

2.6. Cabinet Officers:

2.6.1. General Provisions:

- 2.6.1.1. The cabinet officers shall perform all duties assigned by the executive officers and all other powers and duties prescribed for in the UNOSGA By-laws or the department Rules and Procedures.
- 2.6.1.2. The cabinet officers shall be appointed by the President, unless otherwise specified, and confirmed by the UNOSGA Senate.
- 2.6.1.3. Shall be ex-officio members of the Presidential Cabinet.
- 2.6.1.4. The cabinet officials shall be appointed on a slate system.
 - 2.6.1.4.1. Presidential slates shall be submitted to the UNOSGA Senate Rules Committee two weeks prior to the spring general election by each presidential ticket.
 - 2.6.1.4.2. Any alternative candidates for the slate must also be specified so they may be vetted by the Rules Committee.
 - 2.6.1.4.3. A cabinet officer serves until the end of that president's incumbency and the confirmation of his successor.
 - 2.6.1.4.3.1. In the case of a resignation, removal, or impeachment of a President, cabinet officers shall retain their positions.

2.6.2. The Cabinet Officers of the Executive Department will be:

- 2.6.2.1. President's Chief of Staff
- 2.6.2.2. Vice President's Chief of Staff
- 2.6.2.3. Election Commissioner
- 2.6.2.4. Secretary of Athletics
- 2.6.2.5. and any other cabinet officers prescribed in the UNOSGA by-laws.

2.6.3. The Powers and Duties of the President's Chief of Staff:

- 2.6.3.1. To be responsible for the coordination of the overall Executive Branch under the supervision of the President.
- 2.6.3.2. To coordinate the process for selection of individuals to be appointed by the President.
- 2.6.3.3. To plan for meetings of the Presidential Cabinet, under the direction of the President.
- 2.6.3.4. The Chief of Staff shall represent the President in cases where the President and Vice President are unavailable.
- 2.6.3.5. To perform specialized duties delegated by the President.
- 2.6.3.6. To advise the President on UNOSGA initiatives.
- 2.6.3.7. To assist and support each Executive Council member with her individual projects and ideas.
- 2.6.3.8. To help plan and manage weekly Executive Council meetings that serve as the primary source of communication in the Executive Department.
- 2.6.3.9. To expand student involvement through UNOSGA initiatives and events.
- 2.6.3.10. To attend UNOSGA Senate meetings, coordinate the activities of the Cabinet, chair Cabinet meetings, serve as an advisor to Cabinet members, coordinate communication between the President, Vice President, Executive Council, and Cabinet members.

2.6.4. The Powers and Duties of the Vice President's Chief of Staff:

- 2.6.4.1. To be responsible for the coordination of the overall Executive Branch under the supervision of the Vice President and President's Chief of Staff.
- 2.6.4.2. To coordinate the process for selection of individuals to be appointed by the Vice President.
- 2.6.4.3. To represent the President in cases where the President, Vice President, and President's Chief of Staff are unavailable.
- 2.6.4.4. To perform specialized assignments delegated by the Vice President.
- 2.6.4.5. To effectively oversee the Central Budget Committee (CBC) under supervision of the Vice President.
- 2.6.4.6. To advise the Vice President on UNOSGA initiatives.
- 2.6.4.7. To assist and support each CBC member with his individual projects and ideas.
- 2.6.4.8. To plan and manage CBC meetings.
- 2.6.4.9. To expand student involvement through UNOSGA initiatives and events.

- 2.6.4.10. To attend UNOSGA Senate meetings, coordinate the activities of the CBC, serve as an advisor to CBC members, coordinate communication between the President, Vice President, UNOSGA Executive Committee, cabinet, and CBC members.

2.6.5. The Powers and Duties of the Election Commissioner:

- 2.6.5.1. To oversee and manage any and all elections or referendum votes held by the UNOSGA.
- 2.6.5.2. To oversee the Election Commission.
- 2.6.5.3. To appoint the Election Commission membership with Senate confirmation.
- 2.6.5.4. To preside over all meetings of the Election Commission.
- 2.6.5.5. May request funding to improve the election and election processes of the UNOSGA from the UNOSGA Executive Fund.

2.6.6. The Powers and Duties of the Office Manager:

- 2.6.6.1. To oversee and manage scheduling on the UNOSGA Calendar.
- 2.6.6.2. Manage all UNOSGA paid officers, officials, and staff.
- 2.6.6.3. She may request funding from the Executive Officer account to improve the functionality of the UNOSGA staff and office spaces.

2.6.7. Secretary of Athletics:

- 2.6.7.1. To oversee and report on the status of UNO and student athletics and competition teams across the University.
- 2.6.7.2. To act as the liaison between the UNOSGA and the Athletics Department.

2.6.8. UNOSGA Marketing Director:

- 2.6.8.1. To oversee and manage the marketing division of the UNOSGA.
- 2.6.8.2. To create or acquire marketing designs, materials, programming, and projects for the promotion of UNOSGA programs, programming series, projects, and proposals for the UNOSGA.
- 2.6.8.3. He may request funding from the Marketing Account to fulfill these duties.

2.6.9. UNOSGA Attorney General:

- 2.6.9.1. To advise the UNOSGA President, ensure legality with regards to the UNOSGA Constitution, By-laws, Department Rules & Procedures, and University Policy.
- 2.6.9.2. To be responsible for investigative procedure of impeachment proceedings.
- 2.6.9.3. To review legislation passed by the Senate and advise the UNOSGA President on the legality of said legislation with regards

to the UNOSGA Constitution, By-laws, Department Rules & Procedures, and University Policy.

- 2.6.9.4. To serve as the prosecutor for all judicial cases.
- 2.6.9.5. To pursue judicial action against any violations of the aforementioned responsibilities.
- 2.6.9.6. To serve as a liaison between the grieving party, UNOSGA Executive Officers, the Judicial Court, and accused parties.
- 2.6.9.7. To receive all complaints filed against the UNOSGA to be heard by the Judicial Department.
- 2.6.9.8. To addresses all complaints against the UNOSGA filed by a grieving party by completing an investigation of the complaint and gathering evidence.

2.7. UNOSGA Executive Council

- 2.7.1. Will meet to coordinate the activities of the SGA.
- 2.7.2. It shall be the primary means by which to submit reports to the various bodies of the SGA.
- 2.7.3. It shall also be the venue for establishing policy proposals for the entire SGA.
- 2.7.4. It will serve as the main advising body to the UNOSGA President for all student wide policies or communications.
- 2.7.5. This committee shall be chaired by the SGA President.
- 2.7.6. Membership of the committee shall be:
 - 2.7.6.1. UNOSGA President
 - 2.7.6.2. UNOSGA Vice President
 - 2.7.6.3. UNOSGA Vice President of Legislative Affairs
 - 2.7.6.4. UNOSGA Vice President of Programming
 - 2.7.6.5. UNOSGA Chief Justice of the Supreme Court
 - 2.7.6.6. UNOSGA President of the Graduate Student Council

3. Article III. Legislative Department

3.1. Vesting of Power:

- 3.1.1. All legislative powers granted in the University of New Orleans Student Government Association Constitution shall be vested in a University of New Orleans Student Government Association Senate (UNOSGA Senate.)

3.2. Purpose:

- 3.2.1. The UNOSGA Senate, herein referred to as the Senate, shall serve as the legislative body, in order to create an all-encompassing proactive UNOSGA that will serve the Student Body at large.

3.3. Senate Composition:

- 3.3.1. The Senate shall be comprised of fifty (50) senators filling fifty (50) Senate seats.

3.4. Senators:

- 3.4.1. Senators are voting members of the Senate.
- 3.4.2. There will be two (2) equal classifications of senators; academic senators and at-large senators.

3.4.3. Academic Senator Policy:

- 3.4.3.1. There are to be forty (40) academic senators each representing the designated colleges and the IDS program.
- 3.4.3.2. Each college and IDS shall have at least two (2) Academic Senators representing it.
- 3.4.3.3. For the Purposes of the UNOSGA and UNOSGA Senate, the IDS program will be considered a college.

3.4.4. The Designated Colleges are:

- 3.4.4.1. The College of Liberal Arts, Education & Human Development
- 3.4.4.2. The College of Engineering
- 3.4.4.3. The College of Business Administration
- 3.4.4.4. The College of Sciences
- 3.4.4.6. The Interdisciplinary Studies Program

3.4.5. At-large Senator Policy:

- 3.4.5.1. There are to be ten (10) At-large Senators with two representing each of these defined groups:
- 3.4.5.1.1. Freshmen
- 3.4.5.1.2. Sophomores
- 3.4.5.1.3. Juniors
- 3.4.5.1.4. Seniors
- 3.4.5.1.5. Graduate Students
- 3.4.5.2. At-large senate seats are available for anyone from the relevant classification to run for.
- 3.4.5.2.1. Eligibility will be determined by the candidate's classification/credit hours completed in the prior Fall.
- 3.4.5.3. Classification Designation Policy
- 3.4.5.3.1. A freshmen is considered any student with below 24 credit hours.
- 3.4.5.3.2. A sophomore is considered any student with between 24 and 48 credit hours (inclusive).
- 3.4.5.3.3. A junior is considered any student with between 49 and 72 credit hours (inclusive).

