

Undergraduate Student Code
The University of North Carolina
at Chapel Hill
(as amended June 15, 2022)

Title I
The Undergraduate Executive
Branch

Chapter 1 Composition

Article I. Undergraduate Student Body Officers

Section 100. President of the Undergraduate Student Body (USG President)

A. The President shall:

1. Fulfill all constitutionally mandated duties.
2. Represent the Undergraduate Student Body, especially when working with other universities, the faculty, the administration, and campus employees.
3. Enforce and administer all laws passed by the Undergraduate Senate
4. Have the authority to veto bills passed by the Undergraduate Senate, provided that he/she shall exercise such veto power within seven (7) business 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 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. Serve on the Student Fee Advisory Subcommittee.
7. Serve as a non-voting ex officio member of all boards recognized by student government.
8. Nominate the Undergraduate 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 the Undergraduate Senate upon request.
11. Call special elections to fill vacant elected offices, excepting special elections for Undergraduate Senate, which must be called by Undergraduate Senate with the consent of the USG President.
12. Establish a cabinet that represents the diverse groups, needs, and interests of the Undergraduate Student Body.
13. Appoint the Organizational Treasurer of the Undergraduate Executive Branch, Chief of Staff, Senior Advisor(s), and Director of State and External Affairs subject to a two-thirds (2/3) confirmation by the Undergraduate Senate.
14. Present a detailed written report to the Undergraduate Senate at the first full meeting of the Undergraduate Senate after the fourteenth (14th) day of October and the last full meeting of the Undergraduate Senate in March of

each year. This report should outline the issues the current administration has dealt with in the prior six months.

15. With the collaboration of the Student Body President, 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 Undergraduate Student Government President.

1. Executive Orders shall be used to call special elections.
2. Executive Orders shall not be considered official policy of the Undergraduate Executive Branch of Student Government or the Office of the Undergraduate Student Government President until the order is signed by the USG President and certified by the USG Secretary.
3. The Undergraduate Student Government Secretary shall deliver a copy of each Executive Order to the University Archives, the Speaker of the Undergraduate Senate, 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 USG President
5. Each Executive Order shall be dated, numbered sequentially, and annotated for the administrative year in which the USG 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 USG 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 of the Undergraduate Student Body (USG Vice President) A. 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 Colleges.
4. Review and oversee the interview process for all executive appointments.
5. Deliver an updated list of all External Appointments to the Undergraduate Senate at the first meeting of the full Undergraduate Senate in both September and January.
6. Distribute and market the rolling application for External Appointments as needed.
7. Maintain electronic personal records from all External Appointments in one public archive.

Section 102. Treasurer of the Undergraduate Student Body (USG Treasurer)

A. The Treasurer shall:

1. Fulfill all constitutionally mandated duties.
2. Execute and administer the Treasury Laws outlined in IV U.G.S.C.
3. Advise the Undergraduate Senate.
4. Serve as a non-voting, ex-officio member of the Finance Committee.
5. Have the supreme authority to expend any undergraduate student government funds of all organizations receiving them in accordance with V U.S.G.C.
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 the Undergraduate Senate, 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 Senate.
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.
10. Chair a University Sponsored Organization Task Force, made up of all External Appointments to USO, with the goal of creating a centralized dialogue regarding student fee usage.

Section 103. Secretary of the Undergraduate Student Body (USG Secretary)

A. The Secretary shall:

1. Coordinate outreach activities of the Undergraduate Executive Branch.

2. Ensure that the Undergraduate Executive Branch periodically seeks direct input from the student body about the activities and policies of the Undergraduate Executive Branch.
3. Oversee the maintenance and upkeep of the Undergraduate Executive Branch website.
4. Certify Executive Orders.
5. Oversee the compilation and completion of the Executive Log.
 - a. The Executive Log shall be defined as a collective story of the work the Undergraduate Executive Branch completed during their term. The purpose of this log is to show the campaign promises of the current administration in addition to the pitfalls and successes the administration had in completing these promises. At minimum, the Undergraduate Executive Log shall include:
 - i. Copies of presidential addresses;
 - ii. Directives; iii. Statements of Policy; iv. Reports;
 - v. Other correspondence submitted to the USG President; vi. Memos;
 - vii. Statistics of Impact; viii. Press Releases; ix. Campaign Posters and Program Notices when available; x. Program Descriptions; and; xi. Any other pertinent information deemed necessary to fully explain the work accomplished.
6. Shall ensure the completion of the Undergraduate Judicial Log by the mostsenior Vice Chair of the Honor Court.
 - a. Shall minimally include:
 - i. Honor System Annual Report; ii. The Undergraduate Attorney General Staff Report; iii. Any other pertinent information deemed necessary to fully explain the work accomplished.
7. Make appropriate provisions to deposit the following materials in the universityarchives:
 - a. Legislation. Copies of all legislation submitted to the Undergraduate Senate for consideration together with amendments and action on such legislation, membership rosters, minutes, and other records of the Undergraduate Senate.
 - b. Records of Student Government. Copies of presidential addresses, directives, statements of policy, reports, and other correspondence submitted to the USG President, and all other correspondence and

records of the Undergraduate 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.
- d. The Undergraduate Student Government Annual Report. The Undergraduate Executive Log, the Undergraduate Legislative Log, the Undergraduate Judicial Log, and the Joint Governance Council Log shall be compiled in a final product called the Undergraduate Student Government Annual Report. This product will be available to the student body via digital download. Additionally, this product will be printed in four bound books to be presented at the Passing of the Book Ceremony during Spring Inauguration.
 - i. The Undergraduate Student Government Annual Report will be completed in pieces during the semester. A list of deadlines includes:
 1. Before the First Day of Class (FDOC) at the beginning of the administration;
 2. Before the end of the Fall semester when the Midyear Report will be completed;
 3. Before Spring Break, so the book might be completed by inauguration; and;
 4. Any other deadlines deemed necessary (Provided three weeks in advance).
 5. At these deadlines, each branch will prove that it has completed the parts of the Report that have already occurred. The documents will be presented to the Oversight and Advocacy Committee. The purpose of these checks is to ensure that the process is completed throughout the year and not left to the end. ii. At these checks, the Oversight and Advocacy Committee will declare the portions acceptable or unacceptable.
 - iii. There will be four bound copies of the Undergraduate Student Government Annual Report, to be given to:
 1. The Chancellor;
 2. The Incoming SBP;
 3. The Board of Trustees Chair; and;
 4. The University Archives;

8. Oversee the completion of the Undergraduate Student Government Annual Report by Spring Inauguration.
 - a. At each deadline during the term, if the portion is declared unacceptable, stipends for the branch officers for which the portion applies can be withheld until the portion is acceptable. In the event that extreme circumstances can be documented, that resulted in the book not being completed, the Oversight and Advocacy Committee shall have the authority to restore stipends.
 - b. Following loss of stipend, if the book remains incomplete after three weeks, this shall constitute nonfeasance and shall be grounds for impeachment charges.

Section 104. Chief of Staff of the Undergraduate Executive Branch (USG Chief of Staff)

A. 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 USG 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 made public on the Undergraduate Executive Branch website.
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 105. Senior Advisor(s) of the Undergraduate Executive Branch

A. The Senior Advisor(s) shall:

1. Serve as a resource for the USG 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 USG President's platform.

Section 107. USG Director of State and External Affairs

A. The Director of State and External Affairs shall:

1. Represent the Undergraduate Executive Branch and advocate on behalf of the student body to elected local, state, and national politicians.
2. Advise the Undergraduate Senate.

3. Serve as a non-voting, ex-officio member of the Oversight & Advocacy Committee.
4. Serve as a liaison between the Undergraduate 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 USG President to the UNC Association of Student Governments.

Section 108. Organizational Treasurer of the Undergraduate Executive Branch

A. 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 Undergraduate Executive Branch from a variety of sources, including but not limited to the Undergraduate Senate and private donations.
3. Fulfill all mandated duties of an organizational treasurer.

Article II. Cabinet

Section 110. Cabinet Members

A. Cabinet shall consist of:

1. All Executive Branch Officers.
2. The Organizational Treasurer of the Undergraduate Executive Branch.
3. Any roles deemed “cabinet status” by the USG President B.

Members of Cabinet shall:

1. Appoint subordinates with the approval of the USG President.
2. Attend all Cabinet meetings or send a subordinates in their place.
3. Establish whatever roles they deem necessary to achieve their goals.
4. Communicate regularly with a representative of the Graduate and Professional Student Government that works in a similar capacity, when necessary.
5. Serve on university boards and committees at the USG President’s request.
6. Keep detailed records of their work to facilitate the transition process.

Section 112. Notification of Creation of Cabinet Roles

A. The USG President shall:

1. Inform the Undergraduate Senate via Executive Order of the creation of cabinet-level roles.
2. The notification to the Senate must also include rationale as to why the cabinet position was established and the individual mandate of the role.

3. Sit on the Student Academic Advisory Board as one (1) External Appointment.
4. Sit on the Educational Policy Committee as one (1) External Appointment.

Article III. Training

Section 120. Training

- A. All Cabinet Members shall complete the following trainings and submit proof of completion to the Chief of Staff no less than one (1) month before the end of session, excepting if such trainings are not available:
 1. One Act,
 2. Haven,
 3. Safe Zone,
 4. UndocuCarolina,
 5. Green Zone,
 6. Racial Equity/Bias training.
- B. If a Cabinet Member has already completed one of these trainings, a training similar to it, or would like to attend a training similar to one of the aforementioned trainings, they may submit a request to the Chief of Staff to substitute a training or mark a training as complete.
- C. Each term, the Executive Branch Officers will communicate with program administrators to organize one group session for Cabinet Members, the date, time, and location of which shall be sent out to Cabinet Members 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 the Cabinet Members credit for attendance.

Chapter 2 Succession

Article I. Presidential Succession

Section 200. Presidential Succession

A. If, by reason of resignation, removal from Office, self attested inability, or failure to qualify, there is no President then the Officer of the Undergraduate Student Government who is highest on the following list, and who is not under disability to discharge the powers and duties of the Office of President shall serve as Acting President:

- a. USG Vice President
- b. Senate Speaker
- c. Senate Speaker Pro-Tempore
- d. USG Treasurer
- e. USG Secretary
- f. USG Chief of Staff
- g. USG Director of State and External Affairs

B. The same provisions shall apply in the case of the resignation, removal from Office, or self attested inability of an Acting President under this policy.

C. The individual, upon the resignation of their Officer position, shall serve as Acting President. D. The Acting President shall call for a Special Election within fourteen (14) days of assuming the powers and duties of the Office of President.

- a. A special election shall not be called if a general election is scheduled to occur within thirty (30) days of the Acting President assuming the powers and duties of the Office of President.

E. Upon the election of a new President, the Acting President shall be permitted to return to the position they resigned from in order to act as President.

- a. This provision shall not be applicable in the event of a general election.

F. Whenever the President transmits to the Senate their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by the USG Vice President as Acting President.

Title II

The Undergraduate Legislative Branch

Chapter 1

Composition

Article I. Members

Section 100. Members of the Undergraduate Senate

- A. Members of the Undergraduate Senate are defined as:
- a. Duly elected Senators representing a district of which they are a member; or,
 - b. Be a member of the Senate Staff. B. Senators shall:
 - a. Be elected in full compliance with the General Election Laws;
 - b. Be recorded in the Undergraduate Senate book after their credentials have been verified; and,
 - c. Be voting members of the Senate. C. Members of the Senate Staff shall:
 - a. Be entitled to speaking privileges as described in the Undergraduate Senate Standing Rules;
 - b. Be recorded in the Undergraduate Senate book after their credentials have been verified; and,
 - c. Be non-voting members of the Senate.
- D. Each member of the Undergraduate Senate shall:
- a. Have no active sanctions from the UNC Honor Court for violations of the Honor Code; and,
 - b. Have no active sanctions from the UNC Supreme Court for violations of the Student Code.
- E. No member of the Undergraduate Senate shall serve as both a Senator and a Staffer.

Section 101. Allocation of Seats

- A. The Senate shall comprise, as nearly as possible, one-third ($\frac{1}{3}$) of one percent (1%) of the total number of undergraduate students.
- B. Each district shall be entitled to at least one representative in the Senate.
- C. The Rules and Judiciary Chair shall update a list containing, as exactly as can be determined, the number of enrolled students in each district. This list shall be transmitted to the Chair of the Board of Elections and the Board of Elections shall then apply the Huntington Hill Method to determine the number of Senate seats per each district. This shall occur prior to the Spring General Election and whenever deemed necessary by the Rules and Judiciary Chair.
- D. 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 Senate.

- i. Upon conclusion of the districting review, the Rules and Judiciary Chair shall upload an updated spreadsheet to the Senate website detailing the size and composition of each district.
- E. Senate may call a special election to fill vacant seats with the consent of the Undergraduate Student Body President.

Section 102. Districts

The following shall be the districts of the Undergraduate Senate:

1. District 1. This district shall be called the School of Life and Health Sciences District and shall represent all undergraduate students whose majors fall under the category of Biological and Health Sciences.
2. District 2. This district shall be called the School of the Humanities District and shall represent all undergraduate students whose majors fall under the category of Humanities.
3. District 3. This district shall be called the School of Social Sciences District and shall represent all undergraduate students whose majors fall under the category of Social Sciences.
4. District 4. This district shall be called the Kenan-Flagler Business School District and shall represent all undergraduate students whose majors fall under the category of Business.
5. District 5. This district shall be called the Hussman School of Journalism and Media and shall represent all undergraduate students whose majors fall under the category of Media and Journalism.
6. District 6. This district shall be called the School of Mathematics, Computing, and Engineering District and shall represent all undergraduate students whose majors fall under the category of Mathematics, Computing, and Engineering.
7. District 7. This district shall be called the School of the Physical Sciences District and shall represent all students whose majors fall under the category of Physical Sciences.
8. District 8. This district shall be called the Schools of Arts and Education District and shall represent all students whose majors fall under the categories of Arts and Education.
9. District 9. This district shall be called the Undecided & Interdisciplinary Studies Majors District and shall represent all students who have not decided on a major, or who have constructed their own major pathway per departmental rules, or who are non-degree seeking undergraduate students.

Section 103. Major Designation and Simultaneous Qualification of Districts

Relevant majors that constitute particular districts shall be classified according to the Undergraduate Bulletin. Candidates may run for any district for which they are qualified but may not run in multiple districts simultaneously.

Section 104. Arbitration

- A. The Senate shall be the arbiter of the elections, returns, and qualification of its own members, subject to any appeals made to the Student Supreme Court.
- B. The Senate may vote to exclude a Senator-elect if the Senator-elect does not meet the qualifications to be a Senator as defined in the Student Law.
 - a. Such vote must occur before the seating of the Senator-elect
 - b. Should the Senate seek to exclude a Senator-elect, it shall adopt a simple resolution instructing the Officers of the Senate to not administer the Oath of Office and declaring the seat of the excluded Senator-elect vacant.
 - c. Such a simple resolution must be approved by a two-thirds ($\frac{2}{3}$) vote.

Article II. Officers

Section 106. Elected Positions

The elected officers of the Senate shall be:

1. The Speaker;
2. The Speaker Pro Tempore; and
3. Committee Chairperson(s).

The elected position(s) of the Senate shall be:

1. An elected member of the Joint Governance Council
2. Two elected members of the Commission on Campus Equality and Student Equity

Section 110. Laws Governing Elected Positions

- A. All elected officers and positions must be voting members of the Senate.
- B. No member of the Senate shall hold more than one Elected Position.
- C. No two voting members of the Senate shall hold any single elected office.

Section 111. Powers of the Speaker

- A. The Speaker of the Undergraduate Senate shall:
 1. Call to order the Senate meetings and serve as the presiding officer of the Senate;
 2. Call special meetings of the Senate;
 3. Serve as a non-voting ex officio member of all Senatorial committees;
 4. Serve as a voting member of the Joint Governance Council;

5. Serve as a voting member of the Carolina Union Board of Directors;
6. Serve as a voting member of the Student Fee Audit Committee;
7. Sign all acts and resolutions of the Senate and ensure their transmission to the USG President within three (3) business days of passage;
8. Sign resolutions of the Senate and ensure their promulgation to the appropriate parties;
9. Appoint all members of the Legislative Staff with expediency, except Legislative Assistants, subject to confirmation by a two-thirds vote of the Senate;
 - i. The Speaker may also appoint five (5) Legislative Assistants which shall not be subject to Senatorial confirmation.
10. Prepare the Senate's annual budget request in conjunction with the Finance Committee Chair;
11. Serve as the Senate's chief administrator and spokesperson;
12. Ensure that all duties of the Senate and its officers are properly executed;
13. Administer the oath of office to Undergraduate Senators who are sworn in after the initial inauguration ceremony;
14. Produce an updated table showing the final action on all bills and resolutions introduced within the session;
15. Provide regulations for the operation of the representatives of the news media on the floor of the Senate;
16. Make operational decisions, subject to approval of the Full Senate;
17. Determine the order of the Legislative Agenda;
18. Appoint Special Committee(s), as deemed necessary; and
19. Make rulings on disputed Senate procedures and parliamentary issues.

