



**Student Government Association**  
ILLINOIS INSTITUTE OF TECHNOLOGY

Bylaws

of the

Student Government Association

of

Illinois Institute of Technology

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## EXECUTIVE ELECTION CODE

As per the Student Government Association (SGA) of the Illinois Institute of Technology (IIT) Constitution, the SGA shall conduct a regular Executive Election governed by the following code:

### **Article I. Executive Election Committee**

*Section 1.* The Executive Board shall establish an Executive Election Committee with the responsibility of carrying out the duties required for the Executive Election. The Executive Election Committee shall be composed of members as outlined below.

#### **A. Membership**

- 1) The Executive Election Committee shall consist of five currently enrolled IIT students. Persons who would like to be considered shall apply for the position. This application shall consist of notifying the Vice President of Communications that they wish to be considered. A roster of applicants shall then be presented to the Executive Board and they shall appoint the Executive Election Committee members. The Executive Board shall make a recommendation as to whom they would select as Chair, but the Chair shall be chosen by the members of the Executive Election Committee. The Chair shall be selected within one week of the Executive Election Committee's appointment. In the case there are not five members on the Election Committee, the current executive board is required to fill vacant positions.
- 2) The Chair shall conduct meetings of the Executive Election Committee, facilitate communication between the committee and the SGA Advisor, and be responsible for other duties as assigned by the Senate.
- 3) The Executive Election Committee shall be selected by the first regular Senate meeting in February.
- 4) Any member on the Executive Election Committee may not run for an executive board position or engage in campaign activities for candidates running in the election.

#### **B. General Duties**

- 1) It is the responsibility of the Executive Election Committee to enforce this code.
- 2) The Executive Election Committee shall consult with the Office of Campus Life to verify academic eligibility of candidates in a timely manner, and shall notify candidates of their eligibility status.

- 3) The Executive Election Committee shall establish the dates, times, and locations of all Candidate Orientation meetings.
- 4) The Executive Election Committee shall prepare and distribute the candidate application and orientation packet entitled Candidate Packet.
- 5) The Executive Election Committee shall post candidate biographies and pictures, two weeks before voting or when the information is received, whichever is later.
- 6) The Executive Election Committee shall prepare an evaluation of this election code at the end of their service. The evaluation is to be presented to the Executive Board prior to the second regular Senate meeting in April.
- 7) The Executive Election Committee shall be responsible for making decisions with regard to Executive Election questions and concerns not otherwise addressed by this code.

## **Article II. Nominations and Election**

*Section 1.* Nominations shall open at the second regular Senate meeting in February and close one calendar week prior to the second regular Senate meeting in March. Executive Elections shall be held on the last regular Senate meeting in March. Modifications to the Executive Elections Schedule may be made by the Executive Vice President and must be approved by the Senate at the first scheduled meeting of the semester.

## **Article III. Candidate Eligibility**

*Section 1.* Candidates for Executive Office shall have completed at least one academic year by the semester following their election.

*Section 2.* Candidates for Executive Office shall have satisfactory academic standing according to the standards set forth by the Office of Student Life before campaigning can begin.

## **Article IV. Candidate Packet**

*Section 1.* The Candidate Packet shall include the following:

- A. Questionnaire
- B. Election Calendar
- C. SGA Constitution

- D. SGA Bylaws
- E. Executive Election Acknowledgement Statement
- F. Organizational Posting Policy
- G. Candidate Contact Information
  - Name
  - Email
  - Phone Number

**Article V. Candidate Orientations**

- Section 1.* All candidates shall be required to attend at least one Candidate Orientation meeting.
- Section 2.* A member of the Executive Election Committee shall conduct these meetings and shall review the information in the Candidate Packet and other information specific to the current election.
- Section 3.* All candidates shall sign and return the Executive Election Acknowledgment Statement to the Executive Election Committee before their campaigning may commence.
- Section 4.* Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, he/she is still required to receive an orientation from the Executive Committee Chair before engaging in any kind of publicity or campaigning.
- Section 5.* All candidates are responsible for knowing and adhering to the provisions of the SGA Constitution and the Executive Election Code. Lack of knowledge as to the content of these documents is not a defense against Executive Election Committee enforcement of the Executive Election Code.

**Article VI. Campaigning**

- Section 1.* Campaigning shall be free of elements that interfere with the education process, endanger persons, or damage property. Campaigning involving gatherings, meetings, rallies, and/or special stunts shall require prior approval from the SGA Advisor.
- Section 2.* The use of money for campaigning from any fund related to IIT is strictly prohibited.

- Section 3.* A candidate is limited to spending one hundred dollars on his campaign. A candidate shall submit a budget detailing campaign expenditures along with the Executive Election Acknowledgement Statement to the Executive Election Committee. Deviation from the original campaign budget shall be documented and approved by the Executive Election Committee before any deviant expenditure is made. A candidate shall provide documentation of spending to the SGA Advisor for review at a time determined by the Executive Election Committee. Failure to report expenditures shall be dealt with under the policies of [Article XII](#).
- Section 4.* All election materials for posting and distribution shall conform to the Organizational Posting Policy.
- Section 5.* Candidates are responsible for the removal and disposal of all election materials after the election as defined in the Organizational Posting Policy.
- Section 6.* Slander, libel, and/or forms of negative campaigning that sacrifice the integrity of the election process by defacing campaign materials or any activity that is deemed disruptive by the Election Committee is prohibited. Violations shall be dealt with as outlined in [Article XII](#).

## **Article VII. Candidate Forums**

- Section 1.* The Executive Election Committee may organize an event on Main Campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Executive Election Committee is responsible for publicity related to such an event.

## **Article VIII. Ballot**

- Section 1.* The Executive Election Committee shall prepare ballots with names appearing in a random sequence and shall exclude the use of titles including the title “incumbent.”
- Section 2.* After elections have been held and before tabulation begins, all remaining ballots must be destroyed or disabled.

## **Article IX. Voting**

- Section 1.* Every currently enrolled IIT student is entitled to one ballot and one vote. Students from Shimer College and VanderCook School of Music

shall only vote for Finance Board Chair.

*Section 2.* No person shall vote in place of a currently enrolled student.

*Section 3.* The SGA Advisor shall order an alphabetical list of all currently enrolled IIT students prior to the first day of voting. The alphabetical list shall be titled "Voters Register."

