

Student Constitution
The University of North Carolina
at Chapel Hill

(as amended March 29, 2016)

THE CONSTITUTION FOR THE STUDENT BODY OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

PREAMBLE

With strong purpose to resolve the doubts we have inherited from one hundred and fifty years of formless growth, with resolute determination to preserve the best in our tradition of responsible student self- government, we assert our goals to preserve order, make personal freedom secure, establish justice, and win a lasting opportunity for responsible individual and collective action; and to these ends we ordain and establish this Constitution for the Student Body of the University of North Carolina at Chapel Hill.

ARTICLE I. LEGISLATIVE

Section 1. Legislative Power

The legislative power of the Student Body shall be vested in the Student Congress, which shall be a unicameral body.

Section 2. Membership

The elected membership of the Student Congress shall consist of a number of undergraduate students and graduate and professional students equal in proportion to the number of undergraduate and graduate and professional students in the Student Body.

Section 3. Number of Representatives

The number of Representatives shall be set in the manner prescribed by law in the Student Code, but shall at no time be less than one-tenth (1/10) of one (1) percent of the student population.

Section 4. Congressional Districts; Apportionment of Representatives

The Representatives shall be elected from districts established annually by the Congress.

1. Undergraduate representatives shall be elected from districts composed of a set of residence units containing the place of actual physical residence as distinguished from one of temporary sojourn.

2. Graduate and professional representatives shall be elected from districts composed of a set of graduate and professional academic departments.

Section 5. Elections.

Representatives shall be elected in a Spring General Election, the date being set in the manner prescribed by law in the Student Code.

Section 6. Qualifications for Representatives

Each Representative, as of the first day of classes of the fall semester following the Spring General Election, shall be enrolled as a fee-paying student at the University of North Carolina at Chapel Hill and belong to the district he/she was elected to represent.

Section 7. Term of Office

Representatives elected in the Spring General Election shall serve for one-year terms beginning on the first Tuesday in April upon inauguration and ending the first Tuesday in April of the following spring semester. Representatives elected in any special election shall serve from upon inauguration until the subsequent first Tuesday in April.

Section 8. Vacancies

Every vacancy occurring in the membership of the Congress shall be filled in the manner prescribed by law in the Student Code.

Section 9. Officers of the Student Congress

The Congress shall elect from its membership a Speaker and other officers, as it shall determine.

Section 10. Journal

The Congress shall keep a journal of its proceedings, which shall be made public and preserved in the University Archives.

Section 11. Powers of the Student Congress

The Congress shall have the power to:

1. With the approval of the Board of Trustees or the Board of Governors, and with approval by means of a Student Body referendum, determine the following fees:
 1. Student Activities Fee;
 2. Student Legal Services Fee;
 3. Undergraduate Teaching Award Fee;
 4. A.P.P.L.E.S. Program Fee;
 5. Student Body Scholarship Fee;
 6. Student Endowed Library Fund Fee;
 7. Senior Class Enrichment and Publicity Fee;
 8. Childcare Services Fee;
 9. Student Safety and Security Fee;
2. Appropriate all revenue within the Student Activities Fee provided that:
 - a. Congress appropriates at least \$13.00 per student per year to the Carolina Union;
 - b. Congress appropriates at least \$1.56 per student per year to WXYC;
 - c. Congress appropriates at least \$1.95 per student per year to Student Television;
 - d. Congress appropriates at least \$9.75 per graduate and professional student per year to the Graduate and Professional Student Federation;
 - e. Congress appropriates at least twenty (20) percent of the Student Activities Fee collected during the summer sessions to the Carolina Union for the purpose of summer programming; and,
 - f. All unspent funds shall revert to the General Reserve except those of the Carolina Union, WXYC, Student Television, and the Graduate and Professional Student Federation.
3. Establish the annual budget;
4. Establish procedures annually for the execution of its business;
5. Establish laws governing elections;
6. Approve or reject all codified appointments made by the Student Body President;

7. By a two-thirds (2/3) majority of members present and voting, override a veto of the Student Body President;
8. Impeach, initiate trials, and remove from office any codified student government official;
9. Require reports from all committees and from all organizations receiving funds from Student Government;
10. Establish remuneration for all Student Government officials it deems appropriate provided any changes shall not affect the officers then holding the positions in question;
11. Review, approve, or reject the constitutions, charters, and bylaws of all student organizations receiving funds from the Congress;
12. Conduct the financial affairs of all student organizations, including the Carolina Union, WXYC, Student Television, the Honor Court, the Residence Hall Association, and the Carolina Athletic Association, but not the Graduate and Professional Student Federation, by legislation of the Congress;
13. Approve changes to the Instrument of Student Judicial Governance;
14. Determine the powers, composition, and functions of the Summer School Student Government;
15. Determine the composition and approve any changes to the bylaws of the Carolina Union Board of Directors, the Student Fee Audit Committee, the Student Legal Services Board of Directors, the Campus Recreation Board, the Student Library Advisory Board, and the Board of Elections, provided that the Chancellor shall appoint any faculty representatives on these boards; and,
16. Make all laws necessary and proper to promote the general welfare of the Student Body.

Section 12. Congressional Limitations

1. The Student Congress shall not be prevented from allocating student fee money to programs, services, or events because of their religious or politically partisan nature;

2. The Student Congress shall adhere to the University Non-Discrimination Policy, and shall not discriminate in matters of policy or financial allocation on the basis of age, gender, race, color, national origin, religion, creed, political ideology, political affiliation, political party, disability, veteran status, sexual orientation, gender identity, gender expression, or genetic information;
3. No Student Congress member shall be entitled to a salary.

ARTICLE II. EXECUTIVE

Section 1. Executive Power

The executive power of the Student Body shall be vested in the Student Body President.

Section 2. Election, Term, and Qualifications

The Student Body President shall be enrolled as a fee-paying student at the University of North Carolina at Chapel Hill and shall be elected in the Spring General Election for a one-year term beginning the first Tuesday of April upon inauguration and ending the first Tuesday of April of the following spring semester.

Section 3. Duties of the Student Body President

1. Submit legislation to the Student Congress;
2. Enforce and administer laws enacted by the Student Congress;
3. Veto acts of the Student Congress, provided that the President shall exercise such power of veto within ten (10) school days upon passage of the Student Congress;
4. Call and preside at meetings of the Student Body;
5. Serve as a non-voting, ex-officio members of all standing committees and boards;
6. Issue orders to the standing committees and require reports;
7. Represent the Student Body in relation to other schools, the faculty, the administration, the Board of Trustees, and Board of Governors;
8. Be an ex-officio member of the Board of Trustees;
9. Establish such subsidiary bodies deemed necessary and proper to aid the performance of the duty of the President;
10. Appoint the Chairs of all Executive Branch Committees; and,
11. Nominate Executive Branch officers and other codified positions.

Section 4. Other Executive Officers

The president shall have the assistance of a Student Body Undergraduate Vice President, a Student Body Treasurer, and a Student Body Secretary, who shall be appointed by the Student Body President from a pool of nominees recommended by the Selection

Committee and with the approval of two-thirds (2/3) of present and voting members of the Student Congress at a regular meeting of the Congress.

1. Selection Committee. The Selection Committee shall accept and review applications for the offices of Vice President, Treasurer, and Secretary. From the pool of applications, the Committee shall select three (3) of the applicants for each position to be submitted to the incoming Student Body President, who shall choose one (1) applicant for each position to nominate for the enumerated office.
 - a. The Selection Committee for the positions of Vice President and Secretary shall consist of
 - i. The Chief Justice of the Supreme Court, who shall be an ex-officio, non-voting member and serve as chair of the committee;
 - ii. A designate of the Student Body President-elect;
 - iii. The outgoing Student Body President;
 - iv. The outgoing Student Body Vice President;
 - v. The outgoing GPSF President;
 - vi. The outgoing Speaker of Student Congress;
 - vii. The outgoing Rules & Judiciary Committee Chair of Student Congress.
 - b. The Selection Committee for the position of Treasurer shall consist of:
 - i. The Chief Justice of the Supreme Court, who shall be an ex-officio, non-voting member, and serve as chair of the committee;
 - ii. A designate of the Student Body President-elect;
 - iii. The outgoing Student Body President;
 - iv. The outgoing Student Body Treasurer;
 - v. The outgoing GPSF President;
 - vi. The outgoing Speaker of Student Congress;
 - vii. The outgoing Finance Committee Chair of Student Congress.
 - c. The policies and procedures of the Selection Committee shall be prescribed by law in the Student Code.

- d. It shall be the duty of the outgoing Student Body Secretary to manage the application process subject to the policies and procedures prescribed by law in the Student Code.
2. Duties. The respective duties of the Vice President, Treasurer, and Secretary shall be prescribed by law in the Student Code.
3. Vacancies. Vacancies in any of the executive offices shall be filled in the manner prescribed by law in the Student Code.

ARTICLE III. JUDICIAL

Section 1. Student Responsibility

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey the Honor Code and Student Code.

Section 2. Judicial Power

The judicial power of the Student Body shall be vested in the courts provided by the Instrument of Student Judicial Governance for the University of North Carolina at Chapel Hill. The Instrument, accepted by the Chancellor, approved by the Student Body, and approved by the Faculty Council, shall be set forth in a separate document and provide its own procedures for amendment. The Instrument shall provide a Code of Conduct for the Student Body and establish officers, structures and procedures by which the Code is implemented and offenses adjudicated. Provisions of the Instrument in relation to these matters shall be exclusive.

Section 3. Savings Clause

When provisions of the Constitution or the Instrument of Student Judicial Governance are changed, cases and controversies which are pending at the time the change becomes effective shall be tried under the later provisions except when such a change has the effect of creating new penalties or new violations of law.

Section 4. Student Attorney General

The Student Attorney General shall perform the duties and functions for which he/she is made responsible under the Instrument of Student Judicial Governance. The Student Attorney General shall be appointed in the spring by the Student Body President subject to the approval of two thirds (2/3) of present and voting members of the Student Congress at a regular meeting of the Congress, and shall serve until a successor is confirmed.

Section 5. Supreme Court of the Student Body

Original jurisdiction in controversies concerning executive and legislative action raising questions of law arising under this Constitution and laws enacted under its authority shall reside with the Supreme Court of the Student Body.

Section 6. Composition of the Supreme Court

The Student Supreme Court shall be composed of a Chief Justice and a number of Associate Justices to be prescribed by law in the Student Code. Justices of the Supreme Court shall be appointed by the Student Body President subject to the approval of two-thirds (2/3) of present and voting members of the Student Congress at a regular meeting of the Congress.

Section 7. Student Solicitor General

The Student Solicitor General shall serve as the counsel for Student Government branches and agencies. The Student Solicitor General shall be appointed in the spring by the Student Body President subject to the approval of two-thirds (2/3) of present and voting members of the Student Congress at a regular meeting of the Congress, and shall serve until a successor is confirmed.

ARTICLE IV. ADDITIONAL GOVERNING BODIES

Section 1. Constitutionally Established Bodies

The following organizations, boards, and committees shall exist to represent and serve specific interests of the Student Body as prescribed in the following sections. The Carolina Union Board of Directors, Student Fee Audit Committee, Student Legal Services Board of Directors, Campus Recreation Board, and Student Library Advisory Board shall contain a number of graduate and professional students in proportion to the number of graduate and professional students in the Student Body, to be appointed in the manner prescribed by law in the Student Code.

Section 2. Graduate and Professional Student Federation

There shall be a Graduate and Professional Student Federation whose duty it shall be to regulate matters concerning the welfare and activities of the graduate and student population.

1. The president of the Graduate and Professional Student Federation shall additionally serve as an ex-officio Student Body Graduate Vice President, and shall advise the Student Body President on matters concerning graduate and professional students. Additional powers of the Student Body Graduate Vice President shall be prescribed by law in the Student Code.

Section 3. Residence Hall Association

There shall be a Residence Hall Association whose duty it shall be to handle all matters concerning student life in University-owned and approved undergraduate residence halls.

Section 4. Carolina Athletic Association

There shall be a Carolina Athletic Association whose duty it shall be to represent the athletic concerns of the Student Body.

Section 5. Carolina Union Board of Directors

The Carolina Union Board of Directors shall be the governing body of the Carolina Student Union.

Section 6. Student Fee Audit Committee

The Student Fee Audit Committee shall oversee the levying and expenditure of all student fee dollars and shall be the supervising committee of the Student Activity Fund Office. The committee shall have the power to inspect the financial record of any student organization receiving Student Activity Fee money.

Section 7. Student Legal Services Board of Directors

The Student Legal Services Board of Directors shall supervise the business of Student Legal Services.

Section 8. Campus Recreation Board

The Campus Recreation Board shall be the governing body of UNC Campus Recreation.

Section 9. Student Library Advisory Board

The Student Library Advisory Board shall direct the expenditures of the Student Endowed Library Fund.

ARTICLE V. ELECTIONS

Section 1. Board of Elections

All elections for Student Government officers established under this Constitution, or established by the Student Congress, shall be carried out in the manner prescribed by law in the Student Code by the Board of Elections.

Section 2. Composition of the Board of Elections

The Board of Elections shall be composed of a Chair, a Vice Chair, and a number of members to be prescribed by law in the Student Code. Members of the Board of Elections shall be appointed by the Student Body President subject to the approval of two-thirds (2/3) of present and voting members of the Student Congress at a regular meeting of the Congress.

Section 3. Recall

Any constituency shall have the power to recall any officer elected by that constituency under this Constitution. A petition signed by at least fifteen (15) percent of the qualified voters of the constituency in question shall be filed with the Chair of the Board of Elections. If the Chair deems the petition to have the requisite number of signatures, the Board of Elections shall conduct an election for the office in question, in which the officer in question shall have the right to be a candidate. The officer in question shall continue in office until the election returns shall be officially announced.

Section 4. Initiative

The Student Body shall have the power to initiate any act within the power of Student Congress, provided that at least ten (10) percent of the Student Body shall sign a petition calling for an election on a bill that shall be submitted in writing with the petition to the Chair of the Board of Elections. If the Chair deems the petition to have the requisite number of signatures, the Board of Elections shall conduct an election on the bill in the manner prescribed by law in the Student Code. A favorable majority of votes cast in an

election in which at least two-and-a-half (2.5) percent of the Student Body votes on the bill shall be sufficient to pass the bill.

Section 5. Review

The Student Body shall have the power to call for a ballot on any act passed by the Student Congress, provided that at least ten (10) percent of the Student Body shall sign a petition calling for an election and specifying the act in question to the Chair of the Board of Elections. If the Chair deems the petition to have the requisite number of signatures, the Board of Elections shall conduct an election on the act in question in the manner prescribed by law in the Student Code. A favorable majority of votes cast in an election in which at least two-and-a-half (2.5) percent of the Student Body votes on the bill shall be sufficient to review the act in question.

Section 6. Coercion of Voters Prohibited

No group or organization on the campus of the University shall coerce any student or in any unduly manner influence his or her vote. The Student Congress shall have the power to make laws to enforce this provision.

Section 7. Undergraduate- or Graduate-Specific Votes

When an initiative or review of an act of Student Congress would affect only undergraduates or only graduate and professional students, at least two-and-a-half (2.5) percent of the affected party alone shall be sufficient turnout for the vote to be binding in accordance with the above sections.

ARTICLE VI. AMENDMENTS

Section 1. Amendments Proposed in Congress

The Student Congress shall have the power to propose amendments to this Constitution, subject to a simple majority vote of the Student Body, provided that at least two-and-a-half (2.5) percent of the Student Body votes on the amendment.

Section 2. Amendments Proposed by Petition

Any member of the Student Body shall have the power to propose amendments to this Constitution by submitting a petition in writing to the Chair of the Board of Elections. If the Chair of the Board of Elections deems the petition to be signed by at least ten (10) percent of the duly enrolled students of the Student Body, the Board of Elections shall conduct an election in which a favorable vote of two-thirds ($2/3$) of those voting, provided that at least two-and-a-half (2.5) percent of the Student Body votes on the amendment, shall be required to ratify the proposed amendment.

ARTICLE VII. STUDENT SUPREME LAW

Section 1. Constitution and Laws Supreme

This Constitution and all laws enacted pursuant thereto shall be Supreme Student Law.

Section 2. Present Laws and Rules to Continue in Effect

All laws enacted by the Student Congress shall continue in full force and effect until repealed or changed in accordance with this Constitution or enacted laws.

Student Code

University of North Carolina at Chapel Hill

Title I

General Regulations

Chapter 1

Student Government

Section 100. Composition

- A. Student Government shall consist of the Legislative Branch, the Executive Branch, the Judicial Branch, designated Independent Agencies, and appointees to external organizations.
- B. Independent Agencies shall fulfill specific directives and responsibilities as established in the Student Code, and in addition to any other Independent Agencies designed in the Student Code, shall specifically include the:
 1. Residence Hall Association;
 2. Graduate and Professional Student Federation;
 3. Carolina Athletic Association;
 4. Board of Elections;
 5. Student Fee Audit Committee;
 6. Student Safety and Security Committee;
 7. Renewable Energy Special Projects Committee;
 8. Eve Marie Carson Memorial Junior Year Scholarship; and
 9. Hardship Parking Committee
 10. Carolina Union Board of Directors

Section 101. Mission Statement

Student Government is the means by which students can participate in the decision-making process within the University of North Carolina at Chapel Hill. Students are able to voice their opinions with university administration; develop and implement policies that impact student life; and allocate student fee money to campus organizations. Through these activities, Student Government endeavors to enrich each student's experience at the University of North Carolina at Chapel Hill.

Section 102. Open Meetings

- A. Student Government organizations shall be subject to the laws pertaining to the Meetings of Public Bodies (Article 33C of Chapter 143 of the North Carolina General Statutes).

- B. The date, time, location, and agenda of all Student Government meetings shall be published no later than forty-eight (48) hours before the meeting by means of the website reserved for the body holding the meeting.

Section 103. Records of Meetings

- A. Full and accurate minutes, including a record of all votes taken, shall be taken at all Student Government full cabinet, cabinet committee, and executive branch officer meetings. The minutes of all meetings shall be public record, unless public inspection would obstruct the purpose of the closed session. Minutes of meetings of Student Government shall be published to the Student Government website no later than seven (7) days following the meeting.
- B. Full and accurate minutes, including a record of all votes taken, shall be taken at all Independent Agency meetings. The minutes of all meetings shall be public record, unless public inspection would obstruct the purpose of the closed session. Minutes of all meetings of Independent Agencies shall be published online no later than seven (7) days following the meeting.
- C. The minutes of all Student Congress meetings shall be published to the Student Congress website no later than seven days after approval by the Student Congress.

Section 104. Non-Discrimination Policy

Student Government shall not discriminate on the basis of age, gender, race, color, national origin, religion, creed, political ideology, political affiliation, political party, disability, veteran status, sexual orientation, gender identity, gender expression, or genetic information.

Section 105. Dual-Office Prohibition

- A. No person shall hold more than one Student Government position concurrently, unless that position is specifically exempt from this Section or the Constitution of the Student Body.
- B. The following positions shall be exempt from the Dual-Office Prohibition established by this Section:
 - A. Executive Branch positions other than the:
 - a. President,
 - b. Vice-President,

- c. Graduate & Professional Student Federation President,
 - d. Treasurer,
 - e. Secretary,
 - f. Chief of Staff,
 - g. Senior Adviser, and
 - h. Director of State and External Affairs.
- B. Judicial Branch positions other than the:
- a. Justices of the Student Supreme Court,
 - b. Undergraduate Student Attorney General,
 - c. Student Solicitor General,
 - d. Chief Legal Officer and Deputy Legal Officers,
 - e. Undergraduate Honor Court Chair and Vice-Chairs, and
 - f. Honor System Outreach Coordinator;
- C. Positions in the Residence Hall Association, Graduate and Professional Student Federation, and Carolina Athletic Association, other than the heads of those Independent Agencies;
- D. Positions in all other Independent Agencies, except the Board of Elections; and
- E. Positions appointed to external organizations.
- C. Any person who holds a position that is not exempt from the Dual-Office Prohibition and accepts another position that is not exempt from the Dual-Office Prohibition shall be deemed resigned from the position that person first held.

Section 106. General Qualifications for Office

No person shall be a member of Student Government who is not enrolled as a fee-paying student at the University of North Carolina at Chapel Hill.

Section 107. Oath of Office

Immediately before assuming any position that is not exempt from the Dual-Office Prohibition as provided by Section 105 of this Chapter, the official shall take the following Oath of Office: “I, (full name), do affirm that I will preserve, protect, and defend the general welfare of the Student Body at the University of North Carolina at Chapel Hill and its Constitution and all laws enacted under its authority.”

Section 108. Compensations Prohibited

- A. No member of Student Government shall be entitled to nor shall he/she accept a stipend, salary, or any other form of compensation for the purpose of holding a position within Student Government from any other source other than Student Congress or the GPSF Senate.
- B. No person shall be entitled to nor shall he/she accept two or more sources of stipend, salary, or any other form of compensation originating from Student Fees.
- C. No member of Student Congress may accept any sources of stipend, salary, or any other form of compensation originating from Student Fees as long as the Student Congress position is prohibited from receiving stipends.

Section 109. Safety Training

- A. Each member of Student Congress, who has not previously completed Sexual and Interpersonal Violence Prevention and Response training, will be encouraged to complete one training session during the first semester of his or her election to office.
- B. The following are acceptable trainings to attend:
 - 1. One Act
 - 2. Haven
 - 3. Safe Zone
 - 4. Other trainings with prior approval from the Ethics Chair
- C. Each term, Congressional leaders will communicate with program administrators to organize one group session for the members of Student Congress, the date, time, and location of which shall be sent out to the Congressional listserv as close to the start of the term as is reasonably possible. Attendance will be taken at this session for the purpose of giving members of Congress credit for attendance.
- D. Members of Student Congress who complete this training and provide proof of said completion to the Ethics Chair shall be entitled to a maximum of one (1) extra unexcused absence per academic year.
 - a. This absence can be applied to the semester of the member's choosing.
- E. If a member of Student Congress is unable to attend the designated group training session, this individual will be encouraged to attend one of the training sessions available to all UNC students. Congressional leaders and the Student Body President should also

send an email to their respective listservs with dates, times, and locations of these trainings as close to the start of the term as is reasonably possible.

- F. The Chair of the Ethics Committee shall be responsible for ensuring compliance with the requirement for the absence herein stated. Each member of Student Congress shall be responsible for providing the Ethics Chair with proof that they have complied with the requirements to receive the extra absence, either prior to his or her term in office, or at some point during the first semester of said term. Contact information for the Ethics Chair will also be included in the listserv emails regarding trainings.

Chapter 2

Student Government Appointments

Article I. General Appointments

Section 200. General Responsibilities

- A. A nomination is defined as the act of nominating a nominee to a committee, board, or other position in Student Government.
- B. An appointment is defined as the act of placing a person in office after his/her corresponding confirmation process.
- C. A nominee is defined as any student who receives a nomination by an authorized official or body as provided by these Statutes.
- D. An appointee is defined as any student who receives an appointment by an authorized official or body as provided by these Statutes.
- E. An executive appointee is defined as any appointee who represents the executive branch.
- F. A congressional appointee is defined as any appointee who represents Student Congress.
- G. A GPSF appointee is defined as any appointee who represents the Graduate and Professional Student Federation.
- H. Executive appointees, congressional appointees, and GPSF appointees shall collectively be referred to as discretionary appointees.
- I. An appointer is defined as the officer who had nominated the appointee with the exception of the Office of the Student Body President, in which the appointer shall refer to the Student Body Vice-President.
- J. A graduate appointee is defined as an appointee who is an enrolled, fee paying graduate student at the University of North Carolina at Chapel Hill.
- K.

Section 201. Discretionary Appointees

- A. Discretionary appointees shall provide his/her respective appointer with updated contact information (including a telephone number) and information relevant to the appointee's status as a student (including college of enrollment, terms of enrollment, and expected graduate date).

- B. A discretionary appointee shall regularly update the appointer about the activities of his/her relevant committee or board.
- C. A discretionary appointee shall provide regular reports about the activities of the committee or board. The appointer shall determine how frequent written reports shall be required. Each discretionary appointee shall submit a written report at the last full meeting of each academic semester. If multiple discretionary appointees serve on a particular committee or board for a particular appointer, the appointer may designate one appointee to act as his/her liaison.
- D. An appointer shall ensure that an appointee is familiar with his/her responsibilities.

Section 202. Approval Process

- A. All Student Government appointees identified in this title shall not be confirmed until Student Congress approves them.
- B. Student Congress shall confirm or reject all nominees identified in this title made by Student Government.
- C. Unless otherwise stated, the term of all appointments is at most one year. However, when a student fills a vacant appointment, their term cannot exceed the remainder of the term of the original appointee.
- D. Nominees shall be subject to congressional confirmation when:
 - 1. The respective committee is entirely student-run and directly managing student fees;
 - 2. The respective committee is student-run and directly advising the Chancellor and/or his/her Vice- Chancellor(s);
 - 3. The nominee is to the Judicial Branch of Student Government or the Board of Elections.
- E. If the nominee is not subject to congressional confirmation, then the individual is considered an appointee until the term expires or the student resigns or is lawfully removed from that position.
- F. All nominees shall appear before the appropriate Congressional committee before being considered in a full meeting of Student Congress. If the nominee is unable to appear before the appropriate Congressional committee, then Student Congress shall obey the following procedures:

1. The nominee shall submit a letter to the committee explaining the reason for his/her absence.
 2. If the committee determines by majority vote that the reason for absence constitutes a sufficiently extenuating circumstance for his/her absence, the nominee shall not be required to appear before the committee at a later date. The resolution to confirm the nominee can only be reported unfavorably or without prejudice.
 3. Any member of Student Government can request that the nominee appear before a full meeting of Student Congress whether or not he/she appeared in committee. The respective nominee shall then appear during the full meeting of Student Congress. The respective nominee shall be informed that he/she must appear at least forty-eight (48) hours before the full meeting of Student Congress.
 4. If the nominee is unable to appear before the full meeting of Student Congress, then the nominee shall submit a letter to the Speaker explaining the reason for his/her absence.
 5. Student Congress can determine that the reason for absence constitutes sufficient, extenuating circumstances for his/her absence in part by passing the resolution of appointment.
- G. Nominees not physically present during a committee meeting but appear and are questioned during their respective resolutions via a digital video telecommunication device or program shall be considered to be in attendance of such meeting.
- H. Nominees for the positions of Undergraduate Student Attorney General, Student Solicitor General, Student Supreme Court Chief Justice, Student Supreme Court Associate Justice, Chair of the Undergraduate Honor Court, and the Chair of the Election Board without exception must appear before the Rules and Judiciary Committee and a full meeting of Student Congress.

Section 203. Review Process

- A. Committees and boards shall record in the official minutes the attendance record all discretionary appointees from Student Congress, the Executive Branch, and the Graduate and Professional Student Federation.

- B. An unexcused absence shall be considered the absence of the entire duration of a committee or board meeting of a particular discretionary appointee without previously notifying either the chair of the committee or the individual's appointer.
- C. The attendance record of discretionary appointee shall be referred to his/her appointer.
- D. After such review, the Student Body Vice-President shall make a recommendation to the Student Body President that the executive appointee be (1) dismissed; (2) placed on probation; (3) retained unconditionally. The Student Body President shall determine the final appropriate action of the discretionary appointee.
- E. After such review, the Speaker shall determine if the congressional appointee be (1) dismissed; (2) placed on probation; (3) retained unconditionally. Finally, the Speaker shall inform the Student Congress during his/her report during a full meeting of Student Congress about his/her decision to remove the discretionary appointee.
- F. After such review, the GPSF President shall determine if the GPSF appointee be (1) dismissed; (2) placed on probation; (3) retained unconditionally. The GPSF President shall inform the GPSF Senate about his/her decision to remove the discretionary appointee.
- G. Student placed on probation shall be automatically dismissed following any additional unexcused absences.
- H. At any time, an appointer can instigate a review of his/her discretionary appointee on that appointee's attendance, performance, or the concern of others within the respective committee or board.
- I. If an appointer removes an appointee, the appointer shall notify the appointee in writing within three (3) days about his/her removal. The appointer shall also notify the Speaker of Student Congress about said removal.

Section 204. Vacancy in Leadership

- A. In the event of a vacancy in the leadership of an independent agency, the bylaws or other rules governing the agency shall determine which individual in the agency shall assume the responsibilities of the vacant leadership position.
- B. If the bylaws or other rules governing the agency do not clearly designate an individual in the agency to assume the responsibilities of the vacant leadership position a provisional

appointment shall be made by the relevant appointer within seven (7) days of the vacancy.

Section 205. Provisional Appointments

- A. The Student Body President, the Speaker, and GPSF President shall appoint provisional appointees to the various committees and boards in the event of any vacancy not defined in Section 204 within twenty-one (21) days.
- B. Provisional appointees shall immediately assume the duties of the positions to which they were appointed, and their terms shall expire thirty (30) days from the date that the appointment was authorized or upon appearance before Congress.
- C. No individual shall be appointed provisionally to the same position more than once.
- D. The Student Body President, the Speaker, and GPSF President must inform all provisional appointees that their term is provisional and that continued service within that position is subject to congressional confirmation.
- E. The Student Body President and GPSF President shall notify the Speaker of all provisional appointments, including the provisional appointee's name, relevant provisional appointment position, and the date of the appointment within forty-eight (48) hours of the provisional appointment.
- F. During the period of provisional appointment, Student Congress shall approve or reject the provisional appointee to serve for the remainder of the academic term. If Student Congress rejects the provisional appointee, then his/her appointment shall expire immediately. If Student Congress approves the provisional appointee, the provisional appointee shall continue to serve on the committee or board as an appointee.
- G. The following offices may not, under any circumstances, be appointed provisionally by the Student Body President: Undergraduate Student Attorney General, Student Supreme Court Chief Justice, Student Supreme Court Associate Justice, and Chair of the Board of Elections.
- H. No individual whose appointment has been tabled or failed by Student Congress shall be provisionally appointed to any organization or committee.
- I. Neither the Student Body President, Speaker of Student Congress, nor the GPSF President shall be allowed to provisionally appoint themselves, or each other, to any organization or committee.

Article II. Student Body Officers Appointments

Section 210. Executive Branch Officers

- A. For the definitions used in this section, the following shall be considered Executive Branch Officers:
1. Vice-President
 2. Treasurer
 3. Secretary
 4. Director of State and External Affairs
- B. The Selection Committee shall accept applications for the position of Student Body Vice-President, Secretary, Treasurer, and Director of State and External Affairs.
- C. The Chief Justice of the Student Supreme Court shall chair the Selection Committee. The Chair shall call roll, preside over committee meetings and ensure fairness in the selection process. He/she shall be a nonvoting ex officio member of the committee.
- D. If the Chief Justice of the Supreme Court submits an application for the position of Vice-President, Treasurer, Secretary, or Director of State and External Affairs, the most senior Associate Justice of the Supreme Court who has not submitted an application for the position of Vice-President, Treasurer, Secretary, or Director of State and External Affairs shall chair the Selection Committee.
- E. Membership of the Selection Committee shall reflect the requirement enumerated in the Student Constitution.
- F. Membership of the Selection Committee for Student Body Vice President and Student Body Secretary, in addition to the outgoing Director of State and External Affairs shall be the selection committee for the Director of State and External Affairs.
- G. If the outgoing GPSF President, President, Vice-President, Treasurer, Speaker, Rules and Judiciary Chair, Finance Chair, or Director of State and External Relations submits an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, he/she shall not sit on the Selection Committee.
1. If the outgoing GPSF President submits an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, the Selection Committee shall appoint a graduate student to serve on his/her stead for the duration of the selection process.

2. If the outgoing President, Vice-President, Treasurer or Director of State and External Affairs submits an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, the Selection Committee shall appoint a student to serve in the applicant's stead for the duration of the selection process.
 3. If the outgoing Speaker submits an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, he/she shall be replaced on the Selection Committee by the outgoing Speaker Pro-Tempore.
 4. If the outgoing Rules and Judiciary Chair submits an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, he/she shall be replaced by the outgoing Vice-Chair of the Rules and Judiciary Committee.
 5. If the outgoing Finance Chair submits an application for the position of Treasurer, he or she shall be replaced by the outgoing Vice-Chair of the Finance Committee.
 6. If the outgoing Speaker Pro-Tempore or outgoing Vice Chairs of the Finance and Rules and Judiciary Committee submit an application for the position of Vice-President, Treasurer, Secretary or Director of State and External Affairs, the Selection Committee shall appoint a member of Congress to serve on the Selection Committee in the applicant's stead for the duration of the selection process.
 7. If the outgoing Director of State and External Affairs submits an application for Director of State and External Affairs, the Selection Committee shall appoint a student to serve in the applicant's stead for the duration of the selection process.
- H. The designee of the incoming Student Body President shall not submit an application for Vice-President, Treasurer, Secretary, or Director of State and External Affairs.
- I. Following the Board of Elections' certification of the results of the Student Body President election, the Student Body Secretary shall make public the applications for the position of Student Body Vice-President, Secretary, Treasurer, and Director of State and External Affairs.
- J. The Student Body Secretary shall determine the period of the application process.

- K. The Selection Committee shall consider the merits of each applicant and then interview individuals deemed merited. The Selection Committee shall then nominate three of the applicants for each of the positions of Student Body Vice-President, Secretary, Treasurer, and Director of State and External Affairs to be submitted to the Student Body President-elect. The Selection Committee shall also submit a report of each of the candidates' qualifications. If three or fewer applicants apply for any of the three enumerated offices, then every name shall be submitted to the Student Body President-elect.
- L. The Student Body President-elect shall nominate a Student Body Vice-President, Secretary, Treasurer, and Director of State and External Affairs from the pool of nominees for each position. If the Student Body President-elect does not accept any of a particular pool of nominees, then the President-elect may order the Selection Committee to extend their search.
- M. Resolutions to confirm the four (4) Executive Branch Officers shall be referred to the Rules and Judiciary Committee and shall require a two-thirds approval of the full Student Congress before they can begin in their official capacities as Student Body Officers to serve in their one-year term.

Section 211. The Board of Elections

- A. The Board of Elections shall consist of a Chair, Vice Chair, and five (5) additional Members of the Board of Elections.
- B. Upon resignation, graduation, or removal of the Chair of the Board of Elections (BOE), the Student Body President shall nominate a new Chair. Student Congress shall reserve the right to approve or reject said nominee for confirmation.
- C. If the incumbent Chair of the BOE resigns, the Vice-Chair of the BOE shall serve as Acting Chair of the BOE until a new Chair is confirmed.
- D. Resolutions to confirm the Chair of the BOE shall be referred to the Rules and Judiciary Committee and shall require a two-thirds (2/3) majority of present and voting members of the full Student Congress before such an individual is confirmed.
- E. Resolutions to confirm members of the BOE shall be referred to the Rules and Judiciary Committee and shall require a two-thirds (2/3) majority of present and voting members of the full Student Congress before such individuals are confirmed.
- F. The Chair of the BOE shall appoint the Vice-Chair of the BOE each year.

- G. Such appointments to the Board of the Elections are valid until such students resign, complete their final matriculation at the University of North Carolina at Chapel Hill, or are removed.

Article III. Judicial Branch Appointments

Section 220. General Requirements

Resolutions to confirm the following offices shall be referred to the Rules and Judiciary Committee and shall require two-thirds (2/3) approval of the full Student Congress before such individuals are confirmed: Student Attorney General, Student Solicitor General, Undergraduate Honor Court, Justices to the Student Supreme Court.

Section 221. Student Attorney General

- A. Each Spring Semester or upon resignation of the Student Attorney General, the Student Body Secretary shall make applicants available.
- B. A Selection Committee composed of the Student Body President, Student Body Vice President, incumbent Student Attorney General, incumbent Chair of the Honor Court, the Dean of Students, the Speaker, the Rules and Judiciary (R&J) Chair of Student Congress, and a member of the Committee of Student Conduct shall review the applications and interview applicants. The Selection Committee shall advise the Student Body President in his/her decision.
- C. The Student Body President shall then name a nominee to appear before full Student Congress.
- D. If Student Congress rejects the nominee, the Student Body President must name a different nominee to appear before full Student Congress.

Section 222. Student Solicitor General

- A. At the end of Spring Semester or upon resignation of the incumbent Student Solicitor General, the Student Body Secretary shall make applications available two-weeks prior to the application deadline.
- B. A Selection Committee composed of the Student Attorney General, the Speaker, GPSF President, and Student Body President shall review the applications and interview applicants. The Selection Committee shall advise the Student Body President before his/her decision.

- C. The Student Body President shall then name a nominee to appear before full Student Congress.
- D. If Student Congress rejects the nominee, the Student Body President must name a different nominee to appear before full Student Congress

Section 223. Student Undergraduate Honor Court

- A. Prior to the end of each Spring Semester, the Student Body President shall appoint student members of the Undergraduate Honor Court from a list of persons recommended by a committee composed of the outgoing and incoming Chairs and Vice-Chairs of the Undergraduate Honor Court.
- B. Such appointments to the Student Undergraduate are valid until such students resign or graduate.

