BY-LAWS
for the
GRADUATE STUDENT GOVERNMENT ASSOCIATION
of the
GEORGIA INSTITUTE OF TECHNOLOGY
[Last revised Jan. 19, 2016]

ARTICLE I. MISSION AND VISION

Mission: The Graduate Student Government Association’s mission is to empower student organizations, embody student opinions, preserve student integrity, and enrich the student experience.

Vision: Graduate Student Government’s vision is to help make Georgia Tech the best place in the world to receive an education: a place where students boldly pursue their academic and life goals, a place where there is widespread student access to on-campus resources and support, and a place where there is collaboration between students, faculty, and administrators.

ARTICLE II. LEGISLATIVE BRANCH

Section 1. Senate Membership

Paragraph A. Senators shall be elected and their apportionment shall be based enrollment for each academic unit (administratively recognized department, partnership, or allied institution required to pay Student Activity Fees to the Atlanta campus of the Georgia Institute of Technology) which contain graduate students who pay the Student Activity Fee. The number of enrolled students per academic unit shall be based on the official enrollment figures in the Georgia Tech FactBook for the most recent academic year. The seat allocation shall be formed as follows:

a. The size of the elected Senate shall consist of 60 members (excluding At-Large Senators and the Vice President of Graduate Student Government).

b. Any academic unit which has at least one (1) graduate student, shall have at least one (1) Senate seat.

c. Seats shall be allocated to each academic unit by dividing the number of enrolled graduate students by the student-to-seat ratio and then rounded to the next highest integer.

Paragraph B. The Senate shall include representatives of the graduate student body at-large. Up to five (5) At-large Senators may be appointed by the President with advice and consent from the Senate. A maximum of two (2) At-Large senators may be from any one (1) school.

Paragraph C. The following are requirements to remain a Graduate Student Senator. Failure to meet these requirements shall constitute grounds for eligibility for firing. Final firing decisions shall be made by the Graduate President in consultation with the Graduate SGA Executive Council. The Graduate President may consider contributions made to the Senate by the Senator and voting rate.

a. Maintaining the Graduate SGA standards of collegiality, civility and respect.

b. Fewer than 5 absences from Senate sessions in one semester.

1. Absences are defined as no record of physical attendance at the meeting. Attendance is typically determined via Evitics (Buzzcard scan). If a Senator cannot physically sign in due to Buzzcard issues etc. the only other proof of attendance is to coordinate with the Executive Vice President or Secretary during that meeting.

2. Senators are required to attend the complete Senate sessions from 11am-1pm on Tuesdays. If during the designated Senate session time a call to quorum is made and the Senate does not have quorum, as indicated in Article 2(A)(a), any Senators not physically
present will be considered absent - regardless of whether they were present at the start of
the meeting.

iii. No distinction is made between excused and unexcused absences.

Paragraph D. Any open Senate seats during the semester shall be filled by appointments from the President
with advice and consent from the Senate. The academic unit of the appointed graduate student must
match the academic unit of the open Senate seat. Priority for appointment shall be given to the next
highest remaining vote-getter in the most recent Senate elections.

Section 2. Meetings of the Senate

Paragraph A. The Senate shall meet once every full week of the school year, except for finals week,
holidays and summer term.

a. Business cannot begin without a quorum which shall be more than one half (1/2) of the voting
membership of the Senate. Business cannot continue without a quorum which shall be more
than one quarter (1/4) of the voting membership of the Senate.

b. At meetings of the Senate, the President, Vice President of Finance, Vice President of
Campus Organizations, and Vice President of Academic Affairs, if they are not currently
Senators, have the right to request the floor to debate pending legislation as it pertains to the
responsibilities of their office, and to yield their time to any person they deem necessary
during such debate.

c. The current edition of Robert's Rules of Order, Newly Revised shall govern the procedure of
all Senate meetings and will be the general authority on parliamentary law for all Senate
matters, when not in conflict with the provisions of the Constitution or By-
Laws.

d. At meetings of the Senate, the attending staff representative from the Student Organization
Finance Office has the right to request the floor to inform the members of the Senate on
pertinent fiscal policies. Special dispensation from Robert's Rules may be afforded to this
individual in order to suspend procedure for the purpose of elucidation in cases where the
Senate's immediate action may lead to a violation of University Financial Policies

Paragraph B. The Senate may, by a two-thirds (2/3) vote of the membership present waive the By-Laws
with the following limitations:

a. The By-Laws shall be waived only to consider a specific question.

b. The Senate shall act only on the specific question of the floor.

c. The By-Laws will automatically be reinstated immediately after the pending specific question
is resolved.

d. Only sections of the By-Laws specifically marked as “waivable” may be waived.

