



University of Pittsburgh Student Government Board

# Governing Code

Adopted: April 20, 2021

## FREQUENTLY REFERENCED SECTIONS

The Allocations Manual .....	60
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# TITLE 1. STUDENT GOVERNMENT BOARD

## **Chapter 1. Governing Code**

### **Article 1. Structure and References**

#### *Item 1. Definition of the Governing Code*

- A. The 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 Governing Code*

- A. The 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 Governing Code*

- A. Title 1. Student Government Board. Title 1 of the 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 Governing Code shall include 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.
- C. Title 3. The Allocations Committee. Title 3 of the Governing Code shall contain all information regarding the Allocations Committee, which is responsible for overseeing the distribution of the Student Activities Fund.
- D. Title 4. The Judicial Committee. Title 4 of the 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 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 Governing Code shall contain all information regarding the Assembly, which serves a representative advisory body to the Board.

- G. Title 7. Student Organization Code. Title 7 of the Governing Code contains all policies and procedures besides the Allocations Manual related to the role of SGB in the governance of student organizations.
- H. Title 8. Student Services Provided by Student Government Board. Title 8 of the 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 Governing Code*

- A. Each Item in the 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 Governing Code*

- A. The Governing Code shall be formatted consistently as determined by the President.

### **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.
- C. All members of Student Government Board compensated in the form of a stipend are required to hold office hours.
- D. Unless otherwise provided, office hours shall be held in the SGB office.
  - 1. Under exceptional circumstances, the President or direct supervisor may authorize individuals to conduct office hours in an alternate location or remotely.

#### *Item 2. Undue Influence*

- A. The 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:

2. Acted outside of its responsibility to prescribe duties to the Committee Chair or Committee, or
  3. Attempted to coerce the Committee to violate some part of the Governing Code
- C. Cases where the Board is examining the performance of a Chair who may be violating the Constitution or any part of the 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 members of the Office of the President.
- B. The Vice President for Operations shall be the direct supervisor for all Standing Committee Chairs.
- C. The Vice President for Initiatives shall be the direct supervisor for all Conditional Committee Chairs.
- D. The Vice President for Governance shall be the direct supervisor for all members of the Assembly and any members of Ad-hoc Committees or Task Forces who are not otherwise assigned a direct supervisor.
- E. For each Standing Committee, the Standing Committee Chair shall be the direct supervisor for their respective Standing Committee Members.
- F. For each Conditional Committee, the Conditional Committee Chair shall be the direct supervisor for their respective Conditional Committee Members.

## **Article 3. Precedence of the Governing Code**

### *Item 1. Supremacy of the Titles*

- A. The information contained in Title 1 of the 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 Constitution and Governing Code provide the rules for this process.
- C. Each piece of legislation shall be designated a “Legislation Reference Code Number” by the 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 consistently formatted as determined by the President.

## **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-[Fiscal Year]-[Resolution Number].” This is the Legislation Reference Code Number.

### *Item 2. Introduction and Passage of Resolutions*

- A. The Board and the Allocations Committee 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.

- B. Resolutions introduced to the Board may be co-sponsored by the President, any Board Member, Chair, or Committee Member.
- C. Resolutions only passed by the Allocations Committee reflect only the opinion of that body, and not Student Government Board as a whole.
- D. 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 Governing Code.
- B. All bills shall be numbered “[Bill Type]-[Fiscal Year]-[Bill Number].” This is the Legislation Reference Code Number.

### *Item 2. Types of Bills*

- A. The Bill Type is determined by the originating body within SGB. There are four possible Bill Types:
  - 1. Bills originating from the Board shall have a Bill Type of “BB”.
  - 2. Bills originating from the Allocations Committee shall have a Bill Type of “AB”.
  - 3. Bills originating from the Elections Committee shall have a Bill Type of “EB”.
  - 4. Bills originating from the Judicial Committee shall have a Bill Type of “JB”.
- B. All Standing Committee members and Board Members may introduce bills to their respective bodies.

### *Item 3. Approval of Bills*

- A. Bills shall be approved as follows:
  - 1. All bills shall be approved by a simple majority of total membership of the Board, except bills originating from the Allocations Committee that only amend Title 3 Chapter 1 (Allocations Committee Bylaws) and/or Title 3 Chapter 3 (Meetings and Procedures).
  - 2. All bills amending Title 3 (The Allocations Committee) shall be approved by a simple majority of total membership of the Allocations Committee.
  - 3. All bills amending Title 4 (The Judicial Committee) shall be approved by a simple majority of total membership of the Judicial Committee.
  - 4. All bills amending Title 5 (The Elections Committee) shall be approved by a simple majority of the total membership of the Elections Committee.
- B. Bills requiring multiple approvals must receive all approvals before they become effective, and these approvals may be received in any order.
- C. Bodies may not originate or vote on bills that do not require their approval.

#### *Item 4. Amending Bills*

- A. Any body that is required to approve a bill may amend that bill.
- B. Any amendment to a bill shall nullify any previous approval of the bill unless the Chair (or President for the Board) of each previously approving body certifies that the amendments do not substantively change the bill.

### **Chapter 3. At-Large Meetings**

#### *Item 1. Purpose*

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

#### *Item 2. Meetings*

- A. There shall be at least one At-Large Meeting per semester called by the President.
- B. The President shall designate the time and location of the At-Large Meetings at least 2 weeks before the proposed meeting.

#### *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*

- C. In instances when this policy does not cover an occurrence, the individual's direct supervisor shall have limited discretion to categorize the absence appropriately.
- D. 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. Individuals who are absent without notifying their direct supervisor are immediately in violation of attendance requirements.

#### *Item 2. Definition of Absence Types*

- A. An absence shall be considered excused if all the following criteria are met:
  - 1. 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. Scheduled part-time jobs,

extracurricular commitments, and Student Government Board elections do not satisfy these criteria. In cases not defined above, the direct supervisor shall have discretion to determine whether this criterion is met.

2. 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.
  3. The individual must not have accumulated more than two excused absences per term for the type of mandatory weekly meeting in question. This requirement may be waived when Student Government Board business or extenuating circumstances are involved. A Standing or Conditional Committee Chair must send their Vice Chair to attend the meeting in their place.
- B. An individual who receives approval from their direct supervisor for an absence which fails to meet all of the above criteria shall receive an unexcused absence.
- C. 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 two unexcused absences for the duration of their term (i.e., two unexcused absences for Board planning session and two unexcused absences for Board public meeting).
- B. Regardless of accrued absences or approval from the direct supervisor, any member missing a scheduled meeting to conduct activities related to the Student Government Board election, either as a candidate or campaign staff, is immediately in violation of 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. Direct supervisors shall be responsible for tracking all absences, and notifying relevant parties if attendance requirements are violated.
- B. A public attendance tracker shall be posted on the SGB website and updated monthly by the Communications Director. 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. Presidential Absences*

- A. For the purposes of this article, the role of direct supervisor of the President shall be exercised by the Board acting by majority vote.

#### *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 Governing Code.
- B. The definition for excused, unexcused, and unapproved 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 their direct supervisor as well as to the President.
  - 1. If the President resigns, the letter shall be sent to all Board Members and the SGB Advisor.
- 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 shall not be considered effective.

### **Article 3. Performance and Dismissals**

#### *Item 1. Overview of Performance and Dismissals*

- A. The direct supervisor is responsible for monitoring the performance of their supervisees.
- B. The direct supervisor shall be notified of any apparent violations of the Governing Code, Constitution, or other policy by a supervisee, and shall be responsible for determining if a violation has occurred and if it justifies the dismissal of the supervisee.
- C. The direct supervisor shall be responsible for writing a dismissal letter.
- D. 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 clearly state the reason the individual has been dismissed and shall include information about appeal opportunities.
- C. A public statement listing the Governing Code violations and reasons for dismissal shall be released two days after the dismissal and announced as official business at the next Public Meeting.

### *Item 3. Dismissal Appeals*

- A. Dismissals may be appealed to the Judicial Committee.
- B. A notice of intent to appeal must be submitted by the dismissed individual to the Judicial Chair as well as the direct supervisor 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 to have violated the Governing Code after their dismissal shall not be reinstated into their position even if they are found not guilty of the original charge.

### *Item 4. Presidential Dismissal*

- A. For the purposes of this article, the role of direct supervisor for the President shall be exercised by a special committee consisting of all Board Members, all Standing Committee chairs and vice chairs, and all Conditional Committee chairs. Any of three of these individuals may call for a meeting of this committee. The committee may act by majority vote, except that a motion to remove the President must be agreed to by 2/3 of the total membership of the committee.
- B. If the President is dismissed, a copy of the dismissal letter shall be sent to the SGB advisor.

## **Article 4. Vacancies**

### *Item 1. General Provisions*

- A. Except as provided below or elsewhere in this Code, all vacancies resulting from resignation, dismissal, or other reason shall be filled according to the normal selection process for the relevant position.
- B. The direct supervisor of the vacant position is responsible for filling the vacancy. Unless otherwise provided, a direct supervisor may choose not to fill a vacancy at their option.
- C. Any individual appointed to a vacant position shall serve only until the normal end of term for the position, unless re-appointed to the position again through the normal selection process.

### *Item 2. Presidential Vacancies*

- A. If the office of President becomes vacant, the Vice President for Operations shall become the President.

### *Item 3. Vice Presidential Vacancies*

- A. Any vacancy in any office of Vice President shall be filled by a Board Member nominated by the President and approved by a simple majority of total membership of the Board.

### *Item 4. Board Member Vacancies*

- A. Any vacancy in the office of Board Member shall be filled by a simple majority of the total membership of the Board.
- B. Prior to filling any such vacancy, the position shall be advertised and public interviews shall be conducted with each candidate.
- C. The President may establish procedural guidelines for the vacancy appointment process when a procedure does not exist in the Governing Code. These guidelines must be approved by a simple majority of total membership of the Board.
- D. The guidelines that the President may establish must adhere to these constraints:
  - a. All interviews must be public, though deliberations must be private.
  - b. 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.
  - c. There shall be designated time for open floor for public comment after each round of interviews.
- E. If there are multiple vacancies, the number of Board Members may drop below quorum. When this occurs, quorum shall be suspended and the Board shall need unanimous consent to fill the appointment.

### *Item 5. Alternates*

- A. Any vacancy for which an alternate has been appointed may be immediately filled with the alternate at the option of the direct supervisor.

## **Article 4. Interviews**

### *Item 1. Authority in Standing Committee Interviews*

- A. The President and President-elect shall be members of the Nominating Task Force for all Standing Committee Chairs and Standing Committee Members.
- B. The Chair and Vice Chair shall be members of the Nominating Task Force for the next Standing Committee Chair of their committee.
- C. The Chair and Chair-nominee shall be members of the Nominating Task Force for the Standing Committee Members of their committee.
- D. The rest of the members of the Nominating Task Force shall be determined by the corresponding bylaws.

- a. If the Committee Bylaws do not specify a fifth person to sit on the Nominating Task Force then the Vice President-elect for Operations shall serve in the fifth spot for Committee Member interviews.
  - b. If the Committee Bylaws do not specify a fifth person to sit on the Nominating Task Force then the Vice President for Operations shall serve in the fifth spot for Committee Chair interviews.
- E. In any case where a single individual occupies more than one position designated as a member of a Nominating Task Force, the Standing Committee Chair shall select additional members so that there are a total of five individuals on the task force.

*Item 2. Authority in Conditional Committee Chair Interviews*

- A. The President-elect, Vice President-elect for Initiatives, and Board Member-elect for the relevant committee shall be members of the Nominating Task Force for any Conditional Committee Chair unless otherwise specified in the Committee's section of the Governing Code.
- B. For new Committees, the two remaining members of the Nominating Task Force shall be selected by the President-elect.
- C. For re-authorized Committees, the two remaining members of the Nominating Task Force shall be the Conditional Committee Chair and Executive Vice Chair.
- D. In any case where a single individual occupies more than one position designated as a member of a Nominating Task Force, the President shall select additional members so that there are a total of five individuals on the task force.

*Item 3. 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 submitted 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 should 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. The Nominating Task Force shall make its decisions based upon a simple majority vote of all members.
- F. 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.

- G. The Nominating Task Force shall keep all interviews and deliberations strictly confidential. Only a justification of why a candidate was selected may be provided.

## **Article 5. Term Lengths**

### *Item 1. Introduction*

- A. The following definitions shall apply to all SGB members unless otherwise directed in this Code or by the Board.
- B. “Last day of the spring semester” is defined as the official day for awarding of degrees as announced by the University Registrar.

### *Item 2. Elected Members*

- A. All elected members shall take office at midnight on the last day of the spring semester.
- B. The term shall last until midnight on the last day of the following spring semester.
- C. Elected members must take the oath of office before taking any official action or receiving a stipend.

### *Item 3. Appointed Members*

- A. All appointed members appointed for a full term shall take office at midnight on the last day of the spring semester.
- B. All appointed members appointed to fill a vacancy for the remainder of a term shall take office immediately upon approval.
- C. The term of all appointed members shall end at midnight on the last day of the spring semester.

## **Article 6. Emergency Operations Provisions**

### *Item 1. Meetings*

- A. Unless otherwise expressly prohibited, any required meeting may be conducted via videoconference or teleconference if determined necessary by the meeting chair. In making such a determination, chairs shall consider the ability of participants and members of the public to access the meeting in a physical versus virtual format.
- B. For official business that is required to take place in a public meeting, the chair must ensure that the virtual meeting is advertised and available to students at least as much as a comparable in-person meeting.

### *Item 2. General Emergency Powers*

- A. When deemed necessary, the President may establish procedural guidelines for any situation not adequately covered by the Governing Code. These guidelines must be approved by a simple majority of total membership of the Board.

## Article 7. Transition

### *Item 1. Definitions*

- A. The transition begins when the Elections Committee certifies election results and ends on the last day of the spring semester. All provisions in this article apply only to this time period.
- B. The following positions exist during the transition, are not entitled to stipends, and have only the powers and responsibilities provided in this article:
  - 1. President-elect: the individual certified by the Elections Committee as receiving the most votes for President.
  - 2. Board Member-elect: an individual certified by the Elections Committee as receiving sufficient votes to be a Board Member. Each Board Member-elect not nominated to serve as a Vice President-elect shall be appointed by the President-elect to serve as the Board Member-elect for one or more Conditional Committees.
  - 3. Board-elect: the President-elect and all Board Members-elect acting collectively. Except as otherwise provided, the Board-elect shall follow Board meeting procedures.
  - 4. Vice President-elect: a Board Member-elect nominated by the President-elect and approved by the Board-elect. There shall be three Vice Presidents-elect, for Operations, Initiatives, and Governance.
  - 5. Chair-nominee: an individual nominated by a Nominating Task Force and approved by the Board-elect to be the Chair of a Standing or Conditional Committee.
  - 6. Committee Member-nominee: an individual nominated by a Nominating Task Force and approved by the Board-elect to be a member of a Standing Committee.
  - 7. Member-elect: a generic term including the President-elect; all Board Members-elect, Chairs-nominee, Committee Members-nominee; and any other individual designated during the transition to take a position at the end of the transition.

