

B.B.039

UPDATING THE 2016-2017 GOVERNING CODE

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.

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;

13 WHEREAS, Student Government Board wishes to be inclusive of
14 students of all gender identities;

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

20 Item 1.1.2.0.2.B shall now read “To be considered undue influence, it
21 must be demonstrated that the Board.” and Items
22 1.1.2.0.2.C-E shall be indented to numbers
23 1.1.2.0.2.B.1-3.

24 Item 1.2.2.0.2.C shall now read “at least” instead of “at least”

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26 Item 1.2.3.0.3.A : The word “by” shall be added so the item reads as
27 “...by the Board and passed by a two-thirds majority...”
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29 Item 1.2.3.0.3.D : The word “be” shall be added so the item reads as
30 “Category D bills shall be introduced...”
31

32 Item 1.4.1.0.2.B shall be indented to Item 1.4.1.0.2.B.1.
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34 Item 1.4.1.0.3.B shall now read “No individual may miss a scheduled
35 meeting... as a candidate or campaign staff, or else they are
36 immediately violating attendance requirements.”
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38 Item 1.4.1.0.5.A : The comma following “excused” shall be removed.
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40 Item 1.4.3.0.3.B : “chair” shall be capitalized to read as “Chair”
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42 Item 1.4.4.0.2 shall be added and shall read:
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44 Item 2. Authority in Conditional Committee Chair Interviews

45 A. The Incoming President, Executive Vice President,
46 Vice President and Chief of Cabinet, and Board
47 Liaison shall be members of the Nominating Task
48 Force for the selections process for any Conditional
49 Committee Chair.

50 B. For new Committees, the remaining member of the
51 Nominating Task Force shall be selected by the
52 Incoming President.
53 C. For pre-existing Committees, the remaining member
54 of the Nominating Task Force shall be the Outgoing
55 Committee Chair.
56
57 Item 2.1.1.0.1.A.8 : “Associate Dean of Students and Director of
58 Student Life” shall be changed to “Student Government
59 Board Advisor”
60
61 Item 2.1.1.0.1.D.3 : The words “to him” shall be removed.
62
63 Item 2.1.3.0.1.A.6 shall be added and shall read “Serve as the Student
64 Government Board representative to The Assembly.”
65
66 Item 2.1.3.0.2.B shall now read as “...beginning of the semester subject
67 to a simple majority vote of the total membership of the
68 Board.”
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70 Item 2.1.4.0.2.B shall now read as “...beginning of the semester subject
71 to a simple majority vote of the total membership of the
72 Board.”
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74 Item 2.2.2.0.2.A.7 shall now read as “Attend Cabinet and Board
75 Planning Sessions.”
76
77 Item 2.3.1.1.1.A shall now read “The Cabinet shall consist of all
78 Conditional Committee Chairs and the Director of the Student Office
79 of Sustainability, and shall...”
80
81 Item 2.3.1.2.2.6 shall now read “Supply the Vice President and Chief of
82 Cabinet...”
83

84 Item 2.3.1.2.2.10 shall now read “Hold five office hours in the Student
85 Government Board office.”

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

88

- 89 “4. Executive Vice Chair
- 90 5. Secretary
- 91 6. Public Relations Chair”

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

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

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

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D. “The Executive Vice Chair shall

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1. Readily assist the Chair in any way possible.

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2. Assume the duties of the chair if necessary.

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E. The Secretary shall

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3. Take minutes during all meetings and send them to the
105 Chair.

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4. Send out meeting reminders and notifications of meeting
107 cancellations.

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5. Keep a record of attendance for all meetings.

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F. The Public Relations Chair shall

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6. Create flyers for recruitment of potential committee
111 members.

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7. Create flyers for programs and events held by the
113 committee.”

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Item 2.3.3: Community Outreach Committee and Item 2.3.4:

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Environmental Committee shall be removed. Item

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2.3.5: Governmental Relations Committee shall now

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become Item 2.3.3: Governmental Relations

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Committee.

