

Bylaws of the Undergraduate Student Government of the University of Denver



**Undergraduate
Student Government**
UNIVERSITY OF DENVER

Bylaws of the University of Denver's Undergraduate Student Government

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Article I: General

Section: 1: Mission

The Undergraduate Student Government is the representative body responsible for advocating for the needs of undergraduate students at the University of Denver in all matters of student and academic life. They will work to improve and support the student experience by funding organizations, coordinating with campus partners, advocating for student interests, and collaborating with other student governments on shared interests. Additionally, it is the mission of the DU Undergraduate Student Government to promote the welfare of the students, faculty, staff, alumni, and greater community associated with the University of Denver through advocacy, legislation, and funding designed to redefine the student experience and translate student vision into action.

This document serves as the principle governing document for the University of Denver Undergraduate Student Government and its affiliated branches, committees, and working groups.

Section 2: Definitions

The University of Denver will be referred to as DU or the University

The Undergraduate Student Government will be referred to as the USG

Members of the Executive Cabinet, Senate, and Court will be referred to as USG Officials.

A term of any position is defined as the period between an individual's initial swearing in through the swearing in of the new senate following a spring election

Executive Leadership shall be defined as the President, Vice President and President Pro Tempore and Justice Primus.

USG leadership shall be defined as the Executive Leadership and the Senate Committee Chairs

Section 3: Code of Ethics

Subsection 1: USG Officials shall understand their duty

- A. Officials must fulfill their oath of office by representing the best interests of their constituents.
- B. Public service within USG is a responsibility, requiring Officials to prioritize USG Bylaws and ethical standards above current or future personal gain.
- C. Officials shall not hold or engage in financial interests that conflict with their ability to perform their duties impartiality.
- D. Officials shall not engage in financial transactions using non-public USG information or allow the improper use of such information to further any private interest.

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- E. Officials are prohibited from soliciting, giving or accepting gifts, items of monetary value, or favors to and from any person or organization seeking official action from them in their official capacity.
- F. Officials should avoid confusing the identity of their USG office with those of other on-campus and off-campus positions, and should strive for objectivity as USG officials.
- G. Officials should avoid giving preferential treatment towards a particular group or club as a member of USG.

Subsection 2: USG Officials shall understand their role in USG

- H. Officials must demonstrate an honest effort in fulfilling their duties.
- I. Officials shall adhere to the requirements of their job description(s) as listed in their specific bylaws.
- J. Officials shall adhere to the requirements of the bylaws of USG, internal bylaws, legislation passed by the senate, and any other supplemental governing documents such as this Code of Ethics.
- K. Officials shall protect and conserve USG property and shall not use it for anything other than authorized activities.

Subsection 3: USG Officials shall understand their role as Officials

- L. Officials shall act in an honest, direct, and forthright manner when representing USG.
- M. Officials shall be expected to treat all persons with dignity and respect regardless of personal disagreements both inside and outside our shared DU community.
- N. Officials in USG must make decisions based on principles of fairness, justice, and equality, ensuring that no individual or group is unfairly advantaged or disadvantaged due to factors such as age, color, creed, socio-economic class, language, ability, ethnicity, caste, gender identity, immigration status, marital status, military or veteran status, social or national origin, parentage, political affiliation or belief, pregnancy, race, religious affiliation, or sexual orientation.
- O. Officials shall not knowingly provide false information to any students, faculty, member of press, or any other sources.
- P. Officials shall not speak on behalf of entire USG, any branch, or committee of USG or use the USG logo except for the following exceptions:
 - a. Officials may speak on behalf of the entire USG if their statements or the use of the logo is pre-approved via a passed Bill. The proposed statement must be read aloud at Senate and must not be modified once passed. Statements include but are not limited to interviews with *The Clarion* or any other University Publication.
 - b. Officials may use the USG logo in their email signatures for official business.
 - c. For official communications from the Strategic Communications Cabinet of the Executive Branch which must be approved by a majority vote of the Cabinet.
 - d. Committee Chairs are permitted to make statements about their Committee's work. The information shared should be approved by a $\frac{3}{4}$ majority vote of the Committee. These individuals should expressly state that they are not speaking on behalf of the entire USG.
 - e. Senators are permitted to make statements about their projects and experience with USG. Senators are permitted to reference their work in their Committee with a $\frac{3}{4}$ majority vote of the Committee and approval from the Committee Chair. These

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individuals should expressly state that they are not speaking on behalf of the entire USG.

- f. The President, Vice President, and President Pro Tempore are permitted to make statements concerning their individual or collective views on University matters with a $\frac{3}{4}$ majority vote of Executive Leadership. The speaking party must present their talking points or statement to Executive Leadership pro pre-approval. These individuals should expressly state that they are not speaking on behalf of the entire USG unless they wish to seek pre-approval from the Senate.
 - g. The Justice Primus may speak on behalf of the Court. Published and publicly available statements must be pre-approved by a $\frac{3}{4}$ majority of the Court.
 - h. Statements of any kind involving official USG titles or authority may not be published on personal social media channels without Senate approval via a $\frac{3}{4}$ majority vote given the delicacy of maintaining cohesive relations with student interest groups and administrators alike. After approval by the Senate, the President, Vice President, and President Pro Tempore shall reserve the right to review the statement a second time and decide whether to approve the statement to be published on USG's social media channels. If the statement is not approved by these individuals, the Senate may override this decisions via a $\frac{3}{4}$ majority vote.
 - i. USG Officials may still publicly opine on University matters and other topics without invoking their official USG title or authority, and they must expressly distance themselves from USG affiliation.
 - j. The Senate reserves the right to raise issues to the Court regarding any USG Official who makes a unilateral statement invoking their official USG title and publishing it on a personal webpage without Senatorial approval
 - k. The Senate reserves the right to retract any statement made by a USG Official or rescind affiliation with USG. If necessary, an addendum may be required to separate the individual's statement from USG affiliation. These actions must be passed with a $\frac{3}{4}$ majority vote.
- Q. Officials shall make no unauthorized commitments or promises of any kind that bind USG.
- R. Officials shall not sign their official USG title or use the USG logo on personal opinion statements.

Subsection 4: Referral to University Process

- S. It is expected that if a member of USG has reportedly violated any University policy or community standard, this violation shall be reported to the appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and USG will not under any circumstances conduct its own internal investigation in lieu of reporting to the appropriate University Office.
- T. If the USG members have additional concerns about a member's ability to continue to be involved pending a resolution of a process being handled by a University Office, Principal Officers and Staff Advisor should reach out to the appropriate office and request a review regarding involvement.

Subsection 5: Violations

- U. Violations of this Code of Ethics may result in an inquiry to the Court.

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Section: 4: Requirements

Subsection 1: Oath

All USG Officials must recite an oath upon certification of an election, transition, or upon their appointment. At the time in which a member is sworn in they shall read the following before the senate as they raise their right hand:

“I (state your name) do solemnly swear that I will knowledgeably and faithfully execute the duties and responsibilities of the office of (office name), that I will abide by the governing documents of the Undergraduate Student Government and that I will work to my fullest abilities to promote the interests and welfare of the students of the University of Denver.”

Subsection 2: University Standing

All USG Officials must maintain a minimum cumulative grade point average of 2.5, be in good disciplinary standing with the University, and must be enrolled as undergraduate students at the University as defined by the registrar.

Subsection 3: Attendance

All USG Officials must attend all meetings of their respective branches and committees unless excused by their branch's leadership. Excused absences may include required events for classes, health & wellness, and emergencies, and is determined at the discretion of branch leadership. Excluding extenuating circumstances, absences must be communicated to branch leadership no less than 4 hours prior to the start time of the meeting. USG Officials may not have more than 5 total absences per quarter, no more than 2 of which may be unexcused. Negligence of this attendance policy will result in a meeting with executive leadership to discuss next steps and possible repercussions, which may include referral to the USG Court.