*Section 4.*

A. Voting shall be administered according to the following procedure:

- 1) Voter shall produce one of the following forms of valid picture identification in order to authenticate their identity:
  - (1) Current IIT Student ID
  - (2) Any Federally recognized photo ID
- 2) Voter shall sign the Voters Register to attest to his identity and obtain a ballot.
- 3) Voter shall mark the ballot according to the directions and deposit ballots into the designated ballot box.
- 4) The following statement shall be endorsed prior to casting a ballot:  
"I attest that I am a currently enrolled Illinois Institute of Technology student, that this vote is cast of my own free will and is not a proxy vote, and that I am voting only once."
- 5) After the predetermined voting time has expired and before tabulation of valid ballots, all remaining blank ballots shall be destroyed.

## **Article X. Tabulation**

*Section 1.* All properly marked ballots shall be tabulated; each office under consideration that is not properly marked or is considered by the SGA Advisor and Chair to be indecipherable shall count as an abstention for the voter concerning that particular position only.

*Section 2.* The SGA Advisor and the Chair shall supervise the tabulation process.

*Section 3.* Two or more members of the Executive Election Committee shall tabulate all valid ballots.



- Section 4.* Tabulation shall be conducted in public. For security purposes, the SGA Advisor may limit access to the tabulation area.
- Section 5.* Tabulation shall be officially endorsed by all of the following: the SGA Advisor, the Chair, and all others tabulating ballots.
- Section 6.* The winner shall be the candidate receiving more votes than any other candidate on the ballot for the same Executive Office. The winner shall assume Executive Office according to the SGA Constitution.
- Section 7.* After nominations close and before the day of Executive Elections, the Executive Election Committee shall work with the SGA Advisor to establish and rank options to resolve any tie in a fair manner.
- Section 8.* In case of a tie, the Executive Election Committee shall present their options for resolving the tie in ranking order at the Senate meeting immediately following tabulation. The Senate may approve an option (beginning voting at the Executive Election Committee's first option) with a two-thirds vote. In the case that no option is ratified, the SGA Advisor shall decide on a course of action.
- Section 9.* Public notice of election results shall be given by way of signs on campus and a press release to the official newspaper of IIT within four business days of voting.
- Section 10.* Candidates shall have two business days after the official notice of results to request a recount. The signature of the candidate and thirty currently enrolled students shall be necessary to engage a recount process of all valid ballots.
- Section 11.* The Executive Election Committee shall certify the elections after all ballots are tabulated, all recount requests have been addressed and all pending candidate complaints have been accorded due process.
- Section 12.* Upon the certification of the election and completion of all general duties, the Executive Election Committee shall be dissolved unless ordered to remain intact by a majority of the Senate for a specified amount of time.
- Section 13.* The Executive Election Committee shall maintain completed online and/or hard copy ballots in a locked container for a minimum of seven business days after certification of the election.
- Section 14.* Write in votes make the ballot void for that specific office voted upon.

## **Article XI. Due Process**

- Section 1.* Candidates who feel that they have been the victim of severe and/or repeated violations of any part of the Executive Election Code shall

have their complaint reviewed by the Executive Election Committee and the SGA Advisor in a timely manner (within twenty-four hours on the day of elections or within forty-eight hours otherwise).

- A. All complaints shall be filed in writing and shall be signed by the candidate. The burden of proof is on the complainant.
- B. Any accused individual shall be notified of a complaint prior to any ruling; he has the right to appear before the Executive Election Committee to defend himself prior to any ruling.
- C. If either party disagrees with the decision of the Executive Election Committee, he may appeal the decision to the SGA Judicial Board.

*Section 2.* Any individual that is part of the Illinois Institute of Technology and feels there has been a severe injustice or violation of the Executive Elections Code to a particular candidate shall have that particular candidate file a complaint with the Executive Elections Committee, and the complaint be dealt with according to Article XI, Section 1 of the SGA Bylaws.

## **Article XII. Enforcement of Executive Election Code**

*Section 1.* The Executive Election Committee and the SGA Advisor may impose any one, or a combination of, the following penalties to individuals or groups found guilty of violations:

- A. Suspension of campaigning for a duration determined by the Executive Election Committee and SGA Advisor.
- B. Disqualification as a candidate for an Executive Office.
- C. Recommendation to the Dean of Students for disciplinary action.

## **Article XIII. Amendment of the Executive Election Code**

*Section 1.* The Executive Election Code cannot be amended from the first regular Senate meeting in February through the second regular Senate meeting in April.

### **SENATORIAL ELECTION CODE**

As per the Student Government Association (SGA) of the Illinois Institute of Technology (IIT) Constitution, the SGA shall conduct a regular Senatorial Election

governed by the following code:

**Article XIV. Senatorial Election Committee**

*Section 1.* The Executive Board shall establish a Senatorial Election Committee with the responsibility of carrying out the duties required for the Senatorial Election. The Senatorial Election Committee shall be composed of members as outlined below.

A. Membership

- 1) The Senatorial Election Committee shall consist of at least five currently enrolled IIT students. Persons who would like to be considered shall apply for the position. This application shall consist of notifying the Vice President of Communications that they wish to be considered. A roster of applicants shall then be presented to the Executive Board and they shall appoint the Senatorial Election Committee members. The Executive Board shall make a recommendation as to whom they would select as Chair, but the Chair shall be chosen by the members of the Senatorial Election Committee. The Chair shall be selected within one week of the Senatorial Election Committee's appointment. In the case there are not five members on the Election Committee, the current executive board is required to fill vacant positions.
- 2) The Chair shall conduct meetings of the Senatorial Election Committee, facilitate communication between the committee and the SGA Advisor, and be responsible for other duties as assigned by the Senate.
- 3) The Senatorial Election Committee shall be selected by the last regular Senate meeting of the spring semester.
- 4) Each Senatorial Election Committee member shall submit to the SGA Advisor a contact sheet with name, contact information, and sign a statement that he shall not engage in any campaign activities for candidates running in the election nor run for office themselves.

B. General Duties

- 1) It is the responsibility of the Senatorial Election Committee to

enforce this code.