3.4.5.3.4. A senior is considered any student with 73 and above credit hours.

3.4.5.3.5. A graduate student is considered any student enrolled in a graduate program.

3.5. Senate Terms:

3.5.1. A senate term is one academic year beginning at the Invocation during the UNOSGA Spring Inauguration.

3.5.2. Each senate seat shall have a term that starts and ends at the same time, the term shall continue whether or not the seat is filled.

3.5.2.1. Vacancy appointments to vacant seats or vacant seats filled by election shall complete the remainder of the term of that seat.

3.5.3. A new senate term shall begin for all senate seats at the Commencement during the Annual UNOSGA Spring Inauguration.

3.5.4. An existing senate term shall expire for all senate seats at the Invocation during the Annual UNOSGA Spring Inauguration.

3.5.5. Senators shall be elected in the UNOSGA general election which shall take place in the Spring Semester.

3.5.5.1. At-large senators will be elected in the spring elections for the seat relevant to their classification in the following fall.

3.5.5.2. Academic senators shall be elected in the spring elections for the seat relevant to their classification in the following fall.

3.5.5.2.1 Non-elected (appointed) Senators must run in the Fall Elections to retain their seats.

3.5.5.3. By necessity, freshmen at-large seats will be elected during the Fall special elections.

3.5.5.3.1. Those elected will serve for the remainder of the senate term.

3.5.5.3.2. If the freshmen at-large seats are uncontested, then they will be open to appointment and those appointed will serve for the remainder of the senate term.

3.6. Annual Apportionment:

3.6.1. The apportionment of academic senatorial seats will be divided by proportion via the total student population of each college so that the makeup of the academic senatorial seats reflect the college classification demographics of the university.

3.6.2. The enrollment data used shall be from the prior fall semester's enrollment.

3.6.3. Apportionment of academic senatorial seats shall be decided by the Election Commission.

- 3.6.4. The Election Commission shall draft an Annual Apportionment Bill (AAB) to be submitted to the Senate and accepted, rejected, or sent back to the commission by the Senate.
- 3.6.5. The AAB must be voted upon at least two sessions prior to the last Senate session of the fall semester.
 - 3.6.5.1. If the AAB fails or is sent back to the Election Commission then the commission must submit a new AAB the following session.
 - 3.6.5.1.1. If the second bill fails then the annual apportionment must be decided by the UNOSGA Supreme Court.

3.7. Vacancy Appointments:

- 3.7.1. In the event that there is a vacant seat after an election, or due to a resignation or removal, that seat becomes available for a qualifying student of the relevant college or defined group to be appointed to it.
 - 3.7.1.1. The freshmen at-large seats are not to be appointed prior to the fall special elections.
- 3.7.2. Senators appointed to a vacancy will serve the remainder of the senatorial term.
- 3.7.3. Consecutive Senate appointments are not allowed.

3.8. Senator Equality Policy:

- 3.8.1. Appointed, elected, at-large, and academic senators shall have the same rights, powers, and eligibility.

3.9. Senate Elections:

- 3.9.1. Senate elections shall be held during the spring general elections.
- 3.9.2. Senate elections shall be held during the fall mid-semester elections.
- 3.9.3. The fall mid-semester elections shall be for the purpose of electing the two (2) freshmen at-large senate seats, any Senators who were appointed to their seats, and filling any vacant Senate seats.
 - 3.9.3.1. Those elected to these seats shall serve the remainder of the term attached to the seat.

3.10. Senator Eligibility:

- 3.10.1. To qualify to be appointed or elected a Senator, a Student must have and maintain:
 - 3.10.1.1. Not being on academic probation or suspension with UNO and/or UNOSGA.
 - 3.10.1.2. Having at least a 2.25 GPA
 - 3.10.1.3. Being enrolled in at least six (6) credit hours in the fall and/or spring for undergraduate students.
 - 3.10.1.4. Being enrolled in at least three (3) credit hours in the fall or spring for graduate students.

3.11. UNOSGA Retreat Mandatory Attendance:

- 3.11.1. It is mandatory for a Senator to attend one UNOSGA retreat each senate term in order to retain her seat.

3.12. Special Senate Session Policy:

3.12.1. A Special Session of the Senate May be called by:

- 3.12.1.1. The Senate Presiding Officer's receipt of a petition signed by 50% of the active Senate.
- 3.12.1.2. The Senate Presiding Officer
- 3.12.1.3. The UNOSGA President

3.13. Senate Appointment Confirmation Power:

- 3.13.1. The Senate is empowered to vote on all appointed positions within the UNOSGA save for that of the Vice President of Programming (SAC President) and the Election Commission.

3.14. Vetting Rule:

- 3.14.1. All Senate Presiding Officer nominees, all Senate appointments, all Senator appointments, all Senate Presiding Officer slate appointments, and any Vice Chair appointments must go through the appointment hearing process by the Rules Committee prior to being voted on in the Senate.

3.15. Departmental Leader:

- 3.15.1. The departmental leader of the Legislative Department shall be the Vice President of Legislative Affairs.
- 3.15.2. The Senate Presiding Officer is the Vice President of Legislative Affairs, and shall be referred to as the Senate Presiding Officer, (or the Presiding Officer.)
- 3.15.3. The Presiding Officer is a Senate officer position.
- 3.15.4. The Presiding Officer is also a Senator.
 - 3.15.4.1. The Presiding Officer shall have the right to vote, but is required to vote last in all roll call votes.

3.15.5. The Powers and Duties of the Presiding Officer shall be to:

- 3.15.5.1. Act as the Presiding Officer over all the meetings of the Senate.
- 3.15.5.2. Sign all legislation that passes the Senate.
- 3.15.5.3. Promote Organizational Efficiency and Cooperation.
- 3.15.5.4. Be the departmental leader for the Legislative Department
- 3.15.5.5. Oversee and manage all other Senate Officers.
- 3.15.5.6. Conduct the Senate Sessions according to the Senate Rules and Procedures maintained by the Rules Committee.
- 3.15.5.7. Be a non-quorum ex-officio member on all senate committees.
- 3.15.5.8. May not participate in the structured debate on any pending legislation.
- 3.15.5.9. Determine if quorum is present at senate sessions.

- 3.15.5.9.1. Quorum is considered a simple majority of seated Senators.
- 3.15.5.10. Serve as ex-officio head of the Senate Executive Committee.
- 3.15.5.11. Create the senate docket for senate sessions 48 hours in advance to the Call of Order of the senate session.
 - 3.15.5.11.1. He is required to schedule for any legislation or nominations that have passed through committee.
 - 3.15.5.11.2. While the Presiding Officer forms the docket, he is not empowered to strike down legislation or nominations that have passed through committee, nor block their initiation.
- 3.15.5.12. Call a Special Senate Session, if needed.
- 3.15.5.13. All other Powers and Duties prescribed for in the UNOSGA By-Laws or the UNOSGA Senate Rules and Procedures.

3.15.6. Election of the Presiding Officer:

- 3.15.6.1. He must be elected by the Senate.
- 3.15.6.2. He must maintain a cumulative 2.50 GPA average.
- 3.15.6.3. He must have at least one (1) of these experience requirements:
 - 3.15.6.3.1. One full senate term of experience as a senator, Clerk of Senate, or non-senate committee member.
 - 3.15.6.3.1.1. For the experience requirement to be valid, one academic year cannot have passed since the relevant experience.
- 3.15.6.4. He must be a currently seated senator.

3.16. Senate Officers:

3.16.1. General Provisions:

- 3.16.1.1. All senate officers are required to sign up for their classes by two (2) weeks prior to the start of classes, unless a letter from either the Registrar or the Bursar provides an explanation for the situation.
- 3.16.1.2. All senate officers are senators.
- 3.16.1.3. All senate officers shall be appointed by the Presiding Officer and confirmed by the Senate.

3.16.2. Senate Officer Appointments:

- 3.16.2.1. All senate officers will be appointed by the Presiding Officer onto a slate system for confirmation by the Senate.

3.16.2.2. The Slate System:

3.16.2.2.1. The Presiding Officer will nominate each senate officer from amongst the senators on the committee that the officer position is the ex-officio chair of:

3.16.2.2.1.1. The Senate President Pro Tempore must be selected from the Governance Committee.

3.16.2.2.1.2. The Senate Chief Financial Officer must be selected from the Finance Committee.

3.16.2.2.1.3. The Senate Chief Communications Officer must be selected from the Student Affairs and Information Committee.

