

Award and Elections Committee Bylaws

(Last Revised: 11/09/02)

ARTICLE I. PURPOSE

The purpose of the Undergraduate Student Government Committee on Awards and Elections (AEC) is to supervise any elections of the Undergraduate Student Government (USG); such as USG executive elections, and Tidal Wave (Tulane Homecoming) court elections; and to give any student, faculty member, and/or staff member awards that the committee or Assembly should see fit. The Awards and Elections Committee shall also certify all elected senators of the USG in accordance with the ASB Constitution, Title II, Article II, Section 3.

ARTICLE II. MEMBERSHIP

Section 1. The AEC will consist of:

- A. Executive Vice President of the Undergraduate Student Government or their designee, upon the approval of the Senate, shall chair AEC. The chair shall conduct all meetings and shall not be accorded a vote, unless in the case of a tie.
- B. No less than 6 and no more than 12 other members.
 - 1) There shall be at least one member from at least 3 recognized divisions of the USG Assembly, as per Title II, Article II, Section 1, Subsection A of the ASB Constitution.
 - 2) Positions not filled by USG Senators shall be open to the undergraduate community and those members shall be Members-at-Large.
 - 3) Members shall be appointed by the USG Assembly.
- C. The chair of AEC shall appoint an Assistant Chair from within AEC membership, whose appointment shall be approved by the Senate. The Assistant Chair will be a regular, voting member of AEC with no special duties other than to assume the role of the chair in the chair's absence.
- D. An appropriate webmaster to be appointed by the AEC and approved by the Assembly shall serve in a non-voting capacity and invited at the discretion of the chair.
- E. A member of the Office of Student Programs shall serve in a non-voting capacity with limited speaking privileges.
- F. Attendance by 50% + 1 committee members, excluding the chair and other non-voting members, shall constitute quorum.

Section 2. Resignations Due to Conflicts of Interest

- A. The AEC Chair shall sign a waiver relinquishing their right to seek an Executive Board position before the election timeline is set. If the AEC Chair does wish to seek office, they must resign from their position before this time and the Assistant Chair will assume their position.
- B. Should the Assistant Chair assume the role of the Chair and decide to seek election to the Executive Board, he/she must resign from the committee before the election timeline is set.
- C. All members of AEC, excluding the chair, must sign a waiver relinquishing his/her right to seek election to the Executive Board at least ten days before intent to run forms are due. Should a committee member decide to seek election to the Executive Board, he/she must resign from AEC at least ten days, including weekends, before intent to run forms are due.

Section 3. Appointments Due to Vacancies

- A. Should a vacancy arise in the position of AEC Chair, the Assistant Chair will assume the position. If the election timeline is already set, the Assistant Chair must immediately sign a waiver.
- B. Should a vacancy arise in the position of the Assistant Chair, the chair of the committee will appoint a new Assistant Chair, upon the approval of the Senate.
- C. Should a vacancy arise in the membership, a new member will be appointed at the first meeting after the vacancy occurs.

Section 4. Removal of the Committee chair shall be decided upon by the ASB rules concerning removal, as per the ASB Constitution, Title II, Article VII, Section 4.

- A. The Chair shall be given one week's notice prior to the meeting at which the removal procedures will take place.
- B. The chair will be provided the opportunity to defend himself/herself against said charges.

Section 5. Removal of other voting members shall be decided upon by the ASB rules concerning removal, as per the ASB Constitution, Title II, Article VII, Section 4.

- A. The member shall be given one week's notice prior to the meeting at which the removal procedures will take place.
- B. The member will be provided the opportunity to defend himself/herself against said charges.

ARTICLE III. DUTIES, POWERS, AND JURISDICTION

Section 1. The AEC is recognized as a standing committee of the Undergraduate Student Government, as per USG Bylaws, Article VIII.

Section 2. The AEC shall conduct the USG Executive Officer elections as pursuant to Title II, Article VII, Section 1, Subsection B, Part 1 of the ASB Constitution:

- A. Officer elections shall be held no earlier than the fourth full week and no later than the sixth full week of the Spring Semester.

Section 3. The timeline shall be set for the Executive Board Elections no later than the last week of classes during the Fall semester.

Section 4. The committee shall review and approve the qualifications, as stated in the ASB Constitution, (Title II, Article V, Section 3) of each candidate before entering his/her name on the ballot.

Section 5. The AEC members are responsible for holding office hours during AEC run elections.

Section 6. The committee must certify the results of each election before the posting by the AEC chair.

Section 7. The AEC shall enforce all campaign and election rules and regulations for each election that it conducts. Should a candidate fail to follow one or more of the rules, there will be an infraction hearing where the candidate will be invited to explain him/herself to be held before the results are known by the AEC. All candidates will be notified of such hearing in the information packet. The AEC must vote by a simple majority to make a decision. Should the AEC decide that the candidate has failed to follow the rules and regulations, the AEC shall administer the proper penalties, as outlined in the rules and regulations of the specific election.

ARTICLE IV. RULES AND REGULATIONS FOR EXECUTIVE CABINET ELECTIONS

Section 1. Qualifications

- A. Every candidate must meet the following criteria, as per the ASB Constitution, Title II, Article V, Section 3:
 - 1) Must be registered as a student of the University in one of the registered divisions.
 - 2) Must have been a student at the University for at least two regular semesters at the time of the election.
 - 3) Must intend to be a student of the University for a full school year during the term of office, and
 - 4) Must be eligible under the rules and regulations of the division in which he or she is registered.
- B. Every candidate must submit the following items in writing to the Undergraduate Student Government Office (University Center, Room 27) by the date and time announced by the Undergraduate Student Government Awards and Elections Committee (AEC):
 - 1) A letter of intent to run for office (include full name, phone number, e-mail address, and both permanent and school mailing address);
 - 2) A letter of Good Academic Standing from the Dean of the candidate's college;

- 3) A campaign platform of 500 words or less, that may be published in The Hullabaloo and used in other campaign materials which must be e-mailed to the USG account at usg@tulane.edu;
- C. There will be a certification of the ballot at a time and place designated by the AEC. If a candidate neglects to certify the ballot, their name will not be added to the official ballot. This process shall be conducted in person, and not via e-mail.

Section 2. General Electoral Procedure

- A. All students listed in the Registrar's undergraduate student database are eligible to vote.
- B. Candidates will be listed on the ballots in alphabetical order by last name.
- C. There will be a general voting booth in a location to be determined by the AEC. Should a student cast a fraudulent vote (including but not limited to using another student's information to place a vote), all related votes will be nullified and the student may be referred to Judicial Affairs.
- D. All votes cast for "Abstain" will be considered null votes, and will not be included in the number of votes cast.
- E. All write-in votes cast for ineligible candidates will also be considered null votes, and will not be included in the total number of votes cast. Such votes include, but are not limited to, fictitious characters and persons outside the Tulane undergraduate community, as well as students that do not meet the criteria set forth in Title II, Article V, Section 3 of the ASB Constitution. The AEC will review all write-in candidates before the results are certified and posted.
- F. On the ballot, a description of what will happen in the case of "Write In" will be included as follows: "By voting for an ineligible Write In, you chose to nullify your vote for that particular office. An eligible Write In candidate would be someone who
 - 1) Is an undergraduate at Tulane
 - 2) Has been enrolled at Tulane for at least two semesters
 - 3) Will not be graduating within their term of office
 - 4) Intends to be a student of the University for a full school year during the term of office
- G. No candidate may be in the same residential room or at the general voting booth while any student is in the process of voting.

Section 3. Run Off Procedure

- A. In the event that one candidate does not receive a majority of the votes, a run-off will be held.
- B. The two candidates with the highest percentages of votes following any deductions for infractions will appear on the ballot in alphabetical order by last name. There will be no "Write-In" option. The "Abstain" option will remain, as described in Section E above.
- C. A run-off will be held exactly 3 days (excluding Saturdays, Sundays and holidays) after the decision of the EAC and no more than 10 days after the AEC certification of the results.
- D. Official campaigning shall not begin until 3 days prior to the run-off, or at the time designated by the AEC.
- E. Unless otherwise specified, all other campaign regulations must be followed.

