



# Student Government

## Governing Codes of the Student Government Association of the University of Kentucky (UKSGA)

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# Title I

# The General Codes

## CHAPTER 100: ORGANIZATION OF THE GOVERNING CODES

- 100.1 All UKSGA statutes shall be compiled in a codification known as the UKSGA Governing Codes, hereinafter referred to as the Governing Codes. Upon assembly of a quorum, the Governing Codes may be amended through a bill passed by a simple majority of Senators present and voting and then signed by the Student Body President
- a. Should the Student Body President opt to veto a bill, the Senate may override that veto using the procedure established in the appropriate governing document.
- 100.2 The Governing Codes shall be arranged by subject matter within the six (6) main titles, each composed of a number or numerically designated chapters, according to the following scheme:
- Title I (Ch. 100-199) The General Codes
- Title II (Ch. 200-299) The Seante
- Title III (Ch. 300-399) The Executive
- Title IV (Ch. 400-499) The Judiciary
- Title V (Ch. 500-599) Interbranch Affairs
- Title VI (Ch. 600-699) Elections
- 100.3 Each chapter shall be subdivided by means of a decimal arrangement carried out to two or more decimal places. The decimal place shall represent a chapter's section. A subsection shall be referenced by lower-case letters. A subsection's subsection shall be represented by Romanettes.
- a. For example, Chapter 100 would begin with 100.1 with potential subsection 100.1(a) and potential sub-subsection 100.1(a)(i). Subsections shall relate back to the previous section. Sub-subsections shall relate back to the previous subsection.
- 100.4 The Senate Speaker and Senate Speaker Pro-Tempore shall work jointly to further classify statutes to provide a logical, orderly, and comprehensive arrangement of the Governing Codes by subject matter. Such classification shall be made prior to debate on a proposed bill in the Senate.
- a. The UKSGA Clerk has the authority to make corrections to spelling and non-punctuation typographical errors in any piece of legislation, with the advice and consent of the Senate Speaker.
- 100.5 There shall be one official copy of the UKSGA Governing Codes. This shall be kept in the UKSGA office and made available to all students electronically. The UKSGA Clerk is responsible for continuous maintenance of the official copy of the UKSGA Governing Codes such that at any given time they reflect all legislation enacted as of that time. The Governing Codes must also be published on the UKSGA website and BBNvolved and it is the responsibility of the UKSGA Clerk to maintain them.

## CHAPTER 101: DEFINITIONS

101.1 Throughout the Governing Codes, the following terms and definitions shall be used:

- a. “UKSGA” shall be defined as the University of Kentucky Student Government Association.
- b. “Benefit” shall be defined as personal gain or advantage, including but not limited to financial or political gain.
- c. “Conflict” or “Conflict of Interest” shall be defined as a situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
- d. “Harm” shall be defined as any verbal, written, or printed communication which directly or by interference is:
  - i. Defamatory to another person’s reputation; or
  - ii. Could reasonably cause the denial or termination of membership of another in UKSGA without due process of the law; or
  - iii. Any unlawful interference with the person and/or property of another person; or
  - iv. Discriminates against any person in violation of federal or state law or the University’s Governing Regulation I(D) concerning the equal dignity of persons.
- e. “Pecuniary Gain” shall be defined as any dealing with money, monetary or financial, or something able to be evaluated in terms of money, in which an active member stands to obtain an unreasonable benefit due to their position; this does not include funding opportunities through UKSGA.
- f. “KRS” shall be defined as “Kentucky Revised Statutes,” the governing statutes of the Commonwealth of Kentucky.
- g. “Academic Days” shall be defined as 8:00 AM to 5:00 PM, Monday through Friday, during the Fall and Spring semesters, excluding federal or university-recognized holidays, days on which classes are not held, and/or days on which offices may be closed.

## CHAPTER 102: THE PRIMACY OF THE STUDENT BODY

- 102.1 UKSGA is the representative of the student body under University of Kentucky Governing Regulations, elected by the student body, who has the right to establish and amend its governing codes. UKSGA has the right to alter the UKSGA Governing Codes that govern it in alignment with all applicable federal and state laws and the UKSGA Constitution.
- 102.2 Any member may petition the Elections Board of Supervisors, hereinafter referred to as the Elections Board, to hold a referendum. A referendum shall fall into one of the following categories:
- a. A legislative referendum wherein a bill amending the Governing Codes is posed to the student body for consideration at an election; or
    - i. The Student Body President still reserves the right to veto said bill, but the Senate can override with a simple majority.
  - b. A policy referendum wherein a resolution stating the student body's position on a given issue is posed to the student body for consideration at an election.
- 102.3 For a referendum to be formally proposed, five hundred (500) or more members shall petition the Elections Board.
- a. Any petition with less than five hundred (500) members in support shall be discarded by the Elections Board.
- 102.4 The final day for a member to petition a referendum in a given semester shall be twenty (20) academic days following the first day of classes.
- a. A petition for a referendum shall be considered only during the fall and spring academic terms.
- 102.5 Policy Referendum questions approved by a majority of the students voting on the question shall be considered enacted and shall be treated in the same manner as all other joint resolutions adopted by UKSGA. Legislative Referendum questions approved by a majority of the students voting on the question shall be considered enacted and shall be treated in the same manner as all other bills adopted by UKSGA.
- a. The Student Body President retains the right to veto any item approved through a legislative referendum. The Senate, through an absolute majority vote, may override any such veto.
    - i. Any veto shall be transmitted within five (5) academic days of the official results affirming the approval of a legislative referendum.
- 102.6 All petitions filed with the Elections Board shall satisfy all of the following requirements:
- a. All names shall be the signature of the member who allegedly signed the petition;
  - b. All names be signed exactly as that member's name is recorded with the Registrar's Office;
  - c. All names shall be followed by the member's LinkBlue and University of Kentucky email address;
  - d. Each page containing signatures shall include the identity and signature of the person responsible for securing signatures for that page. That person shall certify that different individuals made all the signatures and that no threats or coercive statements were made to induce a person to sign.

- i. For the purpose of counting the number of signatures, the signature of the responsible person required by this section shall be counted only once.

102.7 The Solicitor General, Student Affairs Chair, and Outreach Chair shall review and amend the referendum to ensure that it effectively conveys its legislative intent.

- a. The lead petitioner shall consent to any amendments the Senate Executive Council offers. Should the lead petitioner not consent to an amendment, that amendment shall be discarded.

102.8 Failure to meet the requirements of Governing Codes set forth in the appropriate statutes may result in particular signatures or the entire petition being disqualified by the Elections Board.

- a. The Elections Board may, at their discretion, use a random sampling technique to verify signatures.

## CHAPTER 103: THE THREE BRANCHES OF GOVERNMENT

103.1 UKSGA shall consist of three co-equal branches of government, those being:

- a. The Legislative Branch, composed of the Senate, charged with establishing the policies of UKSGA;
- b. The Executive Branch, composed of the Student Body President, Student Body Vice President, the Executive Cabinet, and the Executive Staff, charged with executing the policy and establishing the initiatives of UKSGA; and
- c. The Judicial Branch, composed of the General Court, Supreme Court, Elections Commissioner, and Elections Board of Supervisors, charged with interpreting the policy of UKSGA.

103.2 A member shall hold no more than one position in UKSGA at any one time.

- a. A member shall be permitted to hold an officer position jointly with another position in that same branch. Such circumstances include but are not limited to:
  - i. Serving as a Senator and Senate Speaker;
  - ii. Serving as a Senator and Senate Speaker Pro-Tempore; and
  - iii. Serving as a Senator and a Committee Chair.
- b. This provision shall not preclude the Student Body Vice President from jointly exercising their responsibilities as President of the Senate.

103.3 A member who holds a position shall automatically resign that office upon confirmation to another position in UKSGA.

## CHAPTER 104: OPEN MEETINGS

104.1 All UKSGA meetings are public business and shall not be conducted in secret. Any legislative changes adopted by the Commonwealth of Kentucky's legislature to the relevant statute on public business shall be incorporated herein.

104.2 A meeting may be conducted in a closed session, restricting attendance to only members of the body conducting the session, provided said meeting includes at least one of the following as an agenda item:

- a. Discussions of proposed or pending litigation against or on behalf of UKSGA;
- b. Discussions or hearings that might lead to the appointment, discipline, or dismissal of an individual UKSGA student employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret;
- c. Discussions between UKSGA and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the sitting, retention, expansion, or upgrading of the business;
- d. Committees of the Senate other than Standing Committees;
- e. Deliberations of judicial or quasi-judicial bodies regarding individual adjudications or appointments, at which neither the person involved, their representatives, nor any other individual not a member of UKSGA's governing body or staff is present, but not including any meetings of planning commissions, zoning commissions, or boards of adjustment;
- f. Meetings that federal or state law specifically require to be conducted in privacy;
- g. Meetings which the UKSGA Constitution provides shall be held in secret.

104.3 Any meeting held in closed session by any body is subject to the following regulations:

- a. Notice shall be given in regular open meetings of the general nature of the business to be discussed in closed session and the reason for the closed session;
- b. Closed sessions may be held only after a motion is made and carried by a majority vote in an open, public session;
- c. No final action may be taken at a closed session; and
- d. No matters may be discussed at a closed session other than those publicly announced prior to convening the closed session.

104.4 UKSGA may conduct any meeting through video teleconference. Notice of a video teleconference meeting shall:

- a. Clearly state that the meeting shall be [or contain] a teleconference; and
- b. Provide specific information on how any member of the public or media organization may view the meeting electronically; and
- c. In any case where UKSGA has elected to provide a physical location, or in any circumstance where two (2) or more members of UKSGA are attending a video teleconference meeting from the same public location, precisely identify a primary physical location of the video teleconference where all members can be seen and heard and the public may attend; and

- d. The same procedures with regard to participation, distribution of materials, and other matters shall apply in all video teleconference locations. Members who participate in a video teleconference shall remain visible on camera at all times that business is being discussed; and
- e. Any interruption in the video or audio broadcast of a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored; and
- f. If a regular meeting is changed to a video conference, the meeting shall remain a regular meeting if the meeting occurs on the same date and time as originally scheduled and UKSGA provides a notice that meets the requirements of subsections (b) through (d) of this section.

104.5 The UKSGA Clerk shall be responsible for the recording of each Full Senate meeting.

104.6 The UKSGA Clerk shall publish the video of the Full Senate meeting within two (2) academic days of the meeting's conclusion.

- a. All Standing Committee Vice Chairs shall send the video recordings of their meetings to the UKSGA Clerk within two (2) academic days of the meeting's conclusion.

104.7 The UKSGA Clerk shall establish and maintain a public, web-based platform containing all recorded Full Senate and Standing Committee meetings.

104.8 Recordings, or portions of recordings, from the UKSGA video archives shall be permitted for use as evidence in any censure, impeachment, or action before a judicial body.

104.9 Full Senate members who do not consent to be recorded for the purpose of the UKSGA archives shall not be permitted to attend Full Senate meetings until their consent is received.

## CHAPTER 105: PUBLIC RECORDS

105.1 Any request to review UKSGA records pursuant to the Kentucky Open Records Act, KRS 61.870 to 61.884, shall be directed to the Open Records division of the University of Kentucky Office of Legal Counsel.

105.2 UKSGA shall be responsible for the live streaming and recording of all in-person and virtual Full Senate Meetings.

## CHAPTER 106: ETHICS

### 106.1 No active member of UKSGA shall:

- a. Fail to disclose their participation in any private business or professional activity where there is a conflict between that private interest and the best interests of the Student Body;
- b. Fail to disclose any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Student Body;
- c. Misuse or allow the misuse of UKSGA property, facilities, or personnel of any kind;
- d. Give, offer, or promise any monetary or other benefit to any active member of UKSGA not authorized by UKSGA legislation under any circumstance;
- e. Give, offer, or promise any official UKSGA resource or other benefit to any member or registered student organization if not authorized by UKSGA legislation under any circumstance;
- f. Solicit or receive any outside compensation for acting within their official capacity in UKSGA;
- g. Harm any person in violation of any federal, state, or local law;
- h. Aid, advise, procure, or in any way coerce another active member to act in violation of this legislation;
- i. Utilize their position for pecuniary gain.

106.2 A violation under this legislation may be cause for impeachment, censure, or removal from office.



# Title II

# The Senate

## CHAPTER 200: THE SENATE

200.1 Title II, encompassing chapters 200-299, shall exclusively pertain to the structure and governance of the Senate, including but not limited to the Senate and its membership, as outlined in Article I of the constitution.

- a. Title II may also outline the interactions of the Senate with other entities, internal to UKSGA and otherwise.

200.2 Throughout Title II, the following terms and definitions shall be used:

- a. A “bill” shall be defined as a piece of legislation that offers amendments to the Governing Codes, requiring the signature of the Student Body President or for the Senate to override their veto for adoption.
- b. A “resolution” shall be defined as a piece of legislation that approves the nomination of a member of the Executive Cabinet or the executive staff, establishes the Rules of the Senate, or offers amendments to the Rules of the Senate, requiring solely the consent of the Senate for adoption.
- c. A “joint resolution” shall be defined as a piece of legislation establishing the opinion of UKSGA on matters relating to the student body, offering commendations to member(s) on behalf of UKSGA, or outlining priorities or goals of UKSGA. Joint resolutions require the signature of the Student Body President or for the Senate to override their veto for adoption.
- d. “Inauguration” shall be defined as the formal administration of the oath of office.
- e. A “simple majority vote” shall be defined as a vote consisting of fifty percent (50%) or more of all voting members in attendance at a given meeting.
- f. A “supermajority vote” shall be defined as a vote consisting of sixty-seven percent (67%) or more of all voting members in attendance at a given meeting.
- g. An “absolute majority vote” shall be defined as a vote consisting of fifty percent (50%) or more of all voting members of the respective voting body.
- h. An “absolute supermajority vote” shall be defined as a vote consisting of sixty-seven percent (67%) or more of all voting members of the respective voting body.
- i. The “Senate Calendar” shall be defined as the legislative calendar consisting of the regular meeting dates and times of the Full Senate, Senate Executive Council, and Standing Committees.
- j. A “regular meeting” shall be defined as any meeting listed on the Senate Calendar of meetings approved by the Full Senate.
- k. A “special meeting” shall be defined as any meeting not listed on the Senate Calendar of meetings approved by the Full Senate.
- l. A “quorum” shall be defined as when fifty percent (50%) of current Senators assigned to the designated body are present.
- m. “Consent items” shall be defined as the agenda for a given meeting and the minutes from the preceding meeting(s) pending approval.
- n. “Orders of the day” shall be defined as business items for a given meeting, including legislation and election of officers.
- o. “Officer reports” shall be defined as brief reports from the officers of the appropriate body of the Senate and other individuals as designated by the presiding officer.
- p. A “veto statement” shall be defined as a statement from the Student Body President explaining their veto of a bill or joint resolution.

- q. “Registered Student Organization (RSO)” shall refer to a student organization that is officially registered with the University of Kentucky’s Office of Student Organizations and Activities and recognized as such.
- r. “Fiscal Year” shall refer to the annual period of July 1<sup>st</sup> through June 30<sup>th</sup>.

## CHAPTER 201: THE COMPOSITION OF THE SENATE

201.1 The Senate shall be composed as prescribed in Article I, Section 1 of the UKSGA Constitution.

201.2 There shall be one (1) College Senator elected by and from each college. There shall also be one (1) College Senator elected by and from the Martin School and one (1) College Senator elected by and from the Patterson School.

- a. The Senate shall no later than its second regular meeting in the spring semester adopt a resolution recognizing the appropriate College Senator positions.

201.3 There shall be two (2) additional types of Senators, those being Senators-at-Large and First-Year Senators.

- a. There shall be Senators-at-Large.

- i. The total number of Senators-at-Large shall be no less than thirty (30) and no more than thirty-six (36).
- ii. There shall be two (2) classifications for Senators-at-Large, in accordance with the following:

### A. Undergraduate Senators-at-Large

1. Undergraduate Senators-at-Large shall be elected by the undergraduate student population annually during the spring election.
2. To serve as an Undergraduate Senator-at-Large, a member must be classified as an undergraduate student by the University of Kentucky at the beginning of the subsequent fall academic term following the spring election. If appointed to this position, a member must be classified as an undergraduate student at the time of their appointment.

### B. Graduate and Professional Senators-at-Large

1. Graduate and Professional Senators-at-Large shall be elected by the graduate, professional, and post-doctoral student population annually during the spring election.
2. To serve as a Graduate and Professional Senator-at-Large, a member must be classified as a graduate, professional, or post-doctoral student by the University of Kentucky at the beginning of the subsequent fall academic term following the spring election. If appointed to this position, a member must be classified as a graduate, professional, or post-doctoral student at the time of their appointment.

- iii. The number of Senators-at-Large belonging to each classification shall be set in accordance with the following:

- A. The total number of students at the University of Kentucky, minus those classified as freshmen, shall be calculated from the University's

enrollment statistics and referred to as the student population throughout this chapter. The percentage of the student population classified as undergraduate students, excluding freshmen, will then be calculated, as well as the percentage of the student population classified as graduate, professional, or post-doctoral students.

- B. The total number of Senators-at-Large shall begin at (30) each year.
- C. The number of Senators-at-Large belonging to each classification shall be calculated based on the relevant statistics.
  - 1. The percentage of Senators-at-Large classified as Undergraduate Senators-at-Large shall be within five (5) percent of the student population classified as undergraduate students, excluding freshmen.
    - (a) There shall be no less than seventeen (17) Senators-at-Large classified as Undergraduate Senators-at-Large.
  - 2. The percentage of Senators-at-Large classified as Graduate and Professional Senators-at-Large shall be within five (5) percent of the student population classified as graduate, professional, or post-doctoral students.
    - (a) There shall be no less than eight (8) Senators-at-Large classified as Graduate and Professional Senators-at-Large.
    - (b) If necessary to comply with the aforementioned requirements, the total number of Senators-at-Large may be expanded up to thirty-six (36).
- b. There shall be First-Year Senators.
  - i. The total number of First-Year Senators shall be no less than ten (10) and no more than sixteen (16).
  - ii. There shall be two (2) classifications for First-Year Senators, in accordance with the following:
    - A. Undergraduate First-Year Senators
      - 1. Undergraduate First-Year Senators shall be elected by the first-year undergraduate student population annually during the fall election.
        - (a) To serve as an Undergraduate First-Year Senator, a member must be classified as an undergraduate student at the University of Kentucky in their first semester enrolled in an undergraduate degree program at the University of Kentucky at the beginning of the fall academic term. If appointed to this position, a member must be classified as an undergraduate student at the time of their appointment and have been in their first semester enrolled in an undergraduate degree program at the University of

Kentucky at the beginning of the fall or spring academic term.

B. Graduate and Professional First-Year Senators

1. Graduate and Professional First-Year Senators shall be elected by the first-year graduate and professional student population annually during the fall election.
2. To serve as a Graduate and Professional First-Year Senator, a member must be classified as a graduate or professional student by the University of Kentucky in their first semester enrolled in a graduate or professional degree program at the University of Kentucky at the beginning of the fall academic term. If appointed to this position, a member must be classified as a graduate or professional student at the time of their appointment and have been in their first semester enrolled in a graduate or professional degree program at the University of Kentucky at the beginning of the fall or spring academic term.
  - (a) This clause shall not be taken to prohibit an individual jointly enrolled in a graduate and professional degree program from serving as a Graduate and Professional First-Year Senator.

iii. The number of First-Year Senators belonging to each classification shall be set in accordance with the following:

- A. The total number of students at the University of Kentucky shall be calculated from the University's enrollment statistics and referred to as the true student population throughout this chapter. The percentage of the true student population classified as undergraduate students, excluding freshmen, will then be calculated, as well as the percentage of the true student population classified as graduate, professional, or post-doctoral students and the percentage of true student population classified as freshmen.
- B. The total number of First-Year Senators shall begin at eleven (11) each year.
- C. The number of First-Year Senators belonging to each classification shall be calculated based on the relevant statistics.
  1. The ratio of Undergraduate Senators-at-Large to the undergraduate population, excluding freshmen, of the student population shall be calculated. The ratio of Undergraduate First-Year Senators to the freshman population shall be equivalent to the ratio of Undergraduate Senators-at-Large to the undergraduate population, excluding freshmen.
    - (a) There shall be no less than eight (8) Undergraduate First-Year Senators.

2. The number of First-Year Senators classified as Graduate and Professional First-Year Senators shall be calculated based on the true student population. The combined number of Graduate and Professional First-Year Senators and Graduate and Professional First-Year Senators taken as a percentage of the combined number of First-Year Senators and Senators-at-Large shall be within five (5) percent of the true student population classified as graduate, professional, or post-doctoral students.
    - (a) There shall be no less than three (3) Graduate and Professional First-Year Senators.
    - c. The Senate shall no later than its second regular meeting in the spring semester adopt a resolution recognizing the appropriate number of Senators-at-Large by classification. This resolution shall originate from the Student Affairs Committee.
    - d. The Senate shall no later than its second regular meeting in the fall semester adopt a resolution recognizing the appropriate number of First-Year Senators by classification. This resolution shall originate from the Student Affairs Committee.
- 201.4 The total number of Senators, including all College Senators, Senators-at-Large, and First-Year Senators, shall not exceed 68.
- 201.5 Enrollment statistics for the allocation of Senate seats shall be obtained from the Enrollment & Demographics data provided by the University of Kentucky Office of Institutional Research, Analytics, and Decision Support.
- a. The most recent data available shall be used for the purposes of Senate seat allocations.
- 201.6 Senators shall serve from the time of their inauguration until the time of the inauguration of the next Senate unless they resign or are removed from office.

## CHAPTER 202: THE OFFICERS OF THE SENATE

202.1 There shall be a President of the Senate. The President of the Senate shall be the Student Body Vice President.

- a. The President of the Senate shall serve as the presiding officer of the Senate Executive Council.
  - i. The President of the Senate may, at their discretion, yield the chair to the Senate Speaker.
- b. The President of the Senate shall serve as the principal representative of the student body as a whole in the Senate and preside over the Full Senate when the office of Senate Speaker is vacant.
  - i. Should there be a vacancy in the office of President of the Senate and in the office of Senate Speaker, the Chief Justice of the Supreme Court shall preside over the Full Senate when the office of Senate Speaker is vacant.
- c. The President of the Senate shall cast the tie-breaking vote in the Full Senate, Senate Executive Council, and Standing Committees when the respective body is equally divided.
  - i. The President of the Senate shall not otherwise vote in the Full Senate, Senate Executive Council, and Standing Committees.
- d. The President of the Senate shall set the agenda for meetings of the Senate Executive Council.
  - i. The agenda for a regular meeting shall be subject to approval of a simple majority of the Senate Executive Council.
  - ii. The agenda for a special meeting shall be set solely by the President of the Senate.
- e. The President of the Senate may call special meetings of the Senate Executive Council.
- f. The President of the Senate may cancel meetings of the Senate Executive Council.
- g. The President of the Senate shall authorize the accountability contract for all Senators who are members of the Senate Executive Council, excluding the Senate Speaker, in their capacity as members of the Senate Executive Council.
  - i. This accountability contract may be amended at any time with the consent of the President of the Senate and the relevant member of the Senate Executive Council.
- h. The President of the Senate shall retain all privileges of the floor in the Full Senate, Senate Executive Council, and Standing Committees.
- i. The President of the Senate when presiding over the Senate Executive Council or the Full Senate shall be referred to as “Mr. President,” “Madam President,” or “President” followed by their last name. The President of the Senate when using their privileges of the floor shall be referred to as “President” followed by their last name.
- j. The President of the Senate shall conduct twenty (20) office hours per week during the spring and fall academic terms.
  - i. The President of the Senate may conduct up to seventy-five (75) percent of their office hours outside of the UKSGA office. With the consent of the Student Body President, the President of the Senate may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.

- ii. The President of the Senate may divide these office hours between their responsibilities as President of the Senate and Student Body Vice President.
- k. A former President of the Senate shall retain the title “President of the Senate Emeritus.”
  - i. A President of the Senate Emeritus who remains a member shall have the right to sit as an ex-officio, non-voting member of the Senate and the Senate Executive Council.
    - A. A President of the Senate Emeritus who serves in another role in UKSGA shall forfeit this right until such a time that member no longer serves in that role.
  - ii. A President of the Senate Emeritus when using their privileges of the floor shall be referred to as “President” followed by their last name.

