University of Pittsburgh Student Government Board

Governing Code

Revised: November 11, 2014
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Item 1. About the Program

Item 2. Eligibility

Item 3. Emergency Identification

Item 4. Disbursement

Item 5. Summer Crises
Title 1. Student Government Board

Chapter 1. SGB Governing Code

Article 1. Structure and References

Item 1. Structure of the SGB Governing Code

A. The SGB Governing Code is the set of laws ratified by the various entities of Student Government Board to govern its operations and procedures.

Item 2. Structure of the SGB Governing Code

A. The SGB Governing Code shall be organized in eight Titles composed of varying levels of organizing names: Chapters, Articles, Sections, and Items. Items may be composed of Sub-Items which are “upper-case” lists.

B. Every policy must be organized under a Title and an Item, but does not necessarily have to be organized under a Chapter, Article, or Section. The levels of organizing names used in each Title depends on the amount of detail needed in the Title.

Item 3. Summary of the SGB Governing Code

A. Title 1. Student Government Board. Title 1 of the SGB Governing Code shall contain information regarding Student Government Board as a whole, detailing the complexities of interactions between the different functioning units of the governing body.

B. Title 2. The Board. Title 2 of the SGB Governing Code shall include all information regarding the Board, which serves as the executive and upper legislative chamber of the governing body. All information regarding the Board including the Office of the President, individual Board Members, non-standing committees belonging to the Cabinet, Board meeting procedures, and other functions of the Board are contained here.

C. Title 3. The Allocations Committee. Title 3 of the SGB Governing Code shall contain all information regarding the Allocations Committee, which serves as the independently operating body responsible for overseeing the distribution of the Student Activities Fund.

D. Title 4. The Judicial Committee. Title 4 of the SGB Governing Code shall contain all information regarding the structure, hearing procedures, and operations of the Judicial Committee.

E. Title 5. The Elections Committee. Title 5 of the SGB Governing Code shall contain all information regarding the structure, hearing procedures, and operations of the Elections Committee.

F. Title 6. The Assembly. Title 6 of the SGB Governing Code shall contain all information regarding the Assembly, which serves as the lower legislative chamber of the governing body. All information regarding the Assembly including officer positions, Assembly meeting procedures, and other functions of the Assembly are contained here.
G. **Title 7. Student Organization Code.** Title 7 of the SGB Governing Code contains all policies and procedures besides the Allocations Manual under the joint domain of Student Affairs and SGB regarding the governance of student organizations.

H. **Title 8. Student Services Provided by Student Government Board.** Title 8 of the SGB Governing Code contains all policies and procedures regarding the operations of services provided by SGB.

I. **Appendix of Documents and Reports.** The appendix shall include all scheduled reports and official published documents.

**Item 4. Referencing the SGB Governing Code**

A. Each Item in the SGB Governing Code shall be able to be completely referenced by its corresponding Item Number.

B. Each Item Number shall be constructed using the following format: “Item [Title #].[Chapter #].[Article #].[Section #].[Item # in Section]” (i.e., a hypothetical “Title 3, Chapter 2, Article 1, Section 2, Item 3” shall be referenced as Item 3.2.1.2.3).

C. When an Item does not belong to a more general organizing name (i.e., an Item belongs to a Chapter but no Section), a zero shall be used as a placeholder (i.e., a hypothetical Title 5, Chapter 3, Item 2 shall be referenced as Item 5.3.0.0.2).

**Item 5. Stylistic Rules of the SGB Governing Code**

A. The names of each corresponding organizing unit

1. Titles shall be formatted using “Heading 1.”

2. Chapters shall be formatted using “Heading 2.”

3. Articles shall be formatted using “Heading 3.”

4. Sections shall be formatted using “Heading 4.”

5. Items shall be formatted using “Heading 5.”

6. Each Subitem shall be indented by ¼ of an inch.

B. Within each Subitem, there may be numeric lists, then lower-case alphabetical lists, and lower-case roman numeric lists.

1. Numeric lists shall be indented by ¾ of an inch

2. Lower-case alphabetical lists shall be indented by 1.25 inches

3. Lower-case roman numeric lists shall be indented by 1.75 inches

**Article 2. Definitions**

**Item 1. Office Hours**

A. Office hours are designated times between the hours of 9 a.m. and 8 p.m.

B. All changes to office hours shall be made in writing to the individual’s direct supervisor.

**Item 2. Undue Influence**

A. The SGB Constitution prohibits the Board from exerting “undue influence on the business of … Standing Committees.”

B. To be considered undue influence, it must be demonstrated that the Board
C. Acted outside of its responsibility to prescribe duties to the Committee Chair or Committee, or
D. Attempted to coerce the Committee to violate some part of the SGB Governing Code
E. Cases where the Board is examining the performance of a Chair who may be violating the SGB Constitution or any part of the SGB Governing Code is specifically not considered undue influence.

Item 3. Direct Supervisor

A. The President shall be the direct supervisor for all Board Members and all Committee Chairs.
B. For each Standing Committee, the Standing Committee Chair shall be the direct supervisor for their respective Standing Committee Members.
C. For each Conditional Committee, the Conditional Committee Chair shall be the direct supervisor for their respective Conditional Committee Members.

Article 3. Precedence of the SGB Governing Code

Item 1. Supremacy of the Titles

A. The information contained in Title 1 of the SGB Governing Code shall specifically take precedence and have supremacy over all other Titles.
B. Each preceding Title shall take precedence and have supremacy over each successive Title.

Item 2. Germaneness

A. Each Item shall be germane to the Section, Article, Chapter, and Title to which it belongs.
B. The Judicial Committee shall be responsible for the germaneness of any changes made through bills.
C. Questions of germaneness shall be addressed through a formal hearing conducted by the Judicial Committee.

Chapter 2. Legislation

Article 1. Legislation

Item 1. Definition of Legislation

A. Legislation shall refer to policies, procedures, and opinions that are adopted by Student Government Board or some body within Student Government Board.
B. Some pieces of legislation may only be introduced by or require approval by certain bodies within SGB. The SGB Constitution and SGB Governing Code provide the rules for this process.
C. Each piece of legislation shall be designated a “Legislation Reference Code Number” by the SGB President upon its introduction to the relevant body or bodies. The legislation may not be tabled until this number is provided.
Item 2. Contents of Legislation

A. Legislation shall consist of at least one “Whereas Clause” and a “Resolving Clause.”
B. The “Whereas Clause” explains the need for legislation and shall begin “WHEREAS,” and shall contain one sentence each, terminating with a semicolon. Where there are two or more such clauses, the next to last clause shall terminate with a semicolon followed by the word “and.”
C. The “Resolving Clause” in all legislation shall follow any explanatory clauses and shall read, “THEREFORE BE IT RESOLVED.”

Item 3. Formatting Legislation

A. Legislation shall be composed of a cover page stating the Legislation Reference Code Number, the introducer of the legislation, co-sponsors of the legislation, and a list of all bodies that must approve the legislation.
B. All legislation shall be formatted according to the SGB Governing Code Appendix of Reports and Documents.

Article 2. Resolutions

Item 1. Definition of Resolutions

A. Resolutions are public opinions on issues affecting the non-CGS undergraduate student body that do not relate to the policies and procedures under the jurisdiction of Student Government Board.
B. All resolutions shall be numbered “R[YEAR]-[Resolution Number].” This is the Legislation Reference Code Number.

Item 2. Introduction and Passage of Resolutions

A. The Board, the Allocations Committee, and the Assembly are able to formally propose resolutions. The President and any Board Member may introduce resolutions to the Board. The Allocations Chair may introduce any resolutions to the Allocations Committee. The President, Executive Vice President, and any member of the Assembly may introduce resolutions to the Assembly.
B. Resolutions introduced to the Board may be co-sponsored by the President, any Board Member, Chair, or Committee Member.
C. Opinions that reflect the opinion of Student Government Board as a whole must contain at-least the approval of the Board.
D. Resolutions only passed by the Assembly or Allocations Committee reflect only the opinion of that functioning unit, and not Student Government Board as a whole.
E. Any resolution introduced and passed by the Assembly shall automatically be introduced to the Board and voted on at the next public meeting.
F. All resolutions, introduced by any governing body, must be approved by a simple majority of total membership of that body.
Article 3. Bills

Item 1. Definition of Bills

A. Bills are changes or additions to policies and procedures on issues under the domain of Student Government Board through the SGB Governing Code.
B. All bills shall be numbered “B-[Bill Number].” This is the Legislation Reference Code Number.

Item 2. Types of Bills

A. There are several categories of bills.
   1. **Category A.** Category A bills include any bill that changes Title 1 (“Student Government Board”) or Title 6 (“The Assembly”) of the SGB Governing Code. Additionally, any new Title shall be considered a Category A bill.
   2. **Category B.** Category B bills include any bill that changes Title 2 (“The Board”), Title 7 (“Student Organization Code”), or Title 8 (“Student Services Provided by Student Government Board”) of the SGB Governing Code.
   3. **Category C.** Category C bills include any bill that changes Allocations Committee Bylaws within Title 3 (“The Allocations Committee”) of the SGB Governing Code.
   4. **Category D.** Category D bills include any bill that changes the Allocations Manual within Title 3 (“The Allocations Committee”) of the SGB Governing Code, and any bill that changes Title 4 (“the Judicial Committee”), and Title 5 (“The Elections Committee”) of the SGB Governing Code.

B. Different categories of bills have different requirements for introduction and approval. The President may introduce a bill affecting any Title.

Item 3. Introduction of Bills

A. Category A bills shall be introduced by the Board and passed a two-thirds majority of total membership of the Board. Category A bills may also be introduced by the Assembly, and then if passed by a two-thirds majority, are automatically introduced to the Board and voted on at the immediate next public meeting. The Board may pass this bill with a two-thirds majority of total membership.
B. Category B bills shall only be introduced by the Board and passed by a two-thirds majority of total membership of the Board.
C. Category C bills shall be only introduced by the Chair of the Allocations Committee and then may be passed by two-thirds majority of the Allocations Committee.
D. Category D bills shall be introduced by the Board and co-sponsored by the Standing Committee Chair or introduced by the Standing Committee Chair. Category D bills require approval by simple majority of total membership of the Board.
Item 4. Amending Bills

A. Category A bills may be amended by the Board and do not need re-approval if originating from the Assembly and then amended by the Board (i.e., the Board has final authority on Category A Bills).
B. Category B bills may only be amended by the Board.
C. Category C bills may only be amended by the Allocations Chair or amended by the Allocations Committee and approved by the Allocations Chair.
D. Category D bills may be amended by the Board but require approval from the Standing Committee Chair in order for it to pass.

Chapter 3. Student Government Board At-Large Meetings

Item 1. Purpose

A. The purpose of SGB At-Large Meetings is to provide a forum for all members of SGB to come together for informational purposes.
B. No official SGB Business shall take place during SGB At-Large Meetings.

Item 2. Meetings

A. There shall be two SGB At-Large Meetings per semester called by the SGB President.
B. The SGB President shall designate the time and location of the SGB At-Large Meetings at the beginning of the semester.

Item 3. Meeting Procedures

A. The President shall set the agenda for the meeting and determine who shall give a report.
B. All other meeting procedures shall follow the Board public meeting procedures.

Chapter 4. SGB-Wide Internal Policies

Article 1. Defining Excused and Unexcused Absences

Item 1. Uniform Policy

A. SGB shall have a uniform policy regarding excused and unexcused absences.
B. Limited discretion shall be given to the individual designated as the direct supervisor of the person requesting an absence when an occurrence is not governed within this policy.
C. All absences, both excused and unexcused, must be approved by the direct supervisor in advance of the meeting. This is to ensure that quorum exists and that each individual is given an equal opportunity to miss the meeting for excused reasons. If an individual receives an unapproved absence, the individual is acting outside his or her responsibilities.

Item 2. Definition of Absence Types

A. An absence shall be considered excused if all the following criteria are met:
B. The individual must be prevented from attending the meeting because of illness, a family or personal emergency, scheduled and mandatory academic commitments, or official Student Government Board business.
C. Scheduled part-time jobs, extracurricular commitments, and Student Government Board Elections do not satisfy the above criteria.
D. In cases not defined above, the President or Standing Committee Chair shall have discretion to determine whether this criterion is met.
E. For the weekly meeting in question, the individual must submit an excuse at least four days prior to that meeting or as soon as possible during cases of extreme and unforeseen circumstances.
F. The individual must not have accumulated more than three excused absences per term for the type of mandatory weekly meeting in question. This requirement may be waived when Student Government Board Business is involved.
G. A Standing or Conditional Committee Chair must send his or her Vice Chair to attend the meeting in his or her place.
H. An individual who is absent and fails to meet all of the above criteria shall receive an unexcused absence.
I. The individual’s direct supervisor shall have the discretion to record a one-half absence for any individual who arrives late to a meeting or leaves while official business is still occurring.

Item 3. Attendance Requirements

A. For each mandatory weekly meeting, individuals may not receive more than three unexcused absences for the duration of their term (i.e., three unexcused absences for Board planning session and three unexcused absences for Board public meeting).
B. No individual may miss a scheduled meeting for their participation in the Student Government Board Elections as a candidate, or else they are immediately violating attendance requirements.
C. Individuals who violate attendance requirements may be dismissed by the individual’s direct supervisor. Individuals who would like to appeal must attend a hearing in front of the Judicial Committee. After a hearing, the Judicial Committee shall determine whether the attendance requirements have been met, and if not, dismiss the individual.

Item 4. Tracking of Absences

A. The SGB President’s Chief of Staff shall be responsible for tracking all excused and unexcused absences. Director supervisors shall be responsible for providing the SGB President’s Chief of Staff with this information.
B. A public attendance tracker shall be posted on the SGB website and updated monthly. It shall include attendance for required meetings of all members of SGB who receive a stipend.
C. The public attendance tracker shall designate whether absences are excused or unexcused. Specific reasons shall be kept private.
Item 5. Standing Committee Chair and Presidential Absences

A. The SGB President has the responsibility to determine if an absence is excused, or unexcused for any Standing Committee Chair for his or her scheduled meeting.
B. The Board has the responsibility to determine if an absence is excused or unexcused for the SGB President.

Item 6. Additional Attendance Policies

A. In addition to regularly scheduled meeting requirements, the Board and Standing Committees may have attendance policies for special meetings (i.e., budgets and budget appeals) outlined in their respective portion in the SGB Governing Code.
B. The definition for excused, unexcused, and unacceptable absences shall remain the same but may have additional requirements or modifications outlined.

Article 2. Resignations

Item 1. Resignation Process

A. An individual who would like to resign must send an official resignation letter to his or her direct supervisor as well as to the President.
B. A resignation shall not be considered effective until this letter has been received and verified to include all requirements.

Item 2. Resignation Letter Requirements

A. The resignation letter shall include the individual’s name, position, and date and time in which resignation becomes effective.
B. Resignation letters that do not include these requirements may not be considered to be effective.

Article 3. Performance and Dismissals

Item 1. Overview of Performance and Dismissals

A. The direct supervisor is responsible for monitoring the performance of his or her supervisees.
B. The direct supervisor shall be responsible for writing the dismissal letter.
C. The dismissal shall become effective upon delivering it to the individual.

Item 2. Dismissal Letter Requirements

A. The dismissal letter shall include the individual’s name, position, and date on which the dismissal becomes effective.
B. The dismissal letter shall also include a reason for why the individual has been dismissed.
C. A press release listing the code violations and reasons for dismissal shall be released two days after the dismissal.

Item 3. Dismissal Appeals

A. Dismissals may be appealed to the Judicial Committee so that the individual receives due process.
B. A notice of intent to appeal must be submitted by the dismissed individual to the Judicial Committee chair as well as the dismissing party within 48 hours of notice of dismissal. A formal justification for appeal, as determined by the Judicial Committee, shall be submitted within 5 business days of the dismissal.

C. Individuals found guilty of violating the SGB Governing Code even after their dismissal shall not be able to be reinstated into their position even if they are found not-guilty of their original charge.

Article 4. Interviews

Item 1. Authority in Standing Committee Interviews

A. The Outgoing and Incoming President shall be a member of the Nominating Task Force for the selections process for any Standing Committee Chair and Standing Committee Members.

B. The Outgoing Chair and Outgoing Vice Chair shall be a member of the Nominating Task Force for the Incoming Standing Committee Chair of their committee.

C. The Outgoing and Incoming Chairs shall be a member of the Nominating Task Force for the Standing Committee Members of their committee.

D. The rest of the members of the Nominating Task Forces shall be determined by the corresponding bylaws.
   1. If the Committee Bylaws do not specify a fifth person to sit on the Nominating Task force then the Incoming Executive Vice President shall serve in the fifth spot for Committee Member interviews.
   2. If the Committee Bylaws do not specify a fifth person to sit on the Nominating Task force then the Outgoing Executive Vice President shall serve in the fifth spot for Committee Chair interviews.

Item 2. Ethical Interview Procedures for all Privately Conducted Interviews

A. All privately conducted interviews must adhere to the following policies and procedures.

B. The Nominating Task Force is considered to be in session when it is reviewing paper applications, conducting interviews and deliberating.

C. Applications shall not be available to the nominating committee until the Nominating Task Force is in session.

D. Interviews for any one position must be conducted in one session. If a large number of applicants prohibits interviews from occurring in one session, then the Nominating Task Force must eliminate candidates based on the paper application alone to reach a number of applicants manageable for interviews to be held in one session.

E. While the nominating committee is in session, there shall be limited communication (i.e., no cell phones) to those not on the Nominating Task Force.

F. The Nominating Task Force shall keep all interviews and deliberations strictly confidential. Only a justification of why a candidate was selected may be provided.
Chapter 5. Code of Ethics

Item 1. Introduction of the Code of Ethics

A. The Code of Ethics of the Student Government Board of the University of Pittsburgh exists in order to define the expectations of the elected and appointed members of SGB while ensuring proper accountability to the student community.

B. This section shall be a set of binding rules that serve to reduce ambiguity relating to the obligations of these elected and appointed positions.

Item 2. The Code of Ethics

A. It is the obligation of each member of Student Government Board to:
   1. Represent the students in a professional manner while working with University faculty, staff, and administration.
   2. Respect the duties and responsibilities of the President as the highest ranking official in all of Student Government Board responsible for the performance of all of its members.
   3. Respect the duties and responsibilities of Board Members as the elected representatives and advocates of the student community.
   4. Respect the autonomy and authority of all Standing Committee Chairs and members, recognizing their relationship as functioning peers.
   5. Collaborate and inform the President and Board on all projects and assist fellow members in their work relating to Student Government Board whenever possible.
   6. Be knowledgeable and objective in the allocation of the Student Activities Fee, excusing oneself whenever one currently holds or has held an official title within an organization requesting money or will benefit from that money in some capacity in the future.
   7. Publicly address any conflict of interest that may be questioned in one’s role as a voting member of SGB.
   8. Practice and promote the concept of mutual respect for all fellow members of Student Government Board.
Title 2. The Board

Chapter 1. The Composition of the Board

Article 1. President

Item 1. Duties of the President

A. The President of the Board shall:
   1. Serve as the Chief Executive Officer of Student Government Board coordinating the activities of the Student Government Board Office
   2. Serve as the Chief Advocate of the Student Body representing it in dealings with students of other universities, faculty, administration, governments at local, state, and federal levels
   3. Set the yearly vision and agenda for all of Student Government Board and publicize the agenda on the Student Government Board website
   4. Administer and enforce all laws written in the SGB Governing Code
   5. Serve as a student representative to the University Senate Council, University Board of Trustees Student Affairs Committee, and Pitt Alumni Board
   6. Give a monthly report to The Assembly
   7. Lead SAAG President’s Council meetings at least once per month
   8. Submit a written biweekly report of SGB activities to the Vice Provost and Dean of Students and Associate Dean of Students and Director of Student Life
   9. Be responsible for the activities of all members in the Office of the President

B. To manage activities of Student Government Board, the President shall:
   1. Appoint the Vice President and Chief of the Finance, Vice President and Chief of Cabinet, and Chief of Staff
   2. Assign responsibilities to Board Members and provide specific guidelines and timelines for the completion of work
   3. Establish policies and procedures for the Student Government Office in conjunction with the Office of the President
   4. Authorize all SGB expenses in conjunction with the Vice President and Chief of Finance
   5. Coordinate and guide the transition process between the incoming and outgoing Boards after the annual SGB elections

C. In collaboration with the Executive Vice President, the President shall
   1. Submit legislation to the Board and The Assembly
   2. Appoint students to External Positions such as Standing Committees of the University Board of Trustees, University Senate Council, and any other appointments deemed necessary and/or requested by the University administration

D. During each week, the President of the Board shall:
   1. Hold 12 office hours per week in the SGB office
2. Shall regulate the office hours of all Board Members and Committee Chairs
3. Construct an itemized agenda for each scheduled Board meeting which shall include topics submitted to him in writing 24 hours prior to each meeting
4. Call and preside over each meeting of the Board
5. 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
6. Keep an attendance record of each Board Member and Committee Chair at public meetings and notify those with undue absence

E. The President shall be held to the same standards of attendance as a Board Member.

Item 2. Member of the Board

A. The President is a member of the Board but serves as the chair and spokesperson during all official and unofficial business.
B. The President may vote only when his or her vote will make a difference in the outcome.

Item 3. Presidential Vacancy Process

A. Upon resignation of the President, the remaining Board Member in SGB with the highest number of votes shall immediately become the new President.
B. If a Board Member was appointed, he or she will be placed in order after all elected Board Members and then in accordance to the date that he or she was appointed.

Article 2. Executive Vice President

Item 1. Duties of the Executive Vice President

A. The Executive Vice President serves as the President Pro Tempore and shall take on the duties of the President when he or she is temporarily unable to do so.
B. During the semester, the individual shall
   1. Serve as the Speaker of The Assembly.
   2. Work with the President to coordinate student representation for all External Appointments. He or she shall publish a guide to all external appointments, maintain attendance records for those appointments, and meet with those appointed when necessary.
   3. Submit legislation to the Board and The Assembly
C. The Executive Vice President shall be held to the same standards of attendance as a Board Member.

Item 2. Member of the Board

A. The Executive Vice President is a voting member of the Board.
B. When serving in the role as President, the Executive Vice President shall only vote when his or her vote changes the outcome.
Article 3. Vice President and Chief of Cabinet

Item 1. Duties of the Vice President and Chief of Cabinet

A. The Vice President and Chief of Cabinet shall:
   1. Oversee the work of the Committee Chairs on behalf of the President.
   2. Serve as a resource for members of the Cabinet as they plan, organize, and execute activities.
   3. Serve as the liaison between Committee Chairs and the President as well as University Administrators.
   4. Write a weekly summary report of all accomplishments and activities of the Cabinet.
   5. Perform monthly performance reviews of each member of the Cabinet.