Section 112. Powers of the Speaker Pro Tempore

- A. The Speaker Pro Tempore shall:
 1. Perform such duties as the Speaker may assign;
 2. Call to order the Senate meetings and preside over the Senate in the absence or incapacity of the Speaker;
 3. Administer the oath of office to Undergraduate Senators who are sworn in after the initial inauguration ceremony in the absence or incapacity of the Speaker;
 4. Orient all new members of the Senate and maintain communication with the University community, including, but not limited to orientation of the First-Year class and the entire Student Body to the Undergraduate Senate;
 5. Serve as a non-voting ex officio member of all Congressional committees;
 6. Serve as a voting member of the Joint Governance Council;

7. Serve as a non-voting member of the Student Fee Audit Committee;
8. Coordinate any actions regarding the prompt delivery of written reports from appointees;
9. Execute other such responsibilities as may be lawfully assigned to them;
10. Coordinate with the Senate Staff to organize the Undergraduate Senate Public Forum;
11. The Speaker Pro-Tempore may also appoint three (3) Legislative Assistants which shall not be subject to Senatorial confirmation.
12. Assign area and equipment on the floor of the Senate for the use of therepresentatives of news media; and,
13. Oversee the compilation and completion of the Legislative Log.
 - a. The Undergraduate Legislative Log shall be defined as a collective story of the work the Undergraduate Legislative Branch completed during their term. The purpose of this log is to show the ways in which the Undergraduate Legislative Branch represented students, important contentious issues, and how they were resolved, if at all. At minimum, the Undergraduate Legislative Log shall include:
 - i. The most up to date copy of the Undergraduate Student Governance Code;
 - ii. Resolutions with amendments and action on such legislation;
 - iii. Compilations on statistics of the US Finance Committee funding processes for that session;
 - iv. Press releases;
 - v. Minutes of the UGS leadership election process;
 - vi. Campaigns of leadership candidates when available;
 - vii. Minutes of public outreach meetings, including but not limited to Public Forum and the annual State of the University Address;
 - viii. Highlights of news; and;
 - ix. Records of legislation reported from the Rules & Judiciary Committee;
 - x. Records of any projects carried out of the Oversight & Advocacy Committee;
 - xi. Any other pertinent information deemed necessary to fully explain the work accomplished.

Section 113. Powers of Committee Chairs

- A. All standing committee chairpersons shall:
 1. Call and preside over committee meetings;
 2. Report to the Senate the general activities and proceedings of the committee, including the title and nature of bills introduced and not yet reported;
 3. Have the power to appoint two (2) Legislative Assistants.

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 121. Composition

A. The Legislative Staff shall consist of:

1. The Parliamentarian(s);
2. The Clerk(s);
3. The Webmaster(s);
4. The Public Relations Manager(s);
5. The Diversity and Inclusion Coordinator(s);
6. The Legislative Auditor;
7. The Sergeant-at-Arms;
8. The At-Large Legislative Assistants;
9. The Legislative Assistants; and,
10. Any deputies appointed by Legislative Staff.

Section 122. Duties

A. Parliamentarian: The Parliamentarian(s) shall:

1. Advise the Senate chambers on matters of procedure and rules as they are listed in the Student Code and Standing Rules;
2. Stand in an advisory role to the Speaker(s) on matters relating to the Code and Standing Rules outside of the Senate chambers;
3. Assist the Presiding Officer with producing a suitable regulation in the event that existing regulations do not provide for a given situation; and
4. Duties assigned by the Speaker; and,
5. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.

B. Clerk: The Clerk(s) shall:

1. Take minutes at Full Senate meetings;
2. Edit legislation before and during Full Senate meetings, i.e. amendments and renumbering of legislation as indicated in the Agenda;
3. Transmit legislation after Full Senate to the Speaker;
4. Editing of minutes before transmission;
5. Transmission of minutes to the Speaker;
6. Ensure that the Undergraduate Student Governance Code and the Standing Rules of the Undergraduate Senate are free of typos and that all formatting and numbering is correct; and,
 - i. Have the authority to edit these documents to these effects, taking care to avoid altering the meaning of any statute, resolution, etc.

7. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.
- C. Webmaster: The Webmaster(s) shall:
1. Be responsible for the maintenance of the Undergraduate Senate website; and,
 2. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.
- D. The Public Relations Manager: The Public Relations Manager(s) shall:
1. Assist Senators in the development and implementation of public communications strategies, activities, and promotional materials (print and online); managing social media accounts, and providing administrative, research, and content development for special projects; and,
 2. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.
 3. Drafting of press releases with a summary of key events and discussions during Full Senate meetings;
 4. Transmission of press releases to journalistic and media groups mailing list within 72 hours after Full Senate meetings.
- E. The Diversity and Inclusion Coordinator: The Diversity and Inclusion Coordinator(s) shall:
1. Assist in the organization, and planning, of minority outreach activities for the Undergraduate Senate.
 - i. These activities may include: town halls, question and answer forums, and any other type of events deemed proper by and for the Senate.
 2. Serve on the Undergraduate Commission for Campus Equality and Student Equity;
 3. Be responsible for advertisement of any planned activities.
 - i. Events may be deemed joint with other branches of Student Government and the Diversity & Inclusion Coordinator will serve as the Senate's representation in the organizational process;
 4. In the event that the Senate participates in activities with other student organizations, the Diversity & Inclusion Coordinator shall handle necessary preparations on behalf of the Senate. The Coordinator may formally request the assistance of the Speaker Pro Tempore and any of the committee chairs in the planning of events; and,
 5. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.
- F. Legislative Auditor: The Legislative Auditor shall:
1. Have authority to compile financial statements and to examine, audit, or review the books and accounts of the Undergraduate Student Government, all Officers,

members, staff, and external appointments of the Undergraduate Student Government, and all other public or quasi public agencies or bodies, hereinafter collectively referred to as the "auditee";

i. For the sole purpose of this Subsection, a quasi public agency or body is defined as:

a. Any organization that receives or expends any funds appropriated by the Undergraduate Senate.

2. Assist the Finance Committee as requested by the Finance Chair or as directed by the Speaker;

3. Not later than the last day of each regular session of the legislature, prepare and submit to the Undergraduate President and to the Senate their report on the financial statements of Undergraduate Student Government together with such comments on internal control structure and compliance with laws and regulations that are appropriate;

4. In the performance of their duties as herein stated, the Legislative Auditor, or any member of their staff designated by them, shall have the power to inspect and to make copies of any books, records, instruments, documents, files, films, tapes, and other forms of recordation, including but not limited to computer and recording devices, of the auditee. They may call upon the auditee and any of its officials and staff for assistance and advice, and such assistance shall be given through the assignment of personnel or in such other manner as necessity requires.

5. Complete duties assigned by the Speaker; and,

6. Appoint deputies to assist in their duties as needed, with the consent of the Speaker. G. Sergeant-at-Arms: The Sergeant-at-Arms shall:

1. Reserve and enforce seating rules within the chambers;

2. Greet all members, visitors, and nominees who enter into the Senate chambers;

3. Handing out informational flyers to all guests/nominees, and explain the Senate's expectations of order when in the Senate chambers;

4. Shut all entrances to the Senate chambers once the session begins;

5. Retrieve all guests and nominees who have been called by the presiding officer to the floor, if not present within the Senate chambers;

6. Enforce Presiding Officer's orders/decisions within the chambers;

7. Preserve order within the chambers, i.e. containing laughter and side conversations to a minimum;

8. In the event that the Senate does not possess quorum, first call, then message all unexcused Senators; and,

9. Appoint deputies to assist in their duties as needed, with the consent of the Speaker.

H. At-Large Legislative Assistants: The At-Large Legislative Assistant(s) shall:1.
Assist Senators with legislative tasks; and

2. Assist Senators with constituent services.

I. Legislative Assistants: The Legislative Assistant(s) shall:

1. Assist their respective committee or office with legislative tasks;

2. Assist Senators with constituent services related to their committee or office;and,

3. Perform duties as requested by their respective committee chair, officer, orPrincipal Legislative Assistant.

4. Officers entitled to Legislative Assistants may appoint a Principal LegislativeAssistant, to whom all other Legislative Assistants assigned to the officer will report.

Section 123. Removal

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

1. By a two-thirds (2/3) vote of the Undergraduate Senate;

or, 2. At the discretion of the Senator to which they report.

Section 124. Appeal

A. Any appointed officer, dismissed at the discretion of the Speaker, may appeal the Speaker's decision by having ten one-third ($\frac{1}{3}$) of voting members of the Senate or (10) voting members of the Senate, whichever is less, introduce and/or co-sponsor a Resolution to overturn the Speaker's decision and reinstate the appointed officer.

B. If the Resolution is passed by a two-thirds (2/3) vote in the affirmative of the full Senate to overturn the Speaker's decision, then the appointed officer shall be reinstated to their position.

C. Legislative assistants are not eligible for dismissal appeal.

Chapter 2 Finalizing Legislation

Article I. The Role of the Undergraduate Student Government President, Student Body President, and Joint Governance Council

Section 200. Conveyance to the USG President & Student Body President

A. Following the passage of legislation in the Undergraduate Senate:

1. Within three (3) business days of passage, three (3) copies either physical or digital of all acts and resolutions passed by the Full Senate shall be signed by

the Speaker. One (1) copy shall be delivered to the USG President. One (1) copy shall be delivered to the Student Body President.

2. The remaining signed copy shall be filed by the Speaker, who shall place a copy of it in the labeled files of the Student Government offices. The Speaker and their respective Legislative Assistants shall be responsible for the maintenance of this file.

Section 201. Conveyance to the Joint Governance Council

A. After legislation is determined to be joint in the Undergraduate Senate:

1. One (1) copy of all acts and resolutions passed by the Full Senate, affecting both Graduate and Undergraduate Students, shall be delivered to the Joint Governance Council by the Speaker of the Undergraduate Senate at the succeeding meeting of the Joint Governance Council.

Section 202. Transmission of Vetoed Bills

A. The USG President shall return a signed copy of the Bill to the Speaker of the Senate within five (5) business days of receiving it, unless they shall have elected to veto the Bill or declined to sign it. They shall keep the other copy signed by both parties, and it shall be included among the permanent records of the Office of the USG President.

Section 203. Signed Acts Immediately Become Law

A. Acts of the Undergraduate Senate signed by the Speaker and/or the USG President immediately become law, unless otherwise specified. Bills not returned within five (5) business days of passage shall become law, without the USG President's signature, at 11:59 pm with a notation by the Speaker stating that the President declined to sign the act.

Section 204. Vetoed Legislation by the USG President

A. The USG President shall notify the Speaker within five (5) business 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 Senate meeting a special order for Consideration of the USG President's veto.
2. At the conclusion of debate, the Senate shall vote on whether to uphold the underlying bill.
3. If a two-thirds majority of the Senate votes to uphold the bill, the act shall become law with annotation by the Speaker stating that the President's veto was overridden.

B. Veto Message. In the event of a veto, the USG President shall provide the Undergraduate Senate a message explaining their reasoning for the veto.

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 [insert Senate number] Senate on the (1) day of (2) in (3)" in which 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 [insert Senate number] Senate 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 205. Rejected Legislation by the Joint Governance Council

A. Following the rejection of joint legislation by the Joint Governance Council:

1. The Speaker of the Undergraduate Senate shall return legislation to the succeeding Full Senate meeting and it shall be placed on the Special Orders Calendar for reconsideration.

Section 206. Signature Page

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

1. A statement “Done by the [insert Senate number] Senate 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 USG President signature, should they decide to affix it.

Section 207. 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 [insert Senate number] Senate 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 208. Transmitting of Legislation

- A. All legislation introduced (passed, failed, signed, unsigned, vetoed, overridden or postponed indefinitely) in the Undergraduate Senate and the standing and select committees shall be transmitted to the University Archives.
- B. All promulgation to the USG 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 Undergraduate Student Government 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 Undergraduate Senate shall be transmitted to the mandates and the President in addition to the parties above.
- D. All laws of the Undergraduate Student Body shall be transmitted to the Office of the USG President, the Student Supreme Court, the Office of the USG Attorney General, the Student Activities Fund Office, the USG Treasurer, and the USG Secretary.
- E. All amendments to the General Elections Law and all matters concerning elections shall be transmitted to the Board of Elections.
- F. All laws and resolutions passed by the Undergraduate Senate relating to officers of the Undergraduate Student Government or Undergraduate Student Government-recognized organizations shall be transmitted to the officer or organization impacted.
- G. All laws and resolutions passed by the Undergraduate Senate shall be transmitted to the chair of the standing or select committee from which they reported.
- H. Copies of resolutions passed by the Undergraduate Senate and signed by the Speaker and copies of all laws shall be transmitted to all appropriate or interested parties within five business days of passage.

Section 209. Public Record

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

Article II. Electronic Mailing List

Section 210. The Undergraduate Senate Electronic Mailing List

- A. Electronic Mailing List Management
 - 1. The Speaker Pro Tempore shall manage the Undergraduate Senate Electronic Mailing List (referred to hereafter as “Listserv”).
 - 2. Management responsibilities may be deferred at any time to the Speaker of the Undergraduate Senate.
 - 3. The Speaker of the Undergraduate Senate 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 Undergraduate Senate 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 review the rules for the Listserv conduct as delineated in this section. **Article III. Presumed**

Constitutional

Section 220. 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 IV. Standing Rules of the Undergraduate Senate

Section 230. Adoption of Standing Rules

- A. Standing Rules for Full Senate
 - 1. At the beginning of each session, the Undergraduate Senate shall adopt standing rules. If no new rules are proposed, it shall be assumed that previous standing rules by the previous session of the Senate shall be adopted by a two-thirds (2/3) vote of the entire voting membership of the Senate.
 - 2. Any resolutions to change the standing rules require a two-thirds (2/3) vote of the entire voting membership of the Senate. These resolutions shall not be concurrent resolutions.
 - 3. Section 340 may only be amended by 2/3 (two-thirds) present voting members.
- B. Standing Rules of Senate Committees
 - 1. At the beginning of each new Senate term the newly elected chairperson of each standing committee shall introduce a resolution to confirm standing rules for the particular committee they serve. This shall happen in the first or second committee meeting of the term.
 - 2. If no new standing rule resolution is introduced, the chair shall introduce the standing rules from the previous term in the form of an amendable resolution.
 - 3. The standing rules shall be debated in their respective committees and shall be adopted by a (2/3) vote of the present membership of the committee. Each committee shall be free to adopt standing rules as they see fit to meet their specific needs.
- C. Standing Rules of Select Committees
 - 1. Select Committees shall adopt standing rules in the first meeting after their establishment.
 - 2. The standing rules shall be debated in their respective committee and shall be adopted by a (2/3) vote of the present membership of the committee. Each

committee shall be free to adopt standing rules as they see fit to meet their specific needs.

D. Full Senate Standing rules shall take precedence over Standing Rules of Senate Committees.

Chapter 3 Undergraduate Senate Records

Article I. Undergraduate Senate Records

Section 300. Current Session

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

Section 301. Previous Sessions

- A. The complete legislative records of the three immediately prior sessions of the Senate and the records of the current session shall be maintained in the office of the Senate 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 Undergraduate Student Government Code

Section 310. Maintenance of the Student Government Code

- A. 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. These annual editions shall be promulgated electronically to those parties entitled by law to receive them, and shall be made publicly available.
 2. The Speaker shall be charged with annually producing The Code of Permanent Laws of the Student Government of the University of North Carolina at Chapel Hill.
 3. The Code shall be organized by Title, Chapter, Article, Section, and subsection(s).

4. Within the Student Government Code no section number shall be duplicated within the same title.
5. Particular provisions within the Undergraduate Student Government Code shall be made by Title, Chapter, Article, and Section. The form for citing Title II Chapter 1 Article III Section 113 in the 2022 Undergraduate Student Government Code would II.1.III U.S.G.C §113 (2022).
6. 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

- A. 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 Undergraduate Senate, unless they are of such nature as to be of obviously instantaneous effect or they provide explicitly for their own expiration.

Section 312. Accordance with the Constitution

- A. 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 Undergraduate Senate shall enact.

Chapter 4 Senatorial Committees

Article I. Committees, General

Section 401. Chair; Vice-chair

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

Section 402. Powers of Committees, General

- A. 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 when witnesses as are necessary;
 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 Senate.

Section 403. Subpoena Power

- A. The Senate, each standing committee, including any subcommittee of any such committee, and special committees are authorized to hold such hearings, to sit and act at such times and places during the sessions, recesses, and adjourned periods of the Senate, to require by subpoena or otherwise the attendance of such witnesses and the production of such correspondence, books, papers, and documents, to take such testimony.
- B. Each such committee may make investigations into any matter within its jurisdiction and may report such hearings as may be had by it.
- C. All officers, committees, or individuals appointed by the Undergraduate Senate or the USG President, or organizations receiving funding from any power of the Undergraduate Senate from student fees are required to give to any committee of the Undergraduate Senate, 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.
- D. This provision shall not apply to sealed records of the Honor Court or any other records protected by state or federal law.
- E. The Senate may punish those in willful disobedience of its orders for nonfeasance.

Article II. Powers of Committees

Section 410. Finance Committee

- A. The Finance Committee shall:
 - 1. Consider all legislation pertaining to the generation and allocation of funds and establishment of budgets, and to the content of The Undergraduate Financial Regulations;
 - 2. Consider all bills appropriating Undergraduate Student Government funds from the Student Activities Fee;
 - 3. Maintain an inventory of all items purchased and owned by the Undergraduate Student Government, which shall be the responsibility of the Finance Committee Vice-Chair; and,
 - 4. In the case of suspected wrongdoing or error, conduct audits of the expenses of the Undergraduate Student Government and any organization which receives funding from the Undergraduate Senate.
 - 5. Confirm all student referenda pertaining to the Student Activities Fee.

Section 411. Rules and Judiciary Committee

- A. 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 as described in the U.S.G.C.;

3. Confirm all student referenda pertaining to constitutional amendments; 4.
 Consider all legislation pertaining to the content of The Standing Rules;
 and
5. Handle any legislation which concerns judicial or legal matters.
6. The chair or their designee:
 - a. Shall defend the Senate should any complaint be filed against them;
 and,
 - b. Open complaints on behalf of the Senate upon a majority vote of the
 chamber during a Full Senate meeting.

Section 412. Oversight and Advocacy Committee

A. The Oversight and Advocacy (O & A) Committee shall:

1. Receive and address any 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. Have the authority to review Undergraduate Student Government stipends;4.
 Have the authority to review Undergraduate Student Fees as needed,
5. Upon the review of said fees, the Oversight and Advocacy Committee may recommend to the Undergraduate Senate 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 the Senate 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.
 - v. Should SFAS and/or TFAT make any changes to the recommended adjustments, the Undergraduate Senate shall need to approve said adjustments before being considered for referenda.
 - vi. If SFAS and/or TFAT accept the proposed changes from the Undergraduate Senate without making additional changes, said adjustment shall immediately proceed to a referendum vote without requiring an additional vote in the Undergraduate Senate.
 - vii. Any adjustment to the Student Activities Fee is subject to the approval of the Undergraduate Senate Finance Committee.