All senators must attend all meetings of their assigned committee(s), unless excused by the respective committee chair(s). All committee chairs must communicate a written attendance policy to their committee and the Senate Affairs Chair. It is expected that chairs maintain a record of attendance.

Subsection 4: Diversity, Equity, and Inclusion Training

Upon the establishment of a fully operational Executive, Judicial, and Legislative branch of the University government, all members of these branches shall be required to complete mandatory diversity, equity, and inclusion training. The mandatory training must be completed no later than the end of the Winter quarter of each academic year.

The execution of these trainings shall be the responsibility of the Diversity, Equity, and Inclusion Senator in collaboration with executive leadership.

The mandatory training shall cover topics such as cultural fluency, bias awareness, inclusive leadership, and the importance of considering diversity in decision-making processes.

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Subsection 5: Office Hours Requirements

Members of USG leadership are required to hold office hours and execute the responsibilities assigned to them under their respective position description of the USG Paid Office Hours Program. The position description and compensation amount for each position shall be published for public inspection on the USG website.

The President Pro Tempore, in consultation with the Vice President and USG advisor, shall evaluate the performance of committee chairs and certify to the USG advisor quarterly that the requirements of the USG Paid Office Hours Program are being met. The USG advisor shall evaluate the performance of Executive Leadership of the USG and ensure that the requirements of the positions are being met.

The purpose of the paid office hours program is to increase access of elected and appointed student leaders to students, organizations, and the DU Community at large. Additionally, the program demands accountability to one's duty as a student leader. It also affords student leaders the place to be compensated equitably so that they can meet a portion of their financial needs, allowing for a more diverse leadership group within the USG.

The positions included in the paid office hours program is elected or appointed and confirmed per the processes outlined in the USG Bylaws.

Expectations of Paid USG Positions:

- Host regular "office hours" throughout the 10 weeks of each academic quarter (Fall, Winter, Spring)
- Office hours shall be held in a publicly available location on campus and during regular business hours. Officers may hold office hours virtually twice per quarter
- USG Officer availability will be published quarterly in the Pulse, on Crimson Connect, and on the USG Website.

Article II: The Executive Cabinet

Section 1: Mission

The mission of the Executive Cabinet is to work with the USG President and Vice President to liaise with campus partners who do not directly interact with students or impact student life. It is the mission of the Executive Cabinet to implement the vision of the USG President and Vice President as well as communicate the achievements, doings, and intentions of the USG.

Section 2: Leadership

Subsection 1: USG President

The USG President is the chief executive of the Undergraduate Student Government and is elected by the student body in accordance with the policies outlined in the Elections Guide. In the event of a vacancy in the presidency, the Vice-President shall assume the position of President.

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The USG President shall attend all meetings of the Undergraduate Student Senate and Executive unless a valid reason for absence is presented to the President of the USG. The responsibilities of the President include but are not limited to chairing weekly or biweekly meetings of the Executive cabinet, engaging with appropriate campus leadership, and ensuring the effective execution of the Undergraduate's Student Government's mission statement.

Subsection 2: USG Vice President

The USG Vice President is the second executive of the Undergraduate Student Government and is elected by the student body in accordance with the policies outlined in the Elections Guide. In the event of a vacancy in the vice presidency, the President Pro-Tempore shall assume the position of Vice-President.

It is the responsibility of the USG Vice-President to attend all meetings of the Undergraduate Student Senate and Executive unless a valid reason for absence is presented to the President Pro-Tempore and the President. The responsibilities of the Vice President are to stand in place in case of the President's absence.

Subsection 3: Addition of Positions

The available positions of the Executive Branch may be amended within the first five full Senate meeting of the new USG Senate to reflect the positions necessary to carry out the initiatives the incoming USG President and Vice President ran on. These positions should reflect any potential concerns that may come up in the next academic year. New executive positions shall be created through a resolution passed by the USG Senate with a $\frac{2}{3}$ majority. These bylaws shall be updated to reflect the addition of positions.

Section 3: Positions

Archivist (1) is responsible for, in collaboration with the Senate Affairs committee, maintenance and administration of the USG governing documents and transition documents. Further, is responsible for archiving all official USG communications (Resolutions). The archivist is also responsible for regular maintenance and upkeep of the official DU USG website in consultation with the Strategic Communications Cabinet and the USG Advisor. In addition, should administer an archive of official University communications including, but not limited to emails from the offices of the Chancellor and Provost, Offices from the Department of Campus Safety, and Yearly Budget transmittals. Archives should be publicly accessible to any student, faculty, or staff upon request.

Auditor (1) is responsible for financial checks and balances within the budget and spending of the USG. The Auditor should meet regularly with the chairs of Finance Committee, Sustainability Committee, and the Treasurer of Diversity Committee to evaluate bookkeeping and financial health. Further, the Auditor should meet regularly with the USG advisor and USG's primary contact within Student Affairs and Inclusive Excellence's Business Operations and Division Resources to ensure accurate and up to date accounting.

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Director of Advocacy (1) is responsible for interfacing and maintaining relationships with a variety of student groups and identities on campus with the intentional goal of advocating for students whose voices are not heard by either the USG or University Administration. The student in this position shall work closely with Diversity Committee, The Office of EOIX, Student Life Committee, and The Cultural Center.

Director of Advancement and Admission (1) is responsible for interfacing and maintaining relationships with the Departments of Advancement and Undergraduate Admission on behalf of the USG.

Director of Campus Partners (1) is responsible for interfacing and maintaining relationships with various student led campus partners including DU Programming Board, DU Student Foundation, the Clarion, and Fraternity and Sorority Life on behalf of the USG.

Director of 4D Experience (1) is responsible for collaborating with the Office of 4D Experience on student facing initiatives and should pursue projects that promote understanding and impact of the 4D experience on campus. In addition, the Director should communicate student feedback and sentiment to the Office of 4D Experience regularly to optimize implementation.

Strategic Communications Cabinet

Director (1) is responsible for, in collaboration with USG Executive Leadership, developing a communications strategy for the USG and effectively delivering that. Should work with other campus partners to promote student initiatives and broadcast the doings of the USG. Also responsible for overseeing the rest of the Strategic Communications Cabinet. The Director also is vested with the power to assign other appropriate assignments to cabinet members to further the marketing and communication of the USG to the student body.

Chair of Social Media (1) will develop and disseminate all social media communications and content of the USG.

Chair of Newsletter (1) will write and disseminate the USG newsletter. The Chair shall work across USG, the Office of Student Engagement, and with the other members of the ~~Executive~~ Cabinet of Strategic Communications to curate content for the newsletter.

Chair of Diverse and Inclusive Marketing (1) shall be responsible for working to promote inclusive language into USG communications and promote events related affinity groups and the Cultural Center. The Chair shall also be responsible for improving USG engagement with affinity communities on Campus and the Cultural Center. The Chair should consult regularly with the Diversity Committee to ensure USG communications properly engage and reflect the diverse communities of campus.

Article III: The Senate

Section 1: Mission

The mission of the Senate is to engage student constituencies and strive for a better holistic student experience. It is the responsibility of the Senate to represent voices from across campus. Further, the Senate is integral to the functioning of student life on campus through regulation of Registered Student Organizations, allocation of the Student Activity Fee, and engagement with myriad campus partners on behalf of students.

Section 2: Leadership

Subsection 1: USG Vice President

In addition to their service in the executive branch, the Vice President will serve as the Chair of the Senate. They will preside over meetings according to Robert's Rules of Order, eleventh edition. In collaboration with the President Pro Tempore, it will be the responsibility of the Vice President to publish meeting minutes and legislative agendas ahead of weekly Senate Meetings. Additionally, the Vice President shall work with the President Pro Tempore to invite relevant campus partners to present at Senate. It is the responsibility of the Vice President to attend all meetings of the Senate and Executive unless a valid reason for absence is presented to the President. The Vice President is not a voting member of the Senate.