Section 4. For a candidate to withdraw his/her name from the ballot, a letter must be submitted to the Undergraduate Student Government's Awards & Elections Committee, either via e-mail to usg@tulane.edu or a letter to the USG EVP in the USG office, no less than 48 hours before the election.

Section 5. Write-In Candidates

- A. Any write-in candidate receiving a majority of the votes cast or qualifying for a run-off shall make him/herself eligible for election in accordance with Section I of these Rules and Regulations within 24 hours of their notification by the AEC chair.
- B. Write-in candidates shall be subject to all election regulations.
- C. Votes for write-in candidates disqualified by the AEC for the present election will not be counted (i.e. all that do not meet the qualifications as set forth in Article IV, Section 1 of these bylaws.)
- D. The votes cast for any write-in candidate receiving less than 1% of the total number of eligible votes will not be counted.

Section 6. Campaigning

- A. Violation of the following campaigning regulations subjects the candidate involved to disqualification and/or to other disciplinary action as deemed by the AEC in Article IV, Section 7 of these bylaws.
- B. A candidate may be held responsible for all violations committed by campaign volunteers.
- C. Campaign volunteers:
 - 1) Include anyone reasonably associated with a campaign including the candidates themselves; and
 - 2) Shall be subject to the same campaigning rules and regulations as the candidates.
- D. Official campaigning shall not begin until 10 days prior to the election or at the time designated by the AEC. Any action of campaigning taken before this date will subject the involved candidate to disqualification or other disciplinary action.
- E. Campaign Materials and other Paraphernalia:
 - 1) All items to be displayed in or on a non-residence hall building must adhere to the rules of regulation of that building.
 - 2) Items may not be placed on any outside, public or university-owned structures (e.g. trashcans, phone booths, bank machines, newspaper stands, telephone poles, etc.) The only exceptions of this shall be the kiosks and buildings (as described in Art. IV Sec. 6E-1).
- F. Residence Halls
 - 1) All campaign materials to be displayed in residence halls must first be approved by the Office of Housing and Residence Life (HRL) located in Irby Hall.
 - 2) The candidates themselves have the sole responsibility to ensure that all HRL guidelines are followed in the display of all campaign materials in the residence halls. It will be considered a campaign violation if HRL procedures are not followed.
- G. Candidates are not allowed to campaign by writing on buildings or other structures with chalk or other substances. Chalking on university sidewalks is permitted.
- H. Candidates may not campaign on tickets. A ticket is defined as two or more candidates campaigning together.
- I. Discussion of the campaign or distribution of campaign materials through unsolicited door-to-door campaigning or telephone calls to random students (those the candidate or his/her volunteers do not personally know) is prohibited.
- J. There shall be no campaign materials within 50 feet of the general voting booth on election day as defined by the AEC. This includes nametags, posters/flyers, or other items that identify a candidate. Also, no candidates or campaign volunteers may discuss the election or specific candidates within 50 feet of the general voting booth. The general voting booth location will be specified in advance. It is the candidate's responsibility to remove any materials from the vicinity on voting days.
- K. No candidate may actively campaign within a computer lab. This includes the pre-placement of flyers/posters or linking the start-up homepage to the election site and/or a candidate's personal homepage.
- L. The candidate may link to the main election web page; however, no scripts may be used to automatically enter his/ her name or to recreate the voting on their own page.
- M. Any candidate desiring to stuff campus mailboxes, folders, or other boxes must first receive approval for their flyer from the Office of Student Programs. Regarding postal boxes, the candidates will be responsible for stuffing. Post Office regulations require \$15 for the use of their boxes.
- N. Use of Listserves and e-mail
 - 1) ***Unauthorized use of listserves by candidates or campaign volunteers is prohibited and may be referred to Judicial Affairs. No campaign-related listserve e-mails may be sent unless a candidate has received the official endorsement of the executive board of the organization governing the listserve. Listserve e-mails that notify recipients of an upcoming election without favoring a specific candidate are permitted.***
 - 2) No candidate or campaign volunteer may send election e-mail to a student that he or she does not personally know.
- O. The radio cannot be used except by AEC or in an AEC sponsored event.

- P. The use of table tents shall not be allowed.
- Q. All questions regarding campaigning should be directed to the AEC through the USG e-mail account: usg@tulane.edu

Section 7. Expenditures

- A. A candidate is allowed to devote a total of \$100.00 in money and materials to his/her regular campaign.
- B. In the event of a run-off each candidate will be allowed to spend an additional \$50.00.
- C. An itemized account of all campaign expenditures and receipts must be turned into the USG office by the last day of voting by the official closing of the polls. If a candidate spends no money, he/she must turn in a statement by the deadline indicating that \$0.00 was spent. In the event of a run-off, all material must be turned into the USG office by the closing of the polls, the day of the run-off. All receipts shall include the name of the purchaser of materials or services, the name and address and phone number of the supplier of the materials or services, the total amount paid and due, and the dates the materials or services were ordered and the bill paid. All election results shall be dependent upon the approval of the campaign expenditures by the chair of the AEC. Amounts spent over the budgetary limit may subject the candidates to a penalty deemed appropriate by the AEC. Students who turn in their expenditures early may add to their expenditures as long as the deadline has not been reached. Additions must also be itemized and turned in by the AEC specified deadline.
- D. The retail price of all purchased materials and services actually used for campaign purposes including the dollar value of all donations must be reported. The retail price of any non-student labor shall be included accordingly in the candidate's budget. Mailing costs shall be included accordingly in the candidate's budget. Exceptions will be made for mailing and phone costs for candidates who are conducting a campaign from abroad.

Section 8. Enforcement

- A. Major violations shall include but not be limited to: attempts to perpetuate a fraudulent election, tampering with vote counting, tampering with the on-line voting system, falsification of any information in effort to gain an advantage, harassing and assaulting voters, offering bribes to poll workers, voters, or members of the AEC. Major violations shall result in immediate disqualification from the election and a referral to the Office of Student Affairs for violations of the Student Code of Conduct.
- B. Other violations of campaign or election procedures may be considered as minor violations as determined by the AEC. In the case of a minor violation so deemed by the AEC, the committee has the power to dock from the candidates a maximum of 10% of the election vote *percentage* total for each violation. Accumulation of minor violations may result in a major violation if deemed appropriate by the AEC.
- C. Allegations of candidates committing campaign violations must be submitted via e-mail to: usg@tulane.edu. They may also be submitted in writing to the USG office. All alleged violations must be reported within 12 hours of the closing of polls on the last day of regular voting.
- D. During the campaign and before the polls close, the candidate may be notified if a violation has been reported against them and asked to correct their offense within an hour of being notified or face violation charges. The same procedure will be followed in the event of a run-off campaign.
- E. If a violation of the election regulations is discovered subsequent to the election, a candidate may be disqualified from office if deemed appropriate by the AEC.
- F. An emergency meeting of AEC is automatically called within 48 hours of the AEC Chair receiving a major violation complaint.
- G. An emergency meeting of AEC can be called by a two-thirds vote of the AEC members.
- H. Candidates will be held responsible for all information contained in the informational packet distributed at the information sessions, including all information included in the rules and regulations of the specific election.

