

B-001
CREATING THE SGB GOVERNING CODE

University of Pittsburgh
Student Government Board

Introduced by President Mike Nites

Whereas there is currently not a comprehensive place for existing policies and procedures as well as new legislation passed by Student Government Board,

Whereas Student Government Board has lost policies and procedures in the past because they were not incorporated into any governing document,

Whereas a student code governing all policies and procedures of Student Government Board could promote transparency and minimize conflicts that result from a lack of clarity,

THEREFORE BE IT RESOLVED, On this 14th day of January in the year of 2014, the Student Government Board enacts the following structure for its policies and procedures. All numbering changes to how the document is structured shall be automatic.

1. The SGB Governing Code shall be a collection of titles which are the separate governing documents of SGB. Titles are organized into chapters and chapters are organized into articles. Articles are then organized into sections and subsections.
2. Title I shall be known as the SGB Bylaws and shall have the following chapters:
 - Chapter 1: The President
 - Chapter 2: The Board
 - Chapter 3: Committees
 - Chapter 4: The Green Fund Advisory Board
 - Chapter 5: Legislation
 - Chapter 6: Other Governing Documents
3. Article I of the current SGB Bylaws will belong under Chapter 1.
4. Article II of the current SGB Bylaws will belong under Chapter 2.
5. Article III of the current SGB Bylaws will belong under Chapter 3, in an Article titled "Types of Committees."
6. Article IV of the current SGB Bylaws will belong under Chapter 3 in an Article titled "Committee Selections Process."
7. Article V of the current SGB Bylaws will belong under Chapter 4.

8. Article VI of the current SGB Bylaws will belong under Chapter 5 in an Article titled "Resolutions."
9. Article VII of the current SGB Bylaws will belong under Chapter 5 in an Article titled "Bills."
10. The SGB Code will be passed exactly as shown.

The resolution shall be effective immediately upon adoption. The attached document is a copy of the Bylaws after full passage of this resolution.

Title I: SGB Bylaws

Chapter 1. The President

Section 1.02. Duties of the President

A. The President of the Board shall:

1. Assign responsibilities to Board Members
2. Assign specific guidelines and schedules for the completion of work.
3. Hold twelve office hours per week in the Student Government Board Office.
4. Shall regulate the office hours of all Board Members and Committee Chairs.
5. Construct an itemized agenda for each scheduled Board meeting which shall include topics submitted to him in writing twenty-four hours prior to each meeting.
6. Be responsible for the upkeep and distribution of public meeting minutes.
7. Keep an attendance record of each Board Member and Committee Chair at public meetings and notify those with undue absence.
8. Give a report at each scheduled meeting, which will inform the Board of all correspondence sent and received, all meetings attended and any other matter that may be of importance and interest to the Board.
9. Authorize all Student Government Board expenses, in conjunction with the Business Manager.
10. Establish office operations, policies and procedures for the Student Government Board office.
11. Serve as the student representative to the University Senate Council.
12. Have the authority to appoint students to Standing Committees of the University Board of Trustees, University Senate Council and any other appointments deemed necessary and/or requested by the University administration.
13. At his or her discretion, hold weekly meetings with each Board Member and biweekly meetings with each Committee Chair.
14. Conduct, at least once per month, Committee Chair evaluations to ensure that Committee Chairs are fulfilling the responsibilities of their respective offices. These evaluations shall be conducted by the President, the Board Members serving as liaison in question and the Committee Chair. Should the President find that the Committee Chair has not fulfilled his or her duties, the President may recommend to the Board that the Chair in question be removed. The dismissal process shall then follow as outlined in Article V, Section I, of the Student Government Board Constitution.
15. Shall guide and coordinate the transition process between the incoming and outgoing Boards after the annual SGB elections.

Chapter 2. The Board

Section 2.01. Duties

- A. Members of the Board shall:
 1. Give a report at each scheduled meeting, which will inform the Board of all correspondence sent and received, all meetings attended and any other matter that may be of importance and interest to the Board.
 2. Hold ten office hours per week in the Student Government Board office.
 3. Attend meetings for committees that he or she is appointed to (i.e., Board of Trustees, University Senate Council).
 4. Meet with Committee Chairpersons that he or she is a liaison to once a month and as needed.
- B. The three Board members receiving the highest number of votes in the Student Government Board election shall serve as representatives to the University Senate Council. In the event of a tie, the contested seats shall be determined via lottery, as administered by the Judicial Chair.

Chapter 3. Committees

Article I: Types of Committees

Section 3.02. Duties of Committee Chairs

- A. Chairs of any Standing or Conditional Committee shall
 1. Support the implementation of Board policies by providing expertise and resources to the Board and student body as authorized by the Board.
 2. Provide specific programs and services for the Board and student body as authorized and specified by the Board.
 3. Operate according to their regulating documents, as applicable, and the charge given to them by the Board.
 4. Hold five office hours per week in the Student Government Board office, with the exception of the Allocations Chair, who must hold ten office hours per week in the Student Government Board office. Members of the Allocations Committee shall hold five office hours per week in the Student Government Board office.