202.2 There shall be a Senate Speaker. The Senate Speaker shall be a Senator elected by a simple majority of the Senate.

- a. The Senate Speaker shall serve as the presiding officer and primary representative of the Senate.
  - i. The Senate Speaker shall preside over all sessions of the Full Senate.
    - A. The Senate Speaker may, at their discretion, yield the chair to the Speaker Pro-Tempore or the Committee Chair of a Standing Committee.
  - ii. The Senate shall conduct no other business related to the orders of the day when there is a vacancy in the office of Senate Speaker until such a time that a member is successfully elected Senate Speaker.
- b. The Senate Speaker shall set the agenda for meetings of the Full Senate.
  - i. The agenda for a regular meeting shall be subject to approval of a simple majority of the Full Senate.
  - ii. The agenda for a special meeting shall be set solely by the Senate Speaker.
- c. The Senate Speaker shall set the Senate Calendar for meetings of the Full Senate, Senate Executive Council, and Standing Committees.
  - i. The calendar shall be subject to approval of a simple majority of the Full Senate.
  - ii. A Senate Calendar shall be approved for the fall semester by the end of the preceding spring semester and for the spring semester by the end of the preceding fall semester.
- d. The Senate Speaker may call special meetings of the Full Senate.
- e. The Senate Speaker may cancel meetings of the Full Senate.
- f. The Senate Speaker shall author the accountability contract for all members of the Senate in their capacity as members of the Senate.
- g. The Senate Speaker shall nominate a member to serve as Solicitor General, subject to approval by a simple majority of the Senate. The Senate Speaker may dismiss a Solicitor General at will.
- h. The Senate Speaker shall assign all legislation to the appropriate Standing Committee for consideration.
  - i. The Senate Speaker shall assign legislation in line with chapter 203.

- A. Should a piece of legislation appear relevant to two (2) Standing Committees, the Senate Speaker shall make the final determination on that legislation's assignment.
- B. This assignment may be appealed to the Senate Executive Council within one (1) academic day of designation.
  - ii. This shall not preclude legislation from going directly to the Full Senate for consideration in line with the appropriate chapter.
- i. The Senate Speaker shall serve as the Chair Pro-Tempore of the Senate Executive Council and all Standing Committees.
- j. The Senate Speaker shall serve as a non-voting member of all Standing Committees. The Senate Speaker shall not be considered in deeming there to be a lack of quorum but may assume voting privileges if their presence is needed to constitute a quorum.
- k. The Senate Speaker when presiding shall be referred to as "Mr. Speaker," "Madam Speaker," or "Speaker" followed by their last name. The Senate Speaker when using their privileges of the floor shall be referred to as "Speaker" followed by their last name.
- l. The Senate Speaker shall conduct twenty (20) office hours per week during the spring and fall academic terms.
  - i. The Senate Speaker may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of an absolute majority of the Senate Executive Council, the Senate Speaker may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
- m. A former Senate Speaker shall retain the title "Senate Speaker Emeritus."
  - i. A Senate Speaker Emeritus who remains a member shall have the right to sit as an ex-officio, non-voting member of the Senate and the Senate Executive Council.
    - A. A Senate Speaker Emeritus who serves in another role in UKSGA shall forfeit this right until such a time that member no longer serves in that role.
  - ii. A Senate Speaker Emeritus when using their privileges of the floor shall be referred to as "Speaker" followed by their last name.

202.3 There shall be a Senate Speaker Pro-Tempore. The Senate Speaker Pro-Tempore shall be a Senator elected by a simple majority of the Senate.

- a. The Senate Speaker Pro-Tempore shall preside over the Full Senate when the Senate Speaker is absent.
  - i. The Senate Speaker shall transmit written communication to the Senate Speaker Pro-Tempore and the President of the Senate alerting them of their absence. This documentation shall be received before the Senate Speaker Pro-Tempore may preside over the Full Senate.
    - A. This communication may be transmitted electronically.
  - ii. An absolute supermajority of the Senate Executive Council may transmit written communication in place of the preceding requirement to the Senate Speaker Pro-Tempore and the President of the Senate alerting them of the absence of the Senate Speaker. This documentation shall be received before the Senate Speaker Pro-Tempore may preside over the Full Senate.
    - A. This communication may be transmitted electronically.

- iii. Should the Senate Speaker arrive at any meeting over which the Speaker Pro-Tempore is presiding, they shall have the right to assume their role as the presiding officer.
    - iv. The provisions established above shall no prohibit the Senate Speaker from yielding the chair to the Senate Speaker Pro-Tempore temporarily.
  - b. The Senate Speaker Pro-Tempore shall monitor and enforce office hour requirements for all Senators.
    - i. The Senate Speaker Pro-Tempore shall refer any Senator in violation of these requirements to the appropriate official, either the President of the Senate or Senate Speaker, dependent upon the accountability contract violated.
  - c. The Senate Speaker Pro-Tempore shall monitor and enforce attendance requirements for all Senators.
    - i. The Senate Speaker Pro-Tempore shall refer any Senator in violation of the relevant requirements to the Senate Speaker for the appropriate corrective action.
    - ii. The Senate Speaker Pro-Tempore shall confer with the Senate Speaker on the validity of an excused absence from the Full Senate.
    - iii. The Senate Speaker Pro-Tempore shall confer with the President of the Senate on the validity of an excused absence from the Senate Executive Council.
    - iv. The Senate Speaker Pro-Tempore shall confer with the Committee Chair of a Standing Committee on the validity of an excused absence from that Standing Committee.
  - d. The Senate Speaker Pro-Tempore shall record and publish minutes for the Full Senate within three (3) academic days of each meeting of the Full Senate.
    - i. The Senate Speaker Pro-Tempore may collaborate with the UKSGA Clerk to record and publish these minutes.
    - ii. If there is a vacancy in the office of Senate Speaker Pro-Tempore, this responsibility shall fall to the UKSGA Clerk until such a time that a Senate Speaker Pro-Tempore is elected.
  - e. The Senate Speaker Pro-Tempore shall serve as a non-voting member of all Standing Committees. The Senate Speaker Pro-Tempore shall not be considered in deeming there to be a lack of a quorum but may assume voting privileges if their presence is needed to constitute a quorum.
  - f. The Senate Speaker Pro-Tempore shall conduct between five (5) and eight (8) office hours per week during the spring and fall academic terms.
    - i. The Senate Speaker Pro-Tempore may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Senate Speaker, the Senate Speaker Pro-Tempore may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
    - ii. This provision shall not prohibit the allocation of additional hours required by the President of the Senate in the Senate Speaker Pro-Tempore's accountability contract.
  - g. The Senate Speaker Pro-Tempore shall assist the Senate Speaker in accomplishing their responsibilities as directed by the Senate Speaker.

202.4 There shall be a Chair of Each Standing Committee. The Chair of each Standing Committee shall be a Senator elected by a simple majority of that Standing Committee.

- a. The Chair of each Standing Committee shall serve as the presiding officer and principal representative of their standing committee.
  - i. The Chair of each Standing Committee shall preside over all sessions of their Standing Committee.
    - A. The Chair of each Standing Committee may, at their discretion, yield the chair to the Chair Pro-Tempore or the Vice Chair of their Standing Committee.
  - ii. A Standing Committee shall conduct no other business when there is a vacancy in the office of Chair of that Standing Committee until such a time that a member is successfully elected Chair of that Standing Committee.
- b. The Chair of each Standing Committee shall set the agenda for meetings of their Standing Committee.
  - i. The agenda for a regular meeting shall be subject to approval of a simple majority of the Standing Committee.
  - ii. The agenda for a special meeting shall be set solely by the Chair of each Standing Committee.
- c. The Chair of each Standing Committee may call special meetings of their Standing Committee.
  - i. An office of the Chair may only be vacated by the membership of their respective Committee.
  - ii. If neither the Chair nor Vice Chair can preside over the body during any meeting, the body shall elect a Chair Pro-Tempore as outlined in Robert's Rules of Order, 12<sup>th</sup> edition, until a Chair has been elected.
- d. The Chair of each Standing Committee may cancel meetings of their Standing Committee.
- e. The Chair of each Standing Committee shall perform all necessary duties to ensure that Standing Committee's functions are carried out.
- f. The Chair of each Standing Committee shall conduct between five (5) and eight (8) office hours per week during the spring and fall academic terms.
  - i. The Chair of each Standing Committee may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Senate Speaker, the Chair of each Standing Committee may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
  - ii. This provision shall not prohibit the allocation of additional hours required by the President of the Senate in the Chair of each Standing Committee's accountability contract.
- g. The Chair of each Standing Committee when presiding shall be referred to as "Mr. Chair," "Madam Chair," or "Chair" followed by their last name.

202.5 There shall be an Undergraduate First-Year Executive Councilor. The Undergraduate First-Year Executive Councilor shall be an Undergraduate First-Year Senator elected by a simple majority of Undergraduate First-Year Senators.

- a. Should no Undergraduate First-Year Senator wish to serve as Undergraduate First-Year Executive Councilor then an Undergraduate Senator-at-Large shall be elected to this role by a simple majority of the Senate.

- b. The Undergraduate First-Year Executive Councilor shall serve as the principal representative of the Undergraduate First-Year Senators in the Senate Executive Council.
- c. The Undergraduate First-Year Executive Councilor shall conduct two (2) office hours per week during the spring and fall academic terms.
  - i. The Undergraduate First-Year Executive Councilor may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Senate Speaker, the Undergraduate First-Year Executive Councilor may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
  - ii. This provision shall not prohibit the allocation of additional hours required by the President of the Senate in the Undergraduate First-Year Executive Councilor’s accountability contract.

202.6 There shall be a Graduate and Professional First-Year Executive Councilor. The Graduate and Professional First-Year Executive Councilor shall be a Graduate and Professional First-Year Senator elected by a simple majority of Graduate and Professional First-Year Senators.

- a. Should no Graduate and Professional First-Year Senator wish to serve as Graduate and Professional First-Year Executive Councilor then a Graduate and Professional Senator-at-Large shall be elected to this role by a simple majority of the Senate.
- b. The Graduate and Professional First-Year Executive Council shall serve as the principal representative of the Graduate and Professional First-Year Senators in the Senate Executive Council.
- c. The Graduate and Professional First-Year Executive Councilor shall conduct two (2) office hours per week during the spring and fall academic terms.
  - i. The Graduate and Professional First-Year Executive Councilor may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Senate Speaker, the Graduate and Professional First-Year Executive Councilor may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
  - ii. This provision shall not prohibit the allocation of additional hours required by the President of the Senate in the Graduate and Professional First-Year Executive Councilor’s accountability contract.

202.7 There shall be a Solicitor General. The Solicitor General shall be nominated by the Senate Speaker and subject to approval by a simple majority of the Senate.

- a. The Solicitor General shall serve as the Senate’s Parliamentarian and may provide written advisory opinions on the application of the Rules of the Senate.
  - i. An advisory opinion on the application of the Rules of the Senate may be overridden by a simple majority of the Senate.
- b. The Solicitor General shall serve as the principal interpreter for the Senate and may provide non-binding advisory opinions on the application of the UKSGA Governing Codes and the UKSGA Constitution.
  - i. The Solicitor General shall represent the Senate, the Senate Executive Council, and its members in all matters before the General Court and the Supreme Court.

- A. In litigation where members of the Senate are named parties on both sides of a dispute, the Solicitor General shall refrain from representing either party.
  - 1. The Senate Speaker may waive this stipulation at their discretion.
- B. The Senate Speaker, an individual member of the Senate, or one of the listed bodies may waive this stipulation at their discretion.
- c. The Solicitor General shall bring an action before the General Court or the Supreme Court on behalf of the Senate at the direction of the Senate Speaker or a simple majority of the Senate.
- d. The Solicitor General shall, at the discretion of the Elections Commissioner, assist in the general administration of the electoral process.
- e. The Senate Speaker may, in line with university and organizational hiring policies, dismiss the Solicitor General.

202.8 There shall be a Legislative Research Commission (LRC) led by the Solicitor General.

- a. The LRC shall be a resource available to provide assistance to any member of the Senate in the research and writing of legislation.
- b. The LRC shall remain neutral in the legislative process.
- c. The Senate Speaker shall solicit applications for a Legislative Research Commission Coordinator (LRCC) to serve as the primary facilitator of the operations of the LRC under the Solicitor General.
  - i. The LRCC shall be subject to approval by a simple majority of the Senate.
- d. The Solicitor General and Speaker of the Senate may establish other positions within the LRC to assist with its operations.

202.9 There shall be a Senate Executive Council composed of the President of the Senate, Senate Speaker, Senate Speaker Pro-Tempore, the Chair of each Standing Committee, the Undergraduate First-Year Executive Councilor, the Graduate and Professional First-Year Executive Councilor, and the Solicitor General. The Solicitor General shall be a non-voting member of the Senate Executive Council.

- a. Senate Executive Council regular meetings are set by the Senate Calendar.
- b. The Senate Executive Council shall act on behalf of the Senate during the designated periods of academic recess from the end of the spring semester to the beginning of the fall semester and from the end of the fall semester to the beginning of the spring semester.
- c. The Senate Executive Council shall have the authority to act on behalf of the Senate outside of designated periods of academic recess in extenuating circumstances.
  - i. Any action taken by the Senate Executive Council on behalf of the Senate or a Standing Committee shall be voted on by the Full Senate or relevant Standing Committee at their next regularly scheduled meeting. An affirmative vote must be obtained to make the action permanent; otherwise, it shall lapse following the vote.
- d. The Senate Executive Council shall have the authority to designate legislation to the appropriate Standing Committee of the Senate for review and consideration.
  - i. This provision shall not prohibit the Senate Speaker from assigning legislation to the appropriate Standing Committee. Should there be a dispute regarding a

legislation's assignment, the Senate Executive Council shall retain final authority.

- e. The Senate Executive Council shall provide general oversight and administration of the Senate to ensure adherence to the UKSGA Constitution and the appropriate governing documents.
- f. The Senate Executive Council shall have the authority to appoint a member to fill a vacant Senate seat for any seat vacant following the fall election adhering to the process outlined in the following subsections.
  - i. Applications shall be solicited no later than ten (10) academic days after a respective Senate vacancy occurs.
  - ii. There shall be a ten (10) academic day application period, beginning the day following the application being published on BBNvolved and advertised for the respective vacancy.
    - A. The Senate Executive Council shall, if there is more than one (1) member interested in filling a vacant Senate seat, defer the appointment and accompanying application materials to the Full Senate for action at the following Full Senate meeting.
    - B. Should there be no applicants following the initial ten (10) academic day application period for the respective vacant Senate seat, applicants will be considered on a rolling basis, with applications being reevaluated at the first Senate Executive Council meeting of each month.
      - 1. The Senate Executive Council shall, if there are more than two (2) members interested in filling a vacant Senate seat during the rolling basis, defer the appointment and accompanying application materials to the Full Senate for action at the following Full Senate meeting.

## CHAPTER 203: THE STANDING COMMITTEES OF THE SENATE

203.1 There shall be an Appropriations and Revenue (A&R) Committee in the Senate.

- a. The A&R Committee shall review the UKSGA budget and refer it to the Full Senate for approval.
- b. The A&R Committee shall review and grant allocations of funding to registered student organizations as designated in the appropriate governing document.
- c. The A&R Committee shall monitor the UKSGA budget in collaboration with the appropriate official(s) in the executive branch.
- d. The A&R Committee may consider and refer any bill to the Full Senate that offers amendments to the Governing Codes that pertain to the allocation of funds.
- e. The A&R Committee shall consider and refer nominations to the Department of the Wildcat Wardrobe to the Full Senate.
- f. The A&R Committee shall evaluate and report on the efficiency of the Department of the Wildcat Wardrobe and its appointed members.

203.2 There shall be an Academic Affairs (ACA) Committee in the Senate.

- a. The ACA Committee shall consider and refer any joint resolutions to the Full Senate that pertain to academic affairs.
- b. The ACA Committee shall review and grant allocations of funding to individual members as designated in the appropriate governing document.
- c. The ACA Committee may consider and refer any bill to the Full Senate that offers amendments to the Governing Codes that pertain to academic affairs.
- d. The ACA Committee shall consider and refer nominations to the Department of University Affairs to the Full Senate.
- e. The ACA Committee shall evaluate and report on the efficiency of the Department of University Affairs and its appointed members.

203.3 There shall be a Student Affairs (STA) Committee in the Senate.

- a. The STA Committee shall consider and refer any joint resolutions to the Full Senate that pertain to student affairs.
- b. The STA Committee may consider and refer any bill to the Full Senate that offers amendments to the Governing Codes that pertain to student affairs and the representation of student voice.
- c. The STA Committee shall monitor UKSGA elections in collaboration with the appropriate official(s) in the executive and judicial branches.
- d. The STA Committee shall consider and refer nominations of the Department of Programming, Elections Commissioner, and to the Elections Board of Supervisors to the Full Senate.
- e. The STA Committee shall evaluate and report on the efficiency of the Department of Programming and its appointed members.

203.4 There shall be an Operations (OPE) Committee in the Senate.

- a. The OPE Committee shall consider and refer any resolutions to the Full Senate that pertain to the Rules of the Senate.
- b. The OPE Committee may consider and refer any bill to the Full Senate that offers amendments to the Governing Codes that pertain to the operations of UKSGA.

- c. The OPE Committee shall consider and refer nominations to the Department of Operations, Chief of Staff, the General Court, and the Supreme Court to the Full Senate.
- d. The OPE Committee shall evaluate and report on the efficiency of the Chief of Staff, Department of Operations, Department of Justice, and their appointed members.

203.5 There shall be an Outreach (OTR) Committee in the Senate.

- a. The OTR Committee shall monitor all outreach efforts in UKSGA and coordinate outreach efforts in the Senate.
- b. The OTR Committee may consider and refer any bill to the Full Senate that offers amendments to the Governing Codes that pertain to outreach.
- c. The OTR Committee shall consider and refer nominations to the Department of Communications to the Full Senate.
- d. The OTR Committee shall evaluate and report on the efficiency of the Department of Communications and its appointed members.

203.6 There shall be a Vice Chair of each Standing Committee. The Vice Chair of each Standing Committee shall be a Senator elected by a simple majority of that Standing Committee.

- a. The Vice Chair of a Standing Committee shall preside over that Standing Committee when the Chair of that Standing Committee is absent.
  - i. The Chair of a Standing Committee shall transmit written communication to the Senate Speaker and the Vice Chair of that Standing Committee alerting them of their planned absence. This documentation shall be received before the Vice Chair of a Standing Committee may preside over that Standing Committee.
    - A. This communication may be transmitted electronically.
  - ii. Should the Chair of a Standing Committee arrive at any meeting over which the Vice Chair of that Standing Committee is presiding, they shall have the right to assume their role as the presiding officer.
  - iii. The provisions established above shall not prohibit the Chair of a Standing Committee from yielding the chair to the Vice Chair of that Standing Committee temporarily.
- b. The Vice Chair of a Standing Committee shall record and publish minutes for that Standing Committee within three (3) academic days of each meeting of that Standing Committee.
  - i. The Vice Chair of a Standing Committee may collaborate with the UKSGA Clerk to record and publish these minutes.
  - ii. If there is a vacancy in the office of Vice Chair of a Standing Committee, this responsibility shall fall to the UKSGA Clerk until such a time that a Vice Chair of a Standing Committee is elected.
- c. The Vice Chair of each Standing Committee shall conduct between one (1) and three (3) office hours per week during the spring and fall academic terms.
  - i. The Vice Chair of each Standing Committee may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Senate Speaker, the Vice Chair of each Standing Committee may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.

- d. The Vice Chairs of each Standing Committee shall assist the Chair of that Standing Committee in accomplishing their responsibilities as directed by the Chair of that Standing Committee.
- 203.7 The President of the Senate shall propose a roster assigning each Senator to a Standing Committee. This roster shall be subject to approval by a simple majority of the Full Senate.
- a. The President of the Senate shall consider the following, in descending order, when assigning Senators to a Standing Committee:
    - i. The Senator's preferred Standing Committee assignment
    - ii. The Senator's experience in UKSGA
    - iii. The Senator's relevant experience in organizations other than UKSGA
  - b. Any change to the roster that impacts three (3) or more Senators shall be subject to approval by a simple majority of the Full Senate.
  - c. Any change to the roster that impacts less than three (3) Senators shall be subject to approval by a simple majority of the Senate Executive Council.
  - d. Should there be a vacancy in the office of the President of the Senate, this responsibility shall fall jointly to the Senate Speaker and Senate Speaker Pro-Tempore.

## CHAPTER 204: AD HOC COMMITTEES OF THE SENATE

204.1 The Senate may establish an ad hoc committee through an adoption of a resolution by a simple majority vote of the Full Senate.

- a. The resolution establishing an ad hoc committee shall define the membership of that ad hoc committee and who shall serve as the Chair and Vice Chair of that ad hoc committee.

204.2 An ad hoc committee shall have a defined purpose and conclude its work no later than the subsequent fall academic term following its creation.

204.3 An ad hoc committee shall be composed exclusively of Senators and adhere to all guidelines applicable to a Standing Committee.

## CHAPTER 205: LEGISLATION

### 205.1 Each piece of legislation shall include:

- a. An official title that adequately and fairly reflects its subject matter and purpose. The official title shall begin with the words “A BILL To,” “A RESOLUTION To,” or “A JOINT RESOLUTION To,” followed by a brief description of the legislation.
  - i. If a piece of legislation is materially modified, or the scope of its application has been extended or decreased, the official title of the legislation shall be changed by the Senator introducing the legislation so as to indicate the full purport of the amended legislation.
- b. The name of the principal sponsor(s), followed by the names of all co-sponsors after the principal sponsor, listed in alphabetical order by their last name.
  - i. Only Senators have the authority to propose and sponsor legislation.
- c. A measure number assigned by the Senate Speaker in the form of “SX.#.YEAR,” where ‘X’ indicates the type (‘B’ for bills, ‘R’ for resolutions, ‘J’ for joint resolutions), ‘#’ indicates the chronological sequence number, and ‘YEAR’ indicates the legislative year of filing.
  - i. Once a piece of legislation has been assigned its measure number, it shall not be changed.
- d. An enacting clause that states the authority and intent of the legislation; such clause shall read:
  - i. For bills: “BE IT ENACTED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION,”
  - ii. For resolutions: “BE IT RESOLVED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION SENATE,”
  - iii. For joint resolution: “BE IT RESOLVED BY THE UNIVERSITY OF KENTUCKY STUDENT GOVERNMENT ASSOCIATION,”
- e. The date of introduction in the form of “Month Day, Year.”
- f. A short title section, mandated under “Section 1,” including:
  - i. The statement: “This Act may be cited as the...”
  - ii. A concise, descriptive name summarizing the legislation’s primary intent and contents.
- g. The body section(s), containing the substantive content, arranged into section, subsection, paragraphs, and clauses as deemed necessary, following the existing numerical order of the Constitution and Governing Codes.
  - i. The title for sections may either be “Body,” the short title from “Section 1,” or another heading that aptly describes the section’s content.
- h. A uniform, computer-typed format, with all text typed in Times New Roman font, size 12 points.
  - i. For distinctiveness, the measure number, and the beginning of the official title (“A BILL” or “A RESOLUTION”) may be formatted in a font size ranging from 12 to 22 points.

205.2 Legislation may include a preamble defined as a short body of text that explains the reasons and objectives of the measure. The preamble shall come before the enacting clause. The preamble shall consist of one or more clauses, each beginning with the word

“WHEREAS” and ending with a semicolon. The last clause shall end with a colon, followed by the word “THEREFORE.”

- 205.3 Any additional information pertinent to the legislation but not directly part of the substantive provisions, such as varying effective dates, supporting data, or supplementary details, shall be included in subsequent sections following the mandatory body section(s).
- 205.4 All legislation shall aim to be written using language that is clear, concise, and coherent, ensuring it is straightforward and easy for all members to comprehend and follow.
- 205.5 The UKSGA Clerk may make corrections of typographical errors in the text of legislation at any time prior to adoption. Before the correction is made, the UKSGA Clerk shall have the approval of the Senate Speaker.
- 205.6 The Solicitor General shall produce a legislative template for the use of all Senators in compliance with the provisions established above.

## CHAPTER 206: THE STANDING RULES OF THE SENATE

206.1 For any body of the Senate to conduct business, a quorum shall be present.

206.2 All Senators, unless stipulated otherwise, when using their privileges of the floor shall be referred to as “Senator” followed by their last name. All members who are not Senators, unless stipulated otherwise, when using privileges of the floor shall be referred to by their formal title.

206.3 All consent items and documents relevant to the orders of the day for a Full Senate or Standing Committee meeting shall be distributed no less than three (3) academic days preceding that meeting.

206.4 All bodies of the Senate shall use a standard agenda template established by the Senate Speaker.

- a. In a meeting of a body of the Senate, consent items shall be considered, followed by officer reports, followed by the orders of the day.

206.5 The Senate, as its first manner of business following the inauguration of Senators and approval of the relevant consent items, shall elect the Senate Speaker and the Senate Speaker Pro-Tempore. Following the election, the Standing Committees shall meet and elect their Chair and Vice Chair.

- a. The Senate Speaker, for the purpose of the election of the Chair and Vice Chair of each Standing Committee, may designate another active member of the legislative branch to act as the Chair Pro-Tempore of each Standing Committee until such a time that the Chair of that Standing Committee is elected.
- b. Any eligible member may submit to the Student Body Vice President-elect and the President of the Senate a statement notifying them of their intention to run for Senate Speaker or Senate Speaker Pro-Tempore and that member’s name shall be listed as a candidate for that office on the appropriate agenda presuming they meet the qualifications for office.
  - i. All of these statements shall be included with the agenda when distributed.
  - ii. Candidates shall be listed in the order of the submission of their statement for the respective office.
  - iii. Should there be no Student Body Vice President-elect, the Senate Speaker shall fulfill their responsibility under this code.
  - iv. Should only one (1) member submit the above-described statement for Senate Speaker, that member shall be deemed the Senate Speaker-designate.
    - A. Should there be a Senate Speaker-designate, they may collaborate with the Student Body Vice President-elect to prepare for the convening of the new Senate.
  - v. This process shall not prohibit nominations from the floor for the appropriate offices. Any nomination from the floor shall require support from no less than three (3) Senators apart from the nominated Senator.
    - A. The existence of a Senate Speaker-designate shall not prohibit nominations from the floor for the appropriate offices.
  - vi. This code shall only apply to the initial election of each office following the inauguration of the Senate.

