B.B.039

UPDATING THE 2016-2017 GOVERNING CODE

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STUDENT GOVERNMENT BOARD
UNIVERSITY OF PITTSBURGH

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[20 SEPTEMBER 2016]
Executive Vice President Harper introduced the following resolution; which was read for the first time.

[27 SEPTEMBER 2016]
Read the second time and voted on.

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A BILL

UPDATING THE 2016-2017 GOVERNING CODE

1 WHEREAS, the Student Government Board Governing Code is
2 meant to clearly outline and organize the duties and
3 operations of the Student Government Board;
4 WHEREAS, the past two Student Government Boards have
5 updated several committees and structural elements of
6 Student Government Board that have not yet been
7 included in the Governing Code;
8 WHEREAS, the Code is relatively new and contains several
9 grammatical errors;
10 WHEREAS, Student Government Board has recently been awarded
11 Formula Group Status by the Vice Provost and Dean
12 of Students;
WHEREAS, Student Government Board wishes to be inclusive of students of all gender identities;

THEREFORE BE IT RESOLVED, on this 27th day of September in the year 2016, the University of Pittsburgh Student Government Board enacts the following revisions to the Student Government Board Elections Code as follows:

Item 1.1.2.0.2.B shall now read “To be considered undue influence, it must be demonstrated that the Board.” and Items 1.1.2.0.2.C-E shall be indented to numbers 1.1.2.0.2.B.1-3.

Item 1.2.0.2.C shall now read “at least” instead of “at least”

Item 1.2.3.0.3.A: The word “by” shall be added so the item reads as “…by the Board and passed by a two-thirds majority…”

Item 1.2.3.0.3.D: The word “be” shall be added so the item reads as “Category D bills shall be introduced…”

Item 1.4.1.0.2.B shall be indented to Item 1.4.1.0.2.B.1.

Item 1.4.1.0.3.B shall now read “No individual may miss a scheduled meeting... as a candidate or campaign staff, or else they are immediately violating attendance requirements.”

Item 1.4.1.0.5.A: The comma following “excused” shall be removed.

Item 1.4.3.0.3.B: “chair” shall be capitalized to read as “Chair”

Item 1.4.4.0.2 shall be added and shall read:

Item 2. Authority in Conditional Committee Chair Interviews

A. The Incoming President, Executive Vice President, Vice President and Chief of Cabinet, and Board Liaison shall be members of the Nominating Task Force for the selections process for any Conditional Committee Chair.
B. For new Committees, the remaining member of the Nominating Task Force shall be selected by the Incoming President.

C. For pre-existing Committees, the remaining member of the Nominating Task Force shall be the Outgoing Committee Chair.

Item 2.1.1.0.1.A.8: “Associate Dean of Students and Director of Student Life” shall be changed to “Student Government Board Advisor”

Item 2.1.1.0.1.D.3: The words “to him” shall be removed.

Item 2.1.3.0.1.A.6 shall be added and shall read “Serve as the Student Government Board representative to The Assembly.”

Item 2.1.3.0.2.B shall now read as “…beginning of the semester subject to a simple majority vote of the total membership of the Board.”

Item 2.1.4.0.2.B shall now read as “…beginning of the semester subject to a simple majority vote of the total membership of the Board.”

Item 2.2.2.0.2.A.7 shall now read as “Attend Cabinet and Board Planning Sessions.”

Item 2.3.1.1.1.A shall now read "The Cabinet shall consist of all Conditional Committee Chairs and the Director of the Student Office of Sustainability, and shall…”

Item 2.3.1.2.2.6 shall now read “Supply the Vice President and Chief of Cabinet…”
Item 2.3.1.2.2.10 shall now read “Hold five office hours in the Student Government Board office.”

Item 2.3.2.0.2.B.4-6 shall be added and shall read:

“4. Executive Vice Chair
5. Secretary
6. Public Relations Chair”

The word “Shall” shall be removed from Item 2.3.2.0.3.B.2.

Item 2.3.2.0.4.B.4 shall be added and shall read “Maintain contact with the Engineering Student Council to collaborate where seen appropriate.”

Items 2.3.2.0.D-F shall be added and shall read as:

D. “The Executive Vice Chair shall
1. Readily assist the Chair in any way possible.
2. Assume the duties of the chair if necessary.

E. The Secretary shall
3. Take minutes during all meetings and send them to the Chair.
4. Send out meeting reminders and notifications of meeting cancellations.
5. Keep a record of attendance for all meetings.