Paragraph C. Any main motion to be considered by the Senate shall be designated as a bill and the
following procedure will be observed:

a. All bills should be submitted via the online bill submission system on the Internal SGA
website, or to the office staff assistant before the start of business on the Monday preceding
the meeting at which the bill is to be introduced. Only Senators, Joint Standing Committee
Chairs, and the President may introduce legislation.

b. Consideration of all bills shall be postponed for at least one meeting. This provision is
waivable as described in Section 2, Paragraph B.

c. The Vice President shall refer all bills to the proper committee. Any bill that has been
referred to a committee may be taken out of committee by a two-thirds (2/3) vote of the
membership present.

d. A bill must pass by a majority vote of the Senate unless otherwise specified in the
Constitution or By-Laws. The Vice President may vote only to break a tie.
Paragraph D. The President may veto any bill prior to the next regularly scheduled meeting of the Senate or within one week following the meeting at which the bill was passed, whichever is shorter, and must inform the Vice President and the Senate of his or her decision within this time period. Such a bill can be vetoed only once. The vetoed bill becomes the first order of unfinished business at the next Senate meeting. At this time the President must explain the reasons for the veto. Following discussion, an override vote will be taken and a two-thirds (2/3) vote shall override the veto.

Paragraph E. Officers and Senators shall attend all Senate meetings.
   a. Any Officer or Senator who is absent from a meeting shall submit a written excuse to the Secretary within one week of the missed meeting. Verbal excuses may be accepted at the discretion of the Secretary.
   b. The Secretary shall review all excuses and may acknowledge acceptable ones.
   c. At the first meeting of each term, the Secretary shall remind the Senate about the policy regarding absences.
   d. Any Officer or Senator receiving three (3) unexcused absences in any one semester shall be automatically removed.
   e. Any Officer or Senator who has been denied an excused absence by the Secretary may appeal the decision to the Senate as a privileged motion under new business.

Paragraph F. Special meetings of the Senate may be called by the President at any time during an academic term (including summer), beginning with the first day of class and extending to the last day of class, under the following limitations:
   a. Each senator shall be notified at least 72 hours prior to the meeting.
   b. Each senator shall be informed of the reason for the meeting.
   c. Business transacted at the special meeting shall be limited to that mentioned in the notification.

Paragraph G. Summer Senate meetings and legislation follow procedures outlined in Article IV, Section 2.

Paragraph H. Online bills shall be followed in accordance to the Online Bills Protocol

Section 3. Joint Bill Procedures

Paragraph A. Without loss of generality and within this section, the Undergraduate House of Representatives and the Graduate Student Senate will be referred to as “houses.”

Paragraph B. A joint bill is a bill that meets any of the following criteria:
   a. The bill calls for the allocation of funds from any account administered by both houses.
   b. The bill appoints the chairmanship of a joint committee.
   c. The bill calls for an Executive Agreement.
   d. The bill recommends action related to the chartering, the revocation of the charter or the constitution of any campus organization that is not exclusively graduate or undergraduate.
   e. The bill recommends policies related to the operation of the SGA office.
   f. The bill is designated as “joint” in the title of the bill as per an agreement made by both the graduate and undergraduate authors. This criterion includes any resolution deemed “joint.”

Paragraph C. All bills classified as joint bills shall follow all procedure as stipulated in these By-Laws in
Article I, Section 3. In addition, all joint allocation bills must follow all policies related to financial bills as outlined in the Constitution and By-Laws.

Paragraph D. If one house votes on a bill, then, regardless of the outcome, the other house must vote on the bill. If the first voting house decides to withdraw a bill from consideration, then the bill is classified as “withdrawn pending.” The second voting house then has the option to withdraw the bill from consideration, in which case the bill is summarily withdrawn. If the second voting house decides to vote on the bill instead of withdrawing it, then the bill is active and becomes part of unfinished business on the agenda of the first voting house and must be voted upon.