Subsection 2: President Pro Tempore

The USG President Pro Tempore is the third executive of the Undergraduate Student Government and is the principal leader of the Senate. This position shall be an actively serving senator who is nominated by the President and confirmed by the Senate. The person who fills this role must have served at least 10 weeks in USG prior to their confirmation.

It is the responsibility of the President Pro-Tempore to preside over the Senate and provide support for Senators in the form of consultation and education. It is the responsibility of the President Pro Tempore to collaborate with the Vice President to ensure the weekly maintenance of the Senate including publishing meeting minutes and legislative agendas. Further, it is the responsibility of the President Pro Tempore to schedule and communicate the location for all Senate Meetings.

The President Pro Tempore is responsible for all senator committee assignments and distributing legislation to committees to be reviewed as deemed appropriate. It is the responsibility of the President Pro Tempore to attend all meetings of the Senate and Executive unless a valid reason for absence is presented to the President and Vice President.

Section 3: Positions

Freshman Senator (3) must be in their first year of an undergraduate program.

Sophomore Senator (3) must be in their second year of an undergraduate program.

Junior Senator (3) must be in their third year of an undergraduate program

Senior Senator (3) must be in their fourth year of an undergraduate program.

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Off-Campus Senator (2) must live off University campus.

On-Campus Senator (2) must live on University campus.

College of Arts, Humanities, and Social Sciences Senator (3) must have a declared major at CAHSS and may not be solely enrolled in the Lamont School of Music.

Daniel Felix Ritchie School of Engineering and Computer Science (1) must have a declared major at RSECS.

Daniels College of Business Senator (2) must have a declared major at DCB.

Fritz Knoebel School of Hospitality Management Senator (1) must have a declared major at FKSHM.

Joseph Korbel School of International Studies Senator (1) must have a declared major at JK SIS.

Lamont School of Music Senator (1) must have a declared major at LSM.

College of Natural Sciences and Mathematics Senator (2) must have a declared major of NSM.

Diversity and Inclusive Excellence Senator (1) must have previously held an executive board position in a Student Affinity Group (defined as an identity-based student organization whose members share an “identity” which can include race, ethnicity, gender identity, sexual orientation, socioeconomic background, age, disability, national origin, or religion) at DU or another College or University. The Diversity and Inclusive Excellence Senator will act as the External Chair of the Diversity Committee.

***Inclusive Excellence Senator (1)** must not be in their first year at the University. The Diversity Committee shall nominate a candidate to the Senate as soon as possible after the first convening of the newly elected senate. The Inclusive Excellence Senator shall serve as the Internal Chair of the Diversity Committee. The Diversity Committee External Chair shall justify the candidate's nomination based on their previous work with the committee and/or their work on campus creating an environment of inclusive excellence.

Study Abroad Senator (1) must study abroad for only one quarter. This is the only position a USG Official may serve in while studying abroad. This Senator is expected to attend regular Senate meetings for the two quarters which they will be on campus. Candidates for the Abroad Senator position will run during normal election times.

Transfer and Exchange Student Senator (1) must be at the University of Denver but not as a traditional Freshman. This includes Transfer students at DU and exchange students who are at DU for a one-year exchange program. The Elections Commission is tasked with working with

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International House and Transfer Admission to make eligible candidates aware of the election well in advance of it taking place. The election of the Transfer and Exchange Student Senator will take place alongside the three Freshmen Senator elections in the first five weeks of Fall quarter.

International Students Senator (1) must be an international student as defined by Admissions

First Gen Senator (1) must be (as defined by FIRST@DU) a student whose parent(s) does not have a bachelor's degree.

KMC & Recreation Senator (1) must be a member of a club sport, Alpine Club, or be or have been student staff at the Ritchie Center or KMC.

***Student Safety and Equity Senator (1)** must not be in their first year at the University. The Student Life Committee shall nominate a candidate to the Senate after the first convening of the newly elected Senate but before the spring election cycle. The Chair of the Student Life Committee shall justify the nomination of the Committee on the Candidate's record of past work on Gender-Based Violence prevention. This senator will be expected to work closely with the Office of EOIX and CAPE.

Section 4: Senate Operations and Expectations

Subsection 1: Logistics

The location for all Senate meetings shall be decided by the President Pro Tempore and must be publicly announced at least 2 days in advance. Business may only be conducted in the presence of a quorum of the Senate, which shall be defined as 2/3rds of currently filled Senate positions including the President Pro Tempore. All meetings of the Senate shall abide by Robert's Rules of Order, Eleventh Edition

Subsection 2: Speaking Privileges and Decorum Expectations

The Vice President shall act as the Chair and is responsible for calling on any person with speaking privileges after they have declared their interest to speak. All USG Officials have recognized speaking privileges. Members of the public must be granted speaking privileges by a member of the Senate or the Vice President before they may request to be called on. Members of the public are automatically granted speaking privileges during the Public Comment section of Senate meetings.

In the event the Vice President is absent, or if otherwise requested by the Vice President, the President Pro Tempore shall take over responsibilities associated with the Chair. In the event of the absence of the Vice President and President Pro Tempore, the Chair of the Senate Affairs Committee shall assume responsibilities associated with the Chair.

All USG Officials must conduct themselves in a respectful, courteous, and responsible manner that upholds the values of the USG. No member shall impugn the motives of, make personal attacks against, or otherwise demean another member's character. Furthermore, at no point shall

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any member utilize profane language or gestures. The chair may declare any member, who in their opinion, is participating in inappropriate conduct, out of order and address their conduct without needing a point of order. At their discretion, the chair may issue a verbal warning, revoke the remaining speaking time, revoke all speaking privileges, or dismiss any member from the meeting. From the time that the Vice President declares voting open to when they announce official voting results, only Senators and the Vice President shall be allowed to make comments or address the Senate.

Subsection 3: Recess

The chair of the Senate, without needing a motion, may declare the senate stand in a brief recess. A recess declared by the chair shall not exceed more than five minutes.

Subsection 4: Vacancy in the Senate

If there is a vacancy in the Senate, the President may nominate an eligible student to that office to be confirmed by a 2/3rds majority vote in the Senate.

Subsection 5: Senator Expectations

All Senators must maintain a cumulative grade point average (GPA) of at least 2.5. All students must be part of the constituency they were elected to represent.

Section 5: Special Senate Authorities

Subsection 1: Subpoenas

The Senate shall be vested with the authority to approve subpoenas with the intention of compelling testimony from DU Officials and those in positions of power over the student body. A Subpoena is a set of questions that can be issued to appropriate Campus officials as determined by a majority of the Senate. These subpoenas shall be assumed to have the full backing of the Student Body of the University. The process of issuing of a subpoena can begin with any duly elected or appointed and confirmed USG official; The President, The Vice President, The Justice

Primus, Justices, The President Pro-Tempore, Senate Committee Chairs, and Individual Senators. For subpoenas to be issued in the name of the Student Body, the proposal must receive a 2/3 majority vote of the Senate at which time it shall be issued by the initiating party.

Subsection 2: Rollover Funding

Rollover funds are to be defined as the pot of funds that have accumulated when money budgeted in the USG Budget to be spent in a fiscal year was not spent and instead was swept back. Rollover funds will include but are not limited to the returned remainders of RSO's allocated budgets, Diversity Committee and Sustainability Committee residual funds, and the remaining balance in the Undergraduate Student Government operating and Supplemental Funding budgets. Rollover funds must be used for projects that are one-time purchases. The definition of a one-time purchase embodies that it cannot be subscription-based and cannot be something that will need to be spent in the future to keep projects afloat, operational, or maintained. In order to apply for rollover funds, projects must have a guarantee of funding for future years should the project require it.