F. The Public Relations Chair shall
6. Create flyers for recruitment of potential committee members.
7. Create flyers for programs and events held by the committee.”

Item 2.3.3: Community Outreach Committee and Item 2.3.4: Environmental Committee shall be removed. Item 2.3.5: Governmental Relations Committee shall now become Item 2.3.3: Governmental Relations Committee.
Item 2.3.3 : All mentions of “Governmental Relations” when in reference to the Committee, the Chair, or its members shall be changed to “Community and Governmental Relations”

Item 2.3.3.0.1.A shall now read “The Community and Governmental Committee exists to promote student awareness and participation within the Oakland community and to the local, state, and federal levels of government, as well as to represent student interests to community organizations and these levels of government.”

Item 2.3.3.0.1.B shall now read “Additionally, the Community and Governmental Relations Committee is responsible for coordinating student voter registration, coordinating student advocacy efforts, holding events to encourage student participation and awareness of community and governmental issues, and other functions that serve to educate and demonstrate concerns for student interests in a reasonable and constructive manner.

Item 2.3.3.0.2.B shall now read "In addition to the Community and Governmental Relations Committee Chair, the Community and Governmental Relations Committee shall include a"

1. Executive Vice Chair
   a. At the discretion of the Community and Governmental Relations Chair, the Executive Vice Chair may either serve in the distinct position of Executive Chair or hold the responsibilities of the Executive Vice Chair in addition to serving in a separate Vice Chair position

2. Vice Chair of Community Outreach

3. Vice Chair of Student Engagement
   a. Coordinator of Voter Registration Events
   b. Coordinator of Student Engagement Events
4. Vice Chair of Governmental Relations

Item 2.3.3.0.3.B shall now read “The Community and Governmental Relations Chair shall be the main point of contact between the Community and Governmental Relations Committee, University Administration, Federal, Commonwealth, and City Governmental Organizations, and relevant community organizations, including the Oakland Planning and Development Corporation.”

Item 2.3.3.0.3.C.2 shall be added and shall read “Represent the student body at monthly Oakwatch meetings.”

Item 2.3.3.0.4. shall read: “

A. The Executive Vice Chair shall
   1. Execute the duties of the Community and Governmental Relations Chair in case of the temporary absence of the Chair
   2. Aid the Community and Governmental Relations Chair in coordinating the activities of the committee

B. The Vice Chair of Community Outreach shall
   1. In concert with the Community and Governmental Relations Chair, represent the student body to relevant community groups, including the Oakland Planning and Development Corporation
   2. Attend monthly Oakwatch meetings, as well as other community meetings and forums as necessary
   3. Assist the University of Pittsburgh Office of Community and Governmental Relations with coordinating Neighborhood Block Parties and other events geared towards improving the relationships between students and permanent residents
4. In concert with the Vice Chair of Student Engagement, plan and execute an event which emphasizes Community Engagement.

C. The Vice Chair of Student Engagement shall:

1. In concert with the Community and Governmental Relations Chair, 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 Vice Chairs and Coordinators to emphasize the importance of voter registration at all committee-sponsored events.

4. In concert with the Vice Chair of Governmental Relations, develop and follow through with a plan to increase student engagement with Federal, Commonwealth, and local governments.

5. In concert with the Vice Chair of Community Outreach, develop and follow through with a plan to increase student engagement with the University of Pittsburgh community.

6. Assist the Chair in the planning of Pitt Day in Harrisburg and ACC Lobbying Day.

D. The Vice Chair of Governmental Relations shall:

1. Stay up to date on current legislative issues at the federal, state, and local levels, especially those concerning:
   a. State Educational Funding
   b. Federal Research Funding
   c. Local Ordinances that may affect the student population
   d. State and Federal higher-education policy
2. Provide balanced, non-partisan information on important legislation effecting the student body to the Community and Governmental Relations Committee

3. Author provisional draft resolutions in support of or against specific legislation effecting the student body to be presented to the board for approval

4. In concert with the Vice Chair of Student Engagement, plan and execute an event which emphasizes student engagement with federal, commonwealth, and local governments.

Item 2.3.0.5 shall be removed.