### *Item 2. Recommended Transition Timeline*

- A. No more than one week after the start of the transition:
  - 1. The Board shall meet with the Board-elect to plan the transition.
  - 2. The President-elect shall nominate Board Members-elect to serve as Vice Presidents-elect, and the Board-elect shall vote on these nominations.
  - 3. The Board-elect shall review the existent Conditional Committees, Ad Hoc Committees, and Task Forces.
  - 4. The President-elect shall review any existent discretionary positions in the Office of the President.
- B. No more than two weeks after the start of the transition:
  - 1. The Board-elect shall vote on Conditional Committees for the upcoming term.
  - 2. The Board-elect may revise the charters of any Ad Hoc Committees or Task Forces to extend their effective dates.

3. The President-elect shall finalize all discretionary positions in the Office of the President.
  4. Each SGB member serving as the SGB representative to any shared governance committee shall submit a brief report to the Vice President-elect for Governance outlining the work of the shared governance committee.
  5. The Vice President for Governance and the Vice President-elect for Governance shall determine the shared governance committees requiring SGB representatives for the upcoming term.
- C. Subsequent to the finalizing of positions by the Board-elect and President-elect:
1. The President-elect shall appoint all Board Members-elect not serving as Vice Presidents-elect to one or more Conditional Committees.
  2. Nominating Task Forces shall be created for all positions as provided elsewhere in this Code.
- D. At least one week before the end of the transition:
1. The President-elect shall receive all nominations from Nominating Task Forces and shall introduce those nominations at a public meeting of the Board.

### *Item 3. Limitations*

- A. Any actions taken by any member-elect shall not take effect until the start of the term of the member-elect. Any actions with an effective date on or before the start of the term shall take effect at the start of the term.
- B. The Board-elect shall not act in the name of the Student Government Board before the start of the term, and no member-elect shall represent themselves as a Student Government Board member in connection with their role as a member-elect.

## **Article 8. Official Business**

### *Item 1. Definition*

- A. Official business includes, but is not limited to, introduction or approval of legislation by any body; Allocations decisions by the Board; appointments, including to and within the Board, to Standing and Conditional chair positions, to Standing committees, and to the Office of the President; resignation from any of the aforementioned positions; dismissal of any SGB member; and required reports by any member. For the purposes of this section, official business also includes anything required to be publicly disclosed by any other section of the Governing Code or Constitution.
- B. Public meeting means a meeting that is open to the student body and greater Pitt community, and that is advertised such that an interested person could reasonably be able to attend the meeting.
- C. Private meeting means any meeting which, by rule or lack of advertising, does not allow for participation by non-invited members.

### *Item 2. Public and Private Meetings*

- A. When possible, all official business must be conducted at a public meeting.
- B. If a compelling reason requires official business take place outside of a public meeting, SGB bodies may take such actions, provided the following criteria are followed:
  - 1. The business conducted during the private meeting must be announced at the next regularly scheduled Board Public Meeting, with an opportunity for comment from the public through the open floor agenda item.
  - 2. The portion of the meeting during which official business occurs must be conducted using the relevant parliamentary procedure for a public meeting.
  - 3. Steps shall be taken to notify any directly affected parties (such as student organizations whose requests are being reviewed) before the business is conducted, and to invite them to participate in the meeting, unless there is a persuasive reason not to. In any case, any directly affected parties should be notified as quickly as practicable after the action is taken, and informed when it will be announced publicly.

## Chapter 5. Code of Ethics

### *Item 1. Introduction of the Code of Ethics*

- A. The Code of Ethics 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. Refrain from discriminating against others on any basis, including those outlined in the University of Pittsburgh Nondiscrimination policy.
  - 3. Conduct themselves in a manner that is becoming of their position, and follow all applicable laws, University policies, and the University of Pittsburgh Student Code of Conduct
  - 4. 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.
  - 5. Respect the duties and responsibilities of Board Members as the elected representatives and advocates of the student community.
  - 6. Respect the autonomy and authority of all Standing Committee Chairs and members, recognizing their relationship as functioning peers.
  - 7. Collaborate and inform the President and Board on all projects and assist fellow members in their work relating to Student Government Board whenever possible.
  - 8. 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.

9. Publicly address any conflict of interest that may be questioned in one's role as a voting member of SGB.
10. Practice and promote the concept of mutual respect for all fellow members of Student Government Board.

### *Item 3. Statement of Diversity and Inclusion*

- A. The Student Government Board commits to serving all students regardless of their background, which includes but is not limited to race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, genetic information, disability, or status as a veteran. The Student Government Board pledges to maintain a safe and welcoming environment for all students to promote inclusivity and allow for respectful expression. This includes but is not limited to ensuring that all initiatives and official statements are inclusive, ensuring that Student Government Board members are equipped to be culturally competent, and encouraging and fostering inclusive conversation for students and student organizations. The Student Government Board will actively seek new ways to better serve and represent the student body of the University of Pittsburgh. In addition to this, the Student Government Board commits to challenging, educating, and expanding students' perspectives on Diversity and Inclusion-related topics.

### *Item 4. Role of Diversity and Inclusion Committee in Upholding the Code of Ethics and Statement of Diversity and Inclusion*

- A. The Diversity and Inclusion Committee shall be in charge of upholding the Code of Ethics and ensuring that the Student Government Board is held accountable to the binding statements of the first three items in this chapter.
- B. The Diversity and Inclusion Committee shall take initiative in maintaining the integrity of the Code of Ethics and Statement of Diversity and Inclusion by being attentive to all Board and Committee initiatives, offering guidance on Diversity and Inclusion related and non-related initiatives and programs, attending conditional committee meetings, and making Diversity and Inclusion training readily available to all members of the Student Government Board.

### *Item 5. Violations to the Code of Ethics and Statement of Diversity and Inclusion*

- A. In the event that the Diversity and Inclusion Committee identifies a violation to either the Code of Ethics or the Statement of Diversity and Inclusion, the Committee shall take the following steps:
  1. Address the violation with the respective Student Government Board member.
  2. If the violation is substantial enough that the Diversity and Inclusion Committee decides to recommend the individual for dismissal from the Student Government Board, the Committee will prepare a memo detailing the incident and justification for recommendation. This memo will be delivered to both the direct supervisor



and the President. The process for dismissal will be in accordance with the process outlined in Chapter 4, Article 3, Item 1 of the Student Government Board Governing Code

## TITLE 2. THE BOARD

### Chapter 1. The Composition of the Board

#### Article 1. President

##### *Item 1. Duties of the President*

- A. The President 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 authorized governing documents
  5. Submit a written biweekly report of SGB activities to the Dean of Students and the SGB Advisor
  6. 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. Assign responsibilities to Board Members and provide specific guidelines and timelines for the completion of work
  2. Establish policies and procedures for the Student Government Office in conjunction with the Vice President for Operations
  3. Coordinate and guide the transition process
- C. During each week, the President shall:
1. Hold 15 office hours per week in the SGB office
  2. Construct an itemized agenda for each scheduled Board meeting which shall include topics submitted in writing 24 hours prior to each meeting by any Board Member
  3. Call and preside over each meeting of the Board, except as otherwise provided
  4. Give a report at each scheduled meeting, which will inform the Board of any matter that may be of importance and interest to the Board or the public
  5. Serve as the direct supervisor for all Board Members and members of the Office of the President
- D. 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 their vote will make a difference in the outcome.

## **Article 2. Vice President for Operations**

### *Item 1. Duties of the Vice President for Operations*

- A. During the semester, the individual shall
  - 1. Serve as the business manager of the Student Government Board for purposes of SORC registration
  - 2. Prepare for all Allocations business requiring Board review
  - 3. Serve as the direct supervisor for all Standing Committee Chairs and ensure that all Standing Committees are fulfilling assigned responsibilities
  - 4. Oversee the operation of all student services described in Title 8 of this Code
  - 5. Work with the SGB Administrative Assistant and any student Office Assistants to ensure the efficient operation of the SGB office

### *Item 2. Member of the Board*

- A. The Vice President for Operations shall complete all duties and meet all standards as a Board Member.
- B. The Vice President for Operations shall be entitled to all rights accorded to Board Members.

## **Article 3. Vice President for Initiatives**

### *Item 1. Duties of the Vice President for Initiatives*

- A. The Vice President for Initiatives shall:
  - 1. Serve as the vice president of the Student Government Board for purposes of SORC registration
  - 2. Oversee the work of the Conditional Committees on behalf of the Board
  - 3. Serve as a resource for members of the Cabinet as they plan, organize, and execute activities
  - 4. Serve as the liaison between Conditional Committee Chairs and the Board as well as University administrators.
  - 5. Coordinate all major SGB events and programs
  - 6. Serve as the direct supervisor for all Conditional Committee Chairs.
  - 7. Serve as the Board Member Liaison to the First Year Council.

### *Item 2. Member of the Board*

- A. The Vice President for Initiatives shall perform all duties and meet all standards as a Board Member.
- B. The Vice President for Initiatives shall be entitled to all rights accorded to Board Members.

## **Article 4. Vice President for Governance**

### *Item 1. Duties of the Vice President for Governance*

A. The Vice President for Governance shall:

1. Oversee all aspects of shared governance on behalf of the Board, including
  - a. Appoint undergraduate student representatives to all Board of Trustees committees that allow student representatives, in coordination with the College of General Studies Student Government
  - b. Appoint undergraduate student representatives to all University Senate standing committees
  - c. Appoint the President, the Vice President for Operations, the Vice President for Initiatives, and the Vice President for Governance to the University Senate Council
  - d. When requested, appoint undergraduate student representatives to any other committee, task force, or other shared governance body
  - e. Ensure that all appointed student representatives attend all required meetings unless a valid excuse is provided
  - f. Assign additional duties to appointed student representatives, including but not limited to providing reports on attended meetings and producing transition memos when vacating a position
  - g. If a student representative is in violation of attendance standards without valid excuse or otherwise not adequately representing the undergraduate student body, rescind the appointment of that individual, and report the action to the direct supervisor for further action, if applicable
  - h. Maintain information on all available undergraduate student representative positions, and current and previous appointees
  - i. Maintain a database of student leaders interested in participating in shared governance
2. Serve as the Speaker of the Assembly
3. Supervise the activities of all Ad-hoc Committees and Task Forces on behalf of the Board
4. Serve as the direct supervisor for all members of Ad-hoc Committees and Task Forces who are not otherwise assigned a direct supervisor

*Item 2. Member of the Board*

- A. The Vice President for Governance shall perform all duties and meet all standards as a Board Member.
- B. The Vice President for Governance shall be entitled to all rights accorded to Board Members.

**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 any matter that may be of importance and interest to the Board or the public.

2. Hold ten office hours per week in the Student Government Board office.
3. Attend meetings for committees that they are appointed to (i.e., Board of Trustees, University Senate Council).
4. Attend weekly planning sessions and other meetings as called by the President.

*Item 2. Board Members for Conditional Committees*

- A. Board Members appointed Board Member for a Conditional Committee shall
  1. Serve as the primary contact on the Board for all inquiries related to that committee
  2. Ensure that the Board is informed about committee business
  3. Attend two committee meetings per semester
  4. Meet with the Conditional Committee Chair on a monthly basis
  5. Work with the Conditional Committee to advance the goals established for the Committee by the Board

## **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 Chief of Staff, the Communications Director, the Communications Staff, the First Year Council, and other temporary positions created by the President.
- B. The President shall be able to create new positions within the Office of the President in order to accomplish the President's agenda.

### **Article 2. Chief of Staff**

*Item 1. Appointment*

- A. The President shall appoint the Chief of Staff.
- B. The President reserves the right to remove the Chief of Staff at any time

*Item 2. Duties*

- A. The Chief of Staff shall:
  1. Work with the President to advance the President's agenda.
  2. Assist in the planning of SGB events.
  3. Verify the accuracy of all Student Government Board minutes.
  4. Attend and take attendance at all public meetings and planning sessions.
  5. Hold five office hours per week.
  6. Attend Board planning sessions.
  7. Serve as a resource for the President in carrying out their agenda.
  8. Serve as the Chair of the First Year Council.
- B. The President may assign additional responsibilities to the Chief of Staff as needed.

## **Article 3. Communications Director**

### *Item 1. Appointment*

- A. The President shall appoint the Communications Director.
- B. The President reserves the right to remove the Communications Director at any time.

### *Item 2. Duties of the Communications Director*

- A. The Communications Director shall:
  - 1. Serve as the point person for all marketing and communications endeavors within Student Government Board
  - 2. Be knowledgeable of the initiatives and events of Student Government Board
  - 3. Work closely with all Board Members and Committee Chairs in the creation and implementation of marketing campaigns for events and initiatives
  - 4. Oversee the Communications Committee and liaise between Committee Members and the other Committees and Board Members
  - 5. Interview and select members of the Communications Committee
  - 6. Collaborate with the Assistant Communications Director and Press Secretary to advise members of Student Government Board on engaging with media representatives
  - 7. Hold five office hours per week in the Student Government Board Office
  - 8. Attend all Public Meetings of the Student Government Board
- B. The President may assign additional responsibilities to the Communications Director as needed
- C. The Communications Director shall not run for Board Member or President or work for a campaign in the SGB election while serving in their role
  - 1. If the Communications Director decides to run for Board or President, or work for a campaign in the spring term, they must resign by the last day of the fall term
  - 2. The Communications Director cannot endorse a candidate or slate running for Board or President

## **Article 4. Communications Staff**

### *Item 1. Purpose of the Communications Staff*

- A. The Communications Staff supports the Communications Director as the main source of marketing and outreach of Student Government Board
- B. The main goals of the Communications Staff are as follows:
  - 1. Increase student engagement with Student Government Board through improved social media, communication, and marketing tactics
  - 2. Assist Board members and Committees with promotion of all events, projects, and initiatives
  - 3. Increase Student Government Board's presence on social media accounts

4. Provide a new way for students in the arts and creative studies to get involved with Student Government Board

*Item 2. Structure of the Communications Staff*

- A. The Communications Staff shall be led by the Communications Director.
- B. The Communications Staff will consist of students appointed by the President.
- C. The Communications Staff must contain at least one Assistant Communications Director and at least one Press Secretary. Other committee roles may include but are not limited to the following suggested positions:
  1. Videographer
  2. Social Media Manager
  3. Photographer
  4. Webmaster
  5. Graphic Designer
- D. The individual duties as well as the number of individuals within each of the aforementioned positions are up to the discretion of the President.

*Item 3. Communications Staff Member Duties*

- A. In addition to their individual responsibilities, the duties and responsibilities of each Communications Staff Member include the following:
  1. Have a general knowledge base of Student Government Board operations and current initiatives
  2. Aid in Student Government Board outreach to the student body
  3. Attend weekly meetings of the Communications Committee as determined by the Communications Director
  4. Attend at least one Public Meeting per month

**Article 5. First Year Council**

*Item 1. Purpose of the First Year Council*

- A. The First Year Council serves as the combined research and outreach branch of Student Government Board.
- B. The main goals of the First Year Council are as follows:
  1. Provide a first year student perspective on all SGB initiatives and activities.
  2. Assist Board Members and Committees with research on ongoing initiatives

*Item 2. Structure of the First Year Council*

- A. The First Year Council shall be led by the Chief of Staff.
- B. The First Year Council will consist of appointed first year students selected through an application and interview process:

1. The nominating committee shall consist of the President, the Vice President for Initiatives, and the Chief of Staff.
2. The appointment process shall take place at the beginning of the fall semester.
3. The final Committee size at the discretion of the nominating committee, but 10 members is suggested.