Section 9. Results

- A. Counting of votes will be done by the USG AEC or its designates behind closed doors. The election will be decided by a simple majority vote (50% + 1 of all eligible votes cast)

- 1) Votes that should not be counted in the eligible votes cast total are votes for non-Tulane students, Tulane students who are ineligible to run, and write-ins receiving less than 1% of the initial vote).
 - 2) Incorrect spelling of a write-in will not invalidate the vote if there is no doubt as to who the vote is cast for.
- B. Appeals
- 1) If no appeals are reviewed, Results of the election become final 48 hours after the results are officially posted on the USG door.
 - 2) Any appeals to any decisions of the AEC should be in the form of a written appeal directed to the ASB Elections Appeals Court (EAC). The request must be submitted in writing to the ASB President within 24 hours after the decision has been made by the AEC. Any requests received after such time will not be reviewed.
- C. Eligible write-in candidates receiving less than 5% of total votes cast will not be included on the tally sheet.
- D. In the event of an On-line election, the initial script shall be kept by the Director of Student Programs and any revisions shall be approved by TIS. Only the webmaster(s) and the Student Programs designee will have access to the vote-in-progress. These people will have the only access to results prior to the AEC's certification. All complaints about on-line voting will be sent through these designees and then forwarded to the AEC chair.
- E. The AEC will release the percentages of total votes and the exact number of votes cast. Additional statistics will be released at the discretion of the Chairperson.

ARTICLE V. RULES AND REGULATIONS FOR TIDAL WAVE HOMECOMING ELECTIONS

Section 1. Qualifications

- A. The Tidal Wave Committee shall select, in accordance with its bylaws, ten nominees for Homecoming King and ten nominees for Homecoming Queen.
- B. The AEC shall verify that each nominee meets the follow qualifications:
 - 1) Is an undergraduate or graduate student who will graduate within the next academic year.
 - 2) Has applied for Court in accordance with the Tidal Wave Committee bylaws.
 - 3) Has a 2.75 cumulative G.P.A. at the end of the previous spring semester.

Section 2. General Electoral Procedure

- A. The election for the Court shall be held in the fall semester on dates selected by the Tidal Wave Committee
- B. The candidates shall be placed on the ballot in alphabetical order by last name.
- C. Photographs and biographies for each candidate shall be placed at the general voting booth.
- D. Any undergraduate or graduate student of Tulane University may vote for up to five King candidates and up to five Queen candidates. This shall be explicitly stated on the ballot.
- E. All votes shall be by secret ballot.
- F. Candidates shall be notified of their status before the results of the election are made public.
- G. Should the AEC choose to conduct the Homecoming Court Election online, all regulations regarding online elections listed elsewhere in these bylaws shall apply, unless otherwise noted. Should the AEC choose to conduct the Homecoming Court Election by paper ballot, all regulations regarding paper ballot elections listed elsewhere in these bylaws shall apply, unless otherwise noted.
- H. Candidates for Homecoming Court shall be prohibited from:
 - 1) Spending money on a campaign on their behalf;
 - 2) Posting flyers
 - 3) Solicitation, either by email, phone, or door-to-door, of individuals the candidate does not know.
- I. Any appeal or challenge to the decision of the AEC Chair, Tidal Wave Chair, and Tidal Wave Assistant Chair as to the election process for Homecoming Court shall be handled in accordance with the appeals process outlined in Article III, Section 5.

Section 3. In the event of a tie for the King or Queen, or the last male or female spot on Court, there shall be a runoff.

Section 4. A candidate who violates any of the above campaign prohibitions shall be subject to penalties and/or disqualification as determined by the AEC with consultation by the Tidal Wave Chair and Assistant Chair.

Section 5. Results

- A. The female candidate with the most votes, as certified by the AEC Chair, Tidal Wave Chair, and Tidal Wave Assistant Chair, shall be named Tidal Wave Homecoming Queen. Likewise, the male candidate receiving the most votes shall be named Tidal Wave Homecoming King.
- B. The next four highest ranking female candidates and next four highest ranking male candidates shall be named to the Tidal Wave Homecoming Court.

ARTICLE VI. AMENDMENTS

Section 1. Amendments to these by-laws must be passed by a simple majority vote of the members of AEC.

Section 2. Amendments will be effective upon approval of the USG Assembly.

ARTICLE VII. CONTENT OF REGULATIONS

Section 1. Any situation not covered by these regulations will be dealt by the AEC according to equity and reason.

Section 2. Any action of the AEC may be appealed to the Elections Appeals Court.

ARTICLE VII. DEFINITIONS

Section 1. The following terms are used throughout these bylaws:

- A. Campaign volunteers--Anyone reasonably associated with a campaign including the candidates themselves and will be subject to the same campaigning rules and regulations as the candidates as deemed appropriate by the AEC.
- B. EAC-The ASB Elections Appeals Court. The purpose of the ASB EAC is to hear all appeals relating to elections. The jurisdiction of the EAC is not limited to elections for office, appeals from referenda are specifically included.
- C. Eligible write-in-Candidates that meet the criteria set forth in Title II, Article V, Section 3 of the ASB Constitution.
- D. Ineligible write-in-Fictitious characters and persons outside the Tulane undergraduate community, as well as students that do not meet the criteria set forth in Title II, Article V, Section 3 of the ASB Constitution.
- E. Majority-50% + 1 of all eligible votes cast
- F. Quorum-Attendance by 50% + 1 committee members, excluding the chair and other non-voting members.
- G. Referendum-The procedure by which the student body amends the constitution through a vote
- H. Run-off-An election to be held in the event that one candidate does not receive a majority of the votes.
- I. Ticket-A ticket is defined as two or more candidates campaigning together.
- J. Webmaster-The appointed person that maintains and regulates the electoral script and voting page as per AEC and TIS regulations

USG Finance Committee Bylaws

Article I. USG Finance Committee

- A. Pursuant to the authority of the Associated Student Body Constitution, Article VIII, the USG Finance Committee shall be a standing committee of the USG Senate.
- B. The USG Finance Committee shall serve as the treasurer for the USG.
- C. The purpose of the USG Finance Committee is to assure that the funds of the USG are properly handled for the benefit of all students. To this end, the Finance Committee will hear presentations on, investigate, and deliberate over all requests for funding in a timely and judicious manner.
- D. The USG Finance Committee expressly reserves to itself all powers and duties designated to the Committee by the USG Constitution.
- E. All USG allocations must be referred to the USG Finance Committee before consideration by the USG Senate. The USG Senate reserves the right to remove funding requests from the Finance Committee upon a two-thirds vote by the Senate.

Article II. Funding

- A. The Student Body Administrative Council (SBAC), subject to the approval of the USG Senate, is responsible for determining the eligibility of groups and organizations for USG funding.
 - 1) Notwithstanding Part A above, the USG Finance Committee may recommend withholding funding as a sanction against an organization for violations of USG regulations.
- B. Following USG Senate provisional recognition of an organization, a new organization must then be fully recognized before it is eligible for funding.
- C. In order for any student organization to receive funds, at least 80% of its membership must come from the Tulane Community, which includes Tulane students, faculty, staff, and the dependents of those persons, and as well as graduates of Tulane University.
- D. In order to receive funds, an organization must have on file in the USG office a current copy of its constitution, and in the Office of Student Programs, the names and phone numbers of its officers, and the name of its faculty (if applicable) and student organization advisor.

Article III. Budget Request Procedures

- A. All groups shall receive written notification of the deadline for submitting initial budget requests at least three weeks prior to the deadline.
- B. The Vice President for Finance shall be required to conduct two workshops for all student organizations; one prior to the initial budgeting process of the spring semester and the other in the fall semester, clarifying spending procedures.
- C. At least one officer of each organization must be available for the presentation of the budget request. The USG Finance Committee will specify time and date.
- D. At the time that the first initial budget is presented, the USG Finance Committee must have specific time limitations set for the presentation of budgets as well as a questions and answer period. Exceptions to these time limits can be made by a two-thirds majority vote of the USG Finance Committee for organization that will require greater amounts of time.
- E. Budgets for the standing committees of TUCP shall be reviewed by the TUCP Executive Board before being presented to the USG Finance Committee.
- F. Budgets for club sports shall be reviewed by the Association of Club Sports before being presented to the USG Finance Committee.
- G. Budgets for media organizations shall be reviewed by the Media Board before being presented to the USG Finance Committee.
- H. Budgets for all CACTUS projects shall be reviewed by the CACTUS Executive Board before being presented to the USG Finance Committee.
- I. In any one year, no organization shall be allowed to submit the same budget request more than twice without substantial material change.
- J. All budgets must be submitted, and the budget review process must be started no later than March 1. The USG Finance Committee Budget Recommendation must be presented to the USG Senate for approval by the second to last regularly scheduled Senate meeting. Budgets received after March 1 will be considered late and review may be delayed until the fall. The deadline for late budgets to be submitted is October 1. Late budgets will be reviewed in the order in which they are received. Following that date, all excess initial budget funds will transfer into a fund for initial budgets for newly recognized organizations. The deadline for newly recognized organizations to submit a budget request is February 1 of the following year. After that date, all remaining funds will be transferred into a travel request fund.