3.16.2.2.1.4. The Senate Parliamentarian must be selected from the Rules Committee.

3.16.2.2.2. They shall be voted upon as a single ticket, or slate.

3.16.2.2.3. The slate shall be confirmed by a simple majority of Senators present and voting.

3.16.2.2.4. If the slate is not approved, then the Presiding Officer shall submit a new slate to the Senate to be confirmed.

3.16.2.2.4.1. This process shall be continued until a slate is confirmed.

3.16.2.2.4.2. The senate session may not adjourn until all senate officer positions are filled with all appointment hearings taking place within the senate session.

3.16.2.2.4.2.1. If the session loses quorum, no other business shall be conducted until this matter is resolved.

3.16.3. The Senate Officers of the Senate shall be:

3.16.3.1. The Senate President Pro Tempore (President Pro Tempore)

3.16.3.2. The Senate Parliamentarian (Parliamentarian)

3.16.3.3. The Senate Chief Financial Officer (CFO)

3.16.3.4. The Senate Chief Communications Officer (CCO)

3.16.4. To be qualify to be appointed a Senate Officer a senator must have:

3.16.4.1. At least a cumulative 2.50 GPA.

3.16.4.2. Being a senator member of the senate standing committee the relevant senate officer position is ex-officio chair of.

3.16.4.3. Being a currently seated senator.

3.16.4.4. Any other requirement prescribed in the UNOSGA By-laws.

3.16.4.5. Not being on academic probation or suspension with UNO and/or UNOSGA.

- 3.16.4.6. Cannot have been removed/expelled from any UNOSGA Officer or Official position at any time.

3.16.5. The Powers and Duties of the Senate President Pro Tempore shall be to:

- 3.16.5.1. Serve as the Ex-Officio Chair of the Governance Committee.
- 3.16.5.2. Act in the place of the Presiding Officer in the absence of the Presiding Officer, or if they are unable to perform a required duty.
- 3.16.5.3. Assists the Presiding Officer in their duties.
- 3.16.5.4. Shall keep time during the Senate Sessions.
- 3.16.5.5. Also serve as the Ex-Officio Co-Chair of the Special Committee on Senate Reform.
- 3.16.5.6. All other powers and duties prescribed for in the UNOSGA By-Laws or the UNOSGA Senate Rules and Procedures.

3.16.6. The Powers and Duties of the Senate Parliamentarian:

- 3.16.6.1. Serve as the ex-officio chair of the Rules Committee.
- 3.16.6.2. Issue judgements on questions of interpretation of the UNOSGA Constitution, By-Laws, and any Rules and Procedures in senate sessions.
- 3.16.6.3. Serve as the Ex-Officio Co-Chair of the Special Committee on Senate Reform.
- 3.16.6.4. All other powers and duties prescribed for in the UNOSGA By-Laws or the UNOSGA Senate Rules and Procedures.

3.16.7. The Powers and Duties of the Senate Chief Financial Officer:

- 3.16.7.1. Serve as the Ex-Officio Chair of the Finance Committee.
- 3.16.7.2. Track the Senate's budget as well as its projected budget pending the passage of any bills into law.
- 3.16.7.3. All other powers and duties prescribed for in the UNOSGA By-Laws or the UNOSGA Senate Rules and Procedures.

3.16.8. The Powers and Duties of the Senate Chief Communications Officer:

- 3.16.8.1. Serve as the Ex-Officio Chair of the Student Affairs and Information Committee.
- 3.16.8.2. Act as the Public Affairs Officer for the Senate and also to internally and externally distribute and retrieve information across the entire Legislative Department, UNOSGA, and the UNO Community.
- 3.16.8.3. Serve as the student's voice within the Senate and as the formal conduit for the student body, student groups, and student organizations to express their interests and concerns.

3.16.8.4. All other powers and duties prescribed for in the UNOSGA By-Laws or the UNOSGA Senate Rules and Procedures.

4. Article IV. Judicial Department

4.1. Vesting of Power:

4.1.1. All Judicial Powers in the University of New Orleans Student Government Association Constitution shall be vested in the UNOSGA Supreme Court and any lower courts established, by UNOSGA policy.

4.2. Purpose:

4.2.1. The University of New Orleans Student Government Association Judicial Department, herein referred to as the Judiciary, shall serve as the adjudicating body, in order to create an all-encompassing UNOSGA that will serve the Student Body.

4.3. Supreme Court Composition:

4.3.1. The Supreme Court shall be comprised of nine (9) Supreme Court Justices filling nine (9) Supreme Court Justice Seats.

4.4. Supreme Court Justices:

4.4.1. The Supreme Court Justices (or the Justices) are the voting members of the Supreme Court.

4.5. Supreme Court Justice Terms:

4.5.1. The term of office for a Supreme Court Justice shall not expire unless they leave the university, are no longer a student, resign, are removed from office, or they no longer meet the GPA requirement.

4.5.1.1. At the start of each new Senate Term the GPAs of all Supreme Court Justices will be verified.

4.6. Supreme Court Justice Vacancy Appointments:

4.6.1. Vacancies in the Supreme Court are appointed by the President.

4.6.2. The appointment is subject to UNOSGA Senate Rules Committee Appointment Hearing process, and is confirmed by the UNOSGA Senate with a simple majority vote of all quorum Senators.

4.7. Supreme Court Justice Requirements:

4.7.1. To have completed at least thirty (30) credit hours, or be a Graduate Student.

4.7.2. To attend one UNOSGA retreat within one academic year of their appointment.

4.7.2.1. A Justice is only required to attend one retreat during their term of office.

4.8. Departmental Leader:

4.8.1. The Departmental Leader of the Judicial Department shall be the Chief Justice of the UNOSGA Supreme Court.

4.8.2. The Chief Justice of the UNOSGA Supreme Court (or Chief Justice) is a Justice of the Supreme Court.

4.8.3. The Chief Justice is a Judicial Officer.

- 4.8.4. The Chief Justice at qualifying must have a 2.25 GPA.
- 4.8.5. The Chief Justice must also have completed one year of duty on the Supreme Court and be appointed from the Supreme Court Justices.
 - 4.8.5.1. In the event that there are no qualified or willing justices, the UNOSGA President may appoint any student eligible in terms of GPA and Credit Hours.
 - 4.8.5.1.1. The Justices issue a letter of refusal to the Chief Justice appointment, to be submitted to and distributed by the Senate CIO.
 - 4.8.5.1.2. The Non-Justice Appointment to the Chief Justice Position, is subject to the same appointment process as a regular vacancy on the Supreme Court.
 - 4.8.5.1.2.1. The President cannot appoint a Non-Justice Appointment to the Chief Justice Position if there is no vacancy on the Supreme Court.

4.9. Judicial Officers:

4.9.1. General Provisions:

- 4.9.1.1. The Officers of the Judiciary shall all be Supreme Court Justices.
- 4.9.1.2. Judicial Officers must attend one UNOSGA retreat within one academic year of their appointment.

4.9.2. Judicial Officer Appointments:

- 4.9.2.1. Shall be voted into office via a simple majority vote of the Supreme Court Justices.

4.9.3. The Judicial Officers of the Judiciary shall be:

- 4.9.3.1. The Presiding Justice of the Supreme Court.
- 4.9.3.2. Any position prescribed within the UNOSGA By-laws.

4.9.4. The Powers and Duties of the Presiding Justice shall be:

- 4.9.4.1. To assist the Chief Justice in the execution of their duties.
- 4.9.4.2. Assume the duties of the Chief Justice if they are unable to fulfill them.
- 4.9.4.3. To serve as the interim Chief Justice until the UNOSGA President appoints a new Chief Justice.
 - 4.9.4.3.1. The UNOSGA President may appoint the Presiding Justice acting as Chief Justice to permanently fill the position.
 - 4.9.4.3.1.1. This may only occur if the Presiding Justice meets the requirements of the Chief Justice.
 - 4.9.4.3.2. This policy in no way removes the requirement for a Senate Rule Committee Appointment Hearing to take place on the appointment.

4.10. General Provisions:

- 4.10.1. The Judiciary shall be empowered to make and maintain their own Rules & Procedures with the approval of the Senate.
 - 4.10.1.1. A $\frac{3}{4}$ vote of the entire Senate would be needed to overturn any of the Judicial Rules & Procedures.
- 4.10.2. The Judiciary's duties would include traffic violations, violations of academic integrity, violations of the University Code of Conduct in addition

to impeachable offences, any all other duties as prescribed within UNOSGA Policy as defined.