- viii. The USG Treasurer shall be notified by the Oversight and Advocacy Committee Chair before each fee is reviewed.
- ix. Each fee may be reviewed no more than once per session of the Undergraduate Senate except by a majority vote of the Oversight and Advocacy Committee.
- x. The review of Student Fees shall not take precedence over any of the above duties of the Oversight and Advocacy Committee.

7. Confirm all student referenda pertaining to issues neither under the purview of the Finance Committee or the Rules and Judiciary Committee; and, 8. 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:
 - a. Five (5) randomly selected Senators, who shall serve a term of one (1) academic semester per academic year. These members shall be appointed at the beginning of each Semester.
 - b. At least one member who has served at least one prior semester in the Undergraduate Senate, excluding the chair. This member shall serve an entire academic year.
 - c. The Ethics Committee Chair shall also serve a full academic term.
 - d. The committee shall be comprised of seven (7) members.
- B. No member of the Ethics Committee shall be an officer or Committee Chair, 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 the Undergraduate Senate any matter brought to its attention by a member of the Student Body or Senator concerning improper action of a Senator or officer of the Undergraduate Senate. The individual who brings the complaint must submit a formal written or electronic 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 Speaker of the Senate 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, pursuant to the chair's discretion or if supported by relevant documentation. If the Ethics Chair finds sufficient cause to investigate, they shall first informally discuss the complaint with the senator or officer in question. 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 the Senate based on an investigation of facts surrounding the complaint.

- E. A total of three (3) complaints made from separate Senators or members of the student body will automatically require an investigative meeting of the Ethics Committee.
- F. The Power of the Ethics Committee shall include, but not be limited to, the power to investigate:
 - a. Any alleged violation of the Ethics Laws;
 - b. Any alleged violation of the Student Code or the Standing Rules by a Senator or officer in the Undergraduate Senate;
 - c. Any alleged unprofessional or improper conduct by a Senator and any alleged violation of the opening-meetings law.
- G. The Ethics Committee shall create and maintain a Code of Ethical Conduct that all Senators are to be bound by. Behavior that falls outside of the realm of acceptable conduct shall constitute malfeasance, misfeasance, or nonfeasance, such as the case demands. In the event that a Senator violates the Code of Ethical Conduct, and the instance is documented by supporting evidence, the Ethics Chair shall call an investigatory meeting of the committee and report to the Full Senate the final disposition of the matter at hand.
 - a. The Ethical Code of Conduct shall be reviewed annually and adopted only by a two-thirds ($\frac{2}{3}$) majority of the Senate; and,
 - b. This shall occur during the first meeting of each Senate session.
- H. The Ethics Committee should it decide that some punitive action is warranted, shall recommend a single course of action in its report to the Full Senate. 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 a two-thirds ($\frac{2}{3}$) vote.
- I. The Ethics Committee Chair shall make available the Full Senate attendance records of the Senate for public record by use of on the Undergraduate Senate website. J.
The Ethics Committee shall meet for the purpose of reporting to the Board of Elections chair any vacancies resulting from the failure of Senators to appear at a meeting for the purpose of being sworn in or failure to submit required ethics documentation.

Section 414. Select Committees

- A. The Chair of a Select Committee shall schedule and notify the committee members of the time and place of any meeting of the committee at least forty-eight (48) hours 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 Senators in the committee.

Chapter 5 Ethics Laws

Article I. Requirements of Senators of the Undergraduate Senate

Section 500. Senator Orientation

- A. Between the Spring Election and the Spring Inauguration, all elected Senators are required to attend the scheduled Orientation.
 - a. Senators who do not attend Orientation must meet with a member of the outgoing Leadership or meet with the Undergraduate Senate Advisor.
 - b. Missing Orientation or failing to meet with a member of the outgoing Leadership or the Undergraduate Senate Advisor shall constitute an unexcused absence.
- B. Orientation will be formatted around the “Senator Orientation” Powerpoint Presentation. The Senate leadership can choose to include any topics or activities not discussed in the Powerpoint.
- C. Orientation will be led by the Speaker, Speaker Pro Tempore, and at least one other Chair.

Section 501. Organization Membership.

- A. Within five (5) days of their inauguration, Senators 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; and
 - 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 Senator 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 Senator’s duty to notify the Ethics Chair if any changes in organizational membership occur; and,
 - 4. This information may be requested at any time by the Ethics Chair or Ethics Committee for the purpose of investigations and maintenance of Senatorial records.

Section 502. Reporting to Constituency.

- A. Each Senator shall submit to the Ethics Committee Chair a plan for informing their constituency of the activities of the Undergraduate Senate. This plan shall be submitted to the Ethics Committee Chair within five (5) days of their inauguration.
- B. Each Senator shall submit to the Ethics Committee Chair at least one means of communication (phone number, email address, etc.) for publication on the Undergraduate Senate website. This means of communication shall be submitted to the Ethics Committee Chair within five (5) days of their inauguration.
- C. The Ethics Committee will request biannual reports that document actual use and specific examples as to how each Senator is informing their constituency of the activities of the Undergraduate Senate. This report will be collected by the Ethics Chair and presented to the Ethics Committee by the fourth Senate each semester. Failure to produce this report to the satisfaction of the Ethics Committee will result in investigation of nonfeasance by a Senator.

Section 503. Full Senate Public Forum.

- A. Undergraduate Senators will be required to attend the Full Senate Public Forum.

Section 504. Proof of District.

- A. Undergraduate Senators elected in a General Election shall provide the Ethics Chair with proof that they are constituents of the district they represent within five (5) days of their inauguration.
- B. Sufficient proof shall consist of a University document or screenshot from the ConnectCarolina website stating the Senator's current degree program enrollment.
- C. Failure to establish proof of district in the specified timeframe shall constitute grounds for investigation by the Ethics Committee.

Section 505. Change of Status

- A. Undergraduate Senators shall notify the Speaker and the Ethics Chair of any change of major(s) or enrollment that affects their status as a Senator within five (5) day 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 after the General Spring Election for that particular session of the Senate, then the Senator shall be eligible to serve in their district after such notification and the following stipulations are completed:
 - 1. The Senator shall provide a written statement describing their intentions to change majors to the Ethics Committee for review.
 - 2. If the written statement does not sufficiently clarify the Senator's reasoning for the status change, it will be in order for the Ethics Committee to conduct a formal investigation.

Section 506. Attendance Requirements.

A. The attendance of the membership of the Undergraduate Senate shall be tracked through the use of a point system, according to which the listed attendance events correlate with the following values:

1. Excused absence- One (1) point for each absence after the first 5 excused absences
2. Unexcused absence- Two (2) points
3. This system shall include all full Senate meetings, Senate Committee meetings both special and standing, and any other meeting or event that requires the attendance of Senators as provided by the Student Law.

B. Unexcused absences shall be defined as an absence that does not meet the requirement in this Section. The Ethics Chair may excuse absences due to extenuating circumstances upon a written notice at least twenty-four (24) hours before the meeting. In addition, after receiving written notice, the Ethics chair shall excuse the Senator for absences in a written document, tardiness, and exits related to:

1. Family emergencies;
2. Illness;
3. Unexpected meetings, class schedule conflicts, or class schedule changes;
4. Unexpected changes to a mandatory work schedule;
5. Religious obligations and observances; 6. Legal proceedings; and/or
7. Force majeure.

C. The accumulation of more than four (4) points per academic semester shall constitute grounds for investigation by the Ethics Committee. Senators who intend to miss more than one consecutive meeting should request a leave of absence. Undergraduate Senators must request a leave of absence in writing to the Ethics chair at least twenty-four (24) hours prior to the intended start date of the leave of absence.

D. Should the Undergraduate Senate host or co-host an event, attendance may be deemed mandatory for specific districts or all Senators at the consensus of the Speaker and the Ethics Chair, provided that the relevant Senators are notified at least two weeks in advance.

E. Should the event be an official meeting, where a majority of the Senate meets to conduct public business as defined in North Carolina General Statute 143-318.10D, it shall be the responsibility of the Speaker to ensure that the event is open to the public. F. Members of the Undergraduate Senate shall notify the Ethics Chair if they cannot attend the event.

G. The Ethics Chair will excuse the absence according to the attendance requirements outlined in the Ethics Laws.

H. Failure to attend the event, or provide written notice to the Ethics Chair at least twenty-four (24) hours before the event, will result in one (1) unexcused absence.

Section 507. Absenteeism.

A. Actions Pertaining to Absenteeism

1. Upon accumulating four (4) or more points, the Ethics Chair will email a warning to the Senator and report the warning during the report of the Ethics Chair at the Full Senate.
2. Should the Senator 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 attend the remainder of the session's meetings.
3. Once the Ethics Chair approves the plan, the Senator's voting privileges will be restored, upon a 2/3 vote of the Full Senate.
4. Subsequent violations of the attendance laws will be deemed a failure to comply with the student laws and considered grounds for action by the Ethics Committee.

Section 508. Leave of Absence

- A. The Ethics Chair may grant a leave of absence of up to one (1) semester worth of days to any Senator. Should the Ethics Chair determine that the leave of absence is not justifiable, they must consult with the Ethics Committee. A leave of one (1) semester worth of days or less, not approved by the Ethics Chair, or a leave of absence of greater than one (1) semester worth of days must be approved by a majority of the Ethics committee.

Section 509. Punctuality Requirements.

- A. Two unexcused late arrivals or early exits shall be equal to one unexcused absence, thus resulting in two (2) points. A late arrival is an arrival at least 30 (thirty) minutes after the scheduled start time of the meeting. An early exit is a departure before the adjournment of the meeting.
- B. If a Senator arrives late or departs a meeting early, they shall be responsible for notifying the Ethics Chair, so that the attendance record shall be kept accurate.
- C. The Ethics Chair shall make note, and relay this information to the Clerk of the Senate.

Article II. Prohibited Actions

Section 510. Compensation Prohibited.

- A. No Senator shall be a paid staff member of any organization funded by the Undergraduate Senate.
- B. No member of the Undergraduate Senate shall be entitled to nor shall they accept a stipend, salary, or any other form of compensation for the purpose of serving in the Undergraduate Senate from any other student organization.

Section 511. Prohibition.

- A. A senator must abstain from voting when the business at hand exclusively affects any university sponsored organization or registered student organization which they are currently a member of when the matter at hand:

1. Is an appropriations request;
 2. Is a motion to adjust the amount requested up or down;
 3. The previous question has been moved on such an appropriation;
 4. Is a bill;
 5. Is a resolution.
- B. Membership in the Undergraduate Senate, CAA, CUAB, RHA or student organizations that represent the interests of a status protected under the University policy on prohibited discrimination does not require one to abstain from voting; however, in such a circumstance, officers of CAA, CUAB and RHA must abstain.

Section 512. Failure to Comply.

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

Section 521. Treasurer's Test Requirement

- A. Within two (2) weeks of their inauguration, Senators shall complete and pass the Treasurer's Test.
- B. If Senators fail to pass the Treasurer's Test, they will lose their voting rights on finance bills.

Section 516. Student Code Test Requirement

- A. Prior to the second meeting of a new session of Senate, Senators shall be required to complete and pass the Student Code Test.
1. A score of greater than 70% shall be considered as passing for Senators not serving on the Rules and Judiciary Committee.
 - i. If the Treasurer's Test is not available to be taken on the day of inauguration the two (2) weeks window to complete said test shall be shifted to the day when the Treasurer's Test is made available.
 2. A score of greater than 85% shall be considered as passing for Senators serving on the Rules and Judiciary Committee.
 3. If a Senator fails to obtain a passing score on the Student Code Test, said representative must repeat the test until they receive a passing score.
- B. If a Senator, who has been selected to serve on the Rules and Judiciary Committee, fails to pass the Student Code Test after three subsequent attempts, they will be subject to removal from the Rules and Judiciary Committee and subject to reassignment and/or loss of voting rights.
- C. The creation, and administration, of the Student Code Test shall be a collaboration between the chair of the Rules and Judiciary Committee and the chair of the Ethics Committee.

- D. The Ethics Chair shall be responsible for enforcing this Section. **Article II.**

Actions of the Ethics Committee

Section 530. Grounds for Action.

- A. Chronic absenteeism, malfeasance, misfeasance, and/or nonfeasance of any kind by a Senator shall constitute grounds for action.
 - a. Chronic absenteeism shall be defined as continued absences following a suspension of voting privileges due to absenteeism as issued by the Ethics Chair.
 - b. Malfeasance shall be defined as wrongdoing or misconduct.
 - c. Misfeasance shall be defined as performing a lawful action in an unethical, illegal, or improper manner. This shall include deliberately misusing one's office for personal gain.
 - d. Nonfeasance shall be defined as a failure to act or fulfill one's duty.

Section 531. Procedure for Ethics Investigation.

- A. 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 Committee, 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.
- B. 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 Senate
 - 15. Adjournment
- C. 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.

- D. 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.
- E. 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.
- F. A Clerk will be present to document the meeting which will be made available as public record on the Undergraduate Senate website.
 - a. If there is no Clerk, then the Ethics Committee shall select one of its members to document the meeting.

Section 532. Final Actions of the Ethics Committee.

- A. Suspension of Voting Privileges. Suspension of voting privileges of any Senator for a definite period of time shall require a two-thirds vote following debate of the motion of the Ethics Committee.
- B. Suspension of Voting and Debate Privileges. Suspension of voting and debate privileges of any Senator, during both meetings of the Undergraduate Senate and its committees, for a definite period of time shall require a two-thirds vote following debate of the motion of the Ethics Committee.
- C. Suspension of Duty. Suspension of all official duties, including voting and debate privileges and the permission to attend meetings of the Undergraduate Senate and its committees in an official capacity for a definite period of time, shall require a two-thirds vote following debate of the motion of the Ethics Committee. Persons who have been suspended shall not represent the Undergraduate Senate in any official capacity throughout the period of their suspension.
 - a. Upon entering a period of suspension, suspended persons shall be tasked with the completion of actions designed to rectify the cause of suspension. Actions shall be stipulated by the Ethics Committee and shall require a two-thirds vote of the Undergraduate Senate for approval.
 - b. Should an officer of the Undergraduate Senate be suspended, the Vice-Chair of the officer's respective committee shall hold the officer's position for the duration of their suspension.
 - c. Should the Joint Governance Council Member at Large be suspended, the Speaker shall appoint a replacement Member at Large to serve for the duration of the suspension.
- D. Expulsion for Absenteeism. Expulsion for absenteeism, limited to the failure to fully attend the required number of the Undergraduate Senate 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 a 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 the Undergraduate Senate. This motion is debatable and requires a two-thirds vote for adoption.

G. Special Provisions. If the Speaker is subject of the motion, they 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 Senate.

Chapter 6

Impeachment

Article I. Powers of Impeachment

Section 600. Any Elected or Appointed Official

A. The Undergraduate Senate shall have the power to impeach and remove from office Undergraduate Student Government Officials, elected by the Students or whose appointment the Undergraduate Senate approved.

C. Charges may be entered against any Undergraduate Student Government Official for misfeasance, malfeasance, or nonfeasance of duty.

D. The Undergraduate Senate shall impeach an Undergraduate Student Government Official by adoption of a simple resolution upon a simple majority vote.

a. No official shall exercise their official duties after they shall have been impeached and notified thereof, until he or she shall have been acquitted.

E. The Undergraduate Senate shall convict an impeached Undergraduate Student Government Official upon a two-thirds ($\frac{2}{3}$) vote.

b. The punishment upon conviction shall not extend further than removal from office and disqualification from holding future office in the Undergraduate Student Government.

F. This section shall not be construed to prohibit other means by which an official may be removed from office, as provided by the Student law.

Article II. Resolution of Impeachment

Section 610. Clauses

- A. A Resolution of Impeachment shall be divided into several Clauses of which:
1. The first shall designate the name of the USG Official to be impeached, the date of their commission or election, and the place where they reside;
 3. The second shall enumerate at least two Senators in the Undergraduate Senate who shall aver the truth of the Clauses of the Resolution of Impeachment; and,
 4. The third and succeeding clauses shall enumerate allegations as 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

- A. The following Student Government officials and positions shall be eligible for impeachment:
1. All members of Student Government subject to either the Ungraduate Code or Joint Code; or
 2. Subject to confirmation by the Undergraduate Senate.

Section 612. Presentation of the Bill of Impeachment

- A. A Resolution 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 their 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 two Senators, who do not singularly serve on the same Committee and shall not be the author of the Resolution, in the Undergraduate Senate shall be enumerated to aver.

Section 613. Aver to Truth of Allegations

- A. No Senator in the Undergraduate Senate shall aver to the truth of any allegation unless having probable cause to believe such allegation to be true.

Section 614. One Specific Act per Article

- A. No Clause 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 their office.

Article III. Preliminary Proceedings

Section 620. Introduction

- A. A Resolution of Impeachment may be introduced as new business at any Regular Session of the Undergraduate Senate.
- B. A Resolution of Impeachment shall be considered a simple resolution.

Section 621. Requirement after Introduction

- A. Upon the introduction of a Resolution of Impeachment, the Speaker shall require each Senator, who shall be enumerated by the Resolution to aver to the truth of

said Clauses, to acknowledge such averment and to subscribe their signature to the Resolution of Impeachment.

Section 622. Referral to Rules and Judiciary Committee

- A. Immediately following such acknowledgment, the Speaker shall refer such Resolution of Impeachment to the full senate.

Article IV. Consideration of Resolution of Impeachment

Section 640. Notice and Scheduling

- A. The Speaker shall give notice to the subject of the Resolution of Impeachment not less than seventy-two (72) hours prior to its consideration before the full Senate.
- B. The Speaker shall call a special meeting of the Undergraduate Senate within seven (7) days of the resolution's filing with the Senate if a regular meeting is not already scheduled within ten (10) days.

Section 641. Order of Business

- A. The order of business of the shall be:
 - 1. The reading of the Resolution of Impeachment;
 - 2. The opening argument by the managers for the prosecution;
 - 3. Debate upon the question and Rising of the Committee of the Whole.