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For purchases up to \$10,000, a group consisting of the President, Vice President, President Pro Tempore of the Senate, and all Senate Committee Chairs must vote for and approve the proposed spending in a majority vote. This group shall be formally referred to as the Rollover Funding Committee (RFC). In the instance that there is an even number of people voting, the President will not vote. For purchases of \$10,000 or more, the Senate must vote for and approve the proposed spending in a 2/3rds majority vote.

Proposals for spending of the rollover fund can come from Senators, the Vice President, or the President. All spending, below or above the above spending threshold, must be reported to the Senate by the President at the following week's Senate meeting.

Applications for spending above \$10,000 must be brought to the Senate as a bill and then presented to the Senate by the eligible person who is applying for the funds, followed by a recommendation from the Finance Committee.

Before bringing the bill to the Senate, the applicant must have a mandatory advising meeting with the Finance Committee Chair and contact the Student Affairs & Inclusive Excellence Business Operations Resources staff to ensure that the purchase is allowable. It is the responsibility of the applicant to coordinate with groups that are receiving funding to ensure that it is wanted and needed to serve the undergraduate students of the University of Denver.

Section 6: Legislation

All legislation proposed to the Senate shall include a statement of community impact that acknowledges the potential positive or negative effects that it may have on constituents and the broader DU community.

Subsection 1: Amendments

An amendment is used to change or "amend" the bylaws of the USG. An amendment must be introduced and read at a meeting prior to its vote. After the reading, the amendment's author must elaborate on the reasoning and necessity of the amendment before the Senate. Such debate is at the unlimited discretion of the Chair. After the discussion period, the amendment must be tabled until the next meeting of the Senate at which time a second round of discussion and debate will ensue at the discretion of the Chair. A 2/3 majority vote is required for passage.

Subsection 2: Bills

A bill is a binding piece of legislation that can appropriate funds, create or dissolve positions within the Executive Branch and create or change the policies of the USG, both internal and external. A 2/3 majority vote is required for passage. If a funding request fails via vote, that bill may be up for immediate reconsideration via a vote in the same week, following a further discussion and debate period.

Subsection 3: Resolutions

A resolution is a non-binding piece of legislation that can express the sentiment of the body on an issue, discuss new circumstances that highlight old policy, or underscore other matters of symbolic importance. A resolution must have a 3/4 vote to pass.

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A senator may present issues regarding the student body within Senate, however, a resolution must begin within a respective committee and authored by senator(s) within said committee (i.e., matters involving Student Orgs shall have resolutions originating within Student Orgs Committee). The committee shall deliberate, research, and refine the resolution before the committee chair shall host a vote amongst its members on whether to introduce the resolution to the floor of the Senate. For resolutions that do not fall cleanly within the purview of any one committee, a minimum of three senators must be involved in the authoring, research, and presentation.

Subsection 4: Executive Signature and Veto

Bills and Amendments will be turned over to the USG President for signature or veto within forty-eight hours of their passage by the Senate.

The USG president shall be vested with the power to veto any Bill or Amendment. This will prevent said legislation from going into action. The senate may override a presidential veto via a 3/4 vote in favor.

Subsection 5: Assignment of Legislation to Committees

Prior to being considered on the floor, the President Pro Tempore, in consultation with the Vice President, shall assign bills and resolutions to a committee of reference for consideration. This does not affect the ability of the President Pro Tempore to allow legislation to come to the floor prior to committee consideration. Additionally, bills nominating individuals to positions within USG shall not be subject to this requirement and instead be allowed to come directly to the Senate.

Upon receipt of a bill or resolution draft from the author, The President Pro Tempore shall determine which committee the draft shall be assigned to according to the topic of the proposed legislation. They shall announce in their section of the meeting minutes which committee a bill or resolution has been assigned to and transmit the draft to the Committee Chair.

Upon receipt of the draft, the Committee Chair will schedule a time for the bill to be considered in the committee. The committee may request to hear from the author of the bill. After considering the bill, the committee will vote on whether to refer the legislation favorably to the Senate or suggest changes to the draft and return it to the drafter for edits to be made. The committee must act on the draft and may not postpone it indefinitely or vote to fail the legislation. After the committee has voted on the bill, the committee chair shall notify the President Pro Tempore of the decision made by the committee.

If a draft was returned to the drafter, the committee chair must also note what edits were requested and a proposed time for when the legislation will be reconsidered. Legislation authored within a committee will not be subject to the same provisions of this subsection. Instead, the committee shall vote on the legislation and the committee chair shall transmit the legislation to the President Pro Tempore with a favorable recommendation.

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The President Pro Tempore shall then place the legislation on the agenda for action by the Senate. If Senate Committees are not seated, this paragraph shall not apply. This procedure is strongly recommended, but may be bypassed by an agreement between the President Pro Tempore and Vice President.

Legislation may be tabled until a date determined through a motion as outlined in Roberts Rules of Order. During any other meeting that precedes the date, a piece of legislation may be brought back to the table for discussion, debate, and voting through a majority motion.

Subsection 6: Confirmations

All nominations of Executive, Senate, or Court appointees must be submitted by the Vice President or the President Pro Tempore in the form of a bill for a 2/3 confirmation vote by the Senate. There must be a written or oral explanation by the USG Executive Leadership accompanying each nomination

Subsection 7: Types of Meetings

- A. Closed Sessions: At any point, the President Pro Tempore and/or Vice President may make the determination that the business being discussed requires for a closed chamber Senate meeting. In such meetings, only members of the Senate, Vice President and other individuals as invited by those requesting the closed meeting may be present in the room. All persons present are forbidden from dispersing the information discussed in these meetings until instructed or permitted to do so by those requesting a closed meeting.
- B. Special Session: Special Meetings: Special meetings of the Senate may be called by the President Pro Tempore or by a petition of one-third of the Senate at any time provided forty-eight (48) hours' notice. Only business pertaining to the purpose of the special meeting may be conducted during a special meeting.
- C. Regular Session

Section 7: Regular Senate Proceedings

The minutes of the Senate will include the following sections in order: Visiting Students and Special Concerns, Special Business, Court Reports, and Executive Reports.

- A. Visiting Students and Special Concerns will provide a time for any visitors to Senate to present or for any special concerns to be voiced.
- B. Special Business will provide time to discuss any special business outside the scope of Consideration of Legislation and will be determined by the Vice President and President Pro Tempore.
- C. Court Reports will provide time for the Justice Primus or a proxy to report on the current workings of the Court.
- D. Executive Reports will provide time for the USG President or a proxy to report on the current workings of the Executive Cabinet.

Subsection 1: Consideration of Legislation

Legislation shall be heard in the order as published on the agenda which is assigned by the President Pro Tempore. For each piece of legislation, there will be a recommended two-minute question and answer period and a two-minute discussion and debate period. These periods will

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be timed by the presiding chair who may add time at the request of a senator or at their own discretion.

Question Answer Period: During the question answer period, all remarks from those with speaking privileges must be posed in the form of a question after which the party in question or author of the legislation will be provided with an opportunity to respond. The party in question is permitted in the senate chambers for this portion of the consideration process.

Discussion and Debate Period: During the discussion and debate period, anyone with speaking privileges may ask a question or make a statement in relation to the legislation being considered. The author of the legislation is guaranteed the opportunity to respond to questions posed during the discussion and debate period but is not guaranteed a response to statements expressing support, opposition, or neutrality. If they are not a member of the Senate, the person in question shall not be in the chambers for this portion of the legislation consideration process.

Limitations on Legislation Consideration: Any senator may propose a motion to limit discussion and debate of legislation under active consideration to a definite amount of time. The motion shall be privileged and require a majority vote. The Senator making the motion shall propose a duration in minutes for which discussion and debate shall last. Upon passage of the motion, discussion and debate shall be limited to the proposed time. At the expiry of this time, the Senate shall proceed immediately to previous question on the legislation under consideration.

Subsection 2: Senate Reports (Committee & Senator)

All confirmed senators will be expected to give weekly reports on their current doings as related to USG. In addition, all committees will be expected to give weekly reports as to the business of the committee and any current projects, legislation, or concerns.