Section 224. Student Supreme Court

- A. The Supreme Court shall consist of the Chief Justice of the Student Body (Chief Justice) and four (4) Associate Justices of the Supreme Court (Associate Justices).
- B. Upon the resignation or graduation of a Justice of the Student Supreme Court, the Student Body President shall appoint a Selection Committee to fill the respective vacancy or vacancies.
- C. The Selection Committee shall publicize applications for open seats on the Court. The Selection Committee shall interview applicants and forward its recommendations to the President.
- D. The President shall name nominees to replace open seats on the Student Supreme Court. The President may name any qualified student to be a nominee for the Chief Justice. If an Associate Justice is chosen to be the nominee to be the next Chief Justice, the refusal of Student Congress to confirm the appointment shall not have the effect of removing the appointee from his/her position as an Associate Justice.
- E. Upon a vacancy of a seat of the Student Supreme Court, the President must nominate a student within one month of such vacancy during the regular school year. If the seat is vacated over the summer, then the President must nominate a student within one month after the first day of classes in the Fall Semester. If Student Congress rejects said nominee, then the Student Body President has another month to nominate a new nominee.

- F. Such appointments to the Student Supreme Court are valid until such students resign or graduate.

Section 225. Chief Legal Officer and Deputy Legal Officers

- A. The Chief Justice shall make applications available upon the vacancy of the Chief Legal Officer position.
- B. By a three-fifths (3/5) majority opinion, the Justices of the Supreme Court shall nominate and confirm the Chief Legal Officer.
- C. The Chief Legal Officer shall make applications available for Deputy Legal Officers at his/her discretion.
- D. By a three-fifths (3/5) majority opinion, the Justices of the Supreme Court shall confirm the Deputy Legal Officers.
- E. Such appointments to the Student Legal Counsel are valid until such students resign, complete their final matriculation at the University of North Carolina at Chapel Hill, or are removed.
- F. By a four-fifths (4/5) majority opinion, the Justices of the Supreme Court may remove members of the Student Legal Counsel.

Article IV. Executive, Legislative, and GPSF Discretionary Appointments

Section 230. Executive Assistants

- A. The Student Body President, Vice-President, Treasurer, Secretary, Chief of Staff, Senior Adviser and Director of State and External Affairs shall have the authority to unilaterally appoint and remove their respective Executive Assistants.
- B. Executive Assistants shall not be required to obtain the approval of Student Congress.
- C. Executive Assistants shall not be paid for their services.

Section 231. Legislative Assistants

- A. The Speaker, Speaker Pro-Tempore, and all committee chairpersons of Student Congress shall have the authority to unilaterally appoint and remove their respective Legislative Assistants.
- B. Legislative Assistants shall not be required to obtain the approval of Student Congress.
- C. Legislative Assistants shall not be paid for their services.

Section 232. Legislative Branch Appointments

- A. If the Speaker submits an application for a legislative appointment for a particular committee or board, the Speaker must delegate his/her nominating powers for the respective appointment to the Speaker Pro Tempore.
- B. The Speaker Pro Tempore shall nominate a qualified individual to become the legislative appointee for said appointment.
- C. The Speaker Pro Tempore shall afford the Speaker the same considerations as any other prospective nominee for said appointment.

Section 233. Executive Branch Designees on University Boards and Committees

- A. A person may serve as a designee for the Student Body President on a University Board or Committee if such practice is in compliance with the by-laws of said University Board of Committee.
- B. Resolutions to confirm designees who serve on behalf of the Student Body President on University Boards and Committees shall be referred to the Oversight Committee.

Section 234. The Rules and Judiciary Committee

- A. Resolutions to confirm the following Student Body President's appointees shall be referred to the Rules and Judiciary Committee before being considered before the full Student Congress:
 - 1. Two (2) Co-Chairs of the Student Undergraduate Teaching and Staff Awards;
 - 2. Four (4) Members on the Committee on Student Conduct (COSC);
 - 3. Nine (9) Members of the Student Advisory Committee to the Chancellor (SACC) not counting the Vice-President;
 - 4. Three (3) Members of the Student Grievance Committee to serve until they graduate from their respective degree program.
- B. Resolutions to confirm the following GPSF President's appointees shall be referred to the Rules and Judiciary Committee before being considered before the full Student Congress:
 - 1. Graduate Student Attorney General (ex officio member of COSC);
 - 2. Graduate Student Honor Court Chair (ex officio member of COSC);
 - 3. One (1) Additional Member of COSC;
 - 4. Two (2) Members of SACC;
 - 5. Three (3) Members of the Student Grievance Committee to serve until they graduate from their respective degree program;

C. Resolutions to confirm the Carolina Athletic Association President's appointments shall be referred to the Rules & Judiciary Committee before being considered by the full Student Congress:

1. Vice President of the Carolina Athletic Association
2. Treasurer of the Carolina Athletic Association
3. Secretary of the Carolina Athletic Association
4. Sports Marketing Chairperson(s) of the Carolina Athletic Association
5. Ticketing Chairperson(s) of the Carolina Athletic Association
6. Campus Relations Chairperson(s) of the Carolina Athletic Association
7. Special Events Chairperson(s) of the Carolina Athletic Association
8. Community Service Chairperson(s) of the Carolina Athletic Association

Section 235. The Oversight Committee

A. Resolutions to confirm the following Student Body President's appointees shall be referred to the Oversight Committee before being considered before the full Student Congress:

1. Two (2) Members of the Carolina Union Board of Directors;
2. One (1) Student Legal Services (SLS) Board of Directors member;
3. Two (2) WXYC Board of Directors members;
4. The Chair and three (3) additional members of the Student Safety and Security Committee;
5. The two (2) Co-Chairs of the Renewable Energy Special Projects Committee (RESPC) members;
6. One (1) STV Board of Directors member;
7. Three (3) Student Fee Audit Committee (SFAC) members;
8. The Chair and six (6) additional members of the Hardship Parking Committee;
9. Two (2) Student Library Advisory Board (SLAB) members;
10. One (1) Chancellor's Childcare Advisory Committee member;
11. One (1) Yackety Yack Board of Directors member.

B. Resolutions to confirm the following Speaker's appointees shall be referred to the Oversight Committee before being considered before the full Student Congress:

1. One (1) biennial term member of the Carolina Union Board of Directors;

2. A vacant biennial term member from the previous Speaker to the Union Board of Directors;
 3. One (1) SLS Board of Directors member;
 4. Two (2) WXYC Board of Directors members;
 5. Three (3) members of the Student Safety and Security Committee;
 6. Three (3) members of the Renewable Energy Special Projects Committee (RESPC);
 7. One (1) STV Board of Directors member;
 8. One (1) SFAC member;
 9. Two (2) SLAB members.
- C. The resolution to confirm the Finance Committee Chair's appointee to the Yackety Yack Board of Directors shall be referred to the Oversight Committee before being considered before the full Student Congress.
- D. Resolutions to confirm the follow GPSF President's appointees shall be referred to the Oversight Committee before being considered before the full Student Congress:
1. Two (2) members of the Union Board of Directors;
 2. One (1) SLS Committee member;
 3. One (1) WXYC Board of Directors member;
 4. Two (2) RESPC members;
 5. One (1) STV Board of Directors member;
 6. Two (2) SFAC members;
 7. One (1) member of the Hardship Parking Committee;
 8. One (1) Chancellor's Childcare Advisory Committee member;
 9. Two (2) members of the Student Safety and Security Committee.

Chapter 3

Summer Student Government

Article I. Executive Branch

Section 300. Certain Officials to Maintain Responsibilities

The Student Body President, Student Body Vice President, Student Body Treasurer, Student Attorney General, and Chair of the Undergraduate Honor Court shall be required to maintain the duties of their office and shall be liable to the Instrument of Student Judicial Governance between the Spring and Fall semesters, but shall not be required to enroll in classes during the Summer term.

Article II. Legislative Branch

Section 310. Summer Student Congress

A. Student Congress shall operate between the Spring and Fall semesters according to such rules as they may enact, provided that:

1. The quorum for Student Congress during the summer shall be no fewer than six (6) members;
2. Members of Student Congress shall not be required to reside within their district during the summer; and
3. Student Congress shall meet at least once during each Summer Session; and its first meeting shall be held on the first Tuesday of the first Summer Session.

During the summer session, Student Congress may adopt legislation, provided no legislation shall have any effect beyond the first day of the Fall Semester.

Chapter 4

The Student Fee Audit Committee

Article I. The Student Fee Audit Committee

Section 400. The Student Fee Audit Committee

- A. The Student Fee Audit Committee (SFAC) shall be an independent agency of Student Government and shall suggest changes in student fees and supervise the Student Activity Fund Office (SAFO) and all financial records of any organization receiving funds from Student Government.
- B. The primary purpose of SFAC is to ensure that all fee levels are justified and that students receive the greatest return in quality of services for the investment of fee dollars. The Committee shall strive for responsible accounting of student fees in accordance with Board of Governors policies, but shall not operate or conduct business with an adversarial spirit.
- C. The Committee shall receive SAFO accounting services fee directly from the Student Government for all organizations receiving Student Government funds. This fee shall not be a direct Student Government Appropriation.
- D. The Committee shall have the power to inspect the financial records of any recipient of student fees and make appropriate recommendations to the appropriate bodies, including, but not limited to, the Student Congress, the Student Fee Advisory Subcommittee (SFAS), and the organization being reviewed. Any student may petition any committee member to commence such an inspection.

Article II. Authority

Section 410. Oversight of SAFO

The Student Fee Audit Committee shall:

- A. Act as a trustee for students, managing SAFO and its financial relationships with the University, student government, and University community;
- B. Approve the operating budget of SAFO no later than April 30 of each year for the following fiscal year.

- C. Receive an operating statement from the Director of SAFO reflecting budgeted versus actual income and expenditures from the current fiscal year prior to approving the operating budget for the next fiscal year;
- D. Review, approve, or reject all major operational changes and expenditures of SAFO;
- E. Upon the vacancy of the Director of SAFO, the committee shall consult with the Vice Chancellor of Student Affairs in selection of an applicant for the position. The University retains final authority for such a decision.
- F. Assist the University in the periodic performance evaluations of the Director of SAFO;
- G. Approve and review schedules of all fees charged to client organizations for the services of SAFO;
- H. Review or recommend termination of accounts failing to meet the standards of SAFO;
- I. Arbitrate disputes between SAFO and organizations holding accounts in SAFO;
- J. Advise and assist the Director of SAFO upon request;
- K. Inspect the records of any organization voluntarily keeping funds at SAFO and, if necessary, require an audit of any account within SAFO;
- L. Cooperate with periodic independent audits of SAFO as initiated by the University;
- M. Inspect, review, or approve the financial records of any organization receiving student activity fees.

Section 411. Levying and Expenditure of Student Fees

The Student Fee Audit Committee shall:

- A. Review, levy, and expend all student fees including the general fees levied against all students, including the Education and Technology Fee, Athletic Fee, Health Services Fee, and Student Activity Fee, as well as other special fees levied on specific populations of the student body;
- B. Evaluate the present allocation of fees and propose recommendations to the appropriate body regarding the action deemed appropriate by the committee;
- C. Seek to ensure that students are the primary beneficiaries of services rendered and that the quality of services justifies the level of the fee;
- D. Review any proposal to initiate an increase or decrease in student fees and evaluate the appropriateness of the proposal in the best interest of the student body.

- E. Collaborate with the Office of Finance and Administrator to determine the timeline for the fee review process.

Article III. Composition

Section 420. Committee Composition

- A. The committee shall consist of the following members:
 - 1. Student Body Treasurer (Chair, ex-officio);
 - 2. Student Body Vice President;
 - 3. Speaker of Student Congress
 - 4. Finance Committee Chair
 - 5. Oversight & Advocacy Committee Chair
 - 6. GPSF President
 - 7. GPSF Treasurer
 - 8. Director of the Student Union (ex-officio, non-voting);
 - 9. Director of SAFO (ex-officio, non-voting);
 - 10. Three (3) appointees of the Student Body President;
 - 11. One (1) appointee of the Student Congress;
 - 12. Two (2) appointees of the GPSF President.
- B. Appointees of the Student Body President, Student Congress, or GPSF President shall serve for one academic year but are not limited to one year of membership on the committee.
- C. The following characteristics shall be used to determine priority of selecting discretionary appointees of SFAC:
 - 1. A treasurer of an organization with a SAFO account;
 - 2. An Executive Assistant to the SBT;
 - 3. Member of the Finance Committee of Student Congress or the Finance Committee of GPSF;
 - 4. Former member of SFAC;
 - 5. Previously certified treasurer of an organization with a SAFO account;
 - 6. Individual with other experiences and talents that uniquely qualify them.

Article IV. Meeting Practices

Section 430. General Practices

- A. The Committee shall hold regular meetings at least once per month during the academic year, not including summer sessions.
- B. The Chair of the Committee shall call special meetings of the committee when deemed necessary, or when requested by two-thirds of the membership of the committee.
- C. A quorum shall consist of a majority of qualified voting members of the committee and shall be required for conducting any business of the committee.
- D. All meetings of the Committee shall comply with North Carolina Open Meetings Laws.
- E. Notices stating the date, time, location, and purpose of all meetings of the Committee shall be published no later than forty-eight (48) hours prior to a meeting of the committee.
- F. Full and accurate minutes, including a record of all votes taken, shall be taken at all Committee meetings. The minutes of all meetings shall be public record, unless public inspection would obstruct the purpose of the closed session. Minutes of all meetings shall be published online via the Student Government website no later than seven (7) days following the meeting.

Section 431. Voting

- A. Recommendations of the Committee shall be required to be reached by majority vote.
- B. The Chair of the Committee shall vote only in the event of a tie vote.
- C. In the event that the chair is a member of a group being reviewed, he/she shall relinquish his/her duties as Chair until discussion/action is taken on that group. The Committee shall elect a chair to conduct the review of the group in question.
- D. No member of the committee shall vote on a matter concerning an organization in which he/she is a member.

Section 432. Reports

Following the action of the committee, the Student Body Treasurer shall present a report of the committee's activities to the Student Congress its next meeting following the actions of the committee.

Chapter 5

Eve Marie Carson Memorial

Junior-Year Merit Scholarship

Article I. Eve Marie Carson Memorial Junior-Year Merit Scholarship

Section 500. Eve Marie Carson Memorial Junior-Year Merit Scholarship

- A. The Selection Committee to appoint the Executive Director of the Eve Carson Scholarship shall consist of:
 1. Student Body President;
 2. Incumbent Executive Director;
 3. An additional Senior member of the Executive Committee;
 4. A non-student member of the Selection Committee.
- B. By the due date of the Scholarship application, the Selection Committee of the Executive Director shall appoint one (1) Junior to serve as the Executive Director of the Eve Carson Scholarship.
- C. During the Fall Semester, the Executive Director shall appoint three (3) Seniors to serve on the Selection Committee.
- D. The Executive Director shall:
 1. Manage the Executive Committee of the Eve Carson Scholarship;
 2. Appoint students to the Eve Carson Scholarship Recipient Selection Committee;
 3. Issue an annual report and revised operating plan to the Associate Director of Development, Associate Director of Scholarships and Student Aid, the Vice-Chancellor of Student Affairs and the Incoming and Outgoing Student Body Presidents.
- E. The Eve Carson Scholarship Recipient Selection Committee shall consist of:
 1. Executive Director of the Eve Carson Scholarship;
 2. Student Body President;
 3. Three (3) additional Seniors;
 4. A biennial term appointee of the Vice-Chancellor of Student Affairs Office;

5. A biennial term Faculty/Staff member appointed by the Executive Branch of Student Government;
 6. A biennial term appointee of the Office of Scholarships and Student Aid;
 7. A biennial term UNC alumnus.
- F. The Eve Carson Scholarship Recipient Selection Committee shall award the Eve Carson Scholarship to one (1) or more recipients annually.

Chapter 6

Hardship Parking: Rules and Regulations

Article I. The Hardship Parking Committee

Section 600. The Structure of the Hardship Parking Committee

- A. The Hardship Parking Committee shall be chaired by the Student Body Vice President and consist of five (5) student members approved by Congress. Three (3) of the five (5) members will be undergraduate students selected by the Student Body Vice President. Two (2) of the five (5) members will be graduate and/or professional students selected by the Graduate and Professional Student Federation Vice President for External Affairs.
 - 1. It shall be responsibility of the Student Body Vice President to bring forth all five (5) student members for Congressional approval.
 - 2. The five (5) student members, along with the Student Body Vice President, will be responsible for reviewing all Hardship Parking applications, allocating all Hardship Parking permits, and hearing any Hardship Parking appeals if need be.
- B. An administrator from the Office of the Dean of Students will sit on the Hardship Parking committee as an advisor to provide institutional memory and help decide between conflicting applications. This administrator will not require Congressional approval.
- C. Special provisions may be made for the application process, direction, and communication of Hardship Parking Permits under the guidance of the Chair of the Hardship Parking Committee.
- D. A Hardship Parking Permit provides a student, resident or commuter, with the privilege of paying for a parking spot on campus if they meet the Hardship Parking criterion.

Article II. The Hardship Parking Permit Process

Section 610. First-Year Student Policy

- A. According to official University policy, first-year students are not allowed to park on campus. However, first-year students may apply for Hardship Parking if and only when they meet either the medical non-mobility or family obligation criterion.
 - 1. If a first-year applicant meets the Hardship Parking criterion, they are only applicable to receive either a S11 or RR parking permit per University policy.

- B. Any appeals by first-year applicants should be directed to the Hardship Parking advisor from the Office of the Dean of Students.

Section 611. General Requirements

- A. The following are the general Hardship Parking Permit allocation requirements:
1. **Ownership of Vehicle.** Permits shall only be allocated to students who own a vehicle or have access to a vehicle through some formal and permanent relationship. This includes genetic relationships, marriages, and domestic partnerships; and
 2. **Access to Vehicle.** Students who have access to a vehicle through a roommate, friend or non-formalized “significant other” are not eligible for a permit by this process; and
 3. **License and Registration.** A Driver’s License and a legible photocopy of Vehicle Registration Card must be submitted upon the purchase of a Hardship Parking permit. If the vehicle is registered in other than the name of the applicant, an explanation of the relationship between the student and the owner must be included during the time of purchase.
- B. The applicant has the responsibility of knowing all deadlines and public announcements listed on the application and the Transportation and Parking website.

Section 612. Hardship Parking Criteria

The following are considered appropriate claims of Hardship Parking Permits:

1. **Medical Non-Mobility.** To which the student personally is in need of transportation for recurring medical necessities such as doctors’ appointments.
 - a. Students with medical reasons are given the highest priority in the application process.
2. **Family Obligations.** To which family members are in need of legitimate assistance and requires the student to travel off campus.
 - a. Family obligations include children, elderly, spouses, domestic partner or disabled family member care. Legal guardianships are appropriate if substantiated by formal documentation.
3. **Work/Internships/Clinical Requirements.** To which career or professional opportunities requires the student the need of transportation to and from campus
 - a. Students who are obliged to work in order to maintain their relationship with the University (i.e. to pay tuition, to provide for personal needs such as housing, meals and transportation) or to receive University credit (i.e. clinical hours to

earn a degree) shall be given the highest priority consideration regardless of the number of hours worked.

- b. The work site must be off campus and at a distance from campus that requires the student to drive if an on campus resident.
4. **Significant Extracurricular Involvement.** To which activities, outside of school, requires the student the need for transportation to and from campus.
 - a. Ten (10) or more hours per week must be devoted to involvement in extracurricular activities in a group or organization which is recognized by the Division of Student Affairs.
5. **Other Hardships.** A student may have mitigating circumstances which, upon review, may be acceptable as a claim of hardship. Applications which are filed under this category are subject to irrefutable substantiation and the committee reserves the right to require an interview.

Section 613. Documentation

- A. All claims shall be substantiated by some form of documentation, regardless of the nature of the claim.
- B. The Hardship Parking Committee may not request any documentation as proof of hardship that would violate HIPPA and/or FERPA policies. Supporting documentation should not include confidential information such as medical history specific conditions, social security numbers, etc.
- C. The following are considered appropriate forms of documentation which must be submitted for each category of criteria:
 1. **Medical Reasons:**
 - a. A signed statement from a medical professional establishing the need for a permit.
 2. **Family Obligations:**
 - a. **Children.** A signed statement from a medical professional or school administrator establishing the need for care of the individual for whom the student claims responsibility.
 - b. **Elderly, Indigent or Disabled Family Member.** A signed statement from a medical professional establishing the need for care of the individual for whom the student claims responsibility.
 3. **Work/Internships/Clinical Requirements:**

- a. A signed statement from the student's supervisor, program director, or advisor substantiating the work relationship and outlining the student's tentative work schedule for the school year must be submitted; and

4. **Significant Extracurricular Involvement:**

- a. A signed statement from the organization's presiding officer or advisor which substantiates the student's involvement with the group and estimates the time per week the student spends engaged in the organization's activities; and

5. **Other Hardships:**

- a. Any documentation necessary to substantiate the claim of hardship including, but not limited to, legal or public records, witnesses, or statements from appropriately associated professionals supporting the student's claim must be submitted; and
- b. Contact information for any individuals making the statement supporting the student's claim.

D. Additional documentation which must be provided with every application includes:

1. Schedule with Applicable Criteria:

- a. All applicants should provide a schedule of their classes and the hours of their hardship criteria which will require the use of their permits
- b. This schedule will be used to determine the frequency that the requested parking spot will be used.

Section 614. Application and Allocation Timeline – Fall Semester

The following timeline shall be met in order to efficiently complete the Hardship Parking application and allocation process for the fall academic semester:

1. The Chair of the Hardship Parking Committee shall report to the Director of the Transportation and Parking Department and the Manager of Parking for the Transportation and Parking Department no later than the first week of July to create a parking plan for the upcoming year. The plan shall specify the numbers of permits from those available to be awarded to each student parking constituency for each lot and a system for prioritizing permit requests. The plan shall also specify the negotiated platform for the Hardship Parking application.
2. The Hardship Parking application should be posted and announced no later than the second week of July and closed no later than the week before the start of the academic school year.
3. The Hardship Parking committee should review all applications and publically post all permit assignments no later than two (2) weeks after closing the Hardship Parking application.

4. All Hardship Parking recipients must purchase and claim their permits five (5) days following the posting of all permits. Any permits not purchased five (5) days after the Hardship Parking Committee's allocation list is publically posted shall be reallocated during the appeal process.
5. All Hardship Parking appeals must take place no later than three (3) days following the permit claim deadline. All appeal allocations must be posted two (2) days following appeals and permit recipients have five (5) days to purchase and claim their permits. Any permits not purchased five (5) days after the Hardship Parking Committee's appeals allocation list is publically posted shall be reallocated for the spring academic semester.

Section 615. Application and Allocation Timeline – Spring Semester

The following timeline shall be met in order to efficiently complete the Hardship Parking application and allocation process for the spring academic semester:

6. The Chair of the Hardship Parking Committee shall report to the Director of the Transportation and Parking Department and the Manager of Parking for the Transportation and Parking Department no later than the last week of October to create a parking plan for the spring semester. The plan shall specify the numbers of permits from those leftover to be awarded to each student parking constituency for each lot and a system for prioritizing permit requests.
7. The Hardship Parking application should be posted and announced no later than the last week of November and closed no later than the week before the start of the second semester.
8. The Hardship Parking committee should review all applications and publically post all permit assignments no later than two (2) weeks after closing the Hardship Parking application.
9. All Hardship Parking recipients must purchase and claim their permits five (5) days following the posting of all permits. Any permits not purchased five (5) days after the Hardship Parking Committee's allocation list is publically posted shall be reallocated during the appeal process.
10. All Hardship Parking appeals must take place no later than three (3) days following the permit claim deadline. All appeal allocations must be posted two days (2) following appeals and permit recipients have five (5) days to purchase and claim their permits.

Section 616. Application Review

The following procedure shall be used to review claims for Hardship Parking Permits:

1. Applications shall be randomly distributed to committee members who shall evaluate the hardship parking claims.
2. An application cannot be reviewed by an individual who has a conflict of interest which could affect the outcome of the evaluation of the application. This applies whether the conflict would

have a negative or positive impact on the evaluation. The only exception to this rule is when a Hardship Parking Committee member submits an application.

3. Each application shall be independently reviewed by a minimum of two committee members and ranked based on a prioritization scale of 0-5 in which 5 represents the highest recommendation for consideration.
 - a. The Chair shall participate in the review process.
 - b. Applications shall be reviewed and returned to the Chair within forty-eight (48) hours of distribution by each reviewer.
 - c. When the reviewers disagree the application shall be randomly distributed to and reviewed by a third committee member and the advisor of the Hardship Parking Committee.
 - d. Reviewer recommendations shall be averaged to provide a final order of consideration for applications with higher averages receiving first consideration.
4. When a Student Hardship Parking Committee member submits an application:
 - a. The committee shall consider the application like any other application.
 - b. A committee member cannot review his/her own application.
5. At least the chair and two other committee members must agree on the final decision before granting Hardship Parking Permits.
6. Student Identification numbers shall be used to generate an allocation list of Hardship Parking Permit recipients through both the application review and appeal process.
7. The allocation list shall be posted publically at locations indicated on the applications and on the Transportation and Parking website, after being submitted to the Parking Manager of the Transportation and Parking Department.
 - a. The Chair of the Hardship Parking Committee is responsible for submitting and posting the allocation list
 - b. If deemed feasible, the Chair of the Hardship Parking Committee may also email all applicants with the allocation list. The email should be sent from the official Hardship Parking email address.

Section 617. Appeal Process

The following procedure shall be used to appeal claims for Hardship Parking Permits:

1. Any permits not purchased five (5) days after the Hardship Parking Committee's permit allocation list is publically posted for both the fall and spring semester shall be reallocated during the appeal process.

2. If an individual who had been previously denied a Hardship Parking Permit submits a petition for appeal which reveals new information, then he/she has the right to be granted an interview.
3. The Hardship Parking Committee shall review the original application and the petition for appeal before the interview with said applicant.
4. The Chair of the Hardship Parking Committee shall arrange interviews with all applicants who request the opportunity of arguing their case before the committee.
5. During the appeals process, decisions on permit allocation shall be based on the same criteria as when used during the original review process.
6. After the interviews are conducted, committee members shall rank applications based on the prioritization scale of 0-5.
7. At least the chair and two (2) other committee members must agree on the final decision before granting Hardship Parking Permits.
8. It is the responsibility of the Chair of the Hardship Parking Committee to release the appeals allocation list (with the Student Identification numbers and permit allotted of each applicant) and submit a copy to the Transportation and Parking Department.
 - c. If deemed feasible, the Chair of the Hardship Parking Committee may also email all appeals applicants with the appeals allocation list. The email should be sent from the official Hardship Parking email address.

Chapter 7

The University of North Carolina Association of Student Governments

Article I. The University of North Carolina Association of Student Governments

Section 700. The University of North Carolina Association of Student Governments

A. **Definition.** The following definitions shall apply within this section:

1. Association is defined as the University of North Carolina Association of Student Governments (UNC-ASG).
2. Delegation is defined as the UNC-CH Student Government Delegation to UNC ASG.

B. **Delegation.** The Delegation shall consist of the following members:

1. Student Body President
2. Speaker
3. Oversight and Advocacy Committee Chair
4. GPSF President

C. **Delegation Chair.** The Student Body President shall chair the delegation. In the absence of the Student Body President, the following order shall be used to determine the chair of the delegation which shall represent the UNC-CH Student Government on the Council of Student Body Presidents:

1. An alternate of the Student Body President;
2. Speaker of Student Congress;
3. GPSF President

D. **Alternates.** Each member of the Delegation shall name a primary and secondary alternate to attend UNCASG meetings when he or she must be absent.

1. No person shall be appointed an alternate delegate to UNC-ASG who is not an enrolled fee paying student of the University of North Carolina at Chapel Hill.

2. A resolution shall be submitted to the Oversight and Advocacy Committee naming each Delegation member's alternates.
 - a. Once approved by a majority of present and voting members of the committee, alternates may represent their respective Delegation member at any UNC-ASG meeting occurring for the duration of the Delegation member's term.
3. When an alternate will be attending in place of a Delegation member, that Delegation member must notify all other members of the Delegation at least seventy-two (72) hours prior to the state of the UNC-ASG meeting in question.

Chapter 8

Student Safety and Security Committee

Article I. Student Safety and Security Committee

Section 800. The Student Safety and Security Committee

- A. The Student Safety and Security Committee shall be an independent agency of Student Government and shall maintain and appropriate the Student Safety and Security Fee to campus organizations and university departments to promote student safety at UNC Chapel Hill.
- B. SSSC shall consist of the following members:
 1. Chair, executive appointee;
 2. Three additional executive appointees;
 3. Three legislative appointees;
 4. Two GPSF appointees;
 5. Student Body Treasurer (ex-officio, non-voting)

Section 801. Fee Management

- A. The Student Safety and Security Committee shall maintain only two accounts: “Carolina Student Safety and Security” and “Survivor’s Assistance Fund.”
 1. Carolina Student Safety and Security shall receive 75% of all allocated funds for each fiscal year.
 2. Survivor’s Assistance Fund shall receive 25% of all allocated funds for each fiscal year.
- B. Appropriation Limits
 1. No single organization or department shall receive more than 33.33% of the SSSC’s allocated funds within one fiscal year.
 2. In order to receive funds, an organization or department cannot duplicate or attempt to duplicate pre-existing programs, organizations, or departments which have already received funding for the corresponding fiscal year. Otherwise, the organization or department shall not receive funding for the duplicated program, project, or event.

- a. By a majority vote of SSSC, the committee shall determine whether an organization meets these criteria by Title I, Chapter 8, Section 1001(B)(2).
3. No funds shall be allocated that would result in individual gain.
 - a. This includes allocating funds to for-profit businesses and organizations.
 - b. No exception shall be made to this rule.
 - c. This shall not be construed to prohibit funding categories available to Student Congress and exempted by Title V.

C. Exception

1. An exception to Section 801(B) (1) or (2) may be permissible to a new organization during the first year in which the organization submits a funding request. This exception terminates after the first fiscal year of the initial appropriation and cannot be renewed in subsequent fiscal years.
 - a. By a majority vote of SSSC, the committee shall determine whether an organization qualifies for this exception of Title I, Chapter 8, Section 801C(1).
2. When a program, organization, or department is granted an exception, that corresponding organization shall receive no more than 50% of the SSSC's allocated funds for that fiscal year.

D. Reserve Funds

1. SSSC shall maintain at least a combined 10% of the allocated funds for the fiscal year in its accounts at the end of each fiscal year.

Section 802. Department of Public Safety

The Student Safety and Security Committee shall:

1. Examine and evaluate all warnings and notifications issued by Alert Carolina for the merit of their content, level of warning, and timeliness;
2. Compile their evaluations monthly into brief reports that shall be presented to the Student Congress Oversight and Advocacy Committee as part of the SSSC update and available for public access on the SSSC website;
3. Provide a means for students to submit complaints regarding Alert Carolina that may be incorporated into said reports;
4. Keep all documentation for at least three years; and
5. Issue an end-of-the-year report on all of Alert Carolina's activities.

Section 803. General Practices

- A. The Chair of SSSC shall preside at all meetings.
- B. Meetings shall occur at least once per month of the academic year.
- C. Official business shall be conducted only when a majority of members are present and voting at a meeting of the committee. Members may not vote via proxy or electronic methods.
- D. Appropriations to student organizations or campus departments require a majority of SSSC members present and voting in the affirmative.
- E. Following the Committee's monthly meeting, the Chair of SSSC or his/her designee shall provide the Speaker of Student Congress with a report, produced by the Student Activities Fund Office (SAFO) detailing the disbursements and balances of the prior month for dissemination to the Student Congress.

Chapter 9

The Board of Elections

Article I. General Regulations

Section 900. Purpose

The Board of Elections shall conduct fair and impartial student elections in accordance to the Student Government election regulations.

Section 901. Composition

- A. The Board of Elections (BOE) shall consist of a Chair, the Vice-Chair, and five (5) additional Members of the Board of Elections.
- B. The Chair shall preside over meetings of the Board of Elections.
- C. The Vice-Chair shall assist the Chair in his/her duties and shall serve as acting Chair in the absence of the Chair of the Board of Elections.
- D. Members of the Board of Elections shall assist the Chair in conducting student elections.
- E. Official Business shall be conducted only when at least five (5) members of the Board of Elections are present.

Section 902. Responsibilities

The BOE shall:

- 1. Publicize elections and voting procedures;
- 2. Certify election results by a majority vote;
- 3. Interpret elections regulations;
- 4. Maintain accessible materials regarding all provisions of elections and election districts on the Board of Election website;
- 5. Establish that the computer voting system is operable and accessible at least seven (7) days prior to an election;
- 6. Approve candidates and referenda campaigns to be placed on election ballots;
- 7. Provide paper provisional ballots at its office and all polling places. Provisional ballots must include spaces for entry of all required voter information (name, PID #, class, and district), the voter's signature with the Honor Pledge, and the voter's choices for each office that he/she wishes to vote in the election. Provisional

ballots shall be certified if the student has not otherwise voted and has provided correct and complete information as provided;

8. Settle disputes through a hearing process culminating in a final opinion;
9. Have the authority of issuing final opinions after a hearing process that punish – and even disqualify – candidates and referendum campaigns;
10. Have the ability to call for a re-election if a violation occurred that might have affected the outcome or compromised the integrity of the election. Such re-election decision should be stated in the final opinion of the BOE after a respective hearing;
11. Publicize all Student Government elections by using a combination of mediums so that members of the corresponding constituencies are aware of elections in which they are eligible to vote;
12. Document and publically release all final opinions of the BOE;
13. Keep all documentation from current and previous elections for at least three years;
14. Publically release the results of elections and notify all participants of elections; and
15. Issue an end-of-year report about the activities of the BOE.

Section 903. Papers

All filed papers, including election complaints, answers, and final opinions, shall be public record immediately after being received by the BOE or issued by the BOE.

Section 904. Hearings

- A. The burden of proof rests on the plaintiff to establish that a violation to an election regulation has occurred.
- B. BOE hearings shall follow the procedures in Title VI, Chapter 6.

Chapter 10

Carolina Athletic Association

Article I. Mission and Scope

Section 1000. Mission and Purpose

The Carolina Athletic Association (CAA) represents the student body's voice to the UNC Athletic Department and the CAA President, elected by the entire student body, serves as a member of the Athletic Council. The CAA serves as the liaison between the student body and the Athletic Department in order to voice concerns and promote varsity athletics. The CAA also aids in the development of all athletic ticket distribution policies that pertain to the general student body.

Article II. Membership and Officers

Section 1010. Association Membership

By virtue of the student athletic fee, all duly registered students at the University of North Carolina at Chapel Hill are members of the CAA.

Section 1011. President of the Carolina Athletic Association

The President of the Carolina Athletic Association shall:

1. Be elected by the student body at large in accordance with Title VI of the Student Code.
2. Oversee all CAA policies, projects, and events.
3. Represent the concerns of the student body.
4. Sit on the UNC Chapel Hill Athletic Council.
5. Appoint the Vice President, Treasurer, Secretary, and Chairs of Sports Marketing, Ticketing, Campus Relations, Special Events, and Community Service of the CAA, subject to the majority approval of members present and voting in the Student Congress.

Section 1012. Vice President of the Carolina Athletic Association

The Vice President of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.

2. Fulfill additional responsibilities as assigned by the President.
3. Represent the CAA in the absence of the President.
4. Assume the office of CAA President should a vacancy occur during his or her term.

Section 1013. Treasurer of the Carolina Athletic Association

The Treasurer of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Be a certified Treasurer within fifteen (15) days of appointment by the CAA President.
3. Be responsible for managing the finances of the CAA and ensuring that any funds received from Student Activity Fees legislatively apportioned by the Student Congress are handled in a manner consistent with Title V of the Student Code.
4. Be responsible for contacting the Athletic Department for funds
5. Be responsible for managing any other funds in a manner consistent with the University Code.
6. Coordinate outside funding and seek new sources where appropriate.
7. Submit funding requests to the Athletic Department prior to the end of the semester preceding his or her term as Treasurer.
8. Compile the Annual Budget of the CAA and advise his or her successor on budgeting, funding request, and expense report procedures.
9. Maintain an itemized list of all revenues and expenses containing the name of the payee, the nature and date of the expense, and the CAA committee and project which incurred the expenses.

Section 1014. Secretary of the Carolina Athletic Association

The Secretary of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. In conjunction with the CAA President, create meeting agendas and compile and post minutes from all meetings of the CAA.

Section 1015. Sports Marketing Co-Chairpersons

The Sports Marketing Co-Chairpersons of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Appoint an Olympic Sports Coordinator and a committee that assists in fulfilling the responsibilities of sports marketing.
3. Assist in the planning and execution of the annual “Late Night with Roy” event.
4. Plan one CAA programs and publicity campaign per varsity sport to increase attendance at home varsity athletic events.
5. Assist the Athletic Department and provide volunteers for Olympic Sporting events.

Section 1016. Ticketing Chairperson

The Ticketing Chairperson of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Appoint a committee that assists in fulfilling the responsibilities of CAA Ticketing.
3. Organize and aid in the control of student entry with the phase system at each home men’s basketball game: including organizing phase outside of the Dean Smith Center and proper seating inside.

Section 1017. Campus Relations Co-Chairpersons

The Campus Relations Co-Chairpersons of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Serve as the primary contact for all media inquiries.
3. Appoint a committee to assist in fulfilling the responsibilities of the Campus Relations Committee.
4. Oversee the CAA website, facilitate communication, and publicity tasks.
5. Assist other committee chairs to plan programming and publicity campaigns to increase attendance at Carolina Athletic Association events.

Section 1018. Special Events Chairperson

The Special Events Chairperson of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Appoint a committee that assists in fulfilling the responsibilities of the Special Events Committee.
3. Work in conjunction with the CAA President and officers to plan and execute special events and campaigns of the Carolina Athletic Association.