- 4.10.3. The Judiciary, specifically the Supreme Court, is empowered to hear complaints of, and levy punishments against UNOSGA groups up to, but excluding, their dissolution/banishment from the UNOSGA.
 - 4.10.3.1. Such a higher punishment will be referred to the Star Chamber.
- 4.10.4. If any court of the judiciary had business, they are required to submit a case report on the business held to the Senate CCO for distribution and to be present the Case Summary at the next Senate meeting.
 - 4.10.4.1. This Case Report would include:
 - 4.10.4.1.1. When they met,
 - 4.10.4.1.2. Numbers present to reach quorum,
 - 4.10.4.1.3. Place of the meeting,
 - 4.10.4.1.4. Itemized number and nature of cases without giving the names of accused/students/defendants except in the case of UNOSGA Officials and Officers accused.
 - 4.10.4.1.5. The report of the case must have a detailed summary, including its resolution.
 - 4.10.4.1.6. Matters internal to the SGA and serious transgressions are to be in the spoken report in addition to the written report, which is to include all relevant information.
 - 4.10.4.1.7. The signature of the Chief Justice.
- 4.10.5. Judicial Charges are to be a matter of public record.
 - 4.10.5.1. The parties' privacy must be preserved.
- 4.10.6. All established courts are to meet at least biweekly.
- 4.10.7. Once a case is submitted to the Clerk of Court, it must be presented/submitted to the Supreme Court, or relevant court within one business day and must be heard and decided upon within ten business days.
- 4.10.8. The case and decision is to be presented to the Senate in the aforementioned report by the next Senate Session.
- 4.10.9. The Judiciary is responsible for conducting or delegating the swearing in of all UNOSGA Officers and Officials.
 - 4.10.9.1. The Chief Justice may delegate the swearing in of UNOSGA Officers and Officials to any current Officer or Official of the UNOSGA.
 - 4.10.9.1. Any Supreme Court Justice may swear in a UNOSGA Officer or Official at the direction of the Chief Justice.
 - 4.10.9.2. If the duty of swearing in a UNOSGA Officer or Official is delegated to a member of the UNOSGA outside the Judicial Department, a letter or email signed by the Chief Justice must be provided to any Executive Officer prior to the swearing in and retained in the records of both the Judicial Department and Department for which the official

being sworn in will serve.

- 4.10.9.2.1. In order for an email to serve as the official delegation of this duty, it must be sent by the Chief Justice from his uno.edu account.

4.11. Clerk of Court:

- 4.11.1. There shall be Clerks of Court, (or Court Clerks.)
 4.11.2. The Court Clerks will assist the Judiciary in the execution of their duties.
 4.11.3. All cases must be submitted to a Court Clerk who will submit it to the relevant court for adjudication.

4.12. Lower Courts:

- 4.12.1. The function and responsibilities of these lower courts will be left to the UNOSGA By-Laws.
 4.12.2. The Judicial Rules & Procedures shall determine their operating policies.
 4.12.3. A 2/3 vote of the active Senate would be needed to create a lower court and a ¾ vote of the entire Senate to dissolve one.
 4.12.3.1. This petition would be raised by a senator, but the Senate would take the views of the court into consideration.
 4.12.3.2. The Chief Justice may be able to petition for the establishment of another court.

5. Article V. Programming Department

5.1. Purpose:

- 5.1.1. The University of New Orleans Student Government Association Programming Department, herein referred to as the Student Activities Council, (or SAC,) shall serve as the programming department in order to create an all-encompassing UNOSGA that will serve the student body.

5.2. General Provisions:

- 5.2.1. To promote campus life and school pride to all students at the University of New Orleans.
 5.2.2. To serve as an integral part in the educational process by allowing people to meet and exchange ideas, interests, and values.
 5.2.3. To unify the students, faculty, staff, and alumni of the University of New Orleans by providing social, educational, cultural, and recreational programs.

5.3. Membership:

- 5.3.1. The membership of the SAC shall be open to all currently registered students of the University of New Orleans.
 5.3.2. All members must maintain a 2.0 GPA.
 5.3.3. There shall be two types of SAC Members:
 5.3.3.1. A voting member is one who has completed the full requirements for membership, has been inducted into the organization, and is granted full voting privileges.
 5.3.3.2. A non-voting member of the SAC is one who has not been inducted into the organization and has no voting privileges.
 5.3.4. The requirement for becoming a full voting member is working five (5) SAC events.

- 5.3.5. In order to maintain it, voting members must work at one (1) SAC event each semester and attend the SAC meetings, unless they have class, or some other valid excuse.
- 5.3.6. The SAC President will confirm new voting members
- 5.3.7. The SAC Vice-President may excuse members from meetings who are, or will be absent.

5.4. Departmental Leader:

- 5.4.1. The Departmental Leader of the Programming Department shall be the Vice President of Programming.
- 5.4.2. The UNOSGA Vice President of Programming (or SAC President) is a SAC Officer.
- 5.4.3. The SAC President will be appointed by the SGA President Elect from amongst a pool of interviewed applicants.
- 5.4.4. SAC presidential applicants will interview with the UNOSGA President Elect, the outgoing SAC President, and the SAC Adviser.
- 5.4.5. The SGA President Elect's appointment, is confirmed by a simple majority vote of all SAC voting members present and voting at the next SAC meeting.

5.5. SAC Officers:

5.5.1. General Provisions:

- 5.5.1.1. To qualify to be an SAC Officer a Student have at least a 2.25 GPA.

5.5.2. The SAC Officers shall consist of the:

- 5.5.2.1. SAC President,
- 5.5.2.2. SAC Vice-President,
- 5.5.2.3. SAC Treasurer,
- 5.5.2.4. all Event Chairs,
- 5.5.2.5. and all other SAC Officers as prescribed in the UNOSGA By-Laws.

5.6. SAC Review Board:

- 5.6.1. The purpose of the SAC Review Board is to identify and deal with violations of the SAC's Rules & Procedures, UNOSGA By-laws, constitution concerning the SAC.
- 5.6.2. The Review Board shall be the committee to hear complaints on the removal of officers, a member's voting rights, or to expel a member from SAC.
- 5.6.3. Voting rights may be recovered by working five (5) events.
- 5.6.4. A formal complaint must be submitted to the SAC adviser in writing within one week after the perceived violation.
- 5.6.5. The chairperson of the Review Board will call a meeting within one week after receiving the written formal complaint.
- 5.6.6. The accused will have two weeks after receiving notification of complaint to request a hearing with the Review Board.
 - 5.6.6.1. If the accused does not request a hearing in the two-week period, a hearing will be held without their presence.
 - 5.6.6.2. The review board is required to make their time available to meet

with the accused.

5.6.7. The hearing shall consist of:

- 5.6.7.1. The Review Board
- 5.6.7.2. The Accused
- 5.6.8. Either party has the right to request the UNOSGA President to sit in on the hearing as an impartial observer to ensure the proceedings are conducted properly and without bias.
- 5.6.9. The Review Board may judge the accused no fault/no misconduct, or guilty and sentence them to:
 - 5.6.9.1. Probation,
 - 5.6.9.2. Removal of voting privileges,
 - 5.6.9.3. Removal of an officer,
 - 5.6.9.4. Or a revocation of all membership privileges.
- 5.6.10. The convicted has the right to appeal the Review Board's decision to the UNOSGA Supreme Court to be confirmed, overturned, or altered to make the penalty more or less severe.
- 5.6.11. For appeals, no testimony will be heard, but rather only the evidence and the written records will be reviewed.
- 5.6.12. From the time a complaint is made to the adviser, until the conclusion of the hearing, all information pertaining to the matter must be kept in a hearing record.
- 5.6.13. The UNOSGA President, if an observer, must take notes as well, which will be a part of the hearing record for the Supreme Court to review.
- 5.6.14. The composition of the SAC Review Board shall be:**
 - 5.6.14.1. SAC President as Chair
 - 5.6.14.1.1. If a complaint filed involves the President or he/she is not available to deal with the violation, the Vice President shall take the President's place on the Review Board.
 - 5.6.14.2. SAC Adviser
 - 5.6.14.3. One (1) voting Member of SAC to be determined through a vote by all SAC Members as the first SAC meeting of each semester.

6. Article VI. Graduate Student Council Department

6.1. The Graduate Student Council:

- 6.1.1. Purpose: The Graduate Student Council of the University of New Orleans is an elected body through which graduate and professional students express their concern for the welfare of graduate and professional students at the University, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant University policy. The Graduate Student Council (GSC) is the representative, deliberative, and administrative organization of the graduate and professional student body of the University of New Orleans, and is a duly constituted independent collegiate organization within the University.
- 6.1.2. Representation: Each graduate or professional academic unit may elect one Counselor for each fraction of one hundred (100) students enrolled with a maximum of four (4) Counselors per academic unit, where enrollment is

reported in the University of New Orleans.