120 Item 2.3.3 : All mentions of “Governmental Relations” when in
121 reference to the Committee, the Chair, or its members
122 shall be changed to “Community and Governmental
123 Relations”

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

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

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

- 144 1. Executive Vice Chair
- 145 a. At the discretion of the Community and
146 Governmental Relations Chair, the
147 Executive Vice Chair may either serve in
148 the distinct position of Executive Vice
149 Chair or hold the responsibilities of the
150 Executive Vice Chair in addition to
151 serving in a separate Vice Chair position
- 152 2. Vice Chair of Community Outreach
- 153 3. Vice Chair of Student Engagement
- 154 a. Coordinator of Voter Registration Events
- 155 b. Coordinator of Student Engagement
156 Events

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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

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- 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
 - 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

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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.

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246 Item 2.3.3.0.5 shall be removed.

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

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

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- 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

267 Item 2. Structure of the Facilities, Technology, and Transportation
268 Committee

- 269 A. The Facilities, Technology, and Transportation
- 270 committee shall be led by a chairperson.
- 271 B. In addition to the chair of the committee, the
- 272 Facilities, Technology, and Transportation
- 273 Committee will constitute of 5 vice chairs, of which
- 274 one shall also hold the role of Executive Vice Chair:
- 275 1. Vice Chair of Academic Spaces
- 276 2. Vice Chair of Housing
- 277 3. Vice Chair of Recreation and Athletics
- 278 4. Vice Chair of Transportation and Safety
- 279 5. Vice Chair of Technology Services
- 280 C. The Facilities, Technology, and Transportation
- 281 Committee will have open membership such that
- 282 any student is able to attend and participate in
- 283 meetings and business.
- 284 D. As necessary, ad hoc sub-committees will be formed
- 285 in order to focus on specific initiatives and tasks.

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

- 288 A. In addition to the responsibilities outlined for all
- 289 Conditional Committee Chairs, the Facilities,
- 290 Technology, and Transportation Committee Chair
- 291 shall
- 292 1. Coordinate the Vice Chair positions of the
- 293 committee as outlined below
- 294 2. Engage with the student body and address
- 295 issues with buildings on campus
- 296 3. Hold one general meeting per week for all
- 297 members of the committee
- 298 4. Hold one meeting with the Vice Chairs per
- 299 week
- 300 5. Work with Staff, Administration, the
- 301 Department of Transportation, the Pitt
- 302 Police Department, and other organizations
- 303 to plan and coordinate Safety Week.
- 304 6. Oversee the formation of ad-hoc
- 305 subcommittees as needed to focus on specific
- 306 initiatives and tasks

307 Item 4. Facilities, Technology, and Transportation Committee
308 Executive Vice Chair Position

- 309 A. The Executive Vice Chair of the committee shall
310 1. Assist the chair with the organization and
311 planning of committee business
312 2. Help lead the weekly vice Chair meetings
313 3. In the event that the chairperson cannot
314 attend a meeting, or fulfill the other
315 responsibilities of the chair the Executive
316 Vice Chair will fill in for the chairperson
317 4. Carry out the responsibilities of one of the
318 five Vice Chair positions

319 Item 5. Facilities, Technology, and Transportation Committee Vice
320 Chairs

- 321 A. The Vice Chair of Academic Spaces shall
322 1. Promote initiatives that ensure that
323 students have access to adequate learning
324 spaces so that they may engage themselves
325 academically to their fullest potential
326 2. Oversee the implementation of any
327 initiatives concerned with academic
328 buildings on campus
329 3. Attend a weekly meeting with all other vice
330 chairs and the committee chairs
331 4. Supervise ad hoc subcommittees created to
332 accomplish large-scale projects relevant to
333 learning spaces
334 B. The Vice Chair of Housing shall
335 1. Promote initiatives to ensure that students
336 are provided a safe and comfortable
337 environment in which to live
338 2. Oversee the implementation of any
339 initiatives concerned with university housing
340 buildings on campus, including dormitories,
341 apartment-style housing, and fraternity
342 housing complexes
343 3. Attend a weekly meeting with all other vice
344 Chairs and the committee chair

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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

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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”

392 Item 2.3.5: Wellness Committee shall read: “

393 Item 1. Purpose of the Wellness Committee

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- 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.