Section 1019. Community Service Chairperson

The Community Service Chairperson of the Carolina Athletic Association shall:

1. Be appointed by the CAA President, subject to the majority approval of members present and voting in the Student Congress.
2. Appoint a committee that assists in fulfilling the responsibilities of the Community Service Committee.
3. Work in conjunction with the CAA President and officers to plan and execute special events and campaigns of the Carolina Athletic Association that do not fall under the domain of other committees.

Section 1020. General Regulations

- A. The CAA President may appoint multiple students to serve as Chairs, subject to the unanimous approval of the CAA Cabinet members participating in the selection process.
- B. The CAA President shall have the authority to remove any CAA Cabinet member with sufficient cause and provocation. Any member removed from the CAA cabinet may appeal the decision of the President to the Student Congress.

Section 1021. Vacancies and Succession

- A. In the event of the incapacity or vacancy of the CAA President, the CAA Vice President shall become acting CAA President until a time when a special election is held.
- B. In the event that the Vice President assumes the role of CAA President after the Spring General Election, a special election shall not be called and the Vice President shall serve as the CAA President until the inauguration ceremony of the next CAA President.
- C. Should a vacancy occur in the office of Treasurer, Secretary, or Chair of a Committee, the CAA President shall appoint a person to the vacant position, subject to the majority approval of members present and voting in the Student Congress.

Article III. Committees

Section 1030. Cabinet Committees

Each Chair of the CAA may appoint a committee that assists in the fulfillment of responsibilities designated to the chair, subject to the approval of the CAA Cabinet.

Section 1031. Ticket Advisory Committee

A. Duties. The Ticket Advisory Committee shall:

1. Meet twice during the academic year to discuss ticket distribution policies.
2. Present an annual report of ticket distribution to the Student Congress.
3. Present proposed changes to the ticket distribution policy to the Student Congress, subject to the approval of the Congress, Student Body President, and Vice Chancellor of Student Affairs.

B. Membership. The Ticket Advisory Committee shall consist of:

1. CAA President or designee.
2. CAA Ticketing Chair or designee.
3. Student Body President or designee.
4. GPSF President or designee.
5. Speaker of Student Congress or designee.
6. Associate Athletic Director of UNC Chapel Hill Athletics
7. Vice Chancellor of Student Affairs.

Section 1032. Homecoming Collaboration Committee

Reserved for future codification.

Section 1033. Additional Committees

The CAA President may appoint additional committees with the majority approval of the CAA Cabinet.

Article IV. Appointments

Section 1040. Definition

- A. An appointee is defined as any person appointed by an officer of the Carolina Athletic Association to assist in the execution of duties of the CAA.
- B. An appointer is defined as the officer or committee chair of the Carolina Athletic Association who names the appointee.

Section 1041. Administrative Responsibilities of Appointees

- A. Personal Information. An appointee shall ensure that the appointer has an up-to-date record of information necessary to contact the appointee and information relevant to the appointee's status as a student, including his or her address, telephone number and current anticipated student status (including college of enrollment, terms of enrollment and expected date of graduation) for the period of service as an appointee.
- B. Information on Committee Activities. An appointee shall ensure that appointer is provided with as much information as possible on the activities of the committee on which he or she serves. An appointee shall arrange, if possible, to have a copy of agendas, minutes, written reports and other materials submitted to or generated by the committee to the appointer on a routine basis. If this is not formally possible, it is the responsibility of the appointee to personally provide the appointer copies of all materials provided to committee members.
- C. Written Reports from Appointees. Each appointee shall submit to the appointer written reports of their activities and the activities of their committees at least once each academic year. The appointees shall also submit matters under the purview of their committee whenever requested to do so by the appointer.
- D. Attendance Reports. Appointees shall have the attendance of members recorded in the official minutes of their committees. Appointees are expected to regularly attend the meetings of the committee to which they were appointed. If this is not possible, the member should resign. Any appointee who fails to attend three meetings in succession without permission from the appointer is no longer a member of that committee.

Section 1042. Responsibilities of the Appointer

It shall be the responsibility of the appointer to explain the duties, expectations, and authority of all appointees and secure the explicit adherence to this article's provisions for consideration of appointment.

Chapter 11

Carolina Union Board of Directors

Article I. Carolina Union Board of Directors

Section 1101. Carolina Union Board of Directors

The power of general oversight of the Union shall be vested in the Carolina Union Board of Directors whose duties shall include:

1. Selection of the Carolina Union President
2. Participation in the selection of the Union Director
3. Review, evaluation, and approval of Union finances
4. Long range planning for the Union, including consideration and recommendation of necessary fee increases to the appropriate parties
5. Establishment of Union policy with regard to facilities use, programming, finances, and such other areas as the Board deems appropriate
6. Final arbitration of disputes arising over Union policy except in instances where conflict occurs between the Student Code and the Union bylaws.

Section 1102. Carolina Union Board of Directors Composition

The Carolina Union Board of Directors shall be comprised of:

1. The Carolina Union President
 - a. The Carolina Union President will Chair the Carolina Union Board of Directors unless they designate a substitute.
2. The Carolina Union Director, non-voting, ex-officio
 - a. The Carolina Union Director will maintain the minutes of the Carolina Union Board of Directors' meetings and the records of the Board's proceedings unless the Director delegates this responsibility to a member of the Union staff.
3. The Carolina Union President-Select, non-voting
4. The students holding the following six (6) positions (or their designee):
 - a. The President of the Student Body
 - b. The Speaker of Student Congress

- c. The President of the Graduate- Professional Federation
 - d. A representative of the Carolina Union Activities Board
 - e. The President of the Residence Hall Association
 - f. The President of the Carolina Union Employee Forum
5. One (1) appointed student member from each of the following organizations:
 - a. The Student Government Executive Branch
 - b. The Student Congress
 - c. The Graduate-Professional Student Federation
 6. Three (3) appointed student organization representatives
 - a. The student organization representatives shall be selected based on the following criteria:
 - i. Representation – The Board should consider the number of students represented and the programming conducted by the organization.
 - ii. Vitality – The Board should consider the organization’s past campus involvement and the amount of anticipated involvement.
 - iii. Diversity – The Board should consider the ability of an organization to speak on behalf of under-represented voices in Union programming and the campus community
 - iv. Facility usage – The Board should consider the organizations that use the Union’s facilities most frequently the quality of their usage in the past.
 - b. If an organization fails to provide representation for three consecutive board meetings, the Board may vote using quorum to revoke the right of that organization to have a representative on the Board.
 7. Three (3) faculty and staff members, non-voting
 - a. Three individuals will be appointed by the Chancellor and may succeed themselves once without reappointment by the Chancellor if re-nominated by the incumbent student members of the Board
 - b. One or more of the members must originate from student affairs or an equivalent overarching, student development focused department

The term of each member of the Carolina Union Board of Directors shall be one (1) year, beginning in the last regularly scheduled meeting of the spring semester. The term of ex-officio members shall not be distinct from the term of their main office.

Section 1104. Carolina Union Board of Directors Member Removal and Vacancies

Any appointed student member, appointed student organization representative, or faculty and staff member of the Board may be removed by a three-fourths vote of the Board on a motion by any member in the event that the member in contempt has missed two or more consecutive meetings without sending an official proxy. Vacancies will be filled in accordance with the normal appointment procedure appropriate to the vacancy being filled.

Section 1105. Carolina Union Board of Directors Operations

Quorum at all meetings of the Board will consist of a majority of the voting members present at any meeting unless otherwise stated. Regular meetings will be held at least once per month during the fall and spring semesters unless canceled by the Chair, and special meetings will be called by the Chair or on written request of half of the Board's members.

Section 1106. Carolina Union Board of Directors Committees

The Carolina Union Board of Directors will maintain standing committees as follows:

1. Space Allocation Committee
 - a. The duties of the Space Allocation Committee shall include:
 - i. Select a Committee Chair from the existing committee members
 - ii. Coordinate the annual allocation of student organizational space within the Carolina Union during the spring semester
 - iii. Review all appeals for student organization space within the Carolina Union
 - iv. Annually survey the space allocation to student organizations
 - b. The membership of the Space Allocation Committee shall include:
 - i. The Carolina Union President
 - ii. The Carolina Union Director or their designee
 - iii. The Carolina Union President-Select

- iv. Two (2) student members, one of which must be a member of the Carolina Union Board of Directors
 - v. One (1) faculty or staff member, preferably familiar with the student organizations that exist on campus
2. Outreach Committee
- a. The duties of the Outreach Committee shall include:
 - i. Select a Committee Chair from the existing committee members
 - ii. Communicate actions of the Board to the campus community and assess best practices for doing so
 - iii. Review and incorporate student feedback regarding Union policies and facilities
 - iv. Represent the Union at Union-sponsored activities
 - v. Collaborate with the Marketing and Design department as needed
 - b. The membership of the Outreach Committee shall include:
 - i. The Carolina Union President
 - ii. The Carolina Union Director or their designee
 - iii. The Carolina Union President-Select
 - iv. Three (3) student members, one of which must be a member of the Carolina Union Board of Directors
 - v. One (1) faculty or staff member, preferably familiar with the Union's public relations

Section 1107. Quarterly Administrative Reports

The Carolina Union Director or their designee shall present the financial status of the Carolina Union on a quarterly basis. This report is to ensure that the Carolina Union Board of Directors is fully aware of the financial wellbeing of the Carolina Union.

Section 1108. Semester Administrative Reports

The Carolina Union Director, the Carolina Union Activities Board, and the Carolina Union Standing Committees shall present comprehensive semester reports at the finals meetings of the fall and spring semesters informing the Board as to the activities, functions, and financial status of their independent units. These reports are to ensure that

the Carolina Union Board of Directors is fully aware of the current status of the Carolina Union and its programming.

Section 1109. Annual Administrative Reports

The Carolina Union President shall present a comprehensive annual report to the Carolina Union Board of Directors at the final meeting of the spring semester. This report is to ensure that the Carolina Union Board of Directors is aware of the status of the Union, the pending business, issues, and concerns, and the experience of the student in the Union President role.

Section 1110. Reports to Student Government

Monthly, the Carolina Union President will be required to submit a report to the President of the Student Body and the Speaker of Student Congress for dissemination within their respective branch of Student Government.

Article II. The Carolina Union Director

Section 1120. Carolina Union Director

The Carolina Union Director will report to the Carolina Union Board of Directors as its chief executive officer. Their duties will include:

1. Implement and establish policies of the Board as the Board deems appropriate
2. Advise the Carolina Union President and the Carolina Union Activities Board
3. Submit any proposal for a non-recurring expenditure from the Frank Porter Graham Building Fund in excess of \$5,000 to the Board before any such purchase is made.
4. Manage Union facilities, personnel matters, financial operations, and implement general University policies in Union affairs

Section 1121. Carolina Union Director Selection

The University administration is responsible for appointing the Carolina Union Director. Three (3) candidates, unless otherwise specified by those administrators, will be nominated by a search committee appointed by the Vice Chancellor for Student Affairs in consultation with the Chair of the Board. One half of the search committee must be students, and a majority of these students must be members of the Carolina Union Board of Directors. The Carolina Union President will be a member of the search committee.

Article III. The Carolina Union President

Section 1130. Carolina Union President

The Carolina Union President shall be responsible to the Carolina Union Board of Directors for the execution, policies, and programs of the Union and will receive a stipend of \$2000, changes to which much be determined by the Carolina Union Board of Directors provided any alterations will not affect the current President or President-Select. The duties of the Carolina Union President will include:

1. Serve as a liaison between the Carolina Union, Carolina Union Activities Board, and all campus groups
2. Chair the Carolina Union Board of Directors unless otherwise specified (Article I, Section 2.1.a)
3. Sit on all committees mentioned in the Carolina Union Constitution (Article I, Section 6 & Article I, Section 11)
4. Author a comprehensive annual report assessing Union affairs (Article I, Section 9)
5. Appoint and/or remove any Programming Committee Chairs and Activities Board Officers to the Carolina Union Activities Board (Article II, Sections 3-5)
6. Call and preside at meetings of the Carolina Union Activities Board
7. Serve as an ex-officio member of all Programming Committees of the Carolina Union Activities board

Section 1131. Carolina Union President Selection

The Carolina Union Board of Directors will appoint a committee as needed to screen applicants for the Carolina Union Presidency. Any registered, full-time student may apply for consideration. Accepted applicants will appear before the Board, but denied applicants may still appear before the Board if desired. The applicant selected for the presidency by quorum will be designated “Carolina Union President-Select” until the close of the last meeting of the spring semester.

Section 1132. Carolina Union President Removal and Vacancies

The Carolina Union President and Carolina Union President-Select may be removed from office by a three-fourths vote of the Carolina Union Board of Directors as any regular meeting provided that this intention is announced at least one week previously. In the event of a vacancy to the Carolina Union President position, the Carolina Union Board of

Directors will designate a member of the Carolina Union Activities Board to serve as Carolina Union President. The Carolina Union Director will serve as acting Chair until this selection is made.

Article IV. Carolina Union Activities Board

Section 1140. Carolina Union Activities Board

The Carolina Union Activities Board shall be vested with the authority to execute Carolina Union Programs. The Activities Board's duties shall include:

1. Organize programs in areas assigned to programming committees and implement those not assigned to such areas as necessary
 - a. The Activities Board will acknowledge the following qualities when organizing Union programs:
 - i. Social
 - ii. Cultural
 - iii. Entertaining
 - iv. Educational
2. Review and approve or reject all changes in programming
3. Administer the Carolina Union Activities Board programming fund
4. Recommend policies to the Carolina Union Board of Directors

Section 1141. Carolina Union Activities Board Composition

The Carolina Union Activities Board shall be comprised of:

1. The Carolina Union President
2. The Chairs of the Carolina Union Activities Board Programming Committees and Officers of the Carolina Union Activities Board
 - a. The number of Programming Committees and Officers shall not exceed 12
3. The members of the Carolina Union Activities Board programming committees, non-voting
4. The Carolina Union Director or up to two (2) designated representatives, non-voting, ex-officio

Section 1142. Carolina Union Activities Board Programming Committee Chairs

Each Carolina Union Activities Board Programming Committee shall be headed by a single chair appointed by the Carolina Union President. Such Chairs shall serve a one

year term starting at the transition meeting of the Carolina Union Activities Board. The Programming Committee Chairs have the following duties:

1. Call and preside at meetings of the committee
2. Ensure proper management of the committee budget
3. Attend meetings of the Carolina Union Activities Board
4. Attend Carolina Union Activities Board events as much as needed and possible
5. Submit paperwork regarding the committee's programs in a timely fashion
6. Prepare and publish an annual report on the committee's activities

Section 1143. Carolina Union Activities Board Officers

Officers of the Carolina Union Activities Board shall be appointed by the Carolina Union President as needed for matters outside of program planning. Such Officers shall serve a one year term starting at the transition meeting of the Carolina Union Activities Board.

Section 1146. Carolina Union Activities Board Selection, Removal, and Vacancies

The Programming Committee Chairs and Officers of the Carolina Union Activities Board shall be selected immediately following the selection of the Carolina Union President-Select. Activities Board members may be removed by the Carolina Union President. Vacancies shall be filled by the same application process used to select the Programming Committee Chairs as described above.

Article V. Amendments to the Union Constitution

Section 1150. Amendments Concerning the Carolina Union Board of Directors

All amendments to this Carolina Union Constitution concerning the Carolina Union Board of Directors shall require a two-thirds majority vote of the Carolina Union Board of Directors followed by a two-thirds majority vote of the Student Congress as per Title 1, Chapter 11 of the Student Code.

Section 1151. Amendments Concerning the Carolina Union Activities Board

All amendments to this Carolina Union Constitution concerning the Carolina Union Activities Board shall require a two-thirds majority vote of the Carolina Union Activities Board followed by a two-thirds majority vote of the Carolina Union Board of Directors.

Article VI. Carolina Union Bylaws

Section 1160. Bylaws of the Carolina Union

The Bylaws of the Carolina Union shall:

1. Instruct the Director, Board, and President in the operation of the Carolina Union.
2. Undergo review of the Carolina Union Board of Directors and Student Congress on an annual basis; with any amendments agreed to by a majority of both bodies;
3. Not supersede the Student Constitution or any part of this Chapter.

Title II

The Legislative Branch

Chapter 1

Composition

Article I. Members

Section 100. Members of Student Congress

Each member of the Student Congress shall be:

1. A member of the district that he/she is representing during the semester following the regular election;
2. Elected in full compliance with the General Election Laws;
3. Free from sanctions from the UNC Honor Court for violations of the Honor Code
4. Free from sanctions from the UNC Supreme Court for violations of the Student Code; and,
5. Recorded in the Student Congress book after his/her credentials have been verified.

Section 101. Nature of Districts

The district of residence for an undergraduate student shall be a set of residence units containing the place of actual physical residence as distinguished from one of temporary sojourn. The district of residence for a graduate student shall be a set of graduate and professional academic departments containing the department in which he/she is enrolled.

Section 102. Allocation of Seats

- A. Each seat in Congress shall represent, as nearly as possible, the same number of students.
- B. Each fall semester, the Rules and Judiciary Chair shall update a list containing, as exactly as can be determined, the number of enrolled students in each district.
- C. The Rules and Judiciary Committee shall conduct an annual review of the districting and apportionment of seats. The findings of this review and any corresponding recommendations shall be reported to the full Congress.

Section 103. Districts

The following shall be the districts of Student Congress:

1. District 1. The district shall be called North Campus and shall represent undergraduate students living on campus in the Alderman, Alexander, Aycock,

Cobb, Connor, Everett, Graham, Grimes, Joyner, Kenan, Lewis, Mangum, Manly, McIver, Old East, Old West, Ruffin, Spencer, Stacy, and Winston residence halls. The district shall be entitled to four (4) seats.

2. District 2. The district shall be called Middle Campus and shall represent undergraduate students living on campus in the Avery, Carmichael, Parker, and Teague residence halls. The district shall be entitled to one (1) seat.
3. District 3. The district shall be called South Campus-West and shall represent undergraduate students living on campus in the Craige, Craige North, Hardin, Hinton, and Morrison residence halls. The district shall be entitled to three (3) seats.
4. District 4. This district shall be called South Campus-East and shall represent undergraduate students living on campus in the Ehringhaus, Hinton James, Horton, and Koury residence halls. This district shall be entitled to three (3) seats.
5. District 5. The district shall be called Granville and shall represent undergraduate students living in Granville Towers. The district shall be entitled to two (2) seats.
6. District 6. The district shall be called Greek Housing and shall represent undergraduate students living in Greek housing. The district shall be entitled to one (1) seat.
7. District 7. The district shall be called Off Campus and shall represent undergraduate students living off campus and not in Greek housing. The district shall be entitled to eleven (11) seats.
8. District 8. The district shall be called Apartment Housing and shall represent undergraduate students living on campus in the Ram Village and Baity Hill communities. The district shall be entitled to one (1) seat.
9. District 9. The district shall represent students enrolled in graduate or professional degree programs within the Schools of Business, Government, Information and Library Science, Journalism and Mass Communication, and Law. The district shall be entitled to four (4) seats.
10. District 10. The district shall represent students enrolled in graduate or professional degree programs within the Schools of Dentistry, Medicine, Nursing,

Pharmacy, Public Health, and Social Work. The district shall be entitled to seven (7) seats.

11. District 11. The district shall represent students enrolled in graduate or professional degree programs within the College of Arts and Sciences and the School of Education. The district shall be entitled to four (4) seats.

Section 104. Arbitration

The Congress shall be the arbiter of the elections, returns, and qualifications of its own members, subject to appeal of the student Supreme Court.

Article II. Officers

Section 110. Elected Officers

The elected officers of the full Congress shall be:

1. The Speaker;
2. The Speaker Pro Tempore; and
3. Committee Chairpersons.

Section 111. Laws Governing Elected Officers

- A. All elected officers must be members of Congress.
- B. No two elected officers shall be held by the same member of Congress.
- C. No two members of Congress shall hold any single elected office.
- D. No officer of Student Congress shall be eligible to serve as Principal Clerk, Technical Clerk, Parliamentarian, or Sergeant at Arms of the Student Congress.

Section 112. Powers of the Speaker

The Speaker of Congress shall:

1. Call to order Congress meetings and serve as the presiding officer of the Congress;
2. Call special meetings of the Congress;
3. Serve as a non-voting ex officio member of all congressional committees;
4. Sign all acts and resolutions of the Congress and ensure their transmission to the Student Body President within five (5) school days of passage;
5. Sign resolutions of the Congress and ensure their promulgation to the appropriate parties;

6. Make all appointments and nominations reserved to the Student Congress, subject to confirmation by a two-thirds vote of the Congress;
7. Appoint all members of the Legislative Staff with expediency, except the Sergeant-at-Arms, subject to confirmation by a two-thirds vote of the Congress.
8. Prepare the Congress' annual budget request in conjunction with the Organizational Treasurer and the standing committee chairs;
9. Serve as the Congress' chief administrator and spokesperson on non-legislative matters;
10. Ensure that all duties of the Congress and its officers are properly executed;
11. Administer the oath of office to Student Congress representatives who are sworn in after the initial inauguration ceremony;
12. Produce an updated table showing the final action on all bills and resolutions introduced within the session; and,
13. Provide regulations for the operation of the representatives of the news media on the floor of the Congress.

Section 113. Powers of the Speaker Pro Tempore

The Speaker Pro Tempore shall:

1. Perform such duties as the Speaker may assign;
2. Call to order Congress meetings and preside over the Congress in the absence or incapacity of the Speaker.
3. Orient all new members of Congress and maintain communication with the University community, including, but not limited to orientation of the First-Year class and the entire Student Body to Student Congress.
4. Serve as a non-voting ex officio member of all congressional committees.
5. Coordinate any actions regarding the prompt delivery of written reports from appointees.
6. Execute other such responsibilities as may be lawfully assigned to them;
7. Organize the Full Congress Public Forum; and,
8. Assign area and equipment on the floor of the Congress for the use of the representatives of news media.

Section 114. Powers of Committee Chairs

All standing committee chairpersons shall:

1. Call and preside over committee meetings;
2. Report to Congress the general activities and proceedings of the committee, including the title and nature of bills introduced and not yet reported;
3. Designate any bills eligible to be placed upon the Consent Calendar;
4. Ensure that the minutes and roll are taken for committee meetings; and,
5. Execute such other responsibilities as may be lawfully assigned them.

Article III. The Legislative Staff

Section 120. Composition

The Legislative Staff shall consist of:

1. The Parliamentarian(s);
2. The Clerk(s);
3. The Webmaster(s);
4. The Sergeant-at-Arms; and,
5. The Legislative Assistants.

Section 121. Duties

- A. Parliamentarian. The Parliamentarian(s) shall advise Congress on matters of Congressional Procedure and the procedures and rules set forth by the Student Code.
- B. Clerk. The Clerk(s) shall:
 1. Maintain an accurate record of all legislation and amendments thereto;
 2. Make such corrections to legislation as are necessary to maintain proper spelling, grammar, and the format as verified by the Speaker.
- C. Webmaster. The Webmaster(s) shall be responsible for the maintenance of the Student Congress website.
- D. Sergeant-at-Arms. Congress may elect from its membership a Sergeant-at-Arms, who shall assist the Speaker in preserving order in the chamber during meetings and explain expectations of order to visitors and members.
 1. In the event that the Sergeant-at-Arms is absent, the duties of the Sergeant-at-Arms will fall to the Ethics Chair.

- E. Legislative Assistants. The Legislative Assistant(s) shall be responsible for assisting their appointer with completing legislative tasks, constituent services, and legislative duties as requested.

Section 122. Removal

Any member of the legislative staff shall be removed, without using the impeachment process:

1. By a two-thirds (2/3) vote of the Student Congress; or,
2. At the discretion of the Speaker.
3. Legislative assistants may be removed at the discretion of the appointer.

Section 123. Appeal

- A. Any appointed officer, dismissed at the discretion of the Speaker, may appeal the Speaker's decision by having a member of Congress introduce a special order to overturn the Speaker's decision and reinstate the appointed officer.
- B. If the order is adopted by a two-thirds (2/3) vote in the affirmative of the full Congress to overturn the Speaker's decision, then the appointed officer shall be reinstated to his/her position.
- C. Legislative assistants are not eligible for dismissal appeal.

Chapter 2

Finalizing Legislation

Article I. The Role of the President

Section 200. Conveyance to the Student Body President

Following the passage of legislation in the Student Congress:

1. Within three (3) workdays of passage, three (3) copies of all acts and resolutions passed by the full Congress shall be signed by the Speaker as they were passed. Two (2) copies shall be delivered by the Speaker to the Student Body President.
2. The remaining signed copy shall be filed by the Clerk, who shall place a copy of it in the labeled files of the Student Government offices. This will ensure immediate and public access to the acts and resolutions of the Student Congress during each of its sessions. The Speaker and the Clerk of the Congress shall be responsible for the maintenance of this file.

Section 201. Transmission of Vetoed Bills

The Student Body President shall return a signed copy of acts of the Congress to the Clerk of Congress within ten (10) school days of receiving it, unless he or she shall have elected to veto the act or to decline to sign it. He/she shall keep the other copy signed by both parties, and it shall be included among the permanent records of the Office of the Student Body President.

Section 202. Signed Acts Immediately Become Law

Acts of the Congress signed by the Speaker and the Student Body President immediately become law, unless otherwise specified. Acts not returned within ten school days of passage shall become law, without the Student Body President's signature, at 5:00 pm with a notation by the Speaker stating that the President declined to sign the act.

Section 203. Vetoed Legislation

- A. The Student Body President shall notify the Speaker within ten class days of receiving any legislation for which a veto message will be issued.
 1. The Speaker shall place on the agenda of the next full Congress meeting a special order for Consideration of the Student Body President's veto. During

consideration of vetoes, Congress may debate the underlying bill and veto for no longer than twenty (20) minutes.

2. At the conclusion of debate, Congress shall vote on whether to uphold the underlying bill. A yes vote signifies support of the bill and overturns the veto; a no vote signifies opposition to the bill and supports the veto.
 3. If a two-thirds majority of Congress votes to uphold the bill, the act shall become law with annotation by the Speaker stating that the President's veto was override.
- B. Veto Message. In the event of a veto, the Student Body President shall send Student Congress via the Speaker a message containing his/her reasoning for vetoing the piece of legislation.
- C. Overridden Veto. In the event that a Presidential veto is overridden, the signature page of promulgated legislation shall include the following items:
1. A statement "Done by the Student Congress on the (1) day of (2) in (3)" in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out to be followed by the Speakers signature;
 2. A statement "And made vetoed on the (1) day of (2) in (3)" in which (1), (2), and (3) are as above;
 3. A statement "And veto overridden by the Student Congress on the (1) day of (2) in (3)" in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out to be followed by the Speaker's signature.

Section 204. Signature Page

The signature page of promulgated legislation shall include the following items:

1. A statement "Done by the Student Congress on the (1) day of (2) in (3)"—in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out—to be followed by the Speaker's signature; and
2. A statement "And made law on the (1) day of (2) in (3)"—in which (1), (2), and (3) are as above—to be followed by the Student Body President's signature, should he or she decide to affix it.

Section 205. Law without Signature

In the event that the President declines to sign and return an act by the required deadline, the signature page of promulgated legislation shall include the following items:

1. A statement “Done by the Student Congress on the (1) day of (2) in (3)”–in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out–to be followed by the Speaker ’s signature;
2. A statement “And made law without signature after ten days on the (1) day of (2) in (3)”– in which (1), (2), and (3) are as above.

Section 206. Transmitting of Legislation

- A. All legislation introduced (passed, failed, signed, unsigned, vetoed, overridden or postponed indefinitely) in the Congress and the standing and select committees shall be transmitted to the University Archives.
- B. All promulgation to the Student Body President and the University Archives shall include legislative history, signature page, veto message, and any other notations of the Speaker, President, or the Secretary of the Student Body as to the fate of the legislation. All promulgation to other parties shall omit these items and shall include only the text of the law or resolution unless these other items are specifically requested.
- C. All passed resolutions of the Congress shall be transmitted to the mandates and the President in addition to the parties above.
- D. All laws of the Student Body shall be transmitted to the Office of the Student Body President, the Student Supreme Court, the Office of the Student Attorney General, the Student Activities Fund Office, the Student Body Treasurer, and the Secretary of the Student Body.
- E. All amendments to the General Elections Law and all matters concerning elections shall be transmitted to the Elections Board.
- F. All laws and resolutions passed by the Congress relating to officers of Student Government or Student Government-recognized organizations shall be transmitted to the officer or organization affected.
- G. All laws and resolutions passed by the Congress shall be transmitted to the chair of the standing or select committee from which they reported.
- H. Copies of resolutions passed by the Congress and signed by the Speaker and copies of all laws shall be transmitted to all appropriate or interested parties within five school days of passage.

Section 207. Public Record

All laws and resolutions passed by the Congress shall be public record and shall be transmitted in a timely manner to all parties requesting them. No documents of Student Congress may be withheld except under order of the Ethics Committee or the Chancellor of the University.

Section 208. Rights of the Student Body President before Committee

The President of the Student Body may appear before any committee of the Student Congress and request to speak upon any measure. He/she may also designate individuals to testify on his/her behalf for such time as the committee may designate.

Chapter 3

Congressional Records

Article I. Congressional Records

Section 300. Current Session

Each Congress shall maintain a complete set of records including:

1. The agendas and minutes of each meeting of the Congress;
2. The agendas, minutes, and/or reports of all standing or select committees of the Congress to the extent that they exist
3. The complete financial records of the Congress;
4. All items obtained by the Congress concerning Congressional ethics;
5. Records of the annual budget process;
6. The most recent roster of the Congress;
7. The most recently published copy of the Student Government Code;
8. The complete set of documents on each measure introduced or studied in Congress;
9. Any other documents of importance.

Section 301. Previous Sessions

The complete legislative records of the three immediately prior sessions of the Congress and the records of the current session shall be maintained in the office of the Congress at all times. At the close of the session the records of the oldest session on file in the office should be transferred to the University Archives.

Article II. The Student Government Code

Section 310. Maintenance of the Student Government Code

Each year a Code of the Permanent Laws of the Student Government of the University shall be produced. No less than monthly, a revision of the Student Government Code shall be produced incorporating all laws passed since the previous edition of the Code, unless no revisions are necessary.

1. Promulgation of the Code. These annual editions shall be promulgated electronically to those parties entitled by law to receive them, and shall be made publically available.
 - a. The Principal Clerk shall be charged with annually producing The Code of Permanent Laws of the Student Government of the University of North Carolina at Chapel Hill.
 - b. The Speaker of the Student Congress shall send one (1) properly signed and certified copies of all acts and resolutions to the Student Body Secretary within one week of passage by Congress, for the Executive Branch's record-keeping purposes. The Student Body President shall send to the Principal Clerk one (1) properly signed and certified copies of all laws signed, vetoed or made law without signature within one week of his/her final action, for the Executive Branch's record-keeping purposes.
 - c. The Chair of the Board of Elections shall provide to the Student Body Secretary one copy of all certified election results of all referenda.
 - d. The Principal Clerk may delegate the physical production of the Code to any other clerk.
 - e. The annual edition of the Code shall be transmitted by the Principal Clerk to the Outgoing Secretary before the end of his or her term.
2. Organization. The Code shall be organized by Title, Chapter, Article, Section, and subsection(s).
3. Section Numbers. Within the Student Government Code no section number shall be duplicated within the same title.
4. Citation. Particular provisions within the Student Government Code shall be made by Title and Section. The form for citing Section 113 of Title II in the 1996 Student Government Code would be II SGC.113 (1996)
5. Section Titles. Each section within The Code shall be given a title which shall appear in the index and the text of The Code itself. Section titles shall not be considered part of the text of The Code, for the purposes of judicial interpretation. The title of each section shall be included within the enacting legislation.

Section 311. Laws Remain in Effect

All laws and resolutions shall be assumed to be in effect until they are repealed either explicitly or indirectly by other laws and resolutions of the Congress, unless they are of such nature as to be of obviously instantaneous effect or they provide explicitly for their own expiration. Any law or resolution passed prior to April 1, 1995, and not contained in the 1996 edition of the code will be repealed as of April 1, 1997. Any changes to the permanent laws made thereafter shall be made as amendments to appropriate parts of the Student Government Code.

Section 312. Accordance with the Constitution

Laws and resolutions shall be in accordance with the Student Government Constitution and shall be enacted in accordance with the procedures of this title and such other procedures as the Congress shall enact.

Article III. Electronic Mailing List

Section 320. Student Congress Electronic Mailing List

A. Electronic Mailing List Management

1. The Speaker Pro Tempore shall manage the Student Congress Electronic Mailing List (referred to hereafter as "Listserv").
2. Management responsibilities may be deferred at any time to the Speaker of the Student Congress.
3. The Speaker of the Student Congress maintains the right to monitor all processes of Listserv management.

B. Parameters

1. The manager shall distribute all appropriate messages posted to the Listserv.
2. No endorsements of elected officials of any kind, representing on- or off-campus constituencies, shall be considered appropriate.
3. No messages advocating for or against legislation beyond the authority of the Student Congress shall be considered appropriate.

C. Appeals. The originator of a message that is withheld from the Listserv by the manager may appeal that decision to the Speaker. The Speaker has final discretion regarding appeals.

- D. Notice. Upon admittance to the Listserv each new subscriber shall receive via their subscribed electronic mailing address the rules for Listserv conduct as delineated in this section.

Article IV. Presumed Constitutional

Section 330. Presumed Constitutional; Severable

- A. The provisions of any act shall be considered severable and presumed Constitutional.
- B. Any decision by the Student Supreme Court regarding the Constitutionality of any chapter, article, section, or subsection shall apply only to that chapter, article, section, or subsection.

Article V. Standing Rules of Student Congress

Section 340. Adoption of Standing Rules

- A. At the beginning of each session, Student Congress shall adopt standing rules. If no new rules are proposed, it shall be assumed that previous standing rules by the previous session of congress shall be adopted by a two-thirds ($2/3$) vote of the entire membership of Congress.
- B. Any resolutions to change the standing rules require a two-thirds ($2/3$) vote of the entire membership of Congress. These resolutions shall not be concurrent resolutions.
- C. Section 340 may only be amended by $2/3$ (two-thirds) present voting members.

Chapter 4

Congressional Committees

Article I. Committees, General

Section 401. Chair; Vice-chair

Each congressional committee shall be chaired by one member of Congress. Each committee shall elect from within its own membership one vice-chair to assist the Chair in the operation of the committee.

Section 402. Powers of Committees, General

The standing and select committees shall

1. Conduct hearings, prepare reports, and initiate such legislation as they deem necessary on matters which fall within their respective areas of competence;
2. Subpoena students to testify by majority vote such witnesses as are necessary to accomplish the purposes of subsection 1;
3. Consider all bills referred to the committee at the meeting following their referral;
4. Report such bills as are appropriate, with or without amendments, with written report, either favorably, unfavorably, or without prejudice; and
5. Receive and consider reports on behalf of the Congress.

Article II. Powers of Committees

Section 410. Finance Committee

The Finance Committee shall:

1. Consider all legislation pertaining to the generation and allocation of funds and establishment of budgets;
2. Consider all bills appropriating Student Government funds from the Student Activities Fee;
3. Maintain an inventory of all items purchased and owned by Student Government, which shall be the responsibility of the Finance Committee Vice-Chair; and,
4. Confirm all student referenda pertaining to the Student Activities Fee.

Section 411. Rules and Judiciary Committee

The Rules and Judiciary (R&J) Committee shall:

1. Consider all legislation pertaining to the content of The Student Code;
2. Consider relevant appointments, nominations, and recommendations of the Student Body President as describes in Title I;
3. Confirm all Congressional external appointments and members of the Legislative Staff;
4. Confirm all student referenda pertaining to constitutional amendments;
5. Create standing rules;
6. Create regulations necessary for the smooth functioning of Student Congress; and,
7. Handle any legislation which concerns judicial or legal matters.

Section 412. Oversight and Advocacy Committee

The Oversight and Advocacy Committee shall:

1. Receive and address and grievances, injustices, complaints, and ideas of the Student Body;
2. Maintain a petition webpage in which student may submit any and all suggestions for the Oversight and Advocacy Committee to address;
3. Meet periodically with Congressional external appointments to provide congressional oversight and communication with various Student Government boards. Failure for appointees to appear before the Student Advocacy Committee without good reason is grounds for their removal from their respective boards. The following appointees will be required to meet with the Student Advocacy Committee, except when the Oversight and Advocacy Committee Chair provides exemption:
 - a. At least once every month during the Fall and Spring semesters, the Speaker's appointees to the Student Fee Audit Committee should update the committee.
 - b. At least every month during the Fall and Spring semesters, the Speaker's appointees to the Student Safety and Security Committee should update the committee.
 - c. At least once every two months during the Fall and Spring semesters, the Speaker's appointees to the Union Board of Directors should update the committee.