#### *Item 3. First Year Council Committee Chair*

- A. The Chief of Staff shall serve as the Chair of the First Year Council and shall coordinate the First Year Council to accomplish its goals and initiatives
- B. The Vice President for Initiatives shall serve as the Board liaison to the First Year Council and will work with the Chief of Staff to further the mission of the First Year Council

#### *Item 4. First Year Council Member Duties*

- A. The duties and responsibilities of each First Year Council Member include the following:
  1. Have a general knowledge base of SGB operations and current initiatives
  2. Aid in SGB outreach to the student body, and facilitate campus relations
  3. Assist with general research of SGB projects as determined by the Vice President for Initiatives and Chief of Staff
  4. Plan and execute initiatives with the guidance of the Board and Chief of Staff
  5. Sit on at least one Conditional Committee and attend the weekly meetings of said Committee
  6. Attend at least one meeting of each Conditional Committee per semester
  7. Attend at least one Public Meeting per month

#### *Item 5. First Year Council Meetings*

- A. Meetings of the First Year Council will be organized and chaired by the Chief of Staff
- B. Meetings shall take place at least once every two weeks

## **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 the co-director or designated liaison of the Student Office of Sustainability, 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 hold a planning session once per week chaired by the Vice President for Initiatives.



## 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 Vice President for Initiatives 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. If appointed as a student representative by the Vice President for Governance, attend all meetings and participate fully in their assigned committee
  - 11. Hold five office hours per week in the Student Government Board office.

### *Item 3. General Duties of the Committee Executive Vice Chair*

- A. The Executive Vice Chair shall assume the duties of the Chairperson in their temporary absence.
- B. The Executive Vice Chair shall assist the chair 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*

- A. All nominees of 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.

## 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.

*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
  - 1. Vice Chair of Arts and Sciences
  - 2. One additional Dietrich Council Representative
  - 3. Five Dietrich Undergraduate Council Representatives
  - 4. Vice Chair of Engineering
  - 5. Vice Chair of Business
  - 6. Executive Vice Chair
  - 7. Secretary
  - 8. Public Relations Chair
- 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. 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

*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.
  4. Maintain contact with the Engineering Student Council to collaborate where seen appropriate.
- 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.
- 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
1. Take minutes during all meetings and send them to the Chair.
  2. Send out meeting reminders and notifications of meeting cancellations.
  3. Keep a record of attendance for all meetings.
- F. F. The Public Relations Chair shall
1. Create flyers for recruitment of potential committee members.
  2. Create flyers for programs and events held by the committee.

**Article 3. Community and Governmental Relations Committee**

*Item 1. Purpose of the Community and Governmental Relations Committee*

- A. The Community and Governmental Relations 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.
- B. 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. Structure of the Community and Governmental Relations Committee*

- A. The Community and Governmental Relations Committee shall be led by a Chair.
- B. 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 Vice Chair or hold the responsibilities of 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 3. The Community and Governmental Relations Chair*

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

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

- 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

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.

#### **Article 4. Diversity & Inclusion Committee**

##### *Item 1. Purpose of the Diversity Committee*

- A. The Diversity & Inclusion Committee of Student Government Board exists to foster a more culturally competent and inclusive environment within Student Government Board and across the entire University of Pittsburgh.
- B. The main goals of the Diversity & Inclusion Committee are as follows:
  1. Ensure that all members of Student Government Board are knowledgeable about, and Student Government Board procedures are adequately prepared to, uphold the University of Pittsburgh's core values and principles, particularly those pertaining to creating a welcoming campus community for all undergraduate students.
  2. Create a more culturally-aware and conscious student body through facilitated training workshops and other events.
  3. Act as a resource to student organizations with the planning of events, projects, and initiatives to ensure that they are culturally inclusive.
  4. Serve as liaisons between the undergraduate student body and the Office of Diversity and Inclusion.

##### *Item 2. Structure of the Diversity & Inclusion Committee*

- A. The Diversity & Inclusion Committee shall be led by a Chair.
- B. The Diversity & Inclusion Committee will consist of appointed students, with the exact number at the discretion of the nominating task force, but no less than 6.
- C. Other committee roles in the Diversity & Inclusion Committee may include, but are not limited to, the following suggested sub-committees:
  1. Event Coordinators
  2. Internal Affairs Liaisons
  3. External Affairs Liaisons
- D. The individual duties as well as the number of individuals within each of the aforementioned positions are at the discretion of the chair.
- E. The Nominating Task Force shall also choose an alternate member in the spring. This alternate shall not serve in any official capacity with the Diversity and Inclusion Committee. Should there be a vacancy which the Chair wishes to fill prior to the end of the term, the alternate will be instated to fill the vacancy. The alternate shall be eligible to be instated to fill a vacancy until the end of the term.

##### *Item 3. Diversity & Inclusion Committee Chair*

- A. The Diversity & Inclusion Chair shall be the main coordinator of the Diversity & Inclusion Committee and facilitator in accomplishing its goals and initiatives.
- B. The Diversity & Inclusion Chair shall conduct meetings for the entire Diversity & Inclusion Committee to discuss their current initiatives, events, and information pertaining to the entire committee.

*Item 4. Diversity & Inclusion Committee Vice Chair*

- A. The Diversity & Inclusion Committee Chair shall appoint a Vice-Chair to act as the Chair in their absence.

*Item 5. Diversity & Inclusion Committee Member Duties*

- A. Members will be assigned to a sub-committee during the application process, and have responsibilities to fulfill as assigned by the Chair pertaining to these roles.
- B. In addition to their individual responsibilities, the duties and responsibilities of each Diversity & Inclusion Committee Member include the following:
  - 1. Have a general working knowledge of Student Government Board operations and current initiatives.
  - 2. Aid in Student Government Board outreach to the student body.
  - 3. Attend weekly meetings of the Diversity & Inclusion Committee as determined by the Chair.

*Item 6. Diversity & Inclusion Committee Coordination Sub-Committees*

- A. The responsibilities of the Event Coordinators shall include:
  - 1. Planning events to meet the goals of the Diversity & Inclusion Committee
  - 2. Planning the logistics of all committee events and programs including but not limited to obtaining supplies, reserving space, obtaining food, facilitating event activities, inviting guests, and scheduling volunteers.
- B. The responsibilities of the Internal Affairs Liaisons shall include:
  - 1. Evaluating all SGB procedures and documents to ensure that the language is as inclusive as possible, recommending changes to other Committees or the President as necessary.
  - 2. Ensuring that all Student Government Board members are specifically equipped with the knowledge to be effective and intentional in their efforts to bridge potential cultural and understanding gaps between themselves and other students.
  - 3. Conducting research and coordinating with student organizations requesting allocations on various aspects of the requested program, ensuring that the cultural aspects of the program are fully understood, allowing the Allocations Committee and the Board to make informed decisions on all allocations requests.
- C. The responsibilities of the External Affairs Liaisons shall include:

1. Serving as a resource for student organizations in order to help them embrace the various identities represented at Pitt and empower them to increase understanding and collaboration with intersecting organizations.
2. Coordinate with other campus offices to ensure adequate training opportunities exists for student organizations to enhance in
3. Serving as the direct connection between the Office of Diversity and Inclusion (ODI) and the committee.

## **Article 5. Facilities, Technology, and Transportation Committee**

### *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. Educate students about 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 shall have 5 vice chairs, one of whom 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
1. Attend a weekly meeting with all other vice Chairs and the committee chair

2. 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

## **Article 6. Wellness Committee**

### *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. Educating 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
  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. Coordinate with Student Health Advisory Board (SHAB) and collaborate on projects

*Item 4. Wellness Committee Executive Vice Chair*

- B. 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 for Initiatives 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
    - a. Collecting content for the newsletters from relevant student groups and campus health events
  2. Coordinating with the Communications Director to market and advertise events
  3. 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

## **Chapter 5. Ad-hoc Committees and Task Forces**

### *Item 1. Ad-hoc Committees*

- A. Ad-hoc Committees are executive bodies organized under the Board to carry out an ancillary function.
- B. Each Ad-hoc Committee shall have a written charter that meets the following conditions:
  1. The charter must be approved by the Board as official business
  2. The charter must specifically define the membership or requirements for membership of the Ad-hoc Committee
  3. The charter must define the overall mission of the Ad-hoc Committee, and specific goals for the committee to work towards
  4. The charter must clearly state the effective date and expiration of the Ad-hoc Committee. The committee shall not be effective prior to the approval of the charter, and the expiration date shall be no later than the end of the term of the current Board Members and President
  5. The charter may include any other elements deemed necessary by the Board
  6. Active charters shall be published on the SGB website

### *Item 2. Task Forces*

- A. Task Forces are executive bodies organized under the Board for the purpose of fulfilling a specific objective with some foreseeable end.
- B. Each Task Force shall have a written charter that meets the following conditions:

1. The charter must be approved by the Board as official business
2. The charter must specifically define the membership of the Task Force, and the voting rights of each member
3. The charter must define the objective the Task Force is intended to complete, and the specific deliverables to be produced
4. The charter must clearly state the effective date and expiration of the Task Force. The Task Force shall not be effective prior to the approval of the charter, and the expiration date shall be no later than the end of the term of the current Board Members and President
5. The charter may include any other elements deemed necessary by the Board
6. Active charters shall be published on the SGB website

## **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. 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 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, First Open Floor, Board Reports, Committee Reports, Student Leader Reports, Second Open Floor, Unfinished Business, Submitted Agenda Items, New Business, Third 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. First Open Floor
  8. Board Reports
  9. Committee Reports
  10. Student Leader Reports
  11. Second Open Floor
  12. Unfinished Business
  13. Submitted Agenda Items
  14. 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
  15. Third Open Floor
  16. President's Remarks
  17. 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 need not 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 majority of Board Members present and voting.

*Item 2. Procedures of the First Meeting*

- A. The Vice President for Operations, Vice President for Initiatives, and Vice President for Governance 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 the Communications Director. 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 Vice President for Operations 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. Open Floor*

- A. The open floors serve 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 their name when called to speak.
- D. Each individual who speaks shall have two minutes.
- E. Each 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 Vice President for Operations or other Board Member shall state, “I move to approve Request [request number] in accordance with the Allocations recommendation.”
- B. A Board Member shall second the motion.
- C. The Chair shall state, “It has been moved and seconded. We will look to the Allocations Chair for the Allocations recommendation.”
- D. The Allocations Chair shall state, “Request [request number] from [student group] is a [request type] in the amount of [requested amount].” Then the Allocations Chair shall state the committee’s rationale and the Allocations recommendation.
- E. The Chair shall ask if there is a representative to speak on behalf of the student organization.
- F. The student organization shall have five minutes to speak.
- G. The Board shall have five minutes to question the student organization representative and debate the Allocations recommendation.
- H. Any Board Member may move to amend the motion by stating, “I move to amend the motion to [approve in full/deny in full/approve with revisions (state revisions)]”
- I. 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].”
  - 1. If the motion has not been amended, 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.”
  - 2. If the motion was amended, 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.”
- J. The Chair shall state the result of the vote.

#### *Item 13. President’s Remarks*

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

### **Section 3. Motions**



### *Item 1. General Information 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 Title 1 of this 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 Chair 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 Board, they shall raise their 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, they shall have the power to order those areas cleared.

### *Item 2. Substitution for Chair*

- A. The Chair shall have the right to call on any Board Member 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.
- B. The Chair shall have discretion to determine what qualifies as germane.

### *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 their 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 Chair 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 Chair.

### *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.

## **Section 7. Electronic Voting Procedures**

### *Item 1. Use Cases*

- A. In situations where there is a compelling reason to conduct official business, but it is not possible to attain a quorum, the President may elect to conduct business electronically using these procedures.
- B. Under no circumstance is the President required to initiate this process, however if the President opts for an electronic vote all Board Members shall make every effort to participate in a timely manner.

- C. Nothing in this section precludes the President from conducting a meeting using standard procedures via a videoconference or teleconference system.

#### *Item 2. Procedure*

- A. The President may use any electronic voting method, providing it is available to all Board members and can accommodate the following capabilities:
  - 1. Provide access to documents (requests, documentation, bills, etc.)
  - 2. Allow for open discussion between members
  - 3. Tabulate a vote by some verifiable method
- B. Prior to a vote, all members shall have access to all relevant documents for a minimum of 24 hours, and must have the opportunity to discuss the matter up for a vote.
- C. Once the 24-hour period has elapsed, any member may make a motion. A second is not required for any motion.
- D. After a motion is made the President shall initiate the vote tabulating mechanism. The vote will remain open for 24 hours, or until there are sufficient affirmative or negative votes to resolve the question, whichever comes first. If there are not sufficient affirmative votes after 24 hours, the motion shall be considered not agreed to.
- E. Any necessary notification after an electronic vote shall be conducted by the President.
- F. Any business conducted electronically shall be announced at the next regular public meeting of the Board.

### **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 them by the Board at least 24 hours in advance.
- C. The President may occasionally cancel a planning session when necessary.

# 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 Division of Student Affairs. As the governing body for all non-CGS undergraduates, SGB is responsible for distributing funds to undergraduate student organizations.
- B. SGB has delegated some aspects of this responsibility to the Allocations Committee as 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
  - 4. Schedule and conduct a mandatory Policies and Procedures Review to be held within the first three weeks of the spring semester
- 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. Provide information to media in line with Request Confidentiality policy
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 they see 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 their 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:
  1. Assume the responsibilities of the chairperson in their temporary absence
  2. Serve as the assistant to the Allocations Chairperson during weekly meetings

3. Complete any duties prescribed by the Allocations Chairperson
4. 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 their 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. Attend the mandatory Policies and Procedures Review as schedules by the Allocations Chair



13. Complete any duties prescribed in the Allocations Manual or by the Allocations Chair
- C. Throughout their 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.
- B. Quorum is defined as two-thirds of total membership 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 the spring semester.
- 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 Member 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 their 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 their 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.
- B. Two out of the twelve members of the Allocations Committee shall be reserved for the incoming first-year 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. The Nominating Task Force shall also choose an alternate member in the spring. This alternate shall not serve in any official capacity with the Allocations Committee. Should there be a vacancy which the Chair wishes to fill prior to the end of the term, the alternate will be instated to fill the vacancy. The alternate shall be eligible to be instated to fill a vacancy until the end of the term.

### *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. Should the Chair choose to fill a vacancy, the alternate will be instated to fill the vacancy. If the alternate is unable or no longer willing to fill the vacancy, the Nominating Task Force shall select a candidate according to the process enumerated below.
- B. 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.
- C. The Allocations Chairperson may optionally choose to fill any vacancy caused by the dismissal or resignation of any Committee Member.
- D. The vacancy shall be posted for at least one week, accepting applications from all eligible students.
- E. A Nominating Task Force consisting of the current chairperson, vice chair, and President shall select the person to fill this position.
- F. 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 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 Pitt News, 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 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 registered with the SORC with up to date officers. Registration is a precondition to apply for SGB funding and must be maintained to remain eligible to expend allocated funds. (See <https://www.studentaffairs.pitt.edu/sorc/> for certification guidelines.)
  2. Be comprised of at least 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. The term “student organization” in the rest of the Allocations Manual shall refer only to groups who meet the above criteria.