Article IV. Budget Requests

- A. Budget requests must be submitted on forms designated by the USG Finance Committee. The forms will be available in the USG office. All budgets must be approved and signed by the student organization advisor and Councilhead.
- B. Each organization will submit ten (10) copies of its budget request.
- C. All budgets must include all expected income and all expenses.
- D. Following the deadline for budget requests, an organization may not change any part of the initial budget request.
- E. The USG Finance Committee shall require all student organizations to submit a membership list including name, classification as (a) an undergraduate or (b) a graduate or professional student and phone number to the USG Finance Committee along with its initial budget request in order to be eligible for funding. Student government as well as RHA lists should only include elected representatives and committee chairs.

Article V. Allocation of Funds

- A. Prior to the USG Finance Committee reviewing initial budgets, the USG Finance Committee will decide specific aggregate allocations for on-time initial budgets, late initial budgets, and travel requests. (See Article III, Section J for specific instructions for all excess funds).
- B. Funds allocated for advertising may only be used for those campus wide publications specified by the USG Finance Committee prior to reviewing initial budget requests (the publications need not be official Tulane publications). The exception for this is for organizations that are earning revenue from a specific event and wish to advertise in local newspapers. Extraordinary or unusual advertising requests may be approved by the USG Finance Committee by a 2/3 majority vote.
- C. The USG Finance Committee must post its initial budget recommendations outside of the USG office at least 48 hours before the USG Senate meeting at which the budget will be recommended by the committee.

Article VI. Reallocation of Funds

- A. Organizations must adhere to the programming plans based on which they were allocated money unless changes are approved in advance following the reallocation procedures set forth below.
- B. A reallocation is defined as a transfer of funds between natural codes within a given budget. Reallocations up to and including one thousand dollars (\$1,000) shall be made upon prior notification and approval of the USG Vice President for Finance in consultation with the student organization advisor of said organization and the Director of Student Budgets. Reallocations greater than one thousand dollars (\$1,000) shall be made upon the approval of the USG Finance Committee.
- C. TUCP may reallocate within budgets upon providing written notification and explanation to the Vice President of Finance and the Director of Student Budgets and receiving their approval.

Article VII. Refreshments

- A. Requests by groups for refreshment expenses at organized and structured programming events will be considered. Recruitment or other parties must be funded out of an organizations 9 account. (University College is excepted.)
- B. Executive officer annual retreats for the USG, Association of Club Sports, CACTUS, Media Board, Multicultural Council, and TUCP will be limited in funding to forty (\$40) dollars per officer attending (limited to 20 executive officers).
- C. USG monies should not be used to purchase alcohol by any organizations other than University College governments except those that must purchase alcohol for others to satisfy a written contractual agreement with an outside organization or agency.

Article VIII. Expenditures

- A. All expenditures must conform to existing purchasing and accounting procedures. Current procedures will be available from the Office of Student Programs.
- B. All extraordinary and emergency allocations must be approved by the Executive Finance Board as defined by the USG Constitution (Article VIII, Section 4, Part B).

Article IX. Revenue and Donations

- A. All revenues and donations received by all USG recognized organizations shall be deposited according to university procedure.
- B. All donations received by organizations shall follow proper university procedure.
- C. Income generated from services rendered shall be deposited into 1 accounts in accordance with an organizations stated purpose.
- D. No USG recognized organization shall charge another USG recognized organization for more than cost of materials on services rendered to that organization.

Article X. Inventory Control

- A. All organizations shall annually submit an inventory report with their budget requests, showing state of repair and location of any equipment initially valued over five hundred (\$500) dollars.
- B. All equipment over \$500 is to be inventoried, tagged, and processed by the University Property Management office.
- C. No equipment is to be kept for personal use.
- D. All equipment inventory is subject to USG Finance Committee inspection and verification checks upon 24-hour notification to the organization.

Article XI. Checks and Balances

- A. All organizations and clubs are subject to an audit by the USG Vice President for Finance with 24 hours prior notice.
- B. All books and records are to be kept up to date by the individual organization treasurers.
- C. Deficits will not be condoned. Any organization anticipating a deficit must report to the USG Vice President for Finance. Such a deficit will constitute grounds for freezing said organizations budget.

Article XII. Wrongful Appropriations and Misuse of Funds

- A. Individuals responsible for misuse of funds may, upon recommendation of the USG Finance Committee, be referred for disciplinary action as specified in the Student Code of Conduct.
- B. The USG Finance Committee, at its discretion, may refuse to allocate funds, for a maximum period of two years, to any organization found guilty of violating existing procedures, subject to appeal before the USG Senate.
- C. The USG Vice President for Finance may, at her/his discretion, immediately freeze the budget of any organization which has violated existing procedures, subject to review at the following USG Finance Committee meeting. The USG Vice President for Finance must notify the president of said organization or her/his respective student organization advisor within five (5) school days of freezing said organizations budget. The budget may be unfrozen by a majority vote of the USG Finance Committee.
- D. No funded organization may have an outside bank account.
- E. No member of an USG funded organization shall hold a paid position with her/his organization.
- F. USG Activity fee money and money generated from the use of this money will not be appropriated for individual memberships but can fund the group for membership in a regional, national or international organization, if there is evidence sufficient to warrant this action. Individuals violating this rule may, upon recommendation by the USG Finance Committee, be referred for disciplinary action as specified in the Student Code of Conduct.
- G. USG activity fee money and money generated from the use of this money will not be appropriated for the purchase of gifts to or for individual members. This includes clothing, novelty items or individual awards. University College is excepted from this stipulation.
- H. USG activity money and money generated from its use will not be used to purchase gifts or make donations on behalf of the organization or its members.

Article XIII. Alleged Violations

- A. Alleged violations of financial procedures should be reported immediately in writing to the Director of Student Budgets and the USG Vice President for Finance.
- B. The USG Finance Committee has an obligation to act only on written reports.

Article XIV. Conflicts of Interest

- A. At no time shall a USG Finance Committee member use her/his affiliation with the USG Finance Committee in an effort to achieve personal benefits (i.e. extortion, receiving bribes, etc.). Subject to the due process provisions of the USG Constitution, violation of this rule shall result in the immediate expulsion of said member from the USG Finance Committee, if the evidence is sufficient to warrant this action. Individuals violating this rule may, upon recommendation by the USG Finance Committee, be referred for disciplinary action as specified in the Student Code of Conduct.
- B. No member should vote on any matter in which she/he feels a conflict of interest.

Article XV. Agendas and Minutes of Meetings

- A. Agendas of each USG Finance Committee meeting and the minutes taken at the previous meeting must be available for each USG Finance Committee member at least 24 hours prior to meeting time. Approved minutes must be made available for each USG Finance Committee member 24 hours after the meeting at which they are approved.
- B. A USG Finance Committee meeting agenda shall include the following: date, time, and location of said meeting, and a list of each budget request to be reviewed at said meeting.
- C. The USG Finance Committee members will not be obligated to review any budget which has not been made available at least 24 hours prior to the meeting at which that budget is presented.

- D. USG Finance Committee members shall be notified of a special meeting of the USG Finance Committee at least 48 hours in advance of the special meeting. Special meetings may be called by the USG Vice President for Finance or a two-thirds majority of the voting members of the USG Finance Committee. No business shall be transacted except that mentioned in the call.
- E. USG Finance Committee members shall have folders available for them in the USG Office. Agendas, minutes, travel requests, reserve fund requests, budget requests, and all additional relevant information should be placed in these folders.