Item 2.3.4: Facilities, Technology, and Transportation shall read: “

Item 1. Purpose of the Facilities, Technology, and Transportation Committee

A. The Facilities, Technology, and Transportation Committee is tasked with initiating and implementing projects pertaining to the physical space, technology, and transportation as they relate to the University of Pittsburgh campus, and acting as the liaison between students and the administration regarding these initiatives

B. The Facilities, Technology, and Transportation Committee is also responsible for

1. Engaging with students regarding issues pertaining to the committee
2. Relay the thoughts, concerns, and input of the students to the Administration
3. Proliferating material so as to educate students on the aspects of safety and transportation

Item 2. Structure of the Facilities, Technology, and Transportation Committee
A. The Facilities, Technology, and Transportation committee shall be led by a chairperson.

B. In addition to the chair of the committee, the Facilities, Technology, and Transportation Committee will constitute of 5 vice chairs, of which one shall also hold the role of Executive Vice Chair:
1. Vice Chair of Academic Spaces
2. Vice Chair of Housing
3. Vice Chair of Recreation and Athletics
4. Vice Chair of Transportation and Safety
5. Vice Chair of Technology Services

C. The Facilities, Technology, and Transportation Committee will have open membership such that any student is able to attend and participate in meetings and business.

D. As necessary, ad hoc sub-committees will be formed in order to focus on specific initiatives and tasks.

Item 3. Facilities, Technology, and Transportation Committee Chair Position

A. In addition to the responsibilities outlined for all Conditional Committee Chairs, the Facilities, Technology, and Transportation Committee Chair shall
1. Coordinate the Vice Chair positions of the committee as outlined below
2. Engage with the student body and address issues with buildings on campus
3. Hold one general meeting per week for all members of the committee
4. Hold one meeting with the Vice Chairs per week
5. Work with Staff, Administration, the Department of Transportation, the Pitt Police Department, and other organizations to plan and coordinate Safety Week.
6. Oversee the formation of ad-hoc subcommittees as needed to focus on specific initiatives and tasks
Item 4. Facilities, Technology, and Transportation Committee
Executive Vice Chair Position
A. The Executive Vice Chair of the committee shall
1. Assist the chair with the organization and planning of committee business
2. Help lead the weekly vice Chair meetings
3. In the event that the chairperson cannot attend a meeting, or fulfill the other responsibilities of the chair the Executive Vice Chair will fill in for the chairperson
4. Carry out the responsibilities of one of the five Vice Chair positions

Item 5. Facilities, Technology, and Transportation Committee Vice Chairs
A. The Vice Chair of Academic Spaces shall
1. Promote initiatives that ensure that students have access to adequate learning spaces so that they may engage themselves academically to their fullest potential
2. Oversee the implementation of any initiatives concerned with academic buildings on campus
3. Attend a weekly meeting with all other vice chairs and the committee chairs
4. Supervise ad hoc subcommittees created to accomplish large-scale projects relevant to learning spaces
B. The Vice Chair of Housing shall
1. Promote initiatives to ensure that students are provided a safe and comfortable environment in which to live
2. Oversee the implementation of any initiatives concerned with university housing buildings on campus, including dormitories, apartment-style housing, and fraternity housing complexes
3. Attend a weekly meeting with all other vice Chairs and the committee chair
4. Supervise ad hoc subcommittees created to accomplish large-scale projects relevant to housing

C. The Vice Chair of Recreation and Athletics shall
1. Promote initiatives aimed at improving students’ recreational experience while encouraging fitness and promoting student engagement through related programs
2. Oversee the implementation of any initiatives concerning:
   a. Recreational buildings on campus, including the Baierl Recreation Center, Trees Hall, Bellefield Hall, the WPU Recreation Center, the Fitzgerald Field House, the Charles C. Cost and dormitory gyms
   b. The intramurals and club sports programs
3. Attend a weekly meeting with all other vice Chairs and the committee chair
4. Supervise ad hoc subcommittees created to accomplish large-scale projects relevant to recreational facilities

D. The Vice Chair of Transportation and Safety shall
1. Promote initiatives to help ensure that students are able to travel around campus in a safe, convenient, and expedient manner
2. Oversee the implementation of any initiatives concerned with transportation around campus, including the shuttles, SafeRider, Port Authority buses, bicycles, and pedestrian activities
3. Attend a weekly meeting with all other vice Chairs and the committee chair
4. Supervise ad hoc subcommittees created to accomplish large-scale projects relevant to transportation

E. The Vice Chair of Technology shall
1. Promote initiatives to help expand the integration of technology and improve the exchange of information between students and administration.