Paragraph E. For bills requiring an enactment ratio to pass, the enactment ratio can only be used if the text of the bill voted upon by both houses is the same. If an enactment-ratio bill fails to receive a majority of votes in both houses, then regardless of the text, the bill shall be considered failed and will not be sent to a Conference Committee. If the bill receives a majority in at least one house, but the text voted upon by each house differs, then the bill shall automatically be referred to a Conference Committee. The Senate may reconsider legislation passed in different forms by both houses in the first meeting following the passage in order to amend.

Paragraph F. For bills not requiring an enactment ratio to pass, the bill shall be considered passed if both houses vote to pass the bill, and the text of the bill voted upon by each house is the same. If the bill passes both houses, but the text differs, the bill shall be referred to a Conference Committee. If the bill does not pass one house, regardless of the text, and the authors agree to keep the bill a joint bill, then the bill shall be referred to a Conference Committee. If the authors do not agree to keep the bill a joint bill, then the bill shall be considered failed. The bill may be reintroduced in the passing house, if appropriate, but not as a joint bill. If the bill fails in both houses, regardless of the text, then the bill shall be considered failed.

Paragraph G. The members of the Conference Committee shall be appointed from the members of each house by the chair of their respective house. Each chair may appoint as many as three (3) people to a Conference Committee. Each chair must give 48 hours notice to the appointed people of the conference committee meeting time and place.

Paragraph H. The Conference Committee shall have as its purpose the reconciliation of the different forms of the bill into a single form acceptable to both houses. The Conference Committee shall meet at such a time as to allow the bill to come before both houses at their next regularly scheduled meetings provided that the next regular meeting of the first voting house does not occur within the same calendar week as the meeting during which the second voting house voted upon the bill. In that event, the committee shall meet before the next regularly scheduled meeting of the second voting house. A calendar week is defined as a period beginning with a Sunday and ending on the subsequent Saturday. A single Conference Committee shall reconcile all necessary bills from meetings of the houses in the same calendar week. The Conference Committee shall be chaired by either the Chair of the Undergraduate House of Representatives or the Chair of the Graduate Student Senate. Chairmanship of the Conference Committee shall alternate between the two officers.

Paragraph I. If the deliberations of the Conference Committee warrant, a bill may be postponed in the Conference Committee by a majority vote of the members in order for discussion to continue. However, the same Conference Committee must meet within one week after the bill is postponed to resume deliberations.

Paragraph J. Quorum at a meeting of a Conference Committee shall be defined as those present at the meeting provided there are an equal number of members from both houses.
a. Additional people may attend a Conference Committee meeting, but the number of voting members of the committee from each house at the meeting for the consideration of committee business shall be the same.
b. The Chair of the Conference Committee may not vote to break a tie.

Paragraph K. The bill, when returned from Conference Committee, shall, in the form provided by the Conference Committee, become part of unfinished business in each house. Each house may resume discussion on the bill, but may not amend the bill. The vote on the bill shall be used as follows:
   a. Enactment ratio bills: the enactment ratio shall be applied to a vote taken by each house to determine passage.
   b. Non-Enactment ratio bills: if the bill receives the vote required to pass the bill in each house, then the bill passes. Otherwise, the bill fails. If the bill fails in only one house, the bill may be reintroduced into the passing house, but not as a joint bill.

Paragraph L. If one house fails a joint resolution after it is returned from Conference Committee, the resolution fails. The author of the bill in the passing house may reintroduce the resolution in that house, if appropriate, but the resolution may not pertain to the entire Student Government Association.

Paragraph M. A single house may postpone a joint bill for a maximum of four (4) regularly scheduled meetings. Disposal of the bill must occur by the last meeting of a house within this period. Both houses may together postpone a bill indefinitely.

ARTICLE III. EXECUTIVE BRANCH

Section 1. Executive Council

Paragraph A. The Executive Council shall meet prior to every Senate meeting to set that meeting's agenda. It shall also coordinate the activity of the Committees, discuss graduate student policies and issues, oversee the Government's budget, and approve or deny expenditures that are not in the original budget.

Paragraph B. The Executive Council shall establish Administrative Procedures for the operation of the Government that will outline the specific responsibilities of the Officers and Committees. These procedures shall not override any guidelines established by the Constitution or By-Laws.

Paragraph C. Members of the Executive Council shall also interact on a regular basis with the Office of Senior Vice Provost for Academic Affairs and the Office of Dean of Students to keep the offices informed about the Government's activities.