Subsection 3: General Announcements

General Announcements is space for the USG Advisor to share any important information for members. It can also be utilized by senators to share any information they forgot to include in their minutes.

Section 8: Committees

Subsection 1: Committee Operations

- A. Any committee with internal governing documents must be submitted to the Senate Affairs Chair and Archivist for record keeping.
- B. The President shall nominate one USG Senator to chair each committee, to be confirmed by a 2/3 majority vote by the Senate. Committee Chairs must call meetings, providing at least 24 hours' notice, assign duties to committee members, and ensure the regular administration of their committee.
- C. All Committees shall meet weekly or biweekly as determined by the chair. Quorum is required for each meeting and shall be defined as a majority of sitting members. Any circumstances preventing this should be presented to the Vice President and President Pro Tempore for special consideration.

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- D. Committee meetings shall be closed to members of the USG and the larger student body, unless invited by the Chair.
- E. Committee members and Chairs may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of a Chair, the USG President must nominate a replacement chair, to be confirmed by a $\frac{2}{3}$ majority in the Senate. Upon the resignation of a member of a Committee, the President Pro Tempore may assign a replacement.

Subsection 2: Finance Committee

The purpose of the Finance Committee shall be to manage the University of Denver student activity fee, plan and conduct student activity fee allocations to student organizations, and to oversee the transactions of all licensed student organizations.

The Finance Committee shall consist of members appointed by the President Pro Tempore. The Chair of the Student Organizations Committee shall be a member of the Finance Committee. There must be at least three members of the Finance Committee, excluding the Chair of the Finance Committee and Chair of the Student Organizations Committee.

The Finance Committee shall manage the student activity fee, conduct annual student activity fee allocations to student organizations, create policy for the use of allocated money by student organizations, and administer programming and general accountability requirements for all student organizations. The Finance Committee shall be vested with the authority to suspend or expropriate any allocation of funds from any organization or committee due to the misappropriations of funds, the embezzlements of funds, suspension, or loss of licensed status from the Student Organizations Committee, or any violation of standing Finance Committee policy.

Subsection 3: Academic & Intergovernmental Affairs Committee

The purpose of the Academic and Intergovernmental Affairs Committee is to act as a liaison between the undergraduate students of DU, the Graduate Student Government (GSG), the Faculty Senate, and the Staff Senate with the objective of creating a collaborative and cohesive relationship between the four governing bodies. Further, it is the purpose of this committee to strive for an academic culture at DU that is challenging, growth oriented, and productive for DU Community members across all areas of study.

The Chair of Academic and Intergovernmental Affairs shall be vested with the authority to call meetings, assign duties to Committee members, define and spearhead projects related to the mission of the Committee, and ensure the regular administration of the Committee. Additionally, the Chair will serve as primary point of contact and principal relationship manager between the Staff Senate and Faculty Senate Presidents. At the beginning of their term as Chair, it is the responsibility of the Chair to schedule an introductory meeting with the presidents of Staff Senate, Faculty Senate, and Graduate Student Government. USG members seeking to correspond with the Staff Senate, Faculty Senate, or Graduate Student Government must first confer with the Chair for the purposes of relationship management.

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The Academic and Intergovernmental Affairs Committee shall consist of members appointed by the President Pro Tempore. There must be at least three members of the Academic and Intergovernmental Affairs Committee, including the Chair.

The Academic and Intergovernmental Affairs Committee shall be vested with the power to call for regular meetings with Faculty and Staff Senate leaders in addition to leaders of the GSG of the University of Denver. It will be the responsibility of this committee to maintain relations and communications with the three other governing bodies on campus in a spirit of collaboration and good faith. The committee shall sponsor resolutions and bills in the Senate seeking support for policy changes or responses to University events as they relate to intergovernmental affairs. Further, the committee shall be the primary contact to academic units on campus including, but not limited to the Office of the Provost, the Office of Academic Advising, the Office of Scholar Development and Fellowship Advising, and the Office of Teaching and Learning

Subsection 4: Campus Management Committee

The Campus Management Committee seeks to build a safe, pleasant campus experience collaborating with a variety of campus partners to optimize undergraduates' experience of DU's campus. The committee's mission statement is as follows:

The Campus Management Committee's goal is to advocate for and accomplish the safety and well-being of all DU undergraduate students. The Committee will work towards this through engaging with campus partners and listening to students. The committee will undertake initiatives to maximize the usefulness and accessibility of our campus at DU.

The Campus Management Committee shall consist of at least one of each of the On-Campus Senators. There shall be at least four members of the Campus Management Committee including the Chair. Further members may be designated by the President Pro Tempore.

Internal Bylaws:

The first meeting of each quarter is to be dedicated to discussing the most pressing issues facing DU's campus and undergraduate students with the goal of finding a set of issues that the committee will set about working on.

Upon establishing a list of goals the committee shall vote on setting them for the quarter. Individual goals may be changed or even removed from the priority list upon a change in conditions on campus. Modifying such a goal requires a majority vote from the committee.

The Committee Chair is endowed with the right to assign tasks to committee members as they see fit;

These tasks must directly relate to and further the goals decided upon by the committee. The committee member may deny the assignment for reasons of personal disagreement, time management, or personal health.

Once per quarter a member of the Campus Management Committee must meet with a representative from each of the following offices to gather information about new policies and initiatives or inform the office of concerns from the student body: a. Campus Safety

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- b. Food Bank/Driscoll & Community Commons (DCC)
- c. Facilities
- e. Sodexo
- f. Housing and Residential Education (HRE)

To amend these internal bylaws requires a 2/3 majority vote of the committee and approval from the Senate Affairs Chair and President Pro Tempore.

Subsection 5: Diversity Committee

The Diversity Committee serves to provide resources, support, and programming for students, faculty and staff dedicated to diversity and inclusion; to create opportunities for personal and professional development; and to amplify student voices while promoting campus unity.

The Diversity Committee (DIVCOM) shall be an internally governed committee. DIVCOM shall design and approve their own committee bylaws and rules of procedure, to be confirmed by a majority of their own members. All bylaws and rules of procedure must be submitted to the Senate Affairs Chair and Archivist for documentation.

The Diversity and Inclusive Excellence Senator shall serve as the external chair of the Diversity Committee. The Inclusivity Senator shall be the internal chair of the Diversity Committee. In collaboration, the chairs shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee. The external chair will be tasked with more focus on the senate and external facing administration while the internal chair will be responsible for maintenance of the Joint Council and internal committee tasks.

There shall be at least three members from the Senate on the Diversity Committee, in addition to the internal and external chairs.

The Diversity Committee shall outline membership requirements in their own bylaws.

The Diversity Committee shall designate procedures for vacancies of membership in their internal bylaws.

Subsection 6: Senate Affairs Committee & Elections Commission

The bylaws of the Senate Affairs Committee encapsulate the regulations of the USG election process including the Elections Commission because of their close relation though both committees shall be permitted to act independently with the Elections Commissioner serving as the chair of the Elections Commission when applicable.

The Senate Affairs Committee shall serve to further the interests of the USG Senate, maintain, and uphold the proceedings of the USG Senate, and conduct regular revisions of the USG Constitution and Bylaws of the USG. In addition, it is the responsibility of the Senate Affairs Chair, in collaboration with the Archivist, to maintain up to date copies of the Diversity Committee Bylaws, the Sustainability Committee Bylaws, and the Finance Committee Manual.

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The Senate Affairs Committee shall consist of members appointed by the President Pro Tempore. There must be at least three members of the Senate Affairs Committee, including the Chair.