Article XVI. Meeting Attendance, Use of Proxies, and Quorum

- A. Absence of a USG Finance Committee member from two regular meetings without proxy shall result in automatic removal of said member from the USG Finance Committee.
- B. A proxy is defined as a person authorized to act for another.
- C. USG Finance Committee members, if unable to attend a meeting, will be required to send a proxy.
- D. A proxy must be someone in the same category as the member, i.e., an undergraduate business representative must have an undergraduate business student as a proxy.
- E. In the event of the removal of a USG Finance Committee member, the Vice President for Finance shall be required to notify the USG senate at the next regular meeting following the removal of the USG Finance Committee, and the appropriate college will select a new member of their college, subject to the approval of the Vice President for Finance.
- F. In order for the USG Finance Committee to conduct business it must have quorum. Quorum is defined as three voting members being present (of which one must be the Vice President for Student Affairs or his/her proxy), the Vice President for Finance (or his/her proxy), and a seventh member of the Committee (voting or nonvoting)

Article XVII. Travel Requests

- A. Pamphlets, brochures, and other written material must be included in any budget requesting travel funds.
- B. No meals or other personal expenses will be funded.
- C. Organizations must utilize the least expensive mode of transportation feasible for their requests.
- D. The USG Finance Committee must create and distribute a set of guidelines for travel requests by October 1 of that year.
- E. The Association of Club Sports will be responsible for the allocation of travel money for Club Sports in accordance with the Association of Club Sports by-laws.
- F. Organizations taking trips prior to October 1 must include a travel request with their initial budget request. The organizations referred to in Section E-are excepted.

Article XVIII: Motivation Money

- A. Motivation money is a percentage of Bruff Stuff profits which the USG receives for the purpose of funding requests normally excluded from 2 account allocations. Such requests include but are not limited to: awards, recognition parties, banquets and T-shirts (items typically not funded by Student Activity Fee money). University College receives funding for these types of expenditures in their initial budget; they are not eligible to receive motivation money.
- B. Assisting in distribution of motivation money will be the responsibility of the individual council heads and their respective councils.
- C. Each council will decide upon and approve written criteria for the distribution of motivation money by the first USG Finance Committee meeting of November. The criteria then must be approved by the USG Finance Committee.
- D. The USG Finance Committee, in conjunction with the council heads, will set the lump sums to be allocated to each of the individual councils.
- E. The councils will allocate the monies according to the approved criteria.
- F. The final amounts and actual allocations must be approved by the USG Finance Committee and subsequently by Senate.
- G. The USG Finance Committee will allocate motivation monies to the student government organizations as well as those organizations which do not have a council head, a working council system, or approved criteria for the distribution of the motivation money.
- H. Categories have been established as follows for those groups specified in Section G.:

	A	B	C	D	E
Total Membership	10-25	26-50	51-75	76-100	101+
Base Allocation	\$50	\$100	\$150	\$200	\$250

- I. In addition, \$5 per member will be added to the base allocation. For example, a group with 46 members may request up to \$330; a \$100 base allocation plus an additional \$230 (46 x \$5).

- J. An USG executive organization that is composed of several committees can be treated as one organization/group.
- K. The model assumes that we will be allocating a lump sum amount to each organization based on the organizations membership as reflected by the membership list submitted with the initial budget request. The guidelines are the maximum allocation per group. In the event that requests exceed the available revenues, the USG Finance Committee will make across-the-board percentage cuts.
- L. Motivation money may not be used to purchase alcohol.

Article XIX. Reserve Fund Requests and Allocations

- A. The USG Reserve Fund may be used for capital improvements, for projects that will enhance the overall Tulane community, to purchase expensive equipment that does not come out of the USG General Fund (at the USG Finance Committees discretion), and to ensure that the USG General Fund will not be overdrawn as of June 30.
- B. All Reserve Fund Requests must be submitted in writing to the Vice President for Finance. Requests must include all written estimates, pamphlets, brochures, and other written material that states information about what is being requested.
- C. The USG Finance Committee strongly encourages USG organizations to seek funding for these projects from alternate sources.
- D. Upon receipt of a budget request, funds shall be appropriated to the USG Motor Pool for the purchase of one vehicle per fiscal year.
- E. For specific possible uses (investments) of the USG Reserve Fund, see Article XIII, Section 5 of the USG Constitution.

Article XX. Computers

- A. Each funded council is eligible to receive one computer once every three years.
- B. Any additional hardware or software will be the responsibility of the individual councils.
- C. During the three year interim, those organizations which exhibit extraordinary need as well as the individual college governments, will be allowed to submit reserve fund requests for computers.
 - 1) The deadline for these requests will be set by the committee. After the deadline, the USG Finance Committee will meet and decide on all of the requests.
 - 2) The USG Finance Committee may choose to fund up to fifty percent (50%) of the total cost of only the computer.
 - 3) If funded, computers will be allocated out of the reserve fund or from a reallocation approved by the USG Finance Committee
 - 4) An organization is eligible to receive a computer in this manner only once every three years.
- D. An allocated computer cannot be sold.
- E. After each three year period, the USG Finance Committee shall review the allocated computer.
- F. USG Finance Committee has ultimate jurisdiction over all funded computer purchases.
- G. Total expenditures on new computers will not exceed five (5) percent of the reserve fund or fifteen thousand (15,000) dollars, whichever is smaller.

Article XXI. Orientation

- A. An orientation activity is a program sponsored by a College Student Government that is open to and benefits all new incoming students in the beginning of the fall semester.
- B. Orientation events should take place by the second week of the fall semester.
- C. Student governments, with the consultation of their Deans' Office, have to be responsible for the planning and implementation of all orientation activities.
- D. The total money allocated for an orientation event must be less than or equal to \$5.00 per each member of the prior year's incoming freshman class, based upon the official enrollment for each respective college.
- E. The event must be designed to reach every incoming student of the respective school.

Article XXII. New Organizations/Programming Pool

- A. A portion of the Undergraduate Student Activity fee shall be placed in a special fund (hereon called pool) for use by new organizations or new large-scale programming projects.
- B. The pool will be used for the funding of new organizations and new large-scale programs on a case by case basis; the pool will not fund orientation events.
- C. New organizations are those groups which have been deemed as such by the SBAC.
- D. Money from the pool shall not be used for travel or late initial budgets.
- E. All New Programming Requests must be submitted in writing to the Vice President for Finance. Requests must include all written estimates, pamphlets, brochures, and other written material that states information about what is being requested. Any programming request that was denied during the initial budget will not

- be reconsidered for this money, unless otherwise stated by the USG Finance Committee. Newly recognized organizations should submit a regular budget request.
- F. The USG Finance Committee reserves the right to change the percentage of this pool at anytime in order to best accommodate the needs of student organizations.
 - G. After March 1, the committee reserves the right to defer a presentation.

Article XXIII. Community Service Initiative Fund

- A. A portion of the Undergraduate Student Activity Fee shall be placed in a fund (hereon called CSIF) for use by organizations for new large-scale community service projects.
- B. These projects may include, but are not limited to, diversity training or service and awareness projects.
- C. The fund will be used to fund these project on a case by case basis.
- D. All CSIF requests must be submitted in writing to the Vice-President for Finance. Requests must include a detailed outline of the proposed project, as well as any relevant materials. Any project that was denied or is currently being funded will not be considered from this fund, unless otherwise approved by a majority of the USG Finance Committee.
- E. The USG Finance Committee reserves the right to change the percentage of this pool at anytime in order to best accommodate the needs of student organizations.

Article XXIV. Effective Date

These by-laws shall be in full course and effective immediately upon approval by the USG Finance Committee and are valid for an indefinite period until changes are made by a future Finance Committee, as of April 2001.