- 2) The Senatorial Election Committee shall consult with the Office of Campus Life to verify the academic eligibility and the academic college(s) of enrollment of candidates in a timely manner, and shall notify candidates of their eligibility status.
- 3) The Senatorial Election Committee shall determine the maximum number of seats per academic college according to this election code and shall announce this information no later than the opening of nominations.
- 4) The Senatorial Election Committee shall establish the dates, times and locations of all Candidate Orientation meetings.
- 5) The Senatorial Election Committee shall prepare and distribute the candidate application and orientation packet entitled, Candidate Packet.
- 6) The Senatorial Election Committee shall post candidate biographies and pictures, two weeks before voting or when the information is received, whichever is later.
- 7) The Senatorial Election Committee shall prepare an evaluation of this election code at the end of their service. The evaluation is to be presented to the Executive Board prior to the second regular Senate meeting in November.
- 8) The Senatorial Election Committee shall be responsible for making decisions with regard to election questions and concerns not otherwise addressed by this code.

## **Article XV. Distribution of Senate Seats**

- Section 1.* Commuter Students Association, Graduate Students Association, Greek Council, Residence Hall Association, and the student assemblies of both Shimer College and VanderCook College of Music shall each be given one Senate seat, provided that the following conditions are met:
- A. With the exception of Shimer College and VanderCook assemblies, the student organization is registered and in good standing with the Office of Campus Life.
  - B. The student organization selects a representative who meets all Senatorial requirements and is willing to serve as a Senator. The name of this Senator shall be submitted before the results of the Senatorial Election are announced.

- C. Otherwise, this seat shall be considered vacant (see the SGA Constitution for vacancy provisions).
- D. Shimer College and VanderCook College of Music shall be considered special seats for the purpose of elections and vacancies.

*Section 2.* The following academic colleges shall be represented with at least one seat each: Armour College of Engineering (including Manufacturing and Industrial Technology), College of Architecture (including the Institute of Design), College of Sciences (including the National Center for Food Safety and Technology and the Center for Professional Development), Stuart School of Business and Interprofessional Studies (including Engineering Management), Institute of Psychology, and School of Applied Technology, Lewis College of Human Sciences.

*Section 3.* The maximum number of seats per academic college shall be distributed according to the following expression:

$$\frac{C_e}{T} \times 20$$

where  $c_e$  is the enrollment the respective academic college and  $T$  is the total number of students enrolled in all academic colleges represented in the Senate. Normal rounding rules shall apply with the following exceptions:

- A. In the case that the result is less than one, the number shall round to one.
- B. In the case that the result is exactly halfway in between two non-zero integers, the number shall round down to the nearest integer.

**Article XVI. Nominations and Election**

*Section 1.* Nominations shall open at the last regular Senate meeting of the spring semester and close on the second committee meeting of fall semester. Senatorial Elections shall be held on the day of the second regular Senate meeting of the fall semester.

**Article XVII. Candidate Eligibility**

*Section 1.* Candidates for Senatorial Office shall have satisfactory academic standing according to the standards set forth by the Office of Student Affairs.

*Section 2.* Candidates shall only run for a Senate seat for a college in which he is enrolled.

**Article XVIII. Candidate Packet**

*Section 1.* The Candidate Packet shall include the following:

- A. Questionnaire
- B. Election Calendar
- C. SGA Constitution
- D. SGA Bylaws
- E. Senatorial Election Acknowledgement Statement
- F. Organizational Posting Policy
- G. Phone Number

**Article XIX. Candidate Orientations**

*Section 1.* All candidates shall be required to attend at least one Candidate Orientation meeting.

*Section 2.* The Chair shall conduct these meetings and shall review the information in the Candidate Packet and other information specific to the current election.

*Section 3.* All candidates shall sign and return the Senatorial Election Acknowledgment Statement to the SGA Advisor before their campaigning may commence.

*Section 4.* Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, he is still required to receive an orientation from the SGA Advisor before engaging in any kind of publicity or campaigning.

*Section 5.* All candidates are responsible for knowing and adhering to the provisions of the SGA Constitution and the Senatorial Election Code. Lack of knowledge as to the content of these documents is not a defense against Senatorial Election Committee enforcement of the Senatorial Election Code.

**Article XX. Campaigning**

- Section 1.* Campaigning shall be free of elements that interfere with the education process, endanger persons, or damage property on campus. Campaigning involving gatherings, meetings, rallies, and/or special stunts shall require prior approval from the SGA Advisor.
- Section 2.* The use of money for campaigning from any fund related to IIT is strictly prohibited.
- Section 3.* A candidate is limited to spending fifty dollars on his campaign. A candidate shall provide a budget detailing campaign expenditures along with the Senatorial Election Code Acknowledgement Statement. Deviation from the original campaign budget shall be documented and approved by the Senatorial Election Committee before any deviant expenditure is made. A candidate shall provide documentation of spending to the SGA Advisor for review at a time determined by the Senatorial Election Committee. Failure to report expenditures shall be dealt with under the policies of [Article XXVI](#).
- Section 4.* All election materials for posting and distribution shall conform to the Organizational Posting Policy.
- Section 5.* Candidates are responsible for the removal and disposal of all election materials after the election as defined in the Organizational Posting Policy.
- Section 6.* Slander, libel, and/or forms of negative campaigning that sacrifice the integrity of the election process by defacing campaign materials or any activity that is deemed disruptive by the Election Committee is prohibited. Violations shall be dealt with as outlined in [Article XXVI](#).

## **Article XXI. Candidate Forums**

- Section 1.* The Senatorial Election Committee may organize an event on Main Campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Senatorial Election Committee is responsible for publicity related to such an event.

## **Article XXII. Ballot**

- Section 1.* The Senatorial Election Committee shall prepare ballots with names appearing in a random sequence and shall exclude the use of titles including the title “incumbent.”
- Section 2.* After elections have been held and before tabulation begins, all

remaining ballots must be destroyed.

**Article XXIII. Voting**

*Section 1.* Every currently enrolled IIT student is entitled to vote in the Senatorial election.

*Section 2.* No person shall vote in place of a currently enrolled student.

*Section 3.* The SGA Advisor shall order an alpha list of all currently enrolled IIT students of each academic college represented in the Senate as outlined in [Article XV](#) of this election code prior to the first day of voting. The alpha list shall be titled "Voters Register."