The Senate Affairs Committee shall be vested with the authority to propose revisions and amendments to the Constitution and Bylaws of the USG, review candidates for vacant positions in the Senate, and document as well as archive proceedings of the USG. The Senate Affairs Chair is responsible for designating a Senator or group of Senators to a petition filed by a member of the undergraduate student body as the chair sees fit. The Senate Affairs Chair has one week to assign a petition to a Senator. Additionally, as it is the responsibility of the Senate Affairs Committee to maintain the integrity of the Bylaws, the committee shall be vested with the authority to manipulate numbering and statutory subdivision so that the bylaws can be easily understood and used.

To facilitate elections of the USG, there shall be an Elections Commission that will act as an independent commission led by a commissioner. The Elections Commission shall be responsible for administering all elections in accordance with the processes set forth in these Bylaws.

The Commission shall be run by an Elections Commissioner, hereafter referred to as the Commissioner. The Commissioner shall be empowered to create any positions within the Commission to ensure the effective, efficient, and consistent administration of all USG elections. Members must serve in a purely administrative role and serve at the pleasure of the Commissioner. Members may not be involved in any campaign during their term with the Commission. Members serve on the Elections Commission for one term. Members may also serve on the Senate Affairs committee. The Commissioner can collaborate with senators for the Commission as needed. No members of the Executive or Judicial may serve on the Commission. Executive Cabinet members may collaborate on marketing and other external facing operations but cannot collaborate internally on the Commission.

The Commissioner shall be appointed by the President and confirmed by the Senate. Typically, the Elections Commissioner and the Chair of Senate Affairs are synonymous although this is not a requirement. The Commissioner may not be involved in any campaign during their term with the Commission. The Commissioner is the head of the Commission and acts as the chief administrator of elections. The Commissioner is confirmed to serve for one term.

One term is defined as the amount of time elapsed from the start of the first information meeting through the certification of the election results.

The Fall USG elections shall happen no earlier than week 3 and no later than week 6 of the Fall Quarter. During these elections, 3 Freshmen Senators and a Transfer Senator will be elected. Elections will also be held for any elected Senate seat that is vacant at the beginning of the Fall Election, not including seats with active nominations being considered by the Senate. At least 2 weeks' notice must be given of the election period, and candidates must be given at least one business week to collect signatures. Voting shall last for no fewer than 3 days and no more than 1 week. New senators will be sworn in during the Senate meeting immediately following the election period.

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The Spring USG elections shall happen no earlier than week 4, and no later than week 6 of the Spring Quarter. During these elections, all senate positions except Freshmen Senator and Transfer Senator will be up for election, as well as President and Vice President.

At least 3 weeks' notice must be given for the election period, and candidates must be given at least 5 days to collect signatures. Candidates will be given a minimum of 2 weeks to campaign. Voting shall last for no fewer than 4 days and no more than 1 week. Elected candidates will be required to attend all meetings required by their role starting the day they are notified of their victory immediately after voting has ended. Candidates will be sworn in during the Senate meeting in the following week.

Candidates will not be sworn in until they meet any financial disclosure requirements contained in the elections guide.

The elections guide shall be authored by the Elections Commissioner with the assistance of the Elections Commission. It must be approved by the Senate as a bill before the first information session for the election.

The election guide must clearly contain but is not limited to:

- The election timeline of events/calendar
- Ground rules for running a campaign
- Expectations of respect to USG members, fellow candidates, and students
- Requirements for candidacy
- Requirements for president and vice president include that at least one individual running on each Presidential and Vice-Presidential ticket must have previously held a formal, internal position in USG for at least twenty weeks out of the Fall, Winter, and Spring quarters before being eligible to hold office. Presidential and Vice-Presidential candidates may launch a campaign prior to meeting this requirement but must have completed the required time by their swearing in.
- Instructions on who to contact with questions regarding campaigning
- A statement that candidates have the right to appeal any decision of the commission to the USG Court
- A rule that candidates cannot spend or promise to spend more than \$40 on senate campaigns, and \$80 on Presidential campaigns on anything related from their campaign - including from personal finances. Rules can be created to account for circumstances like subscriptions.

All elections guides must be clearly published on the USG website, linked on any USG social media accounts, and linked on any USG newsletter.

The election guide shall remain in effect until the next election guide is approved by the Senate. Any candidate running for a future USG office shall abide by the guidelines contained within.

The Elections Commission must enforce the elections guide during active election periods. Appeals of Elections Commission decisions must be handled by the Court through their case process outlined in the USG Bylaws. When there is not an ongoing election, all cases related to the elections guide must be handled by the Court. Sanctions involving removing votes from a

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candidate or removing a candidate from the ballot must be made unanimously by the deciding body.

Subsection 7: Student Life Committee

The Student Life Committee seeks to facilitate a fulfilling, engaging, and healthy campus community that engages with a variety of campus partners in order to maximize the student experience at the University of Denver. The committee's mission statement is as follows:

The Student Life Committee exists to advocate for the success and health of all DU undergraduate students. The Committee will accomplish this mandate through consulting with students, working with campus partners, and through the committee members undertaking individual initiatives to promote the best experience possible for undergraduate students at DU.

The Student Life Committee shall consist of at least one of each of the On-Campus Senators and Off-Campus Senators. Further, the KMC & Recreation Senator shall serve on the Student Life Committee. Following appointment by the committee chair, the Student Safety and Equity Senator shall serve on the Student Life Committee. Until such a time as the Student Safety and Equity Senator is selected by the Senate, the Senate Affairs Chair may serve in their place and advise the Committee on their selection. There shall be at least four members of the committee including the Chair. Further members may be designated by the President Pro Tempore.

Internal Bylaws:

The first meeting of each quarter is to be dedicated to discussing the most pressing issues facing DU undergraduate students with the goal of finding a set of issues that the committee will set about working on.

Upon establishing a list of goals the committee shall vote on setting them for the quarter. Individual goals may be changed or even removed from the priority list upon a change in conditions on campus. Modifying such a goal requires a majority vote from the committee.

The Committee Chair is endowed with the right to assign tasks to committee members as they see fit;

These tasks must directly relate to and further the goals decided upon by the committee. The committee member may deny the assignment for reasons of personal disagreement, time management, or personal health.

Once per quarter a member of the Student Life Committee must meet with a representative from each of the following offices to gather information about new policies and initiatives or inform the office of concerns from the student body:

- a. Club Sports and Recreation/Kennedy Mountain Campus (KMC)
- b. Health and Counseling Center (HCC)
 - i. Thrive IV
 - ii. Center for Advocacy, Prevention, and Empowerment (CAPE)
- c. Spiritual Life
- d. Student Disability Services (SDS)
- e. Office of Equal Opportunity and EOIX
- f. Queering DU Committee

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To amend these internal bylaws requires a 2/3 majority vote of the committee and approval from the Senate Affairs Chair and President Pro Tempore.

Subsection 8: Student Organizations Committee

The purpose of the Student Organizations Committee (hereafter, the SOC) shall serve to oversee undergraduate student organizations, including but not limited to the management of licensing of student organizations, the stewardship of all policy relevant to student organizations, and the SOC shall maintain the power to sanction student organizations in accordance with these Bylaws.

The SOC shall consist of members appointed by the President Pro Tempore. There shall be at least three members of the SOC including the Chair. There must be at least one member of the Finance Committee excluding the chair of the Finance Committee on the Student Organizations Committee.

The SOC shall license undergraduate student organizations, administer programming and general accountability requirements, and maintain a student organizations liaison program. The Student Organizations Committee shall have the power to sanction student organizations for violations of University, Undergraduate Student Government, and Student Organizations Committee policies and regulations. This sanctioning process will be superseded by, and separate from, the sanctioning process established by university entities, such as the office of Student Rights and Responsibilities.

With a simple majority approval from the committee, the chair of the SOC may take interim action against a Registered Student Organization for extraordinary violations of University, USG, or SOC policies and regulations until an investigation is completed. This interim action will be limited to the temporary suspension of RSO licensure and/or restriction of RSO benefits. Any interim action authorized by the committee will include a defined expiration date.