- d. At least once a semester, the Speaker's appointee to the Student Legal Board of Directors should update the committee.
 - e. At least once every two months during the Fall and Spring semesters, the Speaker's appointees to the WXYC board of directors should update the committee.
 - f. At least once every two months during the Fall and Spring semesters, the Speaker's appointee to the Student Television Board of Directors should update the committee.
 - g. At least once every month during the Fall and Spring semesters, the Speaker's appointees to the Renewable Energy Special Project Committee should update the committee.
 - h. At least once a semester, the Finance Committee Chair's appointee to the Yackety Yack Board of Directors should update the committee.
 - i. At least once a semester, the Speaker's appointee to the Student Library Advisory Board should update the committee.
 - j. At least once a semester, the Honor Court Treasurer and Attorney General should update the committee.
4. Have the authority to review Student Fees as needed,
- a. Upon the review of said fees, the Oversight and Advocacy Committee may recommend to Student Congress the adjustment of any said fee. All adjustments are subject to the approval of the Board of Trustees and/or Board of Governors.
 - i. All adjustments recommended by Congress shall be sent to the Student Fee Audit Committee (SFAC)
 - ii. Upon approval by SFAC, all adjustments shall continue to the Student Fee Advisory Subcommittee (SFAS).
 - iii. Upon approval by SFAS, all adjustments shall continue to the Tuition and Fee Advisory Taskforce (TFAT)
 - iv. All adjustments must be passed via a Student Body referendum

- b. Should SFAS and/or TFAT make any changes to the recommended adjustments, Student Congress shall need to approve said adjustments before being considered for referenda.
 - c. If SFAS and/or TFAT accept the proposed changes from Student Congress without making additional changes, said adjustment shall immediately proceed to a referendum vote without requiring an additional vote in Student Congress.
 - d. Any adjustment to the Student Activities Fee is subject to the approval of Student Congress Finance Committee.
 - e. The Student Body Treasurer and Graduate and Professional Student Federation Treasurer shall be notified by the Oversight and Advocacy Committee Chair before each fee is reviewed.
 - f. Each fee may be reviewed no more than once per session of Student Congress except by a majority vote of the Oversight and Advocacy Committee.
 - g. The review of Student Fees shall not take precedence over any of the above duties of the Oversight and Advocacy Committee.
5. Confirm all student referenda pertaining to issues neither under the purview of the Finance Committee or the Rules and Judiciary Committee;
 6. Meet periodically with senior members and committee (co-) chairs and vice-chairs of the Executive Branch and external appointments made by the Student Body President to increase dialogue and collaboration across Student Government; and,
 7. Send the Oversight and Advocacy Committee Chair as a representative of UNC-CH to any statewide student advocacy organization on behalf of the UNC-CH Student Government, including UNC-ASG.

Section 413. Ethics Committee

- A. The Ethics Committee shall be considered a special standing committee, consisting of five members, including the chair, one of which must be a returning representative to Congress excluding the chair.
- B. No member of the Ethics Committee shall be an officer or Committee, with the exception of temporary select chairs or the Ethics Chair, who shall serve only as the Ethics chair.

- C. The Ethics Committee shall investigate and report to Congress any matter brought to its attention by a member of the Student Body or representative concerning improper action of a representative or officer of Congress. The individual who brings the complaint must submit a formal written or electric complaint with supporting documentation to the Ethics Chair prior to investigation. The information shall be signed and include the legal name of the complainant. The committee chairs and clerk of Congress will submit to the ethics chair attendance records upon request when charges are related to absenteeism.
- D. The Ethics committee shall investigate and report all complaints filed with the Ethics Chair if deemed appropriate by the Chair and supported by relevant documentation. If the Chair finds sufficient cause to investigate, he/she shall first discuss informally with the representative or officer in question of the nature of the complaint. If this discussion does not resolve the problem, an Ethics Committee meeting shall be called at which the Committee shall be obligated to make a recommendation to Congress based on investigation of facts surrounding the complaint. A total of three (3) complaints made from separate representatives or members of the Student Body, regardless if a complaint is deemed appropriate by the Ethics Chair, will constitute an investigative meeting of the Ethics Committee.
- E. The Power of the Ethics Committee shall include, but not be limited to, the power to investigate any alleged violation of the Ethics Laws, any alleged violation of the Student Code or the Honor Code by a representative or officer in the Student Congress, any alleged unprofessional or improper conduct by a Representative, and any alleged violation by representatives of Congress of the Opening Meetings Law.
- F. The Ethics Committee should it decide that some punitive action is warranted, shall recommend a single course of action in its report to Full Congress. After the report is read, the Ethics Chair will make a debatable motion in the form of a resolution listing the report and recommending such Final Action, requiring the indicated number of votes in Article III of Chapter 5, in accordance with congressional standing rules and procedure.
- G. The Ethics Committee Chair shall make available the Full Congress attendance records for public record by use of the Congress website.
- H. The Ethics Chair may grant a leave of absence of up to 15 days to any representative of Congress. Should the Ethics Chair determine that the leave of absence is not justifiable,

he/she must consult with the Ethics Committee. A leave of absence of 15 days or less, not approved by the Ethics Chair, or a leave of absence of greater than 15 days must be approved by a simple majority of the members of the Ethics committee. The justification for a leave of absence shall be considered by the Ethics Chair or committee on a case-by-case basis.

- I. Prior to the second Full Congress meeting following the beginning of the Fall semester, the Ethics Committee shall meet for the purpose of reporting to the Board of Elections chair any vacancies resulting from the failure of representatives to appear at a meeting for the purpose of being sworn in or failure to submit required ethics documentation.

Chapter 5

Ethics Laws

Article I. Requirements of Representatives of Student Congress

Section 500. Organization Membership.

- A. Prior to the second full congress meeting after the beginning of a new session of Congress, representatives shall submit to the Ethics Committee Chair:
 - 1. A list of all recognized campus organizations in which they are active or have been active in the past academic year;
 - 2. A list of all offices held in such organizations;
- B. These lists shall:
 - 1. Be updated to reflect any recognized campus organization in which the representative becomes active during the term in office;
 - 2. Be open to public inspection upon request by any UNC fee paying student.
 - 3. It is each representative's duty to notify the Ethics Chair if any changes in organizational membership occur, but this information can be requested at any time by the Ethics Chair or Ethics Committee for the purpose of investigations and maintenance of congressional records.

Section 501. Reporting to Constituency.

- A. Each representative shall submit to the Ethics Committee Chair a plan for informing his/her constituency of the activities of Student Congress. This plan shall be submitted to the Ethics Committee Chair prior to the second full Congress meeting after the beginning of a new session of Congress.
- B. Each representative shall submit to the Ethics Committee Chair at least one means of communication (phone number, email address, etc.) for publication on the Student Congress website. This means of communication shall be submitted to the Ethics Committee Chair prior to the second full Congress meeting after the beginning of a new session of Congress.
- C. The Ethics Committee will request biannual reports that document actual use and specific examples as to how each representative is informing his/her constituency of the activities

of Student Congress. This report will be collected by the Ethics Chair and presented to the Ethics Committee by the fourth legislative cycle each semester. Failure to produce this report to the satisfaction of the Ethics Committee will result in investigation of nonfeasance by a representative.

Section 502. Full Congress Public Forum.

Student Congress representatives will be required to attend the Full Congress Public Forum, organized by the Speaker Pro Tempore, that will take place no later than two full legislative cycles after the first day of classes of the fall and spring semesters.

Section 503. Proof of District.

- A. Representatives of Congress elected in a Regular Spring Election shall provide the Ethics Chair with proof that they are constituents of the district they represent by the first full Congress meeting of the Fall semester.
- B. Representatives elected in a special election shall provide the Ethics Chair with proof that they are constituents of the district they represent within seventy-two (72) hours of their inauguration.
- C. For Undergraduates living on-campus, sufficient proof shall consist of a University document or screenshot from an official UNC Website stating the representative's current place of residence.
- D. For Undergraduates living off-campus, sufficient proof shall consist of:
 - 1. A photocopy of the representative's housing contract, lease, rental agreement, or deed; or
 - 2. A screenshot from an official UNC Website or University document showing that the representative does not live on campus.
- E. For Graduate students, sufficient proof shall consist of a University document stating the representative's current department of study or a screen shot from an official UNC Website indicating their department of study.

Section 504. Change of Status.

- A. Representatives of Congress shall notify the Speaker and the Ethics Chair of any change of campus residence or enrollment that affects his/her status as a representative within one (1) week of the date such a change occurs. Failure to provide the Speaker and the

Ethics Chair with such notification within one week of such change shall result in a referral to the Ethics Committee.

- B. If the change of status occurs during the subsequent fall or spring semesters after the Regular Spring Election for that particular session of Congress, then the representative shall be ineligible to serve in his or her district after such notification.
- C. If the change of status occurs over the summer, then the representative shall be ineligible to serve in his or her district starting the first day of classes in the subsequent fall semester.
- D. Members who elect to study abroad shall resign from their seat in Congress prior to the first day of classes in the semester in which their study abroad commences.
 - 1. Exemption. This provision does not apply to summer semesters.

Section 505. Attendance Requirements.

- A. Representatives of Congress shall accumulate no more than two (2) unexcused absences per semester (unexcused is defined by an absence that does not meet the requirements in Section 505(B)). The Ethics Chair may excuse absences due to extenuating circumstances upon a written notice at least 3 hours before the meeting. In addition, after receiving written notice, the Ethics chair shall excuse the representative for absences, tardiness, and exits related to
 - 1. Family emergencies;
 - 2. Illness;
 - 3. Unexpected meetings or class schedule changes;
 - 4. Unexpected changes to a mandatory work schedule; and/or
 - 5. Religious obligations and observances.
- B. More than two (2) unexcused and/or three (3) excused absences shall constitute grounds for investigation by the Ethics Committee. Representatives who intend to miss more than one consecutive meeting should request a leave of absence. Representatives of Congress must request a leave of absence in writing to the Ethics chair at least 24 hours prior to the intended start date of the leave of absence.
- C. Actions Pertaining to Absenteeism:

1. Upon accumulating two (2) unexcused or three (3) excused absences, the Ethics Chair will email a warning to the representative and report the warning during the report of the Ethics Chair at the Full Congress following the missed meeting.
2. Should the representative miss another meeting following the warning, their voting privileges will be suspended until they submit a written plan to the Ethics Chair explaining how they plan to make the remainder of the session's meetings.
3. Once the Ethics Chair approves the plan, the representative will be allowed to vote again following a 2/3 vote of Full Congress.
4. Subsequent violations of the attendance laws (further unexcused absences or more than three (3) excused absences) will be deemed a failure to comply with the student laws and considered grounds for action by the Ethics Committee.

Section 506. Punctuality Requirements.

- A. Pertaining to the congressional meetings and congressional committee meetings, two unexcused tardies or exits are equal to one unexcused absence. A tardy is an arrival at least 15 (fifteen) minutes after the scheduled time of the meeting. An exit is a departure before the Adjournment of the meeting.
- B. Upon late arrival or early departure at a meeting, a representative shall check in with the clerk.
- C. The clerk shall make note in the minutes the time of the arrival or departure.
- D. Any tardies shall be reported by the clerk to the Ethics Chair.

Section 507. Compensation Prohibited.

- A. No representative shall be a paid staff member of any organization funded by the Congress.
- B. No member of Congress shall be entitled to nor shall he/she accept a stipend, salary, or any other form of compensation for the purpose of serving as a student representative in Student Congress from any student organization.

Section 508. Prohibition.

A representative must abstain from voting when the business at hand is an appropriations request and the motion is to adjust the amount requested up or down, to vote on the passage of a bill or the previous question has been moved on such an appropriations bill concerning any recognized student organization which he/she has been a member in the

past academic year. Membership in Student Congress, CAA, GPSF, CUAB or RHA does not require one to abstain from voting; however, in such a circumstance, officers of CAA, GPSF, CUAB and RHA must abstain.

Section 509. Failure to Comply.

Failure to comply with student laws and Congressional rules and procedures by law or resolution shall constitute malfeasance, misfeasance, and/or nonfeasance as appropriate.

Section 510. Special Events

- A. Should Student Congress host or co-host an event, attendance may be deemed mandatory for specific districts or all representatives at the consensus of the Speaker and the Ethics Chair to ensure participation by Congress representatives provided that relevant representatives are notified at least two weeks in advance.
- B. Members of Student Congress shall notify the Ethics Chair if they cannot attend the event.
- C. The Ethics Chair will excuse the absence according to the attendance requirements outlined in the Ethics Laws.
- D. Failure to attend the event, or provide written notice to the Ethics Chair at least 3 hours before the event, will result in one (1) unexcused absence.

Section 511. Select Committees

- A. The Chair of a Select Committee shall notify the committee members of the time and place of any meeting of the committee at least one week in advance.
- B. Any guests invited to attend a select committee meeting shall be notified of the meeting at least seventy-two (72) hours in advance.
- C. At the time of scheduling, the Chair may deem attendance mandatory for all of the representatives in the committee. The Chair shall notify the committee members and the Ethics Chair that the meeting is mandatory at least one week in advance.
- D. If a meeting is mandatory, the Ethics Chair will excuse an absence according to the attendance requirements outlined in Section 505.
- E. Failure to attend the mandatory meeting, or provide written notice to the Ethics Chair at least 3 hours before the mandatory meeting, will result in one (1) unexcused absence.
- F. Minutes of all Select Committee meetings shall be taken and reported to the Speaker and the Ethics Chair.

Section 512. Safety Training

- A. Each member of Student Congress, who has not previously completed Sexual and Interpersonal Violence Prevention and Response training, will be encouraged to complete one training session during the first semester of his or her election to office.
- B. The following are acceptable trainings to attend:
 - 1. One Act
 - 2. Haven
 - 3. Safe Zone
 - 4. Other trainings with prior approval from the Ethics Chair
- C. Each term, Congressional leaders will communicate with program administrators to organize one group session for the members of Student Congress, the date, time, and location of which shall be sent out to the Congressional listserv as close to the start of the term as is reasonably possible. Attendance will be taken at this session for the purpose of giving members of Congress credit for attendance.
- D. Members of Student Congress who complete this training and provide proof of said completion to the Ethics Chair shall be entitled to a maximum of one (1) extra unexcused absence per academic year.
 - a. This absence can be applied to the semester of the member's choosing.
- E. If a member of Student Congress is unable to attend the designated group training session, this individual will be encouraged to attend one of the training sessions available to all UNC students. Congressional leaders and the Student Body President should also send an email to their respective listservs with dates, times, and locations of these trainings as close to the start of the term as is reasonably possible.
- F. The Chair of the Ethics Committee shall be responsible for ensuring compliance with the requirement for the absence herein stated. Each member of Student Congress shall be responsible for providing the Ethics Chair with proof that they have complied with the requirements to receive the extra absence, either prior to his or her term in office, or at some point during the first semester of said term. Contact information for the Ethics Chair will also be included in the listserv emails regarding trainings.

Article II. Actions of the Ethics Committee

Section 520. Grounds for Action.

Chronic absenteeism, malfeasance, misfeasance, and/or nonfeasance of any kind by a representative or officer of Congress, shall constitute grounds for action.

1. Chronic absenteeism shall be defined as continued absences following a suspension of voting privileges due to absenteeism as issued by the Ethics Chair.
2. Malfeasance shall be defined as wrongdoing or misconduct.
3. Misfeasance shall be defined as performing a lawful action in an unethical, illegal, or improper manner. This shall include deliberately misusing the office of a representative or officer of Student Congress for personal gain.
4. Nonfeasance shall be defined as failure to act or fulfill one's duty. This shall include the duties of both officers and representatives to constituents and fulfillment of the duties of the offices of Congress.

Section 521. Procedure for Ethics Investigation.

- A. If a complaint is pursued by the Ethics Chair and is not resolved by informal meeting, or three (3) complaints from separate individuals are received, an Ethics Committee meeting for the purpose of investigation will be called. Meetings can be conducted at any time throughout legislative cycles, but the report of the Ethics Committee can only be delivered and enforced upon passage at a Full Congress meeting.
- B. The decision to dismiss a complaint by the Ethics Chair can be appealed by filing an appeal with the Ethics Chair that is signed by two (2) other separate individuals, representatives, or officers of Congress. Once the appeal is received, it is the duty of the Ethics Chair to call an Ethics investigative meeting.
- C. For the purpose of investigation, both the complainant and the accused individual should be present. On a case-by-case basis determined by the Ethics Chair, the complainant or accused individual can be absent, but must present a statement to be read to the committee outlining facts and chronological order of violations in question.
- D. The order of the Ethics Committee Investigative Meeting shall be as follows:
 1. Call to Order
 2. Roll Call
 3. Reading of the Formal Complaint
 4. Statement of the Complainant

5. Statement of the Accused
 6. Presentation of Evidence and Witness of the Complainant
 7. Presentation of Evidence and Witness of the Accused
 8. Cross examination of the Evidence and Witnesses of the Accused
 9. Cross examination of the Evidence and Witnesses of the Complainant
 10. Final Statement of the Complainant
 11. Final Statement of the Accused
 12. Recess for deliberation of the Ethics Committee
 13. Call to Order
 14. Motion of Dismissal or specific Final Action of the Complaint to be reported to
Full Congress
 15. Adjournment
- E. The Complainant and the Accused individual have the right to counsel at any time after the notice of being called to the Ethics Committee Investigative Meeting is received.
- F. The Ethics Committee Investigative Meeting will take place no earlier than 72 hours after a complaint is received to allow for proper scheduling and notice to all parties.
- G. The Ethics Chair will serve as presiding officer and is allowed a vote after a motion of Dismissal or Final Action. A motion of dismissal is final and will not be re-addressed unless new supporting documentation is found relevant by the Ethics Chair.
- H. A Clerk will be present to document the meeting which will be made available as public record on the congressional website.

Section 522. Final Actions of the Ethics Committee.

- A. Censure. Censure shall consist of a formal reprimand delivered to a standing representative by the Speaker or his/her designee at the next regular meeting of Congress following the Ethics Committee report recommending such an action. It shall be warranted following an Ethics Committee recommendation, unless two-thirds of the Student Congress votes to overturn the Committee report in a debatable motion immediately following the presentation of the report.
- B. Suspension of Voting Privileges. Suspension of voting privileges of any representative for a definite period of time shall require a two-thirds vote following debate of the motion of the Ethics Committee.

- C. Suspension of Voting and Debate Privileges. Suspension of voting and debate privileges of any representative for a definite period of time shall require a two-thirds vote following debate of the motion of the Ethics Committee.
- D. Expulsion for Absenteeism. Expulsion for absenteeism, limited to the failure to fully attend the required number of Congress or committee meetings, shall require a majority vote following debate of the motion of the Ethics Committee.
- E. Expulsion. Expulsion for any other cause shall require two-thirds vote following debate of the motion of the Ethics Committee.
- F. Removal of an Officer. The Ethics Committee can recommend removal of an officer of Student Congress. This motion is debatable and requires a two-thirds vote for adoption.
- G. Special Provisions. If the Speaker is subject of the motion, he/she shall relinquish the chair to the Speaker Pro Tempore during the period of debate. If the Ethics Committee Chair is the subject of the complaint, it should be filed with the senior-most member of the Ethics Committee, who shall direct an investigation after informing the Speaker of the charges made against the Chair.
- H. Final Action Time of Effect. Final Actions will take effect immediately upon passage by Full Congress.

Article III. Request for Government Information

Section 530. Information

- A. All officers, committees, or individuals appointed by Congress or the Student Body President, or organizations receiving funding from any power of Congress from student fees are required to give to any committee of the Student Congress, upon request, all relevant information and all relevant data within their possession, pertaining to student government property, fiscal data, information needed for the advocacy of constituents, or the overall function of Student Government.
- B. This requirement is mandatory and shall include requests made by any member of Congress.
- C. This provision shall not apply to sealed records of the Honor Court or any other records protected by state or federal law.

Chapter 6

Impeachment

Article I. Powers of Impeachment

Section 600. Any Elected or Appointed Official

The Student Congress shall have the power to impeach and remove from office Student government Official, elected by the Students or whose appointment was approved by Congress. Charges may be entered against any Student Government Official for misfeasance, malfeasance, or nonfeasance of duty. A majority vote of those present and voting shall be necessary to bring the official to trial. The Student Congress member entering the charges shall prosecute, or may designate any University student to act as counsel for the prosecution, and the accused official may designate any University student to act as counsel for the defense. A two-thirds (2/3) vote of the SC members present and voting shall be necessary to convict the accused, or to remove the accused from office. This act shall not be construed to prohibit other means by which an official may be removed from office, as provided by law.

Article II. Forms of Bills of Impeachment

Section 610. Articles

A Bill of Impeachment shall be divided into several Articles of which:

1. The first shall designate the name of the Student Government Official to be impeached, the date of his/her commission or election, and the place whereat he/she resides;
2. The second shall designate a manager for the prosecution of the accusation and impeachment, who shall be a student in good standing at the University of North Carolina at Chapel Hill;
3. The third shall enumerate at least two Representatives in Student Congress who shall aver the truth of the Articles of the Bill of Impeachment; and,
4. The fourth and succeeding paragraphs shall enumerate allegations as shall be required by this Act to constitute a Bill of Impeachment against the specific Student Government Official to be impeached.

Section 611. Impeachment of Student Government Officials

The following Student Government officials and positions shall be eligible for impeachment under this chapter:

1. Student Body President
2. Student Body Vice President
3. Student Body Treasurer
4. Student Body Secretary
5. Director of State and External Affairs
6. Graduate and Professional Student Federation President
7. Residence Hall Association President
8. Student Attorney General
9. Graduate and Professional Student Association Attorney General
10. Members of the Graduate and Undergraduate Honor Courts
11. Chief Justice of the Student Supreme
12. Associate Justices of the Student Supreme Court
13. Student Solicitor General
14. Members of the Board of Elections
15. Student Government Officials of the Student Congress, as defined by Title II

Chapter 1 Article II

Section 110.

A Bill of Impeachment of the defined Student Government Officials shall allege specifically by what acts, upon what dates, and in what manner the official(s) shall have failed to perform the duties of his/her office as prescribed by the Constitution of the Student Body, Code of Permanent Laws and the laws enacted thereunder, to the truth of which allegations five Representatives in Student Congress shall be enumerated to aver.

Section 612. Specific Allegations

A Bill of Impeachment of a Student Government Official subject to impeachment by a Bill of Impeachment not heretofore authorized shall allege specifically by what acts, upon what dates, and in what manner, the Student Government Official shall have failed to perform the duties of his/her office as prescribed by the Constitution of the Student

Body and the laws enacted hereunder, to the truth of which five Representatives in Student Congress shall be enumerated to aver.

Section 613. Aver to Truth of Allegations

No Representative in Student Congress shall aver to the truth of any allegation unless and except he/she have probable cause to believe such allegation to be true.

Section 614. One Specific Act per Article

No Article of Impeachment shall allege more than one specific act by which the Student Government Official to be impeached shall have failed to perform the duties of his/her office.

Article III. Preliminary Proceedings

Section 620. Introduction

A Bill of Impeachment may be introduced as new business at any Regular Session of the Student Congress.

Section 621. Requirement after Introduction

Upon the introduction of a Bill of Impeachment, the Speaker shall require each Representative, who shall be enumerated by the Articles to aver to the truth of said Articles, to acknowledge such averment and to subscribe his/her signature to the Bill of Impeachment.

Section 622. Referral to Rules and Judiciary Committee

Immediately following such acknowledgment, the Speaker shall refer such Bill of Impeachment to the Rules and Judiciary Committee, and shall require the Chairperson of such Committee to call a meeting of the Rules and Judiciary Committee within seventy-two (72) hours following and to give notice within twenty-four (24) hours following to the Student Government Official to be impeached and the managers for the prosecution.

Article IV. Duties of the Rules and Judiciary Committee

Section 630. Requirements of the Rules and Judiciary Committee

The Rules and Judiciary Committee shall, within seventy-two (72) hours following the introduction, acknowledgment, and subscription of a Bill of Impeachment, convene and require that:

1. Receipt of notice given to the Student Government Official to be impeached be presented by the Chairperson of the Committee;

2. Receipt of notice given to the manager for the prosecution be presented by the Chairperson of the Committee;
3. The managers for the prosecution submit the names and campus addresses of all persons whom such managers shall desire to present as witnesses to acts alleged by the Articles;
4. The managers for the prosecution present all documents and real evidence which such managers shall desire to introduce into evidence to acts alleged by the Articles; and
5. The Representatives in the Student Congress who shall have been enumerated by the Articles to the truth thereof to appear before the Rules and Judiciary Committee and, upon oath or affirmation, testify as to the specific acts by which it be alleged that the accused did fail to perform the duties of his/her office.

Section 631. Examination of the Rules and Judiciary Committee

The Rules and Judiciary Committee, except any member thereof who shall have been enumerated by the Articles to aver the truth thereof shall:

1. Examine each Representative who shall have been enumerated by the Articles to aver the truth thereof;
2. Examine each document and item of real evidence presented by the managers for the prosecution.

Section 632. Report of the Rules and Judiciary Committee

The Rules and Judiciary Committee, except any member thereof who shall be enumerated by the Articles to aver to the truth thereof, shall report at the Regular Session of the Student Congress next following the introduction, acknowledgment and subscription of a Bill of Impeachment:

1. Whether such Bill of Impeachment shall contain allegations of fact supported by averment or other evidence; and
2. Whether such Bill of Impeachment shall contain allegations of fact which supported by averment or other evidence which shall constitute the failure of the Student Government Official to perform the duties of his/her office.

Article V. Consideration of Bills of Impeachment

Section 640. Convene into Committee of the Whole

Immediately following the Report of the Rules and Judiciary Committee upon the Bill of Impeachment, the Student Congress shall convene in Committee of the Whole.

Section 641. Order of Business

The order of business of the Committee of the Whole shall be:

1. The reading of the Bill of Impeachment;
2. The opening argument by the managers for the prosecution;
3. The examination of witnesses and real evidence submitted by the managers for the prosecution;
4. Debate upon the question and Rising of the Committee of the Whole.

Section 642. Examination

The Committee of the Whole shall examine the witnesses introduced before it in the following manner:

1. The direct examination of the witness by the managers for the prosecution;
2. The cross-examination of the witness upon matters introduced in direct testimony, by any Representative in the Student Congress;
3. The redirect examination of the witness by the managers for the prosecution; and the re-cross examination of the witness by any Representative in the Student Congress.

Section 643. Adoption of Bill of Impeachment

The question shall be whether the Committee of the Whole shall recommend that the Bill of Impeachment be adopted, which question shall be subject to amendment and indefinite postponement only.

Section 644. Limitation on Debate

No Representative shall speak more than once to the question or to any amendment, nor for more than five minutes, unless another Representative shall yield such Representative his/her own time.

Section 645. Voting

Upon completion of debate upon the question, the Committee of the Whole shall rise without final recommendation, and the Speaker shall put the question to the call of the roll of the Student Congress.

Section 646. Prima Facia Case for Adoption

The Student Congress of the Student Body shall adopt the Bill of Impeachment should the evidence submitted by the managers for the prosecution create a prima facie case and, therefore, be sufficient to prove that the accused Student Government Official did fail to perform the duties of his/her office, unless, upon the trial of the Bill of Impeachment, such evidence be explained, rebutted or contradicted.

Article VI. Proceedings Preliminary to Trial

Section 650. Transcription of Bill of Impeachment

Should the Student Congress adopt a Bill of Impeachment, the Speaker shall direct that the Clerk of the Student Congress shall within twenty- four (24) hours, prepare and certify a true and accurate transcription of the Bill of Impeachment as amended and the poll of the Student Congress upon the question of its adoption.

Section 651. Extraordinary Session

Upon the adoption of a Bill of Impeachment, the Student Congress shall order that it shall convene in Extraordinary Session not more than fifteen (15) nor less than seven (7) days thereafter, and that it shall be in order only at that Extraordinary Session that the Student Congress resolve itself to be the Court for the trial of Impeachment.

Section 652. Discharge from Duties

Thereupon, the Student Congress shall order that the Student Government Official under Impeachment be excused from the discharge of his/her duties pending trial.

Section 653. Proclamation and Summons

Upon the adjournment of the Student Congress, the Speaker shall direct the Clerk of the Student Congress that he/she, within fifty (50) hours following, issue proclamation and summons to the Student Government Official under Impeachment, fixing the day of return upon the convening of the Student Congress in Extraordinary Session.

Section 654. Service of Proclamation and Summons

The proclamation and summons to the Student Government Official under Impeachment shall be issued and served within thirty-six (36) hours upon such Student Government Official, and shall contain:

1. A certified transcript of the Bill of Impeachment as amended and the poll of the Student Congress upon the question of its adoption;

2. A certified copy of all Rules and Procedures for Introduction, Consideration and Trial of Impeachments;
3. A certified copy of those provisions of the Constitution of the Student Body defining and guaranteeing the Rights of Students.

Section 655. Form of Proclamation and Summons

The form of the Proclamation and Summons to be issued and served upon the Student Government Official under Impeachment shall be:

The Student Congress to____, Greetings

Whereas the Student Congress did, on the___day of___, adopt Articles of Impeachment against you, the said____,____,____, should be put to answer the accusations as set forth in said Articles, and that such proceedings, examinations, trials, and judgments might be thereupon had as are agreeable to law and justice, You, the said____, are therefore hereby summoned to be and appear before the Student Congress sitting in the Court for the Trial of Impeachments, at___o'clock ___m., at___on the day of ___, then and there to answer to said Articles of Impeachment.

Furthermore, You, the said____, are therefore hereby relieved and excused from the discharge of your duties under the Constitution of the Student Body and the laws enacted there under pending the trial of such Articles of Impeachment, and You, the said ___, should you fail to appear and answer to the Articles of Impeachment, shall be ordered and adjudged to have answered and pleaded Not Guilty, by and through the Clerk of the Court for the Trial of Impeachment for and upon your behalf acting.

Hereof fail not.

Witness____, Clerk of the Student Congress, this___day of___.

Article VII. Trial

Section 660. Convene in Extraordinary Session

Upon the day and hour ordered by the Student Congress, the Congress shall convene in Extraordinary Session, and the Speaker shall put the question, upon motion by any member, whether the Student Congress do hereby resolve into a Court for the Trial of

Impeachments. Failure to adopt such resolution shall constitute dismissal of the Articles of Impeachment.

Section 661. Surrender of the Chair

Thereupon, if the President (or Vice-President) of the Student Body be under Impeachment, the Speaker shall then surrender the Chair to the Chief Justice of the Student Body, or, in his/her absence to the Senior Justice there present, who shall be the President of the Court. If the President of the Student Body be not under Impeachment, then the Speaker shall be President of the Court.

Section 662. Oath

The Chief Justice of the Student Body, or in his/her absence any Student Government Official empowered to administer Oaths of Office, shall administer the following Oath to each Representative of Student Congress before such Representative shall act as a member of the Court for the Trial of Impeachments:

“I, _____, solemnly swear (or affirm) that in all things appertaining to the Trial of the Impeachment of (name), now proceeding, I will do impartial justice according to the Constitution and Laws of the Student Body.”

Section 663. Clerk

The Clerk of the Student Congress shall be the Clerk of the Court.

Section 664. Pleading

The Student Government Official under impeachment shall then be called to appear and answer the Article of Impeachment against him/her, which Articles shall be read before him/her by the Court, whereupon the Student Government Official shall answer Guilty or Not Guilty.

Section 665. No Appearance

Should the Student Government Official under impeachment not appear, nor instruct, nor authorize any person to appear on his/her behalf, the President of the Court shall enter a plea of Not Guilty on behalf of the accused Student Government Official.

Section 666. Admission to the Bar of the Court

The managers for the prosecution of the Articles of Impeachment, the Student Government Official Under Impeachment, and any student who the Student Government Official Under Impeachment shall authorize and instruct to act on his/her behalf in the Trial of Impeachment, shall be admitted to the bar of the Court for the Trial of Impeachments immediately following the Answer.

Section 667. Motions

All motions made by the Prosecution or the Defense shall be addressed to the President of the Court and, if he/she require it, be reduced to writing.

Section 668. Time Limit of Debate

Motions shall be in order upon the close of evidence for the Prosecution and the Defense, which motion shall not be debated for more than one half hour by each side, unless the Court shall by order extend the time.

Section 669. Opening and Closing of Arguments

The arguments shall be opened and closed by the Managers for the Prosecution of the Articles of Impeachment and shall be made by one person, unless the Court shall by order direct otherwise.

Section 670. Order of Presentation

The order for the presentation and introduction of evidence shall be:

1. The Opening Argument for the Managers of the Prosecution;
2. The examination of witnesses and introduction of real and documentary evidence submitted by the Managers for the Prosecution;
3. The Opening Argument by the Defense;
4. The examination of witnesses and introduction of real and documentary evidence submitted by the Defense;
5. The Closing Argument by the Defense; and
6. The Closing Argument by the Managers for the Prosecution.

Section 671. Oath of Witnesses

Each witness called by either side shall be administered the following oath by the President of the Court:

“I, _____, do solemnly swear (or affirm) that the evidence which I shall give in the case now pending between the Student Body of the University of North Carolina at Chapel Hill and, shall be the Truth, the Whole Truth and Nothing but the Truth.”

Section 672. Examination of Witnesses

The examination of witnesses submitted by either side shall be in the following manner:

1. The direct examination of the witnesses by the side submitting him/her;
2. The cross-examination of the witnesses by the side not submitting him/her; upon any matter, and for any purpose;
3. The redirect examination of the witnesses by the side submitting him/her; and
4. The re-cross-examination of the witnesses by the side not submitting him/her.

Section 673. Court Member Called as Witness

If a member of the Court be called as a witness, he/she shall be sworn and give his/her testimony standing in his/her place, but shall not be disqualified thereby from sitting in the Court.

Section 674. Polling of the Court

Upon the questions of any motion, and on the question whether the Articles of Impeachment be sustained, the Court shall be polled.

Section 675. Question of Guilt

Upon the close of the argument by the Prosecution, and the close of motions thereafter, the question shall be whether the Student Government Official under impeachment is guilty of the impeachment of having failed to perform the duties of his/her Office, which question shall be debatable but not subject to any subsidiary motion, and no Member of the Court shall speak more than twice, nor more than ten (10) minutes at any one time.

Section 676. Standard of Reasonable Doubt

No member of the Court for the Trial of Impeachments shall sustain the Articles of Impeachment, unless the evidence submitted, examined and considered shall prove beyond reasonable doubt that the Student Government Official under Impeachment did fail to perform the duties of his/her Office.

Section 677. Voting

The form of the question whether the Articles of Impeachment be sustained and the Student Government Official Under Impeachment convicted of having failed to perform the duties of his/her office shall be, to each Member of the Court: “Mr. (Mrs., Miss, Ms.); How say you of the Defendant, Guilty or Not Guilty;” to which each member of the Court shall respond either "Guilty" or "Not Guilty.”

Section 678. Adjournment

Upon Acquittal of any Student Government Official under Impeachment, the President of the Court for the Trial of Impeachments shall put the question, whether the Court for the Trial of Impeachments adjourn, which motion shall not be subject to debate.

Section 679. Removal

Upon conviction of any Student Government Official Under Impeachment, the President of the Court shall put the question, whether the Convicted Student Government Official be removed from Office, which motion shall be debatable but not subject to any subsidiary motion, and no Member of the Court shall speak more than once, nor for more than ten (10) minutes.

Section 680. Disqualification

Removal from Office by the Court shall disqualify such Student Government Official Convicted from the exercise of any office of trust, profit or honor under the Student Government.

Section 681. Suspension

Any Student Government Official Convicted, but not removed from his/her Office, shall be suspended from the exercise of his/her duties and powers until such time that the Student Congress shall, by Resolution, revoke such suspension.

Article VIII. Appeal to the Supreme Court

Section 690. Appeal to Supreme Court

Any Student Government Official under impeachment may appeal conviction hereunder from the Court for the Trial of Impeachments to the Supreme Court of the Student Body, in accordance with the Constitution of the Student Body, Code of Permanent Laws and the laws enacted there-under.

Section 691. Only Error of Law

There shall be no Appeal from the Court for the Trial of Impeachments except upon error of law, and unless such appeal is commenced by notice to the Court for the Trial of Impeachments upon conviction and sentence.

Section 692. Notice of Appeal and Record of Trial

Should any Student Government Official convicted by the Court for the Trial of Impeachments give notice to that Court of Appeal to the Supreme Court of the Student Body, the President of the Court for the Trial of Impeachments shall file written notice of such appeal with the Chief Justice of the Supreme Court within twenty-four (24) hours thereafter; and shall file a transcript of the articles, motions, rulings, judgments, and sentence within five (5) days.

Article IX. General

Section 700. Familiar Disqualifications to Sit on Court

No person, or the spouse or brother or sister of a person, designated the Student Government Official to be impeached by any Bill of Impeachment shall take part in the consideration of such Bill.

Section 701. Disqualification for Conflict of Interest

No person, or the spouse or brother or sister of a person, who shall, upon conviction or removal of a Student Government Official under impeachment, succeed to such office pursuant to the Constitution of the Student Body or any law enacted hereunder, shall vote on such bill.

Section 702. Chair of Rules and Judiciary Committee

Should the Chairperson of the Rules and Judiciary Committee be impeached, the member of the Rules and Judiciary Committee senior in consecutive service in the Student Congress shall act as Chairperson and perform the duties thereof as herein prescribed.

Section 703. Limitations on Excuse for Discharge of Duties

No Student Government Official shall be excused from the discharge of the duties of his/her office pending the trial of a Bill of Impeachment brought against him/her for more than fifteen days.

Section 704. No Denial of Constitutional Rights

Except as provided by the Constitution of the Student Body; no Student Government Official under impeachment may be denied any rights granted and guaranteed by the

Constitution of the Student Body, the State of North Carolina, or the United States of America.