B. The Vice President and Chief of Cabinet shall perform all duties and meet all standards as a Board Member.

Item 2. Member of the Board

A. The Vice President and Chief of Cabinet is a voting member of the Board

B. The President shall appoint one of the eight Board Members to serve as the Vice President and Chief of Cabinet at the beginning of the semester subject to simple majority of total membership of the Board.

Article 4. Vice President and Chief of Finance

Item 1. Duties of the Vice President and Chief of Finance

A. The Vice President and Chief of Finance shall:
   1. Serve as the Student Government Board Chief of Finance.
   2. Serve as the liaison to the Allocations Committee
   3. Prepare for all Allocations Business during public meetings
   4. Create the Student Government Board Budget
   5. Write a monthly report of all expenses within the Student Government Board budget

B. The Vice President and Chief of Finance shall perform all duties and meet all standards as a Board Member.

Item 2. Member of the Board

A. The Vice President and Chief of Finance is a voting member of the Board

B. The President shall appoint one of the eight Board Members to serve as the Vice President and Chief of Finance at the beginning of the semester subject to simple majority of total membership of the Board.

Article 5. Board Members

Item 1. Duties of a Board Member

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. Attend weekly planning sessions and other meetings as called by the President.

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.

Item 2. Attendance Requirements

A. A Board Member may have a total of three unexcused absences during his or her term for public meetings.
B. A Board Member may have a total of three unexcused absences during his or her term for planning sessions.

Item 3. Board Member Vacancy Process

A. The President may establish procedural guidelines for the vacancy appointment process when a procedure does not exist in the SGB Governing Code. These guidelines must be approved by a simple majority of total membership of the Board.

B. The guidelines that the President may establish must adhere to these constraints:
   1. All interviews must be public, though deliberations must be private.
   2. There may be up to two rounds of interviews. The final round of interviews shall include at least a 20 minute interview for each person in that round.
   3. There shall be designated time for open floor for public comment after each round of interviews.

C. If there are multiple vacancies, the number of Board Members may drop below quorum. When this occurs, quorum shall automatically be suspended and the Board shall need unanimous consent to fill the appointment.

Chapter 2. The Office of the President

Article 1. Composition

Item 1. Composition and Creation of New Positions

A. The Office of the President shall include the SGB Chief of Staff, the SGB Press Secretary, and other temporary positions created by the President.

B. The President shall be able to create new, un-paid positions within the Office of the President in order to accomplish the Board’s agenda.

Article 2. SGB President’s Chief of Staff

Item 1. Appointment

A. The President shall appoint the Chief of Staff.
Item 2. Duties

A. The Chief of Staff shall:
   1. Oversee the implementation of Student Government Board programs and services outlined in the SGB Governing Code on behalf of the President.
   2. Assist the planning of SGB events
   3. Assist in overseeing the Student Office Assistants, Webmaster (if applicable), and Press Secretary on behalf of the President.
   4. Verify the accuracy of all Student Government Board minutes.
   5. Attend and take attendance at all public meetings and planning sessions.
   6. Hold five office hours per week.
   7. Attend Chair and Board planning sessions.
   8. Serve as a resource for the President in carrying out his or her agenda.

B. The President may assign additional responsibilities to his or her Chief of Staff as needed.

Article 3. Press Secretary

Item 1. Appointment

A. The President shall appoint the Press Secretary.

Item 2. Duties

A. The Press Secretary shall:
   1. Be knowledgeable of the initiatives and events of Student Government Board
   2. Write one press release per week detailing important updates during public meeting and any additional announcements (press releases, public updates or notices, stories, and statements) requested by the President
      a. Upload all documents to the SGB Website
      b. Manage the backend distribution of materials sent out by finding relevant contact information and creating contact lists
      c. Distribute all documents to relevant student organizations and student media
      d. Deliver all relevant documents to The Pitt Chronicle, The University Times, and appropriate administrative offices
      e. Submit all documents to University Archives once per semester
   3. Manage audio recordings from public meeting, ensuring that they are uploaded to the SGB website and sent to University Archives
   4. Sit in on meetings with representatives of the media when necessary
   5. Train Board Members how to appropriately speak with the media when requested

B. The President may assign additional responsibilities to his or her Press Secretary as needed.
**Chapter 3. The Cabinet of Committees**

**Article 1. Overview of the Cabinet and Committees**

**Section 1. Overview of the Cabinet of Committees**

**Item 1. Composition and Duties of the Cabinet**

A. The Cabinet shall consist of all Conditional Committee Chairs and shall serve as a vehicle for the President and Board to implement initiatives and engage students in the process of bringing about positive change at the University. No Standing Committees shall hold membership in The Cabinet.

B. The Cabinet shall meet once per week in what will be known as the Cabinet Planning Session.

**Section 2. Overview of Committee Structure**

**Item 1. An Overview of Committee Structure**

A. A Chair shall lead each Conditional Committee and shall serve as the spokesperson on all matters related to the committee.

B. Vice Chair positions designated in this code shall assist in leading each Conditional Committee.

C. The Chair may create and fill additional positions as deemed necessary.

**Item 2. General Duties of Conditional Committee Chairs**

A. The Chair of any Conditional Committee shall:

1. Serve as the official spokesperson for their corresponding committees.
2. Attend all public meetings of Student Government Board and present a report.
3. Create new officer positions and appoint those positions as seen fit.
4. Set up meeting times in a designated place.
5. Create agendas for committee meetings.
6. Supply The Chief of Cabinet and Student Government Board President with meeting minutes for each meeting.
7. Support the implementation of Board policies by providing expertise and resources to the Board and student body as authorized by the Board.
8. Provide specific programs and services for the Board and student body as authorized and specified by the Board.
9. Operate according to their regulating documents, as applicable, and the charge given to them by the Board.
10. Hold five office hours per week in the Student Government Board office, with the exception of the Environmental Chair, who must in addition hold five office hours in the Student Office of Sustainability.
11. Appoint Vice Chairs and Coordinators within his or her respective committees unless the respective bylaws state otherwise.
Item 3. General Duties of the Committee Executive Vice Chair

A. The Executive Vice Chair shall assume the duties of the Chairperson in his or her temporary or permanent absence.
B. The Executive Vice Chair shall assist the chairperson in coordinating any activities, planning sessions, or meetings that will be conducted within the organization, with other organizations, or the greater Pittsburgh community.

Item 4. Selection of Committee Chairs and Vice Chairs

A. All nominees of Standing and Conditional Committee Chairs shall be approved by a simple majority vote of the total membership of the Board.
B. The applications process includes both a written application and an interview, though submission of a written application does not guarantee an interview.
C. The nominating committee is considered to be in session when it is reviewing paper applications, conducting interviews, and deliberating.
D. Applications shall not be available to the nominating committee until the nominating committee is in session.
E. Interviews for any one position must be conducted in one session. If a large number of applicants prohibits interviews from occurring in one session, then the nominating committee must eliminate candidates based on the paper application alone to reach a number of applicants manageable for interviews to be held in one session.
F. While the nominating committee is in session, there shall be limited communication (i.e., no cell phones) to those not on the nominating committee.
G. The nominating committee shall keep all interviews and deliberations strictly confidential. Only a justification of why a candidate was selected may be provided to the Board.

Article 2. Academic Affairs Committee

Item 1. Purpose of the Academic Affairs Committee

A. The Academic Affairs Committee is responsible for all matters pertaining to improving the academic environment at the University of Pittsburgh.
B. In addition to the responsibilities outlined for all Conditional Committee Chairs, the Academic Affairs Committee shall
   1. Provide an atmosphere that encourages the attainment of intellectual goals of the student body.
   2. Serve as a venue for the expression of academic interests and needs of the student body.
   3. Represent these interests at administrative meetings that influence the academic policies of the University
   4. Enable the undergraduate body to effectively utilize the academic opportunities provided by the University
   5. Increase student interest in, and awareness of, the various aspects of academia.
   6. Serve as the appointed student representative for the Provost Advisory Committee on Undergraduate Programs.
Item 2. Structure of the Academic Affairs Committee

A. The Academic Affairs Committee shall be led by the Academic Affairs Committee Chair.
B. In addition to the Academic Affairs Chair, the Academic Affairs Committee shall include a
   1. Vice Chair of Arts and Sciences
      a. One additional Dietrich Council Representative
      b. Five Dietrich Undergraduate Council Representatives
   2. Vice Chair of Engineering
   3. Vice Chair of Business
C. The Academic Affairs Committee shall additionally have open membership so that any member of the student body can participate in its meetings and business.

Item 3. Academic Affairs Committee Chair

A. The Academic Affairs Chair shall be the main coordinator of the Academic Affairs Committee and facilitator in accomplishing its goals and initiatives.
B. The Academic Affairs Chair shall
   1. Hold five office hours per week in the Student Government Board office
   2. Shall conduct meetings for the entire Academic Affairs Committee to discuss their proceedings with administration as well as discussing pertinent ideas and information relevant to the committee
C. The Academic Affairs Chair shall also serve on the Provost’s Advisory Committee on the Undergraduate Programs (PACUP)

Item 4. Academic Affairs Committee Vice Chairs

A. The Vice Chair of Arts and Sciences shall
   1. Be an undergraduate student currently enrolled in the Dietrich School of Arts and Sciences
   2. Assist in the mission of the Academic Affairs Committee as a whole and focus on projects within the Dietrich School of Arts and Sciences.
   3. Be appointed to the Dietrich Council and is expected to attend those meetings.
B. The Vice Chair of Engineering shall
   1. Be an undergraduate student currently enrolled in the Swanson School of Engineering
   2. Assist in the mission of the Academic Affairs Committee as a whole and focus on projects within the Swanson School of Engineering
   3. Shall attend Engineering Dean’s Council meetings.
C. The Vice Chair of Business shall
   1. Be an undergraduate student currently enrolled in the College of Business Administration.
   2. Assist in the mission of the Academic Affairs Committee as a whole and focus on projects within the College of Business Administration.
Item 5. Appointed Committee Members

A. In addition to open membership, there are six appointed positions to the Academic Affairs Committee. These positions are appointed by the SGB President with input given by the Academic Affairs Chair.

B. An undergraduate student in the Dietrich School of Arts and Sciences shall serve on the Dietrich Council.

C. Five undergraduate students in the Dietrich School of Arts and Sciences shall serve on the Dietrich Undergraduate Council

D. All six of these appointed members must attend Academic Affairs Committee meetings.

Article 3. Community Outreach Committee

Item 1. Purpose of the Community Outreach Committee

A. The Community Outreach Committee seeks to develop and strengthen ties between the University community and the greater Oakland and Pittsburgh community.

B. The Community Outreach Committee shall be responsible for promoting student involvement in the community by working with the Office of PittServes and the Office of Community Relations to

   1. Conduct March Service Madness
   2. Plan Pitt Make a Difference Day
   3. Plan community-wide events such as Good Neighbor Luncheons and Block Parties

Item 2. Structure of the Community Outreach Committee

A. The Community Outreach Committee Chair shall serve as the Pitt Make a Difference Day (PMADD) Committee Chair and Pitt-Serves Student Civic Engagement Council Community Outreach Chair.

B. In addition to the Community Outreach Chair, the Community Outreach Committee shall include a

   1. Coordinator of PMADD Recruitment
   2. Coordinator of PMADD Supplies
   3. Coordinator of PMADD Fundraising
   4. Vice Chair of Community Relations

C. The Community Outreach Committee shall additionally have open membership so that any member of the student body can participate in its meetings and business.

Item 3. Community Outreach Committee Chair

A. In addition to the responsibilities outlined for all Conditional Committee Chairs, the Community Outreach Committee Chair shall

   1. Serve as the main coordinator of the Student Government Board Community Outreach Committee, the Pitt Make a Difference Day Chair, and the Student Civic Engagement Council Community Outreach Chair
2. Hold five office hours in the Student Government Board Office and five office hours in the Office of PittServes
3. Attend Student Civic Engagement Council Executive Board Meetings
4. Plan two service events per month
5. Dedicate 10 hours per week to the Office of PittServes during the summer months

B. The Community Outreach Chair may also be asked to serve on a University Senate Committee.

Item 4. Community Outreach Committee Vice Chairs

A. The Vice Chair of PMADD
   1. Shall be appointed at the beginning of the PMADD Chair’s term
   2. Assist in the planning and organization of PMADD
   3. Attend all meetings with the PMADD Chair involving PMADD

B. The Vice Chair of Community Relations
   1. Shall be appointed at the beginning of the PMADD Chair’s term
   2. Assist in the planning of community events

Item 5. Coordinators

A. The PMADD Coordinator of Recruitment shall be appointed by the PMADD Chair in the fall and shall be responsible for raising awareness and getting students registered for the event.

B. The PMADD Coordinator of Supplies shall be appointed by the PMADD Chair in the fall and shall be responsible for assessing the amount of supplies in inventory before the event, the amount of supplies needing to be ordered during the event, and the amount of supplies to be placed in inventory after the event.

C. The PMADD Coordinator of Fundraising shall be appointed by the PMADD Chair at the beginning of the PMADD Chair’s term and shall be responsible for implementing fundraising events for PMADD.

Article 4. Environmental Committee

Item 1. Purpose of the Environmental Committee

A. The goal of the Environmental Committee is to infuse sustainability into the culture, values, and decision making process at the University of Pittsburgh.

B. The Environmental Committee will utilize the Student Office of Sustainability to increase the quantity and quality of sustainability initiatives on campus, provide services and support to the campus community, advocate and assist with sustainable innovations on campus, and ensure fulfillment of institutional commitments to sustainable initiatives.

Item 2. Structure of the Environmental Committee

A. The Environmental Committee Chair shall also serve as the Student Intern in the Student Office of Sustainability.

B. In addition to the Environmental Committee Chair, the Environmental Committee shall include a
1. Vice Chair and Assistant Student Coordinator of the Student Office of Sustainability
2. Vice Chair and Coordinator of the Green Fund Advisory Board
   a. Several appointed members to the Green Fund Advisory Board
C. The Environmental Committee shall additionally have open membership so that any member of the student body can participate in its meetings and business.

*Item 3. Environmental Committee Chair*

A. In addition to the responsibilities outlined for all Conditional Committee Chairs, the Environmental Committee Chair shall
   1. Serve as the Student Coordinator of the Student Office of Sustainability.
   2. Hold five office hours in the Student Government Board Office and five office hours in the Student Office of Sustainability.
   3. Fulfill the duties prescribed to him or her in the Student Office of Sustainability section of the SGB Governing Code.
B. The Environmental Committee Chair may also be asked to serve on a University Senate Committee.

*Item 4. Environmental Committee Vice Chairs*

A. The Vice Chair and Assistant Student Coordinator of the Student Office of Sustainability shall
   1. Assist in the planning and operations of the Student Office of Sustainability.
   2. Work with the Environmental Committee Chair to facilitate the Environmental Roundtable.
   3. Complete the duties prescribed to him or her.
B. The Vice Chair and Green Fund Advisory Board Coordinator
   1. Lead a group of students to distribute the Green Fund.
   2. Complete the duties prescribed to him or her.

*Article 5. Governmental Relations Committee*

*Item 1. Purpose of the Governmental Relations Committee*

A. The Governmental Relations Committee exists to promote student awareness and participation in the local, state, and federal levels of government, as well as to represent student interests to these levels of government.
B. Additionally, the Governmental Relations Committee is responsible for facilitating forums, conducting debates, and other functions that serve to educate and demonstrate concerns for student interests in a reasonable and constructive manner.

*Item 2. Structure of the Governmental Relations Committee*

A. The Governmental Relations Committee shall be led by a Chair.
B. In addition to the Governmental Relations Committee Chair, the Governmental Relations Committee shall include a
   1. Vice Chair of Federal Relations
   2. Vice Chair of Commonwealth Relations
a. Coordinator of Voter Registration and Education
3. Vice Chair of Local Affairs and Civic Engagement
   a. Coordinator of Events

**Item 3. The Governmental Relations Chair**

A. The Governmental Relations Chair shall be the main coordinator of the Governmental Relations Committee and shall be the facilitator in accomplishing its goals and initiatives.
B. In addition to the responsibilities outlined for all Conditional Committee Chairs, the Governmental Relations Chair shall
   1. Conduct meetings for the entire Governmental Relations Committee to discuss their proceedings with administration as well as discussing pertinent ideas and information relevant to the committee
C. The Governmental Relations Chair shall serve on the University Senate Governmental Relations Committee
D. The Governmental Relations Chair shall act as the Coordinator for ACC Lobbying Day and Pitt Day in Harrisburg.

**Item 4. Governmental Relations Committee Vice Chairs**

A. The Vice Chair of Federal Relations shall
   1. Assist the Chair in planning ACC Lobbying Day.
   2. Monitor legislation and activity at the federal level that may impact the student body.
B. The Vice Chair of Commonwealth Relations shall
   1. Coordinate efforts related to Pennsylvania’s state government
   2. Direct the Coordinator of Voter Registration and Education to accomplish their initiatives
C. The Vice Chair of Local Affairs and Civic Engagement shall be
   1. Engage in local issues and civic affairs
   2. Work with local politicians and Coordinator of Events to put on events for the student body
   3. Work with the Coordinator of Voter Registration to encourage students to register to vote

**Item 5. Coordinators**

A. The Coordinator of Pitt Day in Harrisburg shall
   1. Be responsible for making necessary relationships with politicians, alumni, and any other essential personnel at the Pennsylvania State Capitol.
   2. Work with Governmental Relations Staff to make necessary arrangements for the Pitt Day in Harrisburg. The following is a list of logistical arrangements that need to be addressed in a timely fashion
      a. Proper advertising to undergraduate students
      b. Ensuring students have adequate transportation to and from Harrisburg
      c. Developing an itinerary of events
d. Acquiring food for students and gifts for politicians

B. The Coordinator of Events shall
   1. Plan a minimum number of events as determined at the beginning of the semester by the Governmental Relations Chair and Vice Chair of Local Affairs and Civic Engagement
   2. Ensure that all Governmental Relations Committee events are well advertised, attended, planned, and documented

C. The Coordinator of Voter Registration and Education shall
   1. Develop and follow through with an advertising and action plan in order to actively engage students to register to vote
   2. Provide non-partisan information on candidates and platforms in order to better inform the student population
   3. Collaborate with other Governmental Relations Vice Chairs and Coordinators to organize larger events and better continuously emphasize the importance of voter registration

Chapter 4. The SAAG Presidents Council

Item 1. Information

A. The SAAG Presidents Council exists as a forum in which SAAG Presidents can collaborate with each other and provide feedback to the President of SGB.
B. The SAAG Presidents Council is for informational purposes.

Item 2. Meetings

A. The SAAG Presidents Council shall meet once a month.
B. Attendance shall be taken, following the same SGB-wide attendance requirements. Participation in this meeting is necessary for maintaining the organization’s status as a SAAG.
C. SAAG Presidents may submit agenda items in advance to be discussed during the meeting.
D. Since this meeting is for informational purposes, the meetings do not need to follow Board parliamentary procedure.

Chapter 5. Ad-hoc Committees and Task Forces

Item 1. Ad-hoc Committees

A. Ad-hoc Committees are executive bodies organized by any member of the Board to carry out an ancillary function.

Item 2. Task Forces

A. Task Forces are executive bodies organized under the Student Government Board for the purpose of fulfilling a specific objective with some foreseeable end.
Chapter 6. Meetings and Procedures

Article 1. Public Meeting

Section 1. Introduction

Item 1. Introduction

A. The following rules shall govern and control all actions and procedures of the Board while in public meeting.
B. The President or the highest-ranking Board Member shall serve as Chair of the meeting.
C. In any case where these rules do not cover a situation, the most recent edition of Robert’s Rules of Order shall be used.

Item 2. Suspension and Amendment of the Rules

A. These rules may not be permanently rescinded or altered except by a bill introduced and passed by the Board.
B. The Board may temporarily suspend any of these rules during Board meetings upon a two-thirds vote of the affirmative by present and voting members.

Section 2. Public Meeting Agenda

Item 1. Master Agenda

A. First-level agenda items shall include Call to Order, Roll Call, Appointments within the Board, Approval of the Minutes, President’s Report, Board Reports, Committee Reports, Student Leader Reports, First Open Floor, Unfinished Business, Submitted Agenda Items, New Business, Second Open Floor, President’s Remarks, and Adjournment.
B. Second-level agenda items shall include any designated item of business that belongs to a category of first-level agenda items (i.e., Resolutions are a part of ‘New Business’).
C. The master agenda and order of business shall be as follows:
   1. Call to Order
   2. Roll Call
      a. Board Members
      b. Committee Chairs
      c. Student Leaders
   3. Agenda Changes
   4. Permanent and Temporary Appointments within the Board
   5. Approval of the Minutes
   6. President’s Report
   7. Board Reports
   8. Committee Reports
   9. Student Leader Reports
   10. First Open Floor
   11. Unfinished Business
   12. Submitted Agenda Items
13. New Business
   a. Resolutions
   b. Bills
   c. Presidential Appointments
   d. Board Appointments
   e. Main Motions
   f. Allocations Supplemental Requests
   g. Allocations Budgets
   h. Public Interviews

14. Second Open Floor

15. President’s Remarks

16. Adjournment

D. With the exception of “Agenda Changes” and “Appointments within the Board,” the Chair shall include all first-level items on the agenda even when there is no business under that item (i.e., The Chair shall say, “We will now move into ‘Unfinished Business.’ Seeing that there is none, we will now move into ‘Submitted Agenda Items.’”).

E. The Chair shall need not to announce second-level agenda items if there are not any.

F. The master agenda may be amended through a main motion passed by two-thirds of the majority of Board Members present and voting.

Item 2. Procedures of the First Meeting

A. The Executive Vice President, the Chief of Cabinet, and the Chief of Finance shall be nominated by the President and approved by a simple majority of total membership of the Board. This item of business shall occur under “Appointments within the Board.”

B. The President shall appoint the Chief of Staff and Press Secretary. This item of business shall occur under “Presidential Appointments” in “New Business.”

Item 3. Permanent and Temporary Appointments within the Board

A. The Chair shall nominate permanent and temporary appointments within the board by stating, “I nominate [Board Member] to serve as [appointment title].”

B. The nomination requires a second and shall be approved by a simple majority of total membership of the Board.

Item 4. Approval of the Minutes

A. The Board Member serving as the Executive Vice President shall make the motion to approve the meeting minutes from the previous meeting.

Item 5. Reports

A. The President’s Report shall not exceed five minutes.

B. Each Board Report, Committee Report, and Student Leader Report shall not exceed two minutes.

C. When a member is finished speaking, the member shall say, “End Report.”
Item 6. First Open Floor

A. The first open floor serves as an opportunity for individuals in the audience to ask questions to the Board and to make announcements.
B. No member who has a report shall speak during the first open floor, except for when directly addressed by an individual in the audience.
C. The individual speaking shall announce his or her name when called to speak.
D. Each individual who speaks shall have two minutes.
E. The first open floor shall not exceed ten minutes in total.