Motor Pool Advisory Board Bylaws

Article I. Purpose

The Motor Pool Advisory Board (MPAB) shall represent the Undergraduate Student Government (USG) in all decisions concerning the Motor Pool fleet. Said representation shall include making recommendations to the USG Assembly concerning Motor Pool policies, updating and maintaining the effectiveness of the Motor Pool administration, and hearing and making final judgement on all cases of Motor Pool violations and regulation discrepancies.

Article II. Membership

Section 1. The Motor Pool Advisory Board shall consist of:

- A. The USG Vice President for Student Organizations, who shall act as chair and vote only in the case of a tie;
- B. One (1) USG Councilhead;
- C. One (1) USG Senator;
- D. At least three (3) Members-at-Large who represent at least two undergraduate divisions;
- E. The Motor Pool Coordinator, in an ex officio capacity;
- F. The Motor Pool Advisor, in an ex officio capacity; and
- G. The USG Advisor, in an ex officio capacity.

Section 2. The USG Councilhead, USG Senator, and Members-at-Large shall be approved by the USG Assembly and subsequently shall have the power to vote.

Section 3. The Chair may designate a proxy in accordance with the USG Constitution.

Section 4. In the case that repeated attempts to meet the above membership guidelines fail, applications will be accepted to fulfill the remaining vacancies. The applications of Senators will be given priority over the applications of general students. Applicants will be chosen by the USG Vice President for Student Organizations.

Section 5. All ex officio members of the MPAB shall attend all meetings they deem necessary, or as requested by the chair.

Article III. Power and Jurisdiction

Section 1. The MPAB, as an administrative council to the USG Assembly, shall serve to make recommendations to the Assembly regarding official policies of the Motor Pool, to update and maintain an effective set of Motor Pool guidelines and regulations, and to hear cases of violations of Motor Pool policy and regulation discrepancies.

- A. Guidelines shall outline the purpose of the Motor Pool and the responsibilities that are incurred with usage of any vehicle within the fleet.
- B. Regulations shall outline the procedures that must be taken in order to be granted use of the Motor Pool vehicles. They shall also include procedures that must be taken in case of emergencies while Motor Pool vehicles are in an organization's possession.

Section 2. The MPAB, as empowered by the USG Assembly, shall have jurisdiction regarding policy matters of the Motor Pool and may request to review any policies that affect the Motor Pool at any time.

Section 3. The MPAB shall hear all cases of policy violations and regulation discrepancies. Judgements of the MPAB shall be based upon all factors;

- A. May provide any remedy or relief;
- B. Shall be determined by a majority of quorum;
- C. Shall be made in an expeditious manner; and
- D. Shall be final and may be further appealed only to the USG Assembly.

Article IV. Quorum

Section 1. Quorum shall consist of a majority of members according to Article II, Section 1.

Article V. Bylaw Change

Section 1. All bylaws are subject to review by the USG Student Body Administrative Council.

Public Affairs Committee Bylaws

Article I. Purpose

The purpose of the Public Affairs Committee shall be to concern itself with the public image of the Undergraduate Student Government (USG) and to maintain public relations with the Greater Tulane Community by publicizing all USG functions and events, assist the AEC by publicizing elections, and assist the USG Vice President for Public Affairs in the execution of his/her constitutional responsibilities.

Article II. Membership

Section 1. The Public Affairs Committee shall consist of:

- A. A minimum of four USG Representatives as appointed by the USG Assembly, who shall have voting privileges.
- B. The USG Vice President for Public Affairs, who shall act as a non-voting member.
- C. The USG President or his/her designee, who shall act as a non-voting member.
- D. Any undergraduate student who expresses an interest in participating in the committee, and shall have voting privileges.
- E. The advisor as appointed by the Office of Student Programs, who shall act as a non-voting member.

Section 2. Chair.

The USG Assembly shall by majority vote appoint a chair, who shall vote only in the case of a tie.

Section 3. Subcommittees

Subcommittees may be formed at the discretion of the Public Affairs Committee by a simple majority vote.

Article III. Meeting Attendance and Use of Proxies

Section 1. Attendance

- A. Attendance by 50%+1 committee members, excluding the chair, shall constitute quorum.
- B. Absence of a Public Affairs Committee member from two regular meetings with proxy and one regular meeting without proxy shall result in a loss of voting privileges for that member.
 - 1) At the discretion of the chair, an absence due to extreme circumstances shall not count toward a loss of voting privileges by a committee member.
 - 2) Loss of voting privileges by any member shall result in review of that member by the Public Affairs Committee.

Section 2. Removal of Members

- A. Committee members may be removed due to a failure to fulfill committee responsibilities, including but not limited to excessive absenteeism.
- B. The committee member in question will be given an opportunity to defend his/her actions in the meeting at which the vote is to be held. The member must also be given a week to prepare his/her defense.
- C. A two-thirds vote is required to remove a member
- D. In the event of the removal of a Public Affairs Committee member, the USG VPPA shall be required to notify the USG Assembly at its next regular meeting following the removal and conduct an election for a new member.

Section 3. Use of Proxy

A proxy is defined as a person authorized to act for a member.

Article IV. Duties and Responsibilities

- A. Publicize all events and activities held by the USG.
- B. Publicize all elections coordinated by the USG AEC.
- C. Work to improve communication between students and the USG.
- D. Work to improve communication between the USG, its constituents, and the administration.
- E. Maintain positive and responsive public image to the Greater Tulane Community.
- F. Annually review the committee's activities and bylaws to ensure that they are meeting the public relations needs of the USG.

Article V. Amendments

- A. Amendments to these bylaws must be passed by a two-thirds majority of the committee.
- B. Amendments will be effective upon approval of a simple majority of the USG Assembly.

Student Body Administration Council Bylaws

Last Amended 03/06/01

Article I. Purpose

The purpose of the Student Body Administrative Council (SBAC) is to serve in an advisory capacity both to the Undergraduate Student Government (USG) Assembly and to existing and prospective student organizations. It is the responsibility of the SBAC to assist student organizations in all constitutional or procedural matters. The SBAC will make recommendations to the Undergraduate Student Government (USG) Assembly regarding official recognition of student organizations and the determination of eligibility for funding of USG-recognized organizations. In addition, the SBAC will recommend actions to be taken toward organizations found to be in violation of the organization's constitution and will communicate to student organizations the results of these recommendations.

ARTICLE II. MEMBERSHIP

Section 1. The SBAC shall be composed of:

- A. At least six undergraduate senators, a minimum of one senator and no more than three senators
from each undergraduate division;
- B. Six representatives, one from each student organization council; and
- C. A chair, nominated by the Vice President for Student Organizations and confirmed by the USG Senate. The chair must be either the Vice President for Student Organizations or an undergraduate senator. The chair is responsible for maintaining contact with student organizations and for coordinating all facets of the operation of the SBAC.

Section 2. In the case that attempts to meet the above guidelines fail, the Vice President for Student Organizations shall appoint the remaining positions.

Section 3. The advisor to this committee shall be the Student Programs Director of Student Governance.

Article III. Powers and Jurisdiction

Section 1. The SBAC, as the administrative council to the USG Assembly, shall:

- A. Make recommendations to the USG Assembly regarding the recognition of new student organizations and the review of existing student organizations;
- B. Serve and assist all existing and prospective student organizations in constitutional or procedural matters;
- C. Serve as a liaison between student organizations and the USG Assembly;
- D. Review each USG-recognized student organization at least every two years; and
- E. Determine funding eligibility according to the guidelines of the USG and SBAC.

Section 2. The SBAC, as empowered by the USG Assembly, shall have jurisdiction over constitutional matters of all USG-recognized organizations.

Section 3. The SBAC shall not recognize any organization deemed to be political, religious, or discriminatory in nature as eligible to receive funding. For the purpose of determining said eligibility, the following definitions will be applied.