#### Section 2. General Funding Philosophy

##### *Item 1. Funding of 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 diverse activities and programs.

- B. Student organizations are divided into in ten categories of activity: arts/literature, competitive sports, ethnic/cultural, honorary, political/advocacy, recreational sport, religious, service, special interest, 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 all 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 showing shared responsibility for the financial support of their organizations.
- D. Examples of shared responsibility include fundraising, sponsorships (departmental or external), price negotiations, deliberate efforts to reduce costs, any out-of-pocket expenses, and dues collection.

## **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 funding through 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 or fiscal year.

#### *Item 2. Expectations of Student Organizations*

- A. It is the expectation that representatives submitting requests on behalf of student organizations:
  - 1. 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 and posting guides online.
  - 2. Contact an Allocations Committee liaison when needed to clarify any funding procedures or obtain assistance when submitting a request.

3. 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.
4. Are undergraduate executive board members of the requesting organization

*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 right 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.
- C. Any allocations requests that are made by a sitting Board Member or Allocations Committee Member will not be accepted.
- D. A formal defense of any request, be it public or private, cannot be made by a sitting Board Member or Allocations Committee Member.

*Item 4. Entire Requests Submitted at Once*

- A. Requests for an event or travel must be submitted on one request.
  1. Student organizations collaborating must submit one request with all student organization names listed in the justification section of the request. All funding will be deposited into the account of the organization submitting the request.
- B. Requests that include additional expenses from a previous request will not be considered, except at the discretion of the Chair.
- C. 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 request must have documentation.
- B. Documentation may include any proof of price from the source, but is not limited to: an official quote, an email confirmation, a printout, or a picture of a price from a vendor.
- C. All documentation must be submitted with the request.
- D. Whenever possible, documentation must be contemporary (i.e., not from previously submitted requests for the same or similar purchase(s) or event(s)).
- E. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

*Item 6. Withdrawn Requests*



- A. Groups may withdraw a request at any point before final approval.
- B. Withdrawn requests, or any components of them, may be resubmitted at the discretion of the Allocations Chair.
- C. SGB shall not consider withdrawn requests when reviewing future requests.

## 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 may be re-submitted as supplemental requests.
- C. Governance Groups may submit supplemental requests but may receive no more than \$5,000 through the supplemental process in addition to any budgeted funding.

### *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 regular meeting. An undergraduate representative of the group must attend the designated meeting.
  - 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.
    - a. If a student organization representative does not attend the Allocations meeting, action on the request shall be postponed until the next week's hearing.
    - b. If a student organization representative fails to attend the second hearing, no action shall be taken on the request, and it shall be considered withdrawn.
    - c. The student organization may then resubmit the request to the Allocations Committee to be scheduled for a hearing with the Committee.
    - d. When deemed necessary, the Allocations Committee may waive the attendance requirement and act on the request without the presence of an organization representative.
  - 4. The Committee will then render a decision after private deliberations.
    - a. The Allocations Committee decision is final for on-campus program, general expense, and off-campus program requests of \$1,000 or less and competition requests of \$2,000 or less.
    - b. For all other requests the Allocations Committee provides a recommendation to the Board, which must make a final decision on the request.

- c. Requests may be postponed for later discussion at the discretion of the Chair or by Committee vote.
- 5. After deliberations, the appropriate Allocations liaison will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
- 6. If the request is subject to Board approval, at the next public meeting of the Board, the Allocations Chair will present the recommendations of the Allocations Committee to the Board.
- 7. For requests subject to Board approval, groups may remove expenses from their request or provide previously missing documentation prior to the Board's review. However, if groups wish to increase the amount requested or change the nature of the items for which they are requesting, the request must go back to the Allocations Committee for review prior to moving on to the Board.
- 8. An undergraduate representative of the group is required to attend this meeting to speak on behalf of the request. The organization is given the opportunity to state its case and respond to the Board's questions.
- 9. The Board may approve or revise the Allocations Committee's recommendation.
- 10. The Board's decision regarding the request is final.

### Section 3. The Budgeting Process

#### *Item 1. General Budget Submission Timeline*

- A. Budgets for the upcoming academic year or fall term 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.

#### *Item 2. Budget Submission Requirements*

- A. Budgets must be submitted as follows:
  - 1. The budget must be submitted as directed by the Allocations Chair.
  - 2. All forms 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 to attend a hearing.
- B. During the budgeting process held in the spring, groups may choose between submitting a semester budget or an annual budget.

#### *Item 3. Allocations Budget Hearings*

- A. At least one undergraduate 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.
- 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.
- 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. Student organizations are expected to review budget decisions in the SGB Office the week following budget hearings.
- E. The Committee may additionally decide to send the request to be 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. Budget Appeal Submission Requirements*

- A. After reviewing the budget decision of the Allocations Committee, organizations may file an appeal.
- B. If an organization appeals a budget, it must appeal the entire budget as a whole.
- C. If an organization chooses to submit a budget appeal, an undergraduate organization representative must:
  - 1. Submit a properly completed Budget Appeal Form.
  - 2. Attend an appeal hearing to speak on behalf of the budget.

#### *Item 5. Board Budget Appeal Hearings*

- A. All budget appeals will be conducted in a public forum, approximately one week after Allocations Budget Hearings.
- B. Each representative 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 may debate or ask questions as necessary.
- E. The Board may accept or revise the decisions of the Allocations Committee.
- F. If a representative 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. 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.
- 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.
- D. Requests that are released in full prior to any funds being expended shall not be considered by SGB when reviewing future requests.

#### *Item 2. Recouping Unspent Allocated Funds*

- A. All unspent or uncommitted funds at the end of the fiscal year (June 30th) are returned to the SGB distribution account.

### **Section 5. Request Modification**

#### *Item 1. Rationale*

- A. SGB recognizes that it may not always be desirable for groups to use funds for the exact items requested, and therefore SGB has established this policy to govern these situations. In all cases, groups are responsible for any costs in excess of approved amounts. If costs are less than the approved amount, groups are asked to complete a funding release form to return the excess to SGB for redistribution.
- B. In this section, “substantively” is defined in relation to the criteria under which the original request was reviewed. An item is substantively the same as an approved item only if it is equivalent to the approved item as assessed by all criteria applied when the request was approved. If a group is unsure how to apply this definition to a particular request, they are encouraged to reach out to the Allocations Chair for clarification.

#### *Item 2. Tier 1 Modifications*

- A. Groups may freely make the following modifications without SGB approval or notification
  - 1. Purchase the item requested for a different price
  - 2. Use an alternative vendor for the same item (i.e. using a different airline for airfare or using a different store to purchase an item).
  - 3. For travel requests, change the number and/or identity of non-CGS undergraduate Pitt students attending.
  - 4. Change the date or time of an event, unless the new dates are in a different term than the original dates or the new dates are during a time when classes are not in session.

#### *Item 3. Tier 2 Modifications*

- A. The following modifications require certification by the SGB Allocations chair that the modification is consistent with the original request, does not violate any established policies, and does not change the nature of the original request. If the chair does not so certify, the modification shall be reviewed by the Allocations Committee as prescribed in Item 4.
  - 1. Change the dates of an event when the new dates are in a different term than the original dates or are during a time when classes are not in session.
  - 2. For all expenses except for honorarium, purchase an item which is substantively different from the requested item but accomplishes the same purpose.
  - 3. For travel requests, change the origin, destination or mode of transportation of airfare or ground transportation line items.
  - 4. For honorarium, change the recipient when honorarium is not the largest line item in the request.

#### *Item 4. Tier 3 Modifications*

- A. The following modifications require review by the Allocations Committee. The Committee shall consider whether the modification is consistent with the original request, whether it violates any established policies, and whether it changes the nature of the original request. The Committee shall accept or reject the modification.
  - 1. For honorarium, change the recipient when honorarium is the largest item in a request.
  - 2. All other modifications not defined as Tier 1 or 2 modifications.

#### *Item 5. Rejected Modifications*

- A. If a modification is rejected, the group has the option to utilize the funds as originally allocated or release the request in full. Groups may not resubmit any rejected modification requests, but may submit multiple unique modification requests at the discretion of the Allocations Chair.

### **Section 6. Summer Operations**

#### *Item 1. Summer Operations Suspension*

- A. SGB is not required to review requests during the summer term.
- 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 remotely but is not compelled to do so.
- B. All funding decisions made in the summer will be reviewed and approved by the SGB Allocations Advisor.

## Section 6. Request Confidentiality

### *Item 1. Justification*

- A. In the interests of protecting the privacy of individual student leaders, as well as limiting undue attention to the specific activities of individual student organizations, SGB imposes limits on the release of information about specific Allocations documents.
- B. SGB recognizes the interests of many students in knowing about the allocation of the Student Activities Fund, and this policy does not limit the release of generalized or categorical data, such as amounts approved and denied by request or organization type.

### *Item 2. Released Information*

- A. The following details are released for any supplemental request that is subject to Board approval, and any budget request that would be subject to Board approval if submitted as a supplemental.
  - 1. Organization name, request number, request type, request title, amount requested, Allocations recommendation (both amounts and written justification), and Board approved totals.
- A. The Allocations Chair shall make this information available to members of the media upon request at the Board public meeting at which the decision occurs, or the next regular public meeting in cases where a decision is made during a special meeting.
- B. SGB may release an entire request only to the requestor themselves or, at the discretion of the Allocations Chair, to the executive board of the submitting organization.
- C. In no case will SGB release the name or identifying information of any student submitting a request.

## 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 contained in this document. Student organizations may file a request for arbitration with the SGB Judicial Committee regarding decisions made by SGB that are alleged to be inconsistent with policies or procedures.
- B. The Judicial Committee will hold a hearing and hear testimony from both the student organization and the Allocations Committee or Board, depending on who made the final decision on the request.
- C. The Judicial Committee will determine if the decision made is inconsistent with the policies or procedures in the Allocations Manual and make a ruling consistent with the committee's bylaws.
- D. After the Judicial Committee's decision, either party may appeal to the SGB Allocations Advisor

- E. The advisor will determine whether or not the appeal 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 further appeal will be accepted.

### **Article 3. Funding Policies**

#### **Section 1. General 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 shall not fund the following for student organizations:
  - 1. Programs that duplicate or compete with specific Pitt Program Council events
  - 2. Donations, giveaways, or personal gifts of any kind
  - 3. The purchase of alcohol, tobacco, and scheduled substances
  - 4. Any expense 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-undergraduate student members
  - 7. First class airfare, unless required by invited guest
  - 8. Travel outside of the United States and Canada
  - 9. Expenses for items and services such as supplies, copies, fax, and mailing which are available in SORC
  - 10. Off-campus retreats
  - 11. Individualized membership dues
  - 12. Expenses intended to fulfill academic department requirements (i.e., any expense related to senior design projects)
  - 13. Social or recruiting events
  - 14. Capital improvements to any facilities
- C. With additional reasoning in the following Items, SGB shall not fund the following for 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, department, or administrative unit
  - 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
  - 7. Spring Break Travel
  - 8. Expenses not in compliance with University policies

##### *Item 2. Deficit Spending*

- A. Should an organization expend funds or commit to expend funds prior to receiving funding from SGB, these expenses are the sole responsibility of the organization, and may not be funded 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 approved.

*Item 3. Previously Denied Requests*

- A. The Allocations Committee Chair shall not accept any request previously denied in whole within the same fiscal year. Additionally, SGB may not fund any previously denied expenses.

*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% undergraduate non-CGS 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, department, or administrative unit sponsoring a recognized student organization.
- B. SGB will evaluate how much the sponsoring unit benefits from the funding. SGB may deny expenses that are deemed to be primarily departmental (i.e., sheet music that is placed into a department's music library or an event organized primarily by departmental staff).

*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.
- C. SGB will examine if the item funding is requested for stays with the individual or the organization, should the individual leave the organization.

*Item 7. Fundraisers*

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



- B. Organizations may add a philanthropic dimension to their events through the policies and procedures outlined in Article 4 of this manual.

#### *Item 8. Spring Break Travel*

- A. SGB shall not fund for spring break travel, unless the dates are outside of the organization's control.
  - 1. Events like annual conferences, regular season or playoff competitions, and week-long service events often cannot occur at other points in the year, and may therefore be judged to be outside of the organization's control.
  - 2. Events like warm-up tournaments or conferences with multiple date ranges may not be eligible to receive funding.
- B. The travel will be heavily scrutinized on whether or not it needs to occur during the specified dates.
- C. Organizations must submit actual dates of activity as well as planned travel dates, and these are strictly expected to be followed. Violations of this rule are grounds for funds to be recalled.

#### *Item 9. Compliance with University Guidance*

- A. SGB shall not fund for expenses related to activities that are not in compliance with University health or safety guidance for student organizations, the specific type of expense (event, travel, etc.), or any other applicable guidance.
- B. SGB shall hold all organizations to the highest standards issued that apply to any group of student organizations. For example, if sponsored organizations are held to higher standards than independent organizations, SGB shall only fund expenses in compliance with the standards for sponsored organizations.

### **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 the following standard decision-making criteria when evaluating all request:
  - 1. Purpose – Is the request consistent with the espoused organizational purpose for which the group has been registered? How does the request contribute to the mission 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? Is there enough time for necessary contracts to be processed?
  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? Can the student activities fund reasonably bear the cost of the request?
  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 increases 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 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 conference requests.
- C. Decision Making Criteria: SGB shall review the purpose and need of attending, history of attending the conference and how attending relates to the purpose of the organization. The requestor must specifically demonstrate how attending will impact and positively add value to the organization and campus as a whole. SGB recognizes that the missions of pre-professional organizations often include aiding their membership in career preparation. Consequently, SGB may fund for pre-professional organizations to attend conferences with a predominantly career-oriented focus, as long as the information

acquired at the conference can be brought back to campus to benefit all of the organization's members.

- D. Funding Cap: No more than \$3,000 per fiscal year may be allocated to an organization for all conference attendance.
- E. Number of Representatives: Expenses for no more than four members will be funded to represent the organization. Delegates from multiple organizations may be sent to the same conference based on demonstrated need of attendance and applicability of the conference to organizations' missions.
- F. Registration: SGB may fund for individual registration fees.
- G. Lodging: One standard hotel room may be approved for lodging at the conference location, or the amount of non-standard lodging necessary for 4 delegates. The organization and/or the delegates must pay any additional lodging expenses.
- H. Airfare: Airfare between the conference location and Pittsburgh may be approved.
- I. Ground Transportation: Ground transportation between the conference location and Pittsburgh 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 personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved
  - 2. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles.
  - 3. Bus, train, or other ground transportation may be approved.
- J. Meals: SGB will not fund for meals at conferences.

### *Item 3. Competitions*

- A. Competition Request Definition: A Competition Request is a type of request submitted by a student organization to send students to any type of competition.
- B. Shared 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., competitive sport, recreational sport, special interest, 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 standard hotel room may be approved for lodging per 4 students attending, or the amount of non-standard lodging necessary for attending students.
- F. Airfare: Airfare between competition location and Pittsburgh may be approved.
- G. Ground Transportation: Ground transportation between the competition location and Pittsburgh 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 personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved
  - 2. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles.
  - 3. Bus, train, or other ground transportation may be approved.
- H. Security Deposits: SGB may not fund for security deposits or any other refundable deposits related to appearances at competitions.