410 Item 2. Structure of the Wellness Committee

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- 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

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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.

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

- 459 b. Sexual Assault Coalition
- 460 c. It's On Us Task Force
- 461 d. Pitt Food Pantry Advisory Council
- 462 e. Farmer's Market Planning Committee
- 463 10. Coordinate with Student Health Advisory
- 464 Board (SHAB) and collaborate on projects

465 Item 4. Wellness Committee Executive Vice Chair

- 466 A. The Executive Vice Chair of the committee shall:
- 467 1. Assist the chair with the organization and
- 468 planning of committee business
- 469 2. Help lead the Coordination Sub-Committee
- 470 meetings
- 471 3. Fill in for the Chair in the event that they
- 472 cannot attend a meeting or fulfill their other
- 473 responsibilities
- 474 4. Understand and be up to date with the
- 475 activities and progress of each Coordination
- 476 Sub-Committee
- 477 5. Coordinate with the Chief of Staff and Vice
- 478 President Chief of Cabinet to ensure
- 479 constant communication with the Board and
- 480 committee

481 Item 5. Wellness Committee Coordination Sub-Committees

- 482 A. The responsibilities of the Event Coordinators shall
- 483 include
- 484 1. Planning the logistics of all committee events
- 485 including but not limited to obtaining
- 486 supplies, making room reservations,
- 487 obtaining food, facilitating event activities,
- 488 inviting guests, and scheduling volunteers.
- 489 B. The responsibilities of the Financial Coordinators
- 490 shall include
- 491 1. Managing the budget for events
- 492 2. Writing and submitting proposals for
- 493 initiatives and events
- 494 3. Writing and submitting grants such as the
- 495 OCC Mini Grant and the Late Night Grant

- 496 C. The responsibilities of the Public Relations
497 Coordinators shall include
498 1. Planning, designing, and publishing monthly
499 “Healthy Happenings” newsletters
500 2. Collecting content for the newsletters from
501 relevant student groups and campus health
502 events
503 3. Coordinating with the SGB Communications
504 Director to market and advertise events
505 4. Managing all Wellness Committee social
506 media
507 D. The responsibilities of the Outreach Coordinators
508 shall include
509 1. Coordinating with campus groups and
510 student organizations to plan events, execute
511 initiatives, and promote SGB goals
512 2. Working closely with other health related
513 campus groups
514 3. Coordinating volunteers, non-SGB
515 organization representatives, and SGB
516 committees during events
517 4. Recruiting members
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- 519 Item 2.6.1.2.2.A shall read “The Vice President and Chief of Finance
520 and the Vice President and Chief of Cabinet shall
521 be...”
522
- 523 Item 2.6.3.0.1.C shall have the word “in” removed and shall now read
524 “...by the Board and Committees at least 24 hours in
525 advance.”
526
- 527 Item 2.6.3.0.2.B shall read “All official business conducted during a
528 Cabinet Planning Session must be announced
529 publicly.”
530

531 Item 2.6.3.0.2.C shall read “Since this meeting is for informational
532 purposes, the meetings do not need to follow SGB
533 parliamentary procedure.”
534

535 Items 7.1.1.0.3.A.3-4 shall read: “
536 3. PittServes: 3.9%
537 4. Student Office of Sustainability: 0.35%
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539 Item 7.1.1.0.3.A.5 shall be added and shall read “5. Student
540 Government Board: 2.0%”
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542 All mentions of “current advisor” and “full-time advisor” in Items 7.1.2-
543 5 shall be changed to “advisor”
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545 Item 7.1.2.0.1.B shall read “WPTS-FM Radio serves to give involved
546 students an outlet for expression and to grow
547 professionally...”
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549 Item 7.1.4.0.2.A shall read “PittServes shall receive 3.9% of...”
550

551 All mentions of “Office of Sustainability” in Item 7.1.5 shall be changed
552 to “Student Office of Sustainability”
553

554 Item 7.1.6 shall be added and shall read: “
555 Article 6. Student Government Board
556 Item 1. About Student Government Board
557 A. Student Government Board promotes the needs,
558 concerns, and welfare of the non-CGS
559 undergraduate student population at the
560 University while operating under the Division of
561 Student Affairs.