- A. An organization shall be deemed political if its primary purpose is the contribution of money, time, or activity for the purposes of influencing government officials, policies, or candidates or participation in partisan activism outside the Tulane community.
- B. An organization shall be deemed religious if its primary purpose is the promotion or support of a particular system of beliefs or values within a divine or spiritual framework.
- C. An organization shall be deemed discriminatory if: its primary purpose is the support of one race, gender, color, religion, national/ethnic origin, citizenship, marital status, physical ability, mental ability, or sexual orientation over another; or its membership is not open to all students, faculty, and staff of Tulane University for reasons of race, gender, color, religion, national/ethnic origin, citizenship, marital status, physical ability, or sexual orientation.

Section 4. The SBAC shall determine duplication of purposes in recognized organizations in order to make recommendations for funding eligibility. While the USG will recognize multiple organizations with similar purposes, the SBAC reserves the right to grant funding eligibility only to the first group recognized.

Section 5. The SBAC shall make recommendations to the USG Assembly regarding fines and/or punishments for organizations not acting in accordance with the guidelines for student organizations or the organization's

constitution.

Article IV. Meetings

Section 1. There shall be two types of meetings of the SBAC.

- A. Recognition meetings shall be held as necessary for the purpose of considering organizations seeking to be recognized by the USG.
- B. Review meetings shall be held weekly for the purpose of reviewing currently recognized student organizations.

Section 2. All meetings shall consist of a presentation by the organization in question and the review of said organization's constitution, which includes the opportunity for the SBAC to make suggestions for changes to the constitution.

Section 3. Attendance by 50% + 1 of the SBAC members, excluding the chair, shall constitute quorum.

Section 4. All decisions regarding recommendations to the Assembly shall be decided by a simple majority of the SBAC.

Section 5. The chair shall vote only in the case of a tie.

Section 6. Representatives of student organization councils shall not vote on matters pertaining to their particular council.

Article V. The Recognition Process

Section 1. The SBAC, upon receipt of all documents necessary for the recognition of a new student organization, shall schedule a meeting for the purpose of hearing a prospective organization's presentation. The SBAC will notify each organization of its scheduled presentation date.

Section 2. Each organization shall make a presentation to the SBAC. This presentation shall include, but is not limited to:

- A. The organization's constitution, which shall be reviewed according to the guidelines set forth in the SBAC's student organization resource packet;
- B. A list of the organization's active members (not fewer than 10) and officers, subject to verification by the SBAC;
- C. A brief summary of the organization's planned activities; and
- D. A schedule of the organization's meetings, including time and place.

Section 3. Upon completion of the presentation, the SBAC shall make a recommendation to the USG Assembly regarding the organization's status. The SBAC shall have the power to make any recommendation to the USG Assembly, including, but not limited to:

- A. Recognition as a provisional student organization for a period of one year;
- B. Immediate full recognition, in the case that the organization has existed unrecognized by the USG or the organization cannot survive as provisional; or
- C. Non-recognition.

Section 4. After the completion of the provisional period, an organization may apply for full recognition. The organization will again present to the SBAC, which will review the organization to determine that the organization has been operating within the guidelines for student organizations and within its constitution. The SBAC will then have the power to make a recommendation to the USG Assembly, including, but not limited to:

- A. Full recognition as a student organization eligible for funding;
- B. Full recognition as a student organization not eligible for funding due to its classification as a political, religious, discriminatory, or duplicate organization;
- C. Continued provisional recognition for a specified time period not to exceed six months; or
- D. Non-recognition.

Section 5. Upon full or provisional recognition, the SBAC will place the organization into one of the councils listed in Article IX, Section 1, Subpoint A in the USG constitution.

Section 6. All groups that are affiliated with a national organization whose mission meets the standard of political, as defined by these By-Laws, shall be automatically placed under the PAL Council.

Section 7. Organizations under USG must agree that their groups will not sponsor or encourage any form of hazing,

harassment, brain washing, mind-control techniques, misrepresentation or other forms of coercive persuasion.

Article VI. The Review Process

Section 1. The SBAC shall, at its first meeting of every semester, create a calendar which sets forth the schedule of review for student organizations for the upcoming semester. The SBAC will then notify each organization of its scheduled review date.

Section 2. Each organization shall, on its scheduled review date, make a presentation to the SBAC. This presentation shall include, but is not limited to:

- A. The most current edition of said organization's constitution, which shall be reviewed according to the guidelines set forth in the SBAC's student organization resource packet;
- B. A list of the organization's active members (not fewer than 10) and officers, subject to verification by the SBAC;
- C. A brief summary of the organization's activities, both past and planned; and
- D. A schedule of the organization's meetings, including time and place.

Section 3. The SBAC shall have the power to recommend to the USG Assembly that an organization's budget be frozen should the organization fail to make a presentation to the SBAC, should the presentation fail to meet the requirements set forth by the SBAC, or should the organization not be operating within the guidelines for student organizations or within its own constitution.

Article VII. Amendments and Rules of Order

Section 1. Amendments to these bylaws must be passed by a simple majority of the SBAC and are effective upon approval of the USG Assembly.

Section 2. All matters not specifically covered in these bylaws shall be governed by Robert's Rules of Order, Newly Revised.

Undergraduate Academic Concerns Committee Bylaws

Article I. Purpose

The purpose of the Undergraduate Academic Concerns Committee is to assist the Vice President for Student Life in fulfilling his/her responsibilities as per Article V, Section 4, Part D2 of the ASB Constitution.

Article II. Membership

Section 1. The Undergraduate Academic Concerns Committee will consist of:

- A. The chair, as appointed by the USG Vice President for Student Life and confirmed by the USG assembly. The chair shall only vote in the case of a tie.
- B. A minimum of six and a maximum of 14 voting members elected by the USG. There must be at least three Senators, preferably one Senator from each division.
- C. Up to six at-large members, who shall be non-Senators chosen by the Undergraduate Academic Concerns Committee chair and confirmed by the USG Assembly. No more than two of these at-large members may be from the same division.
- D. The USG Vice President for Student Life who shall act as an ex-officio member.
- E. One ex-officio member from the Provost's office, either the Provost or his/her designee.
- F. The advisor of the committee as appointed by the Office of Student Programs. The advisor shall act as an ex-officio member.

Section 2. Exceptions

In the case that repeated attempts to meet the above membership guidelines fail, the Undergraduate Academic Concerns Committee chair will appoint the remaining positions, subject to the approval of the USG assembly. Senators shall be given priority over non-Senators.

Section 3. Subcommittees

Subcommittees may be formed at the discretion of the Undergraduate Academic Concerns Committee by a simple majority of the voting members.

Article III. Meeting Attendance and Use of Proxies

Section 1. Attendance

- A. Attendance by 50% + 1 committee members, excluding the chair and ex-officio members, shall constitute quorum.
- B. Absence of an Undergraduate Academic Concerns Committee member from two regular meetings or two emergency meetings per semester without proxy shall result in censure of that member.
- C. Censure of that member shall result in review of that member by the Undergraduate Academic Concerns Committee.

Section 2. Removal of Members

- A. Committee members may be removed due to a failure to fulfill committee responsibilities, including but not limited to excessive absenteeism.
- B. The committee member in question will be given an opportunity to defend his/her actions in the meeting at which the vote is to be held. The member must also be given a week to prepare his/her defense.
- C. A two-thirds vote is required to remove a member.
- D. In the event of the removal of an Undergraduate Academic Concerns Committee member, the Undergraduate Academic Concerns Committee chair shall be required to notify the USG Vice President for Student Life. The USG assembly must then be notified at the next regular meeting following the removal of the Undergraduate Academic Concerns Committee member and conduct an election for a new member.

Section 3. Use of Proxy

- A. A proxy is defined as a person authorized to act for a member.
- B. A proxy must be someone in the same category as that which the Undergraduate Academic Concerns Committee member fills on the committee. (i.e. a representative of a particular division must have an individual from that same division act as his/her proxy)
- C. Two proxied meetings shall be allowed for each Undergraduate Academic Concerns Committee member each year.