#### *Item 4. Off-Campus Program*

- A. Off-Campus Program Request Definition: An Off-Campus Program Request is a type of request submitted by a student organization for expenses related to any event that requires travel for non-conference and non-competition purposes (i.e., transportation to service sites or practices).
- B. Shared Responsibility: All individuals traveling derive personal benefit from attendance, 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. Off-campus program requests carry a high expectation of shared responsibility.
- 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., competitive sport, service, etc.).
- D. Lodging: One standard hotel room may be approved for lodging per 4 students attending, or the amount of non-standard lodging necessary for attending students.
- E. Airfare: Airfare between the event location and Pittsburgh may be approved.
- F. Ground Transportation: Ground transportation between the event location and Pittsburgh 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 personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved
2. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles.
3. Bus, train, or other ground transportation may be approved.

*Item 5. On-Campus Programs*

- A. On-Campus Program Request Definition: An On-Campus Program Request is a type of request submitted by a student organization for funding related to any event taking place on the Oakland campus.
- B. Shared 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 be 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 or group.
- 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 valid on the first day of the fall semester may be approved.
  2. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes.
  3. Bus, train, or other ground transportation may be approved.
- F. Purchases: SGB may fund for purchases related to the program. SGB shall scrutinize the following for purchases: need, including necessity to the request and safety; value, including importance to the organization's mission and cost-benefit analysis; and reusability, including the expected length of usage, any lasting benefits and the existence of alternatives.
- G. Food: SGB may elect to fund for food for on-campus programs, only when the food contributes to the programming by adding significant value to the experience of the event (i.e., cultural or educational benefit).

4. 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 \$3.00 per expected Pitt student attending the open programming event.
  5. SGB will under no circumstance provide funding for food for organizational meetings, membership recruitment purposes, or closed events for any organization.
- H. Services: SGB may fund for services related to the program according to the following policies.
1. Facilities Costs: SGB may fund for services such as facility rental costs, custodial services, grounds crew, sound engineers, and other facilities costs. SGB will not fund security deposits unless the deposit goes towards the total cost of the service (i.e. is not refunded at the conclusion of the program). Additionally, any costs relating to damages due to a program are the responsibility of the organization, and will not be funded by SGB.
  2. Security: It is the responsibility of the student organization to provide adequate security to ensure a safe environment for all persons at a program and the event facility. SGB may fund security costs, in line with a cost/benefit analysis (defined in Item 1). Not all costs requested may be covered, even if the University requires them. Any additional costs are the responsibility of the student organization, in accordance with the shared responsibility policy.
  3. Other: SGB may fund other services deemed essential to the program.
- I. Miscellaneous: SGB may fund for miscellaneous items on the basis of need, value and purpose.

### *Item 6. General Expense*

- A. General Expense Request Definition: A General Expense Request is a type of request submitted by a student organization related to some type of operational expense not directly related to any single event.
- B. Shared Responsibility: SGB recognizes the importance of operational expenses (i.e., national dues for an organization) as well as other purchases, services, and rentals. SGB considers funding of these expenses to be a shared responsibility between SGB and the organization.
- C. Decision Making Criteria: SGB shall review the following: need, including necessity to the request and safety; value, including importance to the organization's mission and cost-benefit analysis; and reusability, including the expected length of usage, any lasting benefits and the existence of alternatives. SGB will also consider the type of organization submitting the request (i.e., competitive sport, service, etc.).

## **Section 3. Policies for Student Group Categories**

### *Item 1. Recreational Sport Organizations*

- A. 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 their operation.
- B. 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.
- C. SGB recognizes that recreational sport organizations may occasionally wish to attend competitions. For this reason, SGB may fund competition expenses for such organizations up to \$2,000.

### *Item 2. Competitive Sports*

- A. SGB recognizes competitive sports as valuable on-campus opportunities for students, as well as the financial obstacles facing many club sports. As such, SGB may aid competitive sports in mitigating the high costs of operating.
- B. However, SGB also recognizes a student's decision to participate in a competitive sport on campus as an acknowledgement of the costs associated with participating. Because it is SGB's general funding philosophy to be a source of financial assistance and not a source of primary funding, the level of funding an organization is eligible to receive shall be tied directly to the level of financial contributions put forth by the organization itself through dues, fundraising, and out of pocket expenses towards team expenses.
- C. Each organization will be eligible to receive a level of funding per fiscal year of up to the equivalent of a set of ratios of the organization's total financial contributions deposited in its SORC account the prior fiscal year for team expenses. Thus, the maximum level of funding an individual club may receive per fiscal year is determined by a set of ratios of club contributions to SGB funding. Specifically:
  - 1. For the first \$15,000 that a student organization contributes towards team expenses, SGB may match up to one half (i.e., a 1:2 ratio) of the organization's total financial contributions deposited in its SORC account during the prior fiscal year.
  - 2. For any additional money that a student organization contributes above \$15,000 towards team expenses, SGB may match up to one-third (i.e., a 1:3 ratio) of the organization's total financial contribution deposited in its SORC account during the prior fiscal year.
- D. The overall SGB contribution cap for all expenses shall not exceed \$12,500 for competitive sports organizations with submitted roster sizes of fewer than 75 students, and \$15,000 for competitive sports organizations with roster sizes equal to or greater than 75 students.
- E. Clubs' maximum caps may be adjusted in the middle of a fiscal year at the clubs' request if their submitted roster size increases to a higher tier of eligibility.

- F. Any organization that would be eligible for a cap of less than \$2,000 will have its maximum funding level set to \$2,000. Student organizations that have existed for less than one year and therefore do not have deposits for the previous fiscal year shall have their maximum funding level set at \$3,000.
- G. All expenses are bound by the maximum level of funding that a club is eligible to receive. The Allocations Committee may not approve more than the maximum funding level. In addition, clubs should not expect to automatically receive funding up to this maximum level.
- H. For spring budgets each year, clubs' caps for the following fiscal year will not yet be available. Therefore, when calculating funding eligibility for the next fiscal year for clubs that submit a spring budget, the Chair will utilize the club's SORC deposits from the spring of the previous fiscal year, in conjunction with the club's SORC deposits from the fall of the current fiscal year. Prior to the beginning of the following fiscal year, the Chair will recalculate the club's cap using actual spring deposits from the spring in which the budget in question was submitted. Groups will not be penalized if the revised cap falls below the amount of funds that they were allocated in the spring.

### *Item 3. Other Competitive Organizations*

- A. The funding limit for competition expenses for other competitive organizations is \$5,000 per year.
- B. SGB may provide non-sport competitive organizations with funding for nationals-related expenses in excess of the \$5,000 cap if the club has demonstrated a strong commitment to shared responsibility throughout the fiscal year.
- C. 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 their operation.

### *Item 5. Funding for All other Categories*

- A. The philosophy of shared responsibility for funding applies to all student organizations.
- B. 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 increases and will affect SGB's funding decision.

## *Section 4. Policies for Governance Groups*

### *Item 1. Conferences for Governance Groups*

- A. The funding limit for conferences for a Governance Group is \$5,000 per fiscal year for all conference attendance.



- B. The organization must justify the number of delegates to be sent, and one standard hotel room may be allocated for lodging per four students attending, or an amount of non-standard lodging necessary to house the attending students.

#### *Item 2. Food for Governance Groups*

- A. SGB may elect to fund for food for Governance Groups on the basis of involvement with significant portions of the student body.
- B. The amount approved for such a program shall not exceed \$3.00 per Pitt student attending.

#### *Item 3. Executive Board Retreats*

- A. SGB may fund for up to \$2,000 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 Governance Group hosting a conference for its governed members and organizations.
- B. SGB may approve for meals up to \$3.00 per expected Pitt student in attendance.
- C. An agenda for this conference must be submitted with the request.

### **Article 4. Policies for Student Organizations Which Receive Funding**

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

##### *Item 1. Admission Fees for SGB Funded Programs*

- A. An admission fee is any charge for any portion of an SGB-funded on-campus program, even if the charge occurs before, during, or after the program.
- B. No admission fees may be charged to undergraduate Pitt students to generate funds for any purposes including donations.
- C. Any suggested donation placed at the entrance shall be considered an admissions fee.
- D. An admission deposit that is returned to students following attendance at an SGB-funded on-campus program is not considered an admission fee, but SGB will scrutinize any such deposits to ensure they do not unnecessarily limit access by eligible students.

##### *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. SGB must be informed in advance of the program that a donation will be solicited.
- B. The collection of the donation may not be taken at the door when entering so as to avoid any indication 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.

### **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. In cases of suspected violations of policy or procedure, the Allocations Chair may freeze funds for one week or until the next regular meeting of the committee. The committee may recall or freeze the funds of an organization for violations of policy or procedure, and may place other sanctions on the organization or its officers as appropriate.
- C. Student organizations may appeal any enforcement actions, in writing, to the Judicial Committee.

## **Chapter 3. 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, the Governing Code, and the SGB Constitution 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 Committee and shall be decided without debate.
- B. A motion to recess shall include a length of time for the recess.
- C. Upon reconvening, the Chair 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 Committee.
- B. A motion to table shall be decided without debate.

- C. When the question before the Committee 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 Committee.
- 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 Committee 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 Committee, they 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 Committee 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, they 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 Chair shall decide all questions of order, subject to an appeal to the Committee by any Committee Member.
- B. A two-thirds vote of membership present and voting is necessary to sustain any appeal from the ruling of the Chair.

*Item 6. Precedence of Motions*

- C. When a main motion is before the Committee 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 voice vote except where otherwise provided. In cases where a division is necessary, the committee shall vote by rising.

*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.

**Section 7. Electronic Voting Procedures**

*Item 1. Use Cases*

- A. In situations where there is a compelling reason to conduct official business, but it is not possible to attain a quorum, the Chair may elect to conduct business electronically using these procedures.

- B. Under no circumstance is the Chair required to initiate this process, however if the Chair opts for an electronic vote all Committee Members shall make every effort to participate in a timely manner.
- C. This section does not preclude the Chair from conducting a meeting using standard procedures via a videoconference or teleconference system.

*Item 2. Procedure*

- A. The Chair may use any electronic voting method, providing it is available to all Committee members and can accommodate the following capabilities:
  - 1. Provide access to documents (requests, documentation, bills, etc.)
  - 2. Allow for open discussion between members
  - 3. Tabulate a vote by some verifiable method
- B. Prior to a vote, all members shall have access to all relevant documents for a minimum of 24 hours, and must have the opportunity to discuss the matter up for a vote.
- C. Once the 24-hour period has elapsed, any member may make a motion. A second is not required for any motion.
- D. After a motion is made the chair shall initiate the vote tabulating mechanism. The vote will remain open for 24 hours, or until there are sufficient affirmative or negative votes to resolve the question, whichever comes first. If there are not sufficient affirmative votes after 24 hours, the motion shall be considered not agreed to.
- E. Any necessary notification (i.e. to the Board or organization) after an electronic vote shall be conducted by the Chair.

# TITLE 4. THE JUDICIAL COMMITTEE

## **Article 1. Overview**

### *Item 1. Purpose*

- A. The Judicial Committee shall act as a standing committee of the Student Government Board.
- B. The Judicial Committee shall have the adjudicating powers of the Student Government Board to resolve all matters except as otherwise provided.
- C. The Judicial Committee shall assist the Board in the interpretation of the Constitution, Governing Code, and other governing documents.
- D. The Judicial Committee shall support the Elections Committee throughout the Board and Presidential elections at the request of the Elections Chair.

### *Item 2. Duties and Responsibilities*

- A. The duties and responsibilities of the Judicial Committee are:
  - 1. To investigate and adjudicate the violations of the Constitution, Governing Code, and similar documentation.
  - 2. To address the filing of disciplinary actions against Student Government Board members, or any organization receiving funds from the Student Government.
  - 3. To adjudicate cases involving violations of the constitution or bylaws of any registered student organization.
  - 4. To review and revise the governing documents yearly. This includes, but is not limited to, the Constitution and Governing Code.
  - 5. To act as the appellate court for the Elections Committee during the Student Government Board 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.
- C. Voting members will be nominated after having been interviewed by the Judicial Committee Chairperson and then appointed by the Board.
- D. Voting members of the Judicial Committee shall not be members of any other 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 conditional committee.
- E. Voting members of the Judicial Committee shall remain nonpartisan during the Student Government Board elections process.
1. Voting members cannot endorse a candidate, slate or affiliate running for a Board or Presidential position.
  2. If a voting member is found supporting a campaign in any fashion, the Judicial Chair will immediately dismiss them from court proceedings.
    - a. The voting member may additionally be subject to removal from the Judicial Committee at the discretion of the Judicial Chairperson.

*Item 2. Removal Process*

- A. If a voting member is removed from the Committee, the application process shall begin immediately to replace that voting member.

**Section 2. Responsibilities of Officers**

*Item 1. Chair*

- A. Shall be selected in accordance with the process indicated by the Governing Code.
- B. Shall serve as the official spokesperson for the Judicial Committee.
- C. Shall attend all public Student Government Board meetings and present a report.
- D. Shall keep time during the Student Government Board public meeting whenever time limits are established.
- 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 as seen fit.
- 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, by request, supply the President, Vice President for Operations, and administrative assistant with copies of meeting minutes and any other relevant paperwork.
- L. Shall assume the following responsibilities in the event of a hearing:
  1. 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 request 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.
7. Ensure that judgement of the Committee is delivered within 48 hours to the Vice President for Operations and that the decision is presented at the next Public Meeting .

#### *Item 2. Vice Chair*

- A. Shall assume the duties of the Chairperson in their 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.

### **Article 3. Meetings and Hearings**

#### **Section 1. Special Committee Details - Hearings**

##### *Item 1. The Judicial Committee*

- A. Voting members of the Judicial Committee shall serve as the adjudicating body in all hearings.
- B. In the event of a conflict of interest, a voting member shall recuse themselves from the hearing and inform the Judicial Chair.
- C. Voting members shall not discuss circumstances of any hearing before the hearing takes place.
- D. Voting members shall keep in confidence any information from a hearing until the decision is made public in a concerted manner by the Chair.
- E. Voting members 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 listed responsibilities, the Chairperson shall recuse them from the court proceedings.

1. The Voting member may additionally be subject to removal from the Judicial Committee at the discretion of the Judicial Chairperson.

### *Item 2. Hearing Procedures*

A. Written requests for a hearing should be delivered to the Judicial Chair and should state the nature of the charges, the code(s) violated, the accused party (if any), and any requested relief.

1. Upon delivery of a hearing request, the Judicial Committee shall have 72 hours to determine if jurisdiction has been established.
2. If jurisdiction is established, the Chair shall have 48 hours to determine the date, time, and location of a hearing and notify the Complainant, Defendant, and Vice President for Operations of their decision.

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 body's decision may then be requested of the Judicial Committee.

1. In the case of an appeal, the Judicial Chair shall be delivered the hearing request in addition to copies of the decision by the organization's adjudicating body and the constitution of the of that organization.
2. In the case on an appeal the Judicial Committee shall have 96 hours to determine if jurisdiction is established.
3. If jurisdiction is established the Chair shall have 48 hours to determine the date, time, and location of a hearing and notify the Complainant, Defendant, and Vice President for Operations of their decision.