Section 642. Adoption of Resolution of Impeachment

- A. The Resolution shall be adopted upon a simple majority vote at the conclusion of debate.
- B. The Resolution shall be subject to amendment and indefinite postponement only.
- C. The subject of a Resolution need not be present at a meeting to consider the Resolution of Impeachment.
- D. No Senator shall vote on a Resolution of Impeachment if they have not been present for the entirety of the presentation of a Resolution of Impeachment.

Section 654. Limitation on Debate

- A. No Senator shall speak more than once on the Resolution or to any amendment, nor for more than five minutes, unless another Senator shall yield such Senator their own time.

Section 644. Voting

- A. The Speaker shall put the question to the call of the roll of the Undergraduate Senate.

Section 645. Impeachment of the Student Body President

- A. Following the adoption of a Resolution of Impeachment by the Undergraduate Senate, a Bill to impeach the Student Body President must be delivered by the Speaker of the Undergraduate Senate to the Joint Governance Council within twenty-four (24) hours.

- i. A Bill of Impeachment regarding the Student Body President shall require a two-thirds (2/3) vote of the Full Senate in order to be referred to the Joint Governance Council.

Section 646. Form of a Bill of Impeachment

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

1. The first shall designate the name of the USG Official to be impeached, the date of their commission or election, and the place where they reside;
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 and succeeding paragraphs shall enumerate allegations against the specific Student Government Official to be impeached.

Article V. Proceedings Preliminary to Trial

Section 650. Transcription of Resolution of Impeachment

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

Section 651. Special Session

- A. Upon the adoption of a Resolution of Impeachment, the Undergraduate Senate shall order that it shall convene in Special 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 Undergraduate Senate resolve itself to be the Court for the trial of Impeachment.

Section 652. Proclamation and Summons

- A. Upon the adjournment of the Undergraduate Senate, the Speaker shall direct the Clerk of the Undergraduate Senate that they, within forty-eight (48) hours following, issue proclamation and summons to the Student Government Official under Impeachment, fixing the day of return upon the convening of the Undergraduate Senate in Special Session.

Section 653. Service of Proclamation and Summons

- A. 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 Resolution of Impeachment as amended and the poll of the Undergraduate Senate upon the question of its adoption;
 2. A certified copy of all Rules and Procedures for Introduction, Consideration, and Trial; and,

3. A certified copy of those provisions of the Constitution of the Student Body defining and guaranteeing the Rights of Students.

Section 654. Form of Proclamation and Summons

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

The Undergraduate Senate to _

,

Greetings,

Whereas the Undergraduate Senate did, on the _ day of _, adopt Resolutions of Impeachment against you, the said __, __, should be put to answer the accusations as set forth in said Resolution, 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 Undergraduate Senate 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 Undergraduate Senate, this _
day of _

.

Article VII. Trial

Section 660. Convene in Special Session

- A. Upon the day and hour ordered by the Undergraduate Senate, the Senate shall convene in Special Session, and the Undergraduate Senate do shall become the Court for the Trial of Impeachments.

Section 661. Surrender of the Chair

- A. 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 their 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

- A. The Chief Justice of the Student Body, or in their absence any Student Government Official empowered to administer Oaths of Office, shall administer the following Oath to each Senator of the Undergraduate Senate before such Senator shall act as a member of the Court for the Trial of Impeachments: i. "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

- A. The Clerk of the Undergraduate Senate shall be the Clerk of the Court.

Section 664. Pleading

- A. 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

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

Section 666. Motions

- A. All motions made by the Prosecution or the Defense shall be addressed to the President of the Court and, if they require it, be reduced to writing.

Section 667. Time Limit of Debate

- A. 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 668. Opening and Closing of Arguments

- A. 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 669. Order of Presentation

- A. 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.

Article VII. Witnesses

Section 670. Oath of Witnesses

- A. Each witness called by either side shall be administered the following oath by the President of the Court:
 - i. "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 671. Examination of Witnesses

- A. 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 the individual;
 1. The cross-examination of the witnesses by the side not submitting the individual;
 2. The redirect examination of the witnesses by the side submitting the individual; and
 3. The re-cross-examination of the witnesses by the side not submitting the individual.

Section 672. Court Member Called as Witness

- A. If a member of the Court be called as a witness, they shall be sworn and give their testimony standing in their place, but shall not be disqualified thereby from sitting in the Court.

Article VIII. Deliberations and Adjournment

Section 680. Polling of the Court

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

Section 681. Question of Guilt

- A. 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 having failed to perform the duties of their Office, which shall be debatable but not subject to any subsidiary motion. No Member of the Court shall speak more than twice, nor more than ten (10) minutes at any one time.

Section 682. Standard of Reasonable Doubt

- A. 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 their Office.

Section 683. Voting

- A. 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 their office shall be, to each Member of the Court: "Senator; 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 684. Adjournment

- A. Upon Acquittal or Conviction 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 685. Removal

- A. Upon conviction of any Student Government Official Under Impeachment, the individual shall immediately be removed from Office.

Section 686. Disqualification

- A. 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.

Article VIII. General

Section 690. Familiar Disqualifications to Sit on Court

- A. 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 691. Disqualification for Conflict of Interest

- A. 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 692. Limitations on Excuse for Discharge of Duties

- A. No Student Government Official shall be excused from the discharge of the duties of their office pending the trial of a Bill of Impeachment brought against them for more than fifteen days.

Section 693. No Denial of Constitutional Rights

- A. 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 Undergraduate Election Regulations

Chapter 1 Definitions

Article I. Definitions

Section 100. Scope

A. Regulations in this Title shall be used for elections or referenda concerning only members of the undergraduate student body, as per Joint Code II §142.

Section 101. Definitions

- A. 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.
- B. Campaign is defined as the actions taken by a candidate, whether certified or not, or campaign worker, in order to assist in their goal of obtaining office. This includes hallstorming, pit-sitting, a-frames, fliers, posters, and any other activity deemed relevant by the Board of Elections and Student Supreme Court.
- C. Campaign Materials and Campaign Expenditures are defined in III U.S.G.C. § 600.
- D. Forms of Campaigning:
 - a. Electronic Campaigning is defined as the use of electronic resources for the goal of obtaining office, including, but not limited to, emails, social networks, Internet advertisements, websites, and listservs.

- b. Private Campaigning is defined as pre-declaration preparation of campaign materials and private recruitment, by the candidate, of campaign workers. See III U.S.G.C. § 403.
 - c. 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 the goal of obtaining office.
- E. Campaign workers are defined as any individuals working at the direction of or coordinating with a candidate.
 - a. Campaigns shall maintain a list of campaign workers. The Board of Elections may request this list at any time, and it must be submitted to the Board of Elections with the financial statement.
 - b. Falsifying this list or deliberately obscuring an individual's position as a campaign worker shall be considered perjury and grounds for immediate disqualification.
- F. Certified Candidate is defined as a student who has been certified by the Board of Elections to appear on the ballot.
- G. Constituency is defined as the pool of eligible voters for each respective office.
 - a. The constituency for the USG President is all duly registered, undergraduate fee paying students.
 - b. The constituency for President and Vice President of the Rising Senior Class is all duly registered fee-paying juniors or continuing seniors.
 - c. The constituency for Members of the Undergraduate Senate is all duly registered fee-paying residents from the district of respective candidates.
 - d. The constituency for an Undergraduate Student Government referendum is all duly registered undergraduate fee paying students.
- H. 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.
- I. Declared Candidate is defined as a student who has submitted their Declaration of Candidacy and is pending certification by the Board of Elections.
- J. Elections are defined as votes taken by members of the student body of UNC-Chapel Hill to determine the outcome of a race or referendum.
 - a. 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.
 - b. Regular Elections are the elections to fill campus-wide offices, including the fall elections, held within the week before the Homecoming Game for Homecoming Court Elections, and spring elections.

- c. 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.
 - d. Special Elections are the elections held to fill vacancies in campus-wide offices and/or to approve referendum not held during regular elections.
- K. 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. L. Referendum is defined as:
- a. A student fee referendum that creates, increases, or decreases student fees;
 - b. An issue referendum, that adopts a position on a specific issue;
 - c. 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
 - d. A ballot initiative.
- M. 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
- N. 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.

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 11:59 p.m. to elect the following offices:
 - a. The Student Body President
 - b. President and Vice President of the Rising Senior Class (elected concurrently); and,
 - c. Members of the Undergraduate Senate;
- B. The following shall be the timeline of the Spring General Election:
 - a. The Board of Elections shall 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.
 - i. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be

demonstrated by the Board of Elections to include any information that could be deemed relevant to running

- b. 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.
 - c. 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) calendar days before the Spring General Election.
 - d. 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) calendar days before the Spring General Election.
 - e. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Spring General Election.
 - f. If needed, a Run-Off Election shall occur seven (7) calendar days after the Spring General Election.
 - g. If the election would occur during a student break, the first day of school following the break will be the election. If this occurs, the Board of Elections reserves the right to adjust all election-related dates as necessary.
- C. The USG (Undergraduate Student Government) President shall be elected on the Tuesday following the Student Body President Election if an undergraduate student is not elected to serve as the Student Body President.

Section 201. Fall General Election

- A. The Fall General Election shall be held eight (8) calendar days before the Homecoming Football Game from 12:00 a.m. until 11:59 p.m. to elect the members of the Homecoming Court and Undergraduate Senate.
- B. The following shall be the timeline of the Fall General Election:
 - a. The Board of Elections may make available to the Student Body an approved election training mechanism twenty-one (21) calendar 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.
 - i. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be demonstrated by the Board of Elections to include any information that could be deemed relevant to running for any Student Government office.
 - b. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) calendar days before the Fall General Election.

- c. 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.
- d. 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) calendar days before the Fall General Election.
- e. The Board of Elections shall release a final list of Certified Candidates four (4) calendar days before the Fall General Election.
- f. If needed, a Run-Off Election shall occur seven (7) days after the Fall General Election.
- g. If the election would occur during a student break, the first day of school following the break will be the election. If this occurs, the Board of Elections reserves the right to adjust all election-related dates as necessary.

Section 202. Special Elections

- A. Special Elections shall be held to fill vacancies in the Undergraduate Senate.
- B. Special Elections shall be held during the Fall and Spring semesters on a day when classes are in session.
- C. For vacancies in the Undergraduate Senate, the Chair of the Ethics Committee of the Undergraduate Senate shall report vacant Undergraduate Senate seats to the Chair of the Board of Elections within two (2) business days of the vacancy. In the case of an election which occurs after the Spring General Election but before a new Senate is seated, the Board of Elections shall consider all seats which went unfilled in the prior General Election to be vacant.
- D. For the approval of the referenda, the Board of Elections shall be responsible for the seeing that all referenda are held on the date as provisioned by the Undergraduate Senate.
- E. Special Elections for Undergraduate Student Body Recalls, as outlined in the Constitution, or other student-body-wide official, shall be held no fewer than six (6) and no more than fifteen (15) calendar days after the petition for such review has been certified by the Board of Elections and is received by the Undergraduate Senate.
- F. Special Elections for Undergraduate Student Body-initiated referendum, as outline in the Constitution, shall be held no fewer than six (6) and no more than fifteen (15) days after the petition for shall review has been certified by the Board of Elections and is received by the USG President.
- G. The following shall be the timeline of Special Election(s):
 - a. The Board of Elections may make available to the Student Body an approved election training mechanism fourteen (14) calendar 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.

- i. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be demonstrated by the Board of Elections to include any information that could be deemed relevant to running for any Student Government office.
- b. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) calendar days before the Special Election.
- c. 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) calendar days before the Special Election.
- d. 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) calendar days before the Special Elections.
- e. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Special Elections.
- f. If needed, a Run-Off Election shall occur seven (7) calendar days after the Special Election.

Chapter 3 Student Government Participation

Article I. Participation

Section 300. Undergraduate Student Government Participation in Elections

- A. Use of Student Government Resources
 - a. 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. Beyond the exceptions provided under these regulations, no student government resources shall be used for campaigning.
- B. Undergraduate Student Government Involvement in Campaigns
 - a. 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 referendum campaign or candidate:

- i. Undergraduate Attorney General; ii. Chairs of the Undergraduate Honor Courts; iii. Undergraduate Members of the Student Supreme Court; iv. The Undergraduate Student Solicitor Generals;
- v. Undergraduate Members of the Board of Elections; and, vi. Undergraduate 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.

Section 301. Exceptions

- A. Student Government listservs may be used, in a non-partisan manner, to notify constituents that elections are occurring.
 - a. Referendum issues shall be described in accordance with the phrasing submitted to the Board of Elections upon the registration of the referendum.
 - b. If a candidate's name is mentioned, all certified candidates running for that same office must also be mentioned, and the candidates shall be ordered alphabetically by last name.
 - c. No statement supporting a candidate and/or campaign shall be included in such an email.
 - d. The non-partisan nature of the voter's guide shall be affirmed in writing by the Board of Elections prior to its distribution by members of the Student Government.

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 III. Violations of campaign laws are to be filed as election complaints to the BOE.
- B. Candidates retain the right to all actions not explicitly prohibited or reasonably prohibited by Title III.

Section 401. General Responsibilities

- A. **Qualifications for Office.** A candidate for office must meet the following requirements or else be determined ineligible to hold and/or run for the office:

- a. The candidate must be duly registered fee-paying students in good standing at the University of North Carolina at Chapel Hill.
- b. The candidate 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 the candidate have filed for graduation.
- c. They 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.
- d. Incumbents facing recall shall have the right to be a candidate in the recall election.
- e. No person shall be a candidate for more than one office simultaneously in Undergraduate Student Government.
- f. 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.

Section 402. Technology

- A. Web pages. The following rules shall apply to candidate websites:
 - a. URL(s) of candidate's web page(s) must be specified in the financial statement submitted by the campaign.
 - b. No campaign-related material may be publicly posted on the web until after a candidate has declared their Intent to Run to the Board of Elections.
 - c. No university-owned computers may be set to default a candidate's webpage, social network group, or other campaign-related documents.
- B. Email
 - a. 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 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.
 - b. 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 to encourage the passage or rejection of a referendum.
- C. Social Media and Messaging
 - a. Social media, group messaging, and direct messaging shall be allowed for private campaigning among existing campaigns only in the case of preparing campaign material or privately recruiting campaign workers.
 - b. Mass use of Social Media

- i. Mass use of social media shall include, but not be limited to, posts, messages, groups, Facebook pages, Group Me, and other forms of public or open communication.
- ii. Mass use of social media shall not be allowed during the period of private campaigning.
- iii. Mass use of social media shall be allowed during the period of public campaigning.

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 publicly campaign before the Board of Elections makes the training mechanism available.
- C. Candidates may privately campaign before the Board of Elections makes the training mechanism available. Additionally, campaign workers may privately help prepare campaign materials before the Board of Elections makes the training mechanism available.

Section 404. Campaigning for Declared Candidates

- A. Upon declaring the Intent to Run for Office, candidates and candidate supporters may publicly and electronically campaign for the purpose of obtaining candidacy.
- B. Any student who is eligible and intends to become a candidate for any office and desires to have their name appear on the ballot and receive student financing of their campaign may do so, provided that the candidate completes the training mechanism, 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:
 - a. At least one thousand (1000) unique signatures for the President of the Undergraduate Student Government.
 - b. At least two hundred and fifty (250) unique signatures for the President and Vice President of the Rising Senior Class.
 - c. At least twenty-five (25) unique signatures for Senators of the Undergraduate Senate.
- D. A student may sign multiple petitions for each office but no student shall sign a single petition more than once. Non-constituent signatures shall be considered void.
- E. Each signature on the petition must be accompanied by the name and PID of the person signing the petition. On petitions for candidates of the Undergraduate Senators, declared majors must also be included. These items must be filled out by the person signing the petition.

- F. Candidates and their campaign workers may gather signatures online to fulfill the signature requirement. However, all online signatures must be ONYEN verified to be counted valid.
- B. 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 and Student Body President 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 publicly, as defined in III U.S.G.C. § 101A, 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):
 - a. The candidate must try to nullify or correct the action causing the violation if possible;
 - b. The candidate must suspend the worker from campaign work; and,
 - c. 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 or a member of their campaign staff, 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 11:59 pm seven (7) days after the election. A financial statement must be submitted even if there are no campaign expenditures.
 - a. Exception: If a candidate loses their election and does not wish to be reimbursed for their campaign expenditures, the losing candidate need not submit a financial statement.
- B. The Board of Elections may request any candidate to produce additional financial evidence clarifying or justifying their statements.
- C. All election certifications shall be contingent on the submission of verified financial statements by the winning candidate.

Chapter 5 Referenda Campaigns

Article I. Guidelines

Section 500. Regulations for Placing a Referendum on the Ballot

- A. Referenda campaigns wishing to have a referendum placed on the ballot must:
 - a. Have the referendum placed on the ballot by the Joint Governance Council, in accordance with the Constitution, Chapter One, Article VIII, Section 1, or
 - b. Collect a ballot petition with signatures from no less than 10% of the Undergraduate or full student body, in accordance with the Constitution, Chapter One, Article VIII, Section 2.
- B. The ballot petition process shall be governed by the following rules:
 - a. Prior to collecting signatures for a ballot petition, referendum campaigns must declare their intent to place a referendum on the ballot to the Board of Elections, register a Referendum Campaign Contact, and provide the BOE with a Signature-Campaign Timeline.
 - b. Signature-Campaign Timelines
 - i. Referenda campaigns may collect signatures for a referendum ballot petition at any time during the academic year, as a referendum may appear on any ballot, including special elections.
 - ii. Referenda campaigns shall register with the Board of Elections a signature-campaign timeline which shall define the period in which the campaign shall be actively collecting signatures.
 - iii. A signature-campaign timeline shall not exceed twenty-eight (28) calendar days.
 - c. The signatures for a referendum ballot petition may be collected:
 - i. Electronically by Onyen-verified electronic signatures, or
 - ii. In hard copy, accompanied by a name, PID, department (graduate or professional student) or district and class (undergraduate student).
 - iii. Signatures shall only be affixed to petitions by the constituents to whom they belong.
 - d. Campaigning for a Referendum Ballot Petition
 - i. Campaigning for a Referendum Ballot Petition may only begin once the intent to collect signatures, a Referendum Campaign Contact, and a Signature-Campaign Timeline are registered with the Board of Elections.
 - ii. Campaigning for a Referendum Ballot Petition may not occur outside of the registered Signature-Campaign Period unless special dispensation is granted to the campaign by the Board of Elections under the rules herein.