206.6 All legislation shall be filed with the Senate Speaker no less than five (5) academic days preceding the intended date for its consideration. The Senate Speaker shall assign it to the appropriate Standing Committee.

- a. The Senate Speaker may, at their discretion, waive this filing deadline.
- b. The assignment by the Senate Speaker may be appealed to the Senate Executive Council within one (1) academic day of the assignment taking place.
- c. Should a Senator wish for legislation to be considered directly by the Full Senate rather than being assigned to a Standing Committee, that Senator shall notify the Senate Speaker when filing the legislation and the Senate Speaker shall not assign that legislation to a Standing Committee.
  - i. The legislation shall be included with the agenda for the subsequent Full Senate meeting but shall only be considered pending the appropriate legislative actions.

206.7 All legislation shall undergo two (2) readings by the Senate.

- a. Legislation shall default to consideration by a Standing Committee, which shall constitute the first reading, and, following a referral by a simple majority vote of that Standing Committee, consideration by the Full Senate, which shall constitute the second reading.
- b. A Senator may request that legislation be considered by the Full Senate twice, on separate dates, in lieu of consideration by a Standing Committee and then the Full Senate. For the Full Senate to consider legislation in place of a Standing Committee, a supermajority vote of the Full Senate shall vote to hear the legislation, which shall constitute the first reading. A vote shall not be taken on the legislation at the first reading. At the next meeting of the Full Senate following the first reading, the Full Senate shall consider the legislation, which shall constitute the second reading.
- c. The Senate Speaker or the President of the Senate may request that legislation be considered by the Full Senate once in lieu of the legislation undergoing two (2) readings. In such a case, a supermajority vote of the Full Senate shall be required to hear the legislation and a supermajority vote of the Full Senate shall be required in lieu of the margin required for passage should the legislation have undergone two (2) readings.

206.8 All legislation, unless stipulated otherwise herein or in the constitution shall require a simple majority vote in favor for its passage in the Full Senate.

- a. A resolution seeking to amend or establish the Rules of the Senate shall require a supermajority in favor for its passage in the Full Senate.
- b. Abstentions or present votes shall not be counted in determining the passage or failure of any vote requiring a simple majority or supermajority vote.

206.9 The Senate shall adopt Rules of the Senate each term outlining the appropriate motions and legislative terminology for the function of the Full Senate, Standing Committees, and the Senate Executive Council.

- a. The Rules of the Senate shall be established through a resolution and may be amended exclusively through a resolution.

- b. In matters concerning the governance of the Senate where the Governing Codes and constitution are silent or otherwise unclear, the Senate shall refer to the Rules of the Senate.
  - i. Until such a time that a Senate adopts a set of Rules of the Senate, the Senate shall refer to the Rules of the Senate used in the previous session.
- c. In matters concerning the governance of the Senate where the Governing Codes, constitution, and Rules of the Senate are silent or otherwise unclear, the Senate shall refer to Robert's Rules of Order, 12<sup>th</sup> edition.

206.10 Senators shall retain the unequivocal right to vote on each question presented with one vote per question, unless otherwise stipulated by the constitution or Governing Codes.

- a. Senators may choose to vote affirmatively, negatively, or abstain from voting altogether.
- b. Meetings shall employ one of three (3) distinct methods of voting, dependent upon the matter:
  - i. A voice vote shall be the default method for matters requiring a simple majority vote or less for approval. In a voice vote, Senators express their support by saying 'Aye' or 'Yea' and express their opposition by saying 'Nay' or 'No.' A voice vote may also be defined to include votes via electronic tabulation and/or teleconferencing communication.
    - A. For recordkeeping purposes, the results of a successful voice vote shall be denoted simply as a majority of those present and voting in favor.
  - ii. A roll call vote shall be the default method for matters requiring more than a simple majority for approval and when the presiding officer is in doubt of the result following a voice vote. In a roll call vote, Senators are called upon individually to state their vote aloud. The presiding officer may use an alternate method to denote a roll call vote if they deem it appropriate.
    - A. Senators may move for a roll call vote; this shall require the approval of one-third (1/3) of the Senators present and voting.
    - B. For recordkeeping purposes, the final margin for a roll call vote shall be recorded.
  - iii. A recorded vote is a roll call vote where each Senator's vote is recorded by name. This method shall be the default method for the final vote on a piece of legislation, used for the election of officers and upon a successful motion, ensuring full transparency of voting position. The presiding officer may use an alternative method to denote a recorded vote if they deem it appropriate.
    - A. Senators may move for a recorded vote; this shall require approval of two-fifths (2/5) of the Senators present and voting.
    - B. For recordkeeping purposes, the final margin for a recorded vote shall be recorded alongside the individual vote of each Senator.
    - C. For the election of officers, a Senator shall be permitted to vote for a nominated candidate or abstain.

206.11 Following the passage of legislation in the Full Senate, the Senate Speaker shall certify the passage of that legislation with their signature and transmit that certification to the Student Body President and UKSGA Clerk within three (3) academic days of its passage.

- a. This certification shall reflect the specific voting outcome, indicating whether approval was by a simple majority, a two-thirds (2/3) majority, or a three-fourths (3/4) majority of Senators present and voting.

206.12 Following the certification of the passage of a bill or joint resolution by the Senate Speaker, the Student Body President shall be offered the opportunity to sign or veto that bill or joint resolution.

- a. Should the Student Body President sign a bill, that bill shall automatically become law and be added to the Governing Codes.
- b. If the Student Body President neither signs nor vetoes a bill within five (5) academic days following its passage by the Senate, the bill shall automatically become law and be added to the Governing Codes.
- c. Should the Student Body President sign a joint resolution, that joint resolution shall immediately take effect.
- d. If the Student Body President neither signs nor vetoes a joint resolution within five (5) academic days following its passage by the Senate, that joint resolution shall immediately take effect.
- e. Following the Student Body President signing or declining to act on a bill or joint resolution, the bill or joint resolution shall be returned to the UKSGA Clerk for maintenance of records.
  - i. The UKSGA Clerk shall document the method of enactment, whether it be through a signature from the Student Body President or their inaction.
- f. Should the Student Body President veto a bill, the vetoed bill and a veto statement shall be returned to the Senate Speaker within five (5) academic days. The Senate shall be notified of this veto and transmitted the veto statement concurrent with the agenda for the next meeting of the Senate.
  - i. The Senate Speaker shall list consideration of the override of the veto as the first order of the day.
  - ii. Prior to the consideration of the veto override, the Senate Speaker shall read the veto statement and entertain debate on the veto override.
  - iii. Following the elapse of debate, the Full Senate shall vote on the veto override. A supermajority vote in favor shall be necessary for the successful veto override.
- g. Should the Student Body President veto a joint resolution, the vetoed joint resolution and a veto statement shall be returned to the Senate Speaker within five (5) academic days. The Senate shall be notified of this veto and transmitted the veto statement concurrent with the agenda for the next meeting of the Senate.
  - i. The Senate Speaker shall list consideration of the override of the veto as the first order of the day.
  - ii. Prior to the consideration of the veto override, the Senate Speaker shall read the veto statement and entertain debate on the veto override.
  - iii. Following the elapse of debate, the Full Senate shall vote on the veto override. A supermajority vote in favor shall be necessary for the successful veto override.

206.13 Following the certification of the passage of a resolution by the Senate Speaker, that resolution shall immediately take effect.

- a. A joint resolution may be repealed through a separately filed joint resolution. Any Senator(s) wishing to do so shall ensure that the separately filed joint resolution, at a minimum, includes:
  - i. The legislative measure number of the joint resolution to be repealed.
  - ii. The title of the joint resolution to be repealed.
  - iii. The original full-length text of the joint resolution to be repealed.
  - iv. A statement that the repeal shall take effect upon passage by a simple majority vote of the Senate.

206.14 The Student Body President and UKSGA Clerk shall retain a joint record of all signed legislation, which shall be archived as part of the official UKSGA legislative record and remain in a designated binder in the UKSGA office.

206.15 At the conclusion of each academic year, a joint effort between the UKSGA Clerk, the Solicitor General, and the Attorney General shall be undertaken to compile all legislation approved by the Senate into the “Annual Legislative Compilation.” This compilation will be maintained both as a physical binder within the UKSGA office and in digital format, made accessible on the UKSGA website and the UKSGA BBNvolved page.

- a. Previous editions of the Annual Legislative Archive shall be archived and made available on the UKSGA Legislative Archive, accessible through the UKSGA website.

206.16 All members of UKSGA shall be granted a time to address the Senate after old and new business items have been discussed during the period referred to as “Members’ Privilege.”

206.17 In all matters before the Senate, no Senator shall speak twice on an item before another Senator has spoken once on that item. Should no Senator wish to speak for the first time, then any Senator who has already spoken may speak. This process shall continue to apply for the third time a Senator wishes to speak on an item and repeat thereafter for each subsequent time they desire to speak.

- a. Individuals, Senators or otherwise, shall speak for at most three (3) minutes in any given instance during discussion on a given item before the Senate.
  - i. The Senate Speaker, at their discretion, may waive this requirement.

## CHAPTER 207: SENATE ACCOUNTABILITY

- 207.1 The Senate Speaker shall establish an accountability contract to govern the conduct and commitments of all Senators, excluding the Senate Speaker. This contract shall ensure compliance with all requirements established herein.
- a. Three (3) or more documented breaches of this contract in a given semester shall prompt the Senate Speaker to notify the relevant Senator of their noncompliance. Any subsequent document breaches of this contract in a given semester shall constitute the resignation of the offending Senator.
  - b. All Senators, excluding the Senate Speaker, shall sign this accountability contract prior to the fourth regular meeting following their inauguration or their lack of agreement to this contract shall constitute the resignation of the offending Senator.
    - i. Senators may, at the discretion of the Senate Speaker, submit their agreement to this contract electronically.
- 207.2 Each Senator shall conduct no less than one (1) office hour per week in the UKSGA office during the fall and spring academic terms.
- a. The Senate Speaker may waive this requirement for a College Senator so long as that College Senator conducts no less than one (1) office hour per week in their respective college.
  - b. For a member of the Senate Executive Council, this requirement shall be waived in lieu of the office hour requirements for their office.
- 207.3 Senators-at-Large and First-Year Senators shall attend no less than two (2) non-UKSGA events on campus per semester during the fall and spring academic terms.
- a. The Senate Speaker may waive this requirement for Senators-at-Large and First-Year Senators so long as that Senator has volunteered at no less than two (2) UKSGA events where their attendance was not required by virtue of their elected office.
  - b. Senators-at-Large and First-Year Senators shall submit documentation verifying their attendance to the Senate Speaker Pro-Tempore.
- 207.4 College Senators shall attend no less than one (1) event hosted by their college or a student group associated with their college per semester during the fall and spring academic terms.
- a. The Senate Speaker may waive this requirement for College Senators so long as that Senator has volunteered at no less than one (1) UKSGA event where their attendance was not required by virtue of their elected office.
  - b. College Senators shall submit documentation verifying their attendance to the Senate Speaker Pro-Tempore.
- 207.5 College Senators shall attend no less than one (1) meeting with the Dean of the college they represent, or an equivalent authority, per semester during the fall and spring academic terms.
- a. College Senators shall submit documentation verifying their attendance to the Senate Speaker Pro-Tempore.
- 207.6 Senators shall attend all meetings of the Full Senate and their assigned Standing Committee in person.

- a. A Senator may attend a meeting of the Full Senate virtually at the discretion of the Senate Speaker Pro-Tempore.
- b. A Senator may attend a meeting of their assigned Standing Committee virtually at the discretion of the Chair of their assigned Standing Committee.

207.7 Senators shall adhere to the dress code for Full Senate as established by the Senate Speaker.

207.8 Senators shall adhere to the dress code for meetings of their assigned Standing Committee as established by the Chair of their assigned Standing Committee.

207.9 Senators shall respond to all necessary UKSGA correspondence within three (3) academic days of receipt.

207.10 Senators, through virtue of their office, consent to being recorded during all meetings of the Senate.

207.11 The President of the Senate shall establish an accountability contract to govern the conduct and commitments of all Senators who are members of the Senate Executive Council, excluding the Senate Speaker, in their capacity as members of the Senate Executive Council.

- a. Three (3) or more documented breaches of this contract in a given semester shall prompt the President of the Senate to notify the relevant Senator of their noncompliance. Any subsequent documented breaches of this contract in a given semester shall empower the President of the Senate and Senate Speaker to jointly offer a written motion to the Full Senate to declare the relevant Senator's office vacant.
  - i. Should there be an absolute majority vote in favor of this motion in the Full Senate, the motion shall be adopted. Following its adoption, the office of the relevant Senator shall immediately become vacant.
  - ii. This motion shall have no bearing on the relevant Senator's position as a Senator.
  - iii. This motion shall be submitted to the Senate Speaker and listed on the agenda as an order of the day for the next meeting of the Full Senate following its submission.
- b. All relevant Senators shall sign this accountability contract prior to the fourth regular meeting following election to their office or their lack of agreement to this contract shall constitute the resignation of the offending Senator from their office.
  - i. The relevant Senators may, at the discretion of the President of the Senate, submit their agreement to this contract electronically.

207.12 Any Senator may offer a written motion to declare an office vacant to the relevant body.

- a. A written motion to declare the office of the Senate Speaker, Senate Speaker Pro-Tempore, Undergraduate First-Year Executive Councilor, or Graduate and Professional First-Year Executive Councilor vacant shall only be considered by the Full Senate.
  - i. Should there be a supermajority vote in favor of this motion in the Full Senate, the motion shall be adopted. Following its adoption, the office of the relevant Senator shall immediately become vacant.

- ii. This motion shall have no bearing on the relevant Senator’s position as a Senator.
- iii. This motion shall be submitted to the Senate Speaker and listed on the agenda as an order of the day for the next meeting of the Full Senate following its submission.
  - A. The President of the Senate shall preside while a written motion to declare the office of Senate Speaker vacant is under consideration.
- b. A written motion to declare the office of Chair of a Standing Committee or Vice Chair of a Standing Committee vacant shall only be considered by the appropriate Standing Committee.
  - i. Should there be a supermajority vote in favor of this motion in the appropriate Standing Committee, the motion shall be adopted. Following its adoption, the office of the relevant Senator shall immediately become vacant.
  - ii. This motion shall have no bearing on the relevant Senator’s position as a Senator.
  - iii. This motion shall be submitted to the Chair of the appropriate Standing Committee and listed on the agenda as an order of the day for the next meeting of that Standing Committee following its submission.
    - A. The Chair Pro-Tempore of the Standing Committee shall preside while any written motion to declare an office vacant is under consideration.

## CHAPTER 208: REGISTERED STUDENT ORGANIZATION APPROPRIATIONS

208.1 Throughout Chapter 208, the following terms and definitions shall be used:

- a. “Funding Request” shall refer to any application for appropriation of funds. The application is found online on UKSGA’s BBNvolved page.

208.2 The following are the general rules for all Registered Student Organization funding:

- a. The A&R Chair shall have access to the Registered Student Organization funding forms.
  - i. Upon request of the A&R Chair, the ACA Chair may also have access to the Registered Student Organization funding forms.
- b. The A&R Committee Chair shall publish forms on BBNvolved for each of the grants that will receive the relevant funding request within a reasonable timeframe as established by the A&R Committee Chair, and that are in compliance with University Policies, Local, State, and Federal regulations. The A&R Committee Chair shall maintain and monitor application submitted through this form.
- c. An organization shall be a Registered Student Organization through the University of Kentucky at the time the reimbursement is disbursed.
- d. All funding request forms shall be found on BBNvolved and shall be filled out correctly using the official UKSGA form via BBNvolved.
- e. All funding requests shall include an itemized budget of all expenses.
- f. The A&R Committee shall approve all requests that meet funding criteria, timelines, and processes when funding is available. A representative shall have the right to appear in person at the committee meeting to speak on behalf of the funding request.
  - i. All RSOs shall be given at least twenty-four (24) hours’ notice of the meeting in which their request shall be discussed.
- g. UKSGA shall not be responsible for expenses that exceed the approved allocation.
- h. UKSGA shall only reimburse original receipts submitted by the RSO within thirty (30) days following the last day of the event or purchase.
- i. If a funding request is for the purpose of purchasing materials, services, products, etc. for an event, that event must be registered in the Event Management System (EMS) operated by the Office of University Events. The EMS reservation number must be provided to the UKSGA Office Manager before reimbursement can occur.
- j. UKSGA funds appropriated shall be used for the purposes stated in the funding request. If the nature of the approved funding significantly changes, the RSO shall reapply to the committee before proceeding with using approved funds.
- k. UKSGA shall not disburse funds to cover expenses until after the event or purchase has occurred.
- l. UKSGA shall not fund certain items listed below:
  - i. Subscriptions
  - ii. Taxes
  - iii. Management or consulting fees
  - iv. Organizational membership dues
  - v. Personal gifts, T-shirts, donations, or contributions that reach a monetary value of higher than fifteen (15) dollars per unit
  - vi. Financial aid or academic scholarships
  - vii. Prizes, awards, or trophies

- viii. Grants which provide direct wages, stipends, or other cash compensation to another University of Kentucky student, for goods or services provided to a student organization
- m. An RSO can only receive \$2,000 total via funding request(s) per fiscal year.
  - i. At the discretion of the A&R Committee Chair, an RSO may receive more than \$2,000 if they are awarded K Week Funding.
- n. If an RSO does not submit a funding application twenty-one (21) days prior to their event/purchase, the A&R Committee Chair shall have the right to decline said RSO's application.
  - i. RSOs shall have the right to request funds for events that took place during or after the second (2<sup>nd</sup>) week of September, even if the events occurred before the funding applications opened.
- o. All funding requests submitted by an RSO to the A&R Committee shall be considered in accordance with viewpoint neutrality via a standard grant rubric in order to ensure fairness and equitability throughout the consideration process.

208.3 The following describes the payment process for funding:

- a. After a funding request has been approved and communicated to the RSO by the A&R Committee, the RSO shall meet with the Office Manager within five (5) business days.
  - i. Failure to contact to schedule a meeting with the Office Manager within five (5) academic days may result in the RSO not receiving their reimbursement.
- b. To receive full allocated funding, the RSO shall complete the required evaluation survey provided by the A&R Committee within two (2) weeks following the sponsored event or when expenses are incurred.
  - i. Failure to do so may result in the RSO not receiving their reimbursement.
- c. All transactions shall be conducted by reimbursement.
- d. All RSOs shall provide an Event Management System (EMS) number to the Office Manager for their event(s) should one be necessary.
  - i. Failure to do so may result in the RSO not receiving their reimbursement.

208.4 The following shall be the details of the funding request process:

- a. Funding Requests shall have the following general information:
  - i. Title of Request
  - ii. Amount of Request
  - iii. Organizational Information
    - A. Organization Name
    - B. Organization Contact
    - C. Phone Number
    - D. Email Address
- b. The A&R Committee, during their regularly scheduled committee meetings, shall review all submitted requests and approve or deny them based on the ability of UKSGA to fund such requests, the completion of the application, and the presence or absence of any errors.
  - i. Each A&R Committee Member shall have the responsibility to recuse themselves for conflicts of interest.

- ii. In the case that a funding request is faulty, incomplete, or if UKSGA is not able to fund the request, the RSO shall have the right to revise their request and resubmit it within five (5) academic days of the original request's denial.

208.5 The following shall be the terms and conditions of funding:

- a. The funding requests shall have the Terms and Conditions included as part of the official Funding Request form. This statement shall outline the stipulations of funding and shall include the following clauses:
  - i. UKSGA shall not disburse funds to cover expenses in advance of the event or purchase.
  - ii. The UKSGA Office Manager shall receive all receipts within thirty (30) days of the final date of the event or purchase.
  - iii. UKSGA funds shall only be available during the fiscal year that the funds were allocated.
  - iv. To be eligible to receive funding for international travel, student organizations shall participate in an in-person orientation with the University of Kentucky's Director of International Health, Safety & Security, at least forty-five (45) days before departure.
- b. The funding request shall be reviewed by the A&R Committee pursuant to an applicable, viewpoint-neutral rubric drafted by the A&R Committee Chair following careful consultation with the UKSGA Advisor.
  - i. There shall be a rubric created for each grant to best evaluate the funding request.

208.6 UKSGA shall provide funding for each RSO through grants with specific purposes. These grants and their criteria shall be established by the UKSGA Budget each academic year.

- a. The A&R Committee shall file a written report upon approval or repeal of a grant that shall be submitted to the Full Senate at the following Full Senate meeting.
  - i. The report shall detail the reasons that a grant was created or repealed.
  - ii. This provision shall not imply that the Full Senate is voting on the report.

208.7 The Senate Speaker and the A&R Committee Chair shall be responsible for the reaction and maintenance of the funding request application.

208.8 All Funding Requests shall be reviewed by the A&R Committee except in extraordinary circumstances as determined by the Senate Speaker and A&R Committee Chair.

- a. In an "extraordinary circumstance," the A&R Committee Chair and Senate Speaker shall have the power to approve funding on behalf of the A&R Committee.
- b. The A&R Committee Chair may also request that the ACA Committee review and approve funding applications on an as-needed basis.
- c. In an "extraordinary circumstance," the ACA Committee Chair and Senate Speaker shall have the power to approve funding requests on behalf of the ACA Committee.
  - i. The ACA Chair shall only review funding requests that would have been heard by the ACA Committee at a regular committee meeting.
- d. In in "extraordinary circumstance," the A&R Chair shall have the power to consider applications that were previously sent to the ACA Committee for review and

approval. This decision shall be made unanimously between the A&R Chair, ACA Chair, and Senate Speaker.

- e. All meetings in which funding requests are being reviewed by the Senate Speaker, A&R Chair, and/or ACA Chair shall be recorded.

208.9 The final decision in multiple applications and all rules herein lies with the Appropriations and Revenue Committee. If an RSO's funding proposal is denied by the A&R Committee, they may appeal that decision via the process outlined herein.

- a. A link to the appeals form or a description of appeals should be sent in denial and acceptance emails to the registered student organization's representatives. The appeals form should also be available on the UKSGA website and UKSGA's BBNvolved page.
- b. The RSO may first seek reconsideration of the A&R Committee's decision to deny its request from the A&R Committee. If their denial is upheld by the A&R Committee, they may then present their appeal to the Senate Executive Council. If their denial is upheld by that body, they may then proceed to the UKSGA Supreme Court. Finally, if their denial is upheld by that body, they may then choose to proceed to the University's Dean of Students or their designee.
- c. All decisions appealed shall be reviewed de novo. The Student Body Vice President shall be considered the presiding officer over this hearing body unless recused. If the Student Body Vice President is recused, the Senate Speaker shall be considered the presiding officer over this hearing body, unless recused. If the Senate Speaker is recused, the remaining members of the Senate Executive Council shall elect from their ranks a presiding officer.
  - i. The presiding officer shall only cast a vote in the event of a tie.
  - ii. The composition of the Senate Executive Council sitting as a hearing body shall be prescribed by the UKSGA Constitution. The A&R Committee Chair shall be automatically recused from the Senate Executive Council while sitting for this hearing and determining the issue. All other members of the Senate Executive Council shall have the right to recuse themselves for good cause and the responsibility to recuse themselves for conflicts of interest.
- d. Both UKSGA and the Registered Student Organization shall have the right to representation in front of each hearing body. In each appeal, the interest of UKSGA shall be represented by:
  - i. The A&R Committee Chair and/or other designee to the Senate Executive Council (and therefore must recuse themselves from the decision).
  - ii. The Attorney General of the UKSGA with assistance from the A&R Committee Chair and/or other designee in front of the Supreme Court of UKSGA; if the Attorney General cannot or will not zealously represent the decision of the Senate Executive Council, the Council may vote to replace them with proper representation.
  - iii. The President of UKSGA with assistance of the Attorney General of UKSGA with assistance from the A&R Committee Chair and/or other designee to the Office of Student Organizations and Activities or their designee; if the UKSGA President cannot, for any reason, zealously represent the position taken by the UKSGA before its Supreme Court, then the Court may select by majority vote another member of the Senate Executive Council to represent

the position of the UKSGA taken in the proceedings before the UKSGA Supreme Court.