C. Any Judicial hearing shall be open to the public, and 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 their 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 Voting members shall have 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 Voting Committee members 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.
  - 1. If both parties decide to make closing summaries, the Defendant shall make their summary first, followed by the closing summary of the Complainant.
- F. The Chairperson shall recess the Voting members 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 verdict shall include judgement on the alleged actions of the accused, and the appropriate relief, if any.
  - 1. Relief or sanctions shall be determined by a simple majority of the Judicial Committee members present at the hearing. This decision is not limited by the relief requested in the submitted hearing request.
- D. The Chair 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.
- E. The decision reached by the Judicial Committee is final and represents the last student-oriented means of appeal in relation to the outlined bylaws of the Judicial Committee, the Constitution and Governing Code.

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

- A. All of the listed hearing procedures shall be followed.
- B. Requests for the hearings in which student organizations are the complainant, other than the Student Government Board, may be initiated only by recognized members of that organization accompanied by a petition signed by twenty percent of the members of the organization.

#### *Item 6. Procedures for Governing Document Violations*

- A. If a member of SGB is found to be in violation of any provision, which applies to them, of a governing document, the Judicial Committee shall ensure that member's direct supervisor is provided any and all information the Judicial Committee has regarding the alleged violation.

- B. An appeal of disciplinary action taken against a member of SGB by their direct supervisor shall be delivered to the Judicial Chair and will follow the basic hearing procedures. The appeals request and subsequent hearing will follow the previously outlined hearing procedures.
- C. The Judicial Committee shall always hold a hearing, when requested, on an appeal of a disciplinary decision.
- D. The Judicial Chair may assist a member's direct supervisor in determining if a violation has occurred, however in order to prevent biasing the committee for a potential appeal regarding disciplinary action all other voting members of the committee shall not participate in internal discipline actions unless they are appealed to the committee.

## Section 2. Revision of Governing Documents

### *Item 1. New Legislation*

- A. The first Judicial Committee meeting following a Public Meeting where the Board passes a bill, with changes to this code or the constitution, must include a review of the bill that was passed and an implementation of changes to the relevant documents.
  - 1. The review of legislation should focus on these components of the bill:
    - a. Ensure that the legislation has no spelling, grammatical, or formatting errors.
    - b. Ensure there is no conflict between the passed changes and another section of this code or the Constitution.
    - c. Ensure the bill was passed with the proper approvals and votes as required by this code and the constitution.
  - 2. If any bill is found to be in conflict with the Constitution or would present serious conflict with another section of this code, or if the bill did not receive the proper approvals or votes to be passed, then the bill shall not be implemented, and the changes shall not take effect.
    - a. If the Judicial Committee decides a bill cannot be implemented or was not properly passed, the Judicial Chair must notify the President and the Board that the bill cannot be implemented and explain what is preventing the bill from being implemented.
  - 3. If spelling, grammatical, and/or grammatical errors are found within a bill after it is passed, the Judicial Committee, with the approval by a simple majority of the board and approval from the author(s) of the bill, shall fix such errors.

### *Item 2. Annual Review*

- A. At least 3 weeks before the end of the Spring semester the Judicial Committee should review these bylaws and ensure the most accurate policies and procedures are reflected in these bylaws.
- B. Each year the committee shall also review all the legislation passed in that and the previous academic year to ensure no changes were missed.

## Section 3. 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 Judicial Committee have the responsibility to attend all scheduled meetings of the Judicial Committee or to contact the Chair 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 Governing Code or Constitution, the Governing Code or Constitution shall take precedence over Robert's Rules of Order.

# TITLE 5. 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 and election.
- B. The Student Government Board Constitution, Student Government Board Governing Code, 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 Board Constitution and the Elections Code.

#### *Item 3. Duties and Responsibilities*

- A. The duties and responsibilities of the Elections Committee are:
  1. To review and update the Elections Code.
  2. To address violations of the Elections Code.
  3. To provide, receive, and determine the eligibility of a candidate based on the SGB Petition and Application Packets received from candidates for the positions of President and Board Member.
    - a. Eligibility will be determined by a simple majority of total membership of the committee. All packets are subject to approval by the SGB Advisor.
  4. To facilitate Student Government Board 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.
    - f. Planning and coordinating the events leading up to the election.
  5. To arrange and moderate the presidential debate.
  6. To arrange the inauguration of newly elected officeholders.

## Article 2. Membership, Vacancies, and Responsibilities

### Section 1. Membership and Vacancies

#### *Item 1. Membership*

- A. The Elections Chair and Elections Committee Members shall be selected in accordance with the process indicated by the Student Government Board Governing Code.
- 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 shall not run for a Board Member or Presidential position while serving on the committee.
  - 7. Committee members who wish to run for a Board or Presidential position in the spring term must resign by the last day of the fall term.
- D. Committee members shall remain nonpartisan during the Student Government Board election process.
  - 8. Members cannot endorse a candidate or slate running for a Board Member or Presidential position.
- E. If a committee member is found supporting a campaign in any fashion, the Elections Chair may dismiss them from the committee as outlined in Item 2.
- F. Committee members may resign at any time with a written letter to the Elections Chair and the Student Government Board

#### *Item 2. Removal Process*

- A. The Chairperson reserves the right to remove any committee member who is acting inappropriately, as they see 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 total membership of the committee, and sufficient evidence must be approved by the Elections Chairperson. This dismissal shall be ratified by the Judicial Committee Chairperson.
- C. A removed committee member may appeal their removal by appealing to the Judicial Committee Chairperson in writing within one week of the dismissal.

### Section 2. Responsibilities of Officers

#### *Item 1. Chairperson*

- A. Shall serve as the official spokesperson for the Elections Committee.
- B. Shall report to the Board Liaison assigned to the Elections Committee.



- C. Shall attend and present a report at all Student Government Board Public Meetings.
- D. Shall keep five office hours per week in the Student Government Board office.
- E. Shall create new officer positions with the approval of the Board Liaison and appoint the other officers of the committee, subject to approval by a simple majority of total membership of the committee.
- F. Reserves the right to set up ad hoc committees or task forces under their committee.
- G. Shall create the agendas for committee meetings and set meeting times in a designated place.
- H. Shall supply the Student Government Board President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork.
- I. The Elections Chair shall be eligible to receive a stipend of \$120 per month during the academic year.

#### *Item 2. Vice Chairperson*

- A. Shall assume the duties of the Chairperson in their absence.
- B. Shall help the Chairperson coordinate 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 meeting and hearing minutes to the Student Government Board office workers.

### **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 of attending all scheduled meetings of the Elections Committee or contacting 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 Governing Code or Constitution of the Student Government Board, the Governing Code 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 modified bylaws will be submitted to the Judicial Committee to check the consistency between documents, and will be approved by a 2/3 committee vote.
- C. These bylaws shall be effective upon subsequent approval by 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. Definition*

- A. The Chair shall be selected in accordance with the process indicated by the Student Government Board Governing Code and serve as the official spokesperson for the Elections Committee.

##### *Item 2. Authority*

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

##### *Item 3. Enforcement*

- A. The Chair shall oversee the Elections Committee Members and is in charge of their recusal or removal, should any ethical conflicts arise.

##### *Item 4. Elections Code Revision*

- A. The Chair cannot propose any revisions to the Elections Code eight weeks before the election's conclusion.

##### *Item 5. Discretion*

- A. For all matters related to the election for which there is no established provision within the Student Government Board Constitution, Governing Code, 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 simple majority of total membership of the Elections Committee.

#### Section 2. The Elections Committee

##### *Item 1. Definition*

- A. Elections Committee Members shall be selected in accordance with the process indicated by the Student Government Board Governing Code to a maximum of eight members.

##### *Item 2. 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, slates, or issues.

##### *Item 3. Appearance of Impropriety*

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

#### *Item 4. Recusal*

- A. Any Elections Committee Member with a conflict of interests, real or perceived, will be expected to recuse themselves from any decisions where such conflict might arise.

#### *Item 5. Recusal of the Elections Committee Liaison*

- A. The Student Government Board Liaison to the Elections Committee shall be completely impartial to any candidate and lack any bias or appearance thereof. 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 6. 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.

#### *Item 7. Duties and Responsibilities*

- A. The duties and responsibilities of the Elections Committee are:
  - 1. To review and update the Elections Code.
  - 2. To address violations of the Elections Code.
  - 3. To provide, receive, and determine the eligibility of a candidate based on the SGB Petition and Application Packets received from candidates for the positions of President and Board Member.
    - a. Eligibility will be determined by a simple majority of total membership of the committee. All packets are subject to approval by the SGB Advisor.
  - 4. To facilitate Student Government Board 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.
    - f. Planning and coordinating the events leading up to the election.
    - g. Booking tables in front of the William Pitt Union for all individual campaign and slates on Election Day from 8 AM to 8 PM. Candidates do not need to use them if they do not wish.
  - 5. To promote the Student Government Board election during both the Fall and Spring Semesters by:
    - a. Reaching out to other Student Organizations
    - b. Hosting a minimum of one tabling event per semester on campus with information about the election
    - c. Promoting the Election Day to all students on campus.

6. To arrange and moderate the presidential debate.
7. To arrange the inauguration of newly elected officeholders.

## **Article 2. Elections Code Amendments**

### **Section 1. Definitions**

#### *Item 1. Definition of Elections Code*

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

### **Section 2. Amendments**

#### *Item 1. Approval of Elections Committee*

- A. Amendments to the Student Government Board Elections Code shall be adopted by a simple majority of total membership of the committee.

#### *Item 2. Approval of Elections Code Approval Board*

- A. Amendments approved by the Elections Committee shall be submitted for approval no less than 8 weeks before the election's conclusion and approved by a simple majority vote of the Student Government Board.

#### *Item 3. Elections Code Approval Board*

- A. The 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 Board Elections Committee and the Student Government Board shall receive written notice of the proposed amendments 48 hours prior to the Public Meeting when the amendments shall be voted on.

## **Article 3. Certification and Qualifications of Candidates and their Campaigns**

### **Section 1. Definitions**

#### *Item 1. 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 2.

#### *Item 2. Slate*

- A. A slate is any group consisting of at least two but no more than four candidates. Slates may only consist of four candidates if three are Board candidates and one is a Presidential candidate. Otherwise, slates shall not exceed three Board candidates.

#### *Item 3. SGB Petition and Application Packet*

- A. The SGB Petition and Application Packet consists of an online form, a signature petition, and a slate form if applicable. All individuals who wish to be considered as candidates in the election must complete this packet in its entirety.

#### *Item 4. Elections Timetable*

- A. The elections timetable includes but is not limited to the dates of the release of packets, when packets are due, when campaigning begins, and Election Day. It 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 individuals who have signed out packets must be notified immediately.

#### *Item 5. Campaigning.*

- A. Campaigning is a period of time as established in the elections timetable during which an individual can solicit and receive endorsements, raise funds, hang banners, advertise electronically, distribute campaign items excluding those distributed in the targeted campaign, and place ads in The Pitt News. Additionally, the actions of each individual candidate and the candidate's campaign manager and campaign staff shall be considered a part of their campaign.

#### *Item 6. Targeted Campaign*

- A. The targeted campaign includes and is limited to the distribution of any printed materials used to promote a candidate or slate, as well as chalking by candidates or any authorized endorsing organization. The targeted campaign shall be a separate time established in the elections timetable and will begin no earlier than seven days before the day of the election.

#### *Item 7. Endorsement*

- A. An endorsement is the active promotion of a candidate by any University of Pittsburgh student organization or individual.
  - 1. "Active promotion" means the organization or individual must offer some benefit to a candidate or slate that is not available to all other candidates or slates. They may only promote candidates through the methods outlined in Article 3: Section 11.
  - 2. Endorsing organizations are limited to endorsing, at maximum, three candidates for Board Member and one candidate for President.

#### *Item 8. Campaign Manager*

- A. A campaign manager is a non-candidate who serves as a representative of a candidate or slate. A candidate who runs as an independent or on 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 9. Campaign Staff*

- A. A campaign staff member is a non-candidate who serves as part of the campaign manager's team. Limits to the number of campaign staff members are outlined in Article 3: Section 4.

#### *Item 10. Social Media.*

- A. Social media is any public online resource that is used by a candidate or a slate during the campaign period for the purpose of raising awareness of their campaign. Social media pages created strictly on behalf of a campaign must be public.

#### *Item 11. Official Student Government Board Business*

- A. Official Student Government Board business shall include any SGB-scheduled and sponsored events or activities besides the SGB Election as a whole. This includes but is not limited to Public Meetings, committee meetings, and office hours.

#### *Item 12. Unofficial Student Government Board Business*

- A. Unofficial Student Government Board business shall include any time when an individual is directly acting in the capacity of their position not during Official Student Government Board business. 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.

#### *Item 13. Non-Registered Student Organizations*

- A. Non-registered student organizations are groups, clubs, or organizations made up of students at the University of Pittsburgh that are not formally registered with Student Organization Resource Center (SORC).

### **Section 2. Candidate Qualifications**

#### *Item 1. Student Status*

- A. To be qualified, a candidate must be a registered full-time undergraduate student not solely enrolled in the College of General Studies (CGS) in good standing at the Oakland Campus of the University of Pittsburgh and able to fulfill all duties as defined in the SGB Constitution and Bylaws.

#### *Item 2. Requirements*

- A. Each candidate must 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 disclose any University judicial infractions, as well as any outstanding legal proceedings in the SGB Petition and Application Packet. Potential infractions that could question eligibility are outlined in Article 3: Section 2, Item 4.

#### *Item 3. Restrictions*

- A. No candidate shall be a member of the Student Government Board Elections Committee.

- B. No candidate shall be a member of the Student Government Board Judicial Committee.
- C. Any members of either the Elections Committee or the Judicial Committee who wish to run for a Board or Presidential position in the Spring Term must resign by the last day of the preceding Fall Term.

#### *Item 4. Judicial Infractions*

- A. Candidates must disclose any University judicial infractions as well as any outstanding legal proceedings in the SGB Petition and Application Packet. If a candidate fails to disclose an infraction, they will be excluded from the ballot. A candidate with a conduct violation deemed unacceptable by a simple majority of total membership of the Elections Committee must meet with the Elections Chair and SGB Advisor before they can be placed on the ballot. The Elections Committee and Advisor will then determine if the candidate is eligible for candidacy. 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. Petition*

- A. Each Presidential candidate must submit an SGB Candidate Petition Form containing 250 valid signatures of undergraduate students not solely enrolled in CGS 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 undergraduate students not solely enrolled in CGS registered at the Oakland campus of the University of Pittsburgh.

#### *Item 6. Filing Deadline*

- A. Each candidate must submit a completed and time-stamped SGB Petition and Application Packet by the filing deadline established in 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 6, Item 4.

### **Section 3. Campaign Managers**

#### *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 student at 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

### *Item 3. Campaign Manager Declaration*

- A. Campaign Managers must be declared in the SGB Petition and Application Packet at the time they are due according to the date established in the elections timetable.
- B. The duties and responsibilities of the Campaign Manager are:
  - 1. To act as a liaison between their campaign and the Elections Committee.
  - 2. To post campaign materials on behalf of their campaign.
  - 3. To ensure that candidates and the campaign team are following the Elections Code.
  - 4. To manage the campaign team and delegate tasks for campaign staff and volunteers.

### *Item 5. Restrictions*

- A. A Campaign Manager may not speak to the general body of organizations in the place of the candidate(s) they represent.

### *Item 6. Accountability*

- A. A candidate takes on the full responsibility for any actions carried out by the Campaign Manager during the election.