Item 7. Unfinished Business

A. Unfinished Business shall include all items under New Business that were postponed from the preceding meeting.

Item 8. Submitted Agenda Items

A. Submitted agenda items are items of public discussion only.
B. Submitted agenda items are debatable for ten minutes or until there is a motion to end discussion.

Item 9. New Business

A. The President shall be in charge of placing items of new business on the agenda.
B. All requests to place items on the agenda shall be delivered to the President in writing at least 24 hours in advance of the meeting.

Item 10. Bills and Resolutions

A. All bills and resolutions shall be read out loud during meeting.
B. A Board Member may make a motion to waive the reading of a bill or resolution.

Item 11. Allocations Supplemental Requests

A. The Allocations Chair shall state, “Request [request number] for [student organization name] is a [type of request] in the amount of [requested amount]. The Allocations recommendation is to [allocations recommendation].
B. The Chief of Finance shall then state, “I move to approve the Allocations recommendation for Request [request number].”
C. A Board Member shall second the motion.
D. The Chair shall state, “It has been moved and seconded. We will look back to the Allocations Chair to hear the Allocations recommendation.”
E. The Allocations Chair shall state the Allocations recommendation.
F. The Chair shall ask if there is a representative to speak on behalf of the student organization.
G. The student organization shall have three minutes to speak.
H. The Board shall have four minutes to debate the Allocations recommendation.
I. Whenever the Board introduces an amendment to the Allocations recommendation and it has been seconded, an additional three minutes shall be added to debate.
J. After time has expired or debate has ended, the Chair shall say, “We will now move into a final vote on Request [request number] for [student organization]. It is a [request type] in the amount of [request amount].”

K. If the current motion on the table is the Allocations recommendation, then the Chair shall additionally say, “The Allocations recommendation was to [Allocations recommendation]. All those in favor of the Allocations recommendation, please say aye. Opposed. Abstentions.”

L. If the current motion on the table is an amendment, then the Chair shall additionally say, “The current motion on the table is to [current motion]. All those in favor of the current motion, please say aye. Opposed. Abstentions.”

M. The Chair shall state the result of the vote.

Item 12. Second Open Floor

A. The second open floor serves as an additional opportunity for individuals in the audience to ask questions to the Board and to make announcements after all business is finished.

B. The individual speaking shall announce his or her name when called to speak.

Item 13. President’s Remarks

A. President’s Remarks shall not exceed three minutes.

Section 3. Motions

Item 1. General info about Motions

A. Main motions must be seconded.

B. Any motion shall be reduced to writing, if requested by the President or any Board Member, and read by the introducer before it is debated.

C. A motion may be made to combine business (i.e., Allocations recommendations). This motion must be seconded and is not debatable.

Item 2. Motions to Amend

A. A motion to amend a main motion must be seconded.

B. All amendments shall be germane to the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the Board.

Item 3. Motions for Legislation

A. All main motions that involve legislation shall be submitted in writing in the form of a bill or resolution utilizing the procedures outlined in the SGB Governing Code.

B. The introduction of a bill shall serve as the motion.

C. The motion must be seconded.

D. If the motion is seconded, the legislation shall be automatically postponed to the next meeting and the President shall add the item under “Unfinished Business.”

Item 4. Motion to Waive Reading

A. A motion to waive the reading of a bill or resolution may be made.
B. The motion must be seconded.
C. The bill or resolution must be publicly posted on the SGB website.
D. The motion passes with two-thirds majority of total membership of the Board.

**Item 5. Motion to Recess**

A. A motion to recess shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.
B. A motion to recess shall include a length of time for the recess.
C. Upon reconvening, the President shall begin with roll call and then proceed where the meeting left off.
D. A motion to recess shall only be in order when no other motion is on the table.

**Item 6. Motion to Table**

A. A motion to table shall be seconded before it is put to a vote of the Board.
B. A motion to table shall be decided without debate.
C. When the question before the Board is the adoption of an amendment, a motion to table the amendment is not in order.

**Item 7. Previous Question**

A. The previous question may be called by any member of the Board.
B. The previous question must be seconded.
C. Once seconded, the President shall state: “The call for the previous question has been made. Is the call sustained?”
D. The call for the previous question shall preclude all motions, amendments, and debate, except the motion to table.
E. If the previous question is decided in the affirmative, the President shall move the motion to a vote without debate.
F. If the previous question is decided in the negative, the question remains under debate.

**Item 8. Reconsideration**

A. A two-thirds vote shall be required to order to reconsider a motion or vote.
B. Only a member of the prevailing side of a motion may move to reconsider.

**Item 9. Motion to Adjourn**

A. A motion to adjourn shall only be in order when there are no other items on the agenda.
B. A motion to adjourn shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.

**Section 4. Obtaining the Floor**

**Item 1. Questions of Privilege**

A. Upon recognition by the Chair, any Board Member may speak to a question of privilege.
B. Questions of privilege shall be those affecting:
1. The rights of the Board collectively, its safety, dignity, and the integrity of its proceedings.
2. The rights, reputation, and conduct of all Board Members, individually, and in their representative capacity only.

C. Privilege may not be used to explain a vote or debate a bill.
D. The Presiding Officer shall determine if the question is one of privilege and shall, without the point of order being raised, enforce this rule.

**Item 2. Obtaining Recognition**

A. When any Board Member wishes to speak in debate or deliver any matter to the Congress, he or she shall raise his or her hand to obtain the attention of the Chair.
B. No member shall speak until recognized by the Chair. Only the Chair may award the floor to any Board Member.

**Section 5. Debate**

**Item 1. Conduct of Debate**

A. The Chair shall be authorized to take such action as is necessary to maintain order, and in case of any disturbance or disorderly conduct in the meeting space, he or she shall have the power to order those areas cleared.

**Item 2. Substitution for Presiding Officer**

A. The Chair shall have the right to call on the Executive Vice President to perform the duties of the Chair. The President may reclaim the Chair from any other member at any time.

**Item 3. Limitations of Debate**

A. Unless specifically noted, the motion may be debated for no longer than ten minutes after it has been moved and seconded.
B. A motion to make an amendment is debatable for no longer than five minutes after it has been moved and seconded.
C. A motion to extend time may be made.

**Item 4. Germaneness of Debate**

A. Any debate by a member must be germane to the motion under consideration.

**Item 5. Contested Issues**

A. The Chair may certify any business of the Board as a contested issue.
B. Upon certification, the debate shall be moved back and forth between pro-speakers and con-speakers designated by the Chair.
C. The Chair may remove this designation at any time, subject to an un-debatable appeal to the simple majority of total membership of the Board.

**Item 6. Right of Reply**

A. Should a Board Member reference another Board Member during his or her time, the offended party may request a right of reply.
B. The Right of Reply may only be used to address the comments regarding the offended party. All other comments shall be deemed out of order.

**Item 7. Questions of Order**

A. The Presiding Officer shall decide all questions of order, subject to an appeal to the Board by any Board Member.
B. A two-thirds vote of membership present and voting is necessary to sustain any appeal from the ruling of the Presiding Officer.
C. In the event that the SGB Constitution and SGB Governing Code do not provide for any point of order raised by any Board Member, the current edition of Robert’s Rules of Order shall govern.

**Item 8. Precedence of Motions**

A. When a main motion is before the Board no motion shall be received except those herein specified, with the following order of precedence:
   1. To lay on the table
   2. To previous question
   3. To reconsider
   4. To postpone
   5. To amend an amendment
   6. To amend
   7. To pass the main motion

**Section 6. Voting Procedure**

**Item 1. Methods of Voting**

A. The Board shall vote via voice except where otherwise prohibited.
B. The Chair may order a division of votes by show of hands when the outcome is uncertain.
C. Any Board Member may request a division of votes by show of hands. This motion must be seconded.

**Item 2. Voting**

A. Any Board Member may vote aye, nay, or abstain. Any abstention vote shall not be counted in the final vote.
B. The Chief of Staff shall record the votes of each Board Member for every bill and resolution put to question.

**Article 2. Board Planning Sessions**

**Item 1. Description**

A. The Board shall have a weekly private meeting called a “Board Planning Session” to promote collaboration with each other. The President may invite staff and members of the student body to attend when deemed necessary.
B. The President shall provide an agenda for Board Planning Sessions with all items of discussion given to him or her by the Board at least 24 hours in advance.
C. The President may occasionally cancel a planning session when necessary.
Item 2. Official Business

A. From time to time, the Board may need to conduct official business during a Board Planning Session.
B. When this occurs, Board Parliamentary Procedure regarding motions, obtaining the floor, and debate shall be used.
C. All official business conducted during a Board Planning Session must be announced publicly.

Article 3. Cabinet Planning Sessions

Item 1. Description

A. The Cabinet shall have a weekly private meeting called a “Cabinet Planning Session” to promote collaboration with each other. The meeting is for informational purposes.
B. Any Board Member may attend the Cabinet Planning Session. The President and Vice President and Chief of Cabinet may invite staff and members of the student body to attend when deemed necessary.
C. The Vice President and Chief of Cabinet shall provide an agenda for Cabinet Planning Sessions with all items of discussion given to him or her by the Board and Committees in at least 24 hours in advance.
D. The Vice President and Chief of Cabinet may occasionally cancel a planning session when necessary.

Item 2. Meetings

A. Attendance shall be taken, following the same SGB-wide attendance requirements.
B. All official business conducted during a Board Planning Session must be announced publicly.
C. Since this meeting is for informational purposes, the meetings do not need to follow Board parliamentary procedure.
Title 3. The Allocations Committee

Chapter 1. Allocations Committee Bylaws

Article 1. An Overview of the Allocations Committee

Item 1. Purpose of the Allocations Committee

A. Student activity fees are collected from all University students and administered by the Office of Student Life through the Student Organization Resource Center. Since the Vice Provost and Dean of Students recognizes Student Government Board as the governing body for all non-CGS undergraduates, the Office of Student Life shares its responsibility for administration of activity fee income with Student Government Board and the Allocations Committee.

B. Commensurate with its responsibility, Student Government Board has been delegated the authority to make decisions regarding the allocations of activity fees to eligible certified undergraduate student organizations according to policies and procedures approved by Student Government Board and the Office of Student Life. The Allocations Committee assists Student Government Board in distributing the funds in a fair and equitable manner through the process described in the Allocations Manual.

C. In addition to the role prescribed for the Allocations Committee in the Allocations Manual, the Allocations Committee holds the responsibility to supervise the expenditure of funds for approved purposes according to the established policies and procedures. Accordingly, all activities related to the administration of any approved budget fall under the jurisdiction of the Allocations Committee.

Item 2. Composition of the Allocations Committee

A. The Allocations Committee shall be composed of a Chairperson and twelve Committee Members.

B. One of the twelve Committee Members shall be designated as the Vice Chairperson and is appointed by the Allocations Chairperson at the beginning of his or her term.

Article 2. Membership of the Allocations Committee

Section 1. The Allocations Chairperson

Item 1. Duties of the Allocations Chairperson

A. At the beginning of the term, the Allocations Chairperson shall
   1. Appoint the Vice Chairperson of the Allocations Committee
   2. Construct a program to train all Allocations Committee Members
   3. Assign liaison roles for each Allocations Committee Members

B. At the beginning of each semester, the Allocations Chair shall
   1. Create a time-table for the semester which shall include Allocations 101s, budget submission deadline(s), budget hearing date(s), and moratoriums
   2. Must work with the SGB President to establish budget appeal deadline(s) and hearing date(s)
C. Throughout each week, the Allocations Chairperson shall
   1. Serve as the spokesperson of the Allocations Committee
   2. Serve as the liaison to the Board, the Student Organization Resource Center, and Office of Student Life by maintaining communication with each department.
   3. Introduce policy changes to the Board when deemed necessary and establish procedures within the Student Government Board office for the acceptance and processing of funding requests
   4. Attend Board planning sessions and Board public meeting to explain the recommendations of the Allocations Committee
   5. Publicize the Allocations process through announcements and press releases when necessary
   6. Assign liaisons responsibilities to facilitate the continuity of the Allocations process
   7. Review and approve the rationale for recommendations and coordinate the flow of information according to the prescribed guidelines in the Allocations Manual
   8. Submit all approved budgets, modifications, and supplemental requests to the Student Organization Resource Center
   9. Create Allocations Committee meeting and Board public meeting minutes, and update those minutes to reflect the decisions made by the Allocations Committee and Board
   10. Post all meeting minutes online
   11. Ensure that the Activities Fund Fiscal Year Funding Report is updated
   12. Complete all additional duties and responsibilities listed in the Allocations Manual
   13. Hold ten office hours per week in the SGB Office

D. Throughout his or her term, the Allocations Chairperson shall
   1. Supervise the selection of the Allocations Chairperson and Committee Members when transitioning
   2. Monitor the performance of the Allocations Committee as a whole as well as its individual members

E. The Allocations Chair may delegate the aforementioned responsibilities as he or she sees fit.

Item 2. Membership of the Allocations Committee

A. The Allocations Chairperson is a member of the Allocations Committee but serves as the chair and spokesperson during all official and unofficial business.
B. The Allocations Chairperson may vote only when his or her vote will make a difference in the outcome.

Section 2. The Allocations Vice Chairperson

Item 1. Duties of the Allocations Vice Chairperson

A. The Allocations Vice Chairperson shall
B. Assume the responsibilities of the chairperson in his or her temporary or permanent absence
C. Serve as the assistant to the Allocations Chairperson during weekly meetings
D. Complete any duties prescribed by the Allocations Chairperson
E. Assume the responsibilities of an Allocations Committee Member

Item 2. Member of the Allocations Committee

A. The Allocations Vice Chairperson is a voting member of the Allocations Committee.
B. When serving as the acting-chairperson, the Vice Chairperson does not count towards quorum and may only vote when his or her vote will make a difference in the outcome.

Section 3. The Allocations Committee Members

Item 1. Duties of the Allocations Committee Members

A. At the beginning of each semester, Allocations Committee Members shall
   1. Provide the chair with five office hours in the SGB Office by the end of the first week of classes
   2. Introduce themselves to their assigned student organizations by the end of the second week of classes
B. Throughout each week, Allocations Committee Members shall
   1. Hold five office hours in the SGB Office and utilize that time to assist in facilitating the Allocations process and prepare for Allocations meetings by
      a. Reviewing weekly Allocations supplemental requests and budgets
      b. Reviewing previous Allocations requests to develop a better understanding of student groups
   2. Assist student organizations in the preparation of supplemental request or budget submissions
   3. Serve as a communication link with assigned organizations and interpret and enforce policies and procedures
   4. Attend Allocations Committee weekly supplemental meetings
   5. Attend Allocations Committee Budget weekend and miss no more than five hours in all of Spring budgets and two hours in all of fall budgets.
   6. Inform assigned student organizations of the Allocations Committee’s recommendations and decisions by 2 p.m. the following day
   7. Copy the Allocations Chair on all recommendations and decisions sent to student organizations
   8. Assist in the supervision of the implementation of approved budgets (i.e., attending events to ensure policies are followed)
   9. Inform Allocations Chairperson of absences within the four days prior to any weekly meetings and two weeks prior to budget hearings, or as soon as possible in the event of extreme or unforeseen circumstances
10. Respect the choice of the Allocations Chair if an absence is not approved
11. Assist in the filing of processed requests
12. Complete any duties prescribed in the Allocations Manual or by the Allocations Chair

C. Throughout his or her term, Allocations Committee Members shall
1. Maintain a contact sheet file for assigned organizations
2. Attend Allocations Committee semester budget meetings

Item 2. Voting Privileges

A. Each Allocations Committee Member is a voting member of the Allocations Committee.

Article 3. Selection of the Allocations Chair, Vice Chair, and Committee Members

Section 1. Selecting the Allocations Chairperson

Item 1. Overall Chair Selections Process

A. The Allocations Chair shall be selected in March or April by the Board upon the recommendation of a Nominating Task Force and shall take office on the last day of finals week in the spring.
B. To be eligible to apply for the Allocations Chairperson, the candidate must
   1. Be a non-CGS undergraduate student at the University of Pittsburgh with a cumulative GPA of at least 2.75.
   2. Have served as an Allocations Committee Members in the past, unless no Allocations Committee Members apply.
C. Each Allocations Chairperson interview shall last at least 30 minutes.

Item 2. Selections Process when Outgoing Chairperson is Not Reapplying

A. The Nominating Task Force shall consist of the outgoing Allocations Chairperson, the outgoing Allocations Vice Chairperson, a Committee Member selected and approved by a simple majority of the Allocations Committee, the outgoing President of Student Government Board, and the incoming President of Student Government Board.
B. The outgoing Allocations Chairperson is a voting member of the Nominating Task Force, and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.
C. If the Allocations Vice Chairperson is applying, then the Allocations Chairperson shall choose another Committee Member to fill his or her seat.

Item 3. Selections Process when Outgoing Chairperson is Reapplying

A. The Nominating Task Force shall consist of the outgoing Allocations Vice Chairperson, a Committee Member selected and approved by a simple majority of the Allocations Committee, an outgoing Allocations Committee Member chosen by the outgoing Vice Allocations Chairperson, the outgoing President of Student Government Board, and the incoming President of Student Government Board.
B. In any circumstance where the Allocations Vice Chairperson is also applying for the Allocations Chairperson position, the Nominating Task Force shall include three Allocations Committee Members selected and approved by a simple majority of total membership of the Allocations Committee, the incoming President of Student Government Board, and the outgoing President of Student Government Board. The Allocations Committee shall designate one of these three
Allocations Committee Members to serve as Chairperson of the Nominating Task Force.

C. The outgoing Allocations Vice Chairperson or, when applicable, the designated Allocations Committee Member is a voting member of the Nominating Task Force and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.

Section 2. Selecting the Allocations Vice Chairperson

Item 1. Selecting the Allocations Vice Chairperson

A. At the beginning of his or her term, the Allocations Chair shall appoint the Allocations Vice Chairperson.

Section 3. Selecting the Allocations Committee Members

Item 1. Overall Committee Member Selections Process

A. Ten out of the twelve members of the Allocations Committee shall be selected in March or April by the Board upon the recommendation of a Nominating Task Force and shall take office on the last day of classes in the spring.

B. Two out of the twelve members of the Allocations Committee shall be reserved for the incoming freshman class and shall be selected in September by the Board upon the recommendation of a Nominating Task Force. They shall take office upon their appointment.

C. To be eligible to apply for the Allocations Committee, the candidate must

D. Be a non-CGS undergraduate student at the University of Pittsburgh with a cumulative GPA of at least 2.75.

E. Freshmen without a GPA are eligible to apply

Item 2. Overall Committee Member Selections Process for Spring Applications

A. The Nominating Task Force shall consist of the outgoing Allocations Chairperson, the incoming Allocations Chairperson, the outgoing President of Student Government Board, the incoming President of Student Government Board, and the outgoing Allocations Vice Chairperson.

B. The outgoing Allocations Chairperson is a voting member of the Nominating Committee and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.

C. In any case when the outgoing Allocations Chairperson is applying for a position on the Allocations Committee, the Nominating Task Force shall decide whether or not to extend membership to the outgoing Allocations Chairperson without him or her present, prior to interviewing any other applicants.

   1. The Allocations Vice Chairperson shall temporarily serve as Chair of the Nominating Task Force and shall select an additional Allocations Committee Member to serve temporarily on the Nominating Task Force.

   2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.

D. In any case when the outgoing Vice Chairperson is applying for the position, the Nominating Task Force shall decide whether or not to extend membership to the
outgoing Allocations Vice Chairperson without him or her present, prior to interviewing any other applicants.

1. The Allocations Chairperson shall select an additional Allocations Committee Member to serve temporarily on the Nominating Task Force.

2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.

E. In any case when the outgoing Allocations Chairperson and Allocations Vice Chairperson both apply, two Committee Members selected and approved by a simple majority of the Allocations Committee shall temporarily serve on the Nominating Task Force. The Allocations Committee shall designate one of these three Allocations Committee Members to serve as Chairperson of the Nominating Task Force.

1. If there are not two non-returning Committee Members, the outgoing President shall select as many outgoing Board Members as needed.

2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.

F. The outgoing Allocations Chair shall recommend to the Nominating Task Force a number of candidates to interview. If the number of applicants exceeds this amount, the Nominating Task Force shall conduct a first-round of selections based on paper-applications.

G. The length of each interview should be at least ten minutes.

**Item 3. Overall Committee Member Selections Process for Fall Applications**

A. The Nominating Task Force shall consist of the Allocations Chairperson, the Allocations Vice Chairperson, and the President of Student Government Board.

B. The outgoing Allocations Chair shall recommend to the Nominating Task Force a number of candidates to interview. If the number of applicants exceeds this amount, the Nominating Task Force shall conduct a first-round of selections based on paper-applications.

C. The length of each interview should be at least ten minutes.

**Article 4. Removal and Vacancy Process**

**Item 1. Removal Process**

A. The Allocations Chairperson reserves the right to remove any Committee Member if the Committee Member fails to

1. Meet the attendance requirements as specified in these bylaws.

2. Act in accordance with his or her responsibilities outlined in the Student Government Board Constitution, Student Government Board Governing Code, or Allocations Committee Bylaws.

3. Perform the duties of his or her office as prescribed and determined by the Chairperson.

B. A removed Committee Member may appeal his or her removal by appealing to the Judicial Chairperson in writing within one week of being removed.
Item 2. Vacancy Process

A. Vacancies on the Allocations Committee shall be selected by the Board upon the recommendation of a Nominating Task Force and shall take office upon appointment.

B. The Allocations Chairperson may optionally choose to fill any vacancy caused by the dismissal or resignation of any Committee Member.

C. The vacancy shall be posted for at least one week, accepting applications from all eligible students.

D. A Nominating Task Force consisting of the current chairperson, vice chair, and President shall select the person to fill this position.

E. In any event where the vice chair is unable to participate, the current chairperson will select another committee member to serve on the Nominating Task Force.

Article 5. Designation of the Allocations Manual

Item 1. Designation of the Allocations Manual

A. The Allocations Manual will serve as the policies and procedures governing the Allocations Process.

B. The Chairperson may introduce legislation to the Board at any time during the semester to make changes to the Allocations Manual.

Article 6. Separation from the Board

Item 1. Separation from the Board

A. The Allocations Committee is a separate entity from the Board and is able to independently operate unless in direct conflict with the Student Government Board Constitution or SGB Governing Code. Precedents and decisions by the Board should not necessarily influence the precedents and decisions established by the Committee.

Article 7. Ratification and Amendments

Item 1. Ratification and Amendments

A. Any modification to these bylaws may be suggested by committee members, but must be officially introduced by the Chairperson and approved by two-thirds of total membership of the Allocations Committee.