*Section 4.* Voting shall be conducted by ballot.

A. Voting shall be administered according to the following procedure:

- 1) Voter shall produce one of the following forms of valid picture identification in order to authenticate their identity:
  - (1) Current IIT Student ID
  - (2) Any Federally recognized photo ID
  - (3) A valid myIIT username and password can authenticate a voter's identification.
- 2) Voter shall sign the Voters Register to attest to his identity and obtain a ballot.
- 3) Voter shall be permitted to vote for up to the maximum number of seats to be filled for each academic college for which the voter is enrolled.
- 4) Voter shall mark the ballot according to the directions and deposit ballots into the designated ballot box.
- 5) The following statement shall be endorsed prior to casting a ballot: "I attest that I am a currently enrolled Illinois Institute of Technology student, that this vote is cast of my own free will and is not a proxy vote, and that I am voting only for the academic colleges for which I am currently enrolled."



## **Article XXIV.**

### **Tabulation**

- Section 1.* All properly marked ballots shall be tabulated; each office under consideration that is not properly marked or is considered by any able Senatorial Election Committee member to be indecipherable shall count as an abstention for the voter concerning that particular position only.
- Section 2.* The SGA Advisor and the Chair shall supervise the tabulation process.
- Section 3.* Two or more members of the Senatorial Election Committee shall tabulate all valid votes.
- Section 4.* Tabulation shall be conducted in public. For security purposes, the SGA advisor may limit access to the tabulation area.
- Section 5.* Tabulation shall be officially endorsed by all of the following: the SGA Advisor, the Chair, and all others tabulating ballots.
- Section 6.* The number of winners shall equal the maximum number of seats allowed to that college or the number of candidates running for office within that college, whichever is smaller. The winner(s) shall be the candidate(s) receiving the most votes within a college. A person shall assume Senatorial Office according to the SGA Constitution.
- Section 7.* After nominations close and before the day of Senatorial Elections, the Senatorial Election Committee shall work with the SGA Advisor to establish and rank options to resolve any tie in a fair manner.
- Section 8.* In case of a tie, the Senatorial Election Committee shall present their options to resolve the tie in ranking order at the Senate meeting immediately following tabulation. The Senate may approve an option (beginning voting at the Senatorial Election Committee's first option) with a two-thirds vote. In the case that no option is ratified, the SGA Advisor shall decide on a course of action.
- Section 9.* Public notice of the election results shall be given by way of signs on campus and a press release to the official newspaper of IIT within four business days of voting.
- Section 10.* Candidates shall have two business days after the official notice of results to request a recount. The signature of the candidate and thirty currently enrolled students shall be necessary to engage a recount process of all valid ballots.
- Section 11.* The Senatorial Election Committee shall certify the elections after all ballots are tabulated, all recount requests have been addressed and

all pending candidate complaints have been accorded due process.

*Section 12.* The Senatorial Election Committee shall maintain completed online and/or hard copy ballots in a locked container for a minimum of seven business days after certification of the election.

**Article XXV. Candidate Due Process**

*Section 1.* Candidates who feel that they have been the victim of severe and/or repeated violations of any part of the Senatorial Election Code shall have their complaint reviewed by the Senatorial Election Committee and the SGA Advisor in a timely manner (within twenty-four hours on the day of elections or within forty-eight hours otherwise).

- A. All complaints shall be filed in writing and shall be signed by the candidate. The burden of proof is on the complainant.
- B. Accused individuals shall be notified of a complaint prior to any ruling; he has the right to appear before the Senatorial Election Committee to defend himself prior to any ruling.
- C. If either party disagrees with the decision of the Senatorial Election Committee, he may appeal the decision to the SGA Judicial Board.

**Article XXVI. Enforcement of Senatorial Election Code**

*Section 1.* The Senatorial Election Committee and the SGA Advisor may impose any one, or a combination of, the following penalties to individuals or groups found guilty of violations:

- A. Suspension of campaigning for a duration determined by the Senatorial Election Committee and SGA Advisor.
- B. Disqualification as a candidate for a Senatorial Office.
- C. Recommendation to the Dean of Students for disciplinary action.

**Article XXVII. Amendment of the Senatorial Election Code**

*Section 1.* The Senatorial Election Code cannot be amended from the second regular Senate meeting in September through the second regular Senate meeting in November.

## JUDICIAL BOARD

### **Article XXVIII. Duties and Powers**

- Section 1.* The Judicial Board shall rule upon the constitutionality of legislation and official actions of SGA members or any other body of the Student Government Association upon the request of any member of the student body.
- Section 2.* The Judicial Board shall hear all appeals of Finance Board allocation decisions.
- Section 3.* The Judicial Board shall hear all impeachment proceedings.
- Section 4.* The Judicial Board shall hear other matters brought to the SGA Judicial Board.

### **Article XXIX. Chief Justice and Administrative Justice**

- Section 1.* Chief Justice
- A. The Chief Justice shall act as the representative and spokesperson of the Judicial Board.
  - B. The Chief Justice shall convene meetings of the Judicial Board when necessary, or when so requested by a Justice.
  - C. The Chief Justice shall notify the President of any decision or upcoming hearing of the Judicial Board. The President and Chief Justice shall disseminate this information to the members of the SGA as each deems appropriate.
  - D. The Chief Justice shall be responsible for communicating with campus media in regards to the decisions of the Judicial Board.
  - E. The Chief Justice shall vote only in the case of a tie.
  - F. The Chief Justice shall hold a seat on the Campus Judicial Board
- Section 2.* Administrative Justice

- A. The Administrative Justice shall maintain a comprehensive and public record of every official decision made. This record shall be housed in the SGA Office and a copy shall be maintained by the Office of Campus Life.
- B. The Administrative Justice shall maintain a comprehensive and public record of all Judicial Board proceedings not in executive session. Copies of pertinent records shall be provided to the petitioner and the respondent following the hearing.
- C. The Administrative Justice shall assume all roles and responsibilities of the Chief Justice in the absence of the Chief Justice at any hearings and meetings and in a vacancy of the Chief Justice until a new Chief Justice is appointed.

*Section 3.* Associate Justices

- A. All Associate Justices shall have the responsibility of knowing the Judicial Board's activities at all times.