2. Attend a weekly meeting with all other vice chairs and the committee chair.

3. Supervise ad hoc subcommittees created to accomplish large-scale projects relevant to technology.”

Item 2.3.5: Wellness Committee shall read: “

Item 1. Purpose of the Wellness Committee

A. The Wellness Committee is tasked with addressing all health concerns on campus including but not limited to nutrition, physical wellness, mental wellness, and leading a healthy lifestyle. The committee will act as the bridge between students and administration to execute changes and improve communication within the two bodies.

B. The Wellness Committee is also responsible for:
   1. Engaging with students regarding issues pertaining to the committee
   2. Relaying the thoughts, concerns, and input of students to the Administration
   3. Proliferating materials that educate students on campus health resources found through Student Health Services, Title IX, and various Student Affairs departments.

Item 2. Structure of the Wellness Committee

A. The Wellness Committee shall be led by the Wellness Chair.

B. In addition to the Wellness Chair, the Wellness Committee shall include one Executive Vice Chair as chosen by the Committee Chair and 4 Coordination Sub-Committees:
   1. Event Coordinators
   2. Financial Coordinators
   3. Public Relations Coordinators
420 4. Outreach Coordinators

C. The Wellness Committee will have open membership such that any student is able to attend and participate in meetings and businesses. Any student is also welcome to join any Coordination Sub-Committee at any time.

D. As necessary, sub-committees will be formed in order to focus on specific initiatives and tasks.

428 Item 3. Wellness Committee Chair

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

1. Coordinate the Executive Vice Chair and Coordination Sub-Committees as outlined below

2. Engage with the student body and address all issues brought to the committee by students

3. Hold one general meeting per week for all members of the committee

4. Hold a weekly, bi-weekly, or monthly meeting for each Coordination Sub-Committee and frequency of meetings are to the discretion of the chair.

5. Work with students, student organizations, staff, and administration to plan and coordinate at least one campus-wide event per semester

6. Promote existing university services, health initiatives, and student conduct health standards

7. Meet regularly with Student Health Services Director

8. Provide support to Board Member’s health and wellness related projects and initiatives

9. Attend and/or appoint committee members to attend the following Task Forces and Coalitions:

   a. Sexual Assault Task Force
b. Sexual Assault Coalition

c. It’s On Us Task Force

d. Pitt Food Pantry Advisory Council

e. Farmer’s Market Planning Committee

10. Coordinate with Student Health Advisory Board (SHAB) and collaborate on projects

Item 4. Wellness Committee Executive Vice Chair

A. The Executive Vice Chair of the committee shall:

1. Assist the chair with the organization and planning of committee business

2. Help lead the Coordination Sub-Committee meetings

3. Fill in for the Chair in the event that they cannot attend a meeting or fulfill their other responsibilities

4. Understand and be up to date with the activities and progress of each Coordination Sub-Committee

5. Coordinate with the Chief of Staff and Vice President Chief of Cabinet to ensure constant communication with the Board and committee

Item 5. Wellness Committee Coordination Sub-Committees

A. The responsibilities of the Event Coordinators shall include

1. Planning the logistics of all committee events including but not limited to obtaining supplies, making room reservations, obtaining food, facilitating event activities, inviting guests, and scheduling volunteers.

B. The responsibilities of the Financial Coordinators shall include

1. Managing the budget for events

2. Writing and submitting proposals for initiatives and events

3. Writing and submitting grants such as the OCC Mini Grant and the Late Night Grant
C. The responsibilities of the Public Relations Coordinators shall include
   1. Planning, designing, and publishing monthly “Healthy Happenings” newsletters
   2. Collecting content for the newsletters from relevant student groups and campus health events
   3. Coordinating with the SGB Communications Director to market and advertise events
   4. Managing all Wellness Committee social media

D. The responsibilities of the Outreach Coordinators shall include
   1. Coordinating with campus groups and student organizations to plan events, execute initiatives, and promote SGB goals
   2. Working closely with other health related campus groups
   3. Coordinating volunteers, non-SGB organization representatives, and SGB committees during events
   4. Recruiting members

Item 2.6.1.2.2.A shall read “The Vice President and Chief of Finance and the Vice President and Chief of Cabinet shall be...”

Item 2.6.3.0.1.C shall have the word “in” removed and shall now read “...by the Board and Committees at least 24 hours in advance.”