Title III
The Judicial Branch

Chapter 1

Definitions

Article I. General Definitions

Section 100. General Definitions

Subject to additional definitions which may be contained in the subsequent sections of this Title which are applicable to specific sections or chapter thereof, and unless the context otherwise requires or indicates, in this chapter:

1. Official Email Address shall refer to the email address published in the latest version of the campus directory.
2. Act shall refer to a noun in the sense of a deed subject to judicial review under the jurisdiction of the Supreme Court, and includes a proposed act, a completed act, a continuing act, or a refusal to act.
3. Action shall refer to a suit and include all controversies and cases.
4. Executive Act shall refer to an act by an official or agency of the Executive Branch of Student Government or an act of an executive nature by any other governmental official or independent agency of student government.
5. Jurisdiction shall refer the legal power of the court to hear and decide an action.
6. Legislative act or legislative action shall refer to any act passed by the Student Congress or enacted over the veto of the Student Body President, any resolution passed by the Student Congress, or any completed action of a legislative nature by any governmental official or independent agency of student government.
7. Student organization shall refer to a student organization other than the Executive Branch, Legislative Branch, Judicial Branch, or independent agency of student government.
8. Standing shall refer to the right of a particular student or student organization of the Student Body to bring an action before the Supreme Court.

Chapter 2

The Honor Court

Article I. The Honor Court

Section 200. Mission and Purpose

The Instrument of Student Judicial Governance for the University of North Carolina at Chapel Hill shall:

1. Provide for the Honor Court(s);
2. Be approved by the Chancellor, the Student Body, and the Faculty Council;
3. Shall be set forth in a document and provide for its own procedures to be amended by the Committee on Student Conduct;
4. Provide a Code of Conduct for the Student Body and established officers, structures, and procedures by which the Code is implemented and offenses adjudicated; and,
5. Establish jurisdiction of the Honor Court(s) to extend to student responsibilities under the Instrument, Campus, and Honor Codes.

Chapter 3

The Student Supreme Court

Article I. Administration

Section 300. Composition

The Members of the Student Supreme Court shall be composed of:

1. The Chief Justice of the Supreme Court (Chief Justice); and
2. Four (4) Associate Justices of the Supreme Court (Associate Justices).

Section 301. Seniority

- A. The Chief Justice shall have the greatest seniority of the Supreme Court.
- B. An Associate Justice of the Supreme Court shall have greater seniority than those Associate Justices appointed after him/her. When two (2) or more Associate Justices of the Supreme court are appointed simultaneously, seniority among them shall be determined according to age with the older always having the greater seniority than the younger person.

Section 302. The Presiding Justice

- A. The Chief Justice shall be considered the Presiding Justice.
- B. Whenever the position of the Chief Justice is vacant or the Chief Justice is temporarily absent or unable to attend to his/her duties, the Associate Justice having the greatest seniority shall serve as the Presiding Justice.
- C. The Presiding Justice shall:
 1. Perform all responsibilities in which the Chief Justice may exercise or is to perform under the law; and,
 2. Have the ability to exercise all powers of the Chief Justice.

Section 303. Prohibition of Behavior

- A. Members of the Supreme Court shall refrain from:
 1. Rendering formal or informal advisory opinions as to questions of law;
 2. Making public statements out of court as to particular questions of law;
 3. Discussing out of court the merits and issues of controversies or cases before the court or to be before the court;

4. Urging the amendment, passage, or defeat of any measure before the Student Congress or any other independent agency of Student Government;
 5. Campaigning or publically endorsing any campus political candidate, constitutional amendment, or referenda; and,
 6. Doing any act or making any statement out of court which would tend to disparage the impartiality of the Supreme Court.
- B. Nothing in subsection A of this section shall prohibit free discussion among the persons serving on the Supreme Court and among the persons serving on the Supreme Court and the court staff.
- C. Nothing in subsection A of this section shall be construed to prohibit the Chief Justice from discharging his/her responsibilities to administer the Court and speak on administrative questions to petitioners of the Court.
- D. The blatant or repeated commission by members of the Supreme Court of any of the acts prohibited by subsection A of this section may be grounds for impeachment and removal by the Student Congress. A lesser commission may be the basis for a member to recuse himself/herself from hearing a deciding a case on the matter in question.

Section 304. Term

The term of the Supreme Court shall begin on the inauguration day of the Student Body President and shall continue until the subsequent inauguration day.

Section 305. Quorum

Four (4) members of the Supreme Court shall constitute a quorum to hear and determine controversies and cases or to exercise any powers or perform any functions required of the Supreme Court by law.

Article II. Staff

Section 310. Chief Clerk

- A. The Chief Justice shall appoint a Chief Clerk of the Supreme Court (Chief Clerk), subject to the approval of the members of the Supreme Court serving on the Supreme Court at the time of the appointment.
- B. The Chief Justice may appoint an Acting Chief Clerk of the Supreme Court (Acting Chief Clerk) during the temporary absence or incapacity of the Chief Clerk.
- C. The Chief Clerk of the Supreme Court or an Acting Chief Clerk shall:

1. Maintain an accurate record of the proceedings of the Supreme Court;
2. Maintain an individual file for each controversy or case before the Supreme Court into which he/she shall place copies of all papers filed with the Supreme Court and any other relevant material, as deemed necessary by the Chief Justice; and,
3. Exercise such other powers and perform such functions as may be required by him/her by the Chief Justice.

D. The Chief Justice may remove the Chief Clerk at any time.

Section 311. Marshal

- A. The Chief Justice shall appoint a Marshal of the Supreme Court (Marshal), subject to the approval of the members of the Supreme Court serving on the Supreme Court at the time of the appointment.
- B. The Chief Justice may appoint an Acting Marshal of the Supreme Court (Acting Marshal) during the temporary absence or incapacity of the Marshal.
- C. The Marshal or an Acting Marshal of the Supreme Court shall:
 1. Make physical preparations for hearings of the Supreme Court;
 2. Maintain order and decorum during the hearings of the Supreme Court; and,
 3. Exercise such other powers and perform such functions as may be required by him/her by the Chief Justice.

D. The Chief Justice may remove the Marshal at any time.

Section 312. Prohibition of Behavior

The Chief Clerk, Marshal, and/or those acting in either capacity shall refrain from:

1. Divulging any information learned by them concerning any controversy or case before the Supreme Court, except when the information is of general public knowledge;
2. Seeking to influence the outcome of any controversy or case before the Supreme Court or any issue to be decided by the Supreme Court; and
3. Doing any act or making any statement out of court which would tend to compromise the impartiality of the Supreme Court.

Chapter 4

Legal Counsel

Article I. Rights of the Student

Section 400. Rights of the Student

- A. Every student and student organization has the right to be represented by legal counsel when involved with a case before the Board of Elections and/or Supreme Court.
- B. Every student and student organization has the right to the assistance of counsel appointed by the Chief Legal Officer from the Student Legal Counsel to represent him/her in a case before the Board of Elections and/or Supreme Court.
- C. Should the student or student organization refuse the appointed member of the Student Legal Counsel, he/she/it may alternatively chose any member of the UNC Student Body to serve as his/her counsel, assuming the latter accepts responsibility.
- D. Once appointed, the Counsel will work with the student to file Board of Elections and Supreme Court papers, gather evidence, present findings to the Board of Elections and/or Supreme Court, and perform other duties necessary to effectively represent his/her party.

Article II. Student Legal Counsel

Section 410. Composition

The Student Legal Counsel shall consist of the following members:

1. The Chief Legal Officer;
2. Deputy Legal Officer(s).

Section 410. Chief Legal Officer

The Chief Legal Officer shall:

1. Be responsible for reviewing all cases brought before the Board of Elections and/or Supreme Court when the party / multiple parties request representation;
2. Appoint legal counsel for cases before the Board of Election and/or the Supreme Court when the party / multiple parties request representation;
3. Be able to serve as legal counsel;
4. Manage the administrative tasks of the Student Legal Counsel;
5. Recruit, appoint, and train Deputy Legal Officers of the Student Legal Counsel;

6. Review and investigate alleged violations brought before the Supreme Court or Board of Elections; and,
7. Remove Deputy Legal Officers from the Student Legal Counsel.

Section 411. Deputy Legal Officers

The Deputy Legal Officers shall:

1. Serve as legal counsel for any case presenting to the Board of Elections and/or Supreme Court in which he/she is appointed;
2. File Supreme Court papers (including but not limited to Complaints, Answers, Motions, Affidavits, Briefs);
3. Gather evidence;
4. Present evidence to the Board of Elections and/or Supreme Court; and
5. Speak on behalf of his/her party.

Section 412. Conditions

A. Legal Officers shall:

1. Inform the Chief Legal Officer about any potential conflict of interest before accepting the responsibility of serving as legal counsel for a case;
2. Recuse themselves should a conflict of interest arise; and,
3. Not discuss the case with anyone without the explicit consent of his/her represented party.

B. Failure to adhere to the conditions set forth in subsection A shall result in the immediate removal from the case and the Student Legal Counsel.

Article III. Student Government Legal Counsel

Section 420. Student Solicitor General

A. The Student Solicitor General shall serve as the counsel for Student Government branches and agencies.

B. Should a conflict arise between Student Government agencies, the following hierarchy shall be used to determine which party the Solicitor General shall represent in an action before the Supreme Court:

1. The Student Body President and/or the Executive Branch;
2. The Speaker and/or the Legislative Branch;

3. Other independent agencies of Student Government (to be chosen at the discretion of the Solicitor General).
- C. Other Student Government branches and/or agencies not being represented by the Student Solicitor General shall have the ability to obtain legal counsel from the Student Legal Counsel.
 - D. Any person/branch/or independent agency of Student Government shall reserve the right to hire other counsel if a conflict may exist for the Student Solicitor General.

Chapter 5

Standards for Counsel

Article I. Counsel for Parties

Section 500. Conduct of Counsel

- A. Counsel appearing before the Board of Elections and/or Supreme Court serves in the capacity of officers of the court. Counsel shall have the responsibility of aiding the Board of Elections and/or Supreme Court in the just, speedy, and efficient performance of its duties and of refraining from knowingly misleading the Board of Elections and/or Supreme Court on any relevant fact or issue of law. Counsel's failure to cooperate with the Court may constitute a violation of the Honor Code.
- B. The Supreme Court may issue rules, consistent with law, governing the conduct and ethics of Supreme Court Counsels. Such rules shall have no retroactive effect.

Section 501. Enforcement of Standards of Counsel Conduct

The Board of Elections and the Supreme Court may refuse to permit a person to serve as a Counsel if he/she repeatedly or flagrantly violated the rules of conduct and ethics of Counsels as stipulated in this Title. Such a verdict shall only be made after the person in question is given full notice and the opportunity to be heard. A decision regarding a person's ability to serve as a Counsel shall be made by a majority vote of the involved body – either the Board of Elections or the Supreme Court. However, any party in an action before the Board of Elections and/or Supreme Court shall not be denied self-representation. The right to represent oneself shall be extended to members of Student Organizations serving as the group's representative.

Chapter 6

Jurisdiction and Standing

Article I. General Jurisdiction

Section 600. Jurisdiction over Controversies: Legal Power

- A. The jurisdiction of the Student Supreme Court shall:
 - 1. Extend to controversies regarding actions of the Executive Branch, Legislative Branch, and all independent agencies of Student Government;
 - 2. Extend to questions of law arising under this Constitution, the laws enacted under its authority of actions of the Executive Branch, Legislative Branch, Board of Elections, and other independent agencies of Student Government, and the governing documents of all independent agencies of Student Government and all officially recognized student organizations; and
 - 3. Be based on a substantial controversy in law.
- B. The Supreme Court shall have no jurisdiction to render advisory opinions.

Section 601. Retention of Jurisdiction for Enforcement

If the Supreme Court determines that it has jurisdiction of an action and decides the issues raised therein, it may retain jurisdiction of the action for the purposes of enforcing its judgment and punishing for contempt of court.

Section 602. Jurisdiction Presumption and Burden of Proof

In any action before the Supreme Court, there shall be a presumption that the court has jurisdiction, and the party seeking to invalidate the jurisdiction of the Supreme Court shall have the burden of showing that the Supreme Court has no jurisdiction over the action.

Section 603. Consent of Parties to Jurisdiction Effective

The consent of the parties to submit themselves to the jurisdiction of the Supreme Court or the failure of the parties to raise the issue of jurisdiction shall be effective to give the Supreme Court jurisdiction in any action in which it otherwise lacks jurisdiction.

Section 604. Raising of Jurisdictional Issue

The issue of the jurisdiction of the Supreme Court over an action may be raised by any party to the action at any stage of the proceedings.

Article II. Legislative Actions and Standing to Challenge

Section 610. Standing Required to Bring Action

In order to bring an action before the Supreme Court, the party bringing the action must have the appropriate standing as provided by law, and no standing shall extend to any person in controversies arising from a proposed legislative act.

Section 611. Standing to Bring an Action Based on Legislative Act

- A. Standing to bring an action before the Supreme Court based on the question of legitimacy of a legislative act by the Student Congress shall extend to any student or officially recognized student organization whose powers, rights, privileges, benefits or immunities are adversely affected, restricted, impaired or diminished by the legislative act in question.
- B. No standing shall extend to any student or organization arising from a proposed legislative act.

Article III. Executive Actions and Standing to Challenge

Section 620. Standing to Bring an Action Based on Executive Act

Standing to bring an action before the Supreme Court based on the invalidity or illegality of an act of a student body officer, member of the administration executive committee, cabinet or committee of the executive branch shall extend to any member of the student body except:

1. The Student Body President;
2. The Vice-President;
3. The Treasurer;
4. The Secretary;
5. The Chief of Staff;
6. The Senior Adviser; and,
7. The Director of State and External Affairs.

Article IV. Board of Elections Actions, Standing to Challenge and Injunctions

Section 630. Standing to Bring Election Action

Standing to bring an action before the Supreme Court for an election error or fraud in the acts, decisions and rulings of the Board of Elections extends to plaintiffs who must have his/her powers, rights, privileges, benefits or immunities adversely affected, restricted impaired or diminished and the plaintiff must be:

1. A candidate or political party alleging injury through an election error or fraud;
2. A student directly and adversely affected by a regulation, ruling, or determination of the Board of Elections; and/or,
3. A student alleging election error in relation to a constitutional referendum, a constitutional initiative, a special referendum, an initiative election, or a review election.

Section 631. Issuance of Injunctions by Supreme Court

- A. The Supreme Court may issue temporary injunctions against the Board of Elections stopping an election to protect the Court's jurisdiction or to preserve the status quo until a judicial determination can be reached. The Supreme Court shall only issue elections injunctions in extreme circumstances and when necessary.
- B. If, in the opinion of the Chief Justice, there is insufficient time to convene the court in order to issue a temporary injunction, he/she may issue a temporary injunction in the name of the Supreme Court.
- C. The Supreme Court may issue permanent prohibitory or mandatory injunctions to preserve and execute the effect of its judicial determinations.

Article V. Actions of Other Committees/Organizations and Standing to Challenge

Section 640. Standing to Bring Other Action

Standing to bring an action before the Court based on the question of legitimacy or illegality of an act by an officer, official or agent of the Residence Hall Association, Graduate and Professional Student Federation, Carolina Athletic Association or other recognized organizations and committees or groups receiving funds from the Student Congress extends to:

1. Any student or officially recognized student organization whose powers, rights, privileges, benefits or immunities are adversely affected, restricted, impaired or diminished by the act in question;

2. Any student who is a constituent of the Residence Hall Association, Graduate and Professional Student Federation, Carolina Athletic Association or other recognized organization and committee or group receiving funds from the Student Congress.
3. For the purposes of standing, a constituent is defined by:
 - a. Any resident of the residence hall for the Residence Hall Association;
 - b. Any graduate or professional student for the Graduate and Professional Student Federation;
 - c. Any full-time, fee paying student for the Carolina Athletic Association;
 - d. A member of any other recognized organization and committee or group receiving funds from the Student Congress; and
 - e. The invitee to a program or event of any (a-d).

Chapter 7

Pretrial

Article I. Commencement of an Action (Pleadings)

Section 700. Complaints: Preparing and Filing

- A. Complaints filed in the Supreme Court shall contain in concise and clear language in separate, numbered paragraphs, with the following headings, the following five allegations:
1. Jurisdiction. An allegation of the grounds upon which the Supreme Court possesses jurisdiction;
 2. Standing. An allegation of the grounds upon which each plaintiff claims standing to bring the action;
 3. Necessary Defendants. An allegation of the grounds upon which it is claimed that each of the defendants is necessary to the action;
 4. Relief. An allegation of the grounds upon the plaintiff claims he/she is entitled to relief; and
 5. Demand for Judgment. A demand for judgment for the relief to which the plaintiff deems him/herself entitled, which may consist of alternative demands for relief.
- B. Except as may be required by subsection A of this section, it shall be otherwise unnecessary for a plaintiff to anticipate in his/her complaint possible defenses of the defendant by pleading matters showing a possible defense invalid.
- C. All allegations in a complaint shall be made in numbered paragraphs the contents of each of which shall be limited, insofar as possible, to a statement of a single set of circumstances.
- D. A complaint shall be signed by the plaintiff who shall indicate his/her address and telephone number, if any, and shall certify as follows: "I do affirm that I have read in full the foregoing complaint and that the allegations contained therein are true to the best of my knowledge and belief."
- E. A complaint submitted by a plaintiff represented by counsel shall also be signed by the counsel who shall indicate his/her address and telephone number, if any.

Section 701. Number of Copies of Complaint to Be Filed

In commencing an action in the Supreme Court there shall be filed six (6) copies of the complaint plus the necessary number of additional copies for one (1) to be served to each of the defendants named in the complaint.

Section 702. Right of Defendant to Answer

- A. Each defendant named in a complaint filed by the plaintiff is not obligated but maintains the right to file an answer as described below.
- B. Answers to complaints filed in the Supreme Court shall contain in concise and clear language in separate, numbered paragraphs with headings, the following contents:
 - 1. An admission or denial of every allegation made in the complaint;
 - 2. An allegation of any defense upon which the defendant relies;
 - 3. An allegation of any grounds upon which the defendant claims he/she is entitled to relief; and,
 - 4. A demand for judgment for any relief to which the defendant deems him/herself entitled, which may consist of alternative demands for relief.
- C. When preparing an answer, the defendant shall refer to the corresponding numbers of the paragraphs of the complaint in which the allegations are made, and shall either:
 - 1. Admit the allegation;
 - 2. Admit the allegation in part, and deny it in part, specifying the part denied and the reason for denial; or,
 - 3. Deny, specifying the reason for the denial.
- D. If a defendant is without knowledge or information sufficient to form a belief as to the truth of an allegation made in a complaint, he/she shall so state, and this shall have the effect of a denial.
- E. Failure to follow all stipulated guidelines shall not be sufficient grounds to dismiss the answer.

Section 703. Filing an Answer

- A. An answer to a complaint shall be filed in the Supreme Court and served upon the plaintiff and the counsel of each plaintiff in the action or solely upon the plaintiff if he/she is without Counsel.

- B. An answer to a complaint shall be filed in the Supreme Court by submitting to the Chief Justice six (6) copies of the answer.

Section 704. Limitation on Time in Which Answer Must Be Filed

The defendant shall file an answer within a timely manner as agreed upon with the Chief Justice so as not to significantly delay the adjudication of the action as would cause substantial injury to either party.

Section 705. Extension of Time for Filing Answer

If the defendant fails to file an answer to the complaint in the time directed, the Chief Justice:

1. May grant him/her an extension of time in which to file the answer if the Chief Justice determines that there were circumstances beyond the control of the defendant justifying the delay and the extension of time will not result in injury to the rights and remedies of the plaintiff; or,
2. Shall assume that the defendant has chosen not to file an answer, upon the confirmation of the defendant's Counsel.

Section 706. Pleadings and Stipulations Binding on Parties

Except for an allegation or admission of jurisdiction contained in a pleading or stipulation, a pleading or stipulation made by a party is binding upon that party. No offer of proof or claim for relief shall be made unless there is basis in the pleading of that party. No offer of proof shall be made by a party contrary to the pleading or stipulations of that party.

Section 707. Necessary Defendants in Action Before the Supreme Court

- A. In any action before the Student Supreme Court, the plaintiff must name all necessary defendants. Necessary defendants include all students who caused or contributed to the plaintiff's injury, officials or officers in charge of the student group that caused or contributed to the plaintiff's injury and all students whose powers, rights, privileges, benefits or immunities would be affected if the Court grants the relief the plaintiff requests.
- B. In any action before the Student Supreme Court, if:

1. The suit is based on an act of the Student Congress, the necessary defendants could include the Speaker, the Student Body President and officers of any other student group affected.
 2. The suit is based on executive act, the necessary defendants could include the Student Body President, executive officers, cabinet officials and other members of the executive branch involved in the act.
 3. The suit is based on an election action, the necessary defendants could include all parties who would be directly and adversely affected if the complaint was upheld, or against whom an injunction would have to be issued. The Board of Elections Chairperson shall never be a formal party defendant in any action.
 4. The suit is based on the act of an officer, official or agent of the Residence Hall Association, Graduate and Professional Student Federation, Carolina Athletic Association or other recognized organizations and committees or groups receiving funds from the Student Congress, the necessary defendants shall include officers of the group and any other affected students.
- C. The list in (B) is not exhaustive. Necessary defendants include all those students justice requires to be named.

Section 708. Improper Joinder of Defendant

- A. In an action before the Supreme Court, a plaintiff may, by timely motion to the Supreme Court, move that a defendant be dismissed from the action because he/she was improperly brought into the action as a defendant. A defendant also may, upon timely motion to the Supreme Court, move that he/she be dismissed from the action because he/she was improperly brought into the action as a defendant. The Supreme Court shall grant or deny such motions upon their merits.
- B. The Supreme Court may dismiss an improper defendant from an action before it on its own motion.

Section 709. Omission of Necessary Defendants

- A. In an action before the Supreme Court, a plaintiff may, by timely motion to the Supreme Court, move that a party improperly omitted as a defendant be brought into the action. A party may, upon timely motion to the Supreme Court, move that he/she be made a

defendant in an action in which he/she was improperly omitted as a defendant. The Supreme Court shall grant or deny such motions upon their merits.

- B. The Supreme Court may dismiss any action in which a necessary defendant has been omitted.

Section 710. Statute of Limitations

- A. Actions shall be commenced in the Supreme Court no later than ninety-six (96) hours after the legislative, executive, Board of Elections, or other act which causes injury.
- B. The period of limitation shall not run during any time in which the University is in recess for a scheduled University holiday, but shall run during weekends.

Section 711. Commencement of Action

An action in the Supreme Court shall be commenced by giving verbal petition to the Chief Justice of the Supreme Court, within the statute of limitations; or, if the Chief Justice is not readily available, by filing a written petition stating an intention to file a complaint with the Chief Clerk of the Supreme Court. A written petition is defined as a letter or electronic mail to the Chief Justice's official campus address. The complaint must be filed within a time period to be determined by the Chief Justice, not longer than fourteen days after verbal commencement.

Article II. Types of Court Papers

Section 720. Supreme Court Papers

Papers filed in the Student Supreme Court generally shall be written on paper, distributed to all parties to the suit and delivered with reasonable time accorded to opposing parties to respond before the Court makes a decision. Nothing in this Part or its Sections prevents the Court from using electronic mail to distribute Court papers with the parties' agreement and with additional hard copies available to all parties at pretrial and trial proceedings.

Section 721. Types of Supreme Court Papers

- A. In an action before the Supreme Court, the types of papers which may be submitted by the parties to the action are as follows:
 1. Complaints;
 2. Answers;
 3. Motions;

4. Affidavits; and
 5. Briefs.
- B. In an action before the Supreme Court, the types of papers which may be issued by the Supreme Court or by its officers are as follows:
- C. Orders; and
 - D. Opinions.

Section 722. Motions

- A. An application to the Supreme Court for an order shall be by motion unless made in a complaint or answer. Motions shall be in writing.
- B. Motions shall contain in concise and clear language:
 1. An allegation of the grounds for the order sought; and
 2. The order sought.
- C. A motion shall be signed by the counsel of the party seeking the order or, if the party is not represented by counsel, the motion shall be signed by the party seeking the order.
- D. Motions must be delivered to opposing counsel in advance. Opposing counsel can request and must be granted a reasonable period of time to prepare arguments opposing the motion.
- E. All motions to dismiss a complaint on any grounds, including summary judgment, must be delivered to opposing counsel twenty-four (24) hours before they are argued at pretrial or trial.

Section 723. Affidavits

- A. Voluntary testimony in Supreme Court may be submitted in the form of written affidavits. A subpoenaed witness may not file an affidavit, nor is an affidavit a substitute for live testimony.
- B. The contents of an affidavit shall be confined to facts known firsthand by the affiant. Opinions and hearsay testimony shall be excluded.
- C. All statements made in an affidavit shall be made in numbered paragraphs the contents of each of which shall be limited, insofar as possible, to a statement of a single set of facts.
- D. An affidavit shall be signed by the affiant who shall indicate his/her address and telephone number and shall certify as follows: "I do affirm that the statements made in this affidavit are true to the best of my knowledge and belief." An affidavit shall be

signed in the presence of a Notary Public or the Chief Clerk of the Supreme Court who shall certify the signing.

Section 724. Briefs

- A. Briefs filed in the Supreme Court shall contain in concise and clear language:
 - 1. A table of contents;
 - 2. An index to statutory, judicial, and other authority cited within the brief;
 - 3. A statement of the facts of the controversy or case;
 - 4. A statement of the questions of law presented;
 - 5. The arguments of the party submitting the brief; and
 - 6. A conclusion consisting of a petition for the relief to which the party submitting the brief deems him/herself entitled.
- B. A brief shall be signed by the counsel of the party submitting the brief or, if the party is not represented by counsel, the brief shall be signed by the party submitting the brief.

Section 725. Orders

- A. Orders may be issued by the Supreme Court or by its authority for the following purposes:
 - 1. To summon the defendant to appear and defend in an action before the Supreme Court;
 - 2. To subpoena witnesses or evidence on the request of a party;
 - 3. To state preliminary and final decisions of the Supreme Court concerning actions before it; and/or,
 - 4. To perform such other functions as may be appropriate and consistent with law.
- B. An order shall be in writing and signed by the Chief Justice of the Supreme Court.

Article III. Types of Motions

Section 730. Subpoenas

Before trial of action, a party may file a motion requesting that an order be issued subpoenaing a student and requiring him/her to appear before the Supreme Court as a witness in the action or to submit material evidence in his/her possession. Failure to respond to a subpoena may constitute a violation of the Honor Code.

Section 731. Temporary Restraining Order

- A. Before trial of an action, a party may file a motion requesting that an order be issued restraining the other party from doing a particular act until the rights of the parties may be adjudged.
- B. A motion requesting a temporary restraining order shall be granted and the proper order issued only if it is determined that:
 - 1. The granting of the temporary restraining order is necessary to preserve the jurisdiction of the court or the rights and remedies of the party requesting the order; and
 - 2. The party requesting the temporary restraining order be issued is clearly entitled to the relief requested under principles of justice.

Section 732. Disposal of Claim

- A. Motion to Dismiss. Before trial of an action, a party may file a motion to dismiss the claim based on failures of the opposing party to comply with the requirements of this Title or any Sections or provisions under its authority, or if justice requires.
- B. Summary Judgment. Before trial of an action, a party may file a motion for summary judgment. A summary judgment shall only be granted when there is no genuine issue of any material facts in the case and the moving party is entitled to a decision based on the law.

Section 733. Amendment of Pleadings

- A. Before trial of an action, a party may file a motion requesting that an order be issued amending his/her pleading.
- B. A motion to amend a pleading shall be granted and the proper order shall be issued if it is determined that the granting of the amendment will not result in prejudice or hardship to the other party.

Section 734. Striking Matter from Pleading

- A. Before trial of an action, a party may file a motion requesting that an order be issued striking from the pleading of the adverse party matter which is immaterial, impertinent, scandalous, or redundant.
- B. A motion to strike matter from a pleading shall be granted and the proper order shall be issued if it is determined that the matter to be stricken is clearly immaterial, impertinent, scandalous, or redundant.

Article IV. Form of All Papers Filed In the Court

Section 740. General Form of Supreme Court Papers

- A. All papers used in the Supreme Court should conform to the following style:
 - 1. They shall be typed or printed on plain white paper the dimensions of eight and one-half (8 1/2) inches by eleven (11) inches and have a left margin of one and one-half (1 1/2) inches, a right margin of one-half (1/2) inch, and a top and bottom margin of at least one (1) inch.
 - 2. In papers of more than one (1) page, the pages shall be consecutively numbered in the center of the bottom margin and be stapled at the top left margin.
- B. All papers used in the Supreme Court shall contain a caption at the top of the first page setting forth the name of the court, the file number of the action, the title of the action consisting of the names of the parties, and the type of paper, which shall generally conform to the following style:

IN THE SUPREME COURT)
)
Action No. _____)
)
A.B.)
PLAINTIFF)
)
versus) [TYPE OF PAPER]
)
C.D. and E.F.)
DEFENDANTS)

- C. All papers filed in the Supreme Court by a party shall have at the end thereof a statement for the certification of the time of filing. The statement shall be as follows: “Filed this the _____ day of ____, 20____, at : .m.”
- D. All papers issued by the Supreme Court or its members shall have at the end thereof a statement for the certification of the time of issuance. The statement shall be as follows: “Done this the _____ day of _____, 20 ____, at : .m.”

Section 741. Examples of Supreme Court Papers

The Supreme Court may issue rules, consistent with law, providing examples of the form of various Supreme Court papers along with examples of particular types of allegations.

Section 742. Citation Form

The Supreme Court may issue rules establishing a uniform system of citation for statutory provisions, controversies, cases, and other material cited as authority in Supreme Court papers.

Section 743. Flaws in Papers

Failure of Supreme Court papers to conform to the specific requirements of form shall not be, in itself, sufficient grounds for dismissal.

Article V. Service of Process

Section 750. Issuance of Summons

- A. Upon the commencement of an action in the Supreme Court, the Chief Justice shall issue an order directed to the defendant in the action and summoning him/her to defend.
- B. Should the defendant fail to provide an answer, he/she shall be notified that the case shall proceed and that a judgment shall be made even if he/she chooses not to submit an answer.
- C. The defendant shall be notified that upon his/her failure to appear and defend, judgment shall be entered upon plaintiff's pleadings and arguments.

Section 751. Form of Process

A copy of the summons and a copy of the complaint shall be placed in an envelope for each defendant, and the envelope shall be addressed to the defendant to be served. With the defendant's permission, the Court may use electronic mail to serve process. Email from official email addresses with soft copy attachments may also be used upon consent of all parties in the case.

Section 752. Service of Process upon Defendant

- A. Within twenty-four (24) hours after the commencement of an action in the Supreme Court, the Marshal of the Supreme Court shall make service of process upon each defendant in the action. In the case that a commencement of actions is filed by verbal petition, the Marshal of the Supreme Court shall make service of process upon each defendant within twenty-four (24) hours of a written filing not to exceed three (3) days after verbal notice.

- B. Valid service of process upon a defendant shall consist of one (1) of the following:
 - 1. Personally handing the process to the defendant;
 - 2. Personally handing the process to a person who maintains his/her sleeping quarters in the same room as does the person to be served; or,
 - 3. Leaving the process on the door of the room where the defendant maintains his/her sleeping quarters.

Section 753. Person to Be Served Process

Service of process shall be made:

- 1. On the individual defendant if the defendant is an individual person;
- 2. On the chief officer of the student organization or association if the defendant is a student organization or association; or, On the President of the Student Body if the defendant is the Student Body.

Section 754. Service of Answer upon Plaintiff

- A. If a defendant is required to file an answer to a complaint or if he/she intends to file a voluntary answer, he/she shall serve a copy of the answer upon the counsel for the plaintiff or upon plaintiff if he/she is without counsel and six (6) copies to the Court. The answer shall be placed in an envelope addressed to the person to be served.
- B. Valid service of an answer shall consist of one (1) of the following:
 - 1. Personally handing the answer to the person to be served;
 - 2. Personally handing the answer to a person who maintains his/her sleeping quarters in the same room as does the person to be served;
 - 3. Leaving the answer on the door of the room where the person to be served maintains his/her sleeping quarters; or,
 - 4. Orally confirmed electronic mail to the student.

Article VI. Pretrial Procedures

Section 760. Pre-Trial Hearing

- A. The Chief Justice shall convene a pre-trial hearing to determine the merits of any motion to be granted before trial of the action. The pretrial hearing shall be open to the public.
- B. Before trial of action, the Chief Justice shall convene a pretrial hearing before the Supreme Court in chambers to consider:
 - 1. The simplification of the issues;

2. The necessity or desirability of amendments to the pleadings;
 3. The possibility of obtaining admissions of fact and of documents which will avoid unnecessary proof;
 4. The limitation of the number of witnesses;
 5. The setting of the date for trial of the action; and/or
 6. Such other matters as may aid in the disposition of the action.
- C. Notice of the time and place of a pre-trial hearing and the matter to be determined shall be given to the counsel for each of the parties or to the party if he/she is without counsel. Each party shall have the right to appear and argue the merits of the matter to be determined.
- D. The Supreme Court shall issue an order which recites the action taken at the conference, the amendments allowed to the pleadings, and the agreements made by the parties as to any of the matters considered, and which limits the issues for trial for those not disposed of by admissions or agreements of counsel.
1. Such order shall be determined by a three-fifths (3/5) majority decision of the entire Supreme Court.
 2. Such order shall control the subsequent course of the action unless modified at the trial to prevent manifest injustice.
 3. Such order shall be written by a member of the majority opinion of the Supreme Court and selected by the Chief Justice.

Section 761. Hard Copies of Papers Delivered

If not delivered before the pretrial hearing, the Chief Justice shall provide hard copies of all papers filed in the Court to the Associate and Emergency Justices sitting the case and the parties plaintiff and parties defendant.

Section 762. Setting Date for Trial

The date for the trial of an action before the Supreme Court shall be set by the Chief Justice who shall take into consideration the convenience of the parties, witnesses, and persons serving on the Supreme Court. Appropriate notice shall be given to the persons concerned and local media.

Section 763. Place of Trial

The Supreme Court shall convene for trial in the Kenan Courtroom of the Law School unless the Chief Justice shall designate another appropriate, accessible place. Trial proceedings shall be open to the public.

Chapter 8

Trial

Article I. Procedures

Section 800. Convening of Court

The trial of an action before the Supreme Court shall be opened by the call of the Marshal of the Supreme Court.

Section 801. Record of Proceedings

The Clerk of the Supreme Court shall keep an accurate record of the proceedings at trial before the Supreme Court. This record shall be as nearly verbatim as possible.

Section 802. Proof of Facts

- A. In an action before the Supreme Court in which facts are in dispute, the parties shall first proceed to the proof of facts upon which they rely.
- B. The plaintiff shall proceed first with the offer of evidence of facts upon which he/she relies, after which the defendant shall proceed with the offer of evidence of facts upon which he/she relies to dispute the plaintiff's offer of proof and to support his/her own case.
- C. A party shall have the right to cross-examine witnesses of his/her adverse party after the examination of the witness by the adverse party.

Section 803. Calling Witnesses

Witnesses shall be called first by the plaintiff to testify as to facts in the plaintiff's case. After the plaintiff's witnesses have testified and been cross examined by the defense, the defense may call its witnesses. Nothing in this section shall be construed to prevent a rearrangement of the order of witnesses to accommodate schedule conflicts when both parties agree.

Section 804. Oath or Affirmation of Witnesses

All witnesses before the Supreme Court shall affirm an oath to tell the truth: "I (name) do affirm to tell the truth under penalty of violation of the Honor Code."

Section 805. Arguments on Issues of Law

- A. Following any proof of facts which may be made by the parties in an action before the Supreme Court, the Court shall proceed to hear arguments on the issues of law involved in the action.
- B. The Supreme Court shall allot to the parties plaintiff and the parties defendant an equal amount of time in which to make their arguments. Plaintiff may reserve a portion of his/her total time, not to exceed one-fourth (1/4) of his/her total time, to rebut the arguments made by defendant.
- C. The arguments shall proceed in the following order:
 - 1. Argument by the plaintiff.
 - 2. Argument by the defendant.
 - 3. Rebuttal by the plaintiff if so reserved.
 - 4. The argument of a party may be interposed with questions from the bench.

Section 806. Court to Retire at Conclusion of Arguments

Following the conclusion of the arguments of the parties, the Supreme Court shall retire to confer on the merits of the action.

Article II. Burden of Proof

Section 810. Presumption of Law and Burden of Proof

Every act of an executive, legislative, elections or other body that leads to an action before the Supreme Court shall be presumed legitimate and valid until proven illegitimate. The burden of proof rests with the plaintiff to show that an act is illegitimate.

Section 811. Standard of Proof Required

For an act to be held illegitimate, plaintiff must prove to a preponderance of the evidence satisfaction of the Court that an act is illegitimate as a matter of law. For an act to be held illegitimate, plaintiff must prove that there was an error as a matter of law, and there is a reasonable probability that the error caused the injury.

Article III. Conference

Section 820. Supreme Court Conference

- A. The Supreme Court Conference shall consist of the persons serving on the Supreme Court to hear and determine the action. No other person shall be permitted to be present in the meetings of the Conference and the proceedings of the Conference shall be confidential.

- B. The Supreme Court Conference shall be convened at the conclusion of the trial.

Section 821. Vote Required

The concurrence of a majority of the Supreme Court Conference shall be necessary to make a decision.

Section 822. Manner of Proceeding to Decision of Issues

- A. The Chief Justice shall preside at the Supreme Court Conference and shall open the determination with a formulation of the issues to be decided. The question of jurisdiction and standing to bring an action shall be formulated as issues in every action.
- B. After the formulation of the issues in an action, the Supreme Court Conference shall proceed to discuss and determine each issue separately.
- C. Upon the conclusion of the discussion of an issue, open voting on the issue shall proceed with each member of the Supreme Court Conference voting in turn and expressing his/her reasons for voting in the manner in which he/she did, in order of increasing seniority.