- iii. All forms of communication permissible during the regular campaign shall be permissible during the Signature-Campaign Period,
- iv. The subject line of email messages shall contain “Add [Referendum Name] to the Ballot.”
- v. No campaign funding may be spent for the Ballot Petition process.
- vi. If a referendum campaign fails to collect sufficient signatures to appear on the ballot during their Signature-Collection Period, the Board of Elections shall render a decision on the basis of the number of signatures collected.
- vii. If the campaign is close to the requisite number to appear on the ballot, they may grant a short extension for the collection of signatures; or
- viii. If the campaign is not close, they shall end the signature period and impose a moratorium on the referendum for a time period not less than 30 days and not more than 90 days. At the end of the moratorium period, the referendum campaign must begin the campaign process again.

Section 501. Regulations for Referenda on the Ballot

A. The Referendum Contact

- a. 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.
- b. Each party shall have its own, separate contact.
- c. The referendum contact shall be held legally responsible in the case of any lawsuits arising from campaign violations.
- d. 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):
 - i. The contact must try to nullify or correct the action causing the violation (if possible);
 - ii. The contact must remove the worker from campaign work; and
 - iii. 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.
 - iv. 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.
- e. The referendum contact for each party shall be responsible for filing a financial statement after the election.

- f. A referendum campaign may privately and publicly campaign, as defined in III U.S.G.C. 101, once being placed on the ballot by the Board of Election
- B. Referendum workers campaigning for or against a referendum must do so strictly on a volunteer (unpaid) basis.
- C. Referendum Campaign Financial Limitations
 - a. Referendum campaign expenditures shall not be reimbursed by Student Government
- D. Websites
 - a. URL(s) of referendum web page(s) must be specified in the financial statement submitted by the referendum contact.
 - b. No campaign material may be posted on the web until after a referendum contact has been registered with the Board of Elections.
 - c. No university-owned computers may be set to default a referendum's web page, social network group, or other campaign-related documents.
- E. E-mail
 - a. Unsolicited e-mailing to mailing lists shall be permissible for campaigning, unless otherwise prohibited by the Board of Elections, once a referendum contact is registered with the Board of Elections and a referendum contact has been declared.
 - i. The message must include the e-mail address of the sender or other electronic reply address.
 - ii. The message may not be given a "high" or "URGENT" priority designation.
 - iii. 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.

Section 502. Post-Election Regulations

- A. Financial Reporting
 - a. All referendum contacts shall submit a financial statement on their campaign expenditures.
 - b. The format shall be specified by the Chair of the Board of Elections.
 - i. The contract shall be required to turn over any financial documents requested by the Board of Elections.
 - ii. A financial statement must be submitted even if there are no campaign expenditures.
- B. Timeline for Post-Election Financial Reporting
 - a. Campaign financial statements shall be submitted no later than 11:59 pm, seven (7) days after the regular, special, or run-off elections.

Chapter 6 Campaign Financing

Article I. Campaign Financing Guidelines

Section 600. Campaign Finance Definitions

- A. Campaign materials and services are defined as materials or services produced, authorized, or initiated by a candidate, campaign, or campaign workers, with the intent to campaign.
- a. Materials shall be considered those items that are part of a final product used for the purpose of campaigning (ex: materials would be the wood, nails and paint that comprise an a-frame, not the paintbrush, hammer and other items used to make the a-frame). Objects used in the making of campaign materials that are reusable (hammer, paintbrush) are not considered part of the final product.
 - i. Materials that are purchased or donated already assembled (ex: professionally printed sign) shall be assessed at the fair-market value of the final product.
 - ii. Items or services given to potential voters during a campaign, excluding food and beverages, shall be included in the definition of campaign materials and services.
 - iii. Any services or resources used to design, create, or operate materials such as a website or social media page shall be included in the definition of campaign materials and resources.
 - b. Excluded from the definition of campaign materials and services shall be materials and services used internally by a candidate, campaign, or candidate supporters.
 - i. Not excluded shall be any stipend or other remunerations (either financial or gift-in-kind) to members of a campaign team.
 - ii. Labor, personally donated, is not applicable to the definition of campaign materials or services.
- B. E-mail, social media, texting, and telephone calls shall be assessed at a cost of zero, given that paid advertising online, paid mailing lists, and other similar services shall be assessed at their actual cost. A campaign expenditure in a given elections cycle shall be defined as any transaction of money, receipt of gifts-in-kind, or other economic exchange for any campaign materials or services distributed or used at any point following the last day of voting of the previous election valued at fair-market value.

- a. Materials or services that were purchased before the last day of voting in the previous regular election shall be treated as gifts- in-kind from the owner.
- b. Materials or services that are borrowed shall be treated as a gift-in-kind.
- c. If campaign materials or services are given gratuitously or excessively below normal cost, the campaign shall submit to the Board of Elections a receipt for the goods or services provided. The said assessment shall be subject to revision by the Board of Elections and deliberate erroneous assessments may be subject to penalty.
- d. The Board of Elections shall have the power to determine the fair-market value of a campaign material or service, if such information is not readily available to the general public.

Section 601. 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 face discipline from the Board of Elections for exceeding maximum spending limit.
 - a. Undergraduate Student Government President - \$250.00
 - b. President and Vice President of the Rising Senior Class - \$100.00
 - c. Undergraduate Senate Senators - \$50.00
- B. If a candidate is involved in a runoff election, the following spending limits shall apply to the run-off stage of the election:
 - a. Undergraduate Student Government President - \$150.00
 - b. President and Vice President of the Rising Senior Class - \$50.00
 - c. Undergraduate Senate Senators - \$25.00
- C. Write-In Candidates. The spending restrictions listed in this section shall also apply to all write-in candidates. These funds shall not be provided by student fee generated funds.
- D. Referenda Campaigns. A campaign for or against a referendum shall receive no student fee-generated funds. Referenda campaigns shall not spend in excess of \$100.00.

Section 602. Campaign Expenditures

- A. Exceptions
 - a. Endorsements published by Student Organizations. A candidate shall not be penalized in the instance that said candidate is endorsed and that endorsement is publicized by recognized student organizations.
 - b. 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.

- c. If the candidate obtains knowledge of a gratuity, service, or material that did not have their prior consent, the gratuity, service or material must be returned or officially declined within twenty-four (24) hours of their discovery of the expenditure or it will be deemed a campaign expenditure.
- d. 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.

Section 603. Student Government Financing of Election Expenditures

A. Student Government Financing.

- a. Any candidate whose name(s) shall appear on the ballot shall fund their campaign using only student government monies.
- b. Write-In candidates shall not be eligible for student government financing in regular elections, but may receive student government financing for a runoff.

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

- a. The candidate's campaign must submit an official declaration of candidacy before collecting petition signatures, due at the mandatory candidates' meeting.
- b. 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 III, Chapter 2.
- c. The candidate's campaign receives enough write-in votes to warrant a run-off.
- d. The candidate shall submit a financial statement to the Board of Elections as outlined in Joint Code II, Chapter 5 Section 505A.

C. The candidate may receive Student Government financing for a run-off election up to the campaign spending limit for run-off elections only upon the submission of a written request for the SG funds and their financial statement.

D. Campaign Reimbursements. Once a candidate has met all requirements, the Board of Elections shall notify the Student Body Treasurer. The Student Body Treasurer shall submit a reimbursement request to the Senate Finance Committee 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.

Chapter 7 Regulations and Prohibited Activities

Article I. Regulations and Prohibited Activities

Section 700. Disqualifying Actions

- A. Pending conviction through due process, the following acts shall be considered acts worthy of immediate disqualification by the Board of Elections.
- a. Intentionally or knowingly interfering with the polling, voting, or voter count mechanism.
 - b. Engaging in the any of the following activities in relation to a campaign:
 - i. Physical Abuse, included but not limited to, Assault, Battery, Sexual Assault, Threats of Violence, Stalking, Hazing, Terrorizing Conduct, or other conduct that seriously threatens the health or safety of any person.
 - ii. Sexual, Racial, or Other Forms of Harassment. Harassment is defined as verbal, electronic, or other conduct based on an individual's protected status that interfere with an individual's participation in a University program or activity, thereby creating a hostile environment.
 - iii. Illegal possession, use, or manufacture of destructive devices or weapons.
 - iv. Larceny, Burglary, Fraud, Theft, Embezzlement, Extortion, Blackmail, Arson, or Destruction of Property.
 - v. Failure to attend the Mandatory Candidates Meeting or complete the online training mechanism, without a written excuse from the Chair of the Board of Elections
 - vi. Perjury, destroying evidence, tampering with evidence or witnesses, or intentionally or knowingly providing false information, evidence or testimony to the Board of Elections in a way that substantially affects the outcome or integrity of the electoral or judicial processes.
 - vii. Exceeding the campaign finance spending limit by \$20.00 or more.
 - viii. Failing to submit a financial statement within the specified amount of time.
 - ix. Intentionally or knowingly misrepresenting or failing to report expenditures to an extent which substantially affects the outcome or integrity of the election.
 - x. Intentionally or knowingly submitting multiple ballots, modifying another student's ballot, or submitting a ballot for another person. xi. Bribing any group of voters. This section shall not be interpreted to

preclude giving voters campaign branded items or non-monetary items, or items of negligible value such as buttons or small promotional items, worth less than five dollars (\$5) per voter.

- xii. Bribing, conspiring with, claiming endorsement of, or otherwise corruptly influencing a Board of Elections member or any other person involved with the operation of the election.
- xiii. Intimidating, threatening, or retaliating against voters, parties to a Board of Elections or Supreme Court case, witnesses subpoenaed for a Supreme Court case, candidates, campaign workers, potential candidates, or other persons related to the elections.

Section 701. 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 Public Campaigning Areas: The following shall not be used on behalf of any candidate or referendum for the purpose of public campaigning or campaign recruitment at any time. This restriction does not prohibit the use of these locations for the purpose of private campaign meetings within existing campaign teams or the preparation of campaign materials.

The interior of all academic classrooms and lecture halls during classes;

- i. Hallways, lobbies, and common areas within academic buildings can only be used for verbal campaigning and obtaining signatures.
- ii. An exception exists for individuals running for Undergraduate Senate and is limited to verbal campaigning.

The interior of all campus libraries;

The interior of all dining halls;

- i. Candidates shall be allowed to verbally campaign and obtain signatures in areas within the dining halls that have no One Card and/or monetary requirement (i.e. bottom of Lenoir)

The interior or exterior of all University or Chapel Hill Transit operated vehicles and;

The private property of any individual who has not given prior consent.

No candidate or referenda campaign can campaign by changing the wallpapers and/or homepages of University-owned computers.

Damage to University Property: No campaign materials shall be placed on University property in such a way as to damage that property.

Damage to Trees and Plants: No campaign materials may be placed on trees, shrubs, or other plants on the University campus.

No candidate for any office, other than the office of Student Body President or Residence Hall Association President shall participate in hallstorming, as defined.

Section 703. 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 704. Enforcement

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

Section 705. Codification of Regulations and Precedents

It is the responsibility of the Undergraduate Student Senate to create election regulations and undergraduate elections may only be operated based upon regulations that have been codified by the Undergraduate Student Senate. Under no circumstances may undergraduate elections be governed solely by precedent.

Chapter 8 Enforcement Policy and Punitive Action

Article I. Automatic Disqualifications

Section 800. 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 15 points, they are automatically disqualified.
- C. If a referenda campaign in the pro-position collects 15 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. The following election violations categories shall be used:
 - i. Defacing campaign materials or school property: This category shall include, but shall not be limited to, destroying campaign materials, placing campaign materials in unauthorized locations, ruining UNC property, and destroying wildlife.
 - ii. Misrepresentation of an Election Issue: This category shall include, but not be limited to, deliberate or intentional presentation of falsities regarding the platform of another campaign. Any misrepresentation resulting from intended satire or unintentional misrepresentation shall not constitute such violation.
 - iii. False Start: This category shall include, but shall not be limited to, beginning campaigning or collecting signatures before the official starting time.
 - iv. Location: This category shall include, but not be limited to, campaigning in locations where you cannot campaign legally.
 - v. Technology: This category shall include, but not be limited to, campaigning online in illegal ways.
 - vi. Falsification: This category shall include, but shall not be limited to, falsifying financial records, giving false information, and/or lying during hearings. The violation of falsification shall not be levied without clear evidence of intent to falsify.
 - vii. Financial Problems: This category shall include, but not be limited to, spending more money than legally permitted.

- viii. Harmful or Malicious Behavior: This category shall include, but not be limited to, intentionally ruining an opponent's campaign irreversibly or maliciously.
- E. 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.
 - Not including the sponsorship message: 1 (\pm 1) points
 - Defacing campaign materials or school property. 2 (\pm 1) points
 - Misrepresentation of an election issue. 2 (\pm 1) points
 - False Start. 3 (\pm 2) points.
 - Location. 3 (\pm 2) points
 - Technology. 2 (\pm 2) points
 - Falsification. 6 (\pm 4) points
 - Financial Problems. 4 (\pm 3) points
 - Harmful or Malicious Behavior. 8 (\pm 2) points
- F. Should the candidate commit a violation, or a supporter commits a violation that the candidate should be reasonably aware of, after such time as the BOE can meet an issue an opinion, 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 election of said official.
- 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 their maximum spending limit decreased. Each point shall correspond to a three percent (3%) decrease from the original maximum spending limit for a candidate or campaign. This penalty shall not exceed the amount that a candidate has already spent.

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:
 - a. The name of the plaintiff;
 - b. The respective constituency of the plaintiff;
 - c. The name of the defendant;
 - d. The respective category of the purported election violation;
 - e. A description of the defendant's purported election violation; any
 - f. Any evidence of the defendant's purported election violation.
- E. A complaint shall be signed by the plaintiff and shall indicate their 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." If the plaintiff is a member of an opposing campaign, this must be included in the complaint.
- F. A complaint submitted by a plaintiff represented by counsel shall also be signed by the counsel who shall indicate their address and telephone number, if any.

Section 811. Answers

- A. The BOE shall issue a time and place for 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:
 - a. The admission or denial of every allegation made in the complaint; and
 - b. 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:
 - a. Admit the allegation;
 - b. Admit the allegation in part, and deny it in part, specifying the part denied and the reason for denial;
 - c. Admit the allegation, but request that the allegation be changed to a different punitive category; or
 - d. 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, the candidate 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:
 - a. May grant the defendant 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;
 - b. Shall assume that the defendant has chosen not to file an answer, upon the confirmation of the defendant's counsel.
 - c. 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 their argument against the defendant about the respective election violation.
- C. The defendant shall have the right to respond to any allegations against them.
- 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:
 - a. Any punitive decisions - specifically indicating the number of points - against a candidate or campaign;
 - b. The rationale of the decision(s) of the majority opinion of the BOE;
 - c. The names of BOE members casting their votes in the affirmative of the final opinion; and

- d. The names of BOE members casting their votes in the dissention of the final opinion.
- D. Should the candidate be assessed ten (10) or more points by the BOE, the BOE shall include an asterisk next to the name of the candidate on the ballot explaining the violations they have been found guilty of committing.
- E. In cases regarding financial problems, the financial report provided by the defendant shall not be released by the BOE until after the election cycle unless the defendant is disqualified.

Section 831. Appeals

- A. If the plaintiff or the defendant disagrees with the final opinion formed after the BOE hearing, they 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 an appeal of the ruling is justified.
- 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 an appeal of the BOE ruling, 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.

Title IV

The Undergraduate 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 Undergraduate 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) or University Sponsored Organization (USO) at the University of North Carolina at Chapel Hill for the current academic year.
2. Sub-organization shall be defined as 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).
1. Undergraduate Student Government Funds shall be defined as Student Activity Fees (SAF) allocated by direct or constitutionally mandated appropriations.
2. Generated Funds shall be defined as all quantities of outside income, excluding SG Funds, generated by an organization with an account in Carolina Union Student Organizations Management (CUSO) or external source.
3. General Reserve shall be defined as the CUSO estimate of Student Activity Fees for a fiscal year less constitutionally mandated appropriations, the CUSO Reserve, and the Invested Reserve to be determined at the time of the First Semi-Annual Budget Hearings. Subsequent Appropriations shall be defined as the amount of funds that may be appropriated by US during the Subsequent Appropriations Process. This amount shall be between forty percent (40%) and sixty percent (60%) of the General Reserve per Subsequent Appropriations cycle. These amounts, plus the Annual

Appropriations Budget, must total one hundred percent (100%) of the total budget.

4. CUSO Reserve shall be defined as 10% of 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.
5. CUSO Fee shall be defined as the Student Government share of CUSO operation cost as approved by the Student Fee Audit Committee, \$46,666.
6. "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.
7. Controllable Equipment shall be defined as any equipment or collection of items purchased with more than one-hundred dollars (\$100) of SG funds.
8. 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 IV.
9. "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 Undergraduate 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 Undergraduate Student Government Funds.
- C. Exemptions from these regulations must first be approved by the FC, and then affirmed by US by a two-thirds vote of present and voting members of US.

Section 201. Fiscal Year

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

Section 202. Disbursement of SG Funds

There shall be three (3) types of direct disbursement of SG Funds.

1. 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 the US in the Spring Semester. 2.

Secondary Subsequent Appropriations shall be defined as the allocation of funds from the Secondary Subsequent Appropriations Budget during the fall and spring semesters. Fall Secondary Subsequent begins no later than 9 weeks into the Fall Semester, and ends at the termination of the Fall Semester. Spring Secondary Subsequent begins no later than 9 weeks into the Spring Semester and ends at the last meeting of the US in the Spring Semester.

3. Summer Undergraduate Senate Appropriations shall be defined as the allocation of funds by the US from the first meeting of the newly-elected body of US to the first full senate meeting of the Fall Semester. Summer Appropriations begins one (1) week before the first meeting of the newly-elected body of US, and ends on the last meeting of Summer Undergraduate Senate. The Summer US Budget shall be at minimum four thousand dollars (\$4,000).