- e. Any registered student organization whose funding application has been denied shall have the right to appeal via the process as outlined above.
- f. A written opinion shall be required to be submitted by every respective hearing body following an appeal hearing. This written opinion shall detail their disposition and shall be sent to all parties involved in a timely manner following the hearing. The written opinion shall be kept on file within the records of the UKSGA Office by the Attorney General.
- g. The Senate Executive Council may debate the disposition of the body in private with invited, non-involved guests. The Senate Executive Council's presiding officer, during its consideration of the issue, shall select one or more authors who can deliver the majority of the Senate Executive Council to their disposition. These authors shall be encouraged, but not required, to attach their names to the opinion and disposition.
  - i. Dissenting opinions shall not be published by the Senate Executive Council. However, letters by dissenting Senate Executive Council members may be sent to the UKSGA Supreme Court if the decision is appealed to that body.
- h. The registered student organization's leadership shall initially have three (3) days from the day that they are notified by the A&R Committee Chair of the Committee's decision to notify the Senate Executive Council that they wish to appeal the decision of the committee. If this is completed within three (3) days, the registered student organization shall have the automatic right to a hearing within fourteen (14) days of the initial decision. However, if an appeal is not submitted within three (3) days, the UKSGA Senate Speaker has the discretion to allow an appeal to be submitted up to fourteen (14) days after the initial decision. The Senate Speaker shall be encouraged to grant said appeal request. If such a discretionary appeal is granted, a hearing of the Senate Executive Council shall be held within fourteen (14) days.
  - i. The Senate Executive Council shall issue their disposition of the issue before it within fourteen (14) days of the appeals hearing. The Senate Executive Council shall issue a full opinion within fourteen (14) days of the hearing.
  - ii. The party with the right of appeal after the disposition of the Senate Executive Council shall have seven (7) days to file an appeal with UKSGA pursuant to the procedures of the UKSGA Supreme Court. The UKSGA Supreme Court shall hear and consider this matter pursuant to the UKSGA Constitution and Governing Codes. The UKSGA Supreme Court shall issue a full opinion and disposition within fourteen (14) days of hearing the appeal.
  - iii. The party with the right of appeal after the determination of the UKSGA Supreme Court shall have fourteen (14) days to file an appeal with the University's Dean of Students pursuant to any procedures they may prescribe.
- i. Any evidence submitted by a registered student organization they wish to be considered in their appeals hearing should be arranged in a clear, organized fashion.
  - i. Evidence from the registered student organization and the A&R Committee may be submitted to the Senate Executive Council until seventy-two (72) hours before the hearing begins. Such evidence shall be shared with the representatives of both parties. New evidence may not be introduced upon

appeal to the UKSGA Supreme Court or the Dean of Students, absent extraordinary circumstances.

- ii. All evidence provided to the Senate Executive Council shall be considered anew at each level of the registered student organization's appeal.

## CHAPTER 209: STUDENT GRANT ALLOCATIONS

209.1 As used in this chapter, unless the context specifies otherwise:

- a. “Undergraduate Member” shall refer to any member of the UKSGA classified by the University of Kentucky as an undergraduate student.
- b. “Graduate/Professional Member” shall refer to any UKSGA member classified by the University of Kentucky as a graduate or professional student.
- c. “Dependent” shall refer to any individual a student may have legal guardianship over.
- d. “Funding Request” shall refer to any application, submitted through BBNvolved or the equivalent platform as designated by the University of Kentucky Office of Student Organizations and Activities, for the grants for the academic year.

209.2 The funding available through UKSGA for members shall be established by the UKSGA Budget for the academic year.

- a. The ACA Committee shall file a written report upon approval or repeal of a grant that shall be submitted to the Full Senate at the following Full Senate meeting.
  - i. The report shall detail the reasons that a grant was created or repealed.
  - ii. This provision shall not imply that the Full Senate is voting on the report.

209.3 The ACA Committee Chair shall publish forms on BBNvolved for each of the grants that will receive the relevant funding request within a reasonable timeframe as established by the ACA Committee Chair, and are in compliance with University Policies, Local, State, and Federal regulations. The ACA Committee Chair shall maintain and monitor applications submitted through this form.

209.4 The forms referenced in the appropriate statute shall include all details deemed pertinent by the ACA Committee Chair but shall include the following:

- a. The eligibility requirements for each grant;
- b. The amount of funding available to each grant applicant; and
- c. A timeline for approval or denial for each grant.

209.5 The forms referenced in the appropriate statute shall collect the following information from applicants:

- a. Their name;
- b. Their LinkBlue;
- c. Their University of Kentucky-assigned email address; and
- d. The pertinent documentation or information necessary to determine eligibility for the grants as established in Chapters 209.2 and 209.3.

209.6 The ACA Committee Chair shall coordinate with the UKSGA President and the Office of Student Success to ensure the efficient marketing and allocation of funds for the grants established in the appropriate statute.

209.7 The ACA Committee shall approve all applications for the grants established in the appropriate statutes if the applicant fully completes the form(s) and provides all proper documentation. Should the ACA Committee have no funding remaining in their allocation for the current year, then the ACA Committee shall not review any further applications until such a time that more funding becomes available. The ACA Committee Chair shall

have the ability to consider RSO funding requests in coordination with the A&R Committee Chair.

209.8 Only the ACA Committee shall have the authority to hear and approve the grants established in the appropriate statutes.

a. In extraordinary circumstances, the Senate Speaker and the ACA Committee Chair may hear and approve the grants established in the appropriate statutes.

i. Extraordinary circumstances include but are not limited to the ACA Committee's inability to meet due to an academic break or other unforeseen circumstances.

209.9 The UKSGA Office Manager shall establish the timeline for applicants to meet with the Office Manager and provide any necessary receipts.

209.10 The UKSGA Office Manager shall establish the systems and timeline for disbursing funds in accordance with these statutes and the UKSGA Budget.

209.11 Any applicant who fails to collect their allotted funds by the end of the semester shall forfeit the right to said funding.

209.12 UKSGA shall not be responsible for any expense beyond the amount allotted by the ACA Committee.

## CHAPTER 210: VIEWPOINT NEUTRAL COMPLIANCE AND ACCOUNTABILITY

- 210.1 This section shall focus on a removal process for A&R Committee or ACA Committee member noncompliance with viewpoint neutrality as it is defined by the Supreme Court of the United States of America and other binding laws, rules, regulations, etc.
- 210.2 A perceived infraction by any member of the A&R Committee or ACA Committee may be reported via an anonymous form that shall be included in acceptance and denial emails sent to grant applicants. This form shall also be made available on the UKSGA website and on UKSGA's BBNvolved page. This form shall be accessible and constantly monitored by the Senate Speaker and/or their designee. The Senate Speaker and/or their designee shall inform the member of the reported infraction as soon as they are aware of the submission.
- 210.3 A reported infraction shall be heard by the Senate Executive Council prior to the next A&R Committee or ACA Committee meeting unless the next A&R Committee or ACA Committee meeting is five (5) days or less from the report of a perceived infraction. In such a case, the Senate Executive Council shall hear the reported perceived infraction before the next Full Senate meeting.
- a. A determination shall be made within fourteen (14) days of the hearing, unless the Senate Executive Council decides, by a majority vote of its membership, to certify the question to the Vice President for Student Success or their designee.
  - b. During said hearing, the Senate Executive Council shall review relevant materials, such as evidence that has been submitted, meeting recordings, and the viewpoint neutral rubric utilized by the Committee and determine the potential noncompliance of the Committee member.
  - c. During the hearing, both parties shall have the right to representation.
  - d. If at any time the issue resolves itself through the withdrawal of the complaint, the resignation of the Senator from the A&R Committee, the ACA Committee, or the UKSGA Senate as a whole, or by any other means, the proceedings may be dismissed and the certified question, if present, may be withdrawn before determination.
  - e. The Senate Executive Council may debate the disposition of the body in private with invited, non-involved guests. The Senate Executive Council's presiding officer, during its consideration of the issue, shall select one or more authors who can deliver the majority of the Senate Executive Council to their disposition. These authors shall be encouraged, but not required, to attach their names to the opinion and disposition.
- 210.4 If by a preponderance of the evidence the Senate Executive Council determines that the Senator was noncompliant with viewpoint neutrality, then the Senate Executive Council shall conclude such.
- 210.5 Any evidence submitted by a Senator that they wish to be considered in the hearing shall be arranged in a clear, organized fashion. Evidence outside of that submitted by a Senator may be utilized.
- a. Evidence from both sides may be submitted to the Senate Executive Council until seventy-two (72) hours before the hearing begins. Such evidence shall be shared with the representatives of both sides.

- 210.6 If the A&R Committee Chair or the ACA Committee Chair shall be the member against which the infraction report is made, they shall be automatically recused from the decision.
- 210.7 If the issue that arises involves a complex or otherwise difficult matter, the Senate Executive Council may certify the question to the Office of Student Organizations and Activities to determine next steps in the process. The Senator against which the infraction has been reported shall be notified at least twenty-four (24) hours before such a question is sent. Such a determination on the certified question shall be binding and shall be adopted by the Senate Executive Council.
- 210.8 There shall be no appeal from a determination by the Senate Executive Council.
- 210.9 If the determination is made that an infraction was committed, then immediate removal from the A&R Committee or ACA Committee shall be required. The Senator shall not be assigned to sit on the A&R Committee or ACA Committee for the remainder of the legislative cycle during which they were removed for said infraction.
- a. Beyond removal from the A&R Committee or ACA Committee, the Senate Executive Council may implement a range of options, ranging from reassigning the Senator to another committee, should they see fit, to seeking further disciplinary action, such as censure or impeachment processes, as outlined in the UKSGA Constitution and Governing Codes.
  - b. The Senate Executive Council shall also order the immediate reconsideration of any funding determination materially affected by the Senator's noncompliance. Such a recommendation shall be transmitted to the Appropriations and Revenue Committee Chair or the Academic Affairs Committee Chair as a list of grant applicants to be reconsidered. The Appropriations and Revenue Committee or the Academic Affairs Committee shall be authorized to reconsider such application.



# **Title III**

# **The Executive**

## CHAPTER 300: THE EXECUTIVE

300.1 Title III, encompassing chapters 300-399, shall exclusively pertain to the structure and governance of the executive of UKSGA, including but not limited to the Student Body President, Student Body Vice President, the Executive Cabinet, and the Executive Staff as outlined in Article II of the constitution.

- a. Title III may also outline the interactions of the executive with other entities, internal to UKSGA and otherwise.

## CHAPTER 301: THE EXECUTIVE LEADERSHIP

301.1 There shall be a Student Body President. The Student Body President shall be elected as prescribed in the Constitution.

- a. The Student Body President shall serve as President of the Student Body and UKSGA.
- b. The Student Body President shall serve as a voting member of the University of Kentucky President's Council and Board of Trustees.
- c. The Student Body President shall administer the executive branch.
  - i. The Student Body President may issue Executive Orders guiding the functions of the executive branch.
- d. The Student Body President shall solicit applications for the Executive Cabinet and nominate members to those positions subject to the advice and consent of the Senate.
- e. The Student Body President may enter non-legally binding agreements on behalf of UKSGA and the student body.
  - i. Any appropriations-based, non-legally binding agreement shall be subject to the advice and consent of the Senate.
  - ii. Any non-appropriations-based, non-legally binding agreement shall be subject to a legislative veto by an absolute majority vote of the Full Senate.
- f. The Student Body President shall solicit applications for vacancies on the Supreme Court and nominate members to those positions subject to the advice and consent of the Senate.
- g. The Student Body President shall nominate members to fill vacant positions on the General Court from the slate of candidates provided by the Supreme Court subject to the advice and consent of the Senate.
- h. The Student Body President shall carry out responsibilities delegated by the University of Kentucky's Vice President for Student Success.

301.2 There shall be a Student Body Vice President. The Student Body Vice President shall be elected as prescribed in the constitution.

- a. The Student Body Vice President shall serve as the President of the Senate.
- b. The Student Body Vice President shall fulfill all responsibilities delegated to their office relevant to the University of Kentucky Alumni Association and the Student Fee Allocation Committee.
- c. The Student Body Vice President shall work jointly with the Student Body President to solicit applications for the Executive Staff and nominate members to those positions subject to the advice and consent of the Senate.
- d. The Student Body Vice President shall carry out additional responsibilities delegated by the Student Body President and assist the Student Body President in executing policy and University obligations.

301.3 Once elected, the Student Body President and Student Body Vice President shall jointly nominate a member to serve as Chief of Staff subject to the advice and consent of the Senate.

- a. The Chief of Staff shall oversee the daily operations of the Executive Branch.
- b. The Chief of Staff shall serve as the liaison between the Student Body President, Student Body Vice President, and the Executive Cabinet and Staff.

- c. The Chief of Staff shall ensure the work being done in each department is collectively advancing the UKSGA mission.
- d. The Chief of Staff shall provide support and guidance to other members of the Executive Branch as directed by the Student Body President and Student Body Vice President.
- e. The Chief of Staff shall coordinate all Executive Branch event management and reservation efforts.
  - i. The Chief of Staff may delegate this authority to the Executive Director of Programming.
- f. The Chief of Staff shall preside over the Executive Cabinet and act as the Chair during meetings of the Executive Cabinet.
  - i. The Chief of Staff may designate any other member of the Executive Branch, with the consent of the Student Body President, to act as Chair of a given meeting of the Executive Cabinet.

301.4 The Student Body President, Student Body Vice President, and Chief of Staff shall collectively coordinate efforts and initiatives within the Executive Branch. The President shall be the leader and final decision-maker on matters within the Executive Branch.

301.5 The Executive Branch shall meet bi-weekly. Executive Branch members are expected to attend any and all meetings called by their supervisor(s).

301.6 All paid Executive Branch members shall conduct regular office hours during the spring and fall academic terms. The Chief of Staff shall monitor these hours.

- a. The Student Body President shall conduct twenty (20) office hours per week during the spring and fall academic terms.
  - i. The Student Body President may conduct up to seventy-five (75) percent of their office hours outside of the UKSGA office. With the consent of the Student Body Vice President and the Chief of Staff, the Student Body President may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
- b. The Student Body Vice President shall conduct twenty (20) office hours per week during the spring and fall academic terms.
  - i. The Student Body Vice President may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Student Body President, the Student Body Vice President may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
  - ii. The Student Body Vice President may divide these office hours between their responsibilities as Student Body Vice President and President of the Senate.
- c. The Chief of Staff shall conduct twenty (20) office hours per week during the spring and fall academic terms.
  - i. The Chief of Staff may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Student Body President and Student Body Vice President, the Chief of Staff may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
- d. Members of the Executive Cabinet shall conduct between six (6) and ten (10) office hours per week during the spring and fall academic terms.

- i. Members of the Executive Cabinet may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of the Chief of Staff, a member of the Executive Cabinet may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
- e. Members of the Executive Staff, excluding the Chief of Staff, shall conduct between two (2) and eight (8) office hours per week during the spring and fall academic terms.
  - i. Members of the Executive Staff may conduct up to fifty (50) percent of their office hours outside of the UKSGA office. With the consent of their direct supervisor who is an active member, a member of the Executive Staff may conduct up to one hundred (100) percent of their office hours outside of the UKSGA office.
  - ii. Should the Student Body President and Student Body Vice President unanimously agree, a member of the Executive Staff may conduct up to ten (10) office hours per week.

301.7 Every Executive Branch member shall maintain a thorough record of their actions and experiences while in their roles. These records shall be shared with the Chief of Staff and Executive Director of Operations.

## CHAPTER 302: THE EXECUTIVE CABINET

302.1 The Executive Cabinet shall consist of the Attorney General, the Executive Director of Communications, the Executive Director of Operations, the Executive Director of Programming, the Executive Director of University Affairs, and the Executive Director of the Wildcat Wardrobe. There may be an Executive Director of Legislative Affairs who shall serve as a member of the Executive Cabinet if duly nominated and confirmed.

302.2 The Chief of Staff shall administer the Executive Cabinet.

302.3 There shall be an Attorney General. The Attorney General shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Attorney General shall serve as the principal interpreter for the Executive Branch and may provide non-binding advisory opinion on the application of the UKSGA Governing Codes and UKSGA Constitution.
  - i. The Attorney General shall represent the executive and its members in all matters before the General Court and the Supreme Court.
    - A. In litigation where members of the executive are named parties on both sides of a dispute, the Attorney General shall refrain from representing either party.
      1. The Student Body President may waive this stipulation at their discretion.
    - B. The Student Body President, an individual member of the executive, or one of the listed bodies may waive this stipulation at their discretion.
- b. The Attorney General shall bring an action before the General Court or the Supreme Court on behalf of the executive at the direction of the Student Body President.
- c. The Attorney General shall review Executive Orders for proper form and compliance with the Governing Codes and the Constitution.
- d. The Attorney General shall, at the discretion of the Elections Commissioner, assist in the general administration of the electoral process.
- e. The Attorney General shall carry out additional responsibilities delegated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.4 There shall be an Executive Director of Communications. The Executive Director of Communications shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Executive Director of Communications shall oversee the Department of Communications.
- b. The Executive Director of Communications shall be responsible for any written, oral, or virtual communications to the campus community on behalf of UKSGA.
  - i. Any official communication on behalf of UKSGA or the Student Body shall be subject to approval by the Student Body President.
  - ii. Any official communication on behalf of the Senate shall be subject to approval by the Senate Speaker.
  - iii. Any official communication on behalf of the Supreme Court of the General Court, including the publication of official election results, shall be subject to approval by the Chief Justice.

- iv. Any official communication on behalf of the Elections Board, including the publication of candidates and unofficial election results, shall be subject to approval by the Elections Commissioner.
- c. The Executive Director of Communications shall be responsible for the maintenance of UKSGA promotional materials.
- d. The Executive Director of Communications shall carry out additional responsibilities delegated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.5 There shall be an Executive Director of Operations. The Executive Director of Operations shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Executive Director of Operations shall oversee the Department of Operations.
- b. The Executive Director of Operations shall oversee the operations of the Leadership Development Program by the Director of the Leadership Development Program.
- c. The Executive Director of Operations shall coordinate the application process and selection of unpaid staffers across the Executive Branch.
  - i. Staffers shall be selected in coordination with the active member of the Executive Branch who shall directly supervise those staffers.
- d. The Executive Director of Operations shall assist in efforts to maintain the records and history of UKSGA.
- e. The Executive Director of Operations shall carry out additional responsibilities delegated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.6 There shall be an Executive Director of Programming. The Executive Director of Programming shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Executive Director of Programming shall oversee the Department of Programming.
- b. The Executive Director of Programming shall create and maintain a standardized event planning process for UKSGA in line with guidance from the Office of Student Organizations and Activities.
- c. The Executive Director of Programming shall oversee UKSGA's involvement in major campus programming.
- d. The Executive Director of Programming shall carry out additional responsibilities delegated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.7 There shall be an Executive Director of University Affairs. The Executive Director of University Affairs shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Executive Director of University Affairs shall oversee the Department of University Affairs.
- b. The Executive Director of University Affairs shall advise UKSGA on matters pertaining to university, local, state, and federal policies.

- c. The Executive Director of University Affairs shall coordinate annual government relations initiatives.
- d. The Executive Director of University Affairs shall ensure that all student voices are heard and communicate expressed needs to the appropriate parties.
- e. The Executive Director of University Affairs shall carry out additional responsibilities delegated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.8 There shall be an Executive Director of the Wildcat Wardrobe. The Executive Director of the Wildcat Wardrobe shall be nominated by the Student Body President subject to advice and consent by the Senate.

- a. The Executive Director of the Wildcat Wardrobe shall oversee the Department of the Wildcat Wardrobe.
- b. The Executive Director of the Wildcat Wardrobe shall work to ensure that the Wildcat Wardrobe is adequately stocked.
- c. The Executive Director of the Wildcat Wardrobe shall oversee the donations and inventory process for the Wildcat Wardrobe.
- d. The Executive Director of the Wildcat Wardrobe shall coordinate Wildcat Wardrobe hours to ensure student accessibility.
- e. The Executive Director of the Wildcat Wardrobe shall carry out additional responsibilities designated by the Student Body President, Student Body Vice President, or Chief of Staff.

302.9 There may be an Executive Director of Legislative Affairs. The Executive Director of Legislative Affairs may be nominated by the Student Body President, subject to the advice and consent of the Senate.

- a. The Executive Director of Legislative Affairs shall oversee the Department of Legislative Affairs.
- b. The Executive Director of Legislative Affairs shall be responsible for maintaining a consistent working relationship with the Senate on behalf of the Executive Branch and advocating for the policy initiatives of the Executive Branch in the Senate.
- c. The Executive Director of Legislative Affairs shall carry out additional responsibilities designated by the Student Body President, Student Body Vice President, or Chief of Staff.

## CHAPTER 303: THE EXECUTIVE STAFF

303.1 There shall be a Department of Justice led by the Attorney General.

303.2 There shall be a Department of Communications led by the Executive Director of Communications. The executive staff of the Department of Communications may include the Director of Information Technology, the Director of Marketing, and the Director of Public Relations.

- a. The Director of Information Technology may be responsible for maintaining the UKSGA website, virtual resources, and technological devices.
- b. The Director of Marketing may be responsible for UKSGA's marketing efforts and fulfilling graphic design requests from the Executive, Legislative, and Judicial Branches.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Communications.
- c. The Director of Public Relations may be responsible for UKSGA's public relation efforts, including responding to media requests on behalf of the organization and maintaining communications with campus media outlets.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Communications.
- d. The Student Body President and Student Body Vice President may jointly opt to create new Executive Staff positions within the Department of Communications.
  - i. The number of Executive Staff positions within the Department of Communications shall be no less than two (2) and no more than five (5).

303.3 There shall be a Department of Operations led by the Executive Director of Operations. The executive staff of the Department of Operations may include the Director of the Leadership Development Program, the Leadership Development Program Coordinator, and the Director of Assessment.

- a. The Director of Assessment may be responsible for regularly collecting data on UKSGA's efficiency in serving the student body and monitoring the UKSGA budget on behalf of the Executive Branch.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Operations.
- b. The Director of the Leadership Development Program may be responsible for leading the Leadership Development Program and developing the relevant curriculum and resources for its operations.
- c. The Leadership Development Program Coordinator may assist the Director of the Leadership Development Program in their responsibilities.
- d. The Student Body President and Student Body Vice President may jointly opt to create new Executive Staff positions within the Department of Communications.
  - i. The number of Executive Staff positions within the Department of Communications shall be no less than two (2) and no more than four (4).

303.4 There shall be a Department of Programming led by the Executive Director of Programming. The executive staff of the Department of Programming may include the Director of Services, the Director of Well-being, and the Director of Outreach.

- a. The Director of Services may be responsible for overseeing general services and resources provided to the student body by UKSGA, not otherwise delegated to a member of the Executive Cabinet or the Executive Staff.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Programming.
- b. The Director of Well-being may be responsible for well-being services and resources provided to the student body by UKSGA.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Programming.
- c. The Director of Outreach may be responsible for initiatives led by UKSGA designed to create and maintain a sense of belonging for all students at the University of Kentucky.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Programming.
- d. The Student Body President and Student Body Vice President may jointly opt to create new Executive Staff positions within the Department of Communications.
  - i. The number of Executive Staff positions within the Department of Communications shall be no less than two (2) and no more than four (4).

303.5 There shall be a Department of University Affairs led by the Executive Director of University Affairs. The executive staff of the Department of University Affairs may include the Director of Graduate and Professional Affairs, the Director of Civic Engagement, and the Director of Student Safety.

- a. The Director of Graduate and Professional Affairs may be responsible for services, resources, and initiatives aimed at graduate, professional, and post-doctoral students at the University of Kentucky and promoting involvement in UKSGA for members of those communities.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of University Affairs.
- b. The Director of Civic Engagement may be responsible for coordinating voting registration initiatives and facilitating civic engagement opportunities.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Programming.
- c. The Director of Student Safety may be responsible for coordinating student safety efforts and collecting data related to the student body's sense of safety.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Programming.

- d. The Student Body President and Student Body Vice President may jointly opt to create new Executive Staff positions within the Department of Communications.
  - i. The number of Executive Staff positions within the Department of Communications shall be no less than two (2) and no more than four (4).

303.6 There shall be a Department of the Wildcat Wardrobe led by the Executive Director of the Wildcat Wardrobe. The executive staff of the Department of the Wildcat Wardrobe may include the Director of Inventory, the Director of Logistics, and the Volunteer Coordinator.

- a. The Director of Inventory may be responsible for monitoring and maintaining the inventory of the Wildcat Wardrobe.
- b. The Director of Logistics may be responsible for coordinating logistics for the Department of the Wildcat Wardrobe.
- c. The Volunteer Coordinator may be responsible for developing the schedule for and supervising the unpaid staffers in the Wildcat Wardrobe.
- d. The Student Body President and Student Body Vice President may jointly opt to create one (1) additional Executive Staff position within the Department of the Wildcat Wardrobe.
  - i. The number of Executive Staff positions within the Department of the Wildcat Wardrobe shall be no less than two (2) and no more than four (4).

303.7 There may be a Department of Legislative Affairs led by the Executive Director of Legislative Affairs. The staff of the Department of Legislative Affairs may consist of a Legislative Affairs Coordinator.

- a. The Legislative Affairs Coordinator shall assist the Executive Director of Legislative Affairs with their job responsibilities.
  - i. The Student Body President and Student Body Vice President may jointly opt to consolidate the responsibilities of this position into another member of the Executive Staff within the Department of Legislative Affairs.
- b. The Student Body President and Student Body Vice President may jointly opt to create new Executive Staff positions within the Department of Legislative Affairs.
  - i. The number of Executive Staff positions within the Department of Legislative Affairs shall be no more than two (2).