Section 823. Effect of Finding of Lack of Jurisdiction

If it is determined that the Supreme Court lacks jurisdiction of an action, no further issue shall be determined and judgment shall be rendered that the action be dismissed.

Section 824. Assignment of Person to Write Main Opinion

The Chief Justice shall assign a member of the Supreme Court to write the main opinion of the court stating the decision of the court on the issues raised and the reasoning of the court in reaching its decision. The person assigned to write the main opinion shall have voted with the majority on the determination of every issue.

Section 825. Opinions

- A. The final disposition of an action before the Supreme Court shall be stated in a written opinion.
- B. The person serving on the Supreme Court who is assigned to write the main opinion containing the decision of the Supreme Court shall include, before the actual opinion, a synopsis of the holdings of law reached by the Supreme Court in arriving at its decision. The main opinion shall contain:
 1. A statement of the relevant facts of the action.

2. Reasoning supporting the decision of the Supreme Court including holds of law made to reach the decision.
3. The decision of the Supreme Court.
- C. A person serving on the Supreme Court who agrees with the decision reached in a particular action but disagrees partially or completely with the reasoning supporting the decision as stated in the main opinion, may file a concurring opinion.
- D. A person serving on the Supreme Court who disagrees partially or completely with the decision reached in a particular action may file a dissenting opinion.
- E. Each opinion shall indicate the person who wrote and delivered it and the other persons serving on the Supreme Court who joined in adopting the reasoning stated by the opinion.

Section 826. Announcement of Decision and Reading Opinions

- A. Except as provided in subsection B of this section, the announcement of the decision of the Supreme Court in an action before it and the reading of the opinions shall not be made on the same day on which the trial of the action was held. The parties shall be informed as to the day on which the Supreme Court shall reconvene for the rendering of its decision and the reading of opinions and shall be required to be present. Rendering of decisions and the reading of opinions shall be made from the steps of South Building when possible and at the discretion of the court.
- B. If the Supreme Court determines that an immediate decision is necessary to preserve the rights and remedies of the parties, it may, after conference, announce its decision in the action on the same day on which the trial was held. The reading of opinions shall be made on another day to be announced by the Supreme Court and the parties shall be required to be present.

Chapter 9

Authority

Article I. Legal Authority of the Student Supreme Court

Section 900. Limitation on Authorities Used for Decision

- A. The statutes of the United States or any state, the decisions of the courts of the United States or any state, and treatises on the law of the United States or any state, shall not be used as authority for decision of any action in the Supreme Court of the Student Body.
- B. The Code of Permanent Laws of the Student Government of the University of North Carolina at Chapel Hill, consisting of the Constitution, the laws enacted under its authority and the governing documents of organizations and committees recognized under its authority, prior decisions of the Court and executive, legislative and Board of Elections decisions are the proper sources of law, regulation and administrative action in the Student Supreme Court.

Section 901. Previous Decisions Binding: Stare Decisis

Previous decisions of the Supreme Court on issues of law shall be binding on the Supreme Court in its determination on questions of law except:

1. Where the statutory authority for the previous decision has been altered so as to require a different result.
2. Where the factual circumstances of the different controversies or cases requires a different result.
3. Where the Supreme Court determines that the previous decision was erroneous.

Section 902. Rules of Construction and Application

- A. The provisions of this chapter shall be construed and applied to promote their underlying purposes and policies.
- B. If two (2) or more provisions of the law are in apparent conflict if given a certain construction, they shall be construed so as to give effect to both if such a construction can reasonably be adopted and applied.
- C. If any provision of this chapter, or application thereof to any person or circumstance, is held invalid, such invalidity shall not affect other provisions or applications which can be

given effect without the invalid provision or application. To this end, the provisions of this chapter are declared to be severable.

Article II. Enforcement

Section 910. Enforcement of Judgment by Injunction

In any action, the Supreme Court may enforce its judgment by the issuance of an appropriate mandatory or prohibitory injunction to the person to be required to do an act or restrained from doing an act. An injunction may be enforced by appropriate contempt proceedings.

Section 911. Enforcement of Judgment by Honor Code

In any action in which a party fails to honor the enforcement authority of the Supreme Court, the Chief Justice may refer the matter to the Graduate or Undergraduate Student Attorney General as a violation of the Honor Code. The basis of the potential Honor Code violation is the Instrument of Judicial Governance.

Title IV
The Executive Branch

Chapter 1

Composition

Article I. Student Body Officers

Section 100. President of the Student Body

A. The Student Body President shall:

1. Fulfill all constitutionally mandated duties.
2. Represent the Student Body, especially when working with other universities, the faculty, the administration, campus employees, the Board of Trustees, and the Board of Governors.
3. Enforce and administer all laws passed by Student Congress.
4. Have the authority to veto bills passed by Student Congress, provided that he/she shall exercise such veto power within ten (10) school days after the bill is certified and placed in the executive offices.
5. Serve as a member of University boards and committees in accordance with the by-laws of these boards. These boards and committees include the Board of Trustees, Frank Porter Graham Union Board of Directors, General Alumni Association Board of Directors, Athletic Council, Student Television Advisory Board, the University of North Carolina Association of Student Governments, and the Chancellor's Awards Committee.
6. Co-chair the Student Fee Advisory Subcommittee.
7. Serve as a non-voting ex officio member of all standing committees of Student Congress and boards recognized by student government.
8. Nominate the Vice-President, Treasurer, and Secretary.
9. Nominate the chairs and members of all executive branch external appointments. Unless otherwise stated, these nominees shall automatically become executive appointees.
10. Present the annual State of the University Address and present addresses before Student Congress upon request.
11. Call special elections to fill vacant elected offices.

12. Establish a cabinet that represents the diverse groups, needs, and interests of the Student Body.
 13. Appoint the Organizational Treasurer of the Executive Branch, Chief of Staff, Senior Adviser(s), and Director of State and External Affairs.
 14. Present a detailed written report to Student Congress at the first full meeting of Student Congress after the fourteenth (14th) day of October and the last full meeting of Student Congress in March of each year. This report should outline the issues the current administration has dealt with in the prior six months.
 15. Present a tuition expense report no more than three weeks after the final recommendations of the Tuition and Fee Advisory Committee are presented to the BOT and the Chancellor. This report shall describe how tuition revenue has been spent in the areas where increases were proposed during the last five years and the explicit purpose of the revenue to be generated by the increases. The President shall publicize the report to the student body.
- B. The President may issue Executive Orders directing the official establishment, conduct, policies or other operations of any committee or representative that falls under the control of the Office of the Student Body President.
1. Executive Orders shall be used to call special elections.
 2. Executive Orders shall not be considered official policy of the Executive Branch of Student Government or the Office of the Student Body President until the order is signed by the Student Body President and certified by the Student Body Secretary.
 3. The Student Body Secretary shall deliver a copy of each Executive Order to the University Archives, the Speaker, and the respective representatives or bodies affected by each order.
 4. Each Executive Order shall cite the provision of the Student Code under which the act is deemed to be within the power of the Office of the Student Body President.
 5. Each Executive Order shall be dated, numbered sequentially, and annotated for the administrative year in which the student body president was inaugurated in the following format: EO-XX- YYY, where XX represents the two-digit year in

which the president was inaugurated and YYY represents the number of the executive order beginning with the number zero-zero-one (001) for each new administration.

6. Executive orders shall expire upon the swearing in of the following student body president, the issuing of another executive order that modifies or rescinds a previous order, or the date of expiration determined within an existing order.

Section 101. Vice-President

The Vice-President shall:

1. Fulfill all constitutionally mandated duties.
2. Chair the Student Advisory Committee to the Chancellor, set regular meetings, and formulate agendas in sufficient time to send copies to the Chancellor, Vice-Chancellor for Student Affairs, Executive Vice-Chancellor, and Provost.
3. Chair the Student Academic Advising Board, set regular meetings, and solicit student input of University issues for the discussion with the Deans of the College of Arts and Sciences and the General College.
4. Maintain, update, and distribute the External Appointments Guide.
5. Review executive appointments.
6. Deliver an updated hard copy of the External Appointments Guide to the Student Congress at the first meeting of the full Student Congress in both April and September. The External Appointment Guide shall be publically available upon request.

Section 102. Graduate and Professional Vice-President

The Graduate and Professional Student Federation (GPSF) President shall:

1. Serve as an ex officio Vice-President.
2. Fulfill all constitutionally mandated duties.
3. Serve as a voting member of the Chancellor's Committee on Student Fees at the chancellor's request.
4. Present a State of the Graduate and Professional Students Address to the student body from time to time and present addresses to Student Congress upon request.

Section 103. Treasurer of the Student Body

The Treasurer shall:

1. Fulfill all constitutionally mandated duties.
2. Execute and administer the Treasury Laws outlined in Title V.
3. Advise Student Congress.
4. Serve as a non-voting, ex-officio member of the Finance Committee.
5. Have the supreme authority to expend any student government funds of all organizations receiving them in accordance with Title V.
6. Chair the Student Fee Audit Committee, set regular meetings, formulate agendas in sufficient time to send copies to the membership of the Committee, and present all recommendations of the committee.
7. Serve as a voting member on the Chancellor's Committee on Student Fees at the chancellor's request.
8. Present a financial statement every month to Student Congress, while during regular session. This statement shall be prepared in accordance with generally accepted accounting principles and shall describe the unappropriated balance, the general surplus and changes in balances of all organizations funded by the Congress.
9. Submit to the Finance Committee Chair a monthly expense report documenting what stipend monies, as defined in Title V, have been spent on in the prior month.

Section 104. Secretary of the Student Body

The Secretary of the Student Body shall:

1. Fulfill all constitutionally mandated duties.
2. Coordinate outreach activities of the Executive Branch.
3. Ensure that the Executive Branch periodically seeks direct input from the student body about the activities and policies of the Executive Branch.
4. Oversee the maintenance and upkeep of the Executive Branch website.
5. Certify Executive Orders.
6. Make appropriate provisions to deposit the following materials in the university archives:
 - a. **Legislation.** Copies of all legislation submitted to the Student Congress for consideration together with amendments and action on such legislation, membership rosters, minutes, and other records of the Student Congress.

- b. **Records of Student Government.** Copies of presidential addresses, directives, statements of policy, reports, and other correspondence submitted to the President, and all other correspondence and records of Student Government as the Secretary shall deem of future importance or utility.
- c. **Records of the Judiciary.** Copies of the records of the judicial branch of Student Government provided that this requirement shall not apply to data that would be in violation of the Family Educational Rights and Privacy Act of 1974.

Section 105. Chief of Staff of the Executive Branch

The Chief of Staff shall:

1. Organize recruitment drives for committee chairs and committee members.
2. Appoint chairs, or co-chairs, of cabinet committees, subject to the approval of the Student Body President.
3. Serve as a resource for cabinet members as they plan, organize, and execute activities.
4. Preside over cabinet meetings.
5. Establish an updated schedule (i.e. date, time, and location) of all open official meetings. That schedule shall be publically available upon request.
6. Publish the date, time and place of any unscheduled official meetings at least twenty-four (24) hours in advance unless that meeting is a continuation of a previous meeting and is announced during the previous meeting.

Section 106. Senior Adviser(s) of the Executive Branch

The Senior Adviser(s) shall:

1. Serve as a resource for the Student Body President in carrying out his/her campaign platform.
2. Serve as a resource for cabinet members as they plan, organize, and execute activities.
3. Have the ability to seek their own directives outside the Student Body President's platform.

Section 107. Director of State and External Affairs

The Director of State and External Affairs shall:

1. Represent the Executive Branch and advocate on behalf of the student body to elected local, state, and national politicians.
2. Advise Student Congress.
3. Serve as a non-voting, ex-officio member of the Oversight & Advocacy Committee.
4. Serve as a liaison between the Executive Branch and the UNC Board of Governors, the UNC-CH State Relations office, and the UNC General Administration State Relations office.
5. Assist in the drafting of public statements from the executive branch.
6. Serve as an alternate for the Student Body President to the UNC Association of Student Governments.
- ~~7. The Director of State and External Affairs shall organize at least one voter registration drive directed at the Student Body during each semester in which the Board of Elections of the State of North Carolina issues a ballot to the registered voters of the state.
 - ~~a. The registration drive shall occur over the course of one week of five consecutive academic school days, the final day occurring prior to the deadline for registering to vote on the ballot mentioned in subsection 7.~~
 - ~~b. The Director of State and External Affairs and the Director's staff shall offer assistance with the following voting options:
 - ~~i. Register a student to vote at the address the student resides at during the school year (i.e. a residence hall or residence within the town of Chapel Hill or surrounding areas).~~
 - ~~ii. Register a student to vote at an address within the state of North Carolina that the student calls home when not at the University.~~
 - ~~iii. Request an absentee ballot to be mailed to the student from the local Board of Elections of the area where the student is registered to vote if the student is registered to vote in North Carolina.~~
 - ~~iv. Research how to request an absentee ballot be mailed to the student from the local election authority of the area where the~~~~~~

~~student is registered to vote if the student is registered to vote in a state or territory outside of North Carolina.~~

- ~~e. Neither the Director of State and External Affairs nor any member of the Director's staff shall be compelled to assist a student with voting in an election for public office in a country other than the United States. This shall not be interpreted to forbid the Director or the Director's staff from doing so, only to allow the Director to decide.~~
- ~~d. Neither the Director of State and External Affairs nor any member of the Director's staff may express a bias in favor of or against any of the voting options noted in subsection (b.) when present at the voter registration drive.~~
- ~~e. The Director of State and External Affairs and all members of the Director's staff shall abide by all Student Government, local, state, and national laws as they pertain to voter registration when conducting the voter registration drive.~~

Section 108. Organizational Treasurer of the Executive Branch

The Organizational Treasurer shall:

1. Serve as a financial resource for cabinet members as they plan, organize, and execute activities.
2. Raise funds for the Executive Branch from a variety of sources, including but not limited to Student Congress and private donations.
3. Fulfill all mandated duties of an organizational treasurer

Article II. Cabinet

Section 110. Cabinet Members

Cabinet shall consist of:

1. All Executive Branch Officers.
2. The Organizational Treasurer of the Executive Branch.
3. The chair, or co-chairs, of the Academic Affairs Committee.
4. The chair, or co-chairs, of the Civic Engagement Committee.
5. The chair, or co-chairs, of the Environmental Affairs Committee.
6. The chair, or co-chairs, of the Multicultural Affairs and Diversity Outreach Committee.

7. The chair, or co-chairs, of the Student Programming and Outreach Committee.
8. The chair, or co-chairs, of the Student Safety and Wellness Committee.

Section 111. Responsibilities of Committee Chairs

Committee chairs, or co-chairs, shall:

1. Attend all Cabinet meetings, else send a committee member in their place.
2. Establish whatever sub-committees they deem necessary to achieve their goals.
3. Communicate regularly with a representative of the Graduate and Professional Student Federation that works in a similar capacity.
4. Serve on university boards and committees at the Student Body President's request.
5. Keep detailed records of their work to facilitate the transition process.

Section 112. Responsibilities of the Chair of the Academic Affairs Committee

The Chair or Co-Chairs of the Academic Affairs Committee shall:

1. Encourage academic excellence by advocating for effective academic policies and the adoption of modern, evidence-based learning techniques.
2. Showcase and celebrate the work and accomplishments of students, researchers, lecturers, and professors.
3. Collect and disseminate student feedback on their learning experiences.

Section 113. Responsibilities of the Chair of the Civic Engagement Committee

The Chair or Co-Chairs of the Civic Engagement Committee shall:

1. Lead efforts to encourage UNC students to register to vote, and indeed vote, in local, state, and national elections.
2. Encourage students to engage in student organizations, student life, and Student Government.

Section 114. Responsibilities of the Chair of the Environmental Affairs Committee

The Chair or Co-Chairs of the Environmental Affairs Committee shall:

1. Collaborate with students, faculty, and staff to create a more cohesive environmental presence on campus.
2. Promote key environmental principles and encourage sustainable lifestyles amongst the student body.

Section 115. Responsibilities of the Chair of the Multicultural Affairs and Diversity Outreach Committee

The Chair or Co-Chairs of the Multicultural Affairs and Diversity Outreach Committee shall:

1. Act as a facilitating partner for student organizations that focus on diversity issues.
2. Improve the inclusiveness of the university through education, advocacy, and experiential learning.
3. Make the university more accessible and welcoming for every student, regardless of race, gender identity, sexuality, socioeconomic status, faith, nationality, or disability.

Section 116. Responsibilities of the Chair of the Student Programming and Outreach Committee

The Chair or Co-Chairs of the Student Programming and Outreach Committee shall:

1. Provide students with opportunities to express their views, discover their passions, and contribute to the Chapel Hill community.
2. Establish a sub-committee to promote and engage in the first-year experience.
3. Establish a sub-committee to promote and engage in community service.
4. Establish a sub-committee to promote and engage in campus-wide discussions.
5. Establish a sub-committee to bring engaging speakers to campus.
6. Establish a sub-committee named “The Shirt Committee”.
 - a. This committee shall be comprised of 10 students and an ex-officio faculty/staff advisor.
 - i. At least three of the members shall be graduate students.
 - b. The committee shall create several designs for an athletic shirt, one of which will be chosen by the student body in the Spring Elections; The Shirt shall be sold annually to the general public through vendors approved by The Shirt Committee. All revenue from sales shall be held by the [University of North Carolina Department of Athletics] until it is distributed according to this Code.
 - c. The committee shall vet and vote on a list of university-affiliated organizations that could benefit from proceeds of sales of the shirt.

- d. Proceeds from the shirt shall be returned to the student body according to the following breakdown:
 - i. At least 55% to need-based aid scholarships
 - ii. At least 35% to no more than three university-affiliated organizations (also to be voted on during the election); this amount shall be divided equally among the organizations selected.
 - iii. No more than 10% to the Shirt Committee to aid in the design and marketing of the subsequent shirt.

Section 117. Responsibilities of the Chair of the Student Safety and Wellness Committee

The Chair or Co-Chairs of the Student Safety and Wellness Committee shall:

1. Strive to reduce the frequency of sexual and gender-based harassment, sexual violence, interpersonal violence, and stalking on and around campus, and increase rates of formal or informal reporting of these incidents.
2. Strive to improve the Carolina experience for students with mental health issues, by reducing stigma through awareness campaigns, improving care through advocacy, and informing students of available support through education.
3. Work closely with student organizations that focus on safety and wellness.

Chapter 2

Succession

Article I. Presidential Succession

Section 200. Presidential Succession

- A. In the event of the incapacity or vacancy of the Student Body President, the Vice-President shall become the Acting Student Body President until a time when a special election is held.
- B. In the event that the Vice-President assumes the role of the Student Body President after the Spring General Election, a special election shall not be called and the Vice-President shall serve as the Student Body President until the following inauguration ceremony to confirm the next Student Body President.
- C. The order of the Succession to the Presidency shall be:
 1. Student Body Vice-President
 2. GPSF President
 3. Speaker
 4. Speaker Pro Tempore
 5. Finance Committee Chair
 6. Rules and Judiciary Committee Chair
 7. Oversight Committee Chair

Article II. Executive Branch Officers Succession

Section 210. Vacant Executive Branch Officers

- A. In the event of the incapacity or vacancy of the Student Body Vice-President, Secretary, or Treasurer, the Student Body President shall nominate a replacement within one month of the creation of such vacancy.
- B. While said vacancy exists, the following procedure shall be followed:
 1. The GPSF President shall perform the duties of a vacant Student Body Vice-President.
 2. The Finance Committee Chair shall perform the duties of a vacant Student Body Treasurer.

3. The Rules and Judiciary Committee Chair shall perform the duties of a vacant Student Body Secretary.
4. The GPSF President, the Finance Committee Chair, and the Rules and Judiciary Chair shall continue to perform the duties of his/her respective office.

Title V
Financial Regulations

Chapter 1

Statement of Purpose and Definitions

Article I. Purpose and Definitions

Section 100. Purpose

The purpose of this Act is to establish the laws governing Student Government financial regulations for the University of North Carolina at Chapel Hill.

Section 101. Definitions

The following definitions shall apply:

1. Student Organization shall be defined as a group that has met the requirements of a Registered Student Organization (RSO) at the University of North Carolina at Chapel Hill for the current academic year.
2. Sub-organization shall be defined a subordinate group which is connected to a Student Organization either financially (e.g., sharing funds, supplies, telephone, paid labor, office space) or officially (e.g., connected by Constitution, charter, by-laws).
3. Student Government Funds shall be defined as Student Activity Fees (SAF) allocated by direct or constitutionally mandated appropriations.
4. Generated Funds shall be defined as all quantities of outside income, excluding SG Funds, generated by an organization with an account in SAFO.
5. General Reserve shall be defined as the Student Activity Fund Office (SAFO) estimate of Student Activity Fees for a fiscal year less constitutionally mandated appropriations, the SAFO Reserve, and the Invested Reserve to be determined at the time of the First Semi-Annual Budget Hearings.
6. First Semi-Annual Appropriations Budget shall be defined as the amount of funds that may be appropriated by Student Congress (SC) during the First Semi-Annual Budget Process for the following fiscal year. This amount shall be no more than thirty five percent (35%) of the General Reserve.
7. Subsequent Appropriations shall be defined as the amount of funds that may be appropriated by SC during the Sub-subsequent Appropriations Process. This amount

shall be no less than thirty percent (30%) of the General Reserve and shall be divided equally between the fall and spring semesters for allocation.

8. The Second Semi-Annual Appropriations Budget shall be defined as the amount of funds that may be appropriated by Student Congress (SC) during the Second Semi-Annual Budget Process for January 1 – June 30 of the current fiscal year. This amount shall be no more than thirty five percent (35%) of the General Reserve.
9. Reversions Balance shall be defined as the amount of unspent appropriated funds by student organizations that are returned to the General Reserve at the end of the fiscal year.
10. Invested Reserve shall be defined as the interest-drawing cash reserve that may be appropriated only upon authorization of the Finance Committee Chairperson (FCC) and the Student Body Treasurer (SBT), subject to approval of the Student Body President (SBP).
11. Invested Reserve Requirement shall be defined as the minimum amount of money that the Invested Reserve must contain, as defined by Title V, Chapter 7, Article III, Section 722.
12. SAFO Reserve shall be defined as the one hundred and forty-thousand dollars (\$140,000) from SG Funds reserved for the Student Fee Audit Committee if necessary as provided for in Title I, Chapter 4, Section 400. The Student Fee Audit Committee.
13. SAFO Fee shall be defined as the Student Government share of SAFO operation cost as approved by the Student Fee Audit Committee, not to exceed the SAFO Reserve.
14. “In Writing” shall be defined as any document submission in this Title being referred to as “in writing,” the sufficiency of said document submission via email to the appropriate email address locatable on any of the Student Government websites.
15. Controllable Equipment shall be defined as any equipment or collection of items purchased with more than one-hundred dollars (\$100) of SG funds.

16. Split expenditures shall be defined as expenditures made using a combination of SG funds and Generated Funds. Such expenditures are permitted so long as the most restrictive requirements and restrictions relating to each type of fund are satisfied, unless specifically exempted elsewhere in Title V.
17. “Web issue” shall be defined as content appearing on the web space of Student Organizations producing SG-sponsored publications.

Chapter 2

Basic Financial Provisions

Article I. Provisions of Student Government Funding

Section 200. Overview

- A. The Student Activity Fees should be used primarily for the funding of programs, services, and events of benefit to the Student Body at Large.
- B. The following Treasury Laws shall regulate all financial activities of every organization (and any of their sub-organizations) that receive SG Funds.
- C. Exemptions from these regulations must first be approved by the FC, and then affirmed by SC by a two-thirds vote of present and voting members of SC.

Section 201. Fiscal Year

The fiscal year of SG and of all organizations which receive SG Funds shall run from July 1 until June 30 of the following year.

Section 202. Disbursement of SG Funds

There shall be four (4) types of direct disbursement of SG Funds.

1. The First and Second Semi-Annual Budget Processes shall be defined as the constitutionally mandated distribution of funds administered by SC each spring for the first two quarters of the upcoming fiscal year (July 1 – December 31) and each fall for the last two fiscal quarters (January 1 – June 30). The amount of funds distributed during the First and Second Semi-Annual Budget Process shall not exceed 70% of the General Reserve, save for the Mandatory Allocations Process.
2. Subsequent Appropriations shall be defined as the allocation of funds from the Subsequent Appropriations Budget during the fall and spring semesters. Fall Subsequent begins one (1) week before the first day of classes of the Fall Semester, and ends at the termination of the Fall Semester. Spring Subsequent begins one (1) week before the first day of classes in the Spring Semester, and ends at the last meeting of SC in the Spring Semester.

3. Terminal Student Congress Appropriations shall be defined as the allocation of funds by the SC from the first meeting of the newly-elected body of SC to the first full congress meeting of the Fall Semester. Terminal Appropriations begins one (1) week before the first meeting of the newly-elected body of SC, and ends on the last meeting of Summer Student Congress. The Terminal SC Budget shall be at minimum four thousand dollars (\$4,000).
4. Mandatory Allocations Process shall be defined as the allocation of funds by SC for the upcoming fiscal year during the Spring Semester before the Annual Budget Process. The Mandatory Allocation Process may only allocate funds to approved Student Organizations found in Section 405.

Section 203. Ownership

All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SG Funds shall be considered the exclusive property of SG unless otherwise specified by SC.

Section 204. Registered Student Organization (RSO)

Only groups that are a Registered Student Organization (RSO) with the Division of Student Affairs shall be allowed to spend SG appropriations.

Section 205. Freedom of Expenditures

Though an organization may receive SG Funds, such funding does not limit use of said organization's Generated Funds in any way other than the ways restricted by Title V, Section 330.

Section 206. Viewpoint Neutrality

Funding decisions may not have any relationship to the particular view of the group or activity. Requests for funding must be made in a manner that is neutral to the views of the organization. Funding may not be contingent on a particular level of support or popularity of an organization, although the amount allocated to an organization may take into account student involvement in the organization and the expected benefits to other students. Criteria used to evaluate funding proposals must be consistently applied.

Section 207. Documentation Requirements

Before hearing a funding request, the FCC shall confirm the Student Organization's OTr, RSO status, the accuracy of the student government equipment inventory, and confirm that organizations do not carry a deficit in their SAFO accounts. If an organization has

not satisfied all requirements, the FCC shall deny the request to appear before the FC and place the Student Organization at the end of the funding queue after those requirements have been met.

Section 208. Prepayments

A check may be secured for a job order before the job order is completed if a copy of the contract, order blank, or prepayment invoice is presented to SAFO. This is an exception to Title V, Chapter 6, Article II, Section 611.

Article II. Duties and Responsibilities of Financial Officers

Section 210. General Duties of the Finance Committee Chair

- A. The FCC, with the assistance of the SBT, shall organize and implement the First and Second Semi-Annual Budget Processes in accordance with Title V, Chapter 4.
- B. The FCC shall organize and implement the Subsequent Appropriations Process in accordance with Title V, Chapter 5.
- C. The FCC shall be responsible for educating student groups about SG funding.
- D. This shall include, but not be limited to, annually updating a manual, which provides an overview of SG funding. A digital copy of this document shall be posted on the SC website.
- E. The FCC shall regularly attend SFAC meetings.
- F. The FCC shall regularly attend SFAS meetings.
- G. The FCC shall attend TFAT meetings if requested by the SBP.

Section 211. Supreme Authority of SBT to Make Expenditures

The SBT shall have the supreme authority to expend SG Funds of all organizations receiving them only in accordance with the Constitution, Treasury Laws, and acts of Congress. No transfer of funds shall be made from the student government fee fund balance to a student organization without the prior approval of Congress in the current or previous fiscal years.

Section 212. Certification of Organizational Treasurers

- A. Organizations receiving SG Funds are required to nominate students to act as Treasurers of their respective organizations, with the authority to expend SG and Generated funds. The SBT shall have the ultimate authority to expend SG Funds. The SBT shall have the ultimate authority to allow or disallow OTr's the privilege of expending SG Funds

pursuant to the OTr's knowledge of the Treasury Laws and successful completion of an OTr test.

- B. An OTr's term for a particular organization will start immediately after they are certified by completing and passing the Treasurer's Test made available by the SBT. The term will end at the end of the fiscal year on June 30th
- C. OTs must pass the Treasurer's Test before meeting with the FC in regards to a funding request.
- D. Each OTr must pass the Treasurer's Test each fiscal year before requesting SG funds, regardless of the previous status of certification.
- E. A link to a version of the OTr list will appear on the SC website on the funding page.
 - 1. This list will omit the personal information of the OTrs to ensure compliance with FERPA regulations.
 - 2. This link will be updated 168 hours or one week before any FC funding deadline.
- F. Each OTr must register the appropriate contact information with SAFO for each organization that they are an OTr for.

Chapter 3

Criteria for Funding

Article I. Funding Priorities

Section 300. Priorities for Funding

The following criteria shall be used in the evaluations by the FC and SC for proposals to fund student organizations from Student Activity Fees. These criteria are listed in descending order of priority for funding:

1. Constitutionally funded organizations;
2. Campus-wide programs, services, and events of general interest, appeal, and access to a substantial portion of the Student Body;
3. Programs, services, or events sponsored by a club, competitive interest programs, open to the entire Student Body but of a more limited interest or appeal than in B. above; and/or,
4. Programs, services, or events not open to the entire Student Body.

Section 301. Funding Categories

- A. Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories in line with those of SAFO (such as supplies, telephone, secretarial, printing and publicity) essential to the continuation of the organization shall be considered for funding on the basis of how the organization's programs as a whole benefit the student body. Except for constitutionally and statutory funded organizations, funding for an organization as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.
- B. Funds may be appropriated for programs originating beyond the University at local, state, and national levels that directly affect students at the University of North Carolina at Chapel Hill. Such appropriations may be made only with the approval of a two-thirds (2/3) majority of SC.
- C. Congress shall not appropriate funds in a manner inconsistent with Title V.

Section 302. Funding Guidelines

The following guidelines should be used in judging the worthiness of any organization to receive funding:

1. Representation. SC should consider the number of students affected and the number of students involved in a project. SC should try to anticipate this representation by examining past involvement, enthusiasm for the program, current opinions about the program, and the amount of involvement anticipated by the organization.
2. Vitality. SC should consider how vital a program is to the organization. Criteria to be considered should be the priority of the program in relation to other programs sponsored by the organization, whether or not it is in part a fundraising program, and how it would affect the morale of the organization.
3. Specialization. The Congress should consider how unique a program is to the Student Body. It should consider the cultural/educational value of the program, whether or not it overlaps another program on campus, the amount of recognition it brings to the University, and the identification it has with the organization.
4. SC shall consider efforts taken by student organizations to support themselves. As it is so regulated, a student organization, including those that collect membership dues, must hold at least one fundraiser in the past semester in order to be considered for and to help offset the amount of funding needed. There shall be no consideration of a necessary amount or percentage of funds raised in order to constitute funding, only such a display that an effort is being made to raise needed funds.
 - a. Student Organizations in their first year of existence will be exempted from this section.
5. A fundraiser shall be defined as any event that is open to the public and raises funds.

Section 303. Funding for Political Activities

- A. The UNC SG shall promote the free exchange of ideas and diversity of opinion necessary to a complete education.
- B. Electioneering.

1. Electioneering shall be defined as a campaign activity such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, sponsorship of as fundraiser, designed to further or hinder the candidacy of an individual or individuals for elected office.
2. SC shall appropriate no Student Activity Fees to fund programs, services, or events the purpose of which is the furtherance or hindrance of the candidacy of an individual or individuals for federal, state, local, faculty-elected, or employee-elected office through electioneering.

C. Lobbying.

1. Lobbying shall be defined as an effort to persuade any government official (including those officials within national, state, or local administrations) to take a certain position on any issue through direct communication with that entity or official. Efforts to persuade officials within the University of North Carolina System's administration shall not be considered lobbying.
2. Except as provided below, SC shall appropriate no Activity Fees to fund programs, services, or events for which the purpose is lobbying. Congress shall not appropriate, nor shall any student organization utilize Student Activity Fees for such lobbying purposes unless SC approves the specific expenditure by way of a separate appropriations bill approved by a two-thirds vote of members present and voting.
3. Nothing in the Student Code shall prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a student organization receiving Student Activity Fees, or by a member of such a student organization, so long as the expenses of such efforts are funded by Generated Funds and not Student Activity Fees.

Section 304. Funding for Publications

- A. A Publication shall be defined as any student organization that receives more than \$100 in Student Government funds in a fiscal year for the purpose of printing any kind of periodical, such as a magazine, newspaper, or journal.
- B. A Print Issue shall be defined as a printed collection of content created by a Publication.

- C. A Web Issue shall be defined as a collection of material, available via an Internet protocol (which includes, but is not limited to, HTTP and the World Wide Web), and which is freely and readily accessible by UNC students.
- D. The Number of Print Issues (NPI) shall be defined as the number of unique Print Issues printed by the Publication in a fiscal year
- E. The Number of Web Issues (NWI) shall be defined as the number of unique Web Issues with original content produced by the Publication in a fiscal year.
- F. A Publication's Funding Multiplier shall be defined as within the following table, by finding the row corresponding to NWI and the column corresponding to NPI:

	Print=1	2	3	4	5 or more
Web=0	0.15	0.40	0.65	0.90	NPI/2-1
1	0.65	0.90	1.40	1.90	NPI/2
2 or more	0.90	1.40	2.15	2.90	NPI/2+1

- G. A Publication's Funding Limit shall be defined as the Publication's Funding Multiplier multiplied by the average cost for the publication to print a single Print Issue.
- H. No Publication shall be allocated a printing amount in excess of its Funding Limit without a two-thirds vote of present and voting members of Student Congress.

Section 305. Publications Electioneering

- A. Recognized Student Organizations may advance or hinder the candidacy of an individual in a publication with Split Expenditure. The pages within an issue of a publication paid for or distributed by a recognized student organization that contain any language considered by SBT as electioneering and all copies of those pages shall not be paid for by SG Funds. This interpretation may be appealed pursuant to Title V, Chapter 9. If said publication contains pages without said language, those pages may be paid for by SG Funds.
- B. Penalty. In the instance that a recognized student organization publishes language deemed to be electioneering and uses SG Funds to pay for any of said language, the SBT shall freeze said organization's funds pursuant to Title V, Chapter 9. SBT shall transfer proper amount according to part A of this section from said organization's Generated

Funds to proper SG Fund category. In the event that said organization has insufficient funds in its Generated Funds account to pay the penalty, SBT shall take action pursuant to Title V, Chapter 9.

Article II. Salaries, Stipends, and Wages

Section 310. Salaries

- A. Payments. In paying a salary, a time sheet (serving as an invoice) must be presented at this time and must include the hours of work, the wage rate, the employer ’s signature, other University employer ’s signatures (if any), and the employee’s PID number and signature. The SBT shall provide time sheets for the organizations.
- B. Salaries. SC has the authority to fund salaries only for non-leadership positions whose responsibilities are exclusively clerical or administrative in nature. SC has the authority to allow a group to designate some of its own Generated Funds for a salary, the amount to be established by SC, only when such funds are designated for a non-leadership position whose responsibilities are exclusively clerical or administrative in nature. Lists of all salaried employees shall be submitted by the OTr’s to the SBT and the FCC each fiscal year no later than October 15.
- C. Wages. Employees paid hourly shall receive at least the Federal Minimum Wage (FMW). Raises may be granted for merit or duration of employment by the employer, with FC approval, within the following limits. No raises are ever required.

Duration Maximum raise over FMW

Duration	Maximum raise over FMW
0-6 months	\$0.15
6-9 months	\$0.30
9-12 months	\$0.45
12+ months	\$1.00

Section 311. Stipends

The only SG funds can be used to finance stipends as follows:

- 1. Student Body President shall receive a stipend of \$300.00 a month.
- 2. Student Body Vice-President shall receive a stipend of \$200.00 a month.

3. Student Body Treasurer shall receive a stipend of \$200.00 a month.
4. The Undergraduate Student Attorney General shall receive a stipend of \$200.00 a month.
5. The Student Honor Court Chair shall receive a stipend of \$200.00 a month.
6. The SBT shall be required to submit to the FCC a twice-yearly written report, at dates determined by the FCC within the first four weeks of the fall and spring semesters, documenting what the above stipend position has accomplished in the last half year on behalf of the student body.
7. Upon submitting these twice yearly reports, the above stipended positions will appear before the Finance Committee to warrant their stipend within the first four weeks of the fall and spring semesters.
8. In the event that the above stipended positions do not accept the stipend, each monthly amount shall be placed back into the following Subsequent Appropriations Budget via required actions from the SBT.
9. No other SG funds shall be used for scholarships or stipends except those delineated 2/3 (two-thirds) present and voting members.
10. Other organizations may fund stipends from a Generated Funds category only if applicable to a leadership position whose responsibilities continue through the summer months. SC shall set a maximum limit to this category for each group.
11. Title V, Chapter 3, Article II, Section 311 shall only be amended by 2/3 (two-thirds) majority of present and voting members of SC.

Section 312. Parking

Student Government officers that receive stipends from Student Congress may appeal to Student Congress for an additional amount of stipend funding, for the purpose of a parking permit, not to exceed one (1) month's stipend for their position during one term. This exempts individuals who already have university-funded sources for parking.