Section 2. Officer's Duties

Paragraph A. The duties of the President are as follows:
   a. The President shall be the spokesperson for the graduate student body in all Government affairs and in student relations with the administration.
   b. The President shall be responsible for the activities of all Standing and Ad-hoc Committees, which are a part of the Executive Branch.
   c. The President shall have positive appointment powers for all Graduate members of Joint Standing Committees, Standing Committees, and Institute Committees. The President shall also appoint new Senators and members of the Judiciary with the advice and consent of the Senate. The President will have the power to remove from office any appointed student, except for the Judiciary members, with the advice and consent of the Senate.
d. The President shall submit proper and necessary legislation to the Senate and shall have the power to transact routine business that is in the best interest of the graduate student body.

e. The President shall have the power to appoint and disband Ad-hoc Committees with the advice and consent of the Senate. The President shall be an ex-officio member of all Committees.

**Paragraph B.** The duties of the Executive Vice President are as follows:

a. The Executive Vice President shall chair all Senate meetings.

b. The Executive Vice President shall chair all Executive Council meetings.

c. The Executive Vice President shall assist in the performance of the President’s duties, and in the absence of the President, the Executive Vice President shall assume those duties.

d. The Executive Vice President shall be an ex-officio member of all Committees.

e. The Executive Vice President shall be responsible for all publicity for the Government.

**Paragraph C.** The Treasurer shall have the responsibility of keeping all financial records of the Government and shall prepare the Government’s yearly budget and present it for approval to the Senate each fall. The Treasurer shall automatically be a member of the Joint Finance Committee.

**Paragraph D.** The Secretary shall have the responsibility of taking the roll and keeping minutes of all Senate and Executive Council meetings. The Secretary shall also be responsible for enforcing the attendance policy outlined in Article I., Section II, Paragraph E of the By-Laws and shall perform other secretarial duties which may be necessary for the Government, such as mailing out ballots for a summer vote.

**Paragraph E.** The Coordinating Officer shall have the responsibility of serving as a liaison to the Undergraduate House of Representatives and shall attend all meetings of the GSS and UHR.

**Paragraph F.** The duties of the Vice President of Finance are as follows:

a. The Vice President of Finance shall be an officer of both the Undergraduate House of Representatives and the Graduate Student Senate and shall advise both houses concerning jointly allocated accounts, the Student Activity Fee budgeting process, and any other appropriate financial matters.

b. The Vice President of Finance is the Joint Finance Committee Chair.

c. The Vice President of Finance shall submit the proper and necessary financial legislation to the Senate.

**Paragraph G.** The duties of the Vice President of Campus Organizations are as follows:

a. The Vice President of Campus Organizations shall be an officer of both the Undergraduate House of Representatives and the Graduate Student Senate and shall advise both houses concerning the administration of campus organizations.

b. The Vice President of Campus Organizations is the Joint Campus Organizations Committee Chair.

**Paragraph H.** The duties of the Vice President of Academic Affairs are as follows:

a. The Vice President of Academic Affairs shall be responsible for the Graduate Research Symposium.

b. The Vice President of Academic Affairs is the Academic Affairs Committee Chair.

**Paragraph I.** The duties of the Vice President of the Graduate Conference Fund are as follows:

a. The Vice President of the Graduate Conference Fund shall be responsible for the administration of the Graduate Conference Fund, which allocates money to graduate students who attend conferences.
Paragraph J. The duties of the Vice President of Health Services are as follows:
a. The Vice President of Health Services is the Health Services Committee Chair.

Paragraph K. The duties of the Vice President of Internal Affairs are as follows:
a. The Vice President of Internal Affairs is the Internal Affairs Committee Chair.

Paragraph L. The duties of the Vice President of Student Welfare are as follows:
a. The Vice President of Student Welfare is the Student Welfare Committee Chair.

Paragraph M. The duties of the Vice President of Graduate Communication are as follows:
a. The Vice President of Graduate Communication is the Graduate Communication Committee Chair.