*Section 5.* Provisions

- A. Should more than half the justices serving at the hearing be affected by a conflict of interest, or in a case involving the Chief Justice, the case shall be reviewed and decided upon by the Vice President of Student Life and a special committee of four Senators of the Senate, which shall be appointed by the President and approved by two-thirds vote of the Senate.
- B. In the event that both the Chief Justice and Vice President of Student Life are affected by a conflict of interest, the Administrative Justice shall preside over the aforementioned special committee until the respective matter has been resolved.
- C. In the event that the Chief Justice, Administrative Justice, and Vice President of Student Life are affected by a conflict of interest, the SGA Advisor shall appoint an individual to preside over the aforementioned special committee until the matter has been resolved.

**Article XXX. Appointments**

*Section 1.* The Justices shall be appointed by the SGA President and approved by a two-thirds vote of the Senate.

- A. Three Justices shall be appointed to serve at the beginning of the fall semester. This appointment shall be made after the transitional

meeting outlined in [Article III Section 5](#) of the SGA Constitution.

- B. Four Justices shall be appointed to serve at the beginning of the spring semester.

*Section 2.* In the event that a Justice resigns, graduates, or is otherwise removed from office, the President shall appoint an Alternate Justice to finish the Justice's term.

**Article XXXI. Qualifications**

*Section 1.* Students eligible for Chief Justice shall have completed a minimum of thirty credit hours at IIT and shall have held an office or appointed position within SGA for at least two semesters prior to his/her effective term. If either of these qualifications is not met, the appointment of this Justice can still be approved, with a three-fourths vote of the Senate.

*Section 2.* Students eligible for Administrative Justice shall have completed a minimum of thirty credit hours at IIT and shall have held an office or appointed position within SGA for at least one semester prior to his/her effective term.

*Section 3.* Students eligible for any Justice position shall have completed a minimum of twelve credit hours at IIT and shall have and maintain satisfactory academic performance according to the Office of Student Life.

*Section 4* In the case of a special committee due to a conflict of interest as outlined in Article XXIX Section 5, these qualifications need not be met.

**Article XXXII. Conduct**

*Section 1.* Justice may discuss cases in progress outside of Judicial Board hearings and meetings, but only among other Justices and the SGA Advisor. The Chief Justice, however, may release such information to the campus media and to affected parties as he/she deems appropriate.

*Section 2.* Justices shall excuse themselves immediately when necessary in cases of conflicting interests. Another Justice shall fill any seat in the case of a conflict of interest. Quorum shall be met as specified in Article XXIV

*Section 3.* If any Justice questions the impartiality of another Justice, the Judicial Board shall immediately move into an executive session to resolve the issue of impartiality.

*Section 4.* Justices shall maintain satisfactory attendance.

A. Only the Chief Justice may issue excused absences. The Chief Justice may be excused with the approval of three other Justices.

B. Three unexcused absences for a Justice in any semester shall result in automatic dismissal, and the President shall appoint an alternate to fill the vacancy.

*Section 5:* If Judicial Board violates the constitution, concerned parties can appeal to Judicial Board advisor and decision can only be made by the Judicial Board advisor.

**Article XXXIII. Removal from Office**

*Section 1.* Any Justice may be recommended for removal from office after a review from a special committee for any violations of conduct.

*Section 2.* The recommendation for removal from office shall be approved by a three-fourths vote of the Senate at a regular meeting.

**Article XXXIV. Quorum**

*Section 1.* Four justices shall constitute quorum.

**Article XXXV. Petitions**

*Section 1.* Cases shall be initiated only when a "Petition for Hearing" has been received by the Chief Justice in writing. Petitions shall be available on the website.

*Section 2.* The Administrative Justice shall make copies of the Petition and distribute them to the other Justices, the SGA Advisor, and the respondent and file one for the official record within that week of petition.

*Section 3.* The Petition shall explain all charges and contentions, refer to all vital evidence, cite the rule, principle or the constitutional clause at issue, and state the remedy sought.

*Section 4.* Any petition or appeal should be brought to Judicial Board's notification no later than 7 days after petitioning party was notified of decision.

*Section 5.* A brief in opposition to the Petition may be filed by the respondent in any case but is not mandatory except when ordered by the Judicial Board

*Section 6.* All Petitions shall remain confidential, except noted in Section 2 of this Article.

**Article XXXVI. Preliminary Sessions**

- Section 1.* Upon receiving a Petition, the Chief Justice shall convene an executive session of the Judicial Board where a determination to grant the Petition shall be made.
- Section 2.* Two Justices in the affirmative are required to grant a Petition. In this case, the Chief Justice may vote.
- Section 3.* Whenever the Judicial Board grants a Petition, the Chief Justice shall prepare, sign, and enter an order to that effect and shall notify the petitioner and respondent. The case shall then be scheduled for hearing.
- Section 4.* Whenever the Judicial Board denies a Petition, the Chief Justice shall prepare, sign, and enter an order to that effect, including an explanation of the decision, and shall notify the petitioner and respondent.

**Article XXXVII. Notification**

- Section 1.* The Chief Justice shall advise the parties if they are required to appear for a hearing no less than 72 hours before the hearing and may post a list of concerned parties in advance of each hearing for the convenience of the parties and the information of the public.
- Section 2.* Concerned parties must notify any witnesses no less than twenty-four hours before a hearing.

**Article XXXVIII. Participants**

- Section 1.* Only members of the student body, faculty, or administration shall participate as petitioners, respondents, or counselors of the student body.
- Section 2.* In questions of constitutionality/legality of an official action or in cases involving impeachment, the respective officer shall be the respondent party. In questions resolving a committee, the Chair of that committee shall serve as the respondent or shall appoint a representative. In questions of constitutionality/legality of legislation, the SGA President shall serve as the respondent or shall appoint a representative.
- Section 3:* Judicial Board will respond to an appeal within 7 business days, which

starts from the day it has been filed. The hearing should be held between 7-21 days from the day petition has been filed. The concerned parties will be notified of Judicial Board's decision within 48 hours of the hearing.