Article III. Funding Categories

Section 320. Printing and Publicity

- A. Requests for SG Funds for printing jobs costing at least one hundred dollars (\$100.00) must be accompanied by signed bids from at least two (2) printers. The lowest bidder

shall receive the printing job, except if there are extenuating circumstances. The FC shall decide what circumstances permit exceptions to this rule.

- B. SC shall allocate up to twenty-seven dollars (\$27.00) per student organization per event for the purpose of publicizing. Reimbursements shall not exceed actual costs.

Section 321. Telephones

Payment of Bills. In paying a phone bill, the check is written after receipt of the bill. All organizations shall pay for telephone service by the due date specified on the phone bill. No SG Funds from an organization's budget may be applied to the restoration of service that is disconnected because of delinquency in paying phone bills.

Section 322. Travel

The following rules on travel and lodging expenditures apply only to expenditures from SG Funds:

1. Meals. No meals shall be paid for with SG Funds, except where such meals are part of conference registration of compensated SG employees attending a work-related conference.
2. Registration Fees. If a registration fee includes the cost of meals and/or lodging, the fee shall be itemized as accurately as possible so that fees, meals and lodging can be considered separately. The cost of meals may not be paid for with SG Funds, and lodging expenses shall be funded only within the guideline below.
3. Lodging. Individuals may be reimbursed for lodging expenses which fall within these guidelines if a receipt from the place of lodging is presented to SAFO within thirty (30) days of return. The receipt should be verified by the president of the organization involved. Compensated SG employees attending job-related conferences shall be entitled to reimbursement for the cost of the conference lodging at the official University rate.
 - a. Lodging for Speakers. The maximum allowance from SG Funds for room rent shall be a maximum of ninety dollars (\$90.00) per night per Speaker on the UNC Campus.
 - b. Lodging for Off-Campus Events. The maximum allowance from SG Funds for room rent shall be a maximum of seventy dollars (\$70.00) per night per four students attending the event.

4. Air Travel. Members of organizations who wish to travel by air must receive the approval of the SBT and FCC at least two (2) weeks before the beginning of the conference or event. Criteria for approval shall be the necessity, cost, and distance involved. Organizations should seek out the most inexpensive times and tickets of flights, and be prepared to travel by car if their request is not approved. SC may not pay for more than sixty (60) percent of actual air travel costs.
5. Privately-owned Cars, Vans, or Buses. The maximum allowance for travel in a car is the most recently published Internal Revenue Service Standard Mileage Rate for miles driven in service of charitable organizations. The maximum allowance for travel in a van is the most recently published Internal Revenue Service Standard Mileage Rate for miles driven for moving purposes. The maximum allowance for travel in a bus is the most recently published Internal Revenue Service Standard Mileage Rate for business miles driven. Use of privately-owned vehicles must be authorized by the president of the organization involved. To be reimbursed for travel expenses, an individual must submit, within thirty (30) days of return, to SAFO both receipts for actual gasoline and oil expenditures and mileage calculations of the trip from an online mapping source; reimbursement shall be made per mile or for actual expenditures, whichever is less.
6. Cars, Vans, or Buses Owned by UNC Motor Pool. The maximum travel allowance will be co-covalent with the rates set by the UNC Motor Pool (BFI-65-70).
7. Advances. A check may be taken out in advance if necessary for the following travel and lodging expenditures. Receipts must be kept of actual expenditures and travel vouchers must be submitted to SAFO upon return; refunds shall be made to the appropriate accounts if the amount of the advance exceeded the actual expenditures, and additional payment shall be made to the appropriate parties if actual expenses exceeded the amount of the advance. Failure to comply with these requirements within thirty (30) days of the return shall be cause for the SBT to freeze the travel and lodging funds of the organization involved, in accordance with Article XIII.

- a. Registration Fees. If a registration fee includes the cost of meals and/or lodging, the eligibility of each component of the fee for an advance shall be considered separately. The advance shall be made in the form of a check to the party to whom the registration fee is owed.
 - b. Lodging. A lodging advance shall normally be in the form of a certified check or cashier's check made out to the place of lodging. If an organization determines by advance inquiry that a place of lodging will not accept a certified check or cashier's check, then the advance shall be made in the form of a money order or traveler's checks, but not cash.
 - c. Air Travel. The advance shall be made in the form of a check to the appropriate airline or travel agent.
 - d. Privately-owned Cars, Vans, or Buses. Both gasoline and oil receipts and mileage calculations from an online mapping source shall be provided to SAFO, and refunds or additional payments shall be based on the lesser amount.
8. Commercially-owned Cars, Vans, Buses. All organizations that plan to use commercially-owned vehicles must provide SAFO with a rate card listing at least three (3) vehicle rental agencies. Group chairs will be required to check for rate changes before each trip and sign a statement that shows the chosen form is the least expensive. Rate checks may be made by the FCC or SBT at any time.
 9. International Travel and Lodging. All funding for international travel and lodging requires the approval of two-thirds (2/3) of present and voting members of Student Congress.

Section 323. Capital Expenditures

Capital expenditures shall be defined as expenses over three hundred dollars (\$300.00) in whole or in part from funds that the SG Funds, for material items with benefits lasting more than one year. All capital expenditures require the approval of two-thirds (2/3) of present and voting members of SC.

Section 324. Speaker Fees

- A. Any expenditure made for a single speaker's honorarium, travel and/or lodging totaling \$2,000 of SG funds or more shall require the approval of the SBT. After the date of the

event, the SBT forfeits the ability to approve or disapprove the speaker specified for said event. These expenditures must be in compliance with all riders that shall be attached by the Principal Clerk to the laws that allocated these funds from the Semi-Annual Budget Process or through Subsequent Appropriations. At Student Congress's discretion, this may include auditing mechanisms for attendance at the event.

- B. Speaker's fee/honorarium and travel/lodging must be disbursed in accordance with the SG funds request the Student Organization submitted to the FC and SC. Name/identity of the speaker(s) must be in accordance with riders.
- C. The Ehrman Clause. No current UNC-Chapel Hill or UNC Hospital employee, including professors, faculty and staff, shall receive in excess of \$500.00 from the Student Activities Fee within the period of one fiscal year for any number of events or services. The funding limit applies to all expenses including but not limited to:
 - 1. Speaking Fees/Honorarium
 - 2. Lodging
 - 3. Travel
 - 4. Equipment
 - 5. Reimbursements for Miscellaneous Expenditures
- D. Student groups that apply for semi-annual, summer or subsequent appropriations through the FC must identify speakers who are employees of accredited universities or colleges and their affiliation in their finance request.
- E. Title V, Chapter 3, Article III, Section 324(C) cannot be suspended.

Section 325. Costume Expenditures

- A. SC shall allocate to a student organization annually up to \$50.00 per fiscal year per performing member of a student organization for the purpose of obtaining costumes and other clothing items for performances or any other related and relevant student organization activities.
- B. Costumes must be in standard sizes and cannot be custom tailored for a student.
- C. T-shirts do not fall under the category of costumes and will not be funded by SC.
- D. These costumes must be included in the organization's Student Congress Equipment Inventory.

Section 326. Out-of-State Event Registration Fees

SC may not fund more than seventy-five (75) dollars per person per day of registration fees for out-of-state events. SC may not fund more than one-hundred fifty (150) dollars in total registration fees per person for each out-of-state event. Events refer to conferences, competitions, workshops, seminars, and similar activities.

Article IV. Prohibited Types of Expenditures

Section 330. All Funds

No expenditure may be made from any SG Funds or Generated Funds that is one of the following types:

1. Payment to Ex-Employee. Payments of salaries to people no longer employed by an organization, except in settlement of salary due at the time of termination of employment.
2. Individual Gain. Expenditures that result in a tangible gain for any individual or which primarily benefit one individual instead of a group or the Student Body as a whole. Exceptions are salary, stipends, or campaign subsidy expenditures (as specified in Title VI).
3. Alcohol, Tobacco, and Illegal Substances. No exceptions may be granted.

Section 331. SG Funds.

A. No expenditure may be made from any SG Funds category that is any of the following types:

1. Social. Expenditures for parties, picnics, social events, entertainment, or banquets. Exceptions for this subsection may be granted by the FC.
2. Political. Expenditures for electioneering or lobbying (as specified in Title V, Chapter 3, Section 303).
3. Benefit Received in Later Fiscal Years. Expenditures for a purpose that will primarily be realized in a following fiscal year.
4. Stockpiling. Expenditures for purchases beyond immediate operational needs.
5. Donations. Donations to any organization except in exchange for a speaker who, in lieu of an honorarium, has submitted a written an explicit request for such.
6. Food for consumption.
7. Purchase of firearms.

- a. Firearms may be rented or leased with Student Government funds.
 - b. Ammunition may be funded for an event.
8. Weaponry.
 9. Advertisements. Advertisements in publications, such as newspapers or magazines, or on websites. Candidates in campus elections and campus referenda are exempt.
 10. Websites. For the purpose of advertising a student organization or containing general information pertaining to said organization.
- B. Paper Standards. All uncolored and colored paper printed using student fees must contain at least twenty (20) percent post-consumer recycled paper. Any group wishing to use paper not meeting these standards may do so with the approval of two-thirds (2/3) majority of present and voting members of Full Congress.

Article V. Recognition of Student Government

Section 340. Recognition of Student Government

Student Organizations that receive funding from SG shall recognize the role SG had in the funding of their event or publication in the following ways:

1. Publications. All publications receiving funding from SG shall place the following statement upon either the cover or title page of each copy of their publication: This publication funded at least in part by Student Fees which were appropriated and dispersed by the Student Government at UNC Chapel Hill.
2. Events. At all events which are funded with SG funds an announcement shall be publicly made to the audience that states, "This event funded at least in part by Student Fees which were appropriated and dispersed by the Student Government at UNC-Chapel Hill." Additionally, any flyers advertising the event and any programs to be distributed at the event shall bear this message on the front of the program in at least 7-point font. An event shall be exempted from this announcement requirement if there is an official program for the event which states the same in writing.
3. Enforcement. The SBT shall have the authority to freeze the funds of any group that neglects to recognize the role of SG in their funding as required by this Article. The SBT may further require the group to repay all SG funds spent on the

event or publication and may keep the group's funds frozen until such time as repayment is made or a plan to repay has been agreed to by the group, the SBT, and the FCC. Groups may appeal the decision of the SBT to freeze their funds and demand repayment to the FC of SC who may overturn the decision of the SBT by a 2/3 vote that must then be sustained by the Full Congress by a simple majority vote.

Chapter 4

Semi-Annual Budget Process

Article I. Pre-Hearing

Section 400. Schedule of Budget Process

With the assistance of the SBT and upon consultation with the FC, the FCC shall establish a schedule for the First Semi-Annual Budget process by the second week of classes of the Spring semester. This schedule shall include an Orientation Meeting, to be held no later than one calendar week before the deadline for the submission of organizational Budget Request Forms. This deadline shall be no later than ninety-six (96) hours before the commencement of the FC First Semi-Annual Budget hearings. Organizations that miss this deadline shall not be allowed to participate in the Second Semi-Annual Budget Process. The FC hearings shall conclude no later than seventy-two (72) hours before the commencement of the Final Budget hearing in full SC. In the Fall semester, the same process applies for the Second Semi-Annual Budget Process, with the schedule set by the second week of classes of the Fall semester.

Section 401. Notification Requirements

The FCC, with the assistance of the Director for Student Activities and Organizations, shall make available publically the schedule and shall forward it to the president and/or treasurer of each organization recognized by the Office of Student Affairs that has submitted a Budget Request Form. The FCC shall include in this notification an outline of organizational responsibilities in the Semi-Annual Budget Process and the philosophy and criteria for funding specific to the Semi-Annual Budget Process.

Section 402. Organizational Budget Orientation Meeting

The Organization Budget Orientation Meeting shall be held for organizations to aid them in preparation of their budget request. Each group wishing to participate in the Annual Budget Process is required to send a representative, preferably a certified organizational treasurer, to this meeting. It shall be conducted by the SBT, FCC and the Speaker of SC. The format of the workshop shall be as follows:

1. The Semi-Annual Budget Process shall be explained in detail to the organizations. This explanation shall include criteria used in funding, the procedure groups must follow during the Semi-Annual Budget Process, and the kinds of questions to expect when they appear before the FC and SC during the hearings outlined in this Article.
2. The Treasury Laws shall be discussed in such fashion as to ensure that all groups follow prescribed rules in drawing up their budget requests.
3. SC members conducting this meeting shall demonstrate how to draw up a budget request or provide a sample request.

Section 403. Organization Budget Request

Each organization shall be required to submit to the FCC a detailed Budget Request Form. The Budget Request Forms shall require organizations to provide a budget that specifies their anticipated use of SG Funds. Additionally, the form shall include the name, phone number, and email address of the president and treasurer of the organization. These forms shall be created and approved by the SBT and the FCC.

Section 404. Order of Budget Hearings

Upon the FCC's confirmation that the organization has official University recognition and a certified OTr and approval of the Budget Request Forms by the SBT and FCC, the FC will hold preliminary Budget Hearings in order to construct the Semi-Annual Budget Bill. The order of the FC Budget Hearings shall be determined by the chronological order that student organizations submitted their requests.

Section 405. Appropriations Budget

- A. With the assistance of SAFO, the SBT and FCC shall determine the total SG funds to be appropriated by the SC during the Semi-Annual Appropriations Process.
- B. The Annual Appropriations Budget shall be a maximum of 70% of the General Reserve.
- C. The Semi-Annual Appropriations Budget shall include appropriations to the UNC Honor System ("Honor System") pursuant to this subsection.
 1. The UNC Honor System shall have a certified Treasurer who is a member of the Attorney General staff.
 2. All funds from the annual allotment to the Honor System must meet the requirements and stipulations of Title V.

3. Stipends. The Honor System shall receive an allocation for stipends that allows the UNC Honor System to pay stipends pursuant to Title V, Chapter 3, Article II, Section 311.
4. Printing and Publicity. The Honor system shall receive an allocation for printing and publicity that is at least equal to the result of the following formula: (Average cost of printing per case, using data from the last three school years * Average number of cases per year, using data from the last 3 school years) + (0.5 * (Maximum variation in caseload from any one semester in the past 3 school years to any other semester in the past 3 school years))
5. Equipment. The Honor System shall receive an allocation for equipment that is at least equal to the result of the formula.
6. The Honor System shall not be mandated to attend Semi-Annual Budget Hearings. Instead, the Honor System shall be required to submit a report to the FCC and SBT presenting the calculations and results for all formulae in this subsection. The Honor System shall submit this report no later than 96 hours before the commencement of the FC Hearings
7. At the end of the fiscal year, all unused funds from the annual allotment to the Honor System shall revert to the reversions balance.

Article II. Budget Hearings

Section 410. Nature of Budget Hearings

- A. The Semi-Annual Budget Hearings are divided between a hearing of the FC and a Final Budget Hearing.
 1. FC Hearing. At least one meeting of the FC is required no sooner than two weeks prior to the Final Budget Hearing. Each organization's budget shall be a separate paragraph of the Semi-Annual Budget to be recommended to SC. The budget shall be divided up by the SG Funds expense categories.
 2. SC Budget Hearing. At least one meeting of SC is required and shall begin no later than the last Saturday before the final regularly scheduled meeting in the term of the SC. The Semi-Annual Budget Bill shall be presented by the FCC to SC for its approval and/or revision. The FCC is ultimately responsible for the compilation of the Semi-Annual Budget Bill.

3. Scheduling. The FCC shall assign times during both the FC and SC Budget Hearings for an organization to present its budget requests, as follows.
 - a. The FCC shall assign, chronologically, time slots to each organization to appear at the FC Budget Hearing. The FCC shall allot each organization a ten (10) minute time slot during this phase of budgeting. The FCC shall notify each organization of its scheduled appearance no later than twenty-four (24) hours after the budget requests close. The FCC shall not be responsible for the failure of an organization to appear at its scheduled time.
 - b. Each organization requesting funds during the budget process shall be notified of budget changes as amended during the FC Budget Hearings, no later than one (1) week following the finalization of the FC Budget Hearings. Student Organizations must notify the officer presiding over the FC Budget Hearings if they plan to challenge the FC budget recommendations and will receive five (5) minutes in front of SC. The FCC shall deliver electronic copies of the completed schedule for the SC Budget Hearing to the SC forty-eight (48) hours in advance of the hearing.
- B. The following procedure applies to both the FC and SC Budget Hearings:
1. Every member of the body shall have access to a copy of all Semi-Annual Budget Request Forms forty-eight (48) hours in advance of the hearings. The body shall evaluate the expenditures being requested.
 2. Each organization shall be permitted to address the body with information about the character, purpose, appeal, and scope of the organization and additional budget information. It is the right of a representative or representatives of a group to be present during all actions taken by the body on that group's budget.
 - a. If an organization fails to appear before the FC for the discussion of its request, it shall be considered withdrawn from the Budget Process, unless an explanation has been provided in advance to the FCC.
 - b. Subject to a majority vote by the SC during the SC Budget Hearings, an organization that has been withdrawn pursuant to this Section may have its budget request reinstated. Nothing in this section shall guarantee funding in whole or in part to a reinstated budget request.

3. Following all discussion of each particular organization's budget, the floor shall be open to the body for SG funding amendments. The determination of the level of SG funding for an organization shall be based upon the philosophy and criteria for funding outlined in Chapter Three, the availability of funds from the Semi-Annual Appropriations Budget, attempts to secure other sources of income, level of dues charged to members, and past financial performance. Such amendments shall contain the necessary adjustments in the appropriate categories.
 - a. If an amendment is proposed to any organization's budget at the SC budget hearings, the Chair is required to recognize the representative of the organization for the purpose of addressing that organization's budget for no more than thirty (30) seconds. If a group's budget is cut by more than 5% of the FC recommendation, they must be notified by the FCC and be given a chance to appeal.
 - b. Each organization shall be permitted two (2) minutes to address the body with information about the budget request.
4. Except for organizational requests, amendments to the budget bill shall be made only to alter the amount of SG funds allocated or to create restrictions on the organization's use of SG funds. Amendments shall be entertained only for the organization under consideration, and the previous question may be moved for each organization. In each amendment proposed, categories shall be adjusted so as to maintain a balanced organizational budget.
5. Upon adoption of question, the body shall go into a period of voting on the total level of SG funding for an individual organization.
6. If no deficit exists after all amendments have been considered, the only amendments which shall be in order shall pertain to corrections to totals and correction of typographical errors.

Section 411. Reconciliation of the Budget

Upon completion of SC Budget Hearings, if the amount of funds to be allocated exceeds the Semi-Annual Appropriation Budget by more than 1%, a recess of at least thirty (30) minutes shall be called by the chair. During this recess it shall be the responsibility of members of the body to create amendments to the Semi-Annual Budget Bill so as to

balance the Semi-Annual Budget Funds. The FC shall notify all groups subject to amendments that they must appear before SC and the body will reconvene at a later date when all Student Organizations can be represented in front of SC and the amendments shall be considered randomly by the body. At any point after the Semi-Annual Budget Bill has become balanced or leaves a surplus, previous question may be called and, if passed, the body shall vote on the Bill. If, after all amendments have been considered, the Semi-Annual Budget Bill remains unbalanced, the aforementioned process shall be repeated until a balance or surplus is achieved.

Section 412. Emergency Budget Hearing

If the Semi-Annual Budget Bill fails, an Emergency Budget Hearing for the purpose of discussing the Bill as amended in SC Budget Hearing shall be held twenty-four (24) hours from the adjournment of the SC Budget Hearing. The Emergency Budget Hearing shall be governed by the following provisions:

1. The entire Bill shall be open to amendment;
2. The Hearing shall be conducted solely to propose and debate amendments designed to produce a balanced Semi-Annual Budget Bill. Only amendments to the budget of an organization shall be in order. There shall be no presentations by organization members; and,
3. The previous question may be called on the entire Budget Bill only when a balanced budget or surplus exists.

Section 413. Veto of the Budget Bill

If the Semi-Annual Budget Act is vetoed by the President and this veto is not overridden by SC, no organizations shall be funded save by subsequent appropriation from SG until the Congress shall pass a Semi-Annual Budget Bill in accordance with all the provisions in this chapter.

Section 414. Appeals of the Semi-Annual Budget Bill

Any organization that is permitted to appeal decisions made by the Full Congress shall be notified within twenty-four (24) hours of the conclusions of the meeting of Full Congress. After twenty-four (24) hours, they shall have seventy-two (72) hours to respond to the appeal. The appeal shall be heard in Full Congress as a split bill from the original Semi-Annual Budget Bill at the next Full Congress meeting.

Section 415. Forfeiting the Right to Subsequent Appropriations

Organizations that apply for funding during the First Semi-Annual Appropriations process forfeit the right to apply for funding during Fall Subsequent Appropriations, and organizations that apply for funding during the Second Semi-Annual Appropriations process forfeit the right to apply for funding during Spring Subsequent Appropriations.

Chapter 5

Subsequent Appropriations

Article I. Appropriation Process

Section 500. General Provisions

- A. SC shall have the authority to spend funds from the Subsequent Appropriations Budget each semester.
- B. At each SC and FC meeting, the SBT or FCC shall provide an estimate of the amount of funds left to be allocated for the current semester. This estimate should be the Un-appropriated Balance. SC may not approve Subsequent Appropriation requests in excess of the Available Balance for that semester. FCC shall create the agenda for non-constitutionally mandated organizations based on chronological order of funding request submissions.
- C. No more than twenty (20) organizations shall appear to FC meetings each cycle unless the FCC deems it appropriate that more organizations should be heard. Such organizations should be considered in chronological order.

Section 501. Requests by Organizations

Organizations who wish to receive funding from SG shall use a Subsequent Appropriation Request Form provided by the FCC. Such requests shall be considered as follows:

1. The organization shall submit the Subsequent Appropriation Request Form and an explanation describing the funding request to the FCC, who shall confirm the organization's official recognition and that the organization has a certified treasurer. The organization shall be required to submit all pertinent documentation (i.e. invoices, digital communication, etc. regarding speaker fees, building/venue, production costs, capital expenditures, dues and fees, professional labor/fees, security) relating to line items in their request form.
2. Each Subsequent Appropriation Request Form shall be considered a draft bill. The FCC shall be responsible for transcribing the form into a bill. This piece of legislation shall be considered "introduced by the FCC".

3. The FC shall first allow a representative of the organization to explain the budget for a time period not to exceed two (2) minutes. The budget shall then become amendable to members of the FC as per Chapter 5, provided that a balanced budget is obtained with each amendment. The organizational representative(s) shall have the right to obtain the floor for a time period not to exceed two (2) minutes each time after an amendment to their group's budget has been proposed and explained. Upon nondebatable motion from the floor, these speaking privileges may be extended. At the end of discussion, adoption of the question shall be required before the committee may discuss the report of the bill.
4. The FCC may decrease a previous appropriation when such a decrease is initiated by the group.

Section 502. Appearance Before Finance Committee

If an organizational treasurer, or an equally knowledgeable officer who has passed the treasurer's test, cannot appear at their scheduled hearing, their request shall be considered tabled until the next meeting of the FC. An exception may be made, at the discretion of the FCC, if an officer of the organization in question submits an explanation to the FCC in advance. In this case, the organization must waive its speaking privileges or entrust a member of the FC with the explanation of the request.

Section 503. Consideration by Congress

The full SC shall consider Subsequent Appropriation bills like any other piece of legislation. The same procedure applied to FC will be in effect as a request is presented before SC. Amendments to the organization's budget may only be made to the effect of altering the SG allocation as per this document.

Section 504. Retroactive Appropriations

Retroactive Appropriations shall not be funded. A retroactive appropriation request is a request considered by the full SC after the pertaining programs or services have already been performed, have commenced, or have been realized within the accounts payable of the organization requesting the money.

Chapter 6

Deposits, Expenditures, and Lending

Article I. Deposits

Section 600. The Student Activity Fund Office (SAFO)

- A. All organizations receiving SG Funds must deposit all revenues, regardless of source, into SAFO. Generated Funds received and deposited by an organization shall be placed in a separate Generated Funds category for that organization, differentiating these funds from SG Funds.
- B. Exceptions.
 1. The only exception without FC scrutiny to this policy is an organization's use of the Carolina Annual Fund.
 2. The FC shall have the authority to exempt organizations from depositing their Generated Funds into SAFO. An exception granted by the FC is valid until the FC revokes the exemption.
 3. The SBT shall maintain a list of these exemptions. For each exemption, the list shall specify the name of the student organization and the depository institution(s) at which the student organization is depositing its General Funds. At the end of the SBT's term, the outgoing SBT shall transfer this list to the incoming SBT.
 4. If an organization has not submitted information regarding their external accounts, they may be prohibited from receiving additional funding at the direction of the FC.

Section 601. Placement of Funds

- A. SG Funds. All SG Funds received by an organization shall be placed into its SG Funds account at the direction of the full SC. This placement of SG Funds should correspond to the organization's approved SG Budget in line with SAFO accounting.
- B. Generated Funds. Any funds generated from a source outside of SG shall be deposited into the organization's Generated Funds account. Organizations are not required to place their Generated Funds into specific expense categories. Should the organization incur any debt in its SG Funds, the SBT is authorized to transfer money from the organization's

Generated Funds to the appropriate SG Fund. No organization may establish any Generate Funds salary or scholarship expense category without the approval of SC.

- C. Transfers. There shall be no transfers from an organization's SG funds account to its Generated Funds account without the approval of the SBT, FCC, a two-thirds (2/3) majority of present and voting members of Finance Committee, and a two-thirds (2/3) majority of present and voting members of SC. There shall be no transfers from an organization's Generated Funds account to its SG Funds account except to pay debt in a particular SG Fund.
- D. Interpretation of Categories. The SBT is authorized to interpret organizational category definitions. This interpretation may be appealed to be overturned by the FC or the Board of SEB if WXYC is involved. The SBT may take the matter to the FC for final interpretation if his/her interpretation is overturned by the Board of SEB.

Article II. Expenditures

Section 610. Capital Expenditure Approval

Any expenditure of \$300.00 or more shall require approval of the SBT.

Section 611. Receiving Checks

In order to receive a check from SAFO, student groups must present an invoice from the vendor to SAFO. All Activities Fund checks must be signed by the certified OTr and processed by SAFO before being presented as payment.

Article III. Lending of Funds

Section 620.

- A. SC shall not loan funds ("fundraising") to organizations.

Chapter 7

Reversions and Excess Funds

Article I. Reversions

Section 700. Reversions of SG Funds

Any organization's SG Funds shall be subject to reversion at 5:00pm on December 31 and at 5:00pm on June 30. Constitutionally funded organizations, with the exception of the Honor Court, shall not be subject to reversions of their SG Funds.

Section 701. Terminal Appropriations Reversions

Any funds unappropriated from the at minimum four thousand dollars (\$4000) allocated to Congress to use before the first full congress meeting of the Fall Semester shall revert back to SG on the first fall meeting of SC. This Reversions Balance shall be available for the appropriations process immediately following the reversion.

Section 702. Annual Reversions.

On December 31 and June 30, a Student Organization's unspent SG Funds appropriated from the Semi-Annual Appropriations Budget or Subsequent Appropriations allocated by SC shall revert to the SG Reversions Balance. The Annual Reversions Balance shall be used first to replenish the Invested Reserve if its balance is less than the Invested Reserve Requirement. Any remaining funds in the Annual Reversions Balance shall be transferred to the General Reserve and used during the Subsequent Appropriations. At the beginning of the Fall Semester, the SBT and the FCC shall meet to determine the percentages at which the Reversions Balance shall be assigned to Subsequent Appropriations. The General Reserve shall be divided accordingly once their recommendation has been approved by the FC and SC. Upon passage, SAFO shall be notified of the chosen percentages, which shall be set for the current fiscal year.

Article II. Excess Funds

Section 710. Semi-Annual Appropriations Budget Surplus

At the conclusion of the First Semi-Annual Budget Process, if a surplus exists, then this surplus shall become part of the Subsequent Appropriations Budget. At the conclusion of

the Second Semi-Annual Budget Process, if a surplus exists, then this surplus shall be transferred to the following year's General Reserve.

Section 711. Subsequent Appropriations Budget Surplus

Should there be a budget surplus during the Fall Subsequent Appropriations period, any additional funds shall be transferred to the Spring Subsequent Appropriations period. Any surplus from the Spring Subsequent Appropriations period shall be transferred to the Terminal Appropriations period. Any surplus from the Terminal Appropriations period shall be transferred to the following fiscal year's General Reserves.

Section 712. Interest of Invested Reserve

Two weeks before the FC meeting that begins the First Semi-Annual Budget Process, the SBT and the FCC shall take the interest accrued in the prior calendar year and transfer it to the First Semi-Annual Appropriations Budget.

Article III. Investment of the Reversions Balance

Section 720. Authorization

SC shall have the authority to invest the Reversions Balance with a 2/3 majority of present and voting members. The SBT and FCC shall have the authority to return the investment to SAFO in order to meet the operating needs of SG. The SBT shall report all actions to SC.

Section 721. Limitations

No investment is allowed which would reduce the cash position of SG below ten thousand dollars (\$10,000.00). Priority shall always be given to the needs of organizations for their SC appropriations.

Section 722. Invested Reserve Requirement

The Invested Reserve Requirement shall be \$60,000.

Chapter 8

Student Government Equipment

Article I. Handling and Distribution of SG Equipment

Section 800. Basic Provisions

- A. Equipment for the purpose of this article, are capital items according to Title V Chapter 3 Article IV Section 333 that were purchased with SG Funds.
- B. Each Student Organization shall develop operating procedures for the control of supplies and equipment. These procedures shall be consistent with the policies of Title V. Organizations must submit their procedures to the SBT and Finance Committee Vice-Chair for approval.
- C. All Student Organizations shall be responsible for submitting accurate and up-to-date inventories of all property purchased equal to or exceeding \$50 with SG funds to the Finance Committee Vice-Chair within two weeks of such purchase. Every time a student organization submits an appropriations request, it shall also submit an up-to-date inventory to the Finance Committee Vice-Chair.
 1. All clothing items need to be included in the inventory.
 2. For publications, a count of all undistributed magazines currently held by the student organization shall be included in the inventory.
 3. Bulk purchases of items, where each individual item has a value less than \$50 but where the entire purchase is equal to or exceeds \$50, shall be included in the inventory.

Section 801. Responsibility for Inventory and Control

- A. The organization president shall be:
 1. Accountable to the SBT and the Oversight Committee Chair for all supplies, materials, and equipment purchased with SG funds in the organization's name.
 2. Responsible for seeing that the approved equipment control procedures are implemented to protect such material from theft and abuse and that the records for the location of equipment are maintained.

- B. Should theft or abuse of the equipment occur as a result of a member's failure to follow the organization's approved procedures, that organization shall be held liable for replacement of the property.

Section 802. Equipment Control System

- A. The SBT shall operate a system for implementing and maintaining accountability for all capital items purchased with SG Funds.
- B. Copies of the inventory records for all Student Organizations receiving SG funds shall be kept by the SBT. The OTr of each Student Organization shall keep a copy of the inventory record for his/her organization.
- C. The SBT shall update the inventory as acquisitions of controllable equipment are made.
- D. To ensure security procedures are followed, the Finance Committee Vice-Chair shall perform an annual audit of random controllable equipment, checking on location and condition of said equipment.
- E. Should a piece of controllable equipment be reassigned to a new location, it is the responsibility of the Organization Chair to notify the SBT prior to relocating the equipment so the inventory may be maintained accurately.

Section 803. Disposing of Equipment

- A. The disposing of all equipment shall be made by the SBT or his/her designee at the SBT's discretion, with the approval of the SBT, FCC and the Finance Committee Vice-Chair.
- B. Should an organization liquidate, ownership of all equipment purchased with SG funds shall lie solely with SG. Organization officers or members may not sell or otherwise dispose of equipment when liquidating the organization's assets.

Section 804. Personal Use and Conflicts of Interest

Materials and equipment purchased with SG Funds are the property of the SG and are not for personal use, either on- or off-campus.

Section 805. Lease and Loan of SG Equipment

- A. The lease of SG equipment to any individuals or non-student organizations is prohibited.
- B. The loan of SG equipment by one student organization to another student organization is permitted and encouraged in an effort to promote the efficient use of resources. Should an organization borrow equipment, it assumes responsibility for the equipment and must

take adequate precautions to ensure that the equipment is neither misused nor abused. Liability for damage to or by the equipment is the responsibility of the borrowing organization and equipment shall be returned in the same condition in which it was borrowed. The loan of SG equipment to individuals is not permitted.

Chapter 9

Government Oversight

Article I. Authority of Law

Section 900. Laws Supersede All Organizational Rules

These Treasury Laws shall supersede the by-laws, charter, constitution, or statement of purpose of any Student Organization that receives SG Funds.

Article II. Enforcement of the Treasury Laws

Section 910. Freezing of Funds

- A. The SBT shall have the authority to freeze the SG and Generated Funds of any organization that has failed to comply with these Treasury Laws or any other current financial law of SC with written notice being sent to the OTr, the FCC, and SAFO.
- B. The FC shall convene at the earliest possible time thereafter to set a termination date of the freeze and take any other action they deem necessary. The SBT shall not have the authority to re-freeze funds of an organization on the same incidental grounds.

Section 911. Appeals

Appeals of any decision made by the SBT or the FCC shall first be taken to the FC.

Appeals of the action of the FC may be made to SC.

Section 912. Prosecution

Any person or persons responsible for repeated or serious violation of these Treasury Laws shall be subject to prosecution for an offense against the Student Body in a means consistent with the Instrument of Student Judicial Governance.

Title VI
Election Regulations

Chapter 1

Statement of Purpose and Definitions

Article I. Purpose and Definitions

Section 100. Purpose

The purpose of this Act is to establish the Student Government General Election Laws for the University of North Carolina at Chapel Hill.

Section 101. Definitions

- A. Declaration of Candidacy is defined as the official document submitted by a student declaring their intent to run for office. This document must be submitted during the mandatory candidates' meeting or through a substitute training mechanism which has been unanimously approved by the sitting Board of Elections prior to the start of the election timeline in which it will be used.
- B. Declared Candidate is defined as a student who has submitted their Declaration of Candidacy and is pending certification by the Board of Elections.
- C. Certified Candidate is defined as a student who has been certified by the Board of Elections to appear on the ballot.
- D. Campaign is defined as the actions taken by a candidate, whether certified or not, or candidate supporter in order to assist in their goal of obtaining office. This includes dorm-storming, pit-sitting, a-frames, fliers, posters, and any other activity deemed relevant by the Board of Elections and Student Supreme Court.
- E. Candidate Supporter is defined as any student who assists a candidate in their campaign endeavors. This can be in official capacity, such as a campaign manager, or unofficial capacity.
- F. Hallstorming is the act of visiting campus residence halls operated by the Department of Housing & Residential Education or Granville Towers for the purpose of soliciting signatures or promoting a candidate's campaign for the office of Student Body President or Residence Hall Association President or Student Congress seat(s) in that District. Candidates for Student Congress may only visit those Residence Halls that are a part of the District in which they are running for candidacy, and if those candidates are

campaigning in the District in which they do not currently live. Any questions on which Residence Halls are a part of a certain District shall be directed towards the current Ethics Chair of Student Congress and the current Board of Elections Chair. The provisions in the above language, and other language in Title VI having to do with Hallstorming for Congress, shall only apply to those candidates running in the Spring General Elections.

G. Referendum is defined as either:

1. A student fee referendum that creates, increases, or decreases student fees;
2. An issue referendum, that adopts a position on a specific issue;
3. An amendment to the Constitution of The Code of Permanent Laws of the Student Government of the University of North Carolina at Chapel Hill; or
4. A ballot initiative.

H. Referendum Campaign is defined as the actions taken in order to assist in their goal of passing or defeating a referendum. This includes dorm-storming, pit-sitting, a-frames, fliers, posters, and any other activity deemed relevant by the Board of Elections and Student Supreme Court.

I. Referendum Contact is defined as the individual designated to represent a referendum to the Board of Elections. Each referendum must have a referendum contact in order to be placed on the ballot.

J. Referendum Worker is defined as any student who partakes in referendum campaign activities in favor or opposing of a referendum. This can be in official or unofficial capacity.

K. Ballot Petition is defined as a petition document that a declared candidate, referendum contact, or their respective supporters, fills with signatures in order for a candidate or referendum to appear on an election ballot.

L. Regular Elections are the elections to fill campus-wide offices and Student Congress seats, including the fall elections held within the week before the Homecoming Game for Homecoming Court Elections and spring elections.

M. Special Elections are the elections held to fill vacancies in campus-wide offices and Student Congress arising more than forty-five days before a regular election and/or to approve referendum not held during regular elections.

- N. Re-Elections are elections held in the event that the results of a previous election are voided by the Board of Elections or the Student Supreme Court.
- O. Run-off elections are elections held when a specific candidate, which requires a majority of the cast certified votes, fails to receive such votes in a regular, special, or re-election.
- P. Campaign Materials are defined as all materials purchased or used by a candidate, referendum, or their respective supporters, for the purpose of campaigning.
- Q. Campaign Expenditures are defined as all expenditures, physical or in cyberspace, of a candidate, referendum, or their respective supporters, for the purpose of campaigning.
- R. Private campaigning is defined as the following:
1. Campaigning for the purpose of obtaining signatures for a ballot petition
 2. Electronic Campaigning, defined as the use of electronic resources for the purpose of campaigning, including, but not limited to, emails, social networks, internet advertisements, websites, and listservs.
- S. Public campaigning is defined as any in-person campaigning by a candidate or the campaign workers of a candidate's campaign or a referenda campaign for purposes other than obtaining signatures for a ballot petition.
- T. Constituency is defined as the pool of eligible voters for each respective office.
1. The constituency for the President of the Student Body is all duly registered fee paying students.
 2. The constituency for the President of the Carolina Athletic Association is all duly registered fee paying students.
 3. The constituency for the President of the Graduate and Professional Student Federation is all duly registered fee-paying graduate and professional students.
 4. The constituency for the President of the Residence Hall Association is all duly registered fee paying students residing in campus residence halls or Granville Towers.
 5. The constituency for President and Vice President of the Rising Senior Class is all duly registered fee paying juniors or continuing seniors.
 6. The constituency for Members of Student Congress is all duly registered fee-paying residents from the district of respective candidates.