Any RSO applicant may request an exemption to any registration requirement established by the SOC. The SOC will consider whether the exemption request will contribute to the well-being of the organization and RSO community, and not infringe on the rights of other RSOs. The SOC shall approve, deny, or modify the exemption request by a simple majority vote. The SOC shall have the power to limit the scope and/or duration of the exemption.

All regulations passed by the SOC during an academic year will remain effective indefinitely until repealed or otherwise amended by a bill introduced by the SOC or the Senate. SOC rules and regulations may be enacted and amended by a bill in the Senate, whereas the sponsor does not have to be a member of the SOC.

Subsection 9: Sustainability Committee

The Sustainability Committee seeks to cultivate a socially and environmentally responsible community that provides for the needs of the present without compromising the needs of the future.

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The Sustainability Committee shall maintain all projects instituted by previous Sustainability Committees. Furthermore, to maintain sustainable initiatives, the Sustainability Committee shall continue all fiscal commitments as long as the commitments would not severely and grossly limit functions of the Sustainability Committee.

The Sustainability Committee (SUSCOM) shall be an internally governed committee. SUSCOM shall design and approve their own committee bylaws and rules of procedure, to be confirmed by a majority of their own members. All bylaws and rules of procedure must be submitted to the Senate Affairs Chair and Archivist for documentation.

The President shall nominate one USG Senator to be the Chair of the Sustainability Committee, to be confirmed by a $\frac{2}{3}$ majority vote by the Senate. The Chair of the Sustainability Committee shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee.

The committee shall consist of no more than 15 members. The Committee shall consist of a minimum of five members, including the Chairperson.

All confirmed committee members are eligible to vote, with the exception of the Chair, who only votes as a tiebreaker.

All students who pay the student activity fee are eligible to be members of the committee, provided that they have a demonstrated interest in promoting sustainability at the University of Denver.

The members of the committee shall be appointed by the Sustainability Committee Chair. Any member of the USG as defined in the USG Constitution, including but not limited to members of the USG Senate, are encouraged to submit to the Chair and Vice-Chair a statement expressing their interest in joining the Committee in order to be considered for membership. The statement should include the individual's commitment to sustainability at the University of Denver and their ideas for furthering sustainable efforts on campus.

The Sustainability Committee External Chair may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Diversity Committee External Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a $\frac{2}{3}$ majority in the Senate. The Sustainability Committee shall designate procedures for vacancies of membership in their internal bylaws.

A minimum of \$50,000 shall be allocated from the USG Finance Committee during spring allocation for the following academic year, per USG Finance Committee Bylaws and Policies.

Article IV: The Court

Section 1: Mission

The purpose of the Judicial Branch shall be to evaluate cases and inquiries based on the governing documents of the Undergraduate Student Government (USG) and Registered Student Organizations' (RSO) Bylaw(s). The Judicial Branch shall consist of one Court, which shall serve as the official body appointed to adjudicate cases and inquiries from eligible individuals.

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Cases and inquiries include any individuals' complaints against action in violation of governing documents, ensuring the integrity of the USG and all constituents they serve.

Justices must follow the USG Code of Ethics. Justices must recuse themselves from cases if they have personal, professional, or financial conflicts of interest. They can be forcibly recused for failure to comply or automatically recused if they file a case against a non-USG group or individual.

Section 2: Leadership

The Justice Primus is responsible for coordinating the development and review of the Case Proceedings and shall submit any changes for amendment and approval by the Senate no later than the fifth Senate Meeting of a new academic year.

An individual must sit on the Court for at least one academic quarter (not including the Summer Quarter) as a Justice before being appointed to the Justice Primus position. In extenuating circumstances where there are no returning justices, the outgoing President, Vice President, and Justice Primus must unanimously support an individual for the position prior to senate confirmation.

Section 3: Positions

The Court shall consist of between three and nine justices, including the Justice Primus.

- A. The President shall nominate all new Justices and, the Justice Primus.
- B. Justices shall be currently enrolled students and shall not be members of an elected or appointed office of the Executive or Legislative Branches.
- C. Court Appointments shall be confirmed by a 2/3-majority vote of the Senate and sworn in by taking the oath of office outlined in Article 1 Section 2; the confirmation process shall be outlined in the Senate Affairs Bylaws.
- D. With the recommendation of the Justice Primus who was seated for term of the previous USG President, Justices do not have to be reappointed by the new USG President; thus, recommended Justices do not have to undergo Senate reconfirmation. Justices who were not recommended by the Justice Primus are welcome to reapply but must undergo Senate reconfirmation.
- E. Justices may serve up to 12 quarters, excluding the Summer Quarters, and a Justice may serve consecutive terms.
- F. All members of the Court must be in good disciplinary standing with the University and act in accordance with all Honor Code and Student Conduct Policies and Procedures.

Section 4: Logistics

Subsection 1: General Attendance

Justices may not have more than 3 absences from weekly meetings per quarter, except in extenuating circumstances at the discretion of the Justice Primus.

In the case of an absence, Justices should notify the Justice Primus within 2 hours of the weekly meeting start time, except in extenuating circumstances at the discretion of the Justice Primus.

The Court must collectively decide on the time of weekly meetings for each quarter. Justices who have conflicting schedules with weekly meetings may not be excused for an entire quarter. They will be automatically removed from the Court.

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Subsection 2: Case Attendance

One third of the Court is required to be present for additional meetings related to cases.

A Justice must attend at least 1/2 of case interviews to be eligible to vote on said case.

Stemming from extenuating circumstances, the Justice Primus may grant the power to a Justice who did not attend 1/2 or more of the case interviews to vote on the case.

Subsection 3: Abroad Attendance

The attendance policy shall be waived for the entire term.

Justices studying abroad are not permitted to engage in Court proceedings during their term abroad.

Upon returning from Study Abroad, previously-sitting Justices are not deemed as new.

A sworn in Justice Primus must be present on the DU campus while holding the position. If a Justice Primus goes abroad, they must step down and may recommend a replacement.

Subsection 4: Vacancies

A Justice may resign their position only by notification in writing to the President, Vice President, President Pro Tempore, and Judicial USG emails. The Senate will be notified of the resignation in the Judicial meeting minutes the following Senate meeting.

Subsection 5: Removal Process

The Justice Primus and members of the Court may be removed from their position through a case to the Judicial Branch. Any member of the Legislative, Executive, or Judicial branch can file a case with the Court calling for the removal of a sitting Justice.

This case must follow the proceedings of the Court outlined in Article IV, Section 5. The member(s) in question must recuse themselves from the case proceedings. Because of the different nature of this case, all redaction rules shall be reversed and all information regarding the case and its proceedings shall be made public to the entirety of USG during the entire process. Along with the sitting Justices there shall be three additional USG members who join case proceedings.

- Representative from the Senate Affairs Committee
- Senator
- Senator

Representatives must unanimously be nominated by the President, Vice President, President Pro Tempore, and confirmed by the Senate. If the case decision calls for removal of Justices, this removal must then be processed in a 2/3 vote of the Senate.

Section 5: Case Proceedings

Subsection 1: Submission Process

Any Individuals as defined in Article IV, Section 5, Subsection 2 may submit an inquiry to the Court for consideration.

Upon receiving an inquiry, the Justice Primus shall issue a response to the filing party within 72 hours and the full Court shall convene within five business days to consider the inquiry.

The Justices shall construct and approve a response by a majority vote and alert the filing party of their decision to accept or reject the case within those five business days.

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If a case is received within ten business days of the end of fall or winter quarters or the start of week 7 of spring quarter, the case will be automatically pushed to the first week of the following quarter. Case inquiries submitted during the summer quarter shall be pushed to fall quarter, to be heard following the third Senate Meeting of a new academic year.

Upon the acceptance of a given case, the Court shall adhere to the case format in Article IV, Section 5, Subsection 4.