B. The modification of these bylaws does not require approval by the Student Government Board as previously established by the Judicial Committee through Allocations v. Board 1996.
Chapter 2. The Allocations Manual

Article 1. Purpose and Use of the Student Activities Fee

Section 1. Student Activities Fees

Item 1. Student Activities Fees

A. Student activities fees are collected from all University students and are administered by the Office of Student Life.

B. Student Life provides programs and services for undergraduate students with student activity fee revenue. The Pitt Program Council, WPTS-FM Radio, the Student Office of Sustainability, the Office of PittServes, the Student Organization Resource Center (SORC), and SGB operating expenses are funded in part or in whole by student activities fees.

C. Since Student Government Board is recognized by the Vice Provost and Dean of Students as the governing body for all non-CGS undergraduate students, Student Life provides SGB with an annual budget to support its programs and services, and to provide financial support to eligible certified student organizations according to policies and procedures outlined in this Allocations Manual.

Item 2. Eligibility for Funding

A. To be eligible for funding, all student organizations must
   1. Be currently SORC-certified with up to date officers. Certification is a precondition to apply for activity fee funding and must be maintained to remain eligible to expend allocated funds. (See www.sorc.pitt.edu for certification guidelines.)
   2. Be comprised of 75% non-CGS undergraduate students
   3. Not be a recognized social fraternity or sorority
   4. Not have a bank account outside the University to manage student organization funds

B. Eligible student organizations have the right to apply for SGB funding, but do not have a right to funding.

C. All eligible, non-CGS, undergraduate student organizations shall be referred to as student organizations in the Allocations Manual.

Section 2. General Funding Philosophy

Item 1. Funding of Certified Student Organizations

A. The goal of the SGB Allocations system is to provide financial support for student organizations so that they can develop a comprehensive array of relevant and desirable activities and programs.

B. There are over 400 student organizations in ten categories of activity: academic related, arts/literature, competitive sports, ethnic/cultural, honorary, political/advocacy, recreational, religious, service, and student governance.
Item 2. SGB Funding Philosophy

A. Funding of student organizations is a shared responsibility among the student organization as a whole, the individuals within the organization who primarily benefit from participation in that organization, and SGB. SGB does not have the financial resources to fully fund the activities of student organizations that request funding.

B. Because all undergraduates pay the same activity fee that contributes to the total amount of funding available and because students are likely members of other organizations and attend events sponsored by other organizations, it is the expectation that each student organization and its members contribute to the funding of their own operations and programs.

C. Funding requests are scrutinized to determine if members and organizations are contributing to the financial support of their funding requests.

Article 2. SGB Procedural Guidelines for the Allocations Process

Section 1. Allocations Process Overview

Item 1. Allocations Process Overview

A. There are two ways of obtaining money from the Allocations process: supplemental requests and budgets.
   1. Supplemental requests are as-needed funding requests that are evaluated during weekly meetings.
   2. Budgets are submitted optionally once per semester, and are for long term planning into the next semester.

B. Although budgets occur once per semester, supplemental requests are always an option during the fall and spring terms.

Item 2. Expectations of Student Organizations

A. It is the expectation that representatives submitting requests on behalf of student organizations:

B. Be knowledgeable of all policies and procedures written in the Allocations Manual. SGB and the Allocations Committee will do its part to help student organizations understand all policies and procedures by holding several Allocations 101 presentations throughout the semester.

C. Contact an Allocations Committee liaison when needed to clarify any funding procedures or obtain assistance when submitting a request.

D. Submit all funding requests and budget modifications for annual events in a timely manner. A decision’s proximity to an event date will not be considered a compelling reason to act on a request. Student organizations are responsible for preparing for both outcomes.

Item 3. General Submission Requirements for Both Supplemental and Budgets

A. Supplemental requests and budgets that are not complete or do not adhere to all policies and procedures in this Allocations Manual will not be accepted. The
Allocations Chair has the discretion to make exceptions on a case by case basis when submission requirements cannot be met.

**B. Requests that include line items from previously denied requests will not be accepted.**

**Item 4. Entire Requests Submitted at Once**

A. Requests for an event or travel must be submitted at one time on one request.
   1. Student organizations collaborating must submit one request with all student organization names clearly listed at the top of the request. All funding will be deposited into the account of the first organization listed on the request.
   2. Requests that include additional expenses from a previous request will not be considered, except at the discretion of the Chair.

B. Specific submission requirements for Supplemental Requests and Budgets are listed in the designated sections.

**Item 5. Presentation of Documentation**

A. Every cost listed on the Allocations request must be accounted for via proof by documentation.

B. Documentation may include but is not limited to an official quote, an email confirmation, a printout, or a picture of a price.

C. All documentation must be uploaded with the request.

**Section 2. The Supplemental Process**

**Item 1. Supplemental Submission Requirements**

A. Student organizations may submit supplemental requests for as-needed funding during the Allocations Committee’s weekly meetings.

B. All deferred requests from fall or spring budgets submitted by non-SAAGs may be re-submitted as supplemental requests. SAAGs may not submit supplemental requests.

**Item 2. Supplemental Review Process**

A. The process for the submission and evaluation of these types of requests is as follows:
   1. The organization must submit a request via the online form by 5 p.m. on Wednesday.
   2. The Allocations Committee shall hear any request submitted by the deadline during its next Thursday night meeting at 8:30 p.m. A representative of the group must attend the next weekly meeting of the committee.
   3. During the supplemental hearing, the representative of the group will be asked to explain the submitted request. The Allocations Committee will ask questions as necessary.
Section 3. The Budgeting Process

Item 1. General Budget Submission Timeline

A. Budgets for the upcoming school year are typically submitted in March. Budgets for the spring term are typically submitted in October.

B. The submission and budget hearing schedules will be set by the Allocations Chair and announced well in advance.

Item 2. Budget Submission Requirements

A. The responsibility for preparation of your budget according to the guidelines rests with each individual organization. Budgets that fail to meet the following conditions will NOT be accepted:

1. The budget must be submitted via the online form and accompanied by proper documentation.
2. All forms and questions must be completed and answered in detail.
3. Upon submission of the budget, a representative of the organization MUST then sign up for a time-slot and attend this hearing.

B. During the budgeting process held in the spring, SAAGs may choose between submitting one of the following: two semester budgets or one annual budget. SAAGs will be held accountable for their choice made in the spring term and will not be allowed to change decisions after the approval of their spring budget.

**Item 3. Allocations Budget Hearings**

A. One organization representative is required to attend the Allocations Hearing.
   1. The Allocations Committee may postpone or withdraw the budget if a representative does not attend, but reserves the right to act on the budget if it so chooses.
B. The Allocations Committee may approve or deny each request within the budget in part or full.
C. The Allocations Committee may also defer an entire request within the budget for later consideration through the supplemental process.
   1. Requests are generally deferred due to budget constraints or incomplete information.
   2. There should be no expectation that the deferral of a request in any way supports its later approval as a supplemental.
   3. SAAGs may not submit a supplemental request for a deferred item.
D. After the hearing, the Allocations Committee will deliberate in private and render a decision on the budget. A copy of the budget decision will be available in the SGB office the week following the hearing. If a student organization desires an explanation of the decision, it must speak with an Allocations liaison.
E. The Committee may additionally decide to send the request to be automatically appealed to the Board. The Allocations Committee may do this when it feels that it is necessary to share the responsibility of the decision with the Board.

**Item 4. Board Budget Appeal Submission Requirements**

A. Organizations may file an appeal of the decision of the Allocations Committee with SGB in the Fall and the Spring, only after reviewing the budget decision of the Allocations Committee.
B. If an organization appeals a budget, it must appeal the entire budget as a whole. Organizations may not appeal specific line items.
C. If an organization chooses to submit a budget appeal, an authorized organization leader must:
   1. Submit a properly completed Budget Appeal Form via the online submissions website.
   2. Attend an appeal hearing to speak on behalf of the budget.

**Item 5. Board Budget Appeal Hearings**

A. All budget appeals will be done during a normal or special public meeting approximately one week after budgets.
B. Each appellant representing their respective organization will be asked to make a brief argument against the decision, focusing on their desired specific budget requests.

C. The Allocations Chair will present the rationale for the decision appealed by the group.

D. The Board will ask questions if necessary and will render a decision without further argument from the group.

E. The Board will accept or revise the decisions of the Allocations Committee on a line-item basis with a simple majority of total membership of the Board.

F. If an authorized organization leader does not attend the appeal hearing, the Board may act on the recommendation of the Allocations Committee or it may choose to postpone the hearing until a later date.

Section 4. The Funding Release Process

Item 1. Funding Release Process

A. Student organizations are encouraged to return unspent allocated funds after the completion of the request. Student organizations who release unspent funds will have the returned balance subtracted out of any funds counted towards caps.

B. The student organization shall fill out the Funding Release form to return funds. Student organizations must meet with an Allocations liaison to fill out and submit this form.

C. For each Funding Release request, the Allocations Chair shall verify with SORC that the funds exist to be released and then approve the request.

Item 2. Recouping Unspent Allocated Funds

A. All unspent or uncommitted funds approved for use by December 31 are returned to the SGB distribution account.

B. All unspent or uncommitted funds as of June 15 are returned to the SGB distribution account.

Section 5. The SAAG Budget Modification Process

Item 1. SAAG Budget Modifications

A. Since SAAGs may not submit supplemental requests, SAAGs may decide to move funds from an allocated request into a deferred request or into a new request.

B. SAAGs should not use the supplemental online form when filling out the request, but instead use the SAAG Budget Modification form.

C. The SAAG Budget Modification form follows the Supplemental process.

Section 6. Summer Operations

Item 1. Summer Operations Suspension

A. Due to the unavailability of Allocations Committee Members and Board Members during the summer term, the requirement to hear funding requests has been suspended by the Office of Student Life.
B. Student organizations who wish to receive funds for the summer months must submit a supplemental request if the funds are to be used before June 30th or submit a budget in the spring if the funds are to be used after June 30th.

**Item 2. Summer Operation Exception**

A. For unforeseen situations, the Allocations Committee Chair may choose to hear a funding request through an email but is not compelled to do so.

B. All funding decisions made in the summer will be reviewed and approved by the Student Life Allocations Advisor.

Section 7. Arbitration of Disputes Regarding SGB Funding Decisions

**Item 1. Arbitration Process**

A. Funding decisions made by SGB must conform to procedures and policies approved by Student Life. Student organizations may file a request for arbitration with the SGB Allocations Advisor regarding decisions made by SGB that are alleged to be inconsistent with policies or procedures.

B. The advisor will determine whether or not the request has merit and will be heard or not. If an arbitration meeting is held with representatives of the organization and SGB, the decision of the Advisor is final and no appeal will be accepted.

Article 3. Student Life Approved Funding Policies for SGB

Section 1. Overall Funding Policies

**Item 1. Overall Funding Policies**

A. To meet its fiduciary responsibility for the administration of student activity fees, Student Life and Student Government Board have collaborated to establish a set of approved policies to guide the decision making of the SGB in approving Allocations requests.

B. SGB may not fund the following for Certified Student Organizations:
   1. Programs that duplicate or compete with the Pitt Program Council
   2. Donations or personal gifts of any kind
   3. The purchase of alcohol, tobacco, and scheduled substances
   4. Any expense including honoraria related to the appearance of any candidate for public office
   5. Salaries, stipends, honoraria or any form of remuneration to advisors, coaches, officers, or members
   6. Travel expenses for any coach, advisor, or non-student members
   7. First class airfare
   8. Any request that requires travel outside of the continental United States for both organization members and individuals invited to campus unaffiliated with the University
   9. Spring Break travel unless it is required. Organizations must provide explanatory documentation for its necessity.
   10. Expenses for items and services such as supplies, copies, fax, and mailing which are available in SORC
11. Off-campus leadership retreats
12. Alternative spring break programming
13. Individual membership dues
14. Expenses related to academic requirements (i.e., any expense related to senior design projects)
15. Social or recruiting events

C. With additional reasoning in the following Items, SGB may not fund the following for Certified Student Organizations:
   1. Deficit Spending
   2. Any request previously denied within the same fiscal year
   3. On-campus conferences and competitions
   4. Expenses judged to be the responsibility of a school, college department, or administrative unit sponsoring a recognized student organization
   5. Expenses judged to be the responsibility of individual members of student organizations
   6. Programs whose primary purpose is to serve as a fundraiser for organizational benefit or charity

Item 2. Deficit Spending

A. Should an organization expend funds or commit to expend funds prior to receiving funding from the Allocations Committee, these expenses are the sole responsibility of the organization, and may not be requested for.
B. Deficit spending occurs at the point when the student organization is contractually committed to spending the money.
C. No requests that involve deficit spending shall be considered.

Item 3. Previously Denied Requests

A. The Allocations Committee Chair shall not accept any request previously denied within the same fiscal year. Additionally, SGB may not approve any such request.
B. Violations of this rule are largely dependent on how the request is submitted by the organization. (i.e., if an organization lumps transportation for ‘all competitions’ for the year into one request and it is denied, transportation cannot be requested again.)

Item 4. On-Campus Conferences and Competitions

A. Because non-Pitt students do not pay into the Student Activities Fund, SGB shall not fund for on-campus conferences and competitions comprised of external participants.
B. SGB may fund for on-campus conferences and conventions comprised of at least 75% Pitt students.

Item 5. Expenses Judged to be the Responsibility of a Sponsoring Unit

A. SGB shall not fund for expenses judged to be the responsibility of a school, college department, or administrative unit sponsoring a recognized student organization.
B. In deciding this, SGB will evaluate how much the sponsoring unit benefits from the funding and then render a decision. SGB may deny expenses that are deemed to be primarily departmental (i.e., sheet music that is placed into a department’s music library).

**Item 6. Expenses Judged to be Individual**

A. SGB shall not fund for expenses judged to be the responsibility of individual members of student organizations.

B. In deciding this, SGB will examine how much individual members benefit and may hold the student organization to a higher expectation of shared responsibility. To enforce shared responsibility, SGB may deny such expenses.

**Item 7. Fundraisers**

A. SGB shall not fund for programs whose primary purpose is to serve as a fundraiser that benefits the organization or a charity.

B. Organizations may add a philanthropic dimension to their events through the policies and procedures outlined in the portion of the Allocations Manual that includes “Policies for Student Organizations which Receive Funding.”

**Section 2. Policies Based on Intent of Request**

**Item 1. Standard Decision Making Criteria**

A. In order to make consistent decisions regarding funding for eligible student organizations, SGB employs standard decision-making criteria when evaluating all requests:

1. **Purpose** – Is the request consistent with the espoused organizational purpose for which the group has been certified? How does the request contribute to the attainment of the goals of the organization?

2. **Need** – Does the request reflect or meet unsatisfied needs? Has the need been documented? What is the level of need and its importance to undergraduate students?

3. **Value/Impact** – What is the desired goal of the request and how will the participants, the organization, and the University benefit? What is the nature of the benefit? Is the benefit lasting?

4. **Importance to Organization** – How important is the request to the existence and viability of the organization? How highly does the organization rank this program in comparison to its other requests?

5. **Timeliness** – Is the request scheduled at an appropriate date and time? Are there conflicts? Will approval create competition with other events?

6. **Redundancy** – Is the request need already fulfilled? Has a similar request already been approved? Has another organization requested the program? Has the program been offered before?

7. **Viability** – Is the request adequately manageable and within the scope of the sponsor’s capability? Are adequate on-campus facilities available?
8. **Cost/Benefit Analysis** – What is the per capita expenditure for participants or attendees? Is the need served and benefit derived from the request worth the per capita expenditure?

9. **History** – Is the program a successful annual or traditional event? What has been the history of similar events?

10. **Composition of Attendance** – Who is benefiting from the request? Is it primarily undergraduate non-CGS Pitt students?

**B.** While most of these criteria relate to the quality of the request, its importance to the organization, as well as its cost effectiveness are also considered, and composition of attendance relate directly to the idea of shared responsibility.

**C.** The more the funding relates solely to the benefit of the organization, or is limited to members or involves select members, the expectation of shared funding responsibility on part of the benefiting members and the organization becomes apparent and will affect SGB’s funding decision.

### Item 2. Conferences

**A.** Conference Request Definition: A Conference Request is a type of request submitted by a student organization to send students to represent the organization at a conference.

**B.** Shared Funding Responsibility: All conference delegates derive personal benefit from attendance at the conference in addition to the benefits derived for the organization. Funding for conference attendance by SGB is considered a shared responsibility of the organization and its delegates. Organizations should not assume that SGB will routinely approve the conference request.

**C.** Decision Making Criteria: SGB shall review the purpose and need of attending, history of attending the conference, how attending relates to the purpose of the organization, and how many delegates will be voting. The requestor must specifically demonstrate how attending will impact and positively add value to the organization as a whole.

**D.** Funding Limit: No more than $2,000 per fiscal year may be allocated to an organization for all conference attendance. Do not request more than $2,000.

**E.** Number of Representatives: No more than four members will be approved to represent the organization.

**F.** Registration: SGB may fund for individual registration fees.

**G.** Lodging: One room will be allocated for lodging at the conference location. The delegates may choose how the one room is used and the organization and/or the delegates must pay any additional lodging expenses.

**H.** Airfare: Airfare to and from the conference may be approved.

**I.** Ground Transportation: Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.

1. For university vehicles, the corresponding University Mileage Rate may be approved.
2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved (For 2015, this is 23.5 cents per mile).
3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.

J. Meals: SGB will not fund for meals at the conference.

K. Documentation for the Conference: If available, an itinerary is required documentation. Documentation for registration, lodging, rental vehicles, and airfare should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 3. Competitions

A. Competition Request Definition: A Competition Expense Itemization Request is a type of request submitted by a student organization to send students to any type of competition.

B. Shared Funding Responsibility: All individuals participating in a competition derive personal benefit from attendance at the competition in addition to the benefits derived for the organization. Funding for competitions by SGB is considered a shared responsibility of the organization and its members.

C. Decision Making Criteria: SGB shall review the purpose and need of attending, history of attending the competition, how attending relates to the purpose of the organization, and how much the organization is contributing. SGB will also consider the type of organization submitting the request (i.e., club sport, academic competitive, etc).

D. Registration: SGB may fund for individual and/or team registration fees. Organizations should understand that SGB may sometimes deny individual registration fees to promote shared responsibility as these are the most individualized expenses.

E. Lodging: One room may be allocated for lodging per four students attending the conferences.

F. Airfare: Airfare to and from the competition may be approved.

G. Ground Transportation: Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
   1. For university vehicles, the corresponding University Mileage Rate may be approved.
   2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved (For 2014, this is 23.5 cents per mile).
   3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.

H. Documentation for the Competition: Documentation for registration, lodging, rental vehicles, and airfare should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.
Item 4. General Travel

A. General Travel Request Definition: A General Travel Request is a type of request submitted by a student organization to transport students for non-conference and non-competition purposes (i.e., transportation to service sites or practices). The General Travel is used for local travel.

B. Shared Funding Responsibility: All individuals traveling derive personal benefit from attendance at the in addition to the benefits derived for the organization. Funding for travel by SGB is considered a shared responsibility of the organization and its members.

C. Decision Making Criteria: SGB shall review the purpose and need of travel, how traveling relates to the purpose of the organization, and how much the organization is contributing. SGB will also consider the type of organization submitting the request (i.e., club sport, service, etc).

D. Ground Transportation: Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
   1. For university vehicles, the corresponding University Mileage Rate may be approved.
   2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved (For 2014, this is 23.5 cents per mile).
   3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.

E. Miscellaneous Expenses: SGB recognizes that sometimes there may be miscellaneous expenses due to travel (court fees, rental fees, etc). SGB may approve these expenses.

F. Documentation for General Travel: Documentation for rental vehicles and miscellaneous expenses should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 5. On-Campus Programs

A. Program Expense Itemization Request Definition: A Program Expense Itemization Request is a type of request submitted by a student organization to hold an on-campus program.

B. Shared Funding Responsibility: SGB recognizes that student organizations put on programs as a service to the student body. The expectation of shared responsibility is dependent on the program’s reach and openness to the student body. Closed events or events not held in a University building will have a much higher expectation of shared responsibility placed on the organization and may have its request denied.

C. Decision Making Criteria: SGB shall review the need, value, impact, history of the program, and past successes of the organization. In addition, SGB shall review how the program relates to the purpose of the organization and its ability to attain attendees.
D. Honoraria, Airfare, and Lodging: SGB may fund for honoraria, airfare, and lodging according to the contract proposed by the invited individual.

E. Ground Transportation: Ground transportation may be approved according to the following policies. Student organizations wishing to reimburse invited individuals for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
   1. For personal vehicles, the Corporate IRS Reimbursement Rate may be approved (For 2014, this is 55.5 cents per mile).
   2. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.

F. Purchases: SGB may fund for purchases related to the program. SGB may scrutinize purchases on the basis of reusability. For food policy, see below.

G. Services: SGB may fund for services such as but not limited to custodians and security when required by Facilities Management or deemed necessary by SGB.

H. Miscellaneous: SGB may fund for miscellaneous items and render a decision on them on the basis of need, value and purpose.

I. Documentation for the Program: Documentation for every expense must include a screenshot of the exact price found online or an email provided by the individual. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

**Item 6. Food Policy**

A. SGB will under no circumstance provide funding for food for organizational meetings or membership recruitment purposes for both non-SAAGs and SAAGs.

B. For non-SAAGs, SGB may elect to fund for food for organizations, only when the food contributes to the programming by adding significant value to the experience of the event (i.e., cultural or educational benefit). SGB does not fund for full meals and instead may elect to provide a sampling of the food. SGB may not fund for food in excess of $2.50 per expected Pitt student attending the open programming event.

**Item 7. Purchases, Rentals, and Services**

A. Purchases, Rentals, and Services Request Definition: A Purchases, Rentals, and Services Request is a type of request submitted by a student organization to maintain some type of operational expense from year-to-year.

B. Shared Funding Responsibility: SGB recognizes the importance of operational expenses (i.e., national dues for an organization) as well as other purchases, services, and rentals needed. Depending on the student organization, SGB considers funding of these expenses to be a shared responsibility between SGB and the organization.

C. Decision Making Criteria: SGB shall review the need, value, and purpose of the requested purchase, rental, or service. SGB will also consider the type of organization submitting the request (i.e., club sport, service, etc).
D. Documentation for the Purchases, Rentals, and Services: Documentation for every expense must include a screenshot of the exact price found online or a quote provided by the entity providing the purchase, rental, or service.

**Item 8. Capital Purchases**

A. Capital purchases shall be any purchase request exceeding $1,000.
B. Computers. SGB does not fund for computers for SAAGs or any other student organization recognized by a department. SGB may fund for a single computer for a student organization if it has dedicated office space and is not recognized by a department.
C. SGB may fund for other capital purchases on the basis of need, value, and purpose.