4. Disbursement cycles could be adjusted by the FCC in case of emergency.

Section 203. Ownership

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

Section 204. Registered Student Organization (RSO)

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

Section 205. 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. A guide containing funding criteria will be updated by the FC each fiscal year.

Section 206. Documentation Requirements

Before hearing a funding request, the FCC shall confirm the Student Organization's OTr, RSO status, the accuracy of the Undergraduate Student Government equipment inventory, and confirm that organizations do not carry a deficit in their CUSO 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 207. USG Branch Budgetary Requests

- A. The Executive Branch, Undergraduate Senate, the Undergraduate Honor System, and the Student Supreme Court may propose a budget to the FC during the summer to be approved prior to the Fall Subsequent Funding Cycle.
 1. The budget, in accordance with the guidance provided by the FCC and the funding categories described in IV U.G.S.C § 301, must be proposed as a bill introduced by the FCC and must be structured similar to a FC funding application.
 2. After approval by FC, the bill will appear on the General Orders calendar of the next US meeting. If further funding is needed, the branches must enter the standard funding cycles outlined in IV U.G.S.C § 202.
- B. Student Government Branches which apply for funding shall submit a comprehensive and itemized budget for approval during each funding cycle.
 1. Items shall describe a discrete purpose for funding and each item shall have a detailed explanation of how the monies appropriated will be spent.
 2. Funding appropriated shall be expected to be used for the purposes described in the itemized budget. If circumstances demand a change in funding, the Branch Treasurer shall report such changes to the FCC and USG Treasurer.
 3. Itemized budgets may include up to 5% of their value as a discretionary item to be used if funded items go over-budget.

Article II. Duties and Responsibilities of Financial Officers

Section 207. General Duties of the Finance Committee Chair

- A. The FCC shall organize and implement the Subsequent Appropriations Process in accordance with Title IV, Chapter 5.
- B. The FCC shall be responsible for educating student groups about SG funding.
- C. 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 US website.
- D. The FCC shall regularly attend SFAC meetings

Section 211. Supreme Authority of USGT to Make Expenditures

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

Section 212. Certification of Organizational Treasurers

- A. Organizations receiving USG Funds are required to nominate students to act as Treasurers of their respective organizations, with the authority to expend USG and

Generated funds. The USGT shall have the ultimate authority to allow or disallow OTr's the privilege of expending USG 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 USGT. The term will end at the end of the fiscal year on June 30.
- C. OTrs 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 USG funds, regardless of the previous status of certification.
- E. A link to a version of the OTr list will appear on the US 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 CUSO 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 US for proposals to fund student organizations from Student Activity Fees.

- 1. These types of requests are listed in descending order of priority for funding:
 - a. Constitutionally funded organizations;
 - b. Campus-wide programs, services, and events of general interest, appeal, and access to a substantial portion of the Student Body;

- c. Programs, services, or events sponsored by a club, competitive interest programs, open to the entire Undergraduate Student Body but of a more limited interest or appeal than in 2 above; and/or,
 - d. Programs, services, or events not open to the entire Undergraduate Student Body.
2. Representation: US should consider the number of students affected and the number of students involved in a project. US 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.
3. Vitality: US 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.
4. Specialization: US should consider how unique a program is to the Undergraduate 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.
5. Diversity, Equity, and Inclusion: US shall consider the impact of funding on an organization's diversity, equity, and inclusion and the impact of the funding on the diversity, equity, and inclusion of the broader University. Funding which would allow an organization to include more individuals who otherwise would be unable to participate and funding which would allow an organization to increase the diversity of their membership should be given priority. All efforts shall fully comply with all statutes and University regulations related to equal protection and non-discrimination. It shall be the responsibility of an organization to highlight their efforts to promote diversity, equity, and inclusion when applying for funding.
6. Sustainability: US should consider the degree to which an organization is sustainably operating. These efforts to strengthen an organization's sustainability should be in-depth and measurable and can look like having a composting event, clothing drive, or purchasing sustainable clothing. It is the responsibility of the organization to highlight their sustainable efforts when applying for funding.

Section 301. Funding Categories

- A. Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories in line with those of CUSO (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 Undergraduate Student Body. Except for constitutionally and statutorily 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 US.

A. Senate shall not appropriate funds in a manner inconsistent with Title IV

Section 302. Funding for Political Activities

A. The UNC USG 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, or sponsorship of a fundraiser, designed to further or hinder the candidacy of an individual or individuals for elected office.

2. US 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. US shall appropriate no Student Activity Fees to fund programs, services, or events that have the purpose of which is the furtherance or hindrance furthering or hindering the candidacy of an individual or individuals for federal, state, local, faculty-elected, or employee-elected office through electioneering.

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 303. Funding for Publications

A. A Publication shall be defined as any student organization that receives more than \$100 in Undergraduate 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:

Funding Multiplier Calculation Table

| | 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 the Undergraduate Senate.

Section 304. 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 the USGT as electioneering and all copies of those pages shall not be paid for by USG Funds. This interpretation may be appealed pursuant to Title IV , Chapter 9. If said publication contains pages without said language, those pages may be paid for by USG Funds

- B. Penalty: In the instance that a recognized student organization publishes language deemed to be electioneering and uses USG Funds to pay for any of said language, the USGT shall freeze said organization's funds pursuant to Title IV, Chapter 9.

Article II. Salaries, Stipends, and Wages

Section 310. Salaries

- A. Payments. Any student receiving payment for services must be pre-approved by the Student Life and Leadership Office (SLL) because services are rendered.
- B. Salaries. US has the authority to fund salaries only for non-leadership positions whose responsibilities are exclusively clerical or administrative in nature. USG positions included would be 2/3 of the annual cost for the Office Assistants (OAs) and the full annual cost of the Controller. Lists of all salaried employees shall be submitted by the OTrs to the USGT 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.

Section 311. Stipends

1. Undergraduate Student Body President shall receive a stipend of \$570.00 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$90 increment each session of the US starting at \$390.00 a month in the 103rd Session.
2. Undergraduate Senate Speaker shall receive a stipend of \$350.00 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$50 increment each session of the US starting at \$250.00 a month in the 103rd Session.
3. Undergraduate Student Government Vice President shall receive a stipend of \$332.50 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$52.50 increment each session of the US starting at \$227.50 a month in the 103rd Session.
4. Undergraduate Student Government Treasurer shall receive a stipend of \$175.00 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$25 increment each session of the US starting at \$125.00 a month in the 103rd Session.
5. Undergraduate Student Government Chief of Staff receive a stipend of \$380.00 a month by the 105th Session of the US.

- i. This amount shall be achieved in a \$60 increment each session of the US starting at \$260.00 a month in the 103rd Session.
6. Undergraduate Student Government Director of State and External Affairs \$131.25 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$18.75 increment each session of the US starting at \$93.75 a month in the 103rd Session.
7. The Undergraduate Student Attorney General shall receive a stipend of \$437.50 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$62.50 increment each session of the US starting at \$312.50 a month in the 103rd Session.
8. The Student Honor Court Chair shall receive a stipend of \$350.00 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$50 increment each session of the US starting at \$250.00 a month in the 103rd Session.
9. The Undergraduate Student Government Secretary shall receive a stipend of \$175.00 a month by the 105th Session of the US.
 - i. This amount shall be achieved in a \$25 increment each session of the US starting at \$125.00 a month in the 103rd Session.
10. Summer Court Members on the Undergraduate Honor Court shall receive a lump sum of \$4,500:
 - i. the Undergraduate Honor Court Chair shall distribute this sum proportionally based on the total number of summer working months as defined jointly by the Undergraduate Attorney General, Undergraduate Honor Court Chair, and the Office of Student Conduct ii. each member shall receive no more than \$150 per month iii. the distribution shall be audited by the O&A Committee at the beginning of the fall semester
11. Counsels of the Undergraduate Attorney General summer staff shall receive a lump sum of \$4,500:
 - i. Undergraduate Attorney General shall distribute this sum proportionally based on the total number of summer working months as defined jointly by the Undergraduate Attorney General, Undergraduate Honor Court Chair, and the Office of Student Conduct ii. each member shall receive no more than \$150 per month iii. the distribution shall be audited by the O&A Committee at the beginning of the fall semester
1. 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.

2. Undergraduate Deputy Student Attorney Generals shall receive a lump sum of \$2,000:
 - i. The Undergraduate Attorney General shall distribute this sum proportionally based on the total number of DSAGs employed that session.
 - ii. the distribution shall be audited by the O&A Committee at the beginning of the fall semester
3. Undergraduate Honor Court Vice Chairs shall receive a lump sum of \$3,500.
 - i. The Honor Court Chair shall distribute this sum proportionally based on the total number of Honor Court Vice Chairs employed that session.
 - ii. the distribution shall be audited by the O&A Committee at the beginning of the fall semester
4. Undergraduate members of the Board of Elections shall receive a stipend of \$50 a month.
 - i. Should the chair of the Board of Elections be an undergraduate student, the chair of the Board of Elections shall receive an additional \$20 for a total of \$70.
5. 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 USGT.
6. No other SG funds shall be used for scholarships or stipends except those approved by two-thirds (2/3) of US.
7. Other organizations may fund stipends from a Generated Funds category only if applicable to a leadership position whose responsibilities continue through the summer months. US shall set a maximum limit to this category for each group.
8. Title IV, Chapter 3, Article II, Section 311 shall only be amended by a 2/3 (two-thirds) majority of present and voting members of US.

Section 312. Parking

Undergraduate Student Government officers that receive stipends from Undergraduate Senate may appeal to Undergraduate Senate 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 USG 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. US shall allocate up to twenty-five dollars (\$25.00) per student organization per event for the purpose of publicizing. Reimbursements shall not exceed actual costs.
- A. USG Funds will be required to fund four printed copies of the Undergraduate Student Government Annual Report.

Section 321. Travel

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

1. Meals: No meals shall be paid for with USG Funds, except where such meals are part of conference registration of compensated USG 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 USG Funds, and lodging expenses shall be funded only within the guideline below.
3. Lodging: Individuals may be reimbursed for lodging expenses that fall within these guidelines if a receipt from the place of lodging is presented to CUSO within thirty (30) days of return. The receipt should be verified by the president of the organization involved. Compensated USG 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 USG 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 USG Funds for room rent shall be a maximum of seventy dollars (\$70.00) per night per four students attending the event.
4. Rail Travel, Public Transportation, and Privately Owned Buses. Members of organizations who wish to receive advance funding for travel by rail, public transit, or privately owned buses must receive the approval of the USGT and FCC at least one (1) week 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.
5. Air Travel. Members of organizations who wish to travel by air must receive the approval of the USGT and FCC at least four (4) 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.

US may not pay for more than sixty (60) percent of actual air travel costs.

6. Privately-owned Cars or Vans: The allowance for travel in a privately-owned car or van is \$0.54/mile for trips up to 100 miles and \$0.33/mile for trips of 100 miles or more. If SG chooses to fund the trip, it must fund it at this rate. 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 CUSO the mileage calculations of the trip from an online mapping source; reimbursement shall be made per mile. Carpooling is encouraged for all travel by car, van or bus, so as to reduce the amount of carbon emissions produced from these activities.
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).
1. 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 the Undergraduate Senate.

Section 323. Capital Expenditures

Capital expenditures shall be defined as expenses over five hundred dollars (\$500.00) in whole or in part from funds that the US 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 the US and the approval of the USGT.

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 USGT. After the date of the event, the USGT 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 through Subsequent Appropriations. At Undergraduate Senate'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 USG funds request the Student Organization submitted to the FC and US. 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 Subsequent or Terminal Appropriations through the FC must identify speakers who are employees of accredited universities or colleges and their affiliation in their finance request.
- A. Title IV, Chapter 3, Article III, Section 324(C) cannot be suspended. Section 325. Costume Expenditures
- A. US 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 US. These costumes must be included in the organization's Undergraduate Senate Equipment Inventory.

Section 326. Out-of-State Event Registration Fees

US may not fund more than seventy-five (75) dollars per person per day of registration fees for out-of-state events. US 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. Restrictions

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

2. Political. Expenditures for electioneering or lobbying (as specified in Title IV, Chapter 3, Section 303).
3. Religion. Expenditures for any religious events that aim to indoctrinate or recruit for a specific religion.
4. Benefit Received in Later Fiscal Years. Expenditures for a purpose that will solely be realized in a following fiscal year.
5. Stockpiling. Expenditures for purchases beyond immediate operational needs.
6. Donations. Donations to any organization except in exchange for a speaker who, in lieu of an honorarium, has submitted a writing an explicit request for such weaponry.

7. Food for consumption, with the exception of programming for USOs and RSOs that address food insecurity on campus. These programming requests must be approved by the USGT.
8. Purchase of firearms and weaponry:
 - a. Refer to the Student Safety and Security Committee
9. Advertisements. Advertisements in publications, such as newspapers or magazines, or on websites. Candidates in campus elections and campus referenda are exempt.
11. Retroactive. Items bought by Student Organizations cannot be funded retroactively.
12. Ex-Employees. Payments of salaries to people no longer employed by an organization, except in settlement of salary due at the time of termination of employment.
13. Individual Gain. Expenditures that result in a tangible gain for an individual, not including salaries, stipends, or campaign subsidies.
14. Alcohol, Tobacco, and Illegal Substances. No exceptions may be granted.
15. Paper Standards: All uncolored and colored paper printed using student fees must contain at least thirty (30) 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) of Full Senate.
16. Dues. Dues to national or otherwise superior organizations of which the organization requesting funding is a member, or reimbursements of dues paid by members.
 - i. Exceptions can be granted at the discretion of the FCC.

Article V. Recognition of Undergraduate Student Government

Section 340. Recognition of Undergraduate Student Government

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

1. Publications: All publications receiving funding from USG shall place the following statement upon either the cover or title page of each copy of their publication: This publication is funded at least in part by Student Fees which were appropriated and disbursed by the Undergraduate Student Government at UNC- Chapel Hill.
2. Events: At all events which are funded with USG 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 disbursed by the Undergraduate 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 USGT 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 USGT 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 USGT, and the FCC. Groups may appeal the decision of the USGT to freeze their funds and demand repayment to the FC of US who may overturn the decision of the USGT by a 2/3 vote that must then be sustained by the Full Senate by a simple majority vote.

Chapter 4

Subsequent Appropriations

Article I. Appropriation Process

Section 400. General Provisions

- A. US shall have the authority to spend funds from the Subsequent Appropriations Budget each semester.
- B. At each US and FC meeting, the USGT or FCC shall announce the amount of funds available to be appropriated at that meeting and may not approve Subsequent Appropriation requests in excess of the Available Balance for that meeting.

Section 401. Organizational Budget Orientation Training

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

1. The Subsequent Appropriations Process shall be explained in detail to the organizations. This explanation shall include criteria used in funding, the procedure groups must follow during the Subsequent Appropriations Process, and the kinds of questions to expect when they appear before the FC and US 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. US members conducting this training shall demonstrate how to draw up a budget request or provide a sample request.
4. The Organization Budget Orientation Training shall occur no later than one (1) week before the request submission period.

Section 402. Request Submission Period

The period in which funding requests may be submitted shall last forty-eight (48) hours and shall open on the first Friday after the first day of classes. Once the Request Submission Period ends, no more requests may be submitted.

Section 403. Requests by Organizations

Organizations who wish to receive funding from USG 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.

1. Sub-organizations are required to request their funding as a part of the parent Student Organization
2. Student Organizations that received funding in the Subsequent Appropriation period shall not be eligible for Secondary Subsequent Appropriations.
3. Subsequent Appropriation Requests shall not exceed \$15,000 and Secondary Subsequent Appropriation Requests shall not exceed \$1,500.
4. Stipends shall not count against this cap.
5. 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”.
6. 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 amenable to members of the FC as per Chapter 4. At the end of discussion, adoption of the question shall be required before the committee may discuss the report of the bill.
7. The FCC may decrease a previous appropriation when such a decrease is initiated by the group.

Section 404. Funding Hearings

- A. After the period for submitting funding requests has ended, the FCC shall sort all requests into no fewer than three (3) categories depending on urgency of funding request. All complete requests submitted during the submission period shall receive a funding hearing.
- B. The order in which each category of requests will be heard shall be determined using a random number generator. The Undergraduate Executive Branch, Undergraduate Senate, Student Supreme Court, and the Honor System shall have their funding requests heard by FC at the first appropriations meeting in both the Fall and Spring Subsequent Appropriations cycles.
- C. The FCC shall divide the amount of funding available for the current Subsequent Appropriations cycle proportionally among the meetings. First, the FCC shall set aside whatever portion of the Subsequent Appropriations Budget is necessary to fund expenditures required by the Code. The remaining funds shall be the Discretionary Appropriations Budget. To determine the amount of funding available for a given meeting, the FCC shall divide the dollar amount of funding requested for that meeting by the total dollar amount of all Subsequent Appropriations requests. The FCC shall then multiply that number by the Discretionary Appropriations Budget, and the product shall be the amount of funding available for that meeting.

Section 405. Leftover Funds

If the FC does not appropriate the entire amount of funding budgeted for a particular meeting, the leftover funds shall be distributed proportionally among the remaining meetings. This distribution shall be determined by dividing the total dollar amount of

funding requested for each meeting by the total dollar amount of funding requested for all of the remaining meetings. This number shall then be multiplied by amount of leftover funds, and the product shall be the additional funds allotted to that particular meeting.

Section 406. Division of Finance Committee Subcommittees

- A. FC shall be divided into two (2) equal subcommittees at each meeting at which funding requests are considered. If there is an odd number of committee members present and voting, the FCC shall decide which subcommittee shall have more committee members present and voting. For the purposes of budgeting the available funds, each subcommittee's meeting shall be considered its own, separate meeting.
- B. The FCC shall chair one subcommittee, and the FC Vice-Chair shall chair the other subcommittee.
- C. Should the FC, at any time, have less than six (6) members present and voting there shall only be one meeting and all members will hear the funding requests.

Section 409. Appropriations in Finance Committee

At each FC meeting, each subcommittee shall appropriate a preliminary amount of funds to the organizations from which that subcommittee hears requests, without regard for that meeting's budget. After each request has been heard, all organizational representatives shall be dismissed from the room, and the subcommittee of FC members shall amend the appropriations so as to not exceed that meeting's budget.