303.8 Any Executive Staff positions jointly consolidated or created by the Student Body President and the Student Body Vice President shall exist only for the duration of their term.

## CHAPTER 304: EXECUTIVE ACCOUNTABILITY

- 304.1 The Student Body President, Student Body Vice President, and Chief of Staff shall establish an accountability contract governing the conduct and commitment of all paid members of the Executive Branch. This contract shall ensure compliance with the requirements established herein.
- a. Three (3) or more documented breaches of this contract in a given semester shall prompt the Student Body President or their designee to notify the relevant member of their noncompliance. Any subsequent documented breaches of this contract min a given semester may be grounds for dismissal.
  - b. All paid members of the Executive Branch, excluding the Student Body President, Student Body Vice President, and Chief of Staff, shall sign this accountability contract within ten (10) academic days of their confirmation by the Senate.
    - i. The Student Body President may extend this deadline as pertinent to the operations of UKSGA.
- 304.2 Each paid member of the Executive Branch shall complete the appropriate number of office hours established in the relevant chapter of the Governing Codes.
- 304.3 Each paid member of the Executive Branch shall prepare the appropriate transition documentation prior to the regular election of the Student Body President and Student Body Vice President in the spring semester.
- 304.4 Each paid member of the Executive Branch shall attend all trainings and workshops mandated by the Student Body President, the Office of Student Organizations and Activities, and the Office for Student Success.
- a. The Student Body President and the Chief of Staff shall notify paid members of the Executive Branch of all mandated trainings and workshops in a timely fashion.
- 304.5 Each paid member of the Executive Branch shall attend all regular meetings of the Executive Branch and their department in person.
- a. A paid member of the Executive Branch may attend a meeting of the Executive Branch virtually at the discretion of the Chief of Staff.
  - b. A paid member of the Executive Branch may attend a meeting of their department virtually at the discretion of the executive member leading their department.
- 304.6 Each paid member of the Executive Branch shall respond to all necessary UKSGA correspondence within three (3) academic days of receipt.
- 304.7 Each paid member of the Executive Branch, through virtue of their office, consents to being recorded during all meetings of the Executive Branch.

## CHAPTER 305: EXECUTIVE ORDERS

305.1 The Student Body President shall have the authority to issue Executive Orders directing the operations of the Executive Branch.

- a. The Seante, through an absolute majority vote, has the right to a legislative veto over any Executive Order issued by the Student Body President.

305.2 All Executive Orders shall be published in an executive archive.

305.3 Each Executive Order shall include:

- a. An official title that adequately and fairly reflects its subject matter and purpose. The official title shall begin with the words “An EXECUTIVE ORDER to:” followed by a brief description of the Executive Order.
- b. The name of the Student Body President.
- c. A measure number assigned by the UKSGA Clerk in the form of “EO.#.YEAR,” where ‘#’ indicates the chronological sequence number and ‘YEAR’ indicates the academic year of filing.
  - i. Once an Executive Order has been assigned its measure number, it shall not be changed.
- d. The date of publication in the form of “Month Day, Year.”
- e. A short title section, mandated under “Section 1,” including:
  - i. The statement: “This Executive Order may be cited as the...”
  - ii. A concise, descriptive name summarizing the Executive Order’s primary intent and contents.
- f. The body section(s), containing the substantive content, arranged into section, subsections, paragraphs, and clauses as deemed necessary, following the existing numerical order of the Constitution and Governing Codes.
  - i. The title for sections may either be “Body,” the short title from “Section 1,” or another heading that aptly describes the section’s content.
- g. A uniform computer-typed format, with all text typed in Times New Roman font, size 12 points.
  - i. For distinctiveness, the measure number and the beginning of the official title (“An EXECUTIVE ORDER”) may be formatted in a font size ranging from 12 to 22 points.

## CHAPTER 306: EXECUTIVE NOMINATIONS

306.1 The Student Body President, Student Body Vice President, and Chief of Staff shall oversee the operations of the Executive Staff.

306.2 Once declared the Student Body President-elect, the Student Body President shall solicit applications for the Executive Cabinet.

- a. Following an application and interview process, the Student Body President shall nominate a member to serve in the respective Executive Cabinet position.
- b. Following the nomination of a member by the Student Body President, the appropriate Standing Committee, as designated in Governing Codes Chapter 203, shall consider a written motion to approve the nomination.
  - i. Through a simple majority vote, the appropriate Standing Committee shall refer the written motion approving the nomination to the Full Senate.
- c. Following the referral of a resolution from a Standing Committee, the Full Senate shall consider the written motion in accordance with the Rules of the Senate.
  - i. Through a simple majority vote, the Full Senate shall approve the written motion approving the nomination.
- d. Following the approval of a written motion by the Full Senate, the member approved to serve in the Executive Cabinet shall be inaugurated before commencing any official duties of their position.
  - i. This inauguration shall be conducted by the Student Body Vice President or their designee.
  - ii. The term of office for all members of the Executive Cabinet shall lapse following the inauguration of the incoming Full Senate.

306.3 Once declared the Student Body President-elect and Student Body Vice President-elect, the Student Body President and Student Body Vice President shall solicit applications for the Executive Staff.

- a. Following an application and an interview process, the Student Body President and Student Body Vice President shall nominate a member to serve in the respective Executive Staff position.
- b. Following the nomination of a member by the Student Body President and Student Body Vice President, the appropriate Standing Committee, as designated in Governing Codes Chapter 203, shall consider a written motion to approve the nomination.
  - i. Through a simple majority vote, the appropriate Standing committee shall refer the written motion approving the nomination to the Full Senate.
- c. Following the referral of a written motion from a Standing Committee, the Full Senate shall consider the written motion in accordance with the Rules of the Senate.
  - i. Through a simple majority vote, the Full Senate shall approve the resolution approving the nomination.
  - ii. The Senate Speaker or the President of the Senate may request that a written motion be considered by the Full Senate once in lieu of the legislation undergoing prior consideration by a Standing Committee. In such a case, a supermajority vote, constituting two-thirds (2/3) of those present and voting, of the Full Senate shall vote to hear the written motion and a supermajority

vote of the Full Senate shall be required in lieu of the margin required for passage should the legislation have undergone prior consideration by a Standing Committee.

- d. Following approval of a written motion by the Full Senate, the member approved to serve in the Executive Staff shall be inaugurated before commencing any official duties of their position.
  - i. This inauguration shall be conducted by the Student Body Vice President or their designee.
  - ii. The term of office for all members of the Executive Staff shall lapse following the inauguration of the incoming Full Senate.

306.4 The written motion shall follow the formatting guidelines provided by the Senate Speaker. A measure number shall be assigned to each by the Senate Speaker in the form of “EN.#.YEAR,” where ‘EN’ indicates “Executive Nomination,” ‘#’ indicates the chronological sequence number, and ‘YEAR’ indicates the academic year of filing.

## CHAPTER 307: CONTINUITY OF EXECUTIVE AFFAIRS AND SERVICES

- 307.1 Should a vacancy occur in the office of the Student Body President, the line of succession shall occur as outlined in Article II of the Constitution.
- 307.2 Should a vacancy occur in the office of the Student Body Vice President, the Student Body President shall fill the position as outlined in Article II of the Constitution.
- 307.3 Upon the occurrence of a vacancy in the Executive Cabinet, the Student Body President shall nominate a member in accordance with the appropriate statute. That member shall serve as an acting member of the Executive Cabinet until such a time that their nomination is approved or rejected.
- a. The Senate shall consider any nomination under this code no sooner than two (2) regular Standing Committee meetings following the submission of said nomination.
  - b. The rejection of a nominee and any situation resulting in the respective office in the Executive Cabinet becoming vacant shall constitute an “occurrence of a vacancy” per the appropriate statute.
- 307.4 Upon the occurrence of a vacancy in the Executive Staff, the Student Body President and Student Body Vice President, in collaboration with the Chief of Staff, shall nominate a member in accordance with the appropriate statute. That member shall serve as an acting member of the Executive Staff until such a time that their nomination is approved or rejected.
- a. The Senate shall consider any nomination under this code no sooner than two (2) regular Standing Committee meetings following the submission of said nomination.
  - b. The rejection of a nominee and any situation resulting in the respective office in the Executive Staff becoming vacant shall constitute an “occurrence of a vacancy” per the appropriate statute.

**Title IV**  
**The Judiciary**

## CHAPTER 400: THE JUDICIARY

400.1 Title IV, encompassing chapters 400-499, shall exclusively pertain to the structure and governance of the judiciary, including but not limited to the Supreme Court and its membership, as outlined in Article II of the constitution.

- a. Title IV may also outline the interactions of the judiciary with other entities, internal to UKSGA and otherwise.

## CHAPTER 401: THE SUPREME COURT

- 401.1 The Supreme Court shall have original jurisdiction over cases involving: interpretation of the UKSGA Constitution, offenses against the UKSGA Constitution, constitutionality of UKSGA Constitutional Provisions, the constitutionality and interpretation of legislation, claims, and disputes arising out of or related to UKSGA elections, and any other matter directly related to UKSGA.
- 401.2 The Supreme Court shall have appellate jurisdiction over all final decisions of the General Court.
- 401.3 A Supreme Court Justice shall recuse themselves from any proceeding in which their impartiality may reasonably be questioned, including but not limited to, situations in which a Justice:
- a. Has personal bias or prejudice concerning a party or personal knowledge of disputed evidentiary fact, or
  - b. Has worked with, endorsed, or on the campaign part of, or
  - c. Has an immediate or extended familial relationship with a party in which one is directly related to.
- 401.4 A compilation of all decisions of the Supreme Court shall be made available to all members.
- 401.5 Prior Supreme Court decisions shall be treated by the Elections Board as legal precedent under the UKSGA Constitution and Governing Codes. Such designations may be overruled by the Supreme Court in subsequent cases or may be abrogated through a modification of the UKSGA Constitution or Governing Codes.
- 401.6 The Supreme Court may summarily dismiss any claims brought before it that do not conform to the requirements of these statutes.
- 401.7 Any claim submitted to the Supreme Court that fulfills the requirements of these Codes as provided for in 402.7, shall be heard by the Supreme Court. The Supreme Court reserves the right to dismiss any claim found to be frivolous or submitted in bad faith.
- 401.8 The Supreme Court will conduct its proceedings in accordance with the UKSGA Constitution and codes as well as the judicial handbook. Unclear questions of procedure may be resolved by the Supreme Court or the General Court, by reference either to the accepted practice of the courts of the Commonwealth of Kentucky, or those of the United States.

## CHAPTER 402: INITIATING AN ACTION TO THE SUPREME COURT

- 402.1 Any member may bring an action before the Supreme Court.
- 402.2 Any active member may be named as the respondent in any petition brought before the Supreme Court.
- 402.3 All respondents have the right: to be served with a copy of the petition filed against them, to respond to said complaint with a written answer for consideration by the General Court or Supreme Court, and to appear before either the General Court or the Supreme Court and be heard.
- 402.4 The Supreme Court may strike any respondent from any petition if the petition neither adequately alleges that said respondent has acted in any way contrary to the Constitution or Governing Codes of UKSGA, nor adequately alleges that said respondent must be a party to the action in order for the relief requested to be given.
- 402.5 A compilation of all decisions of the Supreme Court shall be made available to all students.
- a. All majority, concurring, minority, dissenting, and legislative slip opinions shall be published within five (5) academic days in a Judicial Archive on the UKSGA website.
    - i. The Chief Justice shall collaborate with the UKSGA Clerk and the Department of Communications to publish opinions.
- 402.6 A member may initiate an action by delivering a written claim to the Chief Justice. This member will be recognized as the petitioner. Electronic delivery to the Supreme Court shall constitute valid delivery.
- 402.7 To be acted on by the Supreme Court, any claim or motion must clearly and accurately:
- a. State the petitioner(s)'s name(s) and LinkBlue(s);
  - b. State the respondent(s)'s name(s) and LinkBlue(s);
  - c. State the cause(s) of action that are disputed by the petitioner or petitioners, including the time, place, and manner of said action or actions, to the best of the petitioners' knowledge;
  - d. State the specific provision or provisions of the UKSGA Constitution or Codes the petitioner alleges are violated by the disputed action;
  - e. Set forth relief sought by the petitioner or petitioners;
  - f. Include, at the end of the petition, the following words: "I hereby represent to the Supreme Court of UKSGA my belief in good faith that to the best of my knowledge the allegations contained herein are true."; and
  - g. Bear the signature of each petitioner at the end of the form.
- 402.8 A valid appeal shall contain all required elements set forth in 402.7. An appeal shall be submitted in writing to the Chief Justice of the UKSGA Supreme Court within five (5) academic days of the publication of the written opinion of the General Court.
- 402.9 Any party to any action(s) may, at the discretion of the Supreme Court, implead any third party. Any respondent to any action(s) may implead any third party to the action(s) at the discretion of the UKSGA Supreme Court so long as all or a portion of the respondent(s)' liability for the claim is due to an action or inaction of the third party. With respect to the impleaded claim, the original respondent will be the petitioner and the third party shall be referred to as the "third-party respondent." The third-party respondent shall be entitled to

all procedural guarantees afforded to any respondent as defined in these codes. A respondent seeking to implead a third party must do so within three (3) academic days following service of process.

- 402.10 Petitioner(s) shall serve a copy of their claim(s) to all respondent(s). The UKSGA Supreme Court may waive this requirement if, in its judgment, the petitioner has attempted a good faith effort to personally serve all respondents. Electronic service to the respondent(s)' LinkBlue email shall constitute valid service under this code. A copy of the claim(s) must also be submitted to the Supreme Court.
- 402.11 The UKSGA Supreme Court may order all parties to appear before it, no less than ten (10) academic days from the time of service, except for alleged election violations. Any party failing to respond within the allotted time is subject to judgment against them.
- 402.12 Respondents to any petition brought before the UKSGA Supreme Court shall notify the UKSGA Supreme Court in writing that they intend to submit an answer to the petition and whether they intend to appear in person before the Supreme Court and be heard. Such notice shall be made to the UKSGA Supreme Court within five (5) academic days following receipt of the petition.
- 402.13 All actions shall be brought before the UKSGA Supreme Court within one year of the transaction or occurrence giving rise to the petition, aside from alleged election violations. The procedure for filing claims regarding elections can be found in the Elections Codes.

## CHAPTER 403: THE GENERAL COURT

403.1 A Judge of the General Court shall recuse themselves from any proceeding in which their impartiality may reasonably be questioned, including, but not limited to, situations in which a Judge:

- a. Has personal bias or prejudice concerning a party or personal knowledge of disputed evidentiary fact, or
- b. Has worked with or on the campaign of a party, or
- c. Has a familial relationship with a party.

403.2 The General Court shall have original jurisdiction over all claims assigned to them by the Supreme Court pursuant to Code 403.

403.3 The Supreme Court shall assign all claims to the General Court which involve a genuine dispute of material fact related to the claim. To determine whether such a dispute exists, the Supreme Court reviews the submitted claim and conducts an internal vote to determine whether the requisite standard is satisfied. At least four of the seven Justices must vote in favor of assigning the case.

403.4 The presiding Judge in a claim assigned to the General Court shall be determined at the discretion of the Chief Justice of the Supreme Court, pursuant to the framework set forth in the Judicial Handbook.

403.5 All parties appearing before the General Court shall have the opportunity to present evidence, bring their own witnesses, and cross-examine witnesses of the opposing party, subject to the rules and guidelines prescribed in the Judicial Handbook.

403.6 Following a hearing of the General Court, the presiding Judge shall produce a written opinion outlining the Court's holding. This opinion shall include conclusions of both fact and law.

- a. Opinions shall be published within five (5) academic days in a Judicial Archive on the UKSGA website.
  - i. The Chief Justice shall collaborate with the UKSGA Clerk and the Department of Communications to publish the opinions.

403.7 All conclusions of law are reviewable by the UKSGA Supreme Court under a de novo standard. All conclusions of fact are reviewable by the UKSGA Supreme Court under an abuse of discretion standard.

403.8 The General Court shall hear any request brought forth by a party seeking the recusal of a Justice of the Supreme Court in a pending Supreme Court proceeding. In such circumstances, the General Court shall sit as a panel of three in a closed-door proceeding attended only by the Judges, parties, and UKSGA Clerk. The senior-most Judge, with respect to time served, shall preside. At the hearing, the party seeking recusal of the Justice shall present their reasons for why the Recusal Code (401.3) has been violated. The Justice in question shall also have an opportunity to be heard on the same question in their defense. A unanimous decision in favor of recusal must be reached before the Justice is required to recuse from the proceedings. The General Court shall issue a brief memorandum decision, which shall be distributed to the UKSGA Clerk.

403.9 A party seeking recusal of a Judge of the General Court shall submit a request in writing to the Chief Justice of the Supreme Court stating the reason why the Recusal Code (403.1) has been violated. The Chief Justice may re-assign the claim to a different Judge of the General Court at their discretion.

## CHAPTER 404: LEGISLATIVE SLIP OPINIONS

404.1 After referral to the appropriate standing committee, but before a bill is heard by the Senate, any Senator may bring a motion to the Senate floor requesting a legislative slip opinion from the Supreme Court.

404.2 A legislative slip opinion shall only be requested upon a perceived question of constitutionality concerning the proposed legislation.

404.3 Upon a perceived question of constitutionality by the Senate or the Solicitor General, a Senator shall bring a motion to certify a question to the Supreme Court.

- a. During discussion on the motion, the Senate shall draft a neutral question to be referred to the Supreme Court, if certified.
- b. The neutral question shall require a two-thirds (2/3) majority of Senators present and voting to be certified and referred to the Supreme Court.

404.4 The Senate Speaker shall submit the question to the Supreme Court within twenty-four (24) hours of the certification of the question.

404.5 The Supreme Court shall review the certified question and draft a legislative slip opinion ruling on the constitutionality of the proposed legislation.

- a. The legislative slip opinion shall be provided to the Senate and the proposed legislation's sponsor before the next scheduled meeting of the Senate.

## CHAPTER 405: RELIEF GIVEN BY THE SUPREME COURT

- 405.1 Upon conclusion of any case before it, the Supreme Court will issue a written opinion explaining its ruling and any relief granted. A copy of this opinion will be transmitted to each party to the action and to the Student Body President and Senate Speaker. All opinions function as binding precedent upon UKSGA if and until such time the holding is overruled by the Supreme Court.
- 405.2 The Supreme Court shall have the right to grant relief in the form of either a declaratory judgment or an injunction.
- 405.3 If a declaratory judgment is rendered by the Supreme Court, the Supreme Court shall formally declare the meaning of the UKSGA Constitutional provision or Governing Code at issue, as well as the parties' rights with respect to that provision.
- 405.4 If an injunction is rendered, the Supreme Court will render an order, requiring the respective UKSGA branch or active member to take specific action to comply with the holding. Such an injunction shall be binding on all named officials or branches.

## CHAPTER 406: APPELLATE CASES

- 406.1 Any appeal to any decision rendered by the General Court shall only be heard by the Supreme Court.
- 406.2 All appellate cases heard by the Supreme Court shall be rendered under the standard of review de novo for findings of law, and clear error for findings of fact.
- 406.3 Any appeal to any decision rendered by the General Court may be brought to the Supreme Court and shall be brought within seven (7) academic days from the final decision rendered by the General Court.
- 406.4 The appealing party to the Supreme Court shall be named “The Appellant”.
- 406.5 The Supreme Court shall notify the non-appealing party (“The Appellee”) in writing within two (2) academic days after the Appellant has filed for appeal.
- 406.6 Both the Appellant and the Appellee shall prepare an appellate brief that contains the following sections: 1) statement of the case, 2) questions presented, 3) argument, 4) conclusion. Each brief shall be signed by each party’s counsel and shall be served to each party involved in the appealing case from the General Court to the Supreme Court within seven (7) academic days.
- 406.7 Each party shall have the opportunity to orally argue in front of the Supreme Court stating both their arguments and their defenses.
- 406.8 Upon conclusion of any case appealed from the General Court to the Supreme Court, the Supreme Court shall issue a written opinion explaining its ruling and/or any relief granted. A copy of this opinion will be transmitted to each party to the action and to the Student Body President and Senate Speaker.
- 406.9. Any and all appeals that derive from the General Court to the Supreme Court that have been issued a written opinion explaining its ruling and/or any relief granted are final and shall not be re-appealed.

## CHAPTER 407: THE ELECTIONS CLAIMS REVIEW PROCESS

- 407.1 Following the Claims Review Meeting by the Elections Board of Supervisors, the Elections Board shall determine claims as either actionable or non-actionable. The Elections Commissioner shall then refer the claims to the Supreme Court.
- a. All actionable claims shall be deemed merited and heard by the Supreme Court at the Supreme Court hearing as a matter of right.
- 407.2 The Supreme Court shall inform parties of a scheduled certiorari hearing, where non-actionable claims shall have the opportunity to be heard. The certiorari hearing shall occur between the date of referral of claims by the Elections Commissioner and the date scheduled for the Supreme Court hearing.
- 407.3 The certiorari hearing shall consist solely of the Supreme Court justices, the parties to each claim, their counsel if applicable, the Elections Commissioner, any staff member of the UK Office of Student Organizations and Activities, and the UKSGA Clerk. Otherwise, the certiorari hearing shall be a closed meeting.
- 407.4 At the certiorari hearing, each party shall have two (2) minutes to state their reasoning as to whether the Elections Board’s decision should be upheld.
- 407.5 The Supreme Court shall not question the parties or their counsel during the certiorari hearing.
- 407.6 No new evidence shall be submitted by parties or their counsel to the Supreme Court for the certiorari hearing. The Supreme Court shall use solely the evidence submitted in the claim to make their determination of certiorari.
- 407.7 Following the certiorari hearing, the Supreme Court shall convene to decide whether to grant certiorari to any non-actionable claims heard.
- a. This meeting shall consist solely of the Supreme Court Justices and shall otherwise be a closed meeting.
  - b. If the Supreme Court grants certiorari to a non-actionable claim, the claim shall be considered merited and heard at the Supreme Court hearing.
- 407.8 The Supreme Court shall inform all parties to each claim of their determination of certiorari and merit and shall put parties on notice of the Supreme Court hearing pursuant to appropriate statutes.

## CHAPTER 408: JUDICIAL NOMINATIONS

408.1 The Student Body President shall nominate a member to fill any current or imminent vacancy on the Supreme Court subject to approval by a simple majority vote by the Full Senate.

- a. An imminent vacancy shall refer to a vacancy occurring at the end of the academic term, for which a nominee may be put forward no sooner than six (6) weeks preceding the vacancy.

408.2 The Student Body President shall nominate a member to fill any current or imminent vacancy on the General Court from the list of members provided by the Supreme Court subject to approval by a simple majority vote by the Full Senate.

- a. An imminent vacancy shall refer to a vacancy occurring at the end of the academic term, for which a nominee may be put forward no sooner than six (6) weeks preceding the vacancy.

408.3 The Supreme Court shall nominate a member to serve as Elections Commissioner subject to the advice and consent by a simple majority vote by the Full Senate.

- a. A simple majority of the Supreme Court shall agree to the nominee for Elections Commissioner prior to the nomination's submission to the Senate Speaker.

408.4 All judicial nominations shall be submitted to the Senate Speaker then referred to the appropriate body.

## CHAPTER 409: INTRABRANCH AFFAIRS

409.1 The Supreme Court, General Court, Elections Board, and the Elections Commissioner shall meet at least once within the first three (3) weeks of the fall and spring semesters.

409.2 Should there be a revision to the Judicial Handbook, a meeting consisting of the Supreme Court, General Court, Attorney General, Solicitor General, the Elections Board, and the Elections Commissioner shall convene over such revisions.

- a. Any amendments or modifications shall be made by the requirement of a majority of the total number of justices on the UKSGA Supreme Court.



# Title V

# Interbranch Affairs

## CHAPTER 500: INTERBRANCH AFFAIRS

500.1 Title V, encompassing chapters 500-599, shall exclusively pertain to the structure and governance of interbranch affairs and officers as outlined in the constitution.

500.2 Throughout Title V, the following terms and definitions shall be used:

- a. “Censure Resolution” shall be defined as a formal reprimand on the part of the Senate. A censure resolution may be considered under the following grounds: abuse of power, dereliction of duty, or breach of public trust.
- b. “Impeachable Offense” shall be defined as the conduct to which a person may be impeached. Impeachable offenses are considered under the following grounds: abuse of power, dereliction of duty, or breach of public trust.
- c. “Articles of Impeachment” shall be defined as the statement filed by the requisite number of student Senators that accuses a person of an impeachable offense.
- d. “Adopted Articles of Impeachment” shall be defined as those sections of the articles of impeachment that have been adopted by a supermajority vote of the membership of the Senate to proceed to trial.
- e. “Impeached” shall be defined as the formal adoption of articles of impeachment by the Impeachment Body.
- f. “Conviction of Impeachment” shall be defined as those sections of the adopted articles of impeachment adopted by an absolute supermajority of the Senate, or of the entire membership of the Senate. An officer convicted of impeachment shall be immediately removed from office. Conviction of impeachment does not change the person’s civil or criminal liability.
- g. “Disqualification from future office” shall be defined as a separate vote of the Senate to prevent the person convicted of impeachment from holding any future UKSGA position. A supermajority of those present and voting shall be required to disqualify a person from future office.