Item 2.6.3.0.2.B shall read “All official business conducted during a Cabinet Planning Session must be announced publicly.”
Item 2.6.3.0.2.C shall read “Since this meeting is for informational purposes, the meetings do not need to follow SGB parliamentary procedure.”

Items 7.1.1.0.3.A.3-4 shall read: “

3. PittServes: 3.9%
4. Student Office of Sustainability: 0.35%

Item 7.1.1.0.3.A.5 shall be added and shall read “5. Student Government Board: 2.0%”

All mentions of “current advisor” and “full-time advisor” in Items 7.1.2-5 shall be changed to “advisor”

Item 7.1.2.0.1.B shall read “WPTS-FM Radio serves to give involved students an outlet for expression and to grow professionally…”

Item 7.1.4.0.2.A shall read “PittServes shall receive 3.9% of…”

All mentions of “Office of Sustainability” in Item 7.1.5 shall be changed to “Student Office of Sustainability”

Item 7.1.6 shall be added and shall read: “

Article 6. Student Government Board

Item 1. About Student Government Board

A. Student Government Board promotes the needs, concerns, and welfare of the non-CGS undergraduate student population at the University while operating under the Division of Student Affairs.
B. SGB Board Members and Committees pursue several initiatives throughout the year to ensure the concerns and needs of undergraduate students are being met.

C. The organization provides a multitude of services to its constituents, in addition to allocating approximately $1 million to undergraduate student organizations during each fiscal year.

Item 2. Operations and Finances

A. Student Government Board shall receive 2.0% of the Student Activities Fund. All finances shall be managed by its Vice President and Chief of Finance and its full-time advisor.

B. Student Government Board's daily operations shall be run in accordance to the SGB Constitution and SGB Governing Code under the direction of its full-time advisor.”

Item 7.2.0.0.1.C shall read “Student Affairs Affiliated Groups can be classified into two categories:”

Item 7.2.0.0.1.E shall read “Currently there are eight Student Affairs Affiliated Groups...”

Item 7.2.0.0.1.E.2.g. shall be removed.

Item 7.2.0.0.2.B shall read “Academically-based...”

Item 7.2.0.0.3 shall read “SAAG Finances”

Item 7.3.0.0.1.A shall read “The University has established a system of certification for student organizations to ensure 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 ensure 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.”

Item 7.3.0.0.1.B shall read “…visit http://www.studentaffairs.pitt.edu/sorc/ to learn how to certify an organization.”

Item 7.3.0.0.2 shall read “SORC-Certified Student Organization Finances”

Item 8.1.0.0.1.B shall read “Appointment times shall be set by the lawyer.”

Item 8.2.0.0.1.C shall read “This Program will expire at the conclusion of the Spring 2017 academic term.”

Item 8.3.0.0.3.C shall read “Organizations required…”

Item 8.3.0.0.4.E shall read “The SGB President’s Chief of Staff shall make…”

Item 8.4.0.0.3.A shall read “…already holding storage space will need to reapply during the application period.”

Item 8.4.0.0.3.B shall read “Organizations required…”

Item 8.4.0.0.4.A shall read “The SGB President’s Chief of Staff shall announce the deadlines at the start of the Spring
Applications are accepted on a rolling basis.”

Item 8.4.0.0.4.E shall read “The SGB President’s Chief of Staff shall make…”

Item 8.5.0.0.4.A shall read “…to supply the provided space with their desired publication.”

Item 8.6.0.0.2.B shall read “The applicant must have been invited to present their research at a conference that they…”

Item 8.6.0.0.3.B.6 shall be added and shall read “Applications shall be reviewed in order of submission.”

The phrase “All costs must be documented properly.” shall be added to the end of Item 8.6.0.0.3.E.

Item 8.7.0.0.2.B. shall read “The applicant must be…”

All instances of the use of any variation of a gendered pronoun shall be changed to the appropriate version of “they/their/their” followed by the appropriate grammatical changes; and be it further

RESOLVED, that all numbering changes resulting from these revisions shall be automatic, pursuant to the rules set forth in items 1.1.1.0.4 and 1.1.1.0.5 of the Student Government Board Governing Code; and be it finally

RESOLVED, that this resolution shall be effective immediately upon adoption and shall reflect the changes shown in the attached document.
ADOPTED: this 27th day of September 2016 by a vote of 9 for, 0 against, and 0 abstentions.

Natalie Dall, President
University of Pittsburgh Student Government Board