Section 410. Re-hearing of Requests

The full FC must approve, by majority vote, all funding requests. This vote shall occur after both FC subcommittee's hearing requests have reconciled the budgets for their respective meetings.

Section 411. Appeals by Organizations

If an organization's request is reduced by more than one-half (50%) during the budget reconciliation process, the organization may appeal the reduction to the full FC.

Section 412 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 413 Consideration by Senate

The full US 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 US. Amendments to the organization's budget may only be made to the effect of altering the SG allocation as per this document.

Section 414 Retroactive Appropriations

Retroactive Appropriations may be funded in the same manner as other appropriations. Retroactive Appropriations shall only be funded for events or other expenses that occur during the appropriations cycle in which the request is submitted. A retroactive appropriation request is a request considered by the full Senate 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.

Section 415. Honor System Appropriations

- A. The Subsequent Appropriations Budgets shall include appropriations to the UNC Honor System (“Honor System”) pursuant to this subsection.
- B. The UNC Honor System shall have a certified Treasurer who is a member of the Attorney General staff.
- C. All funds from the annual allotment to the Honor System must meet the requirements and stipulations of Title IV.
- D. Stipends. The Honor System shall receive an allocation for stipends that allows the UNC Honor System to pay stipends pursuant to Title IV, Chapter 3, Article II, Section 311.
- E. 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))
- F. Equipment. The Honor System shall receive an allocation for equipment that is at least equal to the result of the formula.
- G. The Honor System shall not be mandated to attend Subsequent Appropriations Hearings. Instead, the Honor System shall be required to submit a report to the FCC and USGT 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
- H. At the end of the fiscal year, all unused funds from the annual allotment to the Honor System shall revert to the reversions balance.

Chapter 5

Reversions and Excess Funds

Article I. Reversions

Section 500. Reversions of SG Funds

Any organization's USG Funds shall be subject to reversion at 5:00pm on June 30. Constitutionally funded organizations, with the exception of the Honor Court, shall not be subject to reversions of their USG Funds. The Subsequent 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 Subsequent Reversions Balance shall be transferred to the General Reserve and used during the next Subsequent Appropriations cycle.

Section 501. Terminal Appropriations Reversions

Any funds unappropriated from the at minimum four thousand dollars (\$4000) allocated to Senate to use before the first full Senate meeting of the Fall Semester shall revert back to USG on the first fall meeting of US. This Reversions Balance shall be available for the appropriations process immediately following the reversion. **Article II. Excess Funds**

Section 510. 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 511. Interest of Invested Reserve

Two weeks before the FC meeting that begins the Fall Subsequent Appropriations cycle, the USGT and the FCC shall take the interest accrued in the prior calendar year and transfer it to the General Reserve.

Article III. Investment of the Reversions Balance

Section 520. Authorization

US shall have the authority to invest the Reversions Balance with a 2/3 majority. The USGT and FCC shall have the authority to return the investment to CUSO in order to meet the operating needs of USG. The USGT shall report all actions to US.

Section 521. 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 US appropriations.

Chapter 6

Student Government Equipment

Article I. Handling and Distribution of SG Equipment

Section 600. Basic Provisions

- A. Equipment, for the purpose of this article, are capital items according to Title IV Chapter 3 Article IV Section 333 that were purchased with USG 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 IV. Organizations must submit their procedures to the USGT 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 the Capital Expenditure limit with USG 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 601. Responsibility for Inventory and Control

- A. The organization president shall be:
 1. Accountable to the USGT and the Oversight and Advocacy Committee Chair for all supplies, materials, and equipment purchased with USG 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 602. Equipment Control System

- A. The USGT shall operate a system for implementing and maintaining accountability for all capital items purchased with USG Funds.
- B. Copies of the inventory records for all Student Organizations receiving USG funds shall be kept by the USGT. The OTr of each Student Organization shall keep a copy of the inventory record for his/her organization.

- C. The USGT 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 USGT prior to relocating the equipment so the inventory may be maintained accurately.

Section 603. Disposing of Equipment

- A. The disposing of all equipment shall be made by the USGT or their designee at the USGT's discretion, with the approval of the USGT, FCC and the Finance Committee Vice-Chair.
- B. Should an organization liquidate, ownership of all equipment purchased with USG funds shall lie solely with USG. Organization officers or members may not sell or otherwise dispose of equipment when liquidating the organization's assets.
- C. When disposing equipment, always consider the environmental consequences. If you are unsure of the proper way to dispose of equipment, consult the leadership dedicated to environmental affairs in the Executive Branch.

Section 604. Personal Use and Conflicts of Interest

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

Section 605. Lease and Loan of USG Equipment

- A. The lease of USG equipment to any individuals or non-student organizations is prohibited.
- B. The loan of USG 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 USG equipment to individuals is not permitted.

Chapter 7

Government Oversight

Article I. Authority of Law

Section 700. 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 USG Funds.

Article II. Enforcement of the Treasury Laws

Section 710. Freezing of Funds

- A. The USGT shall have the authority to freeze the USG and Generated Funds of any organization that has failed to comply with these Treasury Laws or any other current financial law of US 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 USGT shall not have the authority to re-freeze funds of an organization on the same incidental grounds.

Section 711. Appeals

Appeals of any decision made by the USGT or the FCC shall first be taken to the FC. Appeals of the action of the FC may be made to US.

Section 712. 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 V General Regulations

Chapter 1 Undergraduate Student Government

Section 100. Composition

- A. Undergraduate Student Government shall consist of the Undergraduate Legislative Branch, the Undergraduate Executive Branch, the Judicial Branch, designated Independent Agencies, and appointees to external organizations.

Section 101. Mission Statement

Undergraduate 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, Undergraduate Student Government endeavors to enrich each student's experience at the University of North Carolina at Chapel Hill.

Section 102. Open Meetings

- A. Undergraduate 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).

Section 103. Records of Meetings

- A. Full and accurate minutes, including a record of all votes taken, shall be taken at all Undergraduate 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 Undergraduate Student Government shall be published to the Undergraduate 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 Undergraduate Senate meetings shall be published to the Undergraduate Senate website no later than seven (7) days after approval by the Undergraduate Senate.

Section 104. Non-Discrimination Policy

Undergraduate 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. Service

A. No undergraduate student may hold more than one of the following positions simultaneously:

I. The following USG Executive Branch positions:

1. President,
2. Vice President,
3. Treasurer,
4. Secretary,
5. Senior Advisor
6. Chief of Staff, and
7. Director of State and External Affairs.

II. The following Undergraduate Judicial Branch positions:

1. Undergraduate Student Attorney General,
2. Student Solicitor General,
3. Chief Legal Officer and Deputy Legal Officers,
4. Undergraduate Honor Court Chair and Vice - Chairs,
5. Honor System Outreach Coordinator, and
6. Supreme Court Justices who are undergraduate students.

III. Undergraduate Senators

B. Undergraduate members of the Board of Elections are prohibited from holding any other position in the Student Government or and any External Appointment not assigned to them in the Code.

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. The Undergraduate Senate Ethics Chair is charged with enforcing the automatic removal of officeholders who occupy two positions on the above list of their original position.

D. Members who elect to Study Abroad for a full semester shall be deemed resigned from their post upon commencement of the Study Abroad program, excepting when Senate is meeting online.

Section 106. General Qualifications for Office

A. No person shall be a member of Undergraduate 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

- A. Immediately before assuming any position that may be impeachable, 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 Undergraduate 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 Undergraduate Student Government from any other source other than Undergraduate 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.

Chapter 2 Undergraduate 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 Undergraduate 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. An appointer is defined as the officer who had nominated the appointee with the exception of the Office of the Undergraduate President, in which the appointer shall refer to the Student Body Vice President.

Section 201. Discretionary Appointees

- A. Discretionary appointees shall provide their 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 their relevant committee or board.

C. An appointer shall ensure that an appointee is familiar with his/her responsibilities.

Section 202. Approval Process

- A. All Undergraduate Student Government appointees identified in this title shall not be confirmed until the Undergraduate Senate approves them.
- B. The Undergraduate Senate shall confirm or reject all nominees identified in this title made by Undergraduate Student Government.
- C. Nominees shall be subject to senatorial confirmation when the nominee is to the Judicial Branch of Undergraduate Student Government, the Board of Elections, or the Student Advisory Committee to the Chancellor.
- D. If the nominee is not subject to senatorial confirmation, then the individual is considered an appointee until the term expires or the student resigns or is lawfully removed from that position with a senatorial notification.
- E. All nominees shall appear before the appropriate Senatorial committee before being considered in a full meeting of Undergraduate Senate. If the nominee is unable to appear before the appropriate Senatorial committee, then Undergraduate Senate shall obey the following procedures:
 - 1. If the nominee is unable to appear before the full meeting of the Undergraduate Senate, then the nominee shall submit a letter to the Speaker explaining the reason for their absence.
 - 2. Undergraduate Senate can determine that the reason for absence constitutes sufficient, extenuating circumstances for their absence in part by passing the resolution of appointment.
- F. Nominees who are not physically present during a committee meeting but appear and are questioned via a digital video telecommunication device or program shall be considered to be in attendance.
- G. 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 the Undergraduate Senate.

Section 203. Review Process

- A. Committees and boards shall record in the official minutes the attendance record of all discretionary appointees from Undergraduate Student Government.
- B. Immediately upon approval by the Vice President, external appointments will begin their work with their respective committees, unless they are listed in Section 102.
- C. 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.

- a. A Senate Committee may also instigate a review of External Appointments under their purview given the same circumstances.
- D. If an appointer removes an appointee, the appointer shall notify the appointee in writing within two (2) days about their removal. The appointer shall also notify the Speaker of the Undergraduate Senate 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. Interim Appointments

- A. If an Official which has been appointed by the Undergraduate President (hereafter referred to as Official) resigns, is removed from Office, or is otherwise unable to perform the functions and duties of their Office, the Undergraduate President shall direct an individual to perform the functions and duties of the vacant Office temporarily in an acting capacity if:
 - a. The Office is not subject to Section 204.
- B. The appointed individual, upon the resignation of their current position, shall be the Acting Official.
- C. The same provisions shall apply in the case of the resignation, removal from Office, or inability of an individual acting as an Acting Official under this policy. D. The President shall nominate a permanent replacement.
 - a. Such a nomination must be made within fifteen (15) days of the naming of the Acting Official.
 - b. Such a nomination must be confirmed by the Undergraduate Senate upon a 2/3 vote.
- E. Upon the confirmation of a new Official, the individual acting as the Official shall be permitted to return the position they resigned from in order to act as the Official.
- F. Whenever an Official transmits to the Undergraduate President their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by an individual designated by the President as the Acting Official. G. The Undergraduate President must inform all Acting Officials that their term is interim and that continued service within that position is prohibited without senatorial confirmation.
- H. The Undergraduate President shall notify the Speaker of all interim appointments, including the interim appointee's name, relevant interim appointment

position, and the date of the appointment within twenty-four (24) hours of the interim appointment.

- I. No individual whose appointment has been tabled or failed by the Undergraduate Senate shall be interim appointed to any organization or committee.
- J. The Undergraduate President shall not be allowed to interim appoint themselves to any organization or committee.

Section 206. Removal of Officials

- A. The Undergraduate President shall have the power to dismiss any Official from an Office which they have appointed.
 - a. Such dismissal shall only take effect upon a 2/3 vote of the Undergraduate Senate.
 - b. Positions within the Judicial Branch and Honor Court shall be exempt from this section.
 - c. Until such time that the Undergraduate Senate votes on a dismissal, the official that the UGP has moved to dismiss shall be suspended.

Section 207. Accountability

- A. The Undergraduate Senate shall receive regular reporting from the Office of the Undergraduate Vice President detailing the work being done by the undergraduate students appointed as External Appointments at the beginning of the Spring Semester.

The reports shall include, at a minimum:

- i. Goals for each Committee, Commission, and/or Board,
 - ii. Work that has been done in an effort to meet aforementioned goals, and
 - iii. Any decisions and/or policy changes that have been made as a result of the work of the Committee, Commission, and/or Board.
- B. This report shall be submitted to the Chair of the Oversight and Advocacy Committee, Speaker Pro-Tempore, and Speaker.
 - a. The Undergraduate Vice President shall present the report to the Oversight and Advocacy Committee at the first meeting of the Spring Semester.
 - b. The Speaker and Speaker Pro-Tempore shall ensure that all Senator's receive a copy of the written report.

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
 5. Chief of Staff
 6. Senior Advisor(s)
 7. Organizational Treasurer
- B. The Undergraduate President-elect shall nominate the Executive Branch officers.C. The Undergraduate President-elect must use a competitive application process to select nominees.
- a. The period of the application process shall be no less than ten (10) days.
 - b. The applications for the Executive Branch Officers must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 - c. The applications must be reviewed by a Selection Committee(s) composed of not less than three members.
 - i. One of these three members must be the relevant outgoing Executive Branch Officer. ii. No member of a Selection Committee shall be permitted to review their own application.
 1. If a member of a Selection Committee applies for a role which the Committee is reviewing they shall be removed from the Committee and the Undergraduate President-elect shall select a replacement.
 2. If the outgoing official applies for a role which the Committee is reviewing they shall be removed from the Committee and the appropriate subordinate official shall assume their role.
 - d. The Selection Committee(s) shall consider the merits of each applicant and then interview individuals deemed merited. The Selection Committee(s) shall then nominate at least three of the applicants for each of the Executive Branch Officer positions to be submitted to the Undergraduate President-elect. The Selection Committee as a whole shall create and vote on a report of each of the candidates' qualifications to be delivered to the Undergraduate President-elect. If three or fewer applicants apply for any of the enumerated offices, then every name shall be submitted to the Undergraduate President-elect.
 - i. If the Undergraduate President-elect does not accept any of a particular pool of nominees, then the President-elect must order the Selection Committee to extend their search, at which point applications will reopen and the selection process begins again.
 - e. The Undergraduate-President-elect shall only be permitted to nominate an individual which has been recommended by the Selection Committee.

- D. Resolutions to confirm Executive Branch Officers shall be referred to the Rules and Judiciary Committee and shall require a two-thirds approval of the full Undergraduate Senate before they can begin in their official capacities as Student Body Officers.
- a. The responses to the application must be included as appendices to the resolution.
- E. The terms of all Executive Branch Officers shall be coterminous with the proscribed term of the Undergraduate President who nominated them.
- F. If the Undergraduate Senate rejects the nominee the Undergraduate President-elect must select another individual which has received the approval of the Selection Committee
- a. If no such individual exists the selection shall begin again.

Article III. Judicial Branch Appointments

Section 220. Undergraduate Judicial Nominees

- A. The Undergraduate President-elect shall nominate an Undergraduate Student Attorney General and Undergraduate Student Solicitor General.
- a. The Undergraduate President-elect must use a competitive application process to select nominees.
 - i. The period of the application process shall be no less than ten (10) days.
 - ii. The applications for Undergraduate Student Attorney General and Undergraduate Student Solicitor General must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 - iii. The applications must be reviewed by a Selection Committee(s) composed of not less than three members.
 1. One of these three members must be the relevant outgoing official.
 2. No member of a Selection Committee shall be permitted to review their own application.
 - a. If a member of a Selection Committee applies for a role which the Committee is reviewing they shall be removed from the Committee and the Undergraduate President-elect shall select a replacement.
 - b. If the outgoing official applies for a role which the Committee is reviewing they shall be removed from the Committee and the appropriate subordinate official shall assume their role.
 - iv. The Selection Committee(s) shall consider the merits of each applicant and then interview individuals deemed merited. The Selection Committee(s) shall then nominate at least three of the

applicants for each of the positions to be submitted to the Undergraduate President-elect. The Selection Committee as a whole shall create and vote on a report of each of the candidates' qualifications to be delivered to the Undergraduate President-elect. If three or fewer applicants apply for any of the enumerated offices, then every name shall be submitted to the Undergraduate President-elect.

1. If the Undergraduate 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, at which point applications will reopen and the selection process begins again.

- v. The Undergraduate-President-elect shall only be permitted to nominate an individual which has been recommended by the Selection Committee.

B. Prior to the end of each Spring Semester or upon resignation, the Undergraduate President shall appoint student members of the Undergraduate Honor Court.

- a. The Undergraduate President-elect must use a competitive application process to select nominees.

- i. The period of the application process shall be no less than ten (10) days.

- ii. The applications for Honor Court positions must be publicized by the Undergraduate Senate and Undergraduate Secretary.

- iii. The applications must be reviewed by a Selection Committee(s) composed of not less than three members.

1. One of these three members must be an outgoing Honor Court official.

2. No member of a Selection Committee shall be permitted to review their own application.

- a. If a member of a Selection Committee applies for a role which the Committee is reviewing they shall be removed from the Committee and the Undergraduate President-elect shall select a replacement.

- b. If the outgoing Honor Court official applies for a role which the Committee is reviewing they shall be removed from the Committee and the appropriate subordinate official shall assume their role.

- iv. The Selection Committee(s) shall consider the merits of each applicant and then interview individuals deemed merited. The Selection Committee(s) shall then nominate at least three of the applicants for each of the positions to be submitted to the

Undergraduate President-elect. The Selection Committee as a whole shall create and vote on a report of each of the candidates' qualifications to be delivered to the Undergraduate President-elect. If three or fewer applicants apply for any of the enumerated offices, then every name shall be submitted to the Undergraduate President-elect.

1. If the Undergraduate 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, at which point applications will reopen and the selection process begins again.
 2. The Undergraduate-President-elect shall only be permitted to nominate an individual which has been recommended by the Selection Committee.
- C. Resolutions to confirm the following undergraduate positions shall be referred to the Rules and Judiciary Committee and shall require two-thirds (2/3) approval of the full Undergraduate Senate before such individuals are confirmed: Undergraduate Student Attorney General, Undergraduate Student Solicitor General, Undergraduate Honor Court, Undergraduate Deputy Student Attorneys General, and Undergraduate Student Honor Court Vice Chairs.
- a. The responses to the application must be included as appendices to the resolution.
- D. Upon confirmation, the terms of the individuals appointed to the following positions shall be coterminous with the proscribed term of the Undergraduate President who nominated them: Undergraduate Student Attorney General, Undergraduate Student Solicitor General.
- E. Upon confirmation, the terms of the individuals appointed to the following positions shall last until they graduate: Undergraduate Honor Court, Position of Undergraduate Honor Court Vice Chair.
- F. If the Undergraduate Senate rejects the nominee the Undergraduate President-elect must select another individual which has received the approval of the Selection Committee.
- a. If no such individual exists the application period must be extended.