### *Item 7. Changes to Campaign Managers*

- A. Candidates and slates shall be permitted to change their Campaign Manager originally declared in the SGB Petition and Application Packet provided the outgoing and incoming Campaign Managers submit a statement to the Elections Chair confirming and explaining why they wish to do so.
- B. Such changes shall be requested no later than one week after campaigning begins, and are subject to approval by a simple majority of total membership of the Elections Committee.

## *Section 4. Campaign Staff*

### *Item 1. Definition*

- A. A Campaign Staff Member is a non-candidate who serves as part of the Campaign Manager's team. A Campaign Staff Member must be a full-time non-CGS undergraduate student at the University of Pittsburgh.

### *Item 2. Restrictions to Number of Campaign Staff Members*

- A. A candidate who runs as an independent may have a maximum of five campaign staff members.
- B. A slate consisting of two candidates may have a maximum of four campaign staff members.

- C. A slate consisting of three candidates may have a maximum of three campaign staff members.
- D. A slate consisting of four candidates may only have two campaign staff members.

#### *Item 3. Staff Declaration*

- A. All staff members must be declared in the SGB Petition and Application Packet at the time they are due according to the date established in the elections timetable.

#### *Item 4. Duties and Responsibilities*

- A. Staff Members are permitted to post campaign materials on behalf of their campaign and shall take on the leadership roles of the campaign. These may include but are not limited to:
  - 1. Treasurer
  - 2. Field Director
  - 3. Finance Coordinator
  - 4. Communication/Marketing Chair
  - 5. Programming Coordinator

#### *Item 5. Changes to Campaign Staff Members*

- A. Candidates and slates shall be permitted to change their Campaign Staff Members originally declared in the SGB Petition and Application Packet provided the outgoing and incoming Campaign Staff Members submit a statement to the Elections Chair confirming and explaining why they wish to do so.
- B. Such changes shall be requested no later than one week after campaigning begins, and are subject to approval by a simple majority of total membership of the Elections Committee.

### **Section 5. Campaign Volunteers**

#### *Item 1. Definition*

- A. A Campaign Volunteer is any full-time non-CGS undergraduate student at the Oakland campus of the University of Pittsburgh who is recruited on the day before the election to help promote a candidate or slate's campaign.

#### *Item 2. Restriction to Number of Campaign Volunteers*

- A. A campaign may have an unlimited number of volunteers.

#### *Item 3. Volunteer Declaration*

- A. Volunteers do not need to be declared.

#### *Item 4. Duties and Responsibilities*

- A. Volunteers are permitted to flyer and chalk within the boundaries outlined in the Elections Code only on the day before and the day of the election.

## Section 6. Registered Candidates

### *Item 1. Definition*

- A. Registered candidates are those who file completed SGB Petition and Application Packets and are certified by the Elections Committee as meeting the necessary requirements.

### *Item 2. Determination*

- A. No candidate shall be certified or have their 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.

### *Item 3. Public Disclosure*

- A. The Elections Committee will post a list of registered candidates outside of Nordy's Place at the beginning of the campaigning period as established in the elections timetable.

### *Item 4. Late Candidacy*

- A. An individual may apply for late candidacy up until two weeks before the election. To do so, the individual must contact the Elections Chair for an application packet, and then return the packet to the Elections Committee with twice the number of signatures required in Section 2, Item 6. The individual must also submit a statement not exceeding 500 words as to why they wish to declare a late candidacy. The Elections Committee shall approve late candidates by a simple majority vote of total membership of the committee.

### *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 Election Committee Chair. No campaigning may be done on behalf of any candidate during this period, which includes but is not limited to promotion on behalf of the candidate by their slate.

### *Item 6. Exception to Campaign Workshop*

- A. If an individual has filed for late candidacy after the campaign workshop date established in the elections timetable, they are responsible for making alternative arrangements with the Elections Chair up to two weeks before the election. Failure to do so will void the individual's candidacy.

## Section 7. 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.
5. The rules and regulations of the University of Pittsburgh.

*Item 2. Ignorance of Regulations.*

- 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*

- A. Each candidate shall be responsible for all of their campaign materials and held liable for any violation of University or Student Government Board policies committed by their campaign, campaign manager, campaign staff, and volunteers. It shall be the duty of each candidate to police their own campaign and staff.

*Item 4. Attendance*

- A. At least one candidate from each individual campaign or slate must attend Student Government Board Public Meeting (Tuesday at 8:45 PM in Nordy's Place) each week during campaigning.

**Section 8. Campaign Finances**

*Item 1. Limit to Campaign Spending*

- A. Each slate or independent candidate may spend a maximum of \$1,200 dollars on their campaign. This may come from endorsing organizations, individuals, and/or a candidate's personal funds. Spending in excess of this cap may be grounds for disqualification of a candidate or slate, pursuant to the judicial procedures laid out in Article 5 of the Elections Code.

*Item 2. Contributions*

- A. Any organization or individual may make any contribution of funds no greater than \$100.00 in support of any candidate or slate. This does not apply to candidates, campaign managers, or campaign staff

*Item 3. In-kind Donations*

- A. In-kind donations are goods provided to a candidate or slate for their campaign and include, but are not limited to, food and t-shirts.
- B. In-kind donations will be judged at a fair market value by the Elections Committee and included towards the maximum spending limit for each slate or independent candidate.
- C. All in-kind donations must be disclosed and reported in accordance with the same rules set for expenditures outlined in Items 4 and 5 below.

*Item 4. Disclosure*

- A. All campaign contributions, contribution amounts, and expenditures must be disclosed to the Elections Chair by the candidate or a slate. Contributions and expenditures may be released publicly by the Elections Committee.

#### *Item 5. Receipts*

- A. All proof of purchases must be submitted to the Elections Committee in the form of receipts or invoices.
- B. Funds spent on physical goods, including but not limited to T-shirts, banners, buttons, stickers, flyers, and food items must be reported to the Elections Chair within 2 business days of the goods being received.
- C. Funds spent on online advertisements, including but not limited to promoting social media pages or posts, must be reported to the Elections Chair within 2 business days of the purchase being made.
- D. Failure to submit proof of purchase within these guidelines may result prohibition of campaign activities by a candidate or slate for a period of time, or any other sanctions as judged by the Elections Committee.

#### *Item 6. 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.

#### *Item 7. Violations*

- A. Violation of campaign finance rules will be adjudicated per the policies set in Article 5 of the Elections Code.

### **Section 9. 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 or a slate in a manner that is in violation of any of the policies listed in Section 7, Item 1.

#### *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 their campaign or any others.

#### *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 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 their most recently updated policy.

## Section 10. Student Government Separation

### *Item 1. Board Separation*

- A. The Student Government Board as a single entity shall not officially endorse any candidate or slate.

### *Item 2. Separation of Members of Student Government Board*

- 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, Chief of Staff, Communications Director, Chairpersons, and Allocations Committee Members) may not campaign for a candidate or a slate during official and unofficial Student Government Board business regardless of whether or not they are running in the election. These members may campaign for a candidate or a slate when not conducting official and unofficial Student Government Board business.

### *Item 3. Campaign Material*

- 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.
  - 1. This includes t-shirts, pins, and other campaign materials worn by Chairpersons or Committee members who are not candidates.

### *Item 4. Restriction on SGB Resources*

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

### *Item 5. Exception to the Restriction on SGB Resources*

- A. The Elections Committee has the authority to spend its budget to support the financial burden of the election of the election on candidates in any way they see fit

## Section 11. Endorsements

### *Item 1. Eligibility*

- A. Any student organization registered with the University of Pittsburgh Student Organization Resource Center (SORC) may endorse a candidate or a slate.

### *Item 2. Candidate Solicitation*

- A. Candidates and Campaign Managers may seek endorsements at any time from the start of the campaign period as established in the elections timetable until one day before the election.

### *Item 3. Restrictions*

- A. Candidates may not seek out endorsements from academic departments. Solicitation of endorsements for the benefit of a candidate or a slate may only be sought out 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 11, Item 5

#### *Item 4. Compliance*

- A. All Student Organizations registered with the SORC must submit an Elections Committee Candidate Endorsement Form to the Elections Committee Chair prior to the placing of any ads and the distribution of any campaign materials bearing the organization's name in support of a candidate or a slate. The form may either be submitted by hand to the Student Government Board Office in Room 848 of the William Pitt Union or electronically to the Elections Chair via the signer's University of Pittsburgh email account.

#### *Item 5. 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).

#### *Item 6. Candidate Disclosure*

- A. The Elections Chair must notify candidates and slates of the endorsements they have obtained within 48 hours of their receipt.

#### *Item 7. Non-Registered Student Organizations*

- A. Non-registered student organizations may not endorse candidates or slates for Student Government Board.
- B. Should a non-registered organization endorse a candidate or slate, it is the candidate or slate's responsibility to have the non-registered student organization remove the endorsement.
- C. Candidates or slates shall have 24 hours to reach to the endorsing organization and request that they remove their endorsement.
- D. The Elections Committee must be CCed on all correspondence between a candidate or slate and a non-registered student organization regarding the removal of an endorsement.

### *Section 12. 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 flyers 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 materials not approved by a candidate or a slate and their campaign.
  3. Participate in any campaigning that violates the Elections Code, University regulations, the Student Code of Conduct, or disregards the fairness and integrity of the Student Government Board Election.

#### *Item 3. Disclosure*

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

#### *Item 4. Voter Coercion*

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

### Section 13. Slates

#### *Item 1. Membership Restriction*

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

#### *Item 2. Filing*

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

#### *Item 3. 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 4. Nomenclature*

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

### Section 14. 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 during the campaign period established in the elections timetable.

*Item 2. Exception*

- A. T-shirts are the only item that may have a value exceeding \$1.00.

*Item 3. Elections Committee Authority*

- A. The Elections Committee reserves the right to determine the value of all items 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 an invoice.

**Section 15. 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 targeted campaign by candidates and slates.

*Item 3. Material Restrictions*

- A. Materials that may be distributed during the targeted campaign are limited to printed materials and chalking. Any other items must first be approved by the Elections Committee prior to distribution.

*Item 4. Defacing University Property*

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

*Item 5. Posting Restrictions.*

- 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. Only one poster may be placed in any permitted classroom.
- B. 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 locations including but not limited to blackboards, revolving doors, glass doors, and windows.
  4. Posted inside the residence halls without the consent of the Elections Chair.
- C. Sidewalk chalk may only be used to campaign on areas that are susceptible to being washed away by environmental factors. Candidates cannot chalk on walls, under covered areas (i.e. walkways), or any of the paved areas leading up to the Cathedral of Learning. The sidewalks bordering Bigelow Boulevard outside the Cathedral of Learning are permitted to be chalked on during the targeted campaign period.
- D. Candidates, Campaign Managers, and Campaign Staff are permitted to hang their own flyers and other promotional materials on the University of Pittsburgh's property during the targeted campaign period established in the elections timetable. Volunteers are permitted to flyer and chalk only on the day before and the day of the election
- E. Door hangers, or any campaign materials that can be hung from the handle or knob of a door that promotes a candidate or slate are not permitted in the University buildings while campaigning.

#### *Item 6. Banners*

- 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 Litchfield 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 7. Polling Date*

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

#### *Item 8. Limitation of Authority*

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

### **Section 16. Social Media**

#### *Item 1. Legal Compliance*

- A. All uses of social media by candidates for the purposes of campaigning 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.*

- A. Social media may not be used by candidates, campaign managers, or campaign staff as a means of defaming or promoting any candidate who is not a member of their slate or campaign.
- B. A candidate may not request for any other individual to use social media to defame or promote any other candidate or slate on behalf of their campaign.

### *Item 3. Limitation of Authority*

- A. The Elections Committee has no authority over removal of information on the website of any candidate or slate, but may request that any candidate remove information if found to be in violation of the Elections Code.

## **Section 17. Bribery & Coercion**

### *Item 1. 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 2. Candidates and their Campaigns*

- A. At no time shall any individual attempt to bribe, coerce, intimidate, or otherwise attempt to exert undue influence on:
  - 1. Any member of the Elections Committee or the Judicial Committee.
  - 2. Any member of Student Government Board who receives a stipend as a result of their affiliation to the Student Government Board.
  - 3. Any candidate or a member of their campaign staff.
  - 4. Any eligible voter in the election.

### *Item 3. 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 besides their own. 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 18. 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 4.

#### *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.
  - 2. Computer Services and Systems Development Policies.
  - 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 an 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 19. 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, election, and increase voter turnout.

## **Article 4. Voting and Election Day Procedures**

### **Section 1. Eligible Voters**

#### *Item 1. Criteria for Voting*

- A. All undergraduate students not solely enrolled in CGS at the Oakland campus of the University of Pittsburgh are eligible 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. Votes cast for Board Members are not restricted to those who belong to the same slate.

### **Section 2. Ballot Positions**

#### *Item 1. Authority*

- A. The Elections Committee will determine the ballot design, including all information or items that may 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. Candidates will be notified of the final decision of the committee no less than 48 hours before the election.

### *Item 3. Ballot Design*

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

## **Section 3. Election Day**

### *Item 1. Public Disclosure*

- A. Voting times shall be established by the Elections Committee and publicized to the student body.

### *Item 2. Campaigning*

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

### *Item 3. 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. Candidates and endorsing organizations may not create their own polling station(s).

### *Item 4. 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 5. Elected Candidates*

- A. The elected President shall be the candidate receiving the highest number of votes for the position of Student Government Board President.
- B. The elected Board Members shall be those eight candidates receiving the highest number of votes for the position of Student Government Board Member.
  - a. The elected Executive Vice President shall be the candidate receiving the highest number of votes of those eight candidates.

## **Section 4. Announcement of Results & Tie Vote Procedures**

### *Item 1. Announcement of Results*

- A. Only after all ballots have been counted and all offices decided will the Elections Chair officially and publicly announce the results of the election. No candidate may take office until certified by the committee. Candidates shall be notified of the election results by the Elections Chair via their University of Pittsburgh email account within one week of the day of balloting.

### *Item 2. Tie Votes*

- A. 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 original election date.

### *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.

## **Section 5. Election Procedure**

### *Item 1. University Operating Status*

- A. All Elections Procedures must reflect the University operating status. The Elections Committee has the power to determine any changes. A list of reflected changes includes but is not limited to:
  - 1. Reduction in valid signatures required for both Presidential and Board Candidate
  - 2. Conversion of in-person events to virtual events
  - 3. Activities allowed during targeted campaigning

## **Article 5. Judicial Procedures**

### **Section 1. Filing of an Election Contest.**

#### *Item 1. Eligibility*

- A. Any eligible voter for the Student Government Board 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 24 hours after the incident has occurred. 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 determine whether all criteria for filing have been met within 24 hours of receiving it. 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 a notice of the date, time, and place of the hearing.

#### *Item 4. Expedited Election Code Contests*

- A. Any complaint that is filed within 72 hours prior to the opening of polls must be expedited by the Elections Committee as follows:
  - 1. The Elections Committee shall determine whether all criteria for filing have been met within 12 hours of receiving it. If the Elections Committee decides by a one-third vote of total membership that the complaint merits a hearing, then a hearing shall be scheduled within 24 hours 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 a notice of the date, time and place of the hearing.
  - 2. The Hearing Procedures of Article 5, Section 2, Items 1-2 and 409 are applicable to this expedited hearing process.
  - 3. In an expedited hearing process, the quorum requirements of Article 5, Section 2, Item 3 shall apply, except that the hearing date shall be rescheduled no more than 24 hours after the original hearing date if a quorum cannot be established.