- 6.1.3. Eligibility: Any student enrolled at least half time (unless fewer credits are required in the final stages of their degree) in a graduate or professional academic unit at the University of New Orleans may be elected as a Counselor. Counselors must represent their own academic unit, with the exception of Counselors-at-large. Each graduate or professional academic unit may create more restrictive rules for electing Counselors if they choose.

6.1.4. Definitions

- 6.1.4.1. Counselors – a Counselor is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University. Each Counselor will have one vote in the GSC.

- 6.1.4.2. Counselor-at-large – status as a Counselor-at-large shall not count against an academic unit's quota (6.2.1), and is not subject to election procedures as otherwise defined in the By-laws or the Standing Rules. The following positions carry the status of Counselor-at-large:

- 6.1.4.2.1 The Officers of the GSC shall represent the GSC as a whole and shall not carry a vote; in the occurrence of a tie, the Vice President will cast the deciding vote.

- 6.1.4.2.2 Graduate Student Government Association (SGA) Senators. They shall represent the graduate student body as a whole. They shall also act as a liaison between SGA and GSC to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. Graduate SGA Senators who represent the Graduate College shall be elected to SGA by the graduate student body or, in the case of a vacancy or special circumstances, appointed to SGA by GSC as defined in the SGA Constitution and By-laws. Each graduate SGA Senator will have one vote in the GSC.

- 6.1.4.2.2.1. A student's academic unit is defined as their academic department, except in the event that the student's major spans multiple colleges or departments. In this case, the major will be the academic unit.

6.1.5. Terms

- 6.1.5.1. Members of the GSC are elected by graduate or professional students for up to one year terms that begin August 1st and end July 31st and may be re-elected for as long as they continue to be in good standing with the Graduate College.

6.1.6. Officers.

- 6.1.6.1. President,
 6.1.6.2. Vice President,
 6.1.6.3. Treasurer,
 6.1.6.4. Chief Information Officer,
 6.1.6.5. University Relations and Legislative Affairs (URLA) Chair,
 6.1.6.6. Professional Advancement Grant (PAG) Chair,
 6.1.6.7. and the Graduate and Professional Student Research Conference (GPSRC) Chair
 6.1.6.8. The order presented above shall be known as the order of seniority.

6.1.7. Sessions – a scheduled meeting of the seated GSC

- 6.1.7.1. The Graduate Student Council meets at least once a month during each month of the semester during the fall and spring semesters with no fewer than 4 meetings per term, except during the months of December and May. Summer sessions may be held at the discretion of the Executive Council for seated Counselors who are present at the University of New Orleans.
- 6.1.7.2. The Vice President shall call additional sessions as directed by the GSC or a written petition of 30% of the GSC.
- 6.1.7.3. All regularly scheduled meetings must be registered with the SGA Office Manager to be added to the Master Calendar according to section 1.13 of this document.

6.1.8. Powers and Duties

- 6.1.8.1. The GSC may discuss and take a position on any subject of concern to the graduate and professional student body. The GSC may discuss and make policies within its jurisdiction. The GSC may also allocate funds by GSC Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the GSC.
- 6.1.8.2. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar), or may be referred by the GSC. The vote shall be through a process approved by the GSC and the voting process shall be open for not less than one regular class day (9am to 5pm).
- 6.1.8.3. The GSC may call general meetings of the graduate and professional student body.
- 6.1.8.4. The GSC is the judge of its membership.
- 6.1.8.5. The existence of the GSC shall not preclude other means of communication between the graduate or professional students and the University.
- 6.1.8.6. Each Counselor holds at least one office hour per month to be available for constituents.

6.2. The Executive Council

- 6.2.1. Membership. The Executive Council consists of the GSC officers.
- 6.2.2. The duties and responsibilities of the officers shall be defined and be limited to:
 - 6.2.2.1. President:
 - 6.2.2.1.1. Preside over the GSC Executive Council meetings.
 - 6.2.2.1.2. Set agenda for GSC Executive Council meetings.
 - 6.2.2.1.3. Preside over any general meetings of the graduate and professional student body.
 - 6.2.2.1.4. Supervise normal internal operations of the GSC.
 - 6.2.2.1.5. Attend annual President's training in compliance with Student Organization regulations.
 - 6.2.2.1.6. Assume risk management officer responsibilities for acts of the organizations or events produced by the organization. The role of risk management officer is to:
 - 6.2.2.1.6.1. Recommend risk management policies or procedures to the GSC,
 - 6.2.2.1.6.2. Submit documentation to UNO's Environmental and Health Safety Office, and
 - 6.2.2.1.6.3. Ensure that risk management procedures are

implemented at all the organization's events.

- 6.2.2.1.7. Shall be seated on the Special Student Fee and Budget Committee.
 - 6.2.2.1.8. Represent GSC in the Graduate Council.
 - 6.2.2.1.9. Such other responsibilities as authorized by the GSC. Authorization may be reviewed by the GSC as necessary.
 - 6.2.2.1.10. Act as Chief Executive of the GSC.
- 6.2.2.2. Vice President:
- 6.2.2.2.1. Assume the responsibility of the President in the case of the President's absence.
 - 6.2.2.2.2. Preside over sessions of the GSC or designate the chair with the approval of the GSC.
 - 6.2.2.2.3. Conduct the GSC sessions according to the rules of procedure set by the Rules Committee.
 - 6.2.2.2.4. Determine whether or not a quorum is present.
 - 6.2.2.2.5. Chair the Rules Committee.
 - 6.2.2.2.6. Reserve monthly meeting venue through university's room reservation request.
 - 6.2.2.2.7. Invite and schedule Open Forum speakers for Senate meetings.
 - 6.2.2.2.8. Set the agenda, including speakers, bills, reports of the Executive Council, and announcements for the GSC meetings, and send to Counselors at least seven days prior to the GSC meeting.
 - 6.2.2.2.9. Organize graduate orientations, fall social, and spring social.
- 6.2.2.3. Treasurer:
- 6.2.2.3.1. Collect, keep a record of, and arrange for the safekeeping of such monies as the GSC may obtain.
 - 6.2.2.3.2. Disburse such monies as the GSC approves through a GSC Bill unless other procedures are outlined in the By-laws or GSC Bill.
 - 6.2.2.3.3. Report to the GSC for approval at all regular sessions, all income and expenses and maintain records of all transactions.
 - 6.2.2.3.4. Maintain financial records for inspection at any time by members of the GSC with 72 hours notice.
 - 6.2.2.3.5. Attend annual Treasurer's training in compliance with Student Organization regulations.
 - 6.2.2.3.6. Chair the Finance Committee.
 - 6.2.2.3.7. Shall be seated on the Central Budget Committee.
- 6.2.2.4. Chief Information Officer (CIO):
- 6.2.2.3.1. Record and file records of activities of the GSC and its agencies.
 - 6.2.2.3.2. Keep a record of attendance at GSC sessions.
 - 6.2.2.3.3. Handle and maintain a record of all GSC correspondence.
 - 6.2.2.3.4. Conduct roll call votes.
 - 6.2.2.3.5. Maintain the GSC website and email lists.
 - 6.2.2.3.6. Be responsible for preparing and developing presentation for GSC meetings and for accurate display during the GSC meetings.
 - 6.2.2.3.7. Have a functional knowledge of GSC rules and proceedings.
 - 6.2.2.3.8. Chair the Election and Operations Committee.

- 6.2.2.5. University Relations and Legislative Affairs (URLA) Chair:
 - 6.2.2.5.1. Coordinate graduate and professional student body representation on university committees, feedback from those committees, as well as, legislative affairs.
 - 6.2.2.5.2. Organize professional development activities or speaker/programming.
 - 6.2.2.5.3. Record meeting notes during GPSS meetings.
 - 6.2.2.5.4. Shall be seated on the Provost Budget Advisory Committee and Faculty Senate unless otherwise delegated.
 - 6.2.2.5.5. Act as the graduate student liaison between GSC and the UL Board, administration, and legislators.
- 6.2.2.6. Professional Advancement Grants (PAG) Chair:
 - 6.2.2.6.1. Review and allocate professional advancement grants according to guidelines set by the GSC, GSC awards, and scholarships.
 - 6.2.2.6.2. Review nominations for all student awards in accordance with the guidelines of the Senate.
 - 6.2.2.6.3. Review all nominations for the Graduate Student award and forward top nominations to the Graduate College.
- 6.2.2.7. Graduate and Professional Student Research Conference (GPSRC) Chair
 - 6.2.2.7.1. Be responsible for planning and executing the GPSRC.
 - 6.2.2.7.2. Chair the GPSRC Committee.
 - 6.2.2.7.3. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions regarding GPSRC.
 - 6.2.2.7.4. Be responsible for planning an annual graduate student research symposium and establish a Graduate Appreciation Week.
- 6.2.3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 2 to maintain division of power. Responsibilities may be temporarily modified at the discretion and consent of the Executive Council.
- 6.2.4. Terms. The term of office for Executive Council members shall expire upon the adjournment of the April Session. The newly elected Executive Council shall assume their responsibilities upon the adjournment of the April session.
- 6.2.5. Eligibility. The Executive Council members are elected by the GSC.
 - 6.2.5.1. All current or previous members of the GSC are eligible to serve as Executive Council members. In the occurrence that no previous or current Counselors are willing to serve in a vacant Executive Council position(s), the GSC may nominate a graduate or professional student(s) providing they meet the requirements to serve on the Graduate Student Council. All nominees who have not served or are not currently serving on GSC must be approved by a simple majority vote of the GSC.
 - 6.2.5.2. Members of the Executive Council or nominees to be elected to the Executive Council must meet and maintain the following requirements throughout their term:
 - 6.2.5.2.1. Have a minimum cumulative grade point average (GPA) of

3.00 and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least nine hours (full-time credits) must have been taken for the semester under consideration.