**Section 3. Policies for Student Group Types**

**Item 1. Recreational Clubs**

A. The certified recreational clubs enhance the recreational opportunities offered by Pitt and are an important part of campus life. Pitt does not have the appropriate facilities to accommodate all of the varied recreational activities offered by our certified clubs. Likewise, availability of athletic and recreational facilities on campus is not sufficient to meet demand. As a result, recreational activities of many clubs are held off campus.
B. Since the members of these organizations are the sole benefactors of participation, SGB places a high expectation of shared responsibility on these organizations. SGB expects that the members contribute to the funding of the cost of their operation.
C. SGB will consider funding of off-campus recreational activities. In many instances, SGB will elect to offer transportation to and from the recreational activity but will expect that the organization and its members cover expenses incurred while at the activity.

**Item 2. Competitive Club Sports**

A. Certified competitive sport clubs are independent student organizations and are not an official part of the University. They are certified to operate on campus. They are not permitted to use any form of Pitt’s name nor any seal, official logo or trademark. They do not represent Pitt nor compete in its behalf. All off campus activities are the responsibility of the organization, its officers and members.
B. SGB, however, is permitted to fund on and off campus activities of sports clubs including competition. SGB has established a $5,000 per year funding limit for expenses related to competition. Sport clubs, however, do not automatically receive $5,000 for competitive expenses. The SGB may, by exception, approve more than $5,000 for things such as nationals.
C. The members of competitive sport clubs are expected to contribute to the support of the organization’s program and their participation. Sport clubs are encouraged to help fund their program by fundraising.
Item 3. Other Competitive Organizations

A. SGB is permitted to fund for other certified competitive organizations (i.e., competitive cultural dance groups and competitive academic groups).
B. SGB has established a $5,000 per year funding limit for expenses related to competition.
C. The members of competitive clubs are expected to significantly contribute to the support of the organization’s program and their participation.

Item 4. Academic and Professional Student Organizations

A. SGB recognizes that academic and professional student organizations play a vital role on campus.
B. SGB may approve for requests submitted by academic and professional student organizations on the basis of need, value, and purpose. SGB will base its decision on how the request relates to the purpose of the organization as well as how it fits within other policies outlined in the Allocations Manual.

Item 5. Funding for All other Categories

A. The philosophy of shared responsibility for funding applies to all eligible organizations.
B. In order to make consistent decisions regarding funding for eligible organizations, SGB employs standard decision criteria to all program requests: purpose, need, value and impact, importance to the organization, timeliness, redundancy, viability, cost/benefit analysis, history and composition of attendance. While most of these criteria relate to the quality of the program, its importance to the organization and its cost effectiveness, the attendance criteria relates directly to the concept of shared responsibility for funding.
C. The more the funding relates solely to the benefit of the organization, is limited to members or involves select members; the expectation of shared funding responsibility on the part of the benefiting members and the organization becomes apparent and will affect SGB’s funding decision.

Section 4. Policies for SAAGs

Item 1. Conferences for SAAGs

A. The funding limit for conferences for a SAAG is $5,000 per fiscal year for all conference attendance.
B. The number of delegates and amount of lodging approved will be dependent on the documented justification and needs of an organization.

Item 2. Food for SAAGs

A. SGB may elect to fund for food for SAAGs on the basis of programming and involvement with significant portions of the student body.
B. The amount approved for such a program shall not exceed $2.50 per Pitt student attending.
Item 3. Executive Board Retreats

A. As a result of their affiliation with Student Affairs, SGB recognizes that executive board retreats have an important role in the development of the SAAGs’ leadership. SGB may fund for up to $2000 for an executive board retreat.

B. In order to be eligible for SGB funding, there must be documented proof that at least one advisor will be attendance.

C. All costs associated with the attendance of an advisor as well as meal expenses incurred by the organization during the retreat are the responsibility of the student organization or sponsoring department.

Item 4. Governance Group Conferences

A. SGB may fund for expenses related to a SAAG organization hosting a conference for its governed members and organizations.

B. SGB may approve for up to one meal at $2.50 per expected Pitt student in attendance.

C. An agenda for this conference must be submitted with the request.

Article 4. Policies for Student Organizations who Receive Funding

Section 1. Admissions Fees, Charging for Items, and Donations

Item 1. Admission Fees for SGB Funded Programs

A. An admissions fee is any charge for any portion of an SGB-funded program, even if the charge occurs before, during, or after the program.

B. No admission fees may be charged for non-Pitt students to generate funds for any purposes including donations.

C. An admission fee for non-Pitt students may be approved by SGB only if the organization is contributing its own funds to support the program. The revenue from admission fees will be used to reimburse the organization for the amount of funds expended directly by the organization. Any amount over the organization’s contribution will be returned to the SGB distribution account. Funds provided by University sponsors, external organizations or individuals will not be reimbursed by admission revenue. The collection of admission fees at the door must be approved by the William Pitt Union Reservations Office and must comply with policy.

D. Any suggested donation placed at the entrance shall be considered an admission fee.

Item 2. Charging for Items

A. Student organizations may not charge Pitt students for any item funded in full or in part by SGB (i.e., an organization publishing an SGB funded magazine could not charge Pitt students to receive a copy).

B. Student organizations may not charge Pitt students for any item that was created through SGB funding (i.e., an organization publishing a magazine that was using an SGB funded computer could not charge Pitt students to receive a copy).

C. Any suggested donation shall be considered charging for an item.
**Item 3. Solicitation of Donations at SGB Funded Events**

A. Organizations may add a philanthropic dimension to a program funded by SGB by soliciting donations at the event. All donations by attendees must be voluntary. Attendees MUST be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use.

B. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by SGB needs to be reimbursed.

C. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost since SGB does not fund for fundraisers.

**Section 2. Other Student Organization Rules**

**Item 1. SORC Officer Certification**

A. Chief of Finance or officers administering the organization budget must attend a certification workshop offered by the Student Organization Resource Center (SORC).

B. Certification is required to request funds and conduct organization business with the SORC.

**Item 2. Organization Private Funds**

A. All certified student organizations that receive activity fee funding may not have a private outside bank account for the organization. All organization funds must be held in the organization’s University account administered by the Student Organization Resource Center.

B. The private funds are kept separate from allocated funds in the account. Expenditures are made through standard University procedures and policies. They remain in the organization’s account until expended.

C. Student organizations that have private bank accounts may not request for funds.

**Article 5. Procedures for Violations of Policies**

**Item 1. Authority of the Allocations Committee**

A. The Allocations Committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved funds fall under the jurisdiction of the Allocations Committee.

B. The committee may recall or freeze the funds of an organization for violations of policy or procedure.

**Item 2. Judicial Appeal**

A. Student organizations may appeal in writing the recalling or freezing of any funds of an organization to the Judicial Committee.
B. When hearing an appeal, the Judicial Committee shall only rule on whether or not a violation of the Allocations Manual occurred. If it is ruled that a violation did occur then they shall uphold the decision of the Allocations Committee.

Chapter 2. Meetings and Procedures

Section 1. Introduction

Item 1. Introduction

A. The following rules shall govern and control all actions and procedures of the Allocations Committee during the Allocations Committee Meeting.
B. The Allocations Chair shall serve as Chair of the meeting. When unable to serve as Chair, the Allocations Vice Chair shall serve as the Chair.
C. In any case where these rules do not cover a situation, the most recent edition of Robert’s Rules of Order shall be used.

Item 2. Suspension and Amendment of the Rules

A. These rules may not be permanently rescinded or altered except by a bill introduced and passed by the Allocations Committee.
B. The Allocations Committee may temporarily suspend any of these rules during Allocations Committee meetings upon a two-thirds vote of the affirmative by present and voting members.

Section 2. Allocations Committee Meeting Agenda

Item 1. Master Agenda

A. The Chair shall have the ability to modify the agenda when necessary to ensure that the Allocations Committee Meeting is conducted in an efficient manner.
B. The master agenda and order of business shall be as follows:
   1. Call to Order
   2. Announcements
   3. Request Hearings and Deliberations
   4. Unfinished Business
   5. New Business
      a. Resolutions
      b. Bills
   6. Adjournment

Item 2. Call to Order and Announcements

A. The Chair shall call the meeting to order, take attendance, and make any important announcements.

Item 3. Request Hearings and Deliberations

A. The Allocations Chair shall have a schedule of approximate hearing times.
B. The Allocations Chair may have the Allocations Committee move between hearings and deliberations when necessary to ensure that the meeting remains...
efficient (i.e., the Allocations Chair may ask the Committee to vote on a request because it is waiting for another student organization to arrive).

C. During deliberations, the Allocations Chair shall announce the request under deliberations. The Allocations Committee may discuss the request before and/or after making a motion.

**Item 4. Unfinished Business**

A. Unfinished Business shall include all items under New Business that were postponed from the preceding meeting.

**Item 5. New Business**

A. The Chair shall be in charge of placing items of new business on the agenda.

B. All requests to place items on the agenda shall be delivered to the Allocations Chair in writing at least 48 hours in advance of the meeting.

**Section 3. Motions**

**Item 1. General Information about Motions**

A. Main motions must be seconded.

**Item 2. Motions to Amend**

A. A motion to amend a main motion must be seconded.

B. All amendments shall be germane to the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the Chair.

**Item 3. Motions for Legislation**

A. All main motions that involve legislation shall be submitted in writing in the form of a bill or resolution utilizing the procedures outlined in the SGB Governing Code.

B. The introduction of a bill shall serve as the motion.

C. The motion must be seconded.

D. If the motion is seconded, the legislation shall be automatically postponed to the next meeting and the Chair shall add the item under “Unfinished Business.”

**Item 4. Motion to Recess**

A. A motion to recess shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.

B. A motion to recess shall include a length of time for the recess.

C. Upon reconvening, the President shall begin with roll call and then proceed where the meeting left off.

D. A motion to recess shall only be in order when no other motion is on the table.

**Item 5. Motion to Table**

A. A motion to table shall be seconded before it is put to a vote of the Board.

B. A motion to table shall be decided without debate.
C. When the question before the Board is the adoption of an amendment, a motion to table the amendment is not in order.

**Item 6. Previous Question**

A. The previous question may be called by any member of the Board.
B. The previous question must be seconded.
C. Once seconded, the Chair shall state: “The call for the previous question has been made. Is the call sustained?”
D. The call for the previous question shall preclude all motions, amendments, and debate, except the motion to table.
E. If the previous question is decided in the affirmative, the Chair shall move the motion to a vote without debate.
F. If the previous question is decided in the negative, the question remains under debate.

**Item 7. Reconsideration**

A. A two-thirds vote shall be required to order to reconsider a motion or vote.
B. Only a member of the prevailing side of a motion may move to reconsider.

**Item 8. Motion to Adjourn**

A. A motion to adjourn shall only be in order when there are no other items on the agenda.
B. A motion to adjourn shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.

**Section 4. Obtaining the Floor**

**Item 1. Obtaining Recognition**

A. When any Allocations Committee Member wishes to speak in debate or deliver any matter to the Congress, he or she shall raise his or her hand to obtain the attention of the Chair.
B. No member shall speak until recognized by the Chair. Only the Chair may award the floor to any Board Member.

**Section 5. Debate**

**Item 1. Conduct of Debate**

A. The Chair shall be authorized to take such action as is necessary to maintain order, and in case of any disturbance or disorderly conduct in the meeting space, he or she shall have the power to order those areas cleared.

**Item 2. Substitution for Presiding Officer**

A. The Chair shall have the right to call on the Vice Chair to perform the duties of the Chair. The Chair may reclaim the Chair from any other member at any time.
Item 3. Limitations of Debate

A. There are no limitations to debate.

Item 4. Germaneness of Debate

A. Any debate by a member must be germane to the motion under consideration.

Item 5. Questions of Order

A. The Presiding Officer shall decide all questions of order, subject to an appeal to the Board by any Board Member.
B. A two-thirds vote of membership present and voting is necessary to sustain any appeal from the ruling of the Presiding Officer.
C. In the event that the SGB Constitution and SGB Governing Code do not provide for any point of order raised by any Board Member, the current edition of Robert’s Rules of Order shall govern.

Item 6. Precedence of Motions

A. When a main motion is before the Board no motion shall be received except those herein specified, with the following order of precedence:
   1. To lay on the table
   2. To previous question
   3. To reconsider
   4. To postpone
   5. To amend an amendment
   6. To amend
   7. To pass the main motion

Section 6. Voting Procedure

Item 1. Methods of Voting

A. The Allocations Committee shall vote by show of hands except where otherwise prohibited.

Item 2. Voting

A. Any Allocations Committee Member may vote aye, nay, or abstain. Any abstention vote shall not be counted in the final vote.
Title 2. The Judicial Committee

Chapter 1. Overview of the Judicial Committee

Item 1. Preface

A. This document has been written to structure and govern the Student Government Board Judicial Committee.
B. The Student Government Constitution, Student Government Board Bylaws, the Code of Ethics, and the Elections Code shall set precedent over all Committee Bylaws.

Item 2. The Purpose of the Judicial Committee

A. The Judicial Committee shall act as a standing committee of the University of Pittsburgh Student Government Board.
B. The Judicial Committee shall have the adjudicating powers of the Student Government to resolve all matters except those involving the allocation of funds.
C. The Judicial Committee shall assist the Student Government Board in the interpretation of the Student Government Constitution, Student Government Board Bylaws, and other documents concerning the Student Government Board.
D. The Judicial Committee shall support the Elections Committee throughout the Student Government Board and Presidential elections at the request of the Elections Chairperson.

Item 3. Duties and Responsibilities

A. The duties and responsibilities of the Judicial Committee are:
B. To address the violations of the Student Government Constitution, Student Government Board Bylaws, Code of Ethics, and similar documentation.
C. To address the filing of disciplinary actions against the Student Government Board members, the President, and any organization receiving funds from the Student Government.
D. To adjudicate cases involving violations of the constitution or bylaws of any organization that can receive funds from the Student Government.
E. To review and revise the documentation governing the Student Government yearly.
   1. Including, but not limited to, the Student Government Constitution, Student Government Board Bylaws, Code of Ethics, and all Committee Bylaws.
F. To act as the appellate court for the Elections Committee during the Student Government elections process.
Article 2. Membership, Vacancies, and Responsibilities

Section 1. Membership and Vacancies

Item 1. Membership

A. Any non-College of General Studies (CGS) undergraduate student of the University of Pittsburgh may attend a committee meeting and participate in discussion.
B. The Judicial Committee shall consist of 8 voting members and 1 alternate.
C. Voting members will be nominated after having been interviewed by the Judicial Committee Chairperson and then appointed by the Student Government Board President.
D. Voting members of the Judicial Committee cannot be a member of any other Student Government Board standing committee. Members can participate as voting members of conditional committees, ad hoc committees and task forces.
   1. Voting Members of the Judicial Committee cannot serve as officers of any other Student Government Board committee.
E. Voting members of the Judicial Committee shall remain nonpartisan during the Student Government Board Election process.
   1. Voting members cannot endorse a candidate, slate or affiliate running for a Student Government Board or Presidential position.
   2. If a voting member is found supporting a campaign in any fashion, the Judicial Chair will immediately dismiss him/her from court proceedings. Further disciplinary actions can be imposed by the Judicial Chair.

Item 2. Removal Process

A. The Chairperson reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit. This dismissal shall be ratified by the Student Government Board President.
B. Any committee member may motion to remove another committee member but this action must be approved by a simple majority of the total voting members, and sufficient evidence must be approved upon by the Chairperson. This dismissal shall be ratified by the Student Government Board President.
C. A removed committee member may appeal his/her removal by appealing to the Student Government Board President in writing within one week of being removed.
D. If a voting member is removed from the Committee, the alternate shall take his/her seat, and the application process shall begin immediately thereafter to find a new alternate.

Section 2. Responsibilities of Officers

Item 1. Chairperson

A. Shall be selected in accordance to the process indicated by the Student Government Board Bylaws.
B. Shall serve as the official spokesperson for the Judicial Committee.
C. Shall report to the Board Liaison assigned to the Judicial Committee.
D. Shall attend all public Student Government Board meetings and present a report.
E. Shall keep time during the Student Government Board public meeting during allocations business.
F. Shall keep five office hours per week in the Student Government Office.
G. Shall appoint the other officers of the committee, subject to a simple majority approval by the voting members of the committee.
H. Shall create new officer positions as seem fit with the approval of the Board Liaison.
I. Reserves the right to set up ad hoc committees or task forces under their committee.
J. Shall set meeting times in a designated place.
K. Shall create the agendas for committee meetings.
L. Shall supply the Student Government Board President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork.
M. Shall assume the following responsibilities in the event of a hearing:
   1. Shall determine if the committee has jurisdiction over the complaint and if so shall designate the time, date and place for any hearing.
   2. Shall provide both the Complainant and the Defendant with a list of Judicial Committee members in order to determine any affiliation that may impact the fairness of the process. This shall be done after the submission of a hearing and acknowledgment of jurisdiction.
   3. Has the obligation to recuse from a hearing, any member of the committee who would potentially compromise the fairness of the hearing process, including themselves.
   4. Will not cast an initial vote, but has the power to overturn a tie.
   5. Shall record the hearing for the purpose of deliberations and future records.
   6. Shall inform both parties of the majority vote and read the prepared narrative of facts to the involved parties within twenty-four hours of the decision of the Committee.

Item 2. Vice Chairperson

A. Shall assume the duties of the Chairperson in his/her absence.
B. Shall assume the duties as Chair in a hearing where the appointed Chairperson is either the Complainant or Defendant.
C. Shall help the chairperson in coordinating any activities, planning sessions, or meetings that will be conducted within the organization, with other organizations, or the greater Pittsburgh community.

Item 3. Secretary

A. Shall record minutes and attendance in all committee meetings and distribute them upon request.
B. Shall submit all secretarial work to the secretary for the Student Government Board.
Article 3. Meetings and Hearings

Section 1. Special Committee Details - Hearings

Item 1. The Jury

A. Members of the Jury will come from the Judicial Committee. (From this point on, the Committee will be known as the Jury).
B. In the event of a conflict of interest, a Jury member shall recuse him/herself from the hearing and inform the Judicial Chairperson.
C. Members of the Jury shall not discuss circumstances of any hearing before the hearing takes place.
D. The Jury will keep in confidence any information from a hearing until the decision is made public in a concerted manner by the Chairperson.
E. Members of the Jury shall not discuss the happenings of Judicial Committee deliberations at any point in time.
F. In the event a committee member fails to uphold the responsibilities as a Juror, the Chairperson shall recuse him/her from the court proceedings.

Item 2. Hearing Procedures

A. Written requests for a hearing should be delivered to the Secretary of the Student Government Board and should state the nature of the charges, the code(s) violated, the accused party (if any), and a requested remedy.
B. In the event that an organization has an adjudicating body of its own, a request for a hearing must go before that body. An appeal of that bodies’ decision may then be requested of the Student Government Board Judicial Committee.
C. Any Judicial hearing shall be closed, but a recording of the hearing shall be taken and made public upon request.
D. The Complainant shall have the burden of stating the charge(s) and of presenting any witnesses and/or evidence.

Item 3. Order of Proceedings

A. The Complainant shall make an opening statement.
B. The Defendant shall follow the Complainant’s opening statement with his/her own.
C. At a hearing, witnesses may be admitted to offer testimony that supports the Complainant or Defendant.
   1. In the event that a witness is a University employee and is not able to attend the hearing, a written statement will be accepted as testimony.
   2. Based on the completeness of the written statement, the Jury has the power to include the written statement as evidence or not. The decision will be put into effect by a 2/3 majority.
D. The Chairperson and Jury shall then question the Complainant, the Defendant, and any witnesses.
E. The Complainant and the Defendant shall have the option to make a closing summary.
F. The Chairperson shall recess the Jury for closed deliberations and voting, following the closing summaries of both parties.

**Item 4. Deliberations & Verdict**

A. The deliberations shall be closed and private. No recordings will be made. The Chairperson shall develop a narrative of the facts for a public statement agreed upon by a simple majority of the Jury.

B. The verdict will be decided by:
   1. A simple majority of the total Judicial Committee members present at the hearing.
   2. A preponderance of evidence presented during the hearing.

C. The Chairperson shall inform both parties of the vote and read the prepared narrative of the facts to the involved parties within twenty-four hours of the committees’ decision.

D. The decision reached by the Jury is final and represents the last student-oriented means of appeal in relation to the outlined bylaws of the Judicial Committee, the Student Government Constitution and Student Government Board Bylaws.

**Item 5. Hearing Procedures for Student Organizations**

A. All of the listed hearing procedures shall be followed.

B. Requests for the hearings concerning student organizations, other than the Student Government, may be initiated only by recognized members of that organization accompanied by a petition signed by twenty percent of the members of the organization.

**Section 2. Meetings**

**Item 1. Quorum**

A. A meeting in which voting takes place must have a 2/3 majority of committee members in attendance.
   1. Alternates can attend meetings if they desire and will count toward the attendance total if needed to reach quorum.
   2. Alternates can be present during voting deliberations, but shall not contribute to the discussion or vote, unless Section 8.01a is in effect.

**Item 2. Attendance**

A. Members of the Judicial Committee have the responsibility to attend all scheduled meetings of the Judicial Committee or to contact the Chairperson if a conflict should arise.

**Article 4. Sovereignty**

**Item 1. Parliamentary Authority**

A. The Chairperson shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert’s Rules of Order. In cases where the newly revised version of Robert’s Rules of Order is inconsistent
with the Bylaws or Constitution of the Student Government Board, the Bylaws or
Constitution shall take precedence over Robert’s Rules of Order.

Item 2. Ratification and Amendments

A. Any modification to these bylaws must be made by the Judicial Committee and
approved by a 2/3 committee vote.
B. These bylaws shall be effective upon subsequent approval of a 2/3 vote by the
Student Government Board.
Title 3. The Elections Committee

Chapter 1. Elections Committee Bylaws

Article 1. Overview of the Elections Committee

Item 1. Preface

A. This document has been written to structure and govern the Student Government Board Elections Committee.
B. The Student Government Constitution, Student Government Board Bylaws, Code of Ethics, and Elections Code shall take precedence over all Committee Bylaws.
C. In all matters concerning elections, the Elections Code shall take precedence over the Committee bylaws.

Item 2. The Purpose of the Elections Committee

A. The Student Government Board Elections Committee is responsible for conducting a fair, honest, and efficient campus-wide election in accordance with the Student Government Constitution and the Elections Code.

Item 3. Duties and Responsibilities

A. The duties and responsibilities of the Elections Committee are:
   1. To address violations of the Elections Code.
   2. To facilitate Student Government elections by:
      a. Opening and closing polling places.
      b. Maintaining accurate records of voting.
      c. Overseeing workers hired to operate the polls.
      d. Adjudicating cases involving infractions of the Elections Code or Elections Committee policies in accordance with the Elections Code.
      e. Preparing and publishing all notices in connection with the execution of the election.
   3. To arrange and moderate the presidential debate.
   4. To arrange the inauguration of newly elected office-holders.