Article IV. Powers and Jurisdiction

The Undergraduate Academic Concerns Committee, as empowered by the USG assembly, shall have the power to review academic policies set by the University and make recommendations regarding these policies to the USG

assembly, the University Senate, the Administration, the Registrar, faculty and other relevant University bodies whose function may impinge upon student's academic performance on behalf of the students.

Article V. Duties and Responsibilities

Section 1. Identify the strengths and weaknesses of the academic system and propose solutions to the deficiencies to the individual divisions and the Administration.

Section 2. Hold academic forums on current topics in education as well as relevant campus academic concerns.

Section 3. Respond to student concerns about the academic system.

Section 4. Establish closer associations among the undergraduate divisions for the purpose of enhancing educational and professional exchanges.

Section 5. Annually review the committee's activities and bylaws to ensure they are meeting the needs of the students, the committee and ensure the committee members are familiar with the purpose and duties of the committee.

Article VI. Amendments

Section 1. Amendments to these by-laws must be passed by a two-thirds majority of the committee.

Section 2. Amendments will be effective upon approval of a simple majority of the USG assembly.

University Affairs and Student Concerns Committee Bylaws

Article I. Purpose

The purpose of the University Affairs and Student Concerns Committee is to identify the strengths and weaknesses of the Tulane University system and propose solutions to the deficiencies to the individual divisions and the Administration. In doing so, the University Affairs and Student Concerns Committee shall assist the USG Vice President for Student Life in fulfilling his/her responsibilities as per Article V, Section 4, Part D of the USG Constitution.

Article II. Membership

Section 1. The University Affairs and Student Concerns Committee shall consist of:

- A. A minimum of six and a maximum of 16 voting members as approved by the USG. There must be at least two undergraduate senators, preferably one senator from each division.
 - 1) There shall be a maximum of two senators from each division, for a maximum of 10 senators.
 - 2) There shall be a maximum of one non-senator from each division, chosen by the USG Vice President for Student Life, up to a maximum of three undergraduate non-senators.
- B. The USG Vice President for Student Life who shall serve as chair. The Chair shall vote in the case of a tie.
- C. The ASB President or his/her designee who shall act as a non-voting member.
- D. The USG apprentices who express an interest in participating in the committee.
- E. The advisor of the committee as appointed by the Office of Student Programs. The advisor shall act as a non-voting member.

Section 2. Exceptions

In the case that repeated attempts to meet the above membership guidelines fail, the USG Vice President for Student Life will appoint the remaining; senators shall be given priority over non-senators.

Section 3. Subcommittees

Subcommittees may be formed at the discretion of the University Affairs and Student Concerns Committee by a simple majority.

Article III. Meeting Attendance and Use of Proxies

Section 1. Attendance

- A. Attendance by 50% +1 committee members, excluding the chair shall constitute quorum.
- B. Absence of University Affairs and Student Concerns Committee member from two regular meetings with proxy and one regular meeting without proxy shall result in loss of voting privileges by that member.
 - 1) At the discretion of the chair, an absence due to extreme circumstances shall not count toward a loss of voting privileges by a committee member.
 - 2) Loss of voting privileges by any member shall result in the review of that member by the University Affairs and Student Concerns Committee.

Section 2. Removal of Members

- A. Committee members may be removed due to a failure to fulfill committee responsibilities, including but not limited to excessive absenteeism.
- B. The committee member in question will be given an opportunity to defend his/her actions in the meeting at which the vote is to be held. The member must also be given a week to prepare his/her defense.
- C. A two-thirds vote is required to remove a member.
- D. In the event of the removal of an University Affairs and Student Concerns Committee member, the USG Vice President for Student Life shall be required to notify the appropriate assembly at its next regular meeting following the removal of the University Affairs and Student Concerns Committee member and conduct an election for a new member.

Section 3. Use of Proxy

- A. A proxy is defined as a person authorized to act for a member.
- B. A proxy must be someone in the same category as that which the University Affairs and Student Concerns member fills on the committee. (i.e. a graduate representative must have a graduate student as a proxy and a representative of a particular division must have an individual from that same division act as his/her proxy)

Article IV. Duties and Responsibilities

- A. Solicit, identify, and address issues of concern of the undergraduate community
- B. Contribute to student forums on campus concerns.

- C. Annually review the committee's activities and bylaws to ensure they are meeting the needs of the students, the committee and ensure the committee members are familiar with the purpose and duties of the committee.

Article V. Amendments

- A. Amendments to these bylaws must be passed by two-thirds majority of the committee.
- B. Amendments will be effective upon approval the USG Senate.

SafeRides Committee Bylaws

Article I. Purpose

The SafeRides Committee shall represent the Undergraduate Student Government (USG) and the undergraduate student body in all decisions concerning the SafeRides program. Said representation shall include making recommendations to the USG Assembly and to the Student Health Center, which administers the program alongside the USG.

Article II. Membership

Section 1. The SafeRides Committee shall consist of:

- A. A chair of the SafeRides Committee;
- B. At least three (3), with a maximum of six (6), USG Senators who represent at least three (3) undergraduate divisions;
- C. Three (3) Members-At-Large who represent at least two (2) undergraduate divisions;
- D. The USG Vice President of Student Life who shall serve in an ex officio capacity;
- E. The Executive Director of Alcohol Concerns who shall serve in an ex officio capacity;
- F. The USG Advisor who shall serve in an ex officio capacity.

Section 2. Selection of Membership

- A. Selection of the SafeRides Committee Chair
 - 1) The Chair of the SafeRides Committee must have previously served on the SafeRides Committee.
 - 2) The Chair shall be selected by the SafeRides Committee and shall first be approved by the VPSL and then by the USG Assembly.
 - (a) Selection and approval of the committee chair must be completed at the last USG meeting of the Spring Semester.
 - 3) In the case that no member of the SafeRides Committee will serve as chair, the VPSL shall appoint a chair that shall be approved by USG Assembly.
 - 4) In the case that the chair resigns, the Committee will select a new chair from its remaining members.
- B. Membership of the Committee
 - 1) The USG Senators and Members-At-Large shall be nominated by the chair or members of the USG Assembly.
 - 2) The USG Senators and Members-At-Large shall be approved by a majority vote of the USG Assembly and subsequently shall have the power to vote.
 - 3) USG Councilheads may be considered for Members-At-Large positions.

Section 3. In the case that repeated attempts to meet the above membership guidelines fail, applications will be accepted to fulfill the remaining vacancies. The applications of Senators will be given priority over the applications of general students. Applicants will be chosen by the USG Vice President of Student Life.

Article III. Powers and Jurisdiction

Section 1. The SafeRides Committee, as an administrative council to the USG Assembly, shall:

- A. Oversee the expenditure of undergraduate student monies with regards to the SafeRides program.
- B. Represent the USG Assembly and the Undergraduate Student Body in all decisions with regards to the SafeRides program.
- C. Evaluate the effectiveness of the shuttle program.

Section 2. The SafeRides Committee, as empowered by the USG Assembly, shall have jurisdiction regarding policy matters on the SafeRides program.

Article IV. Duties

Section 1. Duties of the Chair

- A. The SafeRides Committee Chair shall:
 - 1) Hold committee meetings at least three times per semester.
 - 2) Report to the VPSL on a bi-weekly basis about shuttle operations, student use and its effectiveness.
 - 3) Prepare an annual budget for the SafeRides program.
 - 4) Consult with the Vice President of Finance and the Director of Student Budgets as necessary.
 - 5) Prepare a semester report for the VPSL and the USG Assembly on shuttle operations, student use and its effectiveness.
 - 6) Delegate responsibilities to the committee members.

Section 2. Duties of the Committee members

- A. Committee members shall:
 - 1) Attend all committee meetings.

- 2) Perform the task asked of them as committee members in a timely manner.

Article V. Quorum

Section 1. Quorum for the Committee shall consist of a majority of the voting members, the chair, and the Executive Director of Alcohol Concerns.

Article VI. Bylaw Change

Section 1. All bylaws are subject to review by the USG Undergraduate Affairs and Student Concerns Committee.