## CHAPTER 501: EVALUATIONS

- 501.1 Each member of the Executive Branch shall attend, either in person or via Zoom, a committee meeting of the Standing Committee that considered their initial appointment. These evaluations shall occur by the end of March for the purposes of evaluation. The discussion and rubric shall include:
- a. A presentation of the member's allocated budget and how it has been used thus far, if applicable;
  - b. Progress made on goals the member identified at the beginning of their term; and
  - c. How the Senate can assist the member in completing their goals.
- 501.2 The Elections Commissioner, Elections Board of Supervisors, Supreme Court, and General Court are exempt from the evaluations process and shall not be required to be evaluated.
- 501.3 Each Standing committee shall generate a standard report using an evaluation rubric established by the Operations Chair, Senate Speaker, Chief of Staff, and reviewed by the five (5) Executive Directors of the Executive Branch. Committees shall report their findings on the respective active member to the Senate Speaker and Student Body President to be properly distributed.
- 501.4 Any action deemed necessary or any recommendations of a Standing Committee shall accompany the report.
- 501.5 Each Committee's report shall detail the Committee's evaluation findings based on the standards set by the rubric.
- 501.6 The Executive Director of each department of the Executive Branch shall give a report using the same evaluations guidelines as described in 501.1 to the Full Senate no later than the end of the fall semester.

## CHAPTER 502: INTERBRANCH COMMITTEES

502.1 UKSGA may establish an interbranch committee through an adoption of a resolution by a simple majority vote of the Full Senate.

- a. The resolution establishing an interbranch committee shall define the membership of that interbranch committee and who shall serve as the Chair and Vice Chair of that interbranch committee.

502.2 An interbranch committee shall have a defined purpose and conclude its work no later than the subsequent fall academic term following its creation.

- a. An interbranch committee may refer legislation to a Standing Committee for consideration.

502.3 An interbranch committee shall be composed equally of the branches and adhere to all guidelines applicable to a Standing Committee.

## CHAPTER 503: CAUCUSES

503.1 A caucus shall be defined as a standing group of University of Kentucky students that has been formally recognized by the Senate, whose purpose is aimed at solving a persistent issue affecting University of Kentucky students on campus, in Lexington, or generally in society.

503.2 Members shall have the sole right to caucus membership.

- a. All active members and members shall be eligible to serve as voting members of a caucus.

503.3 The chair of a caucus shall be an active member seated in the legislative branch. Each caucus shall adopt a document outlining its leadership structure and purpose.

503.4 In order to be recognized as a caucus, the potential caucus must have at least three (3) members and they must submit a Caucus Recognition Statement to the Senate Speaker. This statement must contain the following information:

- a. Name of the caucus;
- b. Description of the common cause of the standing group of students;
- c. Description of the goals of the caucus and objectives of how they will work to achieve these goals;
- d. Procedures for electing a chair each academic year or semester; and
- e. Caucuses shall comply with the University's nondiscrimination policy.

503.5 Upon receipt of the Caucus Recognition Statement, the Senate Speaker must deliver the statement to the Student Affairs Committee for review. If the committee finds that the potential caucus satisfies the aforementioned requirements and is in general compliance with the UKSGA Constitution and Governing Codes, the Student Affairs Committee, upon confirmation, shall refer the Caucus Recognition Statement to the Full Senate for approval. Upon approval of the Full Senate, the newly formed caucus is formally recognized.

503.6 A caucus may endorse legislation.

- a. This shall not be taken to empower a caucus to formally refer legislation to a Standing Committee or the Full Senate.

503.7 Each fall and spring term, the Senate Executive Council shall ensure all caucuses are in compliance with this chapter. Any caucus in noncompliance shall be derecognized but may reapply for recognition in the future.

503.8 Caucuses shall refrain from endorsing or opposing a candidate for elected office.

## CHAPTER 504: THE CONSTITUTIONAL REVIEW COMMITTEE

- 504.1 The Constitutional Review Committee shall be composed of the following members: the Student Body President, Student Body Vice President, Attorney General, Senate Speaker, each Standing Committee Chair, Senate Solicitor General, Elections Commissioner, and Chief Justice of the Supreme Court.
- a. Each member of the Constitutional Review Committee may, at their discretion, designate another active member to serve in their place for any duration of time, up to the entirety of their term.
- 504.2 The Attorney General shall serve as the chair of the committee and the Senate Solicitor General shall serve as the vice chair during regularly scheduled review years. If the Constitutional Review Committee is convened outside of a regularly scheduled review year, the Senate Solicitor General shall serve as the chair of the committee, and the Attorney General shall serve as the vice chair.
- 504.3 The Constitutional Review Committee shall be convened at the beginning of every fourth academic year after the 2019-2020 academic year. The committee shall also finish their business by the end of the academic year during which they are convened.
- 504.4 With the unanimous written consent of the Student Body President, Senate Speaker, and Chief Justice of the Supreme Court, the Constitutional Review Committee may be convened in a year outside of the regularly scheduled review.
- 504.5 The Constitutional Review Committee shall:
- a. Evaluate the efficacy of the Constitution;
  - b. If necessary, draft amendments for consideration by the Senate in accordance with the amendment process;
  - c. Keep and report minutes to the Senate through the duration of their work in compliance with all recordkeeping requirements of the Senate; and
  - d. Abide by the same rules that guide the procedure of the Standing Committees of the Senate outlined in the appropriate governing document.

## CHAPTER 505: THE UKSGA CLERK

- 505.1 The UKSGA Clerk shall serve as the chief recordkeeping office of UKSGA, maintaining the appropriate documentation from all three (3) branches and interbranch affairs.
- The UKSGA Clerk shall work to ensure compliance with all open meetings and open records requirements prescribed in the Kentucky Revised Statutes.
  - The UKSGA Clerk shall work to ensure compliance with all documentation and recording requirements designated by the UKSGA Constitution and University of Kentucky Governing and Administrative Regulations.
  - The UKSGA Clerk shall be the custodian of the UKSGA Constitution, Governing Codes, and any other governing documents.
- 505.2 The UKSGA Clerk shall be nominated by a simple majority vote of the Student Body President, Senate Speaker, and Chief Justice of the Supreme Court, subject to approval by a simple majority of the Senate.
- All nominations for UKSGA Clerk shall be considered as written motions before the appropriate body during the confirmation process.
  - The written motion shall follow the formatting guidelines provided by the Senate Speaker. A measure number shall be assigned to each by the Senate Speaker in the form of “IN.#.YEAR,” where ‘IN’ indicates “Interbranch Nomination,” ‘#’ indicates the chronological sequence number, and ‘YEAR’ indicates the academic year of filing.
- 505.3 The UKSGA Clerk shall aid the Student Body President and the leadership of the Executive Branch in clerical matters pertaining to the Executive Branch. The clerk shall collect minutes and recordings following meetings of the Executive Branch.
- 505.4 The UKSGA Clerk shall aid the Senate Speaker in clerical matters pertaining to the Senate and collect minutes and legislation following their passage from all bodies of the Senate.
- 505.5 The UKSGA Clerk shall serve as the clerk of the UKSGA judicial bodies and aid the Chief Justice in clerical matters pertaining to the Judicial Branch. The clerk shall collect official opinions, documentation, and recordings following meetings of the Supreme Court and General Court.
- 505.6 The UKSGA Clerk, in collaboration with the Senate Speaker and the Student Body President or their designee(s), shall ensure that records are not only maintained accurately but also made easily accessible to the public. This includes timely updates to the UKSGA Legislative Archive on the official website, which will systematically organize all legislation by academic year with necessary details after consideration in a Full Senate meeting, which shall include:
- The official title and short title of each legislation, accompanied by a link to its full text in PDF (Portable Document Format);
  - The unique legislative measure number assigned to the legislation;
  - The name(s) of the legislation’s sponsor(s);
  - The legislation’s final status in the Senate, including the outcome of the vote; and
  - The legislation’s final disposition, specifying whether it was approved, vetoed, or if action by the Student Body President was not applicable.

## CHAPTER 506: ACCOUNTABILITY

506.1 Immediately following the filing of a censure resolution or adopted articles of impeachment, a committee shall be formed with ten (10) active members of the Senate, one being the Chair of the Judiciary Committee and another being the Vice Chair of the Judiciary Committee. This committee shall be known as the Judiciary Committee. The membership of this committee shall be selected through a random lot of the entire membership of the Senate. The Chief Justice of the Supreme Court shall oversee the selection process for and operations of this committee. This committee's purpose is to assess the merit of any alleged offenses in a censure resolution or adopted articles of impeachment that have been filed. A simple majority of the Judiciary Committee may send the respective censure or adopted articles of impeachment to the Full Senate for review.

- a. The Senate Speaker and the Senate Speaker Pro-Tempore shall be the chair and vice chair of this committee respectively. In the event that the Senate Speaker or the Senate Speaker Pro-Tempore shall be the person implicated in the censure or adopted articles of impeachment, then the members of the Judiciary Committee shall select their chair or vice chair through an internal vote.
  - i. In the event that the Senate Speaker is the individual concerned in the censure resolution or adopted articles of impeachment, then the Senate Speaker shall recuse themselves from the Judiciary Committee.
  - ii. In the event that the Senate Speaker Pro-Tempore is the individual concerned in the censure resolution or adopted articles of impeachment, then the Senate Speaker Pro-Tempore shall recuse themselves from the Judiciary Committee.
  - iii. In the event that the Senate Speaker or Senate Speaker Pro-Tempore may recuse themselves from the Judiciary Committee, then their allotted spot shall be filled by a Senator through random lot to ensure that the Judiciary Committee remains a membership of at least ten (10) members of the Senate.
  - iv. The individual concerned in the censure resolution or adopted articles of impeachment, in the case that they are a Senator, shall not retain the right to be considered in the random lot to determine membership. Additionally, those individuals who sponsored a censure resolution or adopted articles of impeachment shall not retain the right to be considered in the random lot to determine membership.
- b. A Senator selected through random lot to sit on this committee may provide a written statement to the Senate Executive Council detailing their reasoning for seeking recusal from the Judiciary Committee, and the Senate Executive Council shall review the statement, determine its validity, and vote to accept or deny the recusal of the Senator.
- c. Upon completion of the vote regarding the present censure resolution or articles of impeachment, the Judiciary Committee shall dissolve until such a time where another censure resolution or articles of impeachment may be filed. Each separate time when the Judiciary Committee shall be convened, the membership of the committee shall be selected through a new random lot of the entire membership of the Senate, excluding those who have previously served on the Judiciary Committee.
  - i. This clause shall not bar any member who is required to sit on the Judiciary Committee from repeated service.

- d. If there are not enough eligible Senators to form the committee, then the resolution shall go to the Full Senate and be voted on twice, on consecutive regular Full Senate meetings.

506.2 Any active member of UKSGA may be censured.

506.3 A censure resolution shall be sponsored by no less than one fifth (1/5) and shall be filed with the UKSGA Clerk. A copy of the censure resolution shall be forwarded to the Senate Executive Council and the person(s) concerned in the resolution.

506.4 At the regularly scheduled Full Senate meeting immediately following the vote sending a censure resolution to the Full Senate, the Senate must take up the resolution for consideration. The person who is being considered for censure shall be given the right to appear before the Senate.

- a. The Senate Speaker shall preside over a censure hearing. If the Senate Speaker is the person whose censure is being sought, then the President of the Senate shall preside over the meeting in which the censure resolution is being considered.

506.5 The Full Senate shall adopt a censure resolution upon a supermajority, or a two-thirds (2/3) vote of the Senators present and voting.

506.6 Any active member of UKSGA may be impeached.

506.7 The filing date of articles of impeachment shall be deemed the day that one fifth (1/5) of the membership of the Senate co-file articles of impeachment. All Senators co-filing the articles of impeachment must certify that a copy of the articles of impeachment have been given to the person whose impeachment is being sought.

506.8 The person whose impeachment is being sought shall have no automatic right to appear before the Senate unless an article of impeachment is adopted to proceed to trial. The impeachment body may allow the person whose impeachment is being sought to present evidence and testimony to the Senate while they are reviewing the referred articles of impeachment.

506.9 After the vote of the Judiciary Committee sending the adopted articles of impeachment to the Full Senate for review, the referred articles of impeachment will be sent to the Full Senate for review at their next regular meeting. Should the referred articles of impeachment be adopted by a supermajority, or a two-thirds (2/3) vote of the Senators present and voting, a trial shall be held on those articles of impeachment by the Senate.

- a. The Senate Speaker shall preside over the impeachment hearing. The Chief Justice of the Supreme Court shall preside over all impeachment hearings where the head of another branch's impeachment is being sought. This includes the Student Body President, Student Body Vice President, and the Senate Speaker.
- b. Upon the adoption of the referred articles of impeachment, the presiding officer shall deliver to the person whose impeachment is being sought a copy of the adopted articles of impeachment and that person shall be automatically suspended from office pending trial.

506.10 The date of the impeachment trial shall be set by the Chief Justice and shall begin within ten (10) academic days of the adoption of the adopted articles of impeachment. Failure to

begin the impeachment trial shall constitute a dismissal with prejudice of the adopted articles of impeachment and remove the suspension from the officer.

- a. The Chief Justice shall preside over all impeachment trials where the Student Body President, Student Body Vice President, or the Senate Speaker is the individual having been impeached.
- b. If the Chief Justice or any member of the Court is the individual having been impeached, then the Senate Speaker shall preside over the impeachment trial.
  - i. The Chief Justice or their designee shall preside over all other impeachment trials.

506.11 The person whose conviction of impeachment is being sought shall be afforded the opportunity to be heard, the right to present witnesses, the right to offer evidence, and the right to offer testimony.

506.12 After the impeachment trial, if the impeached member is found guilty on any article of impeachment, the person shall be deemed convicted of impeachment and removed from office.

506.13 The Senate shall vote separately to disqualify the person convicted of impeachment from holding any future position within UKSGA. A supermajority vote, or two-thirds (2/3) of those present and voting shall be necessary to affect future disqualification.

506.14 If a member is found not guilty of the adopted articles of impeachment, the suspension shall automatically be removed and the person shall resume office.

## CHAPTER 507: FISCAL TRANSPARENCY

507.1 Throughout Chapter 507, the following terms and definitions shall be used:

- a. “Appropriation” shall be defined as any amount of money given to students or Registered Student Organizations through grant programs provided by UKSGA.
- b. “Expenditure” shall be defined as any action where funds appropriated through the UKSGA Budget were used for their outlined purpose, excluding any wages for an individual performing the duties and responsibilities of their job or office.

507.2 The Chief of Staff and A&R Chair shall meet to report on the fiscal responsibility of the Executive and Legislative branches. These meetings shall occur no less than once a month from September through April of each academic year. These meetings will include discussion surrounding the expenditures and appropriations made by each respective branch during the period between each of those meetings.

- a. The Chief of Staff shall work with the appropriate Executive Branch member to compile the expenditures made by each of the members of the Executive Branch.
- b. The A&R Chair shall work with the ACA Chair to compile the funding appropriated through the Legislative Branch.

507.3 During these meetings, the Chief of Staff and the A&R Chair shall review all of the recorded expenditures and appropriations made up to the date of that meeting. They will also create a Transparency Report that shall have the following components:

- a. The total amount of expenditures/appropriations made by each Executive Branch Department or Standing committee; and
- b. If applicable, the Student impact of each expenditure/appropriation.

507.4 The Chief of Staff and A&R Chair shall work with the Executive Director of Communications to establish the format of this report each academic year. This report shall be created to maximize readability and comprehension.

507.5 Once this report has been drafted, it shall be distributed through the primary public platforms that UKSGA uses.

## CHAPTER 508: BUDGET REVISIONS

508.1 As used in this chapter, unless the context specifies otherwise:

- a. “Fiscal Year” shall be defined as beginning on July 1 and ending on June 30.
- b. “A&R” shall be designated as the group responsible for reviewing the proposed budget.
- c. “Senate Officers” shall be defined as the Senate Speaker, Senate Pro-Tempore, and Committee Chairs.
- d. “Reconciliation Package” shall refer to a comprehensive budget adjustment measure taken up in the spring.

508.2 The A&R Committee Chair shall propose a budget provided to them by the Student Body President.

- a. The Student Body President shall have ten (10) academic days following receipt of the monetary budget from the Office of Student Organizations and Activities to provide a budget to the A&R Chair.
- b. Members of the A&R Committee shall be given at least three (3) academic days to review the proposed budget before a vote is taken.
  - i. The budget proposal shall be placed on the A&R agenda for the respective committee meeting in which it will be considered.
- c. During the review period, members of A&R may submit written amendments to the A&R Chair for consideration. These amendments shall be considered and A&R must approve the budget before it is sent to the Full Senate for adoption.
- d. The budget shall be adopted by a simple majority of the Full Senate unless the bylaws specify otherwise.
- e. Upon passage, the approved budget shall be posted publicly if applicable.

508.3 The summer budget is subject to approval by the Senate Executive Council acting on behalf of the Full Senate.

- a. All expenditures made under the Summer Operating Budget must be reported to the Full Senate at its first meeting of the new fiscal year and included in the full budget proposal.
- b. The Full Senate must vote to ratify or amend the Summer Operating Budget upon return.

508.4 Any single budget change during the fiscal year after the initial budget is passed shall be defined as a budgetary change and shall be subject to the following approval process:

- a. Budgetary changes shall originate from the A&R Committee Chair provided to them by the Student Body President and shall go through the A&R Committee for final review and passage.
- b. Budgetary changes shall be authorized by approval of the A&R Committee and placed as a consent item on the next agenda of the Full Senate.

508.5 A reconciliation package may be drafted and introduced within a month of receiving updated budget information. Same exemption as above for the full budget.

- a. The package may include:
  - i. Adjustments to reflect actual income and expenditure

- ii. Reallocation of unused funds
  - iii. Allocation of surplus
- b. The A&R Committee shall review the reconciliation package in accordance with Senate rules.
- c. The reconciliation package shall be subject to the same approval process as outlined in code 508.2.

**Title VI**  
**Elections**

## CHAPTER 600: APPLICATION AND DEFINITIONS

600.1 Title VI, encompassing Chapters 600-699, shall exclusively pertain to the structure and governance of all UKSGA elections.

600.2 Throughout Title VI, the following terms and definitions shall be used:

- a. “Actionable” shall be defined as objections determined by the Elections Board to likely have merit if officially reviewed as a claim.
- b. “Active member” shall be defined in the UKSGA Constitution.
- c. “Affiliated with” shall be defined as openly endorsing a campaign.
- d. “Banner” shall be defined as a campaign promotional item, sized larger than 13 x 19 inches, to be displayed.
- e. “Campaign material” shall be defined as anything used to promote a candidate, including, but not limited to, flyers, literature, pamphlets, clothing articles, table-tent advertisements, electronic communication banners, posters, handbills, web pages, social media content, email documents, sound recordings, video recordings, and location-based marketing materials.
- f. “Campaign promotional item” shall be defined as an item that a candidate distributes which may contain a candidate’s or ticket’s platform, name, educational experience, or other unnamed item to be determined by the Elections Board. This includes, but is not limited to, apparel for affiliates and buttons.
- g. “Candidate” shall be defined as a member who has met all requirements for candidacy and has been notified by the Elections Commissioner of their approval.
  - i. Unless otherwise stipulated, hereinafter, the term “candidate” shall refer to both candidates and write-in candidates.
- h. “Candidate platform” shall be defined as a statement from the candidate or candidates describing their positions independent of other campaign materials.
- i. “Claim” shall be defined as a submission to the Elections Commissioner by any candidate, the Solicitor General, or the Attorney General upon a perceived election violation, seeking the injunctive remedy of an official review and assessment of penal damages.
- j. “Classrooms” shall be defined as rooms where at least two different University-administered classes occur weekly during the semester in which the election is held.
- k. “Elections Timeline” shall be defined as the document submitted to the appropriate standing committee and the Full Senate for consideration, which outlines the location of election polls, the times of operations for each election poll, the promotional plan for the election, and all other procedures and policies for the election that require approval before implementation.
- l. “Eligible voter” shall be defined as a currently enrolled student at the University of Kentucky and determined by enrollment data provided by the Office of Student Organizations and Activities.

- m. “Endorsement” shall be defined as a direct public expression of support for any candidate. This includes, but is not limited to, direct statements of support, sharing or reposting of campaign materials, and any form of joint campaigning.
- n. “Handbill” shall be defined as a campaign promotional item, no larger than 8.5 x 11 inches, to be distributed in mass.
- o. “Hyperlink” or “link” shall be defined as a digital reference that a user can follow or be guided to by clicking or tapping.
- p. “Member” shall be defined in the UKSGA Constitution.
- q. “Merited” shall be defined as actionable claims determined by the Supreme Court to warrant the need for a Supreme Court hearing.
- r. “Objection” shall be defined as a submission to the Elections Commissioner by any member upon a perceived election violation seeking injunctive remedy, but no assessment of penal damages, regarding the alleged conduct.
- s. “Polling hours” shall be defined as the time during which a member is permitted to vote in a given election.
- t. “Polling location” shall be defined as the area within twenty (20) feet of an official in-person, SGA-administered ballot box designated by the Elections Board of Supervisors on election days.
- u. “Pollster” shall be defined as a member designated by the Elections Board of Supervisors to work at a polling location.
- v. “Poster” shall be defined as a campaign promotional item, sized larger than 8.5 x 11 inches, to be posted.
- w. “Procedural Claims” shall be defined as a submission to the Supreme Court by a candidate, the Solicitor General, or the Attorney General upon a perceived patent and flagrant violation by UKSGA, the Elections Commissioner, or the Elections Board that results in a significant barrier to the electoral process, seeking the injunctive remedy of official review and the issuance of a special election.
- x. “Procedural Objection” shall be defined as a submission to the Supreme Court by a candidate, the Solicitor General, or the Attorney General upon a perceived violation by UKSGA, the Elections Commissioner, or the Elections Board, seeking the injunctive remedy of a procedural correction to ensure adherence with the established rules and regulations regarding elections.
- y. “QR code” shall be defined as a machine-readable code used to store URLs or other information for reading by an electronic device’s camera.
- z. “Social Media” shall be defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. This includes, but is not limited to, Instagram, Facebook, X (formerly known as Twitter), Reddit, etc.
- aa. “Ticket” shall be defined as two or more candidates whose names appear together on the ballot.

- bb. “Valid ballot” shall be defined as a ballot cast for a candidate that is discernible and without significant or indiscernible spelling or typographical errors.
- cc. “Violation” shall be defined as any act by a candidate or an individual affiliated with a candidate that violates any of the restrictions and limitations imposed by the Governing Codes.
- dd. “Impact Note” shall be defined as a summary accompanying any proposed amendment to the UKSGA Constitution. It is jointly authored by the Senate Solicitor General, Attorney General, and Chief Justice to ensure accuracy, neutrality, and clarity. Each impact note shall clearly explain the proposed amendment and its intended purpose; outline the legal and operational effects on the current UKSGA Constitution and governing processes; be written in plain, accessible language for the general student body; and be reviewed by the Elections Commissioner and finalized before the proposed amendment is placed on the ballot. Impact notes shall serve as an official guide to inform student voters and shall not contain persuasive or biased language.

## CHAPTER 601: ELECTIONS BOARD OF SUPERVISORS

- 601.1 There shall be an Elections Board of Supervisors, hereinafter referred to as the Elections Board, that will oversee the elections process.
- 601.2 The designated constitutional entity, with approval by a simple majority vote of the Senate, shall appoint an Elections Commissioner who shall serve as Chair of the Elections Board of Supervisors. In the event of a vacancy in the office of Elections Commissioner, the Elections Board shall elect an acting chair to serve until there is an Elections Commissioner or Acting Elections Commissioner.
- a. The Elections Commissioner shall not run for any Student Body Presidential and Vice-Presidential Ticket or Senate Seat for one (1) academic year after the end of their term.
- 601.3 The Elections Board shall be appointed by the Elections Commissioner. Nominees shall be subject to approval by a majority of the Full Senate following approval by the appropriate standing committee. The Elections Board shall be composed of no fewer than eight (8) members, excluding the Chair.
- a. Should fewer than eight (8) qualified applicants submit to serve on the Elections Board, the appropriate standing committee may approve a slate lower than eight (8) but with no fewer than four (4) members. The Elections Commissioner shall continue to accept applicants and submit qualified applicants to the appropriate standing committee as they become available.
- 601.4 No persons affiliated with an active student campaign, including a candidate or write-in candidate, may serve on the Elections Board.
- a. No member of the Elections Board shall affiliate with a student campaign for the entirety of the academic year in which they served on the Elections Board, even if they resign their positions on the Elections Board.
  - b. Affiliation with a student campaign during a previous academic year shall not disqualify someone from serving on the Elections Board.
- 601.5 Nominations for the Elections Board shall be presented to the Full Senate at least five (5) academic days prior to the opening day of the elections filing window.
- a. The Full Senate and the appropriate standing committee shall, if necessary, sit in a special session to fulfill this requirement.
- 601.6 The individual nominations approved by the appropriate standing committee will be referred to as the “Elections Board Slate.” This slate of nominees and their qualifications will be presented to the Full Senate for approval. Should the Full Senate reject this slate, the Full Senate may entertain motions to approve the individual nominations.
- 601.7 If a vacancy arises on the Elections Board that causes the number of members on the Board to be fewer than eight (8), the following shall happen:
- a. If a vacancy arises in the Elections Board during the elections timeline, as approved by the Full Senate, the Board shall be permitted to operate with fewer than eight (8), but no fewer than four (4), members. If the total falls below the minimum of four (4), the appropriate standing committee may approve the Elections Commissioner to

name a number of interim members of the Elections Board up to the number needed to meet the minimum number of four (4) until such a time that the current election timeline concludes.