Section 3. Standing Committees

Paragraph A. The Standing Committees of the Government are:
a. Academic Affairs  
b. Health Services  
c. Internal Affairs  
d. Student Welfare

Paragraph B. The purposes of the Standing Committees are:
a. Academic Affairs Committee
   1. To promote excellence and improvement in the academic environment for graduate students.  
   2. To advise the Government on matters of academic standards or policies that pertain to graduate students.  
b. Health Services Committee
   1. To provide student input into campus health services and health insurance matters.  
   2. To advise the Government on issues concerning health services and health insurance.  
c. Internal Affairs Committee
   1. To prepare and execute all regular and special elections for the Government, to maintain the Elections Code, and to investigate violations of the Elections Code.  
   2. To advise the Government on matters of parliamentary procedure, Georgia Tech rules and regulations, and amendments to the Constitution and By-Laws.  
   3. To advise the Government on Judiciary appointments  
d. Student Welfare Committee
   1. To provide student input into graduate life on campus.  
   2. To promote programs and ideas to improve the quality of graduate student housing (in collaboration with graduate resident governing bodies), life and welfare.  
   3. To advise the Government on matters of graduate student housing, life and welfare.

Paragraph C. All Committees shall maintain a continuing program of gathering pertinent information. Committees shall take minutes of meetings and make reports on their activities to the Executive Council and Senate on a regular basis. Committee Chairs may appoint directors for special projects or responsibilities of their Committees with the advice and consent of the Senate.
Section 4. Joint Standing Committees

Paragraph A. The Joint Standing Committees are:
   a. Joint Finance Committee
   b. Joint Campus Organizations Committee

Paragraph B. The purposes of the Standing Committees are:
   a. Joint Finance Committee
      1. To review and recommend to the Graduate Student Senate and the Undergraduate House of Representatives the annual appropriation (budget) of student activity fees, and review requests and make recommendations to the Graduate Student Senate and the Undergraduate House of Representatives concerning bills and special allocations of student activity fees.
   b. Joint Campus Organizations Committee
      1. To oversee the chartering of student organizations, reviewing said charters, and to resolve any issues of suspension or revocation of charters or other disciplinary actions involving student organizations, as necessary.

Paragraph C. The operating procedures of each Joint Standing Committee, which include the details of the committee’s duties and oversight, the make-up of the committee, and the policies it applies in the course of its duties, shall be incorporated into these By-Laws as appendices.

Section 5. Institute Committees

Paragraph A. The President shall regularly assess the vacancies and graduate student representation on Institute-wide Committees, including the committees of the General Faculty Assembly and the Academic Senate. The General Faculty Assembly and the Academic Senate shall be as defined in the Statutes of the Georgia Institute of Technology.

Paragraph B. The Graduate Student Body President and the Undergraduate Student Body President shall decide the specific committee assignments for their Governments. The Graduate President shall appoint graduate students to those committees assigned to the Graduate Student Government, and the Undergraduate President shall appoint undergraduate students to those committees assigned to the Undergraduate Student Government. All joint appointments shall be approved by the Graduate Student Senate and the Undergraduate House of Representatives using the procedures for the appointment of joint committee chairs as outlined in the Constitution (Article VI, Paragraph D, Section c).

Paragraph C. The President shall serve as the ex-officio graduate representative to the Executive Board of the Institute, to the Academic Senate, and to the General Faculty Assembly. The President shall also serve as the graduate representative to the Academic Senate and to the General Faculty Assembly or shall appoint graduate students to serve in these positions.

Paragraph D. Institute Committee Representatives shall attend meetings of their respective committees and report on their activities to the Government on a regular basis.

Section 5. Joint Governing Boards and Councils

Paragraph A. The Governing Boards and Councils established by the Graduate Student Senate and the
Undergraduate House of Representatives shall function as independent organizations from the Senate. The representative of each Governing Board or Council shall submit a written report to the Graduate Student Body President and the Graduate Student Senate each term concerning the activities, operations, and financing of the Board or Council.

**Paragraph B.** These Governing Boards and Councils shall consist of the following:

a. Board of Student Publications: The Board of Student Publications is charged with the control of student publications that are supported directly by appropriations of student activity fees.
b. Radio Communications Board: The Radio Communications Board is charged with the control of the Georgia Tech student FM radio station, WREK.
c. Student Center Governing Board: The Student Center Governing Board is charged with the responsibility for the development and administration of programs which serve the cultural, recreational, and social interest of the Georgia Tech community.
d. Campus Recreation Center (CRC) Advisory Board: The Campus Recreation Center (CRC) Advisory Board shall assist in the development and administration of programs which serve the athletic interests of the Georgia Tech community and shall suggest and review policies, procedures and operations concerning the CRC.