Article 2. Membership, Vacancies, and Responsibilities

Section 1. Membership and Vacancies

Item 1. Membership

A. Any non-College of General Studies (CGS) undergraduate student of the University of Pittsburgh may attend a committee meeting and participate in discussion.
B. The number of committee members shall be determined by the chairperson to a maximum of eight members. The committee shall consist of no fewer than six members after the second week of fall term.
C. Committee members may resign at any time with a written letter to the Student Government Board.
D. Committee members shall not run for a Student Government Board or Presidential position while serving on the committee.
   1. Committee members who wish to run for a Student Government Board or Presidential position in the fall term must resign by the last day of the spring term.
E. Members of the Elections Committee shall remain nonpartisan during the Student Government Board Election process.
   1. Members cannot endorse a candidate, slate or affiliate running for a Student Government Board or Presidential position.
   2. If a committee member is found supporting a campaign in any fashion, the Elections Chair may dismiss him/her from the committee as outlined in Article VII.

Item 2. Removal Process

A. The Chairperson reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit. This dismissal shall be ratified by the Judicial Committee Chairperson.
B. Any committee member may motion to remove another committee member. Such a motion must be approved by a simple majority of the total voting members, and sufficient evidence must be approved upon by the Elections Chairperson. This dismissal shall be ratified by the Judicial Committee Chairperson.
C. A removed committee member may appeal his/her removal by appealing to the Judicial Committee Chairperson in writing within one week of being removed.

Section 2. Responsibilities of Officers

Item 1. Chairperson

A. Shall be selected in accordance with the process indicated by the Student Government Board Bylaws.
B. Shall serve as the official spokesperson for the Elections Committee.
C. Shall report to the Board Liaison assigned to the Elections Committee.
D. Shall attend all public Student Government Board meetings and present a report.
E. Shall keep five office hours per week in the Student Government Office.
F. Shall appoint the other officers of the committee, subject to a simple majority approval by the voting members of the committee.
G. Shall create new officer positions with the approval of the Board Liaison.
H. Reserves the right to set up ad Hoc committees or task forces under their committee.
I. Shall set meeting times in a designated place.
J. Shall create the agendas for committee meetings.
K. Shall supply the Student Government Board President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork.
Item 2. Vice Chairperson

A. Shall assume the duties of the Chairperson in his/her absence.
B. Shall help the chairperson in coordinating any activities, planning sessions, or meetings that will be conducted within the organization, with other organizations, or the greater Pittsburgh community.

Item 3. Secretary

A. Shall record minutes and attendance in all committee meetings and distribute them upon request.
B. Shall submit all secretarial work to the secretary for the Student Government Board.

Article 3. Meetings and Special Committee Details

Section 1. Special Committee Details – Elections Code

Item 1. The Elections Committee shall annually review and revise the Elections Code.

A. Amendments approved by the Elections Committee shall be submitted for approval by a simple majority vote of the Student Government Board.

Section 2. Meetings

Item 1. Quorum

A. A meeting in which voting takes place must have a 2/3 majority of committee members in attendance.

Item 2. Attendance

A. Members of the Elections Committee have the responsibility to attend all scheduled meetings of the Elections Committee or to contact the Chairperson if a conflict should arise.

Item 3. Parliamentary Authority

A. The Chairperson shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert’s Rules of Order. In cases where the newly revised version of Robert’s Rules of Order is inconsistent with the Bylaws or Constitution of the Student Government Board, the Bylaws or Constitution shall take precedence over Robert’s Rules of Order.

Section 3. Ratification and Amendments

A. Any modification to these bylaws must be made by the Committee and approved by a 2/3 committee vote.
B. The bylaws will be submitted to the Judicial Committee to check the consistency between documents, and will approve the bylaws by a 2/3 committee vote.
C. These bylaws shall be effective upon subsequent approval of a 2/3 vote by the Student Government Board.
Chapter 2. The Elections Code

Article 1. The Student Government Board Elections Committee

Section 1. The Elections Committee Chair

Item 1. Authority.
A. The Chair shall preside over all meetings of the Elections Committee and shall act as its spokesperson in all matters of elections business.

Item 2. Enforcement.
A. The Chair shall oversee the Committee members, and is in charge of their recusal or removal, should any ethical conflicts arise.

Item 3. Election Code Revision.
A. The Chair cannot propose any revisions to the Elections Code eight weeks before the election’s conclusion.

Item 4. Discretion
A. For all matters related to the election for which there is no established provision within the Student Government Board Constitution, Bylaws or Elections Code, the Chair shall have the authority to establish and maintain those provisions necessary to ensure a fair, honest and efficient election. These provisions must be approved by a two-thirds majority of the Elections Committee.

Section 2. The Elections Committee.

Item 1. Neutrality.
A. The Elections Committee shall at all times seek to make decisions based on the authority of the Elections Code. The committee shall sign documentation stating that they will not endorse or take bias towards any candidates or issues.

Item 2. Appearance of Impropriety.
A. The Elections Committee shall at all times avoid the appearance of any bias, even if no real bias exists.

Item 3. Recusal.
A. Any Elections Committee member with a conflict of interests, real or perceived, will be expected to recuse him or herself from any decisions where such conflict might arise.

Item 4. Recusal of the Elections Committee Liaison.
A. The Student Government Board liaison to the Elections Committee shall be completely impartial to any candidate, lacking any appearance of or actual bias. Should a conflict of interest arise, the liaison will be removed and a new liaison shall be assigned at the discretion of the Elections Committee Chair.
Item 5. Roberts Rules.

A. In all official business, the Elections Committee shall follow the most recently revised edition of Roberts Rules of Order, unless otherwise stated.

Article 2. Certification and Qualifications of Candidates and the Campaign

Section 1. Definitions.

Item 1. Campaign.

A. Campaign is a time, as defined in the elections timetable, when a person can solicit and receive endorsements, raise funds, hang banners, advertise electronically, distribute campaign items excluding those distributed in the paper campaign and place ads in The Pitt News. Additionally, the actions of each individual candidate and the candidate’s campaign manager and liaison(s) shall be considered a part of his or her campaign.

Item 2. Paper Campaign.

A. The paper campaign includes and is limited to the distribution of posters, flyers, as well as chalking by candidates or any authorized endorsing organization. The paper campaign shall be a separate time as defined in the elections timetable and will begin no earlier than five days before the day of the election.

Item 3. Elections Timetable.

A. The elections timetable must be set prior to the release of the SGB Petition and Application packet. Any timetable change or deadline extension must be announced 24 hours prior to the originally scheduled event or deadline. All candidates and individuals who have signed out packets must be notified immediately.


A. The Elections Code is a body of rules set up by the Elections Committee, which governs the election process and all persons involved with the election or an individual candidate or slate’s campaign.

Item 5. Candidate.

A. A candidate is any individual on the ballot for election to the office of either President or Board Member, who has met all filing criteria as outlined in Section 202.


A. Endorsement is the active promotion of a candidate by any University of Pittsburgh student organization or individual with the exception of academic departments. “Active promotion” means the organization or individual must offer some benefit to one candidate or slate not available to all other candidates or slates. Endorsing organizations or individuals may only promote candidates through the methods outlined in Section 210.
Item 7. Campaign Manager.

A. A campaign manager is a non-candidate who serves as a representative of a candidate or slate. A candidate who runs alone or a slate may only have one campaign manager, who must be declared in the SGB Petition and Application Packet at the beginning of the election and is subject to the approval of the Elections Committee.

Item 8. Campaign Liaison

A. A campaign liaison is a non-candidate who serves as part of the campaign manager’s team. A candidate who runs alone may have a maximum of two campaign liaisons, a slate consisting of two candidates may have a maximum of one campaign liaison, and a slate of three candidates may not have any campaign liaisons. Campaign liaisons must be declared in the SGB Petition and Application packet at the beginning of the campaign and is subject to the approval of the Elections Committee.

Item 9. Social Media.

A. Social media is any online resource that is used by a candidate or slate during the campaign period for the purpose of raising awareness of the campaign.


A. Official Student Government Board business shall include any SGB scheduled and sponsored event or activity besides the SGB Election as a whole. This includes but is not limited to public Board meetings, committee meetings, and office hours, and Pitt Make a Difference Day.


A. Unofficial Student Government Board business shall include any time when the individual is directly acting in the capacity of his or her position. This includes but is not limited to speaking as a current member of Student Government Board (i.e., using the phrase, “As a Board Member” or “As an Allocations Member”) and wearing Student Government Board apparel.

Section 2. Candidate Qualifications.

Item 1. Student Status.

A. To be qualified, a candidate must be a registered full-time undergraduate non-CGS student in good standing at the Oakland Campus of the University of Pittsburgh and must be able to fulfill all duties as defined in the SGB Constitution and By-Laws.

Item 2. Requirements.

A. Each candidate shall have a cumulative grade point average greater than or equal to 2.75. Candidates must be in good standing with the University of
Pittsburgh and must disclose any University judicial infractions, as well as any outstanding legal proceedings to the Elections Chair and SGB Advisor.

**Item 3. Restrictions.**

A. No candidate shall be a member of the Student Government Elections Committee or the Student Government Judicial Committee.

**Item 4. Judicial Infractions.**

A. Candidates must disclose any University judicial infractions as well as any outstanding legal proceedings to the Elections Chair and SGB Advisor. If a candidate fails to disclose an infraction, he or she will be excluded from the ballot. A candidate with a conduct violation deemed unacceptable by a simple majority of a quorum of six members of the Elections Committee must meet with the Elections Chair and SGB Advisor before he or she can be placed on the ballot. The Elections Committee and Advisor will then determine if the candidate is eligible for candidacy. The infractions that could question eligibility include, but are not limited to:

1. Theft
2. Assault
3. Manslaughter or Homicide
4. Perjury
5. Any Violations of the Academic Integrity Code
6. Repeated violations of the Judicial Code

**Item 5. Filing Deadline.**

A. Each candidate must submit a completed and time-stamped SGB Petition and Application Packet by the filing deadline established by the elections timetable. If a candidate files for candidacy past the established deadline they must comply with the late candidacy requirements as outlined in Section 203.04.

**Item 6. Petition.**

A. Each Presidential candidate must submit an SGB Candidate Petition Form containing 250 valid signatures of non-CGS undergraduate students registered at the Oakland campus of the University of Pittsburgh. Each Board candidate must submit an SGB Candidate Petition Form containing 200 valid signatures of non-CGS undergraduate students enrolled at the Oakland campus of the University of Pittsburgh.

**Item 7. Elections Committee Duties.**

A. The Elections Committee will provide, receive, and determine the sufficiency of all SGB Petition and Application Packets received from candidates for the offices of President and/or Board Member. Sufficiency will be determined by simple majority of a quorum of six members of the Elections Committee. All packets are subject to approval by the SGB Advisor.
Section 3. Registered Candidates.

Item 1. Definition.

A. Registered candidates are candidates who file completed packets and are certified by the Elections Committee as meeting the necessary requirements.

Item 2. Determination.

A. No candidate shall be certified or have his or her name placed on the ballot until the Elections Committee reviews the completed packet and qualifications of each candidate for compliance with the requirements of the Elections Code. After such determination of compliance, the candidate shall be considered certified and shall have his or her name placed on the ballot.


A. The Elections Committee will post a list of certified candidates outside of Nordy’s Place at the beginning of the campaigning period as defined in the elections timetable.

Item 4. Late Candidacy.

A. An individual may apply for late candidacy up until one week before the election. To do so, a prospective candidate may contact the Elections Committee Chair for an application packet, and then return the packet to the Elections Committee with twice the number of signatures required in Section 202.05. The candidate must also submit a statement of no more than 500 words as to why he or she wishes to declare candidacy late. The Elections Committee shall approve late candidates by a simple majority vote of a quorum of six members.

Item 5. Campaign Workshop.

A. All candidates must attend a campaign workshop designed to familiarize candidates and campaign managers with the Elections Code and campaign regulations. The workshop will be held on a predetermined date designated by the Elections Committee Chair. Candidates are exempt only if the Elections Committee Chair has cleared his or her absence prior to the start of the workshop. If a candidate is absent without excuse the candidate will serve a two-day suspension from the first Sunday and Monday of the campaign. No campaigning may be done on behalf of this candidate during this period, including promotion on behalf of the candidate by his or her slate.

Item 6. Exception to Campaign Workshop.

A. If candidates have filed for late candidacy after the official campaign workshop date, they are responsible for making alternative arrangements with the Elections Committee Chair up to one week before the election. Failure to do so will void the individual’s candidacy.
Section 4. Candidate Responsibility & Accountability.

Item 1. Governing Policy.

A. All candidates shall be responsible for knowing and understanding:
   1. the rules set forth in the Election Code,
   2. the policies set forth by the Elections Committee,
   3. the rules set forth in the University of Pittsburgh Student Code of Conduct,
   4. the policies of Computer Services and Systems Development, and
   5. the rules and regulations of the University of Pittsburgh.

Item 2. Ignorance of Regulation.

A. Ignorance of a regulation is not an acceptable defense for violation of the Elections Code or policies set forth by the Elections Committee.

Item 3. Accountability I.

A. Each candidate shall be responsible for all of his or her campaign materials and shall be held liable for any violation of University or Student Government Board policies by their campaign. Candidates shall be held liable for any violation of University or Student Government Board policies by their campaign manager or Liaison(s).

Item 4. Accountability II.

A. If the Elections Committee finds sufficient evidence of an Elections Code violation, it shall be considered a violation by the candidate. It shall be the duty of each candidate to police his or her own campaign and staff.

Section 5. Campaign Finance.

Item 1. Contributions.

A. Any organization or individual may make any contribution of funds no greater than $100.00 in support of any candidate or slate.

Item 2. Disclosure

A. All University of Pittsburgh-related campaign contributions, contribution amounts, and expenditures must be disclosed to the Elections Committee Chair by the candidate or a slate member in the form of a receipt at the time of their donation and may be released to public upon request.

Item 3. Restriction.

A. Contributions shall not come from any funds allocated by the Allocations Committee or the Student Government Board. Evidence to the contrary will constitute a serious violation of the Elections Code, and subject to action as described in this Election Code.
Item 4. Limit to Campaign Spending.

A. Each slate or independent candidate may spend a maximum of $1,200 dollars on his/her campaign.

Section 6. Misuse of University Resources.

Item 1. Purposeful Misuse.

A. No candidate or slate may use University funds, resources or facilities in support of a candidate in a manner that is in violation of any of the policies listed in Section 204.01.

Item 2. Student Organization Resource Center

A. No candidate or slate may use the services provided by the Student Organization Resource Center (SORC) in support of a candidate.

Item 3. Computer Services and Systems Development

A. No candidate or slate may violate Computer Services and Systems Development (CSSD) policies concerning use of computing resources. Individuals are free to use those resources which are provided by CSSD for personal use, such as personal data storage and print quotas, in support of a candidate, provided it does not infringe on this policy.

Section 7. Student Government Separation.

Item 1. Board Separation.

A. The Student Government Board as a single entity shall not officially endorse a candidate.

Item 2. Separation of Members of Student Government.

A. Any member of Student Government Board who receives a stipend as a result of their affiliation to the Student Government Board (i.e., President, Board Members, Chairpersons, and Allocations Committee Members) may not campaign for a candidate during official and unofficial Student Government Board business. These candidates may campaign for a candidate when not conducting official and unofficial Student Government Board business.

Item 3. Exception to Separation of Members of Student Government.

A. Any member of Student Government Board who receives a stipend as a result of their affiliation to Student Government Board and is running in the election may not support his or herself during official Student Government Board business but may support his or her self during unofficial Student Government Board business. These individuals may campaign when not conducting official and unofficial Student Government Board business.

A. Campaign materials shall not be allowed in the Student Government Board office unless in delivery to, or in the possession of the Elections Committee or the candidate, including t-shirts, pins, and other campaign materials worn by Chairpersons or Committee members who are not candidates.

Item 5. Restriction on SGB Resources.

A. The resources or personnel of the Student Government Board or any Student Government Board Committee may not be used for any candidate’s campaign.

Item 6. Elections Committee Discretion.

A. At the discretion of the Elections Committee Chair, any facilities or resources in the Elections Committee office (WPU 841) may be used for any candidate’s campaign.

Section 8. Endorsements.

Item 1. Eligibility.

A. Any University of Pittsburgh SORC-certified student organization may endorse a candidate or slate.

Item 2. Candidate Solicitation.

A. Candidates and campaign managers may seek endorsements anytime from the start of the campaign period until one day before the election. Candidates may not seek out endorsements from academic departments. Solicitation of endorsements for the benefit of a candidate or slate may only be sought by the candidate(s) or campaign manager. A candidate or campaign manager may not knowingly seek out an endorsement that has already been allotted to an organization’s maximum number of candidates as outlined in Section 208.06.

Item 3. Compliance.

A. All endorsing organizations certified by the University of Pittsburgh’s Office of Student Affairs must submit an Elections Committee Candidate Endorsement Form to the Elections Committee Chair prior to the placing of any ads, or the distribution of any campaign materials bearing the organization’s name in support of a candidate. The form may either be submitted by hand to room 841 of the William Pitt Union or may be submitted electronically to the Elections Chair via the signer’s University of Pittsburgh email account.


A. The methods in which an endorsing organization promotes an individual candidate or slate may be released to the public upon request.
Item 5. Candidate Disclosure.

A. The Elections Chair must notify a slate or candidate of its/his/her endorsement within 48 hours of receiving that endorsement.

Item 6. Limit to Number of Endorsements per Organization.

A. The number of candidates that an organization is permitted to endorse is limited to a maximum of the number of candidates an individual may vote for (i.e. three board member candidates and one presidential candidate).

Section 9. Endorsing Organizations.

Item 1. Rights.

A. Endorsing organizations may:
   1. Promote candidates through print, television, email, radio, and social media.
   2. Promote candidates through the distribution of fliers and handbills.
   3. Promote candidates through word of mouth.
   4. Participate in any campaigning that conforms to this Election Code, University regulations, and the Student Code of Conduct, and respects the fairness and integrity of the Student Government Board Election.

Item 2. Restrictions.

A. Endorsing organizations may not:
   1. Promote candidates without having submitted an Elections Committee Candidate Endorsement Form.
   2. Post campaign posters not approved by a candidate and his/her campaign.
   3. Participate in any campaigning that violates this Election Code, University regulations, or the Student Code of Conduct, or disregards the fairness and integrity of the Student Government Board Election.


A. No organization that endorses any candidate may offer any monetary or material prize for voting for a specific candidate or slate.

Item 4. Disclosure.

A. The name of an endorsing organization or individual must appear on all material and advertisements used by that endorsing organization to promote a candidate.

Section 10. Slates.

Item 1. Definition.

A. Slates are permitted and consist of at least two candidates. Slates will not exceed three Board candidates or two Board candidates and one Presidential candidate.
Item 2. Membership Restriction.

A. A candidate may not be a member of more than one slate.

Item 3. Filing.

A. All candidates wishing to run as a slate must complete the SGB Candidate Slate Form by the deadline established by the Elections Committee.

Item 4. Exception.

A. Endorsing organizations may advertise those candidates they have endorsed, regardless of their affiliation by slate, provided they have submitted an Elections Committee Candidate Endorsement Form prior to the advertisement or promotional activity.

Item 5. Nomenclature.

A. Slate names for purposes of the campaign and ballot are subject to the approval of the Elections Committee Chair.

Section 11. Campaign Managers and Campaign Liaisons.

Item 1. Definition.

A. A campaign manager is a non-candidate who serves as a representative of an independent candidate or a slate. A campaign manager must be a full-time non-CGS undergraduate of the University of Pittsburgh.

Item 2. Restriction to Number of Campaign Managers

A. An independent candidate or a slate may only have one campaign manager, who must be declared in the SGB Petition and Application Packet at the beginning of the election. An independent candidate may also have up to two liaisons, who must be declared in the SGB Petition and Application Packet at the beginning of the election.

Item 3. Duties and Responsibilities.

A. The campaign manager and campaign liaison(s) may hang posters on behalf of a member of the slate she/he represents. A campaign manager may not speak to the general body of organizations in the place of the candidate(s) she/he represents. A candidate takes on the full responsibility for any actions done by the campaign manager during the election.

Section 12. Campaign Materials.

Item 1. Value.

A. Any item less than $1.00 in value that has been approved by the Elections Committee may be distributed to voters in the campaign. T-shirts are the only item that may have a value exceeding $1.00.
Item 2. Elections Committee Authority.

A. The Elections Committee reserves the right to determine the value of the item distributed as a part of a candidate’s campaign. Proof of an item’s value shall be disclosed to the Elections Committee in the form of a receipt or invoice.

Section 13. Posted Campaign Material.

Item 1. Legal Compliance.

A. Campaigning and posting of all printed material must be in accordance with all University rules and regulations, as well as local, state, and federal statutes.

Item 2. Elections Committee Compliance.

A. The Elections Committee reserves the right to regulate the size, quantity, and content of all posters used in the paper campaign by candidates and slates.


A. Materials that may be distributed during the paper campaign are limited to posters, flyers, and chalking. Any other item must first be approved by the Elections Committee prior to distribution. The Elections Committee Chair may determine the amount of campaign material that is allowed to be posted by each candidate or slate in designated locations on University of Pittsburgh property.

Item 4. Defacing University Property.

A. Stickers, self-adhesive materials, painting of windows, doors or other fixtures or the placing of campaign materials which in some way damages or defaces walls, doors, windows or other University fixtures are prohibited.

Item 5. Posting Restrictions I.

A. Posters placed in the classrooms must be tacked with thumb tacks or staples on the cork strip at the top of blackboards or on the bulletin boards. They shall not be placed on ceilings, walls, doors, or podiums, and only one poster may be placed in any permitted classroom.

Item 6. Posting Restrictions II.

A. Specifically, posters may not be:
   1. Hung in the Cathedral of Learning Nationality Rooms.
   2. Hung in such a manner that they obstruct any other posted campaign material.
   3. Posted on the outside of any University building or in any unauthorized location including, but not limited, to blackboards, revolving doors, glass doors and windows.
   4. Posted inside the residency halls without the consent of the Elections Chair.
Item 7. Posting Restrictions III.

A. The use of sidewalk chalk to campaign, outdoor chalking, may only be done on areas that are susceptible to being washed away by the environment. Candidates cannot chalk on walls, under covered areas (i.e. walkways), or any of the paved areas surrounding the Cathedral of Learning.

Item 8. Posting Restrictions IV.

A. Only candidates, campaign liaisons, and campaign managers are permitted to hang their own flyers and other promotional materials on the University of Pittsburgh’s property.