#### *Item 5. Deadline to File Elections Code Contests*

- A. Any Elections Code violation that is reported within 24 hours of the opening of the polls shall not be adjudicated, unless the Elections Chair determines that the circumstances warrant an immediate resolution. The Elections Committee shall not certify the results of the election until all hearings have been completed.

### **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 held no more than 72 hours after the original hearing date.

#### *Item 4. Judicial Chair Inclusion*

- A. Should they 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 non-voting members during the hearing and deliberations of the Elections Committee, unless they are party to a complaint.

### *Item 6. Order of Presentation*

- A. The order of presentation will be as follows:
  - 1. Each party in the dispute will have 30 minutes to present their case.
    - a. The Elections Committee may extend this time if deemed necessary to obtain all pertinent information.
  - 2. The complainant shall make the first statement.
  - 3. The defendant shall make a statement in support of their position following the complainant.
  - 4. Each side shall be permitted to have a rebuttal.
  - 5. 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 them guilty upon a preponderance of the evidence.

### *Item 8. Discretion of Elections Committee Chair*

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

### *Item 9. Disclosure*

- A. Should the defendant be found guilty, the Elections 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 regarding the 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 ruling and disciplinary action of the Elections Committee will be made known in writing within 24 hours after the hearing has adjourned to the following individuals:
  - 1. The Defendant.



2. The Complainant.
3. The Student Government Board 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 them 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. Recommend that the Campus Judicial Board consider possible violations of the Student Code of Conduct.
  6. Prohibition of a 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 from the time the email was sent to notify them. Otherwise, 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 determine whether all criteria for filing have been met within 24 hours. If the Judicial Committee determines that all criteria have been met, then a hearing shall be scheduled within 72 hours of the filing of the appeal. 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 a 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 shall be recorded.

*Item 7. Quorum*

- A. A 2/3 majority of the Judicial Committee Members and the Judicial Chair are required for the hearing. In the event of the absence of a quorum, the hearing shall be rescheduled and held no more than 72 hours after the originally scheduled time.

*Item 8. Inclusion of the Elections Chair*

- A. Should they so desire, the Elections 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. The order of presentation will be as follows:
  1. Each party will have 20 minutes to present their case.
  2. The Elections Chair shall also have 20 minutes to explain the decision of the Elections Committee.
    - a. The Judicial Committee may extend this time if deemed necessary to obtain all pertinent information.
  3. The person appealing shall speak first followed by any other party.
  4. The Elections Chair shall speak last.
  5. 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.

*Item 11. Decision of Judicial Committee*

- A. After the hearing, the Judicial Committee shall recess and deliberate. The appeal shall be decided by a majority vote. The Judicial Committee may decide the case in only 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 of the appeal hearing.
  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 an alternative sanction to that imposed by the Elections Committee.

*Item 12. Restrictions on Judicial Committee*

- A. The Judicial Committee specifically may not find a defendant guilty of a charge different than the one on which they were originally found innocent by the Elections Committee.

*Item 13. Discretion of Judicial Committee Chairperson*

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

#### *Item 14. Notification*

- A. The Judicial Committee shall render its decision within 24 hours of the appeal hearing and 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.

#### *Item 15. Exhaustion of Judicial Action*

- A. The decision of the Judicial Committee is final.

### **Article 6. Referendum Elections**

#### **Section 1. Definitions**

##### *Item 1. Referendum*

- A. A proposed public measure submitted by the Student Government Board to the Student Government Board Elections Committee for a direct popular vote by the non-solely-CGS undergraduate student body. The referendum may be set separate from the Student Government Board Election.

##### *Item 2. Elections Code*

- A. The Elections Code is a body of rules determined 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 procedures as defined in the SGB Constitution and Governing Code.

##### *Item 2. Referendum Filing Deadline*

- A. For a referendum to be valid, a time-stamped SGB Referendum Application Request Form must be completed and returned no later than four weeks prior to the election date as established in the elections timetable.

##### *Item 3. Referendum Approval Procedures*

- A. The Referendum Request must be approved by a simple majority by the Student Government Board no later than one week from the submission date established in the elections timeline.

##### *Item 4. Public Announcement of Referendum*

- A. Once the referendum is approved by both Elections and Judicial Committees, the referendum question must be publicly announced by the Student Government Board no later than three weeks prior to Election Day, as outline in the Elections Timetable.

### Section 3. Referendum Election Finances.

#### *Item 1. Contributions*

- A. Any Student Organizations registered with the SORC, fraternity, or sorority may spend funds not exceeding \$100.00 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 7, Item 1.

#### *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.

#### *Item 3. Computer Services and Systems Development*

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

#### *Item 4. Restriction on SGB Resources*

- A. The facilities and 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, as well as local, state, and federal statutes.

#### *Item 2. Defacing University Property*

- A. Stickers, self-adhesive materials; the painting of windows, doors, or other fixtures, and any other placing of campaign materials that 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*

- A. Posters placed in the classrooms can 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. Only one poster may be placed in any permitted classroom.
- B. 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 4. 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 Litchfield Towers or the William Pitt Union and no banner may obstruct any other posted material.

### *Item 5. Polling Date*

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

### *Item 6. Limitation of Authority*

- A. 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. 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 Board Elections Committee or the Student Government Board 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 Board Elections Committee shall be addressed by the Elections Committee in accordance with Judicial Procedure as outlined in Article 4.

### *Item 2. Violations under SGB Judicial Committee 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 Board Judicial Committee.

### *Item 3. 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.
  - 2. Computer Services and Systems Development Policies.
  - 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**

### *Item 1. Criteria for Voting*

- A. All undergraduate students not solely enrolled in CGS registered at the Oakland campus of the University of Pittsburgh are eligible to vote in the Student Government Board referendums.

## Section 10. Referendum Campaigning

### *Item 1. Public Disclosure*

- A. Voting times shall be established by the Elections Committee and 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 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, the SGB President, and the Elections Committee Chair may have access to the final vote tabulation process. In the event that the SGB President is running for a position, they will not have access to the results.

## 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.

# TITLE 6. THE ASSEMBLY

## **Chapter 1. Assembly Bylaws**

### **Article 1. Mission of the Assembly**

#### *Item 1. Mission of the Assembly*

- A. The Assembly of the Student Government Board shall gather and exchange information on behalf of the student body and student organizations of the University of Pittsburgh, Pittsburgh Campus. The Assembly shall, through the appropriate channels, advise and communicate with the 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 delegate from each of the following groups:
  1. Governance Groups
    - a. Engineering Student Council
    - b. Nursing Student Association
    - c. Asian Students Alliance
    - d. Black Action Society
    - e. Inter-Fraternity Council
    - f. National Pan-Hellenic Council
    - g. National Panhellenic Conference
    - h. Resident Student Association
  2. Schools
    - a. School of Arts and Sciences
    - b. College of Business Administration
    - c. School of Engineering
    - d. School of Computing and Information
    - e. School of Nursing
- B. Delegates shall be selected as follows:
  1. Delegates for Governance Groups shall be the president of the Governance group or another executive board member designated by the president.
  2. Delegates for schools shall be selected from the students in the school.

##### *Item 2. Ex officio members*

- A. The Vice President for Governance shall be an ex officio member and the Speaker of the Assembly.
- B. The President shall be a non-voting ex officio member of the Assembly.



## Section 2. Officer Positions

### *Item 1. Speaker*

- A. The Speaker will be responsible for calling and conducting meetings of the Assembly.
- B. The Speaker will appoint all officer positions from the delegates of the Assembly.

### *Item 2. Speaker Pro Tempore*

- A. The Speaker Pro Tempore shall carry out the roles and responsibilities of the Speaker in their absence.
- B. The Speaker Pro Tempore shall be appointed by the Speaker from the delegates.

## Section 4. Duties and Responsibilities

### *Item 1. Duties of Delegates*

- A. Delegates shall provide advice to the Board when requested, and may bring any topic of concern to the attention of the Board.
- B. Delegates are not considered “SGB members” and are responsible only to their represented group.

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

- A. As Speaker of the Assembly, the Vice President for Governance may only vote when their vote will change the outcome. The Speaker may call on any delegate to perform the duties of the Chair. The Speaker may reclaim the Chair from any member at any time.
- B. As a non-voting ex officio member, the President may attend any of the open or closed meeting of the Assembly but may not vote on any official business and shall not be considered when determining quorum.

## **Chapter 2. Meetings and Procedures**

### **Article 1. Meetings**

#### *Item 1. Regular Meetings*

- A. The Assembly shall meet on a regular basis.

#### *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 appointed delegates.

**Section 2. Procedure**

*Item 1. Meeting Procedure*

- A. The Speaker shall provide an agenda for each Assembly meeting to each delegate at least 24 hours in advance of the meeting, which shall include all items of discussion proposed by delegates.

# TITLE 7. 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 Student Activity Fee 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: 5%
  - 2. Pitt Program Council: 26.9%
  - 3. PittServes: 7.4%
  - 4. Student Office of Sustainability: 0.3%
  - 5. Student Government Board: 1.4%
  - 6. The Pitt News: 2%
- 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 serves to give involved students an outlet for expression and to grow professionally while providing a college radio station accessible by all students on campus.

### *Item 2. Operations and Finance*

- A. WPTS-FM Radio shall receive 5% of the Student Activities Fund. All finances shall be managed by its advisor.
- B. WPTS-FM Radio shall be run in accordance to its own constitution and bylaws under the direction of its 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 26.9% of the Student Activities Fund. All finances shall be managed by its advisor.
- B. Its day to day operations shall be run in accordance to its own constitution and bylaws under the direction of its advisor.

#### **Article 4. PittServes**

##### *Item 1. About PittServes*

- C. PittServes is a University-wide initiative created to empower students with the ability to make an impact on the Pittsburgh community.
- A. 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 7.4% of the Student Activities Fund. All finances shall be managed by its advisor.
- B. Its day to day operations shall be run in accordance to its own constitution and bylaws under the direction of its advisor.

#### **Article 5. Student Office of Sustainability**

##### *Item 1. About the Office*

- A. The Student Office of Sustainability (SOOS) 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 Office of Sustainability Officers*

- F. The Student Office of Sustainability Outreach Coordinator will foster communication between student groups to ensure the achievement of goals and initiatives of the office.
- A. The Student Office of Sustainability Outreach Coordinator will serve as a liaison to Student Government Board and fulfill the following responsibilities:
  - 1. Serve 5 office hours per week: These hours will take place in the Student Office of Sustainability.
  - 2. Give a report at each SGB Public Meeting.
  - 3. Attend Cabinet meetings and work with the SGB Committee Chairs on collaborative projects.
  - 4. Be the point of contact for Green Event Certification for student organizations.
- B. The Director will organize an executive committee and 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 0.3% of the Student Activities Fund.
- B. The Pitt Green Fund shall receive \$5,000 of the 0.3% per fiscal year.
- C. The remaining budget shall go towards office events organized by the Director and the Coordinator.

## **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 1.4% of the Student Activities Fund. All finances shall be managed by its Vice President for Operations and its administrative assistant.
- 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 administrative assistant.

## **Article 7. The Pitt News**

### *Item 1. About The Pitt News*

- A. The Pitt News is the student newspaper of the University of Pittsburgh Oakland campus.

### *Item 2. Operations and Finances*

- A. The Pitt News shall receive 2% of the Student Activities Fund. All finances shall be managed by its business manager.

## **Chapter 2. Governance Groups**

### *Item 1. Purpose and Definition*

- A. 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.
- B. Governance Groups can be classified into two categories:
  - 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.
- C. 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.
- D. SGB considers the following eight organizations to be Governance Groups for all purposes:
  - 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

### *Item 2. Establishment of GGs*

- 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. Academically-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. Governance Group Finances*

- A. All Governance Groups may request funds from SGB through the Allocations Process outlined in the Allocations Manual.

## **Chapter 3. Remunerations**

*Item 1. Rationale*

- A. In recognition of their leadership and effort, certain student leaders are remunerated in the form of a stipend.
- B. The positions eligible for stipend and the stipend amounts are approved by the Dean of Students.

*Item 2, SGB Stipended Positions*

- A. \$290 per month during the academic year:
  - 1. President
- B. \$230 per month during the academic year:
  - 1. Board Members
  - 2. Chief of Staff
  - 3. Communications Director
  - 4. Allocations Chair



C. \$140 per month during the academic year:

1. Assistant Communications Director
2. Elections, Judicial, and Conditional committee chairs
3. Allocations Committee members

# TITLE 8. 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). Appointment times shall be set by the lawyer.

### *Item 2. Execution of Program*

- A. The Vice President for Operations 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 a top national newspaper.

### *Item 2. Program Details*

- A. Approved newspaper publications will be made available online for the entirety of the non-CGS undergraduate University of Pittsburgh – Pittsburgh Campus population during the academic year.
- B. The following approved online publications will be made available:
  - 1. The New York Times

### *Item 4. Execution of Program*

- A. The Vice President for Operations 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 twelve available cubicle-style office spaces in the O'Hara Student Center.

- C. The Vice President for Operations shall lead the application process on behalf of the Board. The Board holds final authority over the program.

#### *Item 2. Eligibility of Student Organizations*

- A. The student organization must be SORC-registered 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 assigned office space may not also be assigned SGB-administered storage space.
- C. Organizations required 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 Vice President for Operations 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 Vice President for Operations reserves the right to commission a task force to assist in the administration of office space.
- F. The Vice President for Operations shall make a recommendation to the Board regarding which student organizations will receive space.
- G. This recommendation shall be voted on and approved by a simple majority of the Board.

## **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 Vice President for Operations shall lead the application process on behalf of the Board. The Board holds final authority over the program.

#### *Item 2. Eligibility of Student Organizations*

- D. The student organization must be SORC-registered.
- A. 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 storage space will need to reapply during the application period.
- B. Organizations required 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 Vice President for Operations shall announce the deadlines at the start of the spring semester. 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 Vice President for Operations shall make a recommendation to the Board regarding which student organizations will receive space.
- F. This recommendation shall be voted on and approved by a simple majority of the Board.

## **Chapter 5. Undergraduate Conference Fund for Research**

### *Item 1. About the Program*

- A. Student Government Board created the Undergraduate Conference Fund for Research to support undergraduate non-CGS students who are invited to present their research at a conference.
- B. The program offers grants of up to \$500 to lower the cost of travel to and from the conference.
- C. Funds are awarded on a rolling basis until all the funds are distributed within the fiscal year.
- D. The Vice President for Operations shall be responsible for implementing this program on behalf of the Board.

### *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 their research at a conference that they have not already presented at.
- C. The applicant must not have received an Conference Grant within the fiscal year or have been awarded more than two Conference 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 Vice President for Operations evaluates requests once a week and announces decisions at the weekly Public Meeting. Applications must be submitted before 5PM on Tuesday in order to be announced at the current week's Public Meeting.
  - 1. The Vice President for Operations will approve the grant if the applicant meets all eligibility requirements, the application is complete, and all policies and procedures were followed.
  - 2. The Vice President for Operations may not base their 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 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

6. Applications shall be reviewed in order of submission.
  7. If an applicant is not approved, they may appeal to the Board, which shall make a final decision on the application.
- C. The applicant shall be notified within one day of the decision.
  - D. All awards shall be announced publicly.
  - 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.