- 562 B. SGB Board Members and Committees pursue
563 several initiatives throughout the year to ensure
564 the concerns and needs of undergraduate students
565 are being met.
566 C. The organization provides a multitude of services to
567 its constituents, in addition to allocating
568 approximately \$1 million to undergraduate student
569 organizations during each fiscal year.

570 Item 2. Operations and Finances

- 571 A. Student Government Board shall receive 2.0% of
572 the Student Activities Fund. All finances shall be
573 managed by its Vice President and Chief of Finance
574 and its full-time advisor.
575 B. Student Government Board's daily operations shall
576 be run in accordance to the SGB Constitution and
577 SGB Governing Code under the direction of its full-
578 time advisor."

579

580 Item 7.2.0.0.1.C shall read "Student Affairs Affiliated Groups can be
581 classified into two categories:"

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583 Item 7.2.0.0.1.E shall read "Currently there are eight Student Affairs
584 Affiliated Groups..."

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

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588 Item 7.2.0.0.2.B shall read "Academically-based..."

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590 Item 7.2.0.0.3 shall read "SAAG Finances"

591

592 Item 7.3.0.0.1.A shall read "The University has established a system of
593 certification for student organizations to ensure the
594 rights of students to freely form associations, to define
595 the relationship between the University and student

596 organizations, to maintain the right to choose which
597 student organizations it recognizes, and to ensure that
598 the requirements for certification, the privileges
599 received through certification, and the policies and
600 procedures that govern student organizations are
601 administered in a nondiscriminatory manner.”

602

603 Item 7.3.0.0.1.B shall read “...visit
604 <http://www.studentaffairs.pitt.edu/sorc/> to learn how to
605 certify an organization.”

606

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

609

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

612

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

615

616 Item 8.3.0.0.3.C shall read “Organizations required...”

617

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

620

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

623

624 Item 8.4.0.0.3.B shall read “Organizations required...”

625

626 Item 8.4.0.0.4.A shall read “The SGB President’s Chief of Staff shall
627 announce the deadlines at the start of the Spring

628 Semester. Applications are accepted on a rolling
629 basis.”
630
631 Item 8.4.0.0.4.E shall read “The SGB President’s Chief of Staff shall
632 make...”
633
634 Item 8.5.0.0.4.A shall read “...to supply the provided space with their
635 desired publication.”
636
637 Item 8.6.0.0.2.B shall read “The applicant must have been invited to
638 present their research at a conference that they...”
639
640 Item 8.6.0.0.3.B.6 shall be added and shall read “Applications shall be
641 reviewed in order of submission.”
642
643 The phrase “All costs must be documented properly.” shall be added to
644 the end of Item 8.6.0.0.3.E.
645
646 Item 8.7.0.0.2.B. shall read “The applicant must be...”
647
648 All instances of the use of any variation of a gendered pronoun shall be
649 changed to the appropriate version of
650 “they/their/theirs” followed by the appropriate
651 grammatical changes; *and be it further*
652 RESOLVED, that all numbering changes resulting from these
653 revisions shall be automatic, pursuant to the rules set
654 forth in items 1.1.1.0.4 and 1.1.1.0.5 of the Student
655 Government Board Governing Code; *and be it finally*
656 RESOLVED, that this resolution shall be effective immediately
657 upon adoption and shall reflect the changes shown in
658 the attached document.

659 ADOPTED: this 27th day of September 2016 by a vote of 9 for, 0
660 against, and 0 abstentions.

Natalie Dall, President
University of Pittsburgh Student Government Board