**Article XXXIX. Witnesses**

- Section 1.* The right to be a witness and offer testimony before the Judicial Board shall be limited to the members of the student body, the faculty, and the university administration as called by the Judicial Board, respondent, or petitioner.
- Section 2.* All witnesses shall be informed of their obligation to tell the truth, the whole truth, and nothing but the truth while presenting testimony before the Judicial Board.
- Section 3* All witnesses called by either the petitioner or the respondent may be cross-examined by the representatives of the opposing side as deemed appropriate by the Chief Justice.
- Section 4.* Justices may question witnesses at any time with the consent of the Chief Justice.
- Section 5.* Justices may call other witnesses at any time with the consent of the Chief Justice.
- Section 6.* All witnesses must be notified in accordance with Article XXXVII Section 2

**Article XL. Hearing Format**

- Section 1.* The duties of the hearing participants are as follows:
  - A. The Chief Justice shall control the floor, and yield when appropriate
  - B. Justices may question the petitioner or respondent at any time with the consent of the Chief Justice.
  - C. All other involved parties may only speak when the floor is yielded by the Chief Justice.
- Section 2.* Hearings shall be conducted as follows:
  - A. To begin proceedings, every individual in the room must introduce themselves with their name, office/title, and responsibility and/or reason for attending the hearing.



- B. The Chief Justice shall ask the petitioner(s), respondent(s), or Advisors of the former, if there is any additional evidence not contained in the Petition to make the Judicial Board reconsider its decision to grant the Petition. The new evidence shall address jurisdiction, standing, timeliness, or justifiability and may not address the merits of the case. A Justice may, at this time, request that the Judicial Board move into a Preliminary Session to reevaluate granting the Petition.
- C. At the direction of the Chief Justice, the petitioner shall present their case, and use their witnesses as supporting evidence.
- D. At the direction of the Chief Justice, the respondent shall present their case, and use their witnesses as supporting evidence.
- E. With the consent of the Chief Justice, the petitioner may present counter-arguments and cross-examine the respondent's witnesses.
- F. With the consent of the Chief Justice, the respondent may present counter-arguments and cross-examine the petitioner's witnesses.
- G. The petitioner presents a final summation.
- H. The respondent presents a final summation.
- I. Justices may question the petitioner or respondent at any time with the consent of the Chief Justice.

*Section 3.* Hearings should emphasize and clarify the written arguments in the Petition and the brief in opposition. All justices shall read the briefs before a hearing.

*Section 4.* There may only be one petitioner and respondent heard.

*Section 5.* Each party shall present their case fairly and completely.

*Section 6.* All questions raised during the hearing shall be assumed acceptable, unless ruled out of order by the Chief Justice. This ruling may be appealed by other Justice and overruled in an executive session by a majority of the Justices present.

*Section 7.* If evidence or testimony is questioned on the grounds of relevance or admissibility, the Chief Justice shall determine whether or not it shall be admitted. The Chief Justice's decision may be appealed by another Justice and overruled in an executive session by a majority of the Justices present.

## **Article XLI. Decisions**

- Section 1.* The Judicial Board, in executive session, shall discuss the case and reach a decision.
- Section 2.* Votes of three Justices are required to find in favor of the petitioner.
- Section 3.* The decision shall be recorded in writing, attached to the majority opinion, and made available within one week from the date of the executive session; dissenting opinions may also be attached.
- Section 4.* If the Chief Justice is on the majority side, then the Chief Justice shall write, or assign the writing, of the majority opinion. Otherwise, an Associate Justice that is on the majority shall write the majority opinion.
- Section 5.* In cases of appeals, the Judicial Board may overturn or uphold the decision of the originating committee or may refer the case back to the committee for reconsideration. In the case of reconsideration, the committee shall review all judicial proceedings and consider any new evidence that may have been acquired.
- Section 6.* In cases of constitutionality challenges, the Judicial Board may uphold the legislation or action, invalidate the legislation or action in whole or part or state the effects of the legislation and direct the responsible body of the Student Government Association to take corrective actions.
- Section 7.* All decisions regarding appeals (petitions and impeachments) are final

## **Article XLII. Finance Board Appeals**

- Section 1.* If an organization is unsatisfied with a Finance Board decision, the organization may file a petition to appeal the decision with the Judicial Board within one week from receiving the decision.
- Section 2.* The Judicial Board shall approve or deny all of the line item(s) and/or stipulation(s) being appealed by the organization. The appealing organization and Finance Board shall be notified of Judicial Board's decision prior to the upcoming regular Senate meeting.
- Section 3.* In the event that no petitioner from the appealing party are present at the appeal, Finance Board's original decision shall be upheld.
- Section 4.* If the Judicial Board approves the appeal, the modified allocation shall be granted to the organization. If the Judicial Board denies the appeal,

the original Finance Board allocation, if any, shall be upheld.

- Section 5.* The Chair of the Finance Board or a Finance Board member designated by the Chair shall be present at the hearing. However, if a member of Finance Board is unable to attend the hearing, the appeal can take place, and Finance Board's voice shall be forfeited. Judicial Board shall make every reasonable effort to accommodate Finance Board in the scheduling of an appeal.
- Section 5.* Upon the occurrence that the Judicial Board cannot facilitate a suitable appeal or if quorum is not met, the original proposal shall go before the Senate, requiring a two- thirds vote to pass.

## SENATE CODE OF CONDUCT

### **Article XLIV. Attendance**

- Section 1.* A Senator shall have no more than two unexcused absences from regular Senate and committee meetings in any one term of office.
- Section 2.* The Executive Vice President, at his discretion, may excuse a Senator from any meeting, given that the Senator provides at least one day notice. In cases of emergency or extreme circumstances, the Executive Vice President may excuse a Senator's absence at any time.
- Section 3.* Upon exceeding the allowed number of absences, the Vice President of Communications shall file an impeachment petition with the Judicial Board against the Senator. In the case of the Vice President of Communications not satisfying [Section 1](#) of this Article, the Executive Vice President shall file an impeachment petition against the Vice President of Communications.

### **Article XLV. Active Committee Membership**

- Section 1.* A Senator shall request membership on a standing committee of the SGA, excluding an election committee, no later than the second regular Senate meeting of his term.
- Section 2.* A Senator shall maintain active membership on at least one standing committee, excluding an election committee.
- Section 3.* Upon failing to meet the requirements of active committee membership for the first time within a term of office, a written notice of delinquency shall be issued to the Senator. The Senator shall have ten working days to correct his delinquency. If he does not correct this delinquency within this time period, the Vice President of Communications shall immediately file an impeachment petition with the Judicial Board against the Senator.