Section 221. Student Supreme Court

- A. Membership of The Supreme Court shall be enumerated in the Joint Code.
- B. Prior to the end of each Spring Semester or upon resignation, the Undergraduate President shall appoint members of the Student Supreme Court.
 - a. The Undergraduate President must use a competitive application process to select nominees.
 - i. The applications for the open seat(s) must be publicized by the Undergraduate Senate and Undergraduate Secretary.

- ii. The period of the application process shall be no less than ten (10) days.
 - iii. The applications must be reviewed by a Selection Committee(s) composed of not less than three members.
 - 1. One of these three members must be either the Rules and Judiciary Chair, Undergraduate Solicitor General, or Undergraduate Attorney General.
 - 2. No member of a Selection Committee shall be permitted to review their own application.
 - a. If a member of a Selection Committee applies for a role which the Committee is reviewing they shall be removed from the Committee and the Undergraduate President-elect shall select a replacement.
 - b. If the Rules and Judiciary Chair, Undergraduate Solicitor General, or Undergraduate Attorney General applies for a role which the Committee is reviewing they shall be removed from the Committee and the appropriate subordinate official shall assume their role.
 - iv. The Selection Committee(s) shall consider the merits of each applicant and then interview individuals deemed merited. The Selection Committee(s) shall then nominate at least three of the applicants to be submitted to the Undergraduate President-elect. The Selection Committee as a whole shall create and vote on a report of each of the candidates' qualifications to be delivered to the Undergraduate President-elect. If three or fewer applicants apply for any of the enumerated offices, then every name shall be submitted to the Undergraduate President-elect.
 - 1. If the Undergraduate 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, at which point applications will reopen and the selection process begins again.
 - v. The Undergraduate-President-elect shall only be permitted to nominate an individual which has been recommended by the Selection Committee.
- C. Resolutions to confirm members of the Student Supreme Court positions shall be referred to the Rules and Judiciary Committee and shall require two-thirds (2/3) approval of the full Undergraduate Senate before such individuals are confirmed.
- a. The responses to the application must be included as appendices to the resolution.

- D. Upon confirmation, the terms of the individuals appointed to the Student Supreme Court shall last until they graduate
- E. If the Undergraduate Senate rejects the nominee the Undergraduate President-elect must select another individual which has received the approval of the Selection Committee
 - a. If no such individual exists the application period must be extended.

Article IV. Executive, Legislative, and Discretionary Appointments

Section 230. Executive Assistants

A. The Undergraduate President, Vice President, Treasurer, Secretary, Chief of Staff, Senior Advisor 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 paid for their services.

Section 231. Legislative Assistants

- A. The Speaker, Speaker Pro-Tempore, and all committee chairpersons of Undergraduate Senate shall have the authority to unilaterally appoint and remove their respective Legislative Assistants.
- B. Legislative Assistants shall not be paid for their services.

Section 232. Executive Branch Designees on University Boards and Committees

- A. A person may serve as a designee for the Undergraduate 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 will serve on behalf of the Undergraduate President on University Boards and Committees shall be referred to the Oversight and Advocacy Committee.

Section 233. The Rules and Judiciary Committee

- A. Review of the following (45) Undergraduate President's appointees shall be referred to the Rules and Judiciary Committee before being considered before the full Undergraduate Senate:
 - 1. Two (2) Co-Chairs of Student Undergraduate Teaching and Staff Awards;
 - 2. Four (4) Members on the Committee of Student Conduct (COSC);
 - 3. One (1) Association of Student Governments Delegate;
 - 4. Six (6) members of the Dean of Arts and Sciences Advisory Committee;
 - i. 2 Seniors, 2 Juniors, 1 Sophomore, 1 First Year
 - ii. The Vice President chairs this committee
 - 5. Eight (8) Student Academic Advisory Board members;
 - 6. Two (2) members and one (1) deputy to the Faculty Council;
 - 7. Eight (8) University Teaching Awards Board members;
 - 8. Two (2) Priority Registration Advisory Committee members;

9. One (1) Educational Policy Committee member;
10. One (1) University Calendar Committee member;
11. One (1) Academic Calendar Committee member;
12. Two (2) Ackland Museum of Art Academic Advisory Committee members;
13. Two (2) General Education Oversight Committee members;
14. Two (2) Course Committee for the College of Arts and Sciences members;
15. One (1) University Policy Committee member;
16. One (1) Summer Reading Book Selection Committee member.

Section 234. The Finance Committee

- A. Review of the following (6) Undergraduate President's appointees shall be referred to the Finance Committee before being considered before the full Undergraduate Senate:
- a. Three (3) Student Fee Audit Committee (SFAC) members;
 - i. One (1) additional member of SFAC is the Chair of the Affordability Committee.
 - b. One (1) Carolina Computing Initiative Software Load Committee/ Hardware Selection Committee (ITC)
 - c. One (1) Scholarships, Awards, and Student Aid Committee member;
 - d. One (1) Downtown Chapel Hill Partnership representative.

Section 235. The Oversight and Advocacy Committee

- A. Review of the following (57) Undergraduate President's appointees shall be referred to the Oversight and Advocacy Committee before being considered before the full Undergraduate Senate:
1. Two (2) Student Legal Services (SLS) Board of Directors members;
 2. Four (4) WXYC Board of Directors members;
 3. The Chair and six (6) additional members of the Student Safety and Security Committee;
 4. The two (2) Co-Chairs and two (2) members of the Renewable Energy Special Projects Committee (RESPC) members;
 - i. One (1) additional member of RESPC is the Chair of the EAC.
 5. Two (2) STV Board of Directors members;
 6. The Chair and six (6) additional members of the Hardship Parking Committee;
 7. Four (4) Student Library Advisory Board (SLAB) members;
 8. Three (3) members of the Carolina Union Board of Directors;
 9. Four (4) Student Technology Advisory Board (STAB) members;
 10. Two (2) Buildings and Grounds Committee members;
 11. Two (2) Student Dining Services Board of Directors members;
 12. One (1) Student Affairs Council member;

13. Two (2) MLK Jr. Celebration Planning Committee members;
14. Two (2) Provost's Committee on LGBTQ life members;
15. One (1) member of the Administrative Board of the Library
16. Three (3) Advisory Committee for UNC Student Stores members;
17. One (1) Campus Health Services Advisory Board member;
 - i. One (1) other member is the Chair of the SSW Committee
18. Two (2) members of the Campus Recreation Advisory Council;
19. One (1) Chancellor's Advisory Committee on Transportation 5-Year Plan (ACT) member;
20. Two (2) Disability Advisory Committee members;
21. One (1) Pedestrian and Bicycle Safety Committee member;

Section 236. Annual Review of External Appointees

- A. The Undergraduate Vice President shall provide to the Speaker of the Undergraduate Senate an updated list of all Undergraduate Senate confirmed external appointments no later than the end of the Spring Semester to allow for the updating of the preceding sections of code.

Article V. Cabinet

Section 240. Cabinet Nominees

- A. Upon notifying the Senate of the creation of the Cabinet role the Undergraduate President shall nominate an individual to fill such role.
- B. The Undergraduate President must use a competitive application process to select a nominee.
- C. Resolutions to confirm Cabinet roles shall be referred to the Rules and Judiciary Committee and shall require a two-thirds ($\frac{2}{3}$) approval of the full Undergraduate Senate before they can begin in their official capacities in the Cabinet.
 1. The responses to the application must be included as appendices to the resolution. D. The terms of all Cabinet roles shall be coterminous with the proscribed term of the Undergraduate President who nominated them.

Chapter 3 Summer Undergraduate Student Government

Article I. Executive Branch

Section 300. Certain Officials to Maintain Responsibilities

- A. The Undergraduate Executive Branch Officers, Undergraduate 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 Undergraduate Senate

- A. Undergraduate Senate shall operate during Summer Sessions according to such rules as they may enact, provided that:
- a. Bills and resolutions are not required to go through committee during the Summer session unless under the opinion of the Chair.
- B. The Undergraduate Senate may meet as deemed necessary by the Speaker during the Summer.
- C. The Undergraduate Senate shall meet virtually or provide a remote option for meeting participation during the Summer Session.

Chapter 4 Eve Marie Carson Memorial Junior-Year Merit Scholarship

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

Section 400. 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. Undergraduate 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 Undergraduate Presidents.
- A. The Eve Carson Scholarship Recipient Selection Committee shall consist of:
1. Executive Director of the Eve Carson Scholarship;
 2. Undergraduate President;
 3. Three (3) additional Seniors;
 4. A biennial term appointee of the Vice-Chancellor of Student Affairs Office;
1. A biennial term Faculty/Staff member appointed by the Executive Branch of Undergraduate Student Government;
 2. A biennial term appointee of the Office of Scholarships and Student Aid;
 3. A biennial term UNC alumnus.
- A. The Eve Carson Scholarship Recipient Selection Committee shall award the Eve Carson Scholarship to one (1) or more recipients annually.

Chapter 5

Transparency and Accountability

Article I. Foundations

Section 500: Definitions

- A. For the purposes of this Chapter:
1. "Meeting" means the convening of a quorum of a public body to deliberate or act on a matter over which the public body has supervision, control, jurisdiction, or advisory power. It shall also mean the convening of a quorum of a public body by the public body or by another public official to receive information regarding a matter over which the public body has supervision, control, jurisdiction, or advisory power.
 2. "Public body" means the Undergraduate Student Government and any political subdivision thereof, where such body possesses policy making, advisory, or administrative functions, including any committee or subcommittee of any of these bodies enumerated in this paragraph.

- i. This definition shall extend to any board, commission, or committee to which the Undergraduate Student Government makes appointments to.
 - ii. "Public body" does not include a meeting solely among the professional staff of a public body
 - 3. "Quorum" means a simple majority of the total membership of a public body.
- B. The Undergraduate Senate Ethics Committee shall be exempt from the requirements of V.5.III U.S.G.C
- C. The following shall be exempt from the requirements of this Chapter:
 - 1. A caucus by members of the Undergraduate Senate; however, no member of the Undergraduate Senate shall participate in a caucus that is called for the purpose of evading or subverting this Chapter.
 - 2. Chance meetings or social gatherings of members of a public body at which there is no vote or other action taken, including formal or informal polling of the members.

Section 501: State Law

- A. Each public body shall comply to the best of its ability with North Carolina State Public Records Laws currently found in Chapter 132 of the North Carolina General Statutes.
- B. Each public body shall comply to the best of its ability with North Carolina State Public Meetings Laws currently found in Chapter 143 of the North Carolina General Statutes.
- C. Where the Student Law conflicts with State Law, State Law shall take precedence.

Section 502: Website

- A. Each public body shall maintain a public website and/or HeelLife website which shall host an up-to-date list of officers, the minutes of meetings, and all relevant governing documents, including but not limited to resolutions, legislations, and operating documents.

Article II. Records Request

Section 510: General Information

- A. Public bodies shall make available to the public the information as follows:
 - 1. descriptions of its central and subsidiary organization and the established places at which, the members from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain decisions;
 - 2. statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;
 - 3. rules of procedure, descriptions of forms available or the places at which forms may be obtained, and instructions as to the scope and contents of all papers, reports, or examinations; and
 - 4. each amendment, revision, or repeal of the foregoing.

Section 511: Materials Available to the Public

- A. Public bodies shall make available for public inspection and copying:
 - 1. those statements of policy and interpretations which have been adopted;
 - 2. administrative staff manuals and instructions to staff that affect a member of the public;
 - 3. copies of all records, regardless of form or format, which have been released to any person which, because of the nature of their subject

- matter, the public body determines have become or are likely to become the subject of subsequent requests for substantially the same records;
4. All legislation considered by the Undergraduate Senate;
 5. Documents that have been requested 3 or more times; and
 6. Any and all records which are not otherwise confidential.

Section 512: Privacy Protections

- A. To the extent required to prevent a clearly unwarranted invasion of personal privacy, public bodies may delete identifying details when it makes available or publishes an opinion, statement of policy, interpretation, staff manual, instruction, or copies of records.
- B. However, in each case, the justification for the deletion shall be explained fully in writing, and the extent of such deletion shall be indicated on the portion of the record which is made available or published, unless including that indication would harm an interest protected by the exemption.

Section 513: Production of Materials

- A. Except with respect to the records made available, public bodies, upon any request for records which reasonably describes such records, shall make the records promptly available to any person.
1. In making any record available to a person, the public body shall provide the record in any form or format requested by the person if the record is readily reproducible by the public body in that form or format.
 2. The public body shall make reasonable efforts to maintain its records in forms or formats that are reproducible for purposes of this section.
 3. In responding to a request for records, the public body shall make reasonable efforts to search for the records in electronic form or format.
- B. The public body, upon any request for records shall:
1. Determine within ten (10) days (excepting Saturdays, Sundays, and legal public holidays) after the receipt of any such request whether to comply with such request and shall immediately notify the person making such a request of such determination and the reasons thereof.
- C. In the case of an adverse determination, a person shall have the right to appeal to the head of the relevant section of the public body.
1. The head of the relevant section of the public body shall make a determination with respect to any appeal within five (5) days (excepting Saturdays, Sundays, and legal public holidays) after the receipt of such appeal. If on appeal the denial of the request for records is in whole or in part upheld, the relevant section of the public body shall notify the person making such request of that determination.
 - i. The five (5) day period shall commence on the date on which the request is first received by the appropriate component of the public body.
- D. The public body may make one request to the requester for information and toll the ten (10) day period while it is awaiting such information that it has reasonably requested from the requester.
- E. The public body shall:
1. Withhold information under this Article only if:

- i. The public body reasonably foresees that disclosure would harm one of the following interest:
 - a. Violate V.5.II U.S.G.C §512,
 - b. Violate University policy, or
 - c. Violate the law.
2. Consider whether partial disclosure of information is possible whenever the public body determines that a full disclosure of a requested record is not possible; and
 - i. Take reasonable steps necessary to segregate and release nonexempt information.

Section 514: Judicial Review.

A. On complaint, the Student Supreme Court has jurisdiction to enjoin the public body from withholding agency records and to order the production of any records improperly withheld from the complainant.

Article III: Public Meetings

Section 520: Construction

A. It is essential to the maintenance of a democratic society that public business be performed in an open and public manner and that the citizens be advised of and aware of the performance of public officials and the deliberations and decisions that go into the making of public policy. Toward this end, the provisions of this Article shall be construed liberally.

Section 521: Open Meetings

- A. Every meeting of any public body shall be open to the public.
- B. Each public body shall be prohibited from utilizing secret balloting, or any other means to circumvent the intent of this Article.
- C. All votes made by members of a public body shall be via voice and shall be recorded in the minutes, journal, or other official, written proceedings of the body, which shall be a public document.
- D. Each public body conducting a meeting shall allow a public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken.

Section 522: Notice of Meetings

- A. All public bodies shall give written public notice of their regular meetings, if established by law, resolution, or ordinance, at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.
- B. All public bodies shall give written public notice of any regular, special, or rescheduled meeting no later than forty-eight (48) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.
- C. Such notice shall include the agenda, date, time, and place of the meeting. The agenda shall not be changed less than forty-eight (48) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.
- D. Each item on the agenda shall be listed separately and described with reasonable specificity. Before the public body may take any action on an item, the presiding officer or his designee shall read aloud the description of the item except.
- E. Upon unanimous approval of the members present at a meeting of a public body, the public body may take up a matter not on the agenda. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose

for the addition to the agenda, and entered into the minutes of the meeting. Prior to any vote on the motion to take up a matter not on the agenda by the public body, there shall be an opportunity for public comment on any such motion. The public body shall not use its authority to take up a matter not on the agenda as a subterfuge to defeat the purposes of this Article.

F. Written public notice given by all public bodies, shall include, but need not be limited to:

A. Posting a copy of the notice at the principal office of the public body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

B. If the public body has a website, additionally by providing notice via the Internet on the website of the public body for no less than forty-eight (48) hours, exclusive of Saturdays, Sundays, and legal holidays, immediately preceding the meeting.

Section 523: Minutes

A. All public bodies shall keep written minutes of all of their open meetings. The minutes of all public bodies shall include but need not be limited to:

1. The date, time, and place of the meeting;
2. The members of the public body recorded as either present or absent;
3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken; and
4. Any other information that the public body requests be included or reflected in the minutes.

B. The minutes shall be public records and shall be available within a reasonable time after the meeting.

1. If the public body has a website, the public body shall post on its website a copy of the minutes and shall maintain the copy of those minutes on the website for at least three (3) months after the posting.

Section 524: Broadcasting

A. All of the proceedings in a public meeting may be video or tape recorded, filmed, or broadcast live.

B. A public body shall establish standards for the use of lighting, recording or broadcasting equipment to insure proper decorum in a public meeting.

Section 525: Enforcement

A. The Chair of the Rules and Judiciary Committee shall enforce the provisions of this Article. They may institute enforcement proceedings on their own initiative and shall institute such proceedings upon a complaint filed with them by any person, unless written reasons are given as to why the suit should not be filed.

Section 526: Judicial Review

A. Any action taken in violation of this Article shall be voidable by a court of competent jurisdiction. A suit to void any action must be commenced within sixty (60) days of the action.

B. In any enforcement proceeding the court has jurisdiction and authority to issue all necessary orders to require compliance with, or to prevent noncompliance with, or to declare the rights of parties under the provisions of this Article. Any noncompliance with the orders of the court may be punished as contempt of court.

C. In any enforcement proceeding the plaintiff may seek and the court may grant any or all of the following forms of relief:

1. Injunctive relief.
2. Declaratory judgment.
3. Judgment rendering the action void.