Article II: Committee Selections Process

Section 3.04. Elections Chair Selections Process

- A. The Chair of the Elections Committee shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office on the first day of classes of the fall semester.

- B. The nominating committee shall consist of the incoming President of the Board, who shall serve as the chair, the outgoing Chair of the Judicial Committee, and three Board Members selected by the President.

Section 3.05. Judicial Chair Selections Process

- A. The Chair of the Judicial Committee shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office immediately following approval of the Board.
- B. The nominating committee shall consist of the incoming President of the Board, who shall serve as the chair, the outgoing Judicial Chair and three Board Members selected by the President.
- C. The nominee shall be approved by a simple majority vote of the total membership of the Board.
- D. The Judicial Committee shall be composed of eight members and shall be selected by the Judicial Chair following his/her appointment.

Section 3.06. Allocations Chair Selections Process

- A. The Chair of the Allocations Committee shall be selected by the current Board in December upon the recommendation of a nominating committee, and shall take office on the first day of classes in the spring semester.
- B. The nominating committee shall consist of the outgoing President of the Board, who shall serve as the chair, the incoming President of the Board, the outgoing Business Manager of the Board, the outgoing Allocations Chair, and an outgoing member of the Allocations Committee. In any instance in which a member of the nominating committee holds two seats, the incoming President shall select an additional incoming Board Member to serve on the nominating committee.
- C. The nominee shall be approved by a simple majority vote of the total membership of the Board.

Section 3.07. Selections Process for Members of the Allocations Committee

- A. The twelve members and one alternate of the Allocations Committee shall be selected by the current Board in December upon the recommendation of a nominating committee, and shall take office on the first day of classes of the spring semester.
- B. The nominating committee shall consist of the outgoing President of the Board, who shall serve as the chair, the incoming President of the Board, the outgoing Business Manager of the Board, the outgoing Allocations Chair, and the incoming Allocations Chair. In any instance in which a member of the nominating committee holds two seats, the incoming President shall select an additional incoming Board Member to serve on the nominating committee.

Section 3.08. Selections Process for Chairs of Conditional Committees

- A. The Chair of any Conditional Committee shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office immediately following approval of the Board.
- B. The nominating committee shall consist of the incoming President of the Board, who shall serve as the chair, and four Board Members selected by the President.
- C. The nominee shall be approved by a simple majority vote of the total membership of the Board.
- D. Members of any Conditional Committee shall be selected by the appropriate Chair following his/her appointment.

Chapter 4: The Green Fund Advisory Board

Section 4.01. The Student Government Board's Green Fund Advisory Board (GFAB) is responsible for soliciting and evaluating proposals to make the University of Pittsburgh a more sustainable institution.

Section 4.02. GFAB shall exist as a Student Government Board affiliate.

Section 4.03. GFAB shall be annually provide a line item within the Student Government Board's fiscal budget in the amount of \$2,500 that shall be known as the "Green Fund."

Section 4.04. GFAB shall act as the governing body charged with allocating the Green Fund with the responsibility of determining which initiatives to fund and execute.

Section 4.05. The Student Government Board holds final fiscal authority over the Green Fund. A Decision to deny a GFAB supported project must obtain a simple majority of votes of the total membership of the Student Government Board.

Section 4.06. The Student Government Board must give a public justification of the decision to fund or deny funding for each GFAB project.

Section 4.07. All decisions made and projects executed by GFAB using the Green Fund must be in accordance with the rules and procedures set forth in the GFAB charter and all the Student Affairs and Student Life Policies.

Section 4.08. Any additional allocation of funds beyond the established \$2,500 Green Fund shall be at the discretion of the Student Government Board. Any decision to exceed \$2,500 must be made by a simple majority vote of the Student Government Board.

Chapter 5: Legislation

Article I. Resolutions

Section 5.01. Resolutions proposed and approved by the Board are public opinions on issues affecting the non-CGS undergraduate student body that do not relate to policies or procedures under the jurisdiction of the Student Government Board.

Section 5.02. Any proposed resolution(s) shall be submitted at least one public meeting prior to the date of a scheduled vote on any resolution(s). Said resolution(s) shall automatically be tabled until the next meeting so that all Board members may have sufficient time to review the proposed resolution(s). Resolutions shall be approved by a simple majority vote of the total membership of the Board.

Section 5.03. Once submitted, all resolutions shall be posted in a public place for review by all non-CGS undergraduate students.

Article II. Bills

Section 5.04. A proposal to amend these Bylaws shall be submitted at least one public meeting prior to the date of a scheduled vote on any amendment(s). Said amendment(s) shall automatically be tabled until the next meeting so that all Board members may have sufficient time to review the proposed amendment(s). Amendments to these Bylaws shall be approved by a two-thirds majority of the total membership of the Board.

Chapter 6: Other Governing Documents