Subsection 2: Case Eligibility

External

Individuals eligible to file cases with the Court are defined as

- Individuals elected or appointed to USG.
- Individuals running for elected positions on USG.
- Individuals actively seeking a nominated position within USG.
- Individuals elected or appointed to executive board positions on entities that qualify as recipients of USG funding (including RSOs).
- Individuals who are registered members of RSOs.
- Individuals in the registration process for a student organization. Internal
- Justices are not allowed to file cases against individuals of the Legislative and Executive branches.

Subsection 3: Recusal

- A. Justices may recuse themselves from the case proceeding and abstain from voting for the following reason: The member has a professional relationship that may be impacted by the case outcome.
- B. Justices must recuse themselves from the case proceeding and abstain from voting for the following reasons: The member has a personal or financial investment in an individual or group that may be impacted by the case outcome or any other reason in which their impartiality may be compromised and/or heavily biased.
- C. Justices who knowingly subscribe to the previously stated reasons yet do not recuse themselves may be forcibly recused by a majority vote of the Court.
- D. If a Justice files a case against non-USG group/individual they shall be automatically recused from all conversations related to the case and the case itself.

Subsection 4: Case Structure

Interviews

- A. The Court shall interview the plaintiff/s and defendant/s.
- B. At least 1/3 of the Court must be present when interviewing individuals for cases, whether it be in person or online.
- C. At least one member of the Court must record interviews or take notes for the purpose of record keeping.
- D. Recordings are to be maintained for the duration of the academic year and are to be deleted upon the conclusion of the academic year.

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- E. If the case impacts any process of any Senate Committee, the chair of the committee will be contacted prior to the start of interviews. If a Senate Committee chair cannot be notified, the Court will notify the President Pro Tempore.
- F. The Court shall independently request interviews based upon recommendations from the Plaintiff/s, Defendant/s, and their own discretion.
- G. The Court may request to interview university officials.

Evidence Collection

- A. Material evidence is defined as any physical or digital record, item, object, etc.
- B. Digital evidence includes all forms of professional communication (Email, Teams, Slack, GroupMe, etc.)

Court Deliberation & Vote

- A. The Court shall meet privately to discuss the evidence amongst themselves.
- B. All decisions by the Court are by majority vote. In the event of a tie the Justice Primus will make the final decision.
- C. The Court shall vote following a unanimous decision that the discussion has concluded. Justices may have 24 hours from the end of the discussion to finalize their votes.
- D. Liability Vote - Justices shall first vote to decide whether the Defendant(s) is liable for the claim brought against them.
- E. Sanction Vote - If the Court finds the Defendant(s) liable, the Court shall vote on an adequate sanction based on the action and intention.
 - a. Action was committed purposefully.
 - b. Action was committed knowingly.
 - c. Action was committed recklessly.
 - d. Action was committed negligently.

Interim Action

The Court, by a unanimous vote, may impose an interim suspension on any USG Official that is actively a Defendant in a case. The interim suspension may be imposed for up to two weeks with another one-week renewal by another unanimous vote of the Court. During the interim suspension, the USG Official is not permitted to invoke their official title in any communication except for communications with the Court on Outlook or Teams. The Court, by a unanimous vote, may prohibit the individual from attending any USG-related meetings, excluding Senate or Executive meetings within the time of the interim suspension. Violations of the interim suspension will be noted in the opinion for the case and considered by the Court when deciding upon sanctions.

Sanctions

Following a decision that finds the official responsible and taking into consideration the severity of the violation, the Officials attitude about the violation, and any prior violations, the Court shall have the right to issue any of the following sanctions. These sanctions include but are not limited to:

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- A. No Action - The charge is considered to be an acceptable minor violation.
- B. Written Warning - The Official is formally warned that these actions are in violation. The warning is added to the Judicial Branch's Court Cases Teams.
- C. Loss of Good Standing - The Official may not represent their organization. Officials who have lost good standing may not represent themselves as Officials of their organization to anyone outside the organization. Any violation of this restriction is grounds for additional sanctions.
- D. Restorative Action – The Official is required to write a formal statement citing their violation and outlining how they intend to avoid this violation in the future. This statement will be stored in the Judicial Branch's Court Cases Teams. Within four academic weeks, the Justice Primus will follow up with the Official to verify compliance with their statement. This must be conducted in-person or on an official communication channel. If the statement is not sent to the Justice Primus within 10 business days of the Case Outcome Notification or if the Official is not in compliance with their statement within the aforementioned timeframe, the Official will be sanctioned with Removal.
- E. Removal - The Official will be permanently removed from their position.
- F. Removal With Bar from Future Participation in Their Organization – The Official will be permanently removed from their position and is not allowed to rejoin their organization in any leadership capacity.

Court Opinion

Justices shall elect an individual from the majority to write the opinion. If the Justice Primus is in the majority, they shall be the default Justice to write the opinion; however, if the Justice Primus is in the minority, the Court may vote on who shall write the opinion. Any member of the Court is permitted to write a concurring or dissenting opinion on the matter.

Court opinions shall include the following information: background, relevant facts, evidence collected, majority opinion, final decision, sanction, dissenting, and concurring opinions (if applicable).

Court Opinions shall be published in the general Judicial Teams folder; all identifying information about involved individuals shall be redacted.

Case Outcome Notification

The court shall notify the plaintiff(s) and defendant(s) through email of the Court's opinion and sanction.

For cases regarding USG removal, the Court shall present a summary of the case (with reasonable redaction if necessary) in the Senate session immediately following the conclusion of the case. If Senators have questions, they may ask them individually during office hours or during a scheduled meeting.

Final Authority

The Court has final authority on all cases regarding legislation passed by the Senate, election controversies, and internal RSO matters pursuant to the RSO's Constitution and Bylaws.

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Cases with sanctions involving removal of a USG Official must be passed by a $\frac{3}{4}$ vote of USG Leadership as defined in Article I.

The Court does not accept cases regarding compliancy & licensing with RSO regulations, RSO P-Card misuse, or violations of Equal Opportunity & Title IX (EOIX) and Student Rights & Responsibilities (SRR) policy.

Appeal

Following the release of a Court opinion and sanction, plaintiff(s) or defendant(s) have five business days to file a procedural appeal. The Court will only consider appeals based on the existence of procedural errors so substantial that they could have affected the Court's decision. This case must follow the proceedings of the Court outlined in Article IV, Section 5, Subsection D.

- A. Because of the different nature of this case, all redaction rules shall be reversed and all information regarding the case and its proceedings shall be made public to the entirety of Senate during the entire process.
- B. Along with the sitting Justices there shall be five additional USG members who join case proceedings.
 - a. Representative from the Senate Affairs Committee
 - b. Senator
 - c. Senator
 - d. Senator
 - e. Senator

Representatives must unanimously be nominated by the President, Vice President, President Pro-Tempore, and confirmed by the Senate.

If the case decision calls for removal of Justices, this removal must then be processed in a $\frac{3}{4}$ vote of the Senate.

Section 6: Archives

PDF copies of the Court's formal opinion and the initial email thread initiating the case shall be archived. These materials shall be archived in the private Judicial Cases folder. Said archived materials shall exist as precedent for future Courts. All other case materials shall be deleted.

Section 7: Redaction

The purpose of redacting information from public information is to protect any sensitive and/or confidential information from those not seated on the Court.

Materials subject to redaction shall include but not be limited to:

- Inquiries for advising from the Court,
- Court opinions,
- Interview notes, emails, and evidence,
- Petitioner identity & personal information,
- Sensitive material discussed with external visitors.

Section 8: Amendment Process

The Court shall be vested to propose amendments to their bylaws, excluding Section 5: Case Proceedings at any point past the third Senate Meeting of a new academic year, and involve all impacted parties (USG Leadership, Senate Committees, Executive Chairs) if necessary. If the amendment passes within the Court, it shall then be voted on by the Senate to be confirmed by a 2/3 majority vote.