6.2.5.2.2. Be in good standing with the University and enrolled: at least full-time (nine or more credit hours), unless fewer credits are required in the final stages of their degree as defined by the student organization handbook.

6.2.5.2.3. Executive Council members may be impeached by a written presentation of charges, in the form of a GSC Order, sponsored by a minimum of 25% of the seated GSC. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a 60% quorum GSC. Election of a new Executive Council member shall proceed through special elections procedures.

6.2.6. Meetings.

6.2.6.1. The President shall call meetings of the Executive Council at the request of any member of the Council or as is necessary. These meetings will be advertised appropriately before the Council meeting. Each member of the Executive Council shall have one vote.

6.2.7. Powers and Duties.

6.2.7.1. The Executive Council represents the GSC while the GSC is not in session.

6.2.7.2. The Executive Council is responsible directly to the GSC for all its activities and decisions.

6.2.7.3. The Executive Council may act on behalf of the GSC only on issues requiring action prior to the next GSC session and a quorum for a special GSC session cannot be attained.

6.2.7.4. The Executive Council must report all its activities, actions and decisions to the GSC at the next GSC Session.

6.3. Committees

6.3.1. Permanent Standing Committees.

6.3.1.1. Membership. Permanent standing committees consist of Counselors who volunteer. Committee members may be removed at the discretion of the chair due to lack of participation.

6.3.1.2. Terms. The term of the members of the permanent standing committees shall expire upon adjournment of the April Senate Meeting.

6.3.1.3. Finance Committee. The Finance Committee prepares the budget and makes recommendations for allocations of the funds of the Graduate Student Council. The Treasurer serves as the Chair for the Finance Committee. In addition, the Finance Committee will compose bills of guidelines for regular and special allocations during the spring semester to be used for the following year.

6.3.1.4. Rules Committee. The Rules Committee prescribes all general and special rules of procedure necessary for the orderly consideration of GSC business. All questions of a procedural or legal nature are

directed to the Rules Committee. The Vice President serves as the Chair of the Rules Committee.

- 6.3.1.5. Social Committee. The Social Committee organizes all social events of the GSC. The Vice President serves as Chair of the Social Committee.
- 6.3.1.6. Election and Operations Committee. The Election and Operations Committee is responsible for ensuring that all GSC positions are filled. All questions regarding GSC membership are directed to the Elections Committee. The Chief Information Officer is the Chair of the Election and Operations Committee, which:
 - 6.3.1.6.1. Supervises elections of Counselors (including SGA Graduate Senators) and Executive Council members.
 - 6.3.1.6.2. Supervises special elections needed to fill vacancies.
 - 6.3.1.6.3. Maintains a record of attendance at all GSC sessions and notifies Counselors as well as their academic units of their nonattendance.
 - 6.3.1.6.4. Makes policy decisions on website design and content.
 - 6.3.1.6.5. Updates GSC website and social media accounts.
 - 6.3.1.6.6. Designs all publicity materials for GSC.
 - 6.3.1.6.7. Advises GSC on processes to streamline and simplify GSC activities.
- 6.3.1.7. University Relations and Legislative Affairs Committee. Questions regarding public and university policy on graduate and professional students shall be referred to this committee. The University Relations and Legislative Affairs chair is the chair of this committee, which:
 - 6.3.1.7.1. Advocates graduate and professional student concerns to local, state, and federal officials.
 - 6.3.1.7.2. Monitors governmental actions affecting graduate and professional students.
 - 6.3.1.7.3. Coordinates GSC actions to influence public policy on graduate and professional student concerns.
 - 6.3.1.7.4. Recruits graduate and professional students to serve on University Committees by forwarding requests to all GSC Counselors and academic unit contacts.
 - 6.3.1.7.5. Responsible for recruiting one GSC member in addition to the GSC President to serve on the Graduate Council. Preference is given to GSC Counselors for this additional position, however if one Counselor volunteer cannot be found, the GSC URLA Chair shall serve on the Graduate Council to guarantee at least half of the GSC's allotted seats are filled at all times.
 - 6.3.1.7.6. Serves as an investigative committee for the GSC when the occasion arises.
 - 6.3.1.7.7. Works closely with the Counselors-at-large to SGA on issues that concern both Senates.
 - 6.3.1.7.8. Serves as a liaison to the GSC regarding Board of Regents activities.
- 6.3.1.8. Professional Advancement Grant Committee. The Professional Advancement Grant Chair is the chair of this committee and will work with a representative from the Graduate College for travel awards, and form a committee to review GSC awards and scholarships.

- 6.3.1.9. Graduate and Professional Student Research Conference Committee. The Graduate and Professional Student Research Conference Committee assists the GPSRC Chair in organizing and executing the annual Graduate and Professional Student Research Conference.
 - 6.3.2. Other Committees. The Senate may establish such other standing or ad hoc committees as its business requires.
 - 6.3.3. Committee Chairpersons. All committees shall have a chairperson. If a committee does not have a chairperson, the President of the Graduate Student Council or the GSC shall appoint one.
- 6.4. ADVISER
- 6.4.1. The duties of the Adviser(s) shall include:
 - 6.4.1.1. Be available to provide advice to Counselors and Executive Council members.
 - 6.4.1.2. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
 - 6.4.1.3. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
 - 6.4.1.4. Attend annual Adviser's training in compliance with Student Organization regulations.
 - 6.4.1.5. Sign all expenditures made by the organization.
 - 6.4.2. Selection. The Adviser shall be selected through consultation between the President of the GSC, the Office of Student Affairs and the Office of the Vice President of Academic Affairs and Provost. A majority vote of the GSC shall be required to confirm the appointment of the Adviser.
 - 6.4.3. Term. The term of the Adviser shall be ongoing until resignation or removal by a two-thirds vote of the GSC. Selection of a new adviser shall proceed through procedures outlined in Article IV, paragraph 2.
- 6.5. Supremacy of Rules
- 6.5.1. The following shall be the order of supremacy of rules and policies of the Graduate Student Council:
 - 6.5.1.1. Constitution
 - 6.5.1.2. Articles of Cooperation
 - 6.5.1.3. By-Laws
 - 6.5.1.4. Standing Rules
 - 6.5.1.5. Acts of the GSC as passed through GSC Bill
 - 6.5.2. All acts and rules of the Gsc shall be in accordance with applicable federal, state, and local laws as well as University of New Orleans rules and regulations.
- 6.6. Finances
- 6.6.1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
 - 6.6.2. No dues shall be required for membership as a Counselor.
- 6.7. By-laws, Amendments, and Ratification
- 6.7.1. A set of By-Laws shall be written and maintained to specify the rules for elections and rules of procedure for the GSC and the Executive Council. Amendments to the By-laws shall require approval from two-thirds of all

Counselors present, where those two-thirds are also a majority of all Counselors currently elected and verified.

- 6.7.2. Amendments to the Constitution may be initiated by the GSC, or by a petition to the GSC of at least one hundred (100) combined graduate and professional students. An amendment initiation must be approved at two GSC sessions that are at least two weeks apart. At each GSC session, approval must be by two-thirds of all GSC present, where those two-thirds are also a majority of all Counselors currently elected and verified.

- 6.7.2.1. Amendments to the Constitution remain in accordance with Article X. The GSC process merely provides avenues for amendment initiation by its body and constituents.

7. Article VII. Impeachments and Removal of Officers and Officials

7.1. The criteria for removing UNOSGA Officers or Officials is to be:

- 7.1.1. Willfully overstepping constitutional bounds/constraints,
- 7.1.2. Dereliction of duty, the persistent poor performance of their duty, or the malicious abuse of their authority
- 7.1.3. And violations of University Policy, the Student Handbook, or the UNOSGA Code of Conduct on campus, or at University (or University related) functions.