### **Article XLVI. Duty to Constituency**

- Section 1.* In the case of a seat representing an academic college, the Senator's constituency shall consist of all students within his academic college. In the case of a special seat, the Senator's constituency shall consist of the respective student organization. An ex-officio member of the Senate (i.e. Vice President of Student Life) shall serve his constituency, consisting of the entire student body.
- Section 2.* A Senator shall always offer legislation, debate, vote, and act according to the interests, concerns, and requests of his constituency. A Senator shall make every effort to represent his constituency and never only himself.
- Section 3.* A Senator shall determine and act upon a method of gathering constituents' opinions and concerns on a regular basis.
- Section 4.* A new Senator representing an academic college shall meet with the Dean of his college at least once before the second regular Senate meeting of his first term of office.

## FINANCE BOARD

### **Article XLVII. Duties and Powers**

*Section 1.* The Finance Board shall:

- A. Ensure that student organizations are receiving funding from the Student Activities Fund in a fair and consistent manner, for the maximum number of students possible, and for the enhancement of the IIT community.
- B. Fairly and equally represent the student body.
- A. Hear the petitions from student organizations for funding requests from the Student Activities Fund.
- B. Allocate money from the Student Activities Fund when fiscally responsible and in the best interests of the student body, and according to the guidelines set by the Finance Board.
- C. Monitor expenditures from the Student Activities Fund and report perceived violations to the necessary officials.
- D. Ensure student awareness of the budgeting procedure and how the Student Activities Fund is being allocated through campus media, workshops, and any other means necessary.
- E. Maintain accessibility to the student body and to establish a consistent time and place for hearings and publish the addition and cancellation of hearings.
- F. Be available to mentor student groups throughout the process of budgeting and programming.
- G. Evaluate and recommend amendments to the Finance Board Bylaws when necessary.

### **Article XLVIII. Members**

*Section 1.* Finance Board shall consist of ten members, including the Finance Board Chair and nine members.

*Section 2.* Candidates for Finance Board student members shall be nominated by a member of the Student Body, recommended by the Finance Board Selection Commission, and approved by a two-thirds vote of the Senate. Finance Board positions shall be granted to the most qualified nominees as determined by the Finance Board Selection Commission, given that they are approved by two-thirds of the Senate.

- A. The Finance Board Selection Commission shall consist of the Chair of the Finance Board, SGA Advisor, current members of Finance Board, and two to five student representatives, to be elected by the Senate. The Chair of Finance Board shall preside over the Finance Board Selection Commission. The Senate, at its discretion, may replace its student representatives.

- B. The Finance Board Selection Commission shall also approve and rank alternates for Finance Board positions before presenting its recommendations to the Senate.
- C. The Finance Board Selection Commission shall present its recommendations to the Senate in the form of a slate. Division of this question is not in order. If the slate is rejected the Finance Board Selection Commission shall consider the Senate's recommendations and present a new slate at the following Senate meeting. If feasible, the Selection Commission may consider recommendations and present a new slate at the current Senate meeting.

*Section 3.* Members shall be committed to holding the position for a full year. Finance Board members may serve up to three one- year terms.

*Section 4.* Members shall be considered voting members of Finance Board after completing a workshop facilitated by the Chair of the Finance Board.

*Section 5.* Finance Board shall be structured at the discretion of the Chair of the Finance Board in order to best fulfill its duties and powers.

*Section 6.* Members can be removed if they miss two consecutive or three total meetings within one academic year. Impeachment may be filed against a member by the Chair of the Finance Board or upon four affirmative votes of Finance Board members.

*Section 7.* In the event that a voting member resigns or is removed from Finance Board, a majority of the Finance Board may order that the highest ranking alternate shall be made a member, fulfilling the remainder of the previous member's term.

*Section 8.* In the event that there are less than ten members on Finance Board and there are no alternates remaining, new members shall be recommended by the Finance Board Selection Commission and approved by a two-thirds vote of the Senate.

## **Article XLIX. Funding Eligibility**

*Section 1.* In order to receive funding student organizations shall:

- A. Have been recognized by the Senate and the Office of Campus Life and have a current registration form on file with the Office of Campus Life for the semester in which funding is to be allocated.
- B. Have at least two members attend a Finance Board workshop during the current academic year.

## **Article L. Funding Requests**

- Section 1.* The allocation of the Student Activities Fund shall be used in support of projects open to and for the benefit of the whole student body
- Section 2.* Finance Board shall provide a Programming Funding Request form, a Operating Funding Request form, a Conference Funding Request form, a Competition Funding Request form, a Capital Funding request Form, and a Summary form.
- A. Operating (for current academic semester)
    - 1. Operating expenses include any requests that help supplement an organization's purpose and existence, and that cannot be categorized into any previous budget type.
  - B. Programming
    - 1. An organization may receive funding for the costs of programming events that follow the organization's purpose.
  - C. Capital
    - 1. A capital expenditure is defined as a one-time expenditure whose useful life exceeds one year.
    - 2. Such equipment is property of IIT and shall remain at a secure location approved by Finance Board and the Office of Student Life. Organizations are responsible for the equipment appropriated to them. Organizations shall include a documented checkout system prior to proposing to Finance Board.
  - D. Conferences
    - 1. An organization may receive funding for a conference that is national or regional.
    - 2. Organizations shall be expected to share the burden of funding their conference.
    - 3. The participants of any conference supported by the Student Activities Fund shall host a follow-up workshop, open to all students. The workshop shall be held during the same academic semester as the conference and the organization shall submit an outline to Finance Board
  - E. Competitions
    - 1. An organization may receive funding for a competition that is national or regional.
    - 2. Organizations shall be expected to share the burden of funding their competiton.

## **Article LI. Procedure for Requesting Funds**

- Section 1.* The organization shall complete the appropriate Funding Request Form and submit it before the deadline announced by Finance Board. The organization shall designate two responsible members,



and these members shall write and present the proposal.