7. The constituency for the Homecoming Court is all duly registered fee-paying students.
8. The constituency for a referendum is all duly registered fee paying students.

Chapter 2

Election Cycle

Article I. Election Cycles

Section 200. Spring General Election

- A. The Spring General Election shall be held on the second Tuesday of February from 12:00 a.m. until 8:00 p.m. to elect the following offices:
1. The President of the Student Body;
 2. The President of the Carolina Athletic Association;
 3. The President of the Graduate and Professional Student Federation;
 4. The President of the Residence Hall Association;
 5. President and Vice President of the Rising Senior Class (elected concurrently);
and,
 6. Members of the Student Congress.
- B. The following shall be the timeline of the Spring General Election:
1. The Board of Elections may make available to the Student Body an approved election training mechanism twenty-one (21) days before the Spring General Election. If a training mechanism is approved, then completion of this training mechanism shall be mandatory for all students who declare candidacy and have not attended a “Declaration of Candidacy” meeting.
 2. The Board of elections shall conduct “Declaration of Candidacy” Meetings fifteen (15) and fourteen (14) days before the Spring General Election. Attendance at one of these meetings shall be mandatory for all students who declare candidacy and have not completed an election training mechanism approved by the Board of Elections.
 3. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) days before the Spring General Election.
 4. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This occurs six days before the Spring General Election.

5. Declared Candidates and Campaigns that have petitions out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This occurs eleven five days before the Spring General Election.
6. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Spring General Election.
7. If needed, a Run-Off Election shall occur seven (7) days after the Spring General Election.

Section 201. Fall General Election

- A. The Fall General Election shall be held eight (8) days before the Homecoming Football Game from 12:00 a.m. until 5:00 p.m. to elect the members of the Homecoming Court.
- B. The following shall be the timeline of the Fall General Election:
 1. The Board of Elections may make available to the Student Body an approved election training mechanism twenty-one (21) days before the Fall General Election. If a training mechanism is approved, then completion of this training mechanism shall be mandatory for all students who declare candidacy and have not attended a “Declaration of Candidacy” meeting.
 2. The Board of Elections shall conduct a “Declaration of Candidacy” meeting fifteen (15) days before the Fall General Election. This meeting shall be mandatory for all students who declare candidacy and have not completed an election training mechanism approved by the Board of Elections.
 3. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) days before the Fall General Election.
 4. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This occurs six (6) days before the Fall General Election.
 5. Declared Candidates and Campaigns that have petitions out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This occurs five (5) days before the Fall General Election.

6. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Fall General Election.
7. The Fall General Election shall be held on the Friday before the Homecoming Football Game.
8. If needed, a Run-Off Election shall occur seven (7) days after the Fall General Election.

Section 202. Special Elections

- A. Special Elections shall be held to fill vacancies in the Student Congress arising more than forty-five (45) days before the Spring or Fall General Elections or approve referendum not held during the Spring or Fall General Elections.
- B. Special Elections shall be held during the Fall and Spring semesters on a day when classes are in session.
- C. For vacancies in Student Congress, the Chair of the Ethics Committee of the Student Congress shall report vacant Student Congress seats to the Chair of the Board of Elections within two (2) school days of the vacancy. The Board of Elections shall set the date for Special Elections to fill the vacant seat(s) in accordance with the Constitution, Article I, Section 1(E).
- D. For the approval of referenda, the Board of Elections shall be responsible for seeing that all referenda are held on the date as provisioned by the Student Congress.
- E. Special Elections for Student Body Recalls, as outlined in the Constitution, Article V, Section 2 shall be held no fewer than six (6) and no more than fifteen (15) days after the petition for such review has been certified by the Board of Elections and is received by the Student Body President.
- F. Special Elections for Student Body-initiated referendum, as outlined in the Constitution, Article V, Section 3, shall be held no fewer than six (6) and no more than fifteen (15) days after the petition for such review has been certified by the Board of Elections and is received by the Student Body President.
- G. Special Elections for Student Body Reviews, as outlined in the Constitution, Article V, Section 4, shall be held no fewer than six (6) and no more than fifteen (15) days after the petition for such review has been certified by the Board of Elections and is received by the Student Body President.

H. The following shall be the timeline of Special Election(s):

1. The Board of Elections may make available to the Student Body an approved election training mechanism twenty-one (21) days before the Special Election. If a training mechanism is approved, then completion of this training mechanism shall be mandatory for all students who declare candidacy and have not attended a “Declaration of Candidacy” meeting.
2. The Board of Elections shall conduct a “Declaration of Candidacy” Meeting no less than fourteen (14) days before the Special Election. This meeting shall be mandatory for all students who declare candidacy and have not completed an election training mechanism approved by the Board of Elections.
3. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) days before the Special Election.
4. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This occurs six (6) days before the Special Election.
5. Declared Candidates and Campaigns which have petitions ruled out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This occurs five (5) days before the Special Elections.
6. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Special Elections.
7. If needed, a Run-Off Election shall occur seven (7) days after the Special Election.

Chapter 3

Student Government Participation

Article I. Participation

Section 300. Student Government Participation in Elections

- A. Student Government Offices. For the duration of the campaign for any elected position, no campaign materials may be displayed or stored in the offices of Student Government, including but not limited to the offices of the Executive and Legislative branches and the offices of the Honor Court and the Student Attorney General.
- B. Student Government Involvement in Campaigns.
 1. The following Student Government members shall not participate in a campaign for any elected position, make public endorsement for any candidate, nor shall they make any statement for or against a referenda campaign or candidate:
 - a. Student Attorney General;
 - b. Graduate and Professional Attorney General;
 - c. Chair of the Undergraduate and Graduate Honor Courts;
 - d. Members of the Student Supreme Court;
 - e. Student Solicitor General;
 - f. Members of the Board of Elections; and,
 - g. Members of the Student Legal Counsel (except in the case of legal hearings, pre-trials, trials, and legal papers). When participating in student body elections or endorsing a particular candidate, it must be made clear that the official is speaking only on behalf of themselves and not for Student Government or any subsidiary thereof.

Chapter 4

Candidate Campaigns

Article I. Guidelines

Section 400. Candidate and Campaign Responsibilities

- A. Candidates, campaigns, and their campaign staffs are expected to know and obey the laws contained in Title VI. Violations of campaign laws are to be filed as election complaints to the BOE. Any student who has knowledge of an election law violation has a responsibility to file an election complaint to the BOE.
- B. Candidates retain the right to all actions not explicitly prohibited or reasonably prohibited by Title VI.

Section 401. General Responsibilities

- A. Qualifications for Office. A candidate for office must meet the following requirements or be determined ineligible to hold, and/or run for, the office:
 - 1. He/she must be duly registered fee-paying students in good standing at the University of North Carolina at Chapel Hill.
 - 2. He/she shall not be on probation for violation of the Honor Code or Campus Code of Conduct, nor shall they be on probation after conviction by a Student Court for an offense against the Student Body, nor may he/she have filed for graduation.
 - 3. He/she shall be a constituent of the office for which they are candidates on the first day of the fall semester after the spring general election is held or at the time of running in a special election.
 - 4. Incumbents facing recall shall have the right to be a candidate in the recall election.
 - 5. No person shall be a candidate for more than one office simultaneously.
 - 6. It shall be the duty of the Board of Elections with the support of the Division of Student Affairs to determine the standing of all candidates qualified for election by petition or write-in.

7. Only those students of the University of North Carolina at Chapel Hill who are living in member residence halls of the Residence Hall Association may be eligible to run for the office of Residence Hall Association President.
- B. All campaign materials which are produced by a particular candidate or his/her staff must have the candidate's name on it in the following manner: "sponsored by the [name] for [office] campaign."
 - C. Operation of Polling Sites Prohibited. Only the Board of Elections may operate a polling site. A polling site shall be defined as a (group of) computer(s) connected to the Internet, or a conventional ballot box with legible ballots available for casting, that has been advertised as a place to vote.

Section 402. Technology

- A. Web pages. The following rules shall apply to candidate websites:
 1. URL(s) of candidate's web page(s) must be specified in the financial statement submitted by the campaign;
 2. No campaign-related material may be posted on the web until after a candidate has declared his/her Intent to Run to the Board of Elections.
 3. No university-owned computers may be set to default a candidate's webpage, social network group, or other campaign-related documents.
 4. Candidate web pages, including social networking groups, shall contain the same endorsement as any other campaign material, as defined in Title VI Chapter 4 Section 401B.
- B. E-mail.
 1. Unsolicited e-mailing to mailing lists shall be permissible for campaigning, unless otherwise prohibited by the Board of Elections, once a candidate has been certified by the Board of Elections. The subject line of said e-mails must read: "Vote for [candidate] for [office]" and the message must include the e-mail address of the sender or other electronic reply address and may not be given a "high" or "URGENT" priority designation. Messages sent via any website (including social networking websites, blogs, bulletin boards, etc.) shall be considered e-mail.

2. E-mail lists and social media/networking websites reserved for the use of Student Government officials or any party acting on behalf of Student Government may not be used to advance the candidacy of any individual or support the passage or failure of a referendum.

C. Telephone services.

1. Mass use of voicemail is permissible for purposes of campaigning, once the candidate or campaign has been certified by the Board of Elections. The first words left in the message must be “THIS MESSAGE IS IN SUPPORT OF [candidate] FOR [Office]. REPLY TO [Phone number of sender].” The message shall be no longer than 30 seconds.
2. Mass SMS/MMS messages shall not be sent until a candidate becomes certified.

Section 403. Pre-Declaration

- A. Potential candidates and campaigns shall be subject to the laws governing elections and all restrictions herein.
- B. No campaign or candidate shall campaign before the official Declaration of Intent to Run for Office. No candidate or campaign shall publicly declare their Intent to Run for Office before the mandatory Candidates’ Meetings established in 200B(1) for the Spring General Elections, 201B(1) for the Fall General Elections and 202H(1) for Special Elections.
- C. Candidates may prepare to campaign by preparing campaign materials and privately recruiting campaign workers.

Section 404. Campaigning for Declared Candidates

- A. Upon declaring the Intent to Run for Office, candidates and candidate supporters may privately campaign for the purpose of obtaining proper signatures for the Petition to Appear on the Ballot and engage in electronic campaigning as defined in Title VI, Chapter 1, Section 101Q.
- B. Any student who is eligible and wants to become a candidate for any office and desires to have his/her name appear on the ballot and receive student financing of their campaign may do so, provided that he/she attends the mandatory candidates’ meeting, submits the required ballot petition, and follows the schedule stipulated in Chapter 2.
- C. The number of constituents’ signatures required to file a valid petition shall be as follows:

1. At least one thousand two hundred fifty (1250) unique signatures for the President of the Student Body.
 2. At least seven hundred fifty (750) unique signatures for the President of the Carolina Athletic Association.
 3. At least hundred (100) unique signatures for the President of the Graduate and Professional Student Federation.
 4. At least two hundred and fifty (250) unique signatures for the President of the Residence Hall Association.
 5. At least two hundred and fifty (250) unique signatures for the President and Vice President of the Rising Senior Class.
 6. At least twenty (20) unique signatures for Members of Student Congress.
 7. At least two hundred (200) signatures for Members of the Homecoming Court.
- D. No student shall sign more than one petition for each office, nor shall he/she sign a petition for an office of which he/she is not a constituent. For Student Congress elections, students may sign as many petitions as there are seats on the ballot for that district. Duplicate and non-constituent signatures shall be considered void. Candidates and their campaign workers shall inform the students of this stipulation.
- E. Each signature on the petition must be accompanied by a name, PID, the address (for undergraduates), department (for graduates) and class of the person signing the petition. These items must be filled out by the person signing the petition.
- F. Onyen verified electronic signatures can be used to fulfill the signature requirement in Section 404 Subsection C.
- G. Hallstorming. With the assistance of the Department of Housing & Residential Education, the Board of Elections shall develop an annual policy for hallstorming. Declared candidates or campaigns for the offices of Residence Hall Association President, Student Body President, or Student Congress Representative in the on-campus District for which they are campaigning to represent (so long as they do not currently live in that District) may participate in hallstorming to collect petition signatures; provided that the candidate or campaign follow all policies set by the Department of Housing & Residential Education.

Section 405. Campaigning for Certified Candidate Campaigns

- A. A Certified Candidate's Campaign may privately and publicly, as defined in Title VI, Chapter 1, Section 101R campaign once it has been certified by the Board of Elections.
- B. Candidates' Responsibility for Campaign Workers. All candidates shall be responsible for the actions of their campaign workers whether or not the candidate has knowledge of such actions. If a violation(s) occurs without the knowledge of the candidate, the candidate must take the following actions upon discovery or notification of such violation(s):
 - 1. The candidate must try to nullify or correct the action causing the violation if possible;
 - 2. The candidate must remove the worker from campaign work; and,
 - 3. The candidate must report the violation to the Chair of the Board of Elections within twenty-four (24) hours of the candidate's notification of the violation.

Section 406. Post-Election

- A. All candidates running for office, including write-in candidates shall submit financial statements, on a format to be specified by the Chair of the Board of Elections no later than five (5) p.m. the day after the regular, special, or run-off elections. The Chair of the Board of Elections may grant an extension of this time limit, not to exceed twenty-four (24) hours in length, to any candidate who requests such extension before the original deadline. The candidate must demonstrate to the Chair's satisfaction that he/she cannot, for a valid reason, submit their statement within the specified time limit. A financial statement must be submitted even if there are no campaign expenditures.
 - 1. Exception: If a candidate loses their election and does not wish to be reimbursed for their campaign expenditures, he/she need not submit a financial statement so long as he/she notifies the Board of Election that he/she wishes to do so.
- B. The Board of Elections may request any candidate to produce additional financial evidence clarifying or justifying his/her statements.
- C. No election shall be certified until all winning candidates for that office have turned in their financial statements and had them verified or have been disqualified for failure to submit a financial statement.

Chapter 5

Referenda Campaigns

Article I. Guidelines

Section 500. The Referendum Contact

- A. All parties campaigning for or against a referendum campaign must register a referendum contact with the Board of Elections. Each party must name a registered UNC Chapel Hill student as the referendum contact in order to campaign for or against the referendum. Should there be multiple parties who wish to campaign for or against a referendum and are unwilling to work together, the Board of Elections shall determine which party shall be the official referendum contact for that position. Each party shall have its own, separate contact.
- B. The referendum contact shall be held legally responsible in the case of any lawsuits arising from campaign violations.
- C. The referendum contact for each party shall be responsible for filing a financial statement after the election.

Section 501. Materials

All referendum campaign materials must visibly state “Sponsored by [referendum campaign name]’ on the front of the item. This statement shall also be included in all electronic communications.

Section 502. Technology

- A. The following rules shall apply to websites in favor or against referendum.
 1. URL(s) of referendum web page(s) must be specified in the financial statement submitted by the referendum contact.
 2. No campaign material may be posted on the web until after a referendum contact has been registered with the Board of Elections. Only private/secret/invitation-only websites may be utilized to communicate with referendum workers involved with the referendum campaign.
 3. No university-owned computers may be set to default a referendum’s web page, social network group, or other campaign-related documents.

4. Social networking groups shall contain the same endorsement as any other campaign material, as defined in Title VI Chapter 5, Section 501.

B. E-mail

1. Unsolicited e-mailing to mailing lists shall be permissible for campaigning, unless otherwise prohibited by the Board of Elections, once a referendum is placed on the ballot by the Board of Elections and a referendum contact has been declared. The subject line of said e-mails must read: "Vote for/against [referendum name]" or "Vote Yes/No on [referendum name]" and the message must include the e-mail address of the sender or other electronic reply address and may not be given a "high" or "URGENT" priority designation. Messages sent via any website (including social networking websites, blogs, bulletin boards, etc.) shall be considered e-mail.
2. E-mail lists and social media/networking websites reserved for the use of Student Government officials or any party acting on behalf of Student Government may not be used to support the passage or failure of a referendum.
3. Email lists and social media/networking websites created primarily for the use of those in positions of academic and administrative authority at the University may not be used to support the passage or failure of a referendum.

C. Telephone services

1. Mass use of voicemail is permissible for purposes of campaigning, once the candidate or campaign has been placed on the ballot by the Board of Elections. The first words left in the message must be "THIS MESSAGE IS IN SUPPORT OF [Name of referendum]. REPLY TO [Phone number of sender]." The message shall be no longer than 30 seconds.
2. Mass SMS/MMS messages shall not be sent until a referendum has been placed on the ballot.

Section 503. Campaigning before being placed on the Ballot

A. Referenda campaigns wishing to have a referendum placed on the ballot must:

1. Have the referendum placed on the ballot by Student Congress, as outlined in Title II; or,

2. Collect a ballot petition with signatures from no less than 10% of the student body, as outlined in the Constitution.
- B. Referenda campaigns must declare their intent to place a referendum on the ballot to the Board of Elections prior to collecting signatures.
 - C. Referenda campaigns may collect signatures for a referendum at any time during the academic year, as a referendum may appear on any ballot, including special elections.
 - D. Each signature on a ballot petition must be accompanied by a name, PID, residence (for undergraduates), department (for graduates), and class, to be filled out by the individual signing the petition.
 - E. Onyen verified electronic signatures can be used to fulfill the signature requirement in Section 503 Subsection D.

Section 504. Campaigning Once on the Ballot

- A. A referendum campaign may privately and publicly, as defined in Title VI, Chapter 1, Section 101R, campaign once being placed on the ballot by the Board of Elections.
- B. Referendum Contact's Responsibility for Workers. All referendum contacts shall be responsible for the actions of their referendum workers whether or not the contact has knowledge of such actions. If a violation(s) occurs without the knowledge of the contact, the contact must take the following actions upon discovery or notification of such violation(s):
 1. The contact must try to nullify or correct the action causing the violation (if possible);
 2. The contact must remove the worker from campaign work;
 3. The contact must report the violation to the Chair of the Board of Elections within twenty-four (24) hours of the contact's notification of the violation.
 4. Any further violations by that contact's workers may result in the prohibition of that party from further campaigning on the referendum, removal of said referendum from the ballot or other punishments deemed appropriate by the Board of Elections.

Section 505. Post-election

- A. All referendum contacts shall submit a financial statement, on a format to be specified by the Chair of the Board of Elections no later than five (5) p.m. the day after the regular,

special, or run-off elections. The Chair of the Board of Elections may grant an extension of this time limit, not to exceed twenty-four (24) hours in length, to any contact who requests such extension before the original deadline. The contact must demonstrate to the Chair's satisfaction that he/she cannot, for a valid reason, submit their statement within the specified time limit. A financial statement must be submitted even if there are no campaign expenditures.

B. Finance

1. All referenda campaigns must abide by a spending limit of \$200.00 as defined in Title VI, Chapter 6, Section 600E. These campaign expenditures shall not be reimbursed by Student Government.
2. The referendum contact must sign a sworn statement that they have not utilized student fee money in their campaign. The contact shall be required to turn over any financial documents requested by the Board of Elections.
3. Referendum workers campaigning for or against a referendum must do so strictly on a volunteer (unpaid) basis.

C. If a referendum contact of the prevailing referenda position fails to submit a financial statement within the specified amount of time, including extensions if granted, the results from the referendum election shall be invalidated by the Board of Elections.

D. If a referendum contact of the prevailing referenda position knowingly falsifies a financial statement or list of referendum workers the results from the referendum election shall be invalidated by the Board of Elections.

Chapter 6

Campaign Financing

Article I. Campaign Financing Guidelines

Section 600. Campaign Spending Limits

- A. The following are the maximum amounts that may be spent by the candidates, their campaign workers or other people on behalf of the candidates, for the following Student Government offices, including gratuities or services. A candidate will be disqualified for exceeding his or her maximum spending limit.
1. Student Body President - \$150.00
 2. Carolina Athletic Association President - \$100.00
 3. Residence Hall Association President - \$100.00
 4. Graduate and Professional Schools Federation President - \$100.00
 5. President and Vice President of the Rising Senior Class - \$50.00
 6. Student Congress Members - \$15.00
 7. Mr. or Ms. UNC - \$25.00
- B. If a candidate is involved in a run-off election, the following spending limits shall apply to the run-off stage of the election:
1. Student Body President - \$75.00
 2. Carolina Athletic Association President - \$50.00
 3. Residence Hall Association President - \$50.00
 4. Graduate and Professional School Federation President - \$50.00
 5. President and Vice President of the Rising Senior Class - \$25.00
 6. Student Congress Members - \$5.00
 7. Mr. or Ms. UNC - \$25.00
- C. Running Mates. The spending limit is the total that may be spent together by running mates.
- D. Write-In Candidates. The spending restrictions listed in this section shall also apply to all write-in candidates.

- E. Referenda Campaigns. A campaign for or against a referendum shall have a spending limit of \$100.00

Section 601. Campaign Expenditures

- A. Expenditures for Materials. All funds spent for campaign materials, whether used or not, shall be considered campaign expenses. Failure to use campaign materials shall not be cause to exclude the cost of such materials from the candidate's financial report.
- B. Gratuitous Services. Time spent by campaign workers campaigning for or on behalf of a candidate under the auspices of this Act shall be considered campaign expenses, but only in the amount of money expended for services rendered. Volunteered services by duly registered fee-paying students of UNC-Chapel Hill shall not be considered campaign expenditures. All other services for or on behalf of any candidate under the auspices of this Act shall be deemed campaign expenditures.
- C. Evaluation of Goods and Services. If goods and services are given gratuitously or excessively below normal cost, the candidate shall submit to the Board of Elections a receipt for the goods or services provided but assess such expenditures, in regards to spending limits, at fair market value. The said assessment shall be subject to revision by the Board of Elections and deliberate erroneous assessments may be subject to penalty.
- D. Exceptions.
 - 1. Endorsements publicized by Student Organizations. A candidate shall not be penalized in the instance that said candidacy is endorsed and that endorsement is publicized by recognized student organizations.
 - 2. Any materials or funds expended for or on behalf of a candidate shall not be considered a campaign expense if used without the knowledge of the candidate or their campaign.
 - 3. If the candidate obtains knowledge of a gratuity, service, or material that did not have his/her prior consent, the gratuity, service or material must be returned or officially declined within twenty-four (24) hours of his/her discovery of the expenditure or it will be deemed a campaign expenditure.
 - 4. Officially Declining a Campaign Expenditure. To decline a campaign expenditure a candidate must, to the satisfaction of the Chair of the Board of Elections, make a strong effort to remove or nullify an expenditure that did not have his/her prior

consent. The candidate shall be entitled to all possible assistance from the Board of Elections in his/her effort. If the candidate makes such an effort and cannot remove or nullify the expenditure, the Board of Elections may decide to not consider the expenditure a campaign expense.

5. Any student who expends material, funds, or gratuitous services for or on behalf of a candidate without gaining candidate's prior consent shall be immediately served a cease and desist warning from the Board of Elections. Failure to cease and desist shall constitute a violation of this act and grounds for punitive action, including but not limited to notification of the Student Attorney General.

E. Referenda Campaigns. All referendum campaigns that utilize students or resources funded by students must make all expenditures publicly available and must be submitted to the Board of Elections.

Section 602. Student Government Financing of Election Expenditures

A. Student Government Financing. Any candidate whose name(s) shall appear on the ballot shall fund his/her campaign using only student government monies. Write-In candidates shall not be eligible for student government financing in regular elections, but may receive student government financing for a runoff. Referenda campaigns shall not be eligible for student government financing. Campaign spending limits and all other election laws shall apply to write-in candidates and referenda campaigns.

B. Eligibility for Student Government Financing. The following actions shall be required of a candidate in order to receive Student Government financing of his/her campaign:

1. The candidate must attend all compulsory candidates' meetings.
2. The candidate's campaign must submit an official declaration of candidacy before collecting petition signatures, due at the mandatory candidates' meeting.
3. The candidate's campaign must submit a petition with the required number of signatures to the Board of Elections by the dates specified in Title VI Chapter 2.
4. The candidate's campaign receives enough write-in votes to warrant a run-off.

The candidate may receive Student Government financing for the run-off election up to the campaign spending limit for run-off elections as defined in Title VI Chapter 6 Section 600B only upon the submission of a written request for the SG

funds and their financial statement as outlined in Title VI Chapter 5 Section 505A.

5. The candidate shall submit a financial statement to the Board of Elections as outlined in Title VI Chapter 5 Section 505A.
- C. Campaign Reimbursements. Once a candidate has met the requirements in Title VI, Section 600B, the Board of Elections Chair shall notify the Student Body Treasurer. The Student Body Treasurer shall then submit a reimbursement request from SC during subsequent appropriations after the election for the candidates seeking reimbursement. The funds will be allocated to the Board of Elections SAFO folder for this purpose. All campaign spending must adhere to the Financial Laws contained in Title V. The minimum check amount that SAFO can issue to a candidate or campaign shall be \$5.00.
- D. Additional Limitation on SG Campaign Funds. Student Government Campaign Funds shall be used solely for campaign expenditures. The Board of Elections shall have the authority to determine whether expenses are campaign expenditures.

Section 603. Student Fees Used in Campaigns

Except for reimbursements as defined in Title VI Chapter 6 Section 600, no money originating from student fees may be used for any campaign expenditure.

Chapter 7

Regulations and Prohibited Activities

Article I. Regulations and Prohibited Activities

Section 700. Prohibited Campaign Activities.

- A. Defacement of Campaign Materials. No person shall deface, destroy, alter or otherwise change any candidate's campaign materials before the election. No material of any candidate, unless in legally restricted areas, may be removed without the permission of the candidate. Materials in legally restricted areas may only be removed by members of and persons authorized by the Board of Elections. All campaign materials shall be considered the personal property of the campaign.
- B. Misrepresentation of an Election Issue. No person shall deliberately misrepresent any issue to be voted on by the Student Body in an election conducted under the auspices of this Act. Falsely defaming another campaign, including intentionally presenting falsities regarding the platform of another campaign, shall constitute misrepresentation of an election issue. Any misrepresentation resulting from intended satire shall not constitute such violation.
- C. Restricted Areas. The following shall not be used on behalf of any candidate or referendum:
 - 1. The Cubes (The Pit and behind the Campus Y);
 - 2. The interior of the Student Union and Student Union Annex;
 - 3. The interior of the University Student Stores
 - 4. The exterior of all campus buildings (whether by poster, projection, or other method);
 - 5. The interior of all academic buildings;
 - 6. The interior of all campus libraries;
 - 7. The interior of all dining halls;
 - 8. The interior of all campus residence halls;
 - 9. The interior or exterior of all University or Chapel Hill Transit operated vehicles;
 - 10. Within fifty (50) feet of a University-operated computer facility, and,

11. The private property of any individual who has not given prior consent
- D. No candidate or referenda campaign can campaign by changing the wallpapers and/or homepages of University-owned computers.
 - E. Damage to University Property. No campaign materials shall be placed on University property in such a way as to damage that property.
 - F. Damage to Trees and Plants. No campaign materials may be placed on trees, shrubs, or other plants on the University campus.
 - G. The Use of Incentives. No person or student organization may offer incentives of cash value to the solicitors of signatures for a petition or to the signers of a petition for the purpose of placing a candidate or referendum on the ballot. Coupons or vouchers redeemable for a good shall be considered to possess a cash value equal to the market price of that good. No student or student organization may use an incentive to persuade a student to vote.
 - 1. Food shall be defined as an incentive of cash value.
 - H. No candidate for any office, other than the office of Student Body President, Residence Hall Association President, or Student Congress Representative in the District for which they are running (so long as that is the District in which they do not currently live) shall participate in hallstorming, as defined.

Section 701. The Presence of Students on a Campaign.

All students are bound by the Student Code, and thereby bound by these regulations. The presence of any students within activities undertaken by unregulated organizations, such as University Institutions or Departments, shall require that said activity be regulated by the Board of Elections, and all laws passed by Student Congress.

Section 702. Post-Election Removal of Materials.

All campaign materials must be removed from University property within ninety-six (96) hours after the close of the polls.

Section 703. Enforcement.

These regulations shall be subject to enforcement, and violations subject to punitive of action, by the Board of Elections and Student Supreme Court pursuant to Title VI, Chapter 8, and by the Honor Court pursuant to the Instrument of Student Judicial Governance.

Chapter 8

Enforcement Policy and Punitive Actions

Article I. Automatic Disqualifications

Section 800. Mandatory Candidate's Meeting

By a majority decision of the BOE, the BOE may unilaterally disqualify a candidate without utilizing the BOE hearing process if:

1. The candidate fails to attend any mandatory candidate's meeting;
2. The candidate fails to submit a financial statement within the specified amount of time, including extensions if granted.

Section 801. The Point System

- A. The BOE shall issue points to campaigns and referendum campaigns in the final opinions of BOE hearings. The BOE shall reserve the ability to determine the severity of election violations to determine the final number of points issued to a candidate, within the specified limits, as stated below.
- B. If a candidate collects 10 points, he/she is automatically disqualified.
- C. If a referenda campaign in the pro-position collects 10 points, the referendum shall be removed from the ballot. The referenda may still be introduced again after initiating and completing the entire referenda process over again.
- D. If a referenda campaign in the con-position collects 10 points, then any student at the University of North Carolina at Chapel Hill who continues to campaign against the referendum shall be subject to an honor court violation for failure to abide by campus rules. Furthermore, the referenda contact may also be issued an honor court violation if he/she is found responsible for continuing or encouraging further election violations.
- E. The following election violations categories shall be used:
 1. Defacing school property. This category shall include, but shall not be limited to, placing campaign materials in unauthorized locations, ruining UNC property, destroying wildlife.
 2. False Start. This category shall include, but shall not be limited to, beginning campaigning or collecting signatures before the official starting time.

3. Location. This category shall include, but not be limited to, campaigning in locations where you cannot campaign legally.
 4. Technology. This category shall include, but not be limited to, campaigning online in illegal ways.
 5. Falsification. This category shall include, but shall not be limited to, falsifying financial records, giving false information, and/or lying during hearings.
 6. Financial Problems. This category shall include, but not limited to, spending more money than legally permitted.
 7. Harmful or Malicious Behavior. This category shall include, but not limited to, intentionally ruining an opponent's campaign irreversibly or maliciously.
- F. The following points shall be assigned to election violations per category per offense. At the discretion of the majority opinion of the BOE, multiple violations of the same offense may be compiled into a single election violation.
1. Defacing school property. 2 (\pm 1) points.
 2. False Start. 3 (\pm 2) points.
 3. Location. 3 (\pm 2) points.
 4. Technology. 3 (\pm 3) points.
 5. Falsification. 6 (\pm 4) points.
 6. Financial Problems. 7 (\pm 3) points
 7. Harmful or Malicious Behavior. 8 (\pm 2) points.
 8. Should the candidate commit a violation, or a supporter commits a violation that the candidate should be reasonably aware of, that doesn't carry the option of increasing the offense to a ten point deduction occur in the timeframe immediately surrounding the general election and/or run-off, the complaint shall be heard by the Supreme Court. The Supreme Court will then decide if the violation had the potential to alter the outcome of the election. If so decided, the Supreme Court holds the right to disqualify the candidate.
- G. A candidate or referenda campaign which receives a point or points, as issued within the final opinion of a BOE hearing, shall also have his/her/its maximum spending limit decreased. Each point shall correspond to a 5% decrease from the original maximum spending limit for a candidate or campaign.

Article II. Pre-Hearing Procedures

Section 810. Election Complaints

- A. A BOE hearing shall commence after a plaintiff files an election complaint to the BOE against a candidate or referenda campaign.
- B. All complaints of violations of election regulations shall commence with a BOE hearing and be issued a final opinion of the BOE before such a complaint can be granted a pre-trial hearing and/or trial before the Student Supreme Court.
- C. The plaintiff must be a member of the constituency for the respective office of the candidate or referendum campaign in which the plaintiff is filing an election complaint against.
- D. Election complaints filed in the BOE shall contain in concise and clear language in separate, numbered paragraphs, with the following headings, the following:
 - 1. The name of the plaintiff;
 - 2. The respective constituency of the plaintiff;
 - 3. The name of the defendant;
 - 4. The respective category of the purported election violation;
 - 5. A description of the defendant's purported election violation; and
 - 6. Any evidence of the defendant's purported election violation.
- E. A complaint shall be signed by the plaintiff who shall indicate his/her address and telephone number, if any, and shall certify as follows, "I do affirm that I have read in full the foregoing complaint and that the allegations contained therein are true to the best of my knowledge and belief."
- F. A complaint submitted by a plaintiff represented by counsel shall also be signed by the counsel who shall indicate his/her address and telephone number, if any.

Section 811. Answers

- A. The BOE shall issue a time and place of the BOE hearing, make public the official copy of the election complaint immediately, and present a copy of the election complaint to the defendant. The BOE hearing shall take place at least forty-eight hours after the BOE provides a copy of the election violation complaint to the defendant.
- B. The defendant named in a complaint filed by the plaintiff is not obligated but maintains the right to file an answer to the BOE. Such answer must be filed within twenty-four

hours after the BOE provides the defendant with a copy of the election violation complaint.

- C. Answers to complaints filed to the BOE shall contain in concise and clear language in separate, numbered paragraphs with headings, the following contents:
 - 1. The admission or denial of every allegation made in the complaint; and
 - 2. An allegation of any defense upon which the defendant relies.
- D. When preparing an answer, the defendant shall refer to the corresponding numbers of the paragraphs of the election complaint in which the allegations are made, and shall either:
 - 1. Admit the allegation
 - 2. Admit the allegation in part, and deny it in part, specifying the part denied and the reason for denial;
 - 3. Admit the allegation, but request that the allegation be changed to a different punitive category; or,
 - 4. Deny, specifying the reason for denial.
- E. If a defendant is without knowledge or information sufficient to form a belief as to the truth of an allegation made in an election complaint, he/she shall so state, and this shall have the effect of a denial.
- F. Failure to answer all stipulated guidelines shall not be sufficient grounds to dismiss the answer.
- G. If the defendant fails to file an answer to the BOE within twenty-four hours, the Chair of the BOE:
 - 1. May grant him/her an extension of time in which to file the answer if the Chair determines that there were circumstances beyond the control of the defendant justifying the delay;
 - 2. Shall assume that the defendant has chosen not to file an answer, upon the confirmation of the defendant's counsel.
- H. The BOE shall immediately make public the official copy of the answer and provide a copy of an answer to the plaintiff before the hearing.

Article III. Hearing Procedures

Section 820. General Procedures

- A. At the issued time and place of the BOE hearing, the BOE hearing shall commence with or without the attendance of the plaintiff and/or the defendant. The Chair of the BOE retains the ability to reschedule the BOE hearing to a later time and/or different location.
- B. The plaintiff shall have the right to present his/her argument against the defendant about the respective election violation.
- C. The defendant shall have the right to respond to any allegations against him/her.
- D. The plaintiff and defendant have the right to present witnesses to the BOE to defend their case.
- E. After the hearing, the BOE shall move into closed session to determine the final opinion of the BOE.

Article IV. Post-Hearing Procedures

Section 830. Punitive Actions against Candidates

- A. Within forty-eight hours of the conclusion of a BOE hearing, the BOE shall issue a final opinion.
- B. The final opinion must have the consensus of at least the majority (50.01%) of the BOE members before being issued.
- C. The final opinion shall state:
 - 1. Any punitive decisions – specifically indicating the number of points – against a candidate or campaign;
 - 2. The rationale of the decision(s) of the majority opinion of the BOE;
 - 3. The names of BOE members casting their votes in the affirmative of the final opinion; and
 - 4. The names of BOE members casting their votes in the dissent of the final opinion.

Section 831. Appeals

- A. If the plaintiff or the defendant disagrees with the final opinion formed after the BOE hearing, he/she may appeal the decision of the BOE to the Student Supreme Court.
- B. Such appeal must be issued within forty-eight hours of the release of the final opinion of the BOE. If such appeal is not issued within such time constraints, then the decision of the BOE stands as binding and valid for the remainder of the election cycle.

- C. All Five (5) Justices of the Supreme Court shall receive a copy of the election complaint, the answer, the minutes of the BOE hearing, and the final opinion of the BOE before determining whether to appeal the ruling given in the final opinion of the BOE.
- D. A majority of the entire Supreme Court shall agree in the affirmative in order to consider the appeal before the Supreme Court of a ruling given in the final opinion of the BOE.
- E. If the Supreme Court votes to consider appealing a punitive decision as stated in the final opinion of the BOE, then the decision shall continue with the pre-trial process as described in Title III, Chapter 7. The plaintiff / defendant from the BOE hearing who filed the appeal shall be the plaintiff of the Supreme Court trial process; the other respective individual shall be the defendant of the Supreme Court trial process.
- F. If the Supreme Court votes not to consider appealing a punitive decision within the final opinion of the BOE, then the decision as stated in the final opinion of the BOE shall stand as binding and valid for the remainder of the election cycle. Additionally, the Supreme Court shall reject all complaints from plaintiff / defendant about the same decision of the Board of Elections.