- 7.1.3.1. These violations are not retroactive, nor can violations committed prior to assuming a position be used against an individual to impeach or remove any officer or official.

7.2. The UNOSGA Code of Conduct is as follows:

- 7.2.1. Must abide by Federal, State, and New Orleans Laws.
- 7.2.2. The UNOSGA members must also abide by the University of New Orleans rules of academic integrity.
- 7.2.3. They must act in a manner according to their position as a member of the UNOSGA at any University, or University affiliated functions. (“affiliated” defined as a function thrown by an official university group.)
- 7.2.4. Members of the UNOSGA must treat all students equally.
- 7.2.5. The following are forbidden:
 - 7.2.5.1. Conviction of a Felony
 - 7.2.5.2. Criminal Stalking
 - 7.2.5.3. Theft/Burglary/Robbery
 - 7.2.5.4. Battery
 - 7.2.5.5. Rape/Sexual Assault
 - 7.2.5.6. Assault
 - 7.2.5.7. Hazing
- 7.2.6. Also included are the conviction of:**
 - 7.2.6.1. Underage Drinking,
 - 7.2.6.2. Knowingly Aiding in the Delinquency of a Minor, with Regards to Alcohol
 - 7.2.6.3. Destruction of Property
 - 7.2.6.4. Illicit drug use
 - 7.2.6.5. Sales and distribution of illicit drugs
- 7.2.7. And all other code of conduct provisions prescribed for in the UNOSGA By-laws.

7.3. The UNOSGA will decide matters of impeachment and removal for its members.

7.4. A recall election may be held for all UNOSGA Senators, the UNOSGA President, and Vice President if 10% of the position in question’s electorate petitions for their removal.

- 7.4.1. Upon verification of the petition by the Election Commissioner a recall election will be held at the earliest possible convenience to allow for filing and campaigning for the incumbent and any opposition.

7.5. Calling to Impeachment:

- 7.5.1. The Senate can call for any UNOSGA Officer or Official to be impeached through drafting a Bill of Particulars to be debated and passed by 2/3 of the active Senate.

7.5.2. Any student can issue a Request for Judicial Review against any UNOSGA Officer or Official:

- 7.5.2.1. In all cases, except for the removal of Justices, the case will be sent to the Judiciary to be decided by a simple majority of the active court.
- 7.5.2.2. In the case of Justices, the case will be sent to the Senate Impeachment Body.
 - 7.5.2.2.1. The Senate Impeachment Body are all Senators not holding officer positions.
 - 7.5.2.2.2. The Senate Presiding Officer presides over the proceedings.
- 7.5.3. For Senators, the decision can be appealed by a $\frac{3}{4}$ vote of the active Senate.
- 7.5.4. For Executives, the decision can be appealed by a simple majority vote of the Student Body.
- 7.5.5. In the case of Justices the decision can be appealed by the Senate Trial Body.
 - 7.5.5.1. The Senate Trial Body are all Senate Officers and Deputy Senate Officers.
 - 7.5.5.2. UNOSGA President presides over the proceedings.

8. Article VIII. Removal of Student Groups:

- 8.1. In the event of repeated violations of the missions, trust, and principles of the UNOSGA determined by the SAG Supreme Court, such that problems with the group are deemed to be systemic, the Star Chamber will convene.
- 8.2. The Star Chamber will determine whether the flaws inherent to the group's culture are so deeply ingrained and deleterious to the UNOSGA as to warrant the group's suspension from the University of New Orleans.
- 8.3. The Star Chamber may suspend a group up to four (4) years.
- 8.4. This body shall be comprised of:
 - 8.4.1. the UNOSGA Supreme Court Chief Justice (as voting Chair)
 - 8.4.2. the UNOSGA President
 - 8.4.3. the UNOSGA Vice President of Legislative Affairs
 - 8.4.4. the UNOSGA Vice President of Programming
 - 8.4.5. the President of the Graduate Student Council
- 8.5. The vote must be unanimous.
- 8.6. Abstention votes are prohibited.

9. Article IX. Termination of UNOSGA Staff Employment:

- 9.1. UNOSGA Staff employment may be terminated, by the Star Chamber.

- 9.2. For terminating the employment of an UNOSGA Staff, a simple majority vote is required.
- 9.3. For more, see Article XI

10. Article X. Constitutional Reform:

- 10.1. Five (5) members of each of the five (5) Departments of the SGA, to be determined by the respective body (Senate ex. Presiding Officer, President Pro-Tempore, Parliamentarian, Chief Financial Officer, and Chief Information Officer) must convene every summer during the leadership retreat to review and reform this constitution.
- 10.2. Each body's group of representatives would form their own sub-committees to review the section of the constitution pertaining to their own SGA body. The group would then reconvene as a whole to debate and vote on any changes.
- 10.3. All changes would need $\frac{3}{4}$ of the Reform Committee, rounding up, or 19 votes to go into effect.
- 10.4. The Constitution would then be presented to the Senate at its first session, for a vote of $\frac{2}{3}$ to approve, or deny.
- 10.5. Regardless of the vote, it would then be sent to the SGA President for Executive Action.
 - 10.5.1. In the case that the Senate does not pass reforms recommended by the Reform Committee the President has the option to present it to the Student Body for approval and vote without Senate blessing.
 - 10.5.1.1. This must be clearly referenced in all communications and votes that this is done without the blessing of the Senate.
- 10.6. If it does go forward, then it is presented to the Student Body for a referendum.
- 10.7. Upon passage, it goes to the SGA President for signature.
- 10.8. Implementation: This Constitution will supersede the previous Constitution and go into effect December 1, 2016.

11. Article XI. Central Hiring Committee (CHC):

- 11.1. Comprised of, but not limited to the:
 - 11.1.1. UNOSGA President (as Chair)
 - 11.1.2. UNOSGA Vice President
 - 11.1.3. UNOSGA Vice President for Legislative Affairs
 - 11.1.4. Office Manager
 - 11.1.5. Senate President Pro Tempore

- 11.1.6. UNOSGA Adviser as a non-voting/non-quorum member
- 11.1.7. Senate Parliamentarian as a non-voting/non-quorum member
- 11.1.8. and any other member prescribed in the UNOSGA By-laws.
- 11.2. The CHC will conduct interviews and decide on the hiring of the UNOSGA Staff.
- 11.3. The specifics of the Hiring Committee's policies shall be prescribed in the UNOSGA By-Laws.
- 11.4. For SGA Staff hired, a 30 day performance review, followed by a 90 day review, followed by an annual review conducted on the first business day of the Fall semester is required to be filed.
- 11.5. These performance reviews would be submitted to the Senate Parliamentarian in their capacity as Chair of the Rules Committee.
- 11.6. Anytime a member of the UNOSGA Staff fails a performance review, the Rules Committee will review their performance and discuss it and, in consultation with the relevant department, recommend: no action, leave without pay for a period no longer than a calendar week, a warning, or termination of employment.
- 11.7. If the hire's head of department and the Rules Committee agree on the punishment, then said penalty is automatically enacted.
- 11.8. If there is disagreement, then it moves to the Star Chamber for judgment.

12. Article XII. Central Budget Committee:

- 12.1. There shall be a Central Budget Committee (CBC) that shall determine the budgeting and allocation of all funds, and fees under the authority of the UNOSGA.
- 12.2. The CBC will design the Annual UNOSGA Budget based on a projection of how much revenue is expected for the next academic year.
- 12.3. Based upon the previous year's allocation, it divides the money.
- 12.4. It can increase how much a subcommittee gets by however much they are able.
- 12.5. However, they cannot deduct a subcommittee's budget by more than 5% unless specifically requested by that subcommittee.
- 12.6. Two Central Budget Committee members will chair/ sit on each subcommittee. They will be charged to run the meetings and have voting power.
- 12.7. If the Central Budget Committee rejects a subcommittee's budget allocation, it sends the relevant budget back to that subcommittee with recommendations.
- 12.8. If the subcommittee is unable to make an agreeable budget, then they will receive the budget they got last year, minus 5% as a punitive measure.
- 12.9. The 5% deducted would be split between the Senate and Executive accounts 75%/25% respectively.
- 12.10. There would be a scheduled date for each subcommittee to have their budget completed and one for presentation to the Central Budget Committee.