A. Banners may be hung only after written permission has been granted by the appropriate University department or building. Banners hung in the Schenley Quadrangle may only be hung facing the inside of the Quadrangle and may only be hung after obtaining permission from the residents of the window being used. Banners may not be hung from the Towers or the William Pitt Union and no banner may obstruct any other posted material. Any banners or signs may be placed on private property with the written consent of the property’s owner.

Item 10. Polling Date.

A. All posters and banners must display the date and web address (my.pitt.edu) of the election.

Item 11. Limitation of Authority.

A. The Elections Committee has no authority over the removal of campaign materials by University of Pittsburgh.

Section 14. Social Media.

Item 1. Legal Compliance.

A. All use of social media during the election must be in accordance with all University rules and regulations, website policies, and local, state, and federal statutes.

Item 2. Social Media Restrictions I.

A. Use of social media by candidates and campaign managers is limited to promotion of their personal campaigns or slates. It may not be used as a means of defaming or promoting any candidate who is not a member of their slate or campaign.

Item 3. Social Media Restrictions II.

A. A candidate may not request for any other individual to defame or promote any other candidate or slate on behalf of his or her campaign.
Item 4. Limitation of Authority.

A. The Elections Committee has no authority over removal of information on any website, but may request any candidate remove information.

Section 15. Bribery & Coercion.

Item 1. Elections Committee & Judicial Committee.

A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on any member of the Elections Committee, or the Judicial Committee.

Item 2. Candidates and their Campaigns.

A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise exert undue influence on any candidate or a member of their campaign staff.

Item 3. Voters.

A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise exert undue influence on any voter in the election.

Item 4. Definition.

A. Bribery and coercion shall include, but are not limited to:
   1. Promises of appointment or reappointment to positions of authority.
   2. Threats to politically or socially ostracize an individual.
   3. Transfers of funds, goods or services not relevant to the Student Government Board Election.
   4. Intimidations of physical violence.

Item 5. Online Voting Coercion.

A. At no point shall any individual attempt to vote through the Pitt portal using the username of any other member of the Pitt community. In accordance with Computer Services and Systems Development (CSSD) policies, any attempts at prohibited access to the voting results will result in a report filed to the University of Pittsburgh and/or local and federal authorities.

Section 16. Adjudication & Penalties.

Item 1. Violations under Elections Committee Jurisdiction.

A. Violations of the Election Code or policies of the Elections Committee shall be addressed by the Elections Committee in accordance with judicial procedures as outlined in Article IV.

Item 2. Other Violations.

A. Violations of policies not maintained by the Student Government Board, the Elections Committee, or the Judicial Committee shall be referred to the appropriate judicial authority. This includes, but is not limited to, violations of:
   1. The University of Pittsburgh Student Code of Conduct.
3. Any applicable rules and regulations of the University of Pittsburgh.
4. Any applicable local, state, and federal laws.

Item 3. Reciprocity.

A. Violations of policies and regulations not maintained by the Elections Committee may result in administrative sanction by the Elections Committee. Sanctions shall be at the discretion of the Elections Committee, and subject to a final appeal to the Judicial Committee.

Section 17. Elections Committee Programming.

Item 1. Elections Programming.

A. The Elections Committee may, at its discretion, initiate or sponsor any program it believes will increase voters’ knowledge of the candidates and increase voter turnout.

Article 3. Voting and Election Day Procedures

Section 1. Eligible Voters.


A. All undergraduate non-CGS students registered at the Oakland campus are qualified to vote in the Student Government Board election. Voters may cast no more than one vote for President and no more than three votes for Board. The Elections Committee may, at its discretion, initiate or sponsor any program it believes will increase voters’ knowledge of the candidates and increase voter turnout.

Section 2. Ballot Positions.

Item 1. Authority.

A. The Elections Committee will determine ballot design, including all information or items that might be included.

Item 2. Elections Committee Discretion.

A. The Elections Committee shall regulate the content and length of slate names and candidate slogans that will appear on the ballot.


A. The ballot will be divided into Presidential and Board sections and will include slate distinctions. Ballot positions shall be randomized for each individual ballot.
Section 3. Election Day.


A. Voting times shall be established by the Elections Committee and shall be made known to the student body.

Item 2. Campaigning.

A. There will be no active campaigning within University buildings on Election Day.

Item 3. Tabulation of Votes.

A. Only the SGB advisor, the Elections Committee Chair and the SGB President may have access to the final vote tabulation process.

Item 4. Elected Candidates.

A. The elected President of Student Government shall be the candidate receiving the highest number of votes for the office of President of Student Government. The elected Student Government Board Members shall be those eight candidates receiving the highest number of votes for the office of Student Government Board Member.

Item 5. Polling Stations

A. Official polling stations will be established by the Elections Committee and shall be made known to the student body. No polling station that is not authorized by the Elections Committee shall exist. Endorsing organizations may not create their own polling station(s).

Section 4. Announcement of Results & Tie Vote Procedures.

Item 1. Notification & Tie Votes.

A. The Elections Committee shall be responsible for issuing letters of election within one week of the day of balloting to all candidates receiving a plurality of votes. If a tie occurs for the office of President or for members of the Board, there shall be a run-off election between those candidates tied for the office within three weeks of the initial date of election.

Item 2. Announcement of Results.

A. Only after all ballots have been counted and all offices decided will the Elections Committee officially and publicly announce the results of the election. No candidate may take office until certified by the Committee. Candidates will be notified by their University of Pittsburgh email account of the election results by the Elections Committee Chairperson.

Item 3. Public Record.

A. All official ballots and other documents submitted to the Elections Committee and provided for the Student Government Board election are declared to be
public record and will be kept safely by the Office of Student Government Board for a period of 90 days following the last day of balloting.

Article 4. Judicial Procedures

Section 1. Filing of an Election Contest.

Item 1. Eligibility.

A. Any eligible voter for the Student Government election may file a contest for violation of the Elections Code.

Item 2. Complaint Requirements.

A. Each complainant must submit written charges to the Elections Committee citing the alleged violation and referencing the pertinent article(s), section(s), and subsection(s) of the Elections Code within twenty-four hours after the incident occurs. The written charge must also cite a brief explanation of the alleged incident including the time, place, and location of the incident as well as at least one witness to the incident. The written charge must be signed by the complainant and at least one witness.

Item 3. Hearing.

A. The Elections Committee shall immediately determine whether all criteria for filing have been met. If the Elections Committee decides by a one-third vote of total membership that the complainant merits a hearing, then a hearing shall be scheduled within two business days and the defendant, complainant, witness, members of the Elections Committee and the Judicial Committee shall be provided with a copy of the complaint along with notice of the date, time, and place of the hearing.

Section 2. Hearing Procedures.

Item 1. Closed Hearing.

A. The hearing shall be closed.

Item 2. Record.

A. The hearing shall be recorded.

Item 3. Quorum.

A. A quorum of six members of the Elections Committee and the Chair is required for the hearing. In the event of the absence of a quorum, the hearing shall be rescheduled and shall be held no more than seventy two hours after the original hearing date.

Item 4. Judicial Chair Inclusion.

A. Should he or she so desire, the Judicial Chair must be permitted to sit in on the hearing as a non-voting and non-participating member of the Elections Committee.
Item 5. SGB Non-Participation.

A. Members of the Student Government Board are specifically prohibited from sitting in with the Elections Committee as a non-voting member during the hearing and deliberations of the Elections Committee, unless they are party to a complaint.

Item 6. Order of Presentation.

A. Each party in the dispute will have 30 minutes to present his or her case. The Elections Committee may extend this time if it is necessary to obtain all pertinent information. The complainant shall make the first statement. The defendant shall make a statement in support of his or her position following the complainant and each side shall be permitted to have a rebuttal. Elections Committee members may ask questions at any point in the proceedings.

Item 7. Simple Majority.

A. The defendant is guilty only if a simple majority vote of the total membership of the Elections Committee finds him/her guilty upon a preponderance of the evidence.

Item 8. Discretion of Elections Committee Chair.

A. Questions of hearing procedure shall be decided by the Chair of the Elections Committee without debate. For this reason, the Chair shall vote only in the event of a tie.


A. Should the defendant be found guilty, the Elections Committee Chair must make a public statement releasing information about the filed infraction, the verdict, and sentence within 48 hours of the final decision of the Elections Committee. Should an appeal be made to the Judicial Committee within the time allotted, no statement shall be made until the final deliberation of the Judicial Committee. All other disclosure of matters of hearing is at the discretion of the Elections Committee.

Section 3. Adjudication.

Item 1. Ruling Criteria.

A. When the hearing has ended, the Elections Committee shall recess and deliberate. All votes shall be decided by a majority vote. The ruling for each charge shall be given in the following form:
   1. Alleged Violation
   2. Verdict
   3. Imposed Sanction
**Item 2. Notification.**

A. The Elections Committee ruling and disciplinary action will be made known within twenty-four hours after the hearing is adjourned. The following individuals will be notified of the decision in writing.
   1. The Defendant.
   2. The Complainant.
   3. The Student Government Judicial Committee.

**Item 3. Possible Sanctions.**

A. The Elections Committee is empowered to invoke the following administrative sanctions:
   1. Complete disqualification of a candidate; making him or her ineligible for Student Government Board elected office for the upcoming term.
   2. Public disclosure of the violation(s) of the Student Government Board Elections Code.
   3. Invalidation of ballots at a number to be determined by the Elections Committee.
   4. Prohibition of a candidate from participating in Elections Committee sponsored events.
   5. Recommendation that the Campus Judicial Board consider possible violations of the Student Code of Conduct.
   6. Withholding some or all of the candidate’s deposit. Any withheld funds will be put into the general Student Activities Fee account.
   7. Prohibit the candidate from campaigning for a defined amount of time as determined by the Elections Committee.

**Section 4. Appeal.**

**Item 1. Limitation.**

A. A decision of the Elections Committee may be appealed to the Judicial Committee within 48 hours of the Elections Committee hearing or the decision of the Elections Committee shall prevail.

**Item 2. Eligibility.**

A. The appealing parties shall be limited to the complainant and the defendant involved in the original complaint.

**Item 3. Filing an Appeal.**

A. The party appealing shall file a complaint with the Judicial Committee stating the grounds of appeal.

**Item 4. Hearing.**

A. The Judicial Committee shall immediately determine whether all criteria for filing have been met. If the Judicial Committee determines that all criteria has been met, then a hearing shall be scheduled within 72 hours and the defendant, complainant, members of the Elections Committee, and members of the
Judicial Committee shall be provided with a copy of the appeal complaint along with notice of the date, time, and place of the hearing.

Item 5. Closed Hearing.
A. The hearing shall be closed.

Item 6. Record.
A. The hearing must be recorded.

Item 7. Quorum.
A. A quorum of six officers of the Judicial Committee and the Chair is required for the hearing. In the event of the absence of a quorum, the hearing shall be rescheduled and shall be held no more than seventy two hours after the originally scheduled time.

Item 8. Inclusion of the Elections Committee Chair.
A. Should he or she so desire, the Elections Committee Chair must be permitted to sit in on the entire hearing as a non-voting member of the Judicial Committee.

Item 9. Order of Presentation.
A. Each party will have twenty minutes to present his or her case. The Chair of the Elections Committee shall also have twenty minutes to explain the decision of the Elections Committee. The Judicial Committee may extend this time if it is necessary to obtain all pertinent information. The person appealing shall speak first followed by any other party. The Chair of the Elections Committee shall speak last. Judicial Committee members may ask questions at any point in the proceedings.

Item 10. Limits on Admissible Material.
A. Only material presented at the initial hearing may be presented. No new charges may be raised or considered.

A. After the hearing, the Judicial Committee shall recess and deliberate. The appeal shall be decided by a majority vote. The Judicial Committee may only decide the case in one of the following ways:
   1. Decide against the appeal and let the decision of the Elections Committee stand.
   2. Decide that a serious procedural error compromised the first hearing and order the Elections Committee to conduct another hearing within 72 hours.
   3. Dismiss the case and find the defendant not guilty, if the Elections Committee erred significantly in its interpretation of the Elections Code.
   4. Impose a sanction alternative to that imposed by the Elections Committee.
Item 12. Restrictions on Judicial Committee.

A. The Judicial Committee specifically may not:
   1. Find a defendant guilty of a different charge, on which he was originally found innocent by the Elections Committee.

Item 13. Discretion of Judicial Committee Chairperson.

A. Questions of hearing procedure shall be decided by the Chairperson of the Judicial Committee without debate. For this reason, the Judicial Chair shall vote only in the event of a tie.


A. The Judicial Committee shall render its decision within 24 hours of the appeal hearing and shall notify the complainant, the defendant, the Elections Committee, the SGB advisor, and the Dean of Students. The Judicial Committee must also provide a specific list of procedural problems and/or their reasons for overturning any Elections Committee sanctions, should such an overturning occur.


A. The decision of the Judicial Committee is final.

Article 5. Referendum Elections

Section 1. Definitions.

Item 1. Referendum.

A. A proposed public measure submitted by the Student Government Board to the Student Government Elections Committee for a direct popular vote by the non-CGS Undergraduate Student Body. The referendum may be set separate from candidate elections.

Item 2. Elections Code.

A. Elections Code is a body of rules set up by the Elections Committee, which governs the election process. These rules are to be followed during the referendum process.

Section 2. Referendum Qualifications.

Item 1. Referendum Qualification.

A. To be qualified, a referendum must be approved in accordance with all appropriate procedure as defined in the SGB Constitution and Bylaws.
Section 3. Referendum Election Finance.

*Item 1. Contributions.*

A. Any recognized student organization, fraternity, or sorority may spend funds not exceeding $100 in support of a referendum.

*Item 2. Restriction.*

A. Organizations spending funds in support of a referendum are prohibited from using University-allocated funds and/or materials for campaigning.

*Item 3. No SGB Contributions.*

A. The Student Government Board and all Student Government Board Committees shall be prohibited from spending any money for any referendum.

Section 4. Misuse of University Resources.

*Item 1. Purposeful Misuse.*

A. No one may use University funds, resources or facilities in support of the referendum in a manner that is in violation of any of the policies listed in Section 204.01.

*Item 2. Student Organization Resource Center.*

A. No one may use the services provided by The Student Organization Resource Center (SORC) in support of a referendum.


A. No one may violate Computer Services and Systems Development (CSSD) policies concerning use of computing resources. Individuals are free to use those resources which are provided by CSSD for personal use, such as personal data storage and print quotas, in support of a referendum, provided it does not infringe on this policy.

*Item 4. Restriction on SGB Resources.*

A. The facilities or personnel of the Student Government Board or any Student Government Board Committee may not be used to campaign for a referendum.

Section 5. Posted Campaign Material.

*Item 1. Legal Compliance.*

A. Referendum campaigning and posting of all printed material must be in accordance with all University rules and regulations, local, state, and federal statutes.

*Item 2. Defacing University Property.*

A. Stickers, self-adhesive materials, painting of windows, doors or other fixtures or the placing of campaign materials which in some way damages or defaces walls,
doors, windows or other University fixtures are specifically prohibited. Violations may result in the removal of said materials and or immediate disqualification of any candidate by the Elections Committee.

**Item 3. Posting Restrictions I.**

A. Posters placed in the classrooms can be tacked with thumb tacks or staples on the cork strip at the top of black boards or on the bulletin boards. They shall not be placed on ceilings, walls, doors, or podiums, and only one poster may be placed in any permitted classroom.

**Item 4. Posting Restrictions II.**

A. Specifically, posters may not be:
   1. Hung in the Cathedral of Learning Nationality Rooms.
   2. Hung in such a manner that they obstruct any other posted material.
   3. Posted on the outside of any University building or in any unauthorized location including but not limited to blackboards, revolving doors, glass doors, and windows.

**Item 5. Posting Restrictions III.**

A. Posters may only be affixed to bulletin boards. Some bulletin boards are the property of other University departments or organizations and they reserve the right to remove anything on these boards at their discretion.

**Item 6. Banners.**

A. Banners may be hung only after permission has been granted by the appropriate University department or building. Banners hung in the Schenley Quadrangle may only be hung facing the inside of the Quadrangle and may only be hung after obtaining permission from the residents of the window being used. Banners may not be hung from the Towers or the William Pitt Union and no banner may obstruct any other posted material.

**Item 7. Polling Date.**

A. All posters and banners must contain the polling dates of the referendum.

**Item 8. Limitation of Authority.**

A. The Elections Committee has no authority over the removal of posters and banners by the University of Pittsburgh staff.

**Section 6. Bribery & Coercion.**

**Item 1. Elections Committee and Student Government Judicial Committee.**

A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on any member of the Student Government Elections Committee or the Student Government Judicial Committee.
Item 2. Voters.

A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on any voter in the Student Government Board Election.

Item 3. Definition.

A. Bribery and coercion shall include, but are not limited to:
   1. Promises of appointment or reappointment to positions of authority.
   2. Threats to politically or socially ostracize an individual.
   3. Transfers of funds, goods or services not relevant to the Student Government Board Election.
   4. Intimidations of physical violence.

Section 7. Adjudication & Penalties.

Item 1. Violations under Elections Committee Jurisdiction.

A. Violations of the Election Code or policies of the Student Government Elections Committee shall be addressed by the Elections Committee in accordance with Judicial Procedure as outlined in Article IV.

Item 2. Violations under SGJC Jurisdiction.

A. Violations of policies not maintained by the Elections Committee but still maintained by the Student Government Board shall be addressed by the Student Government Judicial Committee (SGJC).

Item 3. Other Violations.

A. Violations of policies not maintained by the Student Government Board, the Committee, or the SGJC shall be referred to the appropriate Judicial Authority. This includes, but is not limited to, violations of:
   1. The University of Pittsburgh Student Code of Conduct.
   3. Any applicable rules and regulations of the University of Pittsburgh.
   4. Any applicable Local, State, and Federal laws.

Section 8. Elections Committee Programming.

Item 1. Referendum Programming.

A. The Elections Committee, at its discretion, may sponsor programs it believes will increase voters’ knowledge of the referendum and increase voter turnout.

Section 9. Eligible Voters.


A. All undergraduate non-CGS students registered at the Oakland campus are qualified to vote in the Student Government Board referendums.
Section 10. Referendum Campaigning.


A. Voting times shall be established by the Elections Committee and shall be publicized prior to the referendum.

Item 2. Campaigning.

A. There will be no active campaigning within University computer labs on the day of the referendum. If the day of the referendum is the day of an SGB election, no candidates or their campaign staff shall be permitted to campaign in University buildings on behalf of a referendum on the day of the election.

Item 3. Campaign Material.

A. Campaigning organizations and individuals are responsible for permanently removing all campaign materials within University buildings, no later than midnight preceding the opening of the polls.

Section 11. Counting Procedure.

Item 1. Tabulation of Votes.

A. Only the SGB advisor, President, and the Elections Committee Chair may have access to the final vote tabulation process.

Section 12. Announcement of Results.

Item 1. Announcement of Results.

A. Only after all ballots have been counted will the Elections Committee officially and publicly announce the results of the referendum.

Item 2. Public Record.

A. All official ballots, files, application information and lists submitted to the Elections Committee and provided for the referendum are declared to be public record and will be kept safely by the office of Student Government Board for a period of 90 days following the last day of balloting.

Article 6. Elections Code Amendments

Section 1. Amendments.

Item 1. Approval of Elections Committee.

A. Amendments to the Student Government Elections Code shall be adopted by a simple majority of votes of the Elections Committee.

Item 2. Approval of Elections Code Approval Board.

A. Amendments approved by the Elections Committee shall be submitted for approval by a simple majority vote of the Student Government Board.
Item 3. Elections Code Approval Board

A. Student Government Board may approve or reject Elections Committee recommendations, but may not make their own changes to the elections code.

Item 4. Notification.

A. Members of the Student Government Elections Committee and the Student Government Board (SGB) shall receive written notice of the proposed amendments 48 hours prior to the meeting when the amendments shall be voted on.

B.
Title 4. The Assembly

Chapter 1. Assembly Bylaws

Article 1. Mission of the Assembly

Item 1. Mission of the Assembly

A. The Student Assembly of the University of Pittsburgh shall gather and exchange information on behalf of the non-CGS undergraduate students and student organizations of the University of Pittsburgh, Pittsburgh Campus. The Assembly shall, through the appropriate channels, advise, and communicate with officers of the University of Pittsburgh Student Government Board on matters of importance to students at the University.

Article 2. Assembly Membership

Section 1. Composition

Item 1. Delegates

A. The Assembly will be composed of one representative (hereafter called "delegates") of each of the Student Affairs Affiliated Groups of the University of Pittsburgh, Pittsburgh campus.

B. Delegates from other student organizations may be added upon approval by a simple majority of the Board.

C. Every delegate shall be an executive board member of the organization he or she represents.

Item 2. Alternates

A. Each student organization may select up to one Alternate for each delegate they have on the Assembly.

B. Alternates may attend any open or closed meeting in place of the delegate upon approval of the Speaker.

C. Alternates may attend any open meeting of the Assembly when the delegate is present but may not vote.

Item 3. Ex officio members

A. The Executive Vice President of the Board shall serve as an ex officio member and the Speaker of the Assembly.

B. The President of the Board, or his/her designee, shall serve the Assembly as a non-voting ex officio member.

Section 2. Selection and Terms

Item 1. Selection and Terms of Delegates and Alternates

A. Each student organization shall establish a method for selecting the delegate from that organization. Each organization may also select an alternate delegate.
B. Each student organization will select one delegate by June 1st of each year for a one-year term by the method specified in the bylaws of the student organization.

C. Terms of delegates shall begin on July 1st of each year. Assembly delegates shall serve through June 30th or until their successor is selected.

D. If a vacancy occurs, the alternate shall take their place. If the alternate resigns or is unable to fill the seat of the delegate, the student organization may fill the vacancy for the remaining portion of the term in accordance with the student organization's bylaws.

E. Non-voting members do not count in determining quorum.

Section 3. Officer Positions

Item 1. Speaker

A. The Executive Vice President of SGB shall serve as the Speaker.

B. The Speaker will be responsible for calling and conducting meetings of the Assembly.

C. The Speaker will appoint all officer positions from the delegates of the Assembly.

D. The Speaker may also establish any task forces of delegates from the assembly.

Item 2. Speaker Pro Tempore

A. The Speaker Pro Tempore shall carry out the roles and responsibilities of the Speaker in his/her absence.

B. The Speaker Pro Tempore shall be appointed by the Speaker from the delegates.

Item 3. Recording Secretary

A. The Recording Secretary is responsible for disseminating all information to the Speaker, the President of SGB, and the membership of the Assembly.

B. The Recording Secretary will be responsible for minutes of the meetings of the Assembly.

C. The Recording Secretary shall be appointed by the Speaker of the Assembly.

Section 4. Duties and Responsibilities

Item 1. Duties of Delegates

A. It is the duty and responsibility of all delegates to facilitate communication between their campus organization and the Assembly. In addition, they must participate in Assembly activities and attend the Assembly meetings on the first and third Wednesday of each month at 7:00 pm.