**Paragraph C.** The President shall appoint graduate students to serve on the following governing boards and councils:

a. One (1) student serving on the Student Center Governing Board.
b. One (1) student serving on the CRC Advisory Board.
c. One (1) student serving on the Radio Communications Board.
d. One (1) student serving on the Board of Student Publications.

**Paragraph D.** All additional governing boards or councils established by the Senate shall be included in these By-Laws.

**Paragraph E.** The charters of all joint governing boards and councils shall be incorporated into these By-Laws as appendices.

**Section 6. Executive Agreements**

**Paragraph A.** The executive branches of the Graduate Student Senate and the Undergraduate House of Representatives may draft executive agreements.

**Paragraph B.** These executive agreements shall become effective upon the notification of the Undergraduate House of Representatives and the Graduate Student Senate at their first regularly scheduled meetings following the drafting of the executive agreement.

**Paragraph C.** Executive agreements may be revoked only by a two-thirds vote of each legislative body.

**Paragraph D.** Executive agreements shall serve with the powers of these By-Laws. They will serve to complement both the Undergraduate Student Government Constitution and the Graduate Student Government Constitution. No part of the executive agreement may conflict with existing parts of these By-Laws.

**ARTICLE IV. JUDICIAL BRANCH**
Section 1. Code of Ethics

Paragraph A. A Justice's official behavior should be beyond reproach and free from impropriety. No case before any court should be mentioned, commented upon, or discussed in any manner by any Justice (or by anyone under his/her direction or authority) except when the court itself is sitting to consider the case. This applies equally to cases heard privately and to cases heard publicly.

Paragraph B. No Justice should prejudge any case except when sitting as a member of a court to hear and consider the case.

Paragraph C. A Justice should not be swayed by partisan demands, public outcry or consideration of a person's popularity.

Paragraph D. A Justice shall disqualify himself/herself from a case that might justify the inference that a party could improperly influence him/her to unduly rule in that party’s favor.

Paragraph E. When considering a case, a Justice should always bear in mind that he or she is deciding whether a particular rule or statute has been violated and not whether in his or her point of view a social harm has been committed. A Justice should, however, consider social harm when deciding on the sanction to be imposed upon a charged student found responsible.

Paragraph F. The Judiciary may give advisory opinion, at their sole discretion, on issues not before any judiciary body. Such opinions should not be binding on the party making the request.

Paragraph G. Proceedings of the courts should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.

Section 2. Jurisdiction

Paragraph A. The Judiciary shall have jurisdiction in questions of a Constitutional nature arising from legislation or other actions of the Government.

Paragraph B. The Judiciary shall have jurisdiction to review any contested regular or special election.

Paragraph C. The Judiciary shall have jurisdiction to determine if the decisions of Senate were made in an unbiased manner.

Section 3. Procedures

Paragraph A. In cases involving question of a Constitutional nature arising from legislation or other actions of the Government or Senate or in reviewing a contested election, the procedures for ruling on appeals to the Judiciary shall be as follows:
   a. The Chair of the Judiciary shall set the date, time and place of the hearing, shall notify the members of the Judiciary and summon all principals in the case at least three days in advance of the scheduled hearing.
   b. Decisions of the Judiciary shall be by majority vote.
   c. A quorum shall consist of the Chair and two Justices.
   d. The hearing body shall make a tape recording of the proceedings.
   e. The Judiciary shall provide a written summary of each case including a decision as to whether or not an appeal shall be upheld or denied.
Section 4: Joint Judiciary Cabinet Procedure:

Paragraph A. Complaints to be heard by the Joint Judiciary Cabinet (JJC) shall be submitted in writing to the Student Government Association Office and will be directed to the Chief Justices of the UJC and GJC.

Paragraph B. For complaints regarding legislative action(s), the Chief Justices shall notify the Executive Vice Presidents, and the Undergraduate House of Representatives and Graduate Student Senate shall each elect an advocate to represent the legislature before the JJC. For all other complaints the Undergraduate and Graduate Student Body Presidents shall designate advocate(s) to represent SGA before the JJC. The advocate(s) shall submit written response(s) to the complaint to the Chief Justices of the UJC and GJC.