- 12.10.1. Timeline to be determined by the Vice President
- 12.11. All tie votes would be considered failed votes in subcommittees.
- 12.12. Subcommittee chairs shall not conclude the final meeting until a budget is passed for submission to the Central Budget Committee.
- 12.13. The subcommittee votes and elects one (1) of its members to represent their budget proposal and advocate for it to both the Central Budget Committee and the Senate.
- 12.14. This would then be voted upon by the Senate.
- 12.15. When the Central Budget Committee submits the budget to the Senate for a vote, it can either be approved, or rejected to be sent back to committee for amending with Senate recommendations to be resubmitted for the next Senate meeting.
- 12.16. In the event that a budget is rejected twice, the Senate and the entire Central Budget Committee must remain in session until an acceptable budget is drafted and passed by both bodies.
- 12.17. The entire Central Budget Committee must be present for any presentation of the budget to the Senate for approval barring scheduling conflicts, illness, family issues, and the like.
- 12.18. When the Central Budget Committee allocates money to various subcommittees, those subcommittees receiving specific fees are required to exhaust this money first before receiving funds from the SGA fee apportioned to them.
- 12.19. Each subcommittee is to create a reserve account.
 - 12.19.1. When this reserve account fills up to the equivalent of 15% of the total fee generated revenue from the previous fiscal year, then the rules on specific fees come into effect.
- 12.20. Appointees to the Central Budget Committee cannot also be legislated members of any of the subcommittees
- 12.21. The SGA Vice President Elect must serve as an ex-officio non-voting/non quorum member of all subcommittees in order to advocate for the Executive's vision.
- 12.22. Membership shall include, but is not limited to:**
 - 12.22.1. Ree UNOSGA Vice President as Chair
 - 12.22.2. the UNOSGA Vice President's Chief of Staff as a Non-Voting Vice Chair
 - 12.22.3. Five (5) members appointed by the Senate
 - 12.22.4. Four (4) members appointed by the UNOSGA President
 - 12.22.5. Three (3) members appointed by the Graduate Student Council
 - 12.22.6. Senate Chief Financial Officer
 - 12.22.7. Senate President Pro Tempore

- 12.22.8. One (1) member of SAC nominated by their outgoing Executive Board, approved by the incoming Executive Board, and voted upon by the Senate.
- 12.22.9. And any additional members prescribed in the UNOSGA By-Laws.
- 12.23. The CBC Sub-Committees are:
 - 12.23.1. SAC Budget Committee-
 - 12.23.1.1. SAC Budget Committee Members consist of the:
 - 12.23.1.1.1. SAC President,
 - 12.23.1.1.2. SAC President Elect,
 - 12.23.1.1.3. SAC Treasurer,
 - 12.23.1.1.4. SAC Treasurer Elect,
 - 12.23.1.1.5. Two (2) Central Budget Committee Members,
 - 12.23.1.1.6. and the SAC Adviser as non-voting/non quorum member
 - 12.23.1.2. Their purpose is to propose and draft their annual budget for established events and to apportion money for their later allocation for additional programming.
 - 12.23.1.3. Legacy Events are Constitutionally Protect and cannot be removed from the SAC Budget.
 - 12.23.1.3.1. Legacy Events shall be designated in the UNOSGA By-Laws.
 - 12.23.2. SGA Budget Committee:
 - 12.23.2.1. SGA Budget Committee Members:
 - 12.23.2.1.1. UNOSGA Vice President,
 - 12.23.2.1.2. UNOSGA Vice President Elect,
 - 12.23.2.1.3. UNOSGA President Elect,
 - 12.23.2.1.4. UNOSGA Vice President of Legislative Affairs,
 - 12.23.2.1.5. Senate Chief Financial Officer,
 - 12.23.2.1.6. Senate President Pro Tempore,
 - 12.23.2.1.7. Two (2) Central Budget Committee Members,
 - 12.23.2.1.8. Office Manager,
 - 12.23.2.1.9. and the SGA Adviser as a non-voting/non -quorum member.
 - 12.23.2.2. Their purpose is to budget for established expenses, determine the funding for reallocation bodies within the SGA, and the funding of project proposals.
 - 12.23.2.3. Constitutionally Protected UNOSGA Budget Items cannot be removed from the UNOSGA Budget.

- 12.23.2.3.1. Marketing, Senate Operating Account, Executive Operating Account, Travel Fund, Salaries, Stipends, Scholarships, SGA Incentives, Legal Services, and any mandatory expenses.
- 12.23.3. Graduate Student Council-
 - 12.23.3.1. SGA Academic Operations Membership
 - 12.23.3.1.1. Two (2) Central Budget Committee Members
 - 12.23.3.1.2. President of the Graduate Student Council
 - 12.23.3.1.3. Vice President of the Graduate Student Council
 - 12.23.3.1.4. Chief Financial Officer of the Graduate Student Council
 - 12.24.3.2. Purpose
 - 12.24.3.2.1. Their purpose is to budget for established expenses, determine the funding for anticipated expenditures in the coming academic year, and fund project proposals.
- 12.23.4. SGA Student Organizations-
 - 12.23.4.1. SGA Student Organizations
 - 12.23.4.1.1. Two (2) Central Budget Committee Members
 - 12.23.4.1.2. Senate Chief Communications Officer
 - 12.23.4.1.3. Vice-Chair of Student Affairs
 - 12.23.4.1.4. Director of SIL as non-voting/non quorum member
 - 12.23.4.2. Purpose
 - 12.23.4.2.1. Their purpose is to fund student organizations' submitted budget proposals.

13. Article XIII: The Election Commission

- 13.1. Headed by the Election Commissioner
 - 13.1.1. Appointed by the chief justice of the supreme court
- 13.2. The committee will also comprise of 5 commissioners
 - 13.2.1. Two commissioners to be appointed by the UNOSGA president
 - 13.2.2. Three commissioners to be appointed by the UNOSGA Senate
 - 13.2.3. All appointments will be confirmed by a simple majority of the UNOSGA Supreme Court
- 13.3. The committee handles yearly reapportionment for Academic Senators.
 - 13.3.1. The Commission will determine the eligible number of seats per college available within the senate on an annual basis
 - 13.3.1.1. Based off of fall enrollment numbers from the previous year

- 13.4. Organizes all UNOSGA elections,
- 13.5. Verifies signatures on recall petitions,
- 13.6. Members shall be ineligible, regardless of resignation, to any elected office in the subsequent Fall semester, with the exception of a vacancy in the office of Election Commissioner.
- 13.7. They may be appointed to an UNOSGA position by the UNOSGA President.
- 13.8. The commission keeps track of UNOSGA Officer Vacancies.
- 13.9. The Election Commissioner is in charge of the staffing of polling stations with Volunteers.
- 13.10. The Election Commissioner's appointment is for one Senate Term.
- 13.11. The Election Commissioner can only remove commission members between the time of their appointment and the SGA President's inauguration.
- 13.12. Commission members are appointed for the duration of their tenure as a student unless they resign, are removed, or are dismissed by the Election Commissioner.
- 13.13. The Commission will judge any election disputes, or violation of UNOSGA election policies.
- 13.14. The SGA Supreme Court will be the appellate body for decisions by the Election Commission.

14. Article XIV. Executive Fee Committee:

- 14.1. Every year, this committee would meet to review Student Self Assessed Fees.
- 14.2. Their duty would be to determine if any need to be changed, grown, decreased, or altered in any way to go before the students in a referendum.
- 14.3. This committee would serve as the successor to the University Budget Committee Student Subcommittee being established.
- 14.4. In terms of membership:
- 14.5. Five (5) undergraduates, one (1) from each college, nominated and approved by the Senate.
 - 14.5.1. Not necessarily senators themselves.
- 14.6. SGA President
- 14.7. One (1) graduate student from each college with a graduate program, appointed by their respective deans.
- 14.8. Appointed by the SGA President-
 - 14.8.1. One (1) from Athletics
 - 14.8.2. One (1) from Greek Life
- 14.9. Appointed by SAC President
 - 14.9.1. One (1) from SAC
- 14.10. This would be chaired by SGA Vice President

15. Article XV. Ratification and Implementation:

- 15.1. All elected and appointed Officers shall retain their positions and fulfill their terms.

- 15.2. All terms expiring prior to the Spring Inauguration shall be extended until then.
- 15.3. Positions not carried over from the previous constitution shall be dissolved.

16. Article XVI. Supremacy Clause:

- 16.1. The UNOSGA recognizes the authority of local, state, and federal laws. The UNOSGA recognizes the authority of the State Constitution of Louisiana and The Constitution of the United States of America. In cases where the constitution or by-laws of any entity that is part of the UNOSGA conflict with the Constitution, the UNOSGA Constitution takes precedence.

17. Article XVII. Oath of Office:

- 17.1. I, _____, hereby affirm (or swear) that I will carry out the duties of my office to the best of my abilities in accordance with the Constitution of the Student Government Association of the University of New Orleans.
 - 17.1.1. The Chief Justice is responsible for administering or delegating the oath of office to all UNOSGA Officers and Officials as outlined in Article IV.