B. If any delegate is absent from more than two meetings without being formally excused or represented by a duly elected alternate, the delegate shall be removed by the Speaker of the Assembly after appropriate notification has been sent to the individual student organization.

Item 2. Duties of Alternates

A. Alternates must attend meetings in place of elected delegates who cannot attend.
B. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time but may not be counted in determining quorum.

**Item 3. Duties of Ex Officio Members**

A. As Speaker of the Assembly, the Executive Vice President may only vote when his/her vote will change the outcome. The Executive Vice President may temporarily pass off the chairmanship of the Assembly to any other member of the Assembly at any time.

B. As a non-voting ex officio member the President of the Board may attend any of the open or closed meeting of the Assembly but may not vote on any official business and may not be considered when determining quorum.

**Chapter 2. Meetings and Procedures**

**Article 1. Meetings**

**Item 1. Regular Meetings**

A. Regular meetings of the Assembly shall be conducted on the first and third Wednesday of each month at 7:00 pm.

B. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference).

C. Regular meetings of the Assembly are closed unless otherwise stated.

**Item 2. Special Meetings**

A. The Speaker may call special meetings as needed.

B. The Speaker shall call a meeting upon request by one-fourth of the Assembly.

C. The Speaker shall be required to convene a special meeting of the Assembly upon the request of the President of the Board.

D. Special meetings may be declared open or closed to the public.

**Item 3. Quorum**

A. Quorum shall consist of 2/3 of the total number of delegates.

**Section 2. Procedure**

**Item 1. Meeting Procedure**

A. The Speaker shall provide an agenda for Assembly meetings with all items of discussion given to him or her by the Assembly at least 24 hours in advance.

**Item 2. Official Business**

A. The Assembly may need to conduct official business during an Assembly meeting.

B. When this occurs, Board Parliamentary Procedure regarding motions, obtaining the floor, and debate shall be used.
C. All official business conducted during an Assembly Meeting must be announced publicly.

*Item 3. Changes to Bylaws*

A. Changes to the Bylaws of the Assembly must be presented to the Assembly in the form of a resolution.
B. The resolution must be submitted to the Speaker at least 24 hours prior to the next regular meeting of the Assembly.
C. The resolution must then be tabled until the next regular meeting of the Assembly.
D. The resolution must receive a 2/3 majority vote of approval.
E. All amendments to the Bylaws of the Assembly are merely suggestions to the Board; they must be approved by the Board before going into effect.
Title 5. Student Organization Code

Chapter 1. Formula Groups

Article 1. General Information about Formula Groups

Item 1. Purpose and Definition

A. A formula group shall be defined as a designated organization that provides a common good accessible by the entire undergraduate student body, regardless of student affiliation with the organization.

Item 2. Establishment and Abolishment of Formula Groups

A. The responsibility for articulating policies and procedures pertaining to Formula Groups is the purview of the Vice Provost and Dean of Students and ultimately the Provost. Student Government Board participates in the formal review process and may be the proposer of a new Formula Group.

B. The process for establishing a Formula Group is left general to account for varying roles of Formula Groups on campus. There is no formal application process, but SGB and Student Life have constructed the following guidelines for establishing a Formula Group.

1. A detailed proposal with a one page summary sheet must be written. During the development process, it is expected that additional meetings with Student Affairs staff, Student Government Board, and relevant stakeholders will be necessary. The formal proposal should include
   a. Goals and objectives of the program and a description of programs and services.
   b. Rationale for request, namely, the existence of special needs, interests, and concerns of the constituency.
   c. An assessment of University resources as well as non-University resources already in place to address the identified needs and concerns.
   d. An estimate of annual SGB funding required to meet the goals and objectives of the program.
   e. An assessment plan to determine if goals and objectives have been met as well as the specific skills set learned.
   f. An organizational structure of the proposed Formula Group.

2. After the full proposal is presented to the Vice Provost and Dean of Students, SGB shall formally make a recommendation to the Division of Student Affairs. SGB shall make its decision determining whether a common good is present and if it is in the best interest of the student body to label an organization as a Formula Group.

C. From time to time, SGB may decide that it is in the best interest of the student body to abolish a Formula Group. To do so, SGB must make a formal proposal and recommendation to the Division of Student Affairs outlining why there is no longer a common good accessible by the entire undergraduate student body and
why it is no longer in the best interest of the student body to label the organization as a Formula Group.

**Item 3. Formula Group Finance**

A. Student Government Board has recommended that the following student organizations’ budgets be allocated based upon the following percentages of the Student Activities Fee:
   1. WPTS-FM Radio: 6.1%
   2. Pitt Program Council: 33.5%
   3. PittServes: 4.25%
   4. Office of Sustainability: 0.35%
B. Student Government Board may recommend changes to the above percentages when deemed necessary.

**Article 2. WPTS-FM Radio**

**Item 1. About WPTS-FM Radio**

A. WPTS-FM Radio is an educational, non-commercial FM station owned by the University of Pittsburgh and operated by its students.
B. WPTS-FM Radio is serves to give involved students an outlet for expression and to go professionally while providing a college radio station accessible by all students on campus.

**Item 2. Operations and Finance**

A. WPTS-FM Radio shall receive 6.1% of the Student Activities Fund. All finances shall be managed by its current advisor.
B. WPTS-FM Radio shall be run in accordance to its own constitution and bylaws under the direction of its full-time advisor.

**Article 3. Pitt Program Council**

**Item 1. About the Pitt Program Council**

A. The Pitt Program Council is a student-run activities board for the University of Pittsburgh campus that operates as a department within Student Life under the Division of Student Affairs.
B. This body is charged with planning and executing a wide variety of entertainment, recreational, social, and educational activities.

**Item 2. Operations and Finance**

A. The Pitt Program Council shall receive 33.5% of the Student Activities Fund. All finances shall be managed by its current advisor.
B. Its day to day operations shall be run in accordance to its own constitution and bylaws under the direction of its full-time advisor.
Article 4. PittServes

Item 1. About PittServes

A. PittServes is a University-wide initiative created to empower students with the ability to make an impact on the Pittsburgh community.
B. PittServes connects individual students and student organizations seeking service opportunities with local and regional organizations that need volunteers for projects.

Item 2. Operations and Finances

A. PittServes shall receive 4.25% of the Student Activities Fund. All finances shall be managed by its current advisor.
B. Its day to day operations shall be run in accordance to its own constitution and bylaws under the direction of its full-time advisor.

Article 5. Office of Sustainability

Item 1. About the Office

A. The Office of Sustainability will operate under the Division of Student Affairs to foster environmental awareness throughout the Pitt community.
B. The goal of the office is to infuse sustainability to the culture, values, and decision making process at the University of Pittsburgh.
C. The office will increase the quantity and quality of sustainability initiatives on campus, provide services and support to the campus community, advocate and assist with sustainable innovations on campus, and ensure the fulfillment of institutional commitments to sustainable initiatives.

Item 2. Office Responsibilities

A. Use resources at the University to coordinate new programs to build a more sustainable campus.
B. Enhance communication between relevant departments and host monthly meetings.
C. Enable students to have a direct impact on campus sustainability initiatives.
D. Coordinate service opportunities that promote a healthier environment.
E. Develop and maintain a website to publicize the University’s progress on sustainability initiatives.

Item 3. Student Affairs Sustainability Intern

A. The Sustainability Intern will be the Student Government Board Environmental Chair.
B. The Intern will serve 10 office hours per week: 5 of these office hours will be in the Student Government Board Office and 5 hours will be in the Office of Sustainability.
C. The Intern will foster communication between student groups to ensure the achievement of goals and initiatives of the office.
Item 4. Finances

A. The Office of Sustainability shall receive 0.35% of the Student Activities Fund.
B. The Pitt Green Fund shall receive $5,000 of the 0.35% per fiscal year.
C. The remaining budget shall go towards office events organized by the Sustainability Intern and the Coordinator.
D. The Student Affairs Sustainability Intern and Environmental Committee Chairperson will receive a stipend of $165 per month out of the Student Government Board Remunerations.

Chapter 2. Student Affairs Affiliated Groups

Item 1. Purpose and Definition

A. Student Affairs Affiliated Groups are also known as governance groups.
B. Given the large and diverse student body at the University of Pittsburgh, Student Government Board has been supplemented by student “governance” groups to allow for greater self-governance among the various student constituencies, and to increase their participation in the life of the University community.
C. Two types of governance groups have evolved over time:
   1. Academically-based governance groups, which exist within the undergraduate responsibility centers as the recognized student governance group through the formal approval of the Dean of an academic responsibility center
   2. Co-curricular governance groups, which are advised by a cadre of Student Life professional staff, and must first obtain the approval of the Vice Provost and Dean of Students.
D. A governance group is a self-governing, issue-oriented student organization representing a specific undergraduate constituency, is dependent on the Student Government Board for most of its funding, and is affiliated with the Office of Student Life or an academic responsibility center, both of which provide professional staff advisors.
E. Currently there are nine Student Affairs Affiliated Groups operating on campus:
   1. Academically-based governance groups include
      a. Engineering Student Council
      b. Nursing Student Association
   2. Co-curricular governance groups include
      a. Asian Students Alliance
      b. Black Action Society
      c. Inter-Fraternity Council
      d. National Pan-Hellenic Council
      e. National Panhellenic Conference
      f. Resident Student Association
      g. Student Government Board
**Item 2. Establishment of SAAGs**

A. The responsibility for articulating policies and procedures pertaining to governance groups is the purview of the Vice Provost and Dean of Students. Student Government Board participates in the formal review process.

B. Curricular-based organizations of undergraduate schools must submit their requests for governance status to the Dean of their respective school. With the approval of the Dean, the petition is submitted to Student Government Board who makes a recommendation to the Vice Provost and Dean of Students for final approval.

C. Co-curricular organizations seeking governance status must first submit an application to SGB. In addition to the requirements listed in “Establishment and Abolishment of Formula Groups,” applications should include:

1. The purpose and activities of the organization which must be compatible with that of its operating unit. Specifically, the activities of co-curricular organizations must be consistent with the mission of Student Life.

2. Description and size of the constituency.

3. Documented support of members of the constituency as evidenced by their active involvement and participation.

4. A draft of a constitution for the proposed governance group.

D. SGB shall evaluate the application, and submit a report of its analysis, formal recommendations, and rationale to the Vice Provost and Dean of Students.

**Item 3. SAAG Finance**

A. All SAAGs shall request funds from SGB through the Allocations Process outlined in the Allocations Manual.

**Chapter 3. SORC Certified Student Organizations**

**Item 1. Purpose, Definition, and Certification**

A. The University has established a system of certification for student organizations to insure the rights of students to freely form associations, to define the relationship between the University and student organizations, to maintain the right to choose which student organizations it recognizes, and to insure that the requirements for certification, the privileges received through certification and the policies and procedures that govern student organizations are administered in a nondiscriminatory manner.

B. All organizations must be certified by the Student Organization Resource Center (SORC) to officially operate on campus. Please visit http://sorc.pitt.edu/ to learn how to certify your organization.

C. Although a student group may be listed in the SORC directory, that does not necessarily mean that they are SORC-certified.

**Item 2. SORC-Certified Student Organization Finance**

A. Eligible SORC-Certified Student Organizations shall request funds from SGB through the Allocations Process outlined in the Allocations Manual.
B. Requirements for eligibility are listed in the Allocations Manual.
Title 6. Student Services Provided by SGB

Chapter 1. Student Legal Services

Item 1. About the Program

A. During the Fall and Spring Semesters only, SGB offers legal services for undergraduate non-CGS students.
B. To schedule an appointment, please call the SGB Office (412-648-7970). Appointments are held only on Fridays.

Item 2. Execution of Program

A. The SGB President’s Chief of Staff shall work with the SGB Administrative Assistant to implement this program.

Chapter 2. The Collegiate Readership Program

Item 1. About the Program

A. The Collegiate Readership Program allows the University of Pittsburgh Student Government Board to provide students free access to select newspaper publications.
B. This program offers students the opportunity to learn about issues that span the globe from some of the top national newspaper publications; increasing their status as an educated global citizen.
C. This Chapter will expire at the conclusion of the Spring 2015 academic term.

Item 2. Definitions

A. “Swipe Box Racks” are newspaper racks that require a panther card to be swiped in order to access the papers available inside.
B. “Open Racks” are newspaper racks that are open to the environment allowing any passerby to take a paper.

Item 3. Paper Edition Program Details

A. Approved paper newspaper publications will be made available on non-holiday weekdays during the regular academic year.
B. These publications will be available for pickup in the following racks and locations:
   1. Swipe Box Racks
      a. Benedum Engineering Hall. Ground floor.
      b. William Pitt Union. Main floor.
      c. Litchfield Towers. Main lobby.
      d. Posvar Hall. Main lobby.
      e. Sutherland Hall. Main lobby.
   2. Open Racks
      a. There are currently no open racks.
C. Open racks may only be placed behind security in a residence hall.
D. The following approved paper newspaper publications will be available:
   1. The New York Times
   2. USA Today

Item 4. Program Renewal

A. Student Government Board must revisit the Collegiate Readership Program at least one month prior to the end of the spring term.
B. If the board elects to continue the program a bill must be proposed to modify the expiration date and amend any desired changes to the program. These changes must be tabled one week prior to the last public meeting of the spring term.

Item 5. Execution of Program

A. The SGB President’s Chief of Staff shall work with the company representatives to implement this program.

Chapter 3. Student Organization Office Space

Item 1. About the Program

A. Student Affairs has allowed SGB to assign office space to eligible student organizations in the O’Hara Student Center.
B. There are ten available cubicle-style office spaces in the O’Hara Student Center.
C. The SGB President’s Chief of Staff shall lead the application process on behalf of the President. The President and the Board hold final authority over the program.

Item 2. Eligibility of Student Organizations

A. The student organization must be SORC-certified and have at least 20 active members participating in the organization.
B. The president of the student organization must agree to the terms of use as well as any building policies given by facilities management.

Item 3. Terms of Use

A. The organizations selected to attain office space will be granted such space for a period of one academic year. Organizations already holding office space will need to reapply during the application period.
B. Organizations possessing office space in the O’Hara Student Center will not be permitted to store organizational materials in the locker facilities found in the fifth floor of the William Pitt Union.
C. Organizations require to leave their spaces shall have one week after notification to vacate the space. SGB reserves the right to remove items that are not removed from the space after this one-week period.

Item 4. Application Process

A. The SGB President’s Chief of Staff shall announce the deadlines at the start of the Spring Semester.
B. An application shall be made available on the SGB website.
C. Each student organization shall be evaluated based on the strength of its application in addressing how they benefit the student body and how the office space will help them achieve their mission. Re-applicants must (1) demonstrate how they will continue to engage the Pitt student body through their purpose in some form of relevant programming and (2) show how their organization benefited from the office space.

D. An interview may be required, but will be announced in advance.

E. The SGB President’s Chief of Staff shall made a recommendation to the President regarding which student organizations will receive space.

F. This recommendation shall be voted on and approved by a simple majority of the Board during a Board Planning Session.

Chapter 4. Student Organization Storage Space

Item 1. About the Program

A. Student Affairs has allowed SGB to assign storage space to eligible student organizations in various locations on campus.

B. There are cages and lockers available in the O’Hara Student Center and cabinets available on the fifth floor of the William Pitt Union.

C. The SGB President’s Chief of Staff shall lead the application process on behalf of the President. The President and the Board hold final authority over the program.

Item 2. Eligibility of Student Organizations

A. The student organization must be SORC-certified.

B. The president of the student organization must agree to the terms of use as well as any building policies given by facilities management.

Item 3. Terms of Use

A. The organizations selected to attain storage space will be granted such space for a period of one academic year. Organizations already holding office space will need to reapply during the application period.

B. Organizations require to vacate their spaces shall have one week after notification to vacate the space. SGB reserves the right to remove items that are not removed from the space after this one-week period.

Item 4. Application Process

A. The SGB President’s Chief of Staff shall announce the deadlines at the start of the Spring Semester. When there are open spaces available, applications are accepted on a rolling basis.

B. An application shall be made available on the SGB website.

C. Each student organization shall be evaluated based on what it is storing in their locker and how often those materials will need to be accessed. Preference shall be given to organizations who need to regularly access their materials.

D. SGB reserves the right to analyze how often a student organization accessed its locker if it is reapplying.
E. The SGB President’s Chief of Staff shall make a recommendation to the President regarding which student organizations will receive space.
F. This recommendation shall be voted on and approved by a simple majority of the Board during a Board Planning Session.

Chapter 5. Student Publication Racks

Item 1. About the Student Publication Rack Service

A. SGB Student Publication Racks serve as SGB’s effort to empower publication student organizations on campus by providing a means of distribution at key locations on campus. These racks shall have multiple allotted spaces to hold multiple student publications at one time.
B. The Student Publication Rack program exists to enhance the ability of student run publications to increase their visibility on campus.
C. Student Government Board shall hold the responsibility for determining how the rack space will be utilized and managed.

Item 2. Student Publication Rack Service Details

A. These publication racks will be available for student publications in the following locations:
   1. O’Hara Student Center. First Floor.
   2. Benedum Engineering Hall. Ground Floor.
   4. Sutherland Residence Hall. First Floor.
   5. William Pitt Union. Main Floor.
   7. Posvar Hall. Main Lobby.
B. To ensure that there is enough space for multiple publication organizations, SGB may allot the same space based on provided release schedules.

Item 3. Application Process

A. The SGB President’s Chief of Staff shall determine which eligible student publications shall be showcased on specific publication racks throughout campus at the beginning of each semester.
B. A student organization is eligible to apply for publication rack space if the student organization is SORC-certified and their primary purpose as an organization is to create publications.
C. The applications shall include the following:
   1. General overview of the publication
   2. A description of the publication
   3. Tentative publication schedule for the entire academic year
   4. An action plan in which the publication staff will replenish their publication on the student rack
   5. A copy of a past publication released to the student body
D. The SGB President’s Chief of Staff shall set a deadline to review all of the Student Publication Rack Applications.
1. Preference shall be given to student publications that receive SGB funding.
2. Student Government Board may not base its decisions on the content of the publications and must remain viewpoint neutral at all times.
3. No student publication shall have more than one allotted space per student publication rack at one time.

**Item 4. Responsibilities of Student Organizations Receiving Publication Rack Space**

A. Individual student organizations shall have the responsibility to resupply the provided space with their desired publication.
B. Organizations shall also inform SGB of all new issues released prior to being placed on the publication rack.

**Chapter 6. Undergraduate Conference Fund for Research**

**Item 1. About the Program**

A. Student Government Board created the Undergraduate Conference Fund for Research to award Travel Grants to support undergraduate non-CGS students who are invited to present their research at a conference.
B. The program offers grants of up to $250 to lower the cost of travel to and from the conference. Student Government Board set aside $10,000 out of the Student Activities Fund to pilot this program.
C. Funds are awarded on a rolling basis until all the funds are distributed. The Student Government Board maintains the right within SGB to recommend increasing the $10,000 allotment and permanently extend the program.
D. The SGB President’s Chief of Staff shall be responsible for implementing this program on behalf of the President.

**Item 2. Eligibility**

A. The applicant must be an undergraduate of the University of Pittsburgh, Pittsburgh campus not enrolled in the College of General Studies.
B. The applicant must have been invited to present at his or her research at a conference that he or she has not already presented at.
C. The applicant must not have received an SGB Travel Grant within the fiscal year or have been awarded more than two SGB Travel Grants within their tenure at the University of Pittsburgh.

**Item 3. Application Process**

A. Applicants shall fill out the application, available on the Student Government Board website, prior to attending the conference. An application is considered complete when it includes all supporting documentation. Supporting documentation includes:
   1. Basic personal information
   2. Advisor contact information (if applicable)
   3. The invitation to present at the conference
   4. A research abstract
B. The SGB President’s Chief of Staff evaluates requests once a week on Thursday. For the application to be evaluated on the Thursday, it must be submitted by Wednesday at 5 p.m.
   1. The SGB President’s Chief of Staff will approve the grant if the applicant meets all eligibility requirements, the application is complete, and all policies and procedures were followed.
   2. The SGB President’s Chief of Staff may not base its decision on the nature of the research and must remain viewpoint neutral at all times.
   3. Funds shall only be granted for registration, lodging, and transportation.
   4. Funds shall not be granted for trips that require international travel or first-class airfare.
   5. Preference will be given to those who do not have alternative sources of funding, though having other funding sources in no way automatically disqualifies someone from applying.

C. The applicant shall be notified within one day of the decision.

D. All awards shall be announced publically.

E. Though approval is required prior to the conference, all funds shall be reimbursed after attending the conference. The applicant shall submit a Travel and Business (T&B) expense form to the SORC office within 30 days of the end of the conference.

F. Funds not reimbursed after 30 days shall roll back into the Undergraduate Conference Fund for Research to be re-distributed.

**Item 4. Summer Applications**

A. Grants are not given out during the summer months. Applications for a summer conference should be submitted in April in order to receive funding.

**Chapter 7. Undergraduate Crisis Relief Fund**

**Item 1. About the Program**

A. Student Government Board created the Undergraduate Crisis Relief Fund to provide relief grants to support undergraduate non-CGS students who have lost their belongings due to a force majeure housing disaster during the academic year.

B. The program offers grants of up to $250 in Panther Funds to help offset the costs incurred by students when replacing their belongings. Student Government Board has set aside $2,000 in its own budget to pilot this program.

C. Funds are awarded on a rolling basis until all the funds are distributed. The Student Government Board may budget modify its own funds from other programs to add additional funds to this fund if necessary.

D. The SGB President’s Chief of Staff shall be responsible for implementing this program on behalf of the President.

**Item 2. Eligibility**

A. The SGB President and his or her Chief of Staff will reach out to eligible student(s) to initiate the application process of crisis relief disbursement when notified by the University.
B. The student applying for relief (hereafter referred to as “applicant”) must be an undergraduate of the University of Pittsburgh, Pittsburgh campus not enrolled in the College of General Studies.

C. The applicant must be able to demonstrate a loss of housing and/or belongings due to a crisis or disaster while enrolled at the University of Pittsburgh, Pittsburgh Campus.

*Item 3. Emergency Identification*

A. The SGB President’s Chief of Staff shall work with the University to determine when an emergency has been identified.

*Item 4. Disbursement*

A. Funds shall granted through Panther Funds.

B. Preference will be given to those who do not have existing insurance policies, though an existing insurance policy in no way automatically disqualifies an applicant.

C. The total amount disbursed and the number of students supported shall be public record, though each individual’s name and amount received shall remain private to be disclosed at the discretion of the University.

*Item 5. Summer Crises*

A. SGB does not operate this program during the summer time.