- b. If a vacancy arises in the Elections Board outside of the elections timeline, an application shall be opened, and a nomination shall be submitted to the appropriate standing committee within twenty (20) academic days of the vacancy arising or the member's resignation.

## CHAPTER 602: ELECTIONS TIMELINE

- 602.1 The Elections Commissioner shall, no later than forty (40) academic days before a regularly scheduled election, submit an Elections Timeline for consideration and approval by the appropriate standing committee. Following approval by the appropriate standing committee, the Full Senate shall take up the Elections Timeline for consideration and approval.
- 602.2 The Elections Commissioner shall ensure that any Elections Timeline proposed is in full compliance with the following requirements:
- a. The candidacy filing period for the election of the Student Body President and Vice President, Undergraduate Senators-at-Large, Graduate and Professional Senators-at-Large, and College Senators shall begin no later than thirty (30) academic days preceding the first day of polling hours and end no later than twenty (20) academic days preceding the first day of polling hours.
    - i. Should no candidates file to run in a given election, the Elections Board may extend the filing period to appear on the ballot for that office to no later than ten (10) academic days preceding the first day of polling hours.
  - b. The candidacy meeting for the election of the Student Body President and Vice President, Undergraduate Senators-at-Large, Graduate and Professional Senators-at-Large, and College Senators shall be conducted within three (3) academic days of the conclusion of the candidacy filing period.
  - c. A campaign material stamping meeting shall be conducted within five (5) academic days of the candidacy meeting.
    - i. At the discretion of the Elections Commissioner, additional campaign material stamping meetings may be conducted, with the last meeting occurring no later than five (5) academic days preceding the first day of polling hours.
  - d. A write-in candidacy filing period for the election of the Student Body President and Vice President, Undergraduate Senators-at-Large, Graduate and Professional Senators-at-Large, and College Senators shall begin within forty-eight (48) hours of the conclusion of the candidacy filing period and end no later than ten (10) academic days preceding the first day of polling hours.
  - e. The period for write-in candidacy meetings for the election of Student Body President and Vice President, Undergraduate Senators-at-Large, Graduate and Professional Senators-at-Large, and College Senators shall begin concurrently with the write-in candidacy filing period and end no later than five (5) academic days preceding the first day of polling hours.
  - f. The period for the submission of optional candidate platforms shall end no later than five (5) academic days preceding the first day of polling hours.
  - g. The time at which polling hours begin shall be no later than 9 AM Eastern Time on the first day of voting and end no earlier than 4 PM Eastern Time on the second day of voting.
  - h. An unofficial results tabulation meeting shall be conducted no later than twenty-four (24) hours following the conclusion of polling hours.
  - i. The period for submission of campaign expenditure forms by Senatorial candidates shall end no later than thirty-six (36) hours following the conclusion of polling hours.

- j. The period during which candidates may submit claims for review by the Elections Board shall begin immediately following the conclusion of polling hours and end no later than three (3) hours prior to the start of the claims review meeting.
- k. A claims review meeting shall be conducted no later than three (3) academic days following the conclusion of polling and those deemed to have merit shall be sent to the Supreme Court for review no later than three (3) hours following the conclusion of the claims review meeting.
- l. If the claims are deemed to have merit or claims are filed against the process, a Supreme Court hearing shall be conducted no later than five (5) academic days following the conclusion of the claims review meeting.
- m. The Supreme Court shall issue official results within seven (7) academic days of the conclusion of the claims review meeting.

602.3 Elections for Student Body President and Vice President, Undergraduate Senators-at-Large, Graduate and Professional Senators-at-Large, and College Senators shall be held on the Monday and Tuesday two weeks before Spring Break, with the exception of special elections, which may be issued by the Supreme Court.

602.4 The First-Year Senators shall be elected by the corresponding populations on a Monday and Tuesday between the sixth and eighth weeks of classes in the fall semester. The Monday/Tuesday date shall be determined by the Elections Board.

602.5 Upon approval by the Senate, the Elections Board may only amend the Elections Timeline under extenuating circumstances, including but not limited to:

- a. Death of a candidate or SGA member;
- b. A natural disaster severely affecting campus or the Lexington-Fayette area;
- c. The safety of the student body; or
- d. Administrative changes and processes out of UKSGA's control, e.g., event management services, issues relating to software utilized in the elections process, or other unforeseen circumstances.

602.6 Any amendments to the approved timeline shall be communicated to the Student Body and Senate as soon as possible. A failure to provide adequate notice may result in a procedural error, providing grounds for a claim in the Supreme Court.

## CHAPTER 603: CANDIDACY

603.1 All members who wish to run for office shall submit a candidacy filing application to the Elections Commissioner through the official platform utilized by the Office of Student Organizations and Activities to manage student organizations. The submission of this application shall constitute the member's certification that they meet the requirements for office, have read, understand, and agree to abide by the rules of the election, and grant the appropriate entities the right to verify their eligibility for office. Upon confirmation of a successful application, the member shall be deemed a candidate. The aforementioned application shall collect the following:

- a. The name of the member;
- b. The name that the member wishes to appear on the ballot;
  - i. The Elections Board may, if they deem a submission frivolous or fictitious, reject a name from appearing on the ballot and request another name from the member.
  - ii. Should a member fail to respond to a request to update their name on the ballot but meet all other requirements to seek office, the name of the member otherwise submitted in the application shall be used on the ballot.
- c. The member's LinkBlue; and
- d. The office the member seeks to run for.

603.2 The number of Senators-at-Large shall be set as provided otherwise in the UKSGA Governing Codes and the constitution. The Senate shall adopt a resolution originating from the appropriate standing committee recognizing the number of Senators-at-Large and their respective classifications.

- a. To run for or be appointed to the position of Undergraduate Senator-at-Large, a member shall meet all requirements for active membership and be classified as an undergraduate student at the University of Kentucky OR certify that they intend to be classified as such by the start of the subsequent academic term.
  - i. Any member who opts to certify intent shall automatically resign their seat should they fail to be classified as an undergraduate student by the end of the second week of the subsequent academic term.
  - ii. Any member who opts to certify intent shall do so in writing (electronic or otherwise) to the appropriate Office of Student Organizations and Activities staff member when contacted regarding their candidacy filing application or write-in candidacy filing application.
- b. To run for the position of Graduate and Professional Senator-at-Large, a member shall meet all requirements for active membership and be classified as a graduate, professional, or post-doctoral student at the University of Kentucky OR certify that they intend to be classified as such by the start of the subsequent academic term.
  - i. Any member who opts to certify intent shall automatically resign their seat should they fail to be classified as a graduate, professional, or post-doctoral student by the end of the second week of the subsequent academic term.
  - ii. Any member who opts to certify intent shall do so in writing (electronic or otherwise) to the appropriate Office of Student Organizations and Activities staff member when contacted regarding their candidacy filing application or write-in candidacy filing application.

- c. The Elections Commissioner shall verify that a member who wishes to run for Senator-at-Large meets the appropriate classification requirements prior to approving a candidacy filing application or write-in candidacy filing application. Should a member fail to meet the proper enrollment requirements, the appropriate Office of Student Organizations and Activities staff member shall then inquire as to their intent to meet that requirement by the start of the subsequent academic term and require that a member certify their intention prior to approving their candidacy filing application or write-in candidacy filing application.
  - i. A member shall certify their intent within three (3) academic days to the appropriate Office of Student Organizations and Activities staff member following initial contact regarding their intent or their candidacy filing application or write-in candidacy filing application shall be declared invalid.

603.3 The number of College Senators shall be set as provided by the constitution. The Senate shall adopt a resolution originating from the appropriate standing committee recognizing the number of College Senators and their respective colleges or schools.

- a. To run for or be appointed to the position of College Senator, a member shall meet all requirements for active membership and be enrolled in the appropriate degree-granting college or school OR certify that they intend to be enrolled as such by the start of the subsequent academic term.
  - i. Any member who opts to certify intent shall automatically resign their seat should they fail to be enrolled in the appropriate degree-granting college or school by the end of the second week of the subsequent academic term.
  - ii. Any member who opts to certify intent shall do so in writing (electronic or otherwise) to the appropriate Office of Student Organizations and Activities staff member when contacted regarding their candidacy filing application or write-in candidacy filing application.
- b. The Elections Commissioner shall verify that a member who wishes to run for College Senator meets the appropriate enrollment requirements prior to approving a candidacy filing application or write-in candidacy filing application. Should a member fail to meet the proper enrollment requirements, the appropriate Office of Student Organizations and Activities staff member shall then inquire as to their intent to meet that requirement by the start of the subsequent academic term and require that a member certify their intention prior to approving their candidacy filing application or write-in candidacy filing application.
  - i. A member shall certify their intent within three (3) academic days to the appropriate Office of Student Organizations and Activities staff member following initial contact regarding their intent or their candidacy filing application or write-in candidacy filing application shall be declared invalid.

603.4 All members who wish to run for office but failed to properly file during the candidacy filing period shall submit a write-in candidacy filing application to the Elections Commissioner through the official platform utilized by the Office of Student Organizations and Activities to manage student organizations. The submission of this application shall constitute the member's certification that they meet the requirements for office, have read, understand, and agree to abide by the rules of the election, and grant the appropriate entities the right to verify their eligibility for office. Upon confirmation of a

successful application, the member shall be deemed a write-in candidate. The aforementioned application shall collect the following:

- a. The name of the member;
- b. The name that the member wishes to appear on the ballot;
  - i. The Elections Board may, if they deem a submission frivolous or fictitious, reject a name from appearing on the ballot and request another name from the member.
  - ii. Should a member fail to respond to a request to update their name on the ballot but meet all other requirements to seek office, the name of the member otherwise submitted in the application shall be used on the ballot.
- c. The member's LinkBlue; and
- d. The office the member seeks to run for.

603.5 Write-in candidate names will be listed at the top of their respective ballots but will not be a selectable option on the ballot. All write-in candidates will need to be manually entered by each voter.

- a. If no one files during the open candidacy filing period for the position, any write-in candidates will be listed as selectable candidates on the ballot, rather than being listed only at the top of the ballot.

603.6 There shall be a candidacy meeting which all candidates shall attend. The Elections Commissioner, in conjunction with the Elections Board, shall explain the rules and procedures of the election, the relevant meeting dates, and the responsibilities of the elected offices. Candidates shall sign in and out of this meeting using the method designated by the Elections Commissioner.

- a. A candidate who fails to meet this requirement shall have their name stricken from the ballot and deemed ineligible to run for office and unable to file as a write-in candidate.
  - i. A candidate may, up to twenty-four (24) hours preceding the candidacy meeting, communicate with the Elections Commissioner to designate a representative to attend the candidacy meeting in their place.
  - ii. In extenuating circumstances, a candidate may notify the Elections Commissioner less than twenty-four (24) hours before the candidacy meeting of a representative attending in their place. It shall be up to the sole determination of the Elections Commissioner whether the circumstances satisfy the necessity for a last-minute designation of a representative.
- b. All candidacy meetings shall be recorded and posted to the UKSGA website to maximize transparency surrounding the electoral process. In the event incorrect information is provided during these meetings, a candidate shall not be punished for operating under said incorrect information.

603.7 The Elections Commissioner shall, at their discretion, host write-in candidacy meetings, of which all write-in candidates shall attend at least one (1). The Elections Commissioner shall explain the rules and procedures of the election, the relevant meeting dates, and the responsibilities of the elected offices. Write-in candidates shall sign in and out of this meeting using the method designated by the Elections Commissioner.

- a. A write-in candidate who fails to meet this requirement shall have their name struck from the ballot and deemed ineligible for office.
  - b. A write-in candidate who attends the candidacy meeting as outlined in the appropriate statute shall still be required to fulfill the write-in candidacy meeting requirement.
- 603.8 All candidates and write-in candidates for Student Body President and Vice President shall seek office independent of other candidates and exhibit no support for other candidate and write-in candidates.
- a. Candidates and write-in candidates for Student Body President and Vice President shall not endorse, campaign jointly with, or ticket with any candidate or write-in candidate for a Senate seat.
- 603.9 All candidates and write-in candidates for the Senate shall seek office independent of other candidates and write-in candidates.
- a. Candidates and write-in candidates for the Senate may endorse but not campaign jointly or ticket with any candidates or write-in candidates for Student Body President and Vice President.
  - b. Candidates and write-in candidates for the Senate shall not endorse, campaign jointly with, or ticket with any other candidate or write-in candidate for a Senate seat.
- 603.10 An active member who is not otherwise a candidate or write-in candidate may endorse no more than one (1) candidate(s) or write-in candidate(s) for Student Body President and Vice President or Senate.
- a. Members of the Judicial Branch shall not endorse, campaign jointly with, or ticket with any candidate or write-in candidate for a ticket of the Student Body President and Student Body Vice President.
  - b. Members of the Judicial Branch shall not endorse, campaign jointly with, or ticket with any candidate or write-in candidate for a Senate seat.
- 603.11 No member of UKSGA shall create a ticket with the exception of executive tickets.
- a. This code shall not be taken to preclude an active member from campaigning for themselves or for their executive ticket.
- 603.12 A candidate shall have the right to withdraw from the election.
- a. Candidates for the Senate shall be considered withdrawn following the submission of an email to the Elections Commissioner.
  - b. Tickets for the Student Body President and Student Body Vice President shall be considered withdrawn following the submission of an email to the Elections Commissioner by either candidate.
  - c. The Elections Commissioner shall make a good faith effort to work with the Office of Student Organizations and Activities to remove the candidate or ticket from the ballot if time permits.
  - d. In the event that a withdrawn candidate or ticket is not removed from the ballot before the beginning of polling hours, any ballots cast with votes for that withdrawn candidate or ticket shall still be considered valid ballots.
    - i. Any votes for the withdrawn candidate shall be considered invalid for the electoral race in which the candidate withdrew.

- ii. Any votes for candidates or tickets other than the withdrawn candidate or ticket shall be counted.

## CHAPTER 604: CAMPAIGNING

604.1 Candidates for office are responsible for familiarizing themselves with and abiding by all applicable University, Elections Board, and UKSGA policies. Candidates are fully responsible for the conduct of those affiliated with their candidacy during the designated Elections Timeline and ensuring their affiliates' compliance with all applicable University, Elections Board, and UKSGA policies.

- a. Unless otherwise stipulated, hereinafter, the term "candidate" shall refer to both candidates and write-in candidates.
- b. Any actions that could warrant an objection or claim, as outlined in the appropriate statutes, committed by a member affiliated with a candidate or ticket shall be considered equal to that of a candidate or executive ticket committing a violation.

604.2 A candidate shall not solicit votes through any means prior to the Elections Commissioner's approval of their candidacy application.

- a. This shall not prohibit a member from meeting with organizations or individuals to solicit ideas, policy proposals, or campus feedback.

604.3 Campaigning shall not occur within twenty (20) feet of any polling location during polling hours on the election days and no campaign material shall be present at a polling location during polling hours.

- a. This stipulation shall exclude candidate platforms received and approved by the Elections Commissioner.

604.4 Campaign material within twenty (20) feet of any polling location shall be removed by the candidate or their designee prior to opening of the polls.

604.5 Campaigning shall not occur within the University of Kentucky Libraries during polling hours.

604.6 Candidates shall not campaign through knocking on dorm room doors to solicit votes in University of Kentucky Residence Halls.

604.7 Forums and campaigning may occur in the common area of University of Kentucky Residence Halls, given they comply with Office of Residence Life regulations or applicable building regulations, with final discretion left to the Resident Director in any respective Residence Hall.

- a. A candidate being allowed to host a forum or campaign in a Residence Hall shall not be taken as an endorsement of or affiliation with that candidate and shall not preclude another candidate from also campaigning or hosting a forum in that space.

604.8 Candidates may hold forums with any student organization, provided that the organization's president or equivalent authority approves it.

- a. A candidate being allowed to host a forum or campaign with any student organization shall not be taken as an endorsement of or affiliation with that candidate by the organization and shall not preclude another candidate from also campaigning or hosting a forum with that organization.
- b. Should an organization endorse a candidate, that organization shall not hold forums or campaign with any other candidate following that endorsement.

- 604.9 Candidates shall not intentionally misrepresent facts to or mislead UKSGA throughout the campaigning, tabulation, or certification process.
- 604.10 Candidates shall not utilize any monies generated from student fees mandated by the University of Kentucky for campaigning. Further, candidates shall not utilize any resources provided by UKSGA unless those resources are available freely to all candidates.
- a. This provision shall not prohibit a candidate from utilizing monies received as compensation from an organization or entity that collects or receives monies generated from student fees mandated by the University of Kentucky for their campaign.
  - b. This provision shall not prohibit a candidate from utilizing apparel received as a result of their membership in UKSGA for their campaign.
  - c. This provision shall not prohibit the Elections Board from the use of monies generated from student fees mandated by the University of Kentucky for the purpose of promoting an election.
- 604.11 Members shall not utilize intimidation, harassment, or restraint to compel or induce any person to vote or abstain from voting in an election.
- a. Members shall not use or threaten force or violence to induce any person to vote or abstain from voting in an election.
- 604.12 Members may display and distribute QR codes and hyperlinks directly or indirectly to the ballot.
- 604.13 Following the opening of the candidacy filing application, there shall be no campaigning in the UKSGA office. This shall not preclude the general discussion of campaigns but rather prohibit the solicitation of votes in that space.
- 604.14 All candidates and their affiliates shall adhere to all election policies and applicable institutional policies.
- 604.15 Additional policies and procedures approved by the Elections Board for the purpose of managing the elections process may be put into effect in addition to these codes and shall be adhered to by all candidates and their affiliates. All additional policies shall be provided to candidates prior to the opening of the candidacy filing application.

## CHAPTER 605: CAMPAIGN MATERIALS

- 605.1 Campaign materials shall only be posted in spaces in which the candidate has received advance written approval, electronic or otherwise, and shall fully comply with relevant University of Kentucky Administrative Regulations.
- a. This code shall not apply to bulletin boards.
- 605.2 Candidates shall not post any campaign materials in a Residence Hall without the written, electronic or otherwise, approval of the given Resident Director.
- a. All campaign materials posted in a Residence Hall shall fully comply with Office of Residence Life regulations.
- 605.3 Candidates shall not post any campaign materials in classrooms.
- 605.4 Candidates shall not post any campaign material on the ground or onto university-maintained grounds or foliage. This does not include articles of clothing or other textiles.
- 605.5 Candidates shall have the right to place campaign materials on any and all bulletin boards on university property unless otherwise prohibited by the appropriate managing authority.
- 605.6 Candidates shall refrain from damaging property that does not belong to them.
- 605.7 Candidates shall receive physical approval from the Elections Board for campaign materials classified as posters or banners. Posters or banners shall not be displayed without the official seal of the Elections Board.
- 605.8 Candidates shall not utilize more than twenty (20) percent of their total expenditure limit to provide direct gifts. Gifts shall not be preconditioned on voting for or against a candidate or total refrainment from voting.
- a. Campaign promotional items shall not be considered gifts.
- 605.9 Candidates, based on the office sought, shall abide by the following limits for posters and banners:
- a. Candidates jointly seeking the offices of Student Body President and Vice President shall utilize no more than one hundred and fifty (150) posters and ten (10) banners.
  - b. Candidates seeking the office of Senator shall utilize no more than one hundred (100) posters and five (5) banners.
- 605.10 Once placed, campaign materials shall only be removed by the candidate, their affiliates, or the Elections Board. Candidates shall ensure that all campaign materials are removed by 1:00 PM on the day following the conclusion of polling hours.
- a. This provision shall not prohibit employees of the University of Kentucky from removing campaign materials in accordance with their job responsibilities.
- 605.11 A candidate shall not have the right to utilize a social media or email account which belongs to or belonged to another member for the purpose of their campaign.
- a. A candidate shall not have the right to utilize a social media or email account which belongs or belonged to an affiliate.
    - i. A member shall not have the right to utilize a social media or email account that was previously utilized primarily for campaigning to endorse a candidate.

- b. Candidates for Student Body President and Vice President shall have the right to utilize an account used previously, so long as it was utilized solely by one of those candidates.

605.12 Candidates shall have the right to submit a candidate platform that shall be accessible on the ballot next to their name. Said candidate platforms shall consist of no more than two hundred and fifty (250) words, maintain full compliance with the requirement for other campaign materials, and be submitted to the Elections Commissioner no later than five (5) academic days preceding the start of polling hours.

- a. Write-in candidates shall not be permitted such a candidate platform.

## CHAPTER 606: VOTING PROCEDURE

- 606.1 An eligible voter shall be permitted to cast one vote in an election.
- a. An eligible voter shall be permitted to abstain from voting in any election.
- 606.2 The eligible voter record shall be determined by enrollment data provided to the Office of Student Organizations and Activities. An eligible voter shall be permitted to cast one (1) vote for Student Body President and Vice President and College Senator during the appropriate election.
- a. An eligible voter enrolled in two (2) or more degree-granting colleges or schools shall be permitted to vote in the election for the College Senator representing the college or school of their primary enrollment.
- 606.3 An eligible voter shall be permitted to cast as many votes as there are positions for Senators-at-Large.
- a. An eligible voter classified jointly as an undergraduate student and a graduate, professional, or post-doctoral student shall be permitted to vote in the election for Undergraduate Senators-at-Large or Graduate and Professional Senators-at-Large based on their primary classification by the university.
- 606.4 Within three (3) academic days following the candidacy meeting, the Elections Commissioner shall publish a list of all candidates seeking office(s).
- a. The names of the candidates shall be listed in the order in which those candidates complete the candidacy filing application. Separate lists shall be published for each election being conducted.
- 606.5 Within two (2) academic days following the write-in candidacy period closing, the Elections Commissioner shall publish a list of all write-in candidates, the office(s) those write-in candidates are seeking, and the impact note(s) of any constitutional amendment if applicable.
- a. The names of the candidates shall be listed in the order in which those candidates complete the candidacy filing application. Separate lists shall be published for each election being conducted.
  - b. The names of the write-in candidates shall be listed in the order in which those candidates complete the candidacy filing application. Separate lists shall be published for each election being conducted.
  - c. The impact note(s) for any constitutional amendments shall be listed in the order in which the constitutional amendment was approved by the Full Senate.
- 606.6 Eligible voters shall cast their ballot electronically through the official platform utilized by the Office of Student Organizations and Activities to manage student organizations.
- a. The candidates in each election shall have their names listed in the same order as prescribed in code 606.4(a). The write-in candidates in each election shall have their names listed in the same order as prescribed in code 606.4(b).
  - b. The space to list and vote for a write-in candidate(s) shall be placed after all candidate names.

- 606.7 Should and eligible voter be unable to cast their ballot electronically, that eligible voter shall report to a polling location and notify the pollster that they are unable to cast their ballot electronically. The pollster shall provide the eligible voter with a paper ballot containing the same information as the virtual ballot, excluding candidate platforms. Upon completion of the paper ballot, the eligible voter shall place the ballot in an envelope, seal that envelope, and submit the envelope to the ballot box provided at the polling location.
- a. The pollster shall log the name, LinkBlue, and email address of any eligible voter who casts a paper ballot. This information shall be retained until the conclusion of polling hours to ensure that no eligible voter can vote multiple times. Following the verification of ballots, the collected information shall be destroyed.
- 606.8 The Elections Board shall establish at least one (1) polling location in the Bill Gatton Student Center on every academic day during which there are polling hours. This polling location shall operate for no less than four (4) hours between 9 AM and 5 PM Eastern Time.
- a. A pollster shall be present at a polling location during all hours of its operation.
  - b. All candidate platforms shall be made available at all polling locations.
  - c. Should no space be available in the Bill Gatton Student Center, the Elections Board shall establish an alternative polling location elsewhere on the University of Kentucky's campus.
- 606.9 Polling hours for an election shall be no less than thirty (30) hours and no more than forty-eight (48) hours.