Paragraph C. For each complaint, the Chief Justices shall assemble a hearing panel consisting of six (6) members and a chair who shall not vote except to break a tie. The number of hearing panel members selected from the GJC shall be determined by multiplying the fraction of student activity fees paid by graduate students by six (6) and rounding up if the fractional part is greater than one-half. The remainder of the six (6) hearing panel members shall be selected from the UJC. The Chairmanship of hearing panels shall alternate between the Chief Justices.

Paragraph D. The hearing panel may, at its discretion, dismiss a complaint upon the basis of written arguments alone.

Paragraph E. The hearing panel shall conduct all hearings under procedures established by the JJC.

Paragraph F. The JJC shall have the authority to overturn a final decision on a joint allocation bill if it has been demonstrated by a preponderance of the evidence that the decision was made in a biased manner. The JJC may modify the allocation to comply with the established policies of SGA or precedents set by the UHR and GSS.

Paragraph G. The JJC may be used as a Student Conduct Panel at the discretion of the Institute. The hearing panel shall be formed according to a procedure established by the Office of Student Integrity and JJC. The hearing panel shall adhere to all guidelines set forth in the Student Code of Conduct for a Student Conduct Panel.

ARTICLE V. GENERAL PROCEDURES

Section 1. Elections Code

Paragraph A. The Elections Code shall specify regulations and procedures for Graduate Student Government elections.

Paragraph B. The Elections Code shall include all sections of the Graduate Student Government Constitution and these By-Laws that pertain to elections. The code shall also contain all effective legislation passed by the Senate pertaining to elections.

Paragraph C. The Internal Affairs Committee shall be responsible for maintaining the Elections Code and
if changes are recommended, shall submit the Code to the Senate for review and approval by the end of the spring term.

Paragraph D. The Elections Code shall be an appendix to this document and may be amended in the same manner as these By-Laws.

Section 2. Summer Procedures

Paragraph A. The Vice President shall set the dates and times for Senate meetings during the summer (if any) by the first day of the first full week of summer term.

Paragraph B. Emergency summer legislation shall be defined as any bill, which in the judgment of the President, must be acted upon during summer term. If a quorum cannot be obtained during a regular or special meeting of the Senate, a vote on emergency legislation may be taken by mail or email provided that each Officer and Senator is informed of the issue, and more than half of the Senators have responded. The vote shall be tallied one week after a majority of Senators have responded.

Paragraph C. During summer term, the President shall have the authority to approve allocations from the Graduate Legislative Reserve for a total not exceeding $2000.00.
APPENDIX: Graduate Student Senate Online Bills Protocol

An email with a link to the online bill form will be sent out by the Executive VP, which will initiate the online bill discussion process.

Senator discussion points may only be inserted in the Bill Discussion Column, when there are no motions active.

A motion can be made in the **Motion (Level 1) column**, directly underneath the previous discussion comment row. Once a Motion has been made, it must be seconded to be entertained.

- Once a motion is made, discussion may continue in the **Bill Discussion column** until the motion is seconded.
  - If a motion has not been seconded within 3 hours of the Executive VP observing that a motion has been made, the motion fails and the bill discussion will resume.
- If a motion is seconded, discussion on only that motion may continue in the subsequent rows in the **Motion (Level 1) column**

Once the motion is ready to be voted upon (no later than 12 hours after the motion has been seconded), the Executive VP will signify in the form for Senators to cast their vote in the designated Motion Voting sheet. Senators will have a maximum of 6 hours to respond with their vote to the motion. If quorum is reached before the maximum time allowed, then the voting will be considered complete. Once complete, general discussion will resume in the **Bill Discussion column**.

Once the bill is ready to be voted upon (no later than the 48 hours after the start of online discussion), the Executive VP will email the Senate to notify them that voting is now open and provide the voting link. Senators will have 24 hours to respond with their vote once the notification email has been sent. If quorum is reached before the maximum time allowed, then the voting will be considered complete.

**Knocking Protocol**: “Knocking” can be performed if you agree with a particular discussion point by inserting the phrase “Knock” as a comment on the desired cell. Please utilize this feature to limit redundant comments.

**Quorum** is defined in the same manner as the beginning of actual Senate meetings.

**One final note**: No senator may email the Senate regarding the topic of a bill that is currently in the online bill process. Only the Executive VP may utilize the Senate email list to discuss bill topics during this period of time in order to minimize the email traffic.