- Section 2.* The organization shall attend a Hearing as summoned by Finance Board. The responsible members shall present the proposal at this hearing. Both of these presenters shall have attended a Finance Board workshop during the current academic semester.
- A. Finance Board shall facilitate four Regular Hearings each academic year. Two regular hearings shall be facilitated within the first six full weeks of a semester. The remaining two Regular Hearings shall be held in November and April. At some point after the first and third Regular Hearing , Finance Board shall conduct hearings for Capital, Conference, and Competition requests.
  - B. Finance Board reserves the right, at its discretion, to hold a Special Hearing due to extraordinary circumstances.
  - C. Finance Board shall be exempt from these Bylaws with respect to proposing its operating budget as follows:

Finance Board shall propose its operating budget to the Judicial Board at a hearing, which shall be held prior to an upcoming Senate meeting. The budget can be allocated, rejected, or referred to the Senate at which it shall need a majority vote to pass. If the Judicial Board rejects the budget, Finance Board may appeal to the Senate at which it shall need a two-thirds vote to pass.
- Section 3.* Finance Board reserves the right to modify funding requests; this includes increasing, decreasing, rearranging, or eliminating any or all proposed funds before allocation.
- Section 4.* If Finance Board does not approve the allocation of funds as originally proposed then the presenting organization may appeal the decision to the Judicial Board.
- Section 5* If any allocation of funds is approved and the organization does not wish to appeal, then the organization shall work with the Office of Campus Life to process financial paperwork and obtain allocated funds.
- Section 6.* The organization shall keep a detailed account of all expenditures and revenue.
- Section 7.* The organization shall complete an Organizational Assessment Notes form and submit it to Finance Board as outlined in the Finance Board guidelines.

## **Article LII. Funding**

- Section 1.* Student Activities Fund allocations are available for (but not limited to):
- A. Entertainment, performers, speakers, artists, etc.
  - B. General operating costs.
  - C. Membership dues and national fees. This does not include individual membership dues, but reasonable fees necessary to make IIT an accredited affiliate of the national organization.
  - D. Expenses to attend meetings, leadership conferences, conventions, tournaments, etc.
- Section 2.* Funding not available for:
- A. Support of any groups which exclude from participation any student on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender, or physical disability. Recognized social Fraternities and Sororities shall be exempt from the gender restriction.
  - B. Money already spent.
  - C. Personal loans or expenditures for school, living expenses, or anything else for the benefit of a private individual or private purpose.
  - D. The purchase of alcohol, tobacco, or other age-restricted substances.
  - E. Fundraising for any organization.
  - F. Direct donations to a charity. Funding may be provided, however, for a charity event (equipment rentals, publicity, band, etc).
  - G. Groups/activities that fall under the direct financial responsibility of any academic or athletic department (excluding club and intramural sports).
- Section 3.* Finance Board shall clearly state the reason(s) for the rejection or modification of any proposal.
- Section 4.* If an organization feels that Finance Board has not upheld their Bylaws or Guidelines, an appeal may be made to the Judicial Board within one week of receiving Finance Board's decision.
- Section 5.* In the event an organization properly appeals a Finance Board allocation decision, Judicial Board will hold a preliminary session as outlined in Article XXXVI
- Section 6.* Finance Board shall allocate a set amount of money to the Bog Committee of the Student Union Board at the beginning of each semester. This amount shall be negotiated between the Chair of Finance Board and the Vice President of the Bog at the last hearing of the previous semester of the fund's allocation. This amount shall also remain unchanged from the previous semester, unless either Finance Board or the Vice President of the Bog can justify a change in the

amount, subject to Finance Board's approval.

**Article LIII. Guidelines**

*Section 1.* The Guidelines of the Finance Board shall serve as a set of standing rules which establish the basis for decisions in the evaluation of proposals.

- A. The Guidelines shall be reviewed, updated (if necessary), and adopted each semester with a majority vote by the current Finance Board.
- B. The vote on the Guidelines' adoption, or their amendment, before or after adoption, may be reconsidered.
- C. The Guidelines can be amended at anytime by a majority vote of the members present.
- D. No previous notice is required in order for the Finance Board to amend or suspend the Guidelines.
- E. Announcements of amendments to the Guidelines shall be made public, at the next Senate meeting and/or through other methods, after the meeting in which they are established.
- F. The Guidelines shall not be in conflict with these Bylaws.

## IMPEACHMENT

### **Article LIV. Impeachment Process**

*Section 1.* The procedures for impeachment are as follows for an officer of the SGA:

- A. The Petition for Impeachment shall be submitted in writing to the Chief Justice and a copy shall be given to the SGA Advisor.
- B. An executive session of the Judicial Board consisting of all Justices and the SGA Advisor shall be held within ten days of the initial petition. At this hearing:
  1. The Judicial Board shall vote on the request for impeachment.
  2. If the decision is to impeach, the Judicial Board shall make a recommendation to the Senate concerning the penalties.
- C. The Senate may vote to approve penalties up to, but not exceeding, the recommendations of the Judicial Board. The deciding vote shall take place during the next regularly scheduled Senate meeting.
  1. Voting shall be by secret ballot.
  2. A three-fourths vote of the Senate shall be required for removal from office.
  3. A two-thirds vote of the Senate shall be required for any other penalties.
- D. All decisions concerning removal from office made by the SGA may be appealed to the Dean of Students within three business days of the actual vote.

### **Article LV. Ethical Conduct**

Representing the interests of the student population of IIT requires high standards of behavior. In order to effectively serve students, and function in general, there must be a culture of trust within SGA.

In short, members of SGA are expected to perform their duties with integrity.

Ethical Conduct shall be expected from members of all branches of SGA: Executive Board, Senate, Finance Board, Judicial Board, Academic Affairs Committee, Student Life Committee, Communications Committee, election committees, and special committees.

Violations of Ethical Conduct are defined as, though not limited to, the following:

Knowingly furnishing false information to a member or branch of SGA; intentional falsification, misuse, fraud, or forgery of SGA documents. Additionally, when deemed relevant to SGA by the Senate, any act which violates the "Code of Conduct," as stated in the IIT Student Handbook, will be considered a violation of Ethical Conduct.

Disciplinary actions shall be conducted in a manner consistent with the Bylaws of

the relevant branch(s). Violations of Ethical Conduct will be reviewed on a case-by-case basis by the Senate, via a special committee, to determine whether disciplinary actions are appropriate and may include, but are not limited to, censure, ineligibility to run for any SGA office in the future, and/or removal from any currently held SGA position.