## CHAPTER 607: EXPENDITURES

- 607.1 An executive ticket of candidates for Student Body President and Vice President shall be limited to a total expenditure of one thousand (1,000) dollars. In the case of a special election issued by the Supreme Court, a ticket may spend an additional two hundred fifty (250) dollars.
- 607.2 Candidates for College Senator and Senators-at-Large shall be limited to a total expenditure of three hundred (300) dollars. In the case of a special election issued by the Supreme Court, candidates for College Senator and Senators-at-Large may spend an additional one hundred (100) dollars.
- 607.3 The Elections Board shall issue a list of no less than five (5) approved Lexington-area vendors and ten (10) national vendors for campaign materials by the opening of the candidacy filing period.
- a. Candidates must claim the exact amount spent during their campaign. In the event that a candidate is offered an accepts a discounted price from a vendor, the candidate must still claim no less than eighty (80) percent of the value of the cheapest equivalent good or service provided by an approved vendor on their expenditure sheet.
  - b. Should none of the approved vendors provide an equivalent good or service to a claimed expenditure, candidates shall provide a list of no less than three (3) unapproved vendors that offer a comparable good or service to that claimed expenditure wherein the value listed is within twenty (20) percent of the claimed expenditure.
    - i. Failure to provide an adequate list of unapproved vendors shall quantify a failure to comply with the expenditure limits stipulated herein.
  - c. Only standard shipping rates shall be required to be claimed as an expenditure; candidates shall not be required to claim expedited shipping rates beyond a standard shipping rate.
    - i. Candidates shall not be required to claim a standard shipping rate when they receive free shipping for a product.
  - d. All donated goods and services, apart from the donation of a member's time or services shall count as expenditures and comply with the expenditure limits stipulated herein.
    - i. Members may, at the discretion of the Elections Board, be asked to verify that their time and services were provided freely.
- 607.4 Each executive ticket shall submit a candidate expenditure form to the Elections Commissioner through the official platform utilized by the Office of Student Organizations and Activities to manage student organizations no later than twenty-four (24) hours following the conclusion of polling hours. Each candidate for Senate shall submit a candidate expenditure form to the Elections Commissioner through the official platform utilized by the Office of Student Organizations and Activities to manage student organizations no later than thirty-six (36) hours following the conclusion of polling hours.
- a. Candidates shall include all relevant documents, including but not limited to receipts and appropriate listings to verify pricing.

- b. Any candidate or executive ticket who submits a zero (0) dollar expenditure report and is later found to have spent any amount of money on their candidacy shall be considered in direct violation of this code.

607.5 The Elections Commissioner shall publish all candidate expenditure forms submitted by executive tickets for public viewing within three (3) hours of the deadline for submission of candidate expenditure forms by executive tickets. The Elections Commissioner shall publish all candidate expenditure forms submitted by Senate candidates for public viewing within six (6) hours of the deadline for submission of candidate expenditure forms by Senate candidates.

## CHAPTER 608: TABULATION

608.1 A simple majority of the Elections Board, a professional staff representative of the Office of Student Organizations and Activities, and the Elections Commissioner shall be at the vote tabulation procedure. This meeting shall be open to the public in order to promote UKSGA transparency.

- a. Tabulations shall be displayed for all attendees throughout the entire duration of the vote tabulation.
- b. The contests shall be counted and recorded in the following order when applicable:
  - i. Student Body President and Vice President;
  - ii. Graduate and Professional Senators-at-Large;
  - iii. Undergraduate Senators-at-Large;
  - iv. College Senators, in alphabetical order by degree-granting college or school.
- c. The Elections Commissioner, with the consent of a majority of the Elections Board, may designate a member of the Elections Board to act in their place for the vote tabulation procedures.

608.2 The vote tabulation shall take place within twenty-four (24) hours of the closing of the polls.

608.3 All elections shall be determined using the plurality method, wherein the remaining candidate who receives the most votes is declared the winner. The appropriate number of winners shall be determined for each election based on the number of positions available.

- a. In any election, should abstain receive the most ballots cast, the remaining candidate who received the next most votes shall be declared the winner.
- b. In the event a ticket or candidate withdraws or is disqualified prior to the tabulation of ballots, all votes cast for that candidate shall be disregarded.

608.4 The Elections Board shall determine, through a majority vote of the supervisors present and voting, the total number of valid ballots cast in and the unofficial winner of each election following the completion of tabulation.

608.5 The results shall be considered official and certified following a review and affirmation by a majority of the members of the Supreme Court.

- a. Following certification, the official results, as affirmed by the Supreme Court, shall be published on the UKSGA website and all active UKSGA social media platforms.
- b. Following certification, if there is no clear winner, the Supreme Court may order a special election to determine a winner.

608.6 The official winners of each election shall be designated as follows until inauguration:

- a. The official winning executive ticket shall be designated as the Student Body President-elect and Student Body Vice President-elect.
- b. An official winning Senatorial candidate shall be designated as a Senator-elect.

608.7 Any elected Senate position left vacant following the certification of results by the Supreme Court during an election in the spring semester shall be remanded to an election in the fall semester.

- a. Should any Senate position remain vacant following the election in the fall semester or otherwise become vacant following the election in the fall semester, the Senate Executive Council shall solicit applications for that position and appoint an individual to serve the remainder of the outstanding term.
  - i. The Senate Executive Council may delegate this responsibility for any given Senate position to the Full Senate.

## CHAPTER 609: THE OBJECTIONS AND CLAIMS REVIEW PROCESS

- 609.1 At any time following the opening of the candidacy filing window, any member shall have the right to file an objection. Members shall have the right to submit relevant accompanying documentation to support their objection to the Elections Commissioner for consideration by the Elections Board.
- a. The member who files a given objection shall be known as the “objectant.”
- 609.2 Upon receipt of an objection, the Elections Commissioner shall convene the Elections Board within one (1) academic day of receipt to consider the objection and any accompanying materials submitted.
- 609.3 The objectant, as well as the relevant parties who are the subject of the objection, shall be informed as to whether the Elections Board determines if the objection is actionable and state their reasoning, in writing, to the aforementioned parties of how a decision was reached within three (3) academic days of this determination.
- 609.4 Elections Board determinations of objections are not appealable. Assessment of penal damages may only be assigned to actionable claims by the Supreme Court, and no penal damages may be assigned to candidates for actionable objections.
- a. This statute shall not prohibit the Supreme Court from considering relevant objections when rendering judgment on claims.
- 609.5 If, after being informed of an actionable objection against their conduct, a candidate persists in that conduct, the Supreme Court is encouraged to impose higher penal damages in their consideration of claims related to an objection. If a candidate ceases conduct after being notified by the Elections Board that an objection is actionable, the Supreme Court is encouraged to impose lower penal damages in their consideration of claims related to an objection.
- 609.6 If a member submits an objection that is determined to be actionable after the deadline for submission of claims to the Supreme Court, the Supreme Court retains the authority to order a review of the objection as a claim and issue penal damages if deemed appropriate.
- 609.7 At any time following the opening of the candidacy filing window, any candidate, the Solicitor General, or the Attorney General, shall have the right to file a procedural objection to the Chief Justice of the Supreme Court, hereinafter referred to as the Chief Justice. Candidates, the Solicitor General, and the Attorney General shall have the right to submit accompanying relevant documentation to support their procedural objection to the Chief Justice.
- a. The member who files a given procedural objection shall be known as a “procedural objectant.”
- 609.8 Upon receipt of a procedural objection, the Chief Justice shall convene the Supreme Court within three (3) academic days of receipt to consider the procedural objection and any accompanying materials submitted.
- 609.9 The procedural objectant, as well as the relevant parties who are the subject of the procedural objection, shall be informed as to whether the Supreme Court determines the procedural objection is actionable and state their reasoning, in writing, to the

aforementioned parties. If deemed actionable, the Supreme Court shall provide guidance on procedural corrections to ensure alignment with established rules and regulations regarding elections.

- a. UKSGA, the Elections Commissioner, and the Elections Board shall be bound to compliance with the guidance on procedural correction provided by the Supreme Court.

609.10 Following the conclusion of polling hours, any candidate, the Solicitor General, or the Attorney General shall have the right to file a claim to the Elections Commissioner. Candidates, the Solicitor General, and the Attorney General shall have the right to submit relevant accompanying documentation to support their claim(s) to the Elections Commissioner. All claims and relevant documentation shall be submitted to the Elections Commissioner within forty-eight (48) hours following the conclusion of polling hours.

- a. The member who files a given claim shall be known as a “claimant.”

609.11 The Elections Board shall convene within three (3) academic days following the conclusion of polling hours to consider all claims. In the claims review meeting, the Elections Board shall deem each claim as actionable or not actionable. The Elections Commissioner, within three (3) hours following the conclusion of the claims review meeting, shall refer all actionable claims to the Supreme Court for a determination of merit and official review.

- a. The Elections Board shall determine if a claim is more likely than not to have occurred, and if they determine so shall deem the claim actionable.
- b. The decision of the Elections Board shall be sent in writing, electronic or otherwise, to the claimant and respondent.

609.12 The Supreme Court, within three (3) academic days of receipt of actionable claims from the Elections Commissioner, shall determine whether any such claims are merited. All parties to a merited claim shall be notified of the Supreme Court’s determination and summoned to a hearing of the Supreme Court for official review of merited claims within six (6) academic days of the claims review meeting.

609.13 Following official review of merited claims, the Supreme Court shall determine whether such claims constitute a violation. The Supreme Court shall assess the appropriate penal damages for any violations as follows:

- a. Tier One Violations
  - i. A tier one violation shall assign a candidate or executive ticket no less than one (1) point and not more than three (3) points. The Supreme Court shall determine the intentionality of such violation and award penal damages based on the perceived intentionality.
  - ii. Violations of the following codes and ascribed conduct shall constitute tier one violations:
    - A. Code 604.7
    - B. Code 604.8
    - C. Code 604.13
    - D. Code 604.14
    - E. Code 604.16

- F. Code 605.1
- G. Code 605.2
- H. Code 605.3
- I. Code 605.4
- J. Code 605.5
- K. Code 605.9(a)
  - 1. Every five (5) posters utilized over the stipulated limit shall constitute a tier one violation.
  - 2. Each additional banner utilized over the stipulated limit shall constitute a tier one violation.
- L. Code 605.9(b)
  - 1. Every three (3) posters utilized over the stipulated limit shall constitute a tier one violation.
  - 2. Each additional banner utilized over the stipulated limit shall constitute a tier one violation.
- M. Code 606.5
- N. Code 607.3(a)
- O. Code 607.3(b)
- P. Code 607.3(c)
- Q. Code 607.4(d)
- iii. Repeated tier one violations of the same rule or regulation governing the election shall result in the consecutive accumulation of points.
- b. Tier Two Violations
  - i. A tier two violation shall assign a candidate or executive ticket no less than two (2) and not more than four (4) points. The Supreme Court shall determine the intentionality of such violation and awarded penal damages based on the perceived intentionality.
  - ii. Violations of the following codes and ascribed conduct shall constitute tier two violations:
    - A. Code 604.2
    - B. Code 604.4
    - C. Code 604.6
    - D. Code 604.10
    - E. Code 604.12
    - F. Code 605.7
    - G. Code 607.1
      - 1. Every five (5) percent of expenditures in excess of the stipulated limit and self-reported expenditure shall constitute a tier two violation.
    - H. Code 607.2
      - 1. Every five (5) percent of expenditures in excess of the stipulated limit and self-reported expenditure shall constitute a tier two violation.
  - iii. Repeated tier two violations of the same rule or regulation governing the election shall result in the consecutive accumulation of points.
- c. Tier Three Violations

- i. A tier three violation shall assign a candidate or executive ticket no less than three (3) and no more than five (5) points. The Supreme Court shall determine the intentionality of such violation and award penal damages based on the perceived intentionality.
  - ii. Violations of the following codes and ascribed conduct shall constitute tier three violations:
    - A. Code 603.8
    - B. Code 603.9
    - C. Code 603.10
      - 1. The Supreme Court may, on the determination that a candidate did not knowingly consent to receive an endorsement under code 603.10, opt to assess zero (0) points for this tier three violation.
    - D. Code 604.3
    - E. Code 604.9
    - F. Code 604.11
    - G. Code 605.6
    - H. Code 605.8
    - I. Code 605.10
    - J. Code 605.11
  - iii. Repeated tier three violations of the same rule or regulation governing the election shall result in the concurrent accumulation of points.
- d. Tier Four Violations
- i. A tier four violation shall assign a candidate no less and no more than fifteen (15) points.
  - ii. Violations of the following codes and ascribed conduct shall constitute tier four violations:
    - A. Code 603.6
    - B. Code 603.7
    - C. Code 603.11
    - D. Code 604.11(a)
    - E. Code 607.4

609.14 Should a party to a claim believe that another party to that claim has breached code 604.9 in their representations to the Supreme Court or Elections Board, that party shall have the right to request the Supreme Court assess penal damages in line with a tier three violation.

609.15 Should the Supreme Court assess fifteen (15) or more points resulting from the aforementioned violation tiers to a given candidate(s), that candidate shall be disqualified.

- a. The Supreme Court may, unanimously, opt to forego a mandated disqualification.

609.16 Should the unofficial winning candidate for a College Senator seat be disqualified, the candidate that received the next most votes in that election shall be offered that Senate seat. Should there be no other candidate or the candidate who received the next most votes decline that Senate seat, then that College Senator position shall be considered vacant and remanded to the election in the fall.

- 609.17 Should an unofficial winning candidate for a Senator-at-Large seat be disqualified, the candidate that received the next most votes in that election shall be offered that Senate seat. Should there be no other candidate or the candidate who received the next most votes decline that Senate seat, then that Senator-at-Large position shall be considered vacant and remanded to the election in the fall.
- a. Should more than five (5) candidates for Senator-at-Large in a given classification be disqualified, no more than five (5) seats shall be filled by the candidates who received the next most votes. All seats declared vacant as a result of disqualification beyond those five (5) shall be automatically remanded to the election in the fall.
- 609.18 Should the unofficial winning executive ticket for Student Body President and Vice President be disqualified, the Supreme Court shall order a special election for the offices of Student Body President and Vice President.
- 609.19 Following the conclusion of polling hours, any candidate, the Solicitor General, or the Attorney General shall have the right to file a procedural claim to the Chief Justice. Candidates, the Solicitor General, and the Attorney General shall have the right to submit relevant accompanying documentation to support their procedural claim to the Chief Justice. All procedural claims and relevant documentation shall be submitted to the Chief Justice within forty-eight (48) hours following the conclusion of polling hours.
- a. The member who files a given claim shall be known as a “procedural claimant.”
- 609.20 The Supreme Court, within three (3) academic days of receipt of actionable claims from the Elections Commissioner, shall determine whether any procedural claims are merited. All parties to a merited claim shall be notified of the Supreme Court’s determination and summoned to a hearing of the Supreme Court for official review of merited claims within five (5) academic days of the claims review meeting.
- 609.21 Following an official review of merited procedural claims, the Supreme Court shall determine whether such procedural claims constitute a patent and flagrant violation resulting in a significant barrier to the electoral process. The Supreme Court shall then determine the necessity of the issuance of a special election as a result of such violation(s).

## CHAPTER 610: SPECIAL ELECTIONS

610.1 There shall be three (3) scenarios which shall result in the issuance of a special election:

- a. A vacancy in the office of Student Body President, hereinafter referred to as a vacancy election;
- b. The result of a procedural claim as outlined in code 609.21, hereinafter referred to as a procedural election; and
- c. The result of the disqualification of an executive ticket for Student Body President and Vice President as outlined in code 609.18, hereinafter referred to as a contingent election.

610.2 Should the need arise for a vacancy election before or during the fall term, that election shall occur within thirty (30) academic days of the occurrence of a vacancy in the office of the Student Body President.

- a. The member elected to serve the remainder of the outstanding term shall be inaugurated within five (5) academic days of the certification of official results.
- b. A member who serves out the remainder of an outstanding term under code 610.2 shall have that term count against any term limits in the office of the Student Body President.

610.3 Should the need arise for a vacancy election during the spring term, that election shall occur within thirty (30) academic days of the occurrence of a vacancy in the office of the Student Body President.

- a. The member elected to serve the remainder of the outstanding term shall be inaugurated within five (5) academic days of the certification of official results.
- b. A candidate for Student Body President during the regular election in the spring term shall not also be a candidate for the vacancy election.
- c. A member who serves out the remainder of an outstanding term under code 610.3 shall not have that term count against any term limits in the office of the Student Body President.

610.4 The Elections Board shall establish a timeline for a vacancy election. Any timeline established shall allow for a candidacy filing period, a candidacy meeting, polling hours, a claims review meeting, and certification of official results by the Supreme Court.

- a. No write-in candidates shall be accepted for a vacancy election. Should no member file during the candidacy filing period, the Elections Board shall extend the candidacy filing period until 8 AM Eastern Time on the day after at least one (1) candidate has filed and been approved by the Elections Commissioner.
  - i. UKSGA shall announce, as soon as reasonably possible, when the candidacy filing period shall lapse.
- b. The Elections Board may, by a unanimous vote, amend the timeline for a vacancy election to address any extenuating circumstances.

610.5 The Elections Board shall use the expenditure limits for special elections established in the appropriate statutes for vacancy elections.

- 610.6 The Supreme Court shall have the right to assess penal damages to claims based on the existing tier system established in code 609.13. The Supreme Court may, in extenuating circumstances, opt to award zero (0) points for any violation in a vacancy election.
- a. There shall be no procedural objections or procedural claims considered or validated during a vacancy election.
- 610.7 Should the Supreme Court order a procedural election, that election shall occur within fifteen (15) academic days of the certification of official results. The Supreme Court shall oversee the administration of a procedural election and ensure the Elections Board's compliance with all established rules and regulations governing elections.
- 610.8 The Supreme Court shall establish a timeline for a procedural election. Any timeline established shall allow for a candidacy filing period, a candidacy meeting, polling hours, a claims review meeting, and certification of official results by the Supreme Court.
- a. No write-in candidates shall be accepted for a procedural election. Should no member file during the candidacy filing period, the Supreme Court shall extend the candidacy filing period until 8 AM Eastern Time on the day after at least one (1) candidate has filed and been approved by the Elections Commissioner.
    - i. UKSGA shall announce, as soon as reasonably possible, when the candidacy filing period shall lapse.
    - ii. Should no member file by 8 AM on the day that polling hours are set to begin, the position being elected shall be declared vacant.
      - A. For a vacancy in the office of Student Body President, refer to code 610.2.
      - B. For a vacancy in the office of Student Body Vice President, the Student Body President inaugurated following certification shall nominate a member to fill the vacancy.
      - C. For a vacant Senate seat, refer to code 608.7 for guidance on filling the vacancy.
  - b. Procedural election results shall be certified no later than three (3) academic days preceding the schedule inauguration for the elected position.
  - c. The Supreme Court may, by a unanimous vote, amend the timeline for a procedural election to address any extenuating circumstances.
- 610.9 The Supreme Court shall use the expenditure limits for special elections established in Chapter 607 for procedural elections.
- 610.10 The Supreme Court shall have the right to assess penal damages to claims based on the existing tier system established in code 609.13. The Supreme Court may, in extenuating circumstances, opt to award zero (0) points for any violation in a procedural election.
- a. There shall be no procedural objections or procedural claims considered or validated during a procedural election.
- 610.11 Should the Supreme Court order a contingent election, that election shall occur within fifteen (15) academic days of that certification of official results.
- 610.12 The Elections Board shall establish a timeline for a contingent election. Any timeline established shall allow for polling hours, a claims review meeting, and certification of official results by the Supreme Court.

- a. The remaining candidates for Student Body President and Vice President who were not disqualified shall automatically be designated candidates for a contingent election.
  - i. The automatically designated candidates may, within three (3) academic days following the Supreme Court ordering a contingent election, decline to be candidates in said contingent election.
  - ii. Should a situation occur where no candidates are remaining for Student Body President and Vice President, the Elections Board shall open a candidacy filing period to last no more than two (2) academic days. The Elections Commissioner shall, at their discretion, host write-in candidacy meetings, of which all write-in candidates shall attend at least one (1) for the members who file during this period.
- b. Contingent election results shall be certified no later than three (3) academic days preceding the schedule inauguration for the elected position(s).
- c. The Elections Board may, by a unanimous vote, amend the timeline for a contingent election to address any extenuating circumstances.

610.13 The Elections Board shall use the expenditure limits for special elections established in the appropriate statutes for contingent elections.

610.14 The Supreme Court shall have the right to assess penal damage to claims based on the existing tier system established in code 609.13. The Supreme Court may, in extenuating circumstances, opt to award zero (0) points for any violation in a contingent election.

- a. There shall be no procedural objections or procedural claims considered or validated during a contingent election.

## CHAPTER 611: THE TRANSITION PROCESS

611.1 Following the conclusion of the candidacy filing period for Student Body President and Vice President, the Elections Commissioner, Attorney General, and Solicitor General, or their designee(s), shall meet with all approved candidates for Student Body President and Vice President. No meeting shall be required with write-in candidates for Student Body President and Vice President. Following this meeting, the following information shall be submitted to the Elections Commissioner within seven (7) academic days:

- a. Proposed Executive Staff positions;
- b. Prompts for Executive Cabinet applications;
- c. Prompts for Executive Staff applications; and
- d. Prompts for interbranch position applications.

611.2 Following the submissions established in code 611.1, the Elections Commissioner shall communicate the collected information to a professional staff member from the Office of Student Organizations and Activities, who shall then build applications for the relevant position on the appropriate platform.

- a. An application shall be built for each executive ticket.
- b. All applications shall be completed prior to the beginning of polling hours.

611.3 Following the certification of official results by the Supreme Court, the Student Body President-elect and Student Body Vice President-elect will contact the appropriate staff member from the Office of Student Organizations and Activities within two (2) academic days to make final edits to their application.

611.4 The Student Body President and Student Body Vice President shall meet with the Student Body President-elect and Student Body Vice President-elect within five (5) academic days of the certification of official results by the Supreme Court to establish an executive transition plan.

- a. Executive transition plans shall include the timeline for individual training for the Student Body President-elect and Student Body Vice President-elect, respectively, and the timeline for soliciting applications for, interviewing for, and hiring the Executive Cabinet and Executive Staff.
  - i. All portions of this timeline pertaining to the selection of the Executive Cabinet and Executive Staff shall be left to the final discretion of the Student Body President-elect and Student Body Vice President-elect.

611.5 The Student Body Vice President and the Senate Speaker shall meet with the Student Body Vice President-elect within five (5) academic days of the certification of official results by the Supreme Court to establish a legislative transition plan.

- a. Legislative transition plans shall include the timeline for soliciting standing committee preferences from Senators-elect and the communication of the proposed standing committee roster to Senators-elect and the timeline for nominations for positions on the Senate Executive Council.
  - i. The proposed standing committee roster shall be sent to Senators-elect no less than five (5) academic days preceding the first meeting of the newly elected Senate.

- 611.6 The Student Body President, Executive Directors, and Executive staff shall provide detailed transition documents explaining the responsibilities of their roles to the Student Body President-elect no less than five (5) academic days following the certification of official results by the Supreme Court.
- a. The Student Body President-elect shall make these transition documents available to the Student Body Vice President-elect and may, at their discretion, share these transition documents with other active members.
  - b. The Student Body President shall determine the level of detail necessary for each transition document.
- 611.7 The Student Body Vice President, Senate Speaker, and Senate Standing Committee Chairs shall provide detailed transition documents explaining the responsibilities of their roles to the Student Body Vice President-elect no less than five (5) academic days following the certification of official results by the Supreme Court.
- a. The Student Body Vice President-elect shall make these transition documents available to the newly elected Senate Speaker following the first meeting of the newly elected Senate and may, at their discretion, share these transition documents with other active members.
  - b. The Student Body Vice President shall determine the level of detail necessary for their transition document. The Senate Speaker shall determine the level of detail necessary for their transition documents and those of the Senate Standing Committee Chairs.
  - c. The newly elected Senate Speaker following their receipt of these documents may, at their discretion, share these transition documents with other active members.
- 611.8 The newly elected Senate shall convene no later than the second full week of April to inaugurate the Student Body President-elect, the Student Body Vice President-elect, and all Senators-elect. At this meeting, the Senate shall elect, at least, the Senate Speaker, Senate Speaker Pro-Tempore, and all Standing Committee Chairs.
- a. The newly elected Senate Speaker and the previous Senate Speaker shall meet within two (2) academic days of this meeting to ensure a peaceful transition from the outgoing Senate to the newly elected Senate.
- 611.9 The Senate shall meet no less than twice during the spring term during which they were elected. Further, the Standing Committees shall meet no less than twice during the spring term during which they were elected.
- 611.10 The Senate Chair shall present the Senate Accountability Contract and the tentative meeting schedule for the fall term to the Senate at their second (2<sup>nd</sup>) regular meeting during the spring term during which they were elected. The Senate shall vote to approve the tentative meeting schedule for the fall term, with a simple majority of the Senators present and voting constituting passage.
- a. All Senators shall sign the Senate Accountability Contract prior to the fourth (4<sup>th</sup>) regular meeting of the Senate following their inauguration or the Senate Speaker shall automatically accept their resignation from their position.
    - i. Senators may, at the discretion of the Senate Speaker, submit their agreement to the Senate Accountability Contract electronically.

611.11 The outgoing Student Body President, the members of their administration, outgoing Student Body Vice President, outgoing Senate Speaker, and outgoing members of the Senate Executive council shall complete all work pertinent to their roles no later than the final day of the spring academic term following the inauguration of their successors.

- a. An active member concluding the work of their previous role shall not preclude them from serving in a newly elected or appointed role, so long as their work is completed by the deadline established in the preceding code.
- b. The outgoing Student Body President shall complete all work pertinent to their role as a Board of Trustees member no later than the final day of their term as a Board of Trustees member.