



SIUC Undergraduate Student Government Constitution

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SIU Southern Illinois University
CARBONDALE



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ CONSTITUTION ~**



ARTICLE I – NAME

The name of the organization shall be referred to as the Undergraduate Student Government, further more referred to in this document as USG.

ARTICLE II – PURPOSE

The Undergraduate Student Government in its representative capacity will inform the student body of aim, policies, and mission of the University Administration, and will be recognized as the voice of the undergraduate student body.

ARTICLE III – MISSION

The Undergraduate Student Government (USG) represents the undergraduate student body at Southern Illinois University Carbondale in all matters pertaining to student welfare, student activities, and student participation in University planning and administration. The Undergraduate Student Government is composed of three separate branches: Judicial, Legislative, and Executive. The Undergraduate Student Government is a recognized constituency body by the Southern Illinois University Board of Trustees.

ARTICLE IV – MEMBERSHIP

Every student enrolled at Southern Illinois University Carbondale (SIU) is considered a member of USG based on their enrollment status at the University. Members may participate in regular Senate Sessions, but are not allowed to vote. Only recognized Senators in good standing have the right to vote.

The USG is comprised of three branches; The Executive, Legislative, and Judicial. Each branch is designed to support and balance the others. No branch shall hold more power than another branch.



ARTICLE V – THE EXECUTIVE BRANCH

SECTION 1 – Composition and Qualifications

- a) The Executive Branch will be composed of the following members:
 - 1) President
 - 2) Executive Vice-President
 - 3) Vice-President of Student Affairs
 - 4) Chief-of-Staff
 - 5) Treasurer
 - 6) Any other executive appointments except for the Judicial Board
- b) Executive Branch members must meet the following qualifications:
 - 1) An undergraduate student enrolled in at least $\frac{3}{4}$ of full-time status.
 - 2) Have and maintain a minimum of a 2.5 cumulative GPA.
 - a. This GPA requirement shall be waived for students with disabilities with provided documentation from Disability Support Services and/or Southern Illinois University's ACHIEVE Program.
 - 3) Will be in good judicial and academic standing.
 - 4) Proof of at least $\frac{3}{4}$ of full-time status and cumulative GPA will be confirmed by the Office of Student Affairs.
 - 5) Have not been impeached from USG within the last academic year for misfeasance and/or malfeasance.
- c) The President and Vice-President will hold office for one year, beginning and ending on the last Friday of the Spring Semester.
- d) The Chief-of-Staff, Treasurer, and Executive Appointments will hold office for one year.
- e) No member of the Executive Branch will serve in the Legislative Branch, with the sole exception of those who serve on Executive Committees, which may serve in the Legislative Branch, but not in the Judiciary. No member of the Executive branch shall serve on a committee within the Legislature or the Judiciary with the exception of the Executive Committees an Executive Branch member is required to chair.



- 1) Executive Board members that serve of committees will not have voting rights on those committees. In the instance of a tie, an Executive Board member serving on the committee may serve as the tie breaker.

SECTION 2 – Presidential Duties and Responsibilities

- a) The President will represent the undergraduate student body and will perform all duties required by the office including providing for the faithful execution of all USG guidelines and policies.
- b) The President will forward all passed legislation to the proper office within two business days of a bill being signed.
- c) The President will appoint members of the Executive Branch and one member to the Judicial Branch. Appointed positions must be confirmed by a 2/3 vote of the Senate.
- d) The President will propose an annual USG budget to the Senate.
- e) The President may convene a Special Senate meeting.
 - 1) The Senate will be informed at least 48 hours in advance.
 - 2) The Senate will be informed as to the nature of the business to be conducted.
 - 3) The Vice President will preside over the meeting.
- f) Between the spring and fall semesters (summer), the President will have the power to recognize Registered Student Organizations (RSO). All recommendations are subject to ratification by the Senate within the first full two months of the Fall Semester.
 - 1) The President will inform the Senate on RSOs that have been approved between the Spring and Fall during the first scheduled Senate meeting of the Fall Semester.
- g) The President will have the authority to make executive expenditures from the USG account. All expenditures made by the Executive Branch will be reported to the Senate at the next regularly scheduled Senate meeting.
 - 1) Executive Expenditures shall be limited to \$10,000 per academic year.
 - 2) The President may request to spend an additional \$5,000 at the discretion of the USG Advisor.



- 3) For the spring semester of 2017, the President may spend up to \$5,000 for executive expenditures, and an additional \$5,000 may be spent as executive expenditures at the discretion of the USG Advisor.
- h) The President will have the power to establish Ad Hoc Committees as the need for additional committees need to be formed.
- i) The President will determine the duties of student employees (secretaries) for the Executive Branch and may assist the Office of Student Engagement in hiring as deemed necessary.
 - 1) No member of the Legislative or Judicial branch of USG shall be employed by the Undergraduate Student Government.
- j) The President has the power to veto all legislative action.
 - 1) During the last meeting of each spring semester, the President must decide if they are going to execute veto privileges during that meeting Senate meeting. This will be announced during the meeting, and the Senate may vote to overturn the veto during that same meeting.
- k) The President shall not serve on the Legislative or Judicial Branch.
- l) The President may serve on USG committees as an ex-officio member.

SECTION 3 – Vice-Presidential Duties and Responsibilities

- a) The Vice-President will assume the duties of the President in the event that the office becomes temporarily vacant.
- b) The Vice-President will present all passed legislation to the President within two business days.
- c) The Vice-President will chair the executive committees as requested by the President.
- d) The Vice-President will sit on at least one campus committee.
- e) The Vice-President will preside over the Senate Meetings.

SECTION 4 – Vice-President of Student Affairs

- a) The Vice-President for Student Affairs is responsible for creating awareness for all prominent student issues and affairs on campus and in the community.



- b) The Vice-President for Student Affairs will provide assistance, support, and representation to student groups as requested or deemed necessary by the Senate, constituency groups, and/or the Executive Board.
- c) The Vice-President for Student Affairs will present a bi-weekly report at each Senate Meeting regarding student outreach conducted.
- d) The Vice-President for Student Affairs will act as an advocate for all students, thus foregoing personal opinion during Executive Board meetings.
- e) The Vice-President for Student Affairs will advise and give recommendations to the President on matters that concern student well-being and success.
- f) The Vice-President for Student Affairs will chair the executive committees as requested by the President.
- g) The Vice President for Student Affairs will be the representative for USG on the Undergraduate Education Policy Committee
- h) The Vice-President for Student Affairs will preside over the Senate Meetings in the absence of the Vice-President.

SECTION 5 – Chief of Staff Duties

- a) The Chief of Staff will chair executive committees as requested by the President.
- b) The Chief of Staff shall sit on at least one campus Search Committee.



- c) The Chief of Staff will ensure that all Senators, current and in-coming, are up-to-date on information. The Chief of Staff will hold meetings on an as-needed basis for incoming Senators. These meetings will consist of a briefing on Senate rules and procedures and requirements for new Senators.
- d) The Chief of Staff will maintain the USG website and other USG electronic communication sources.
- e) The Chief of Staff shall receive all Senate nominations and Senate petitions, review the petitions and inform the Senate petitioner if there is an error on the petition, inform the petitioner of the next steps, and then send the petitions to the Clerk of the Senate.
- f) The Chief of Staff will share Senate nominations and Senate petitions with the USG Advisor(s) so petitioner's academic and judicial standing can be verified for eligibility. The USG Advisor will inform the petitioner if they are not eligible.
 - 1) This section shall only apply to petitions received after the Spring elections.
 - 2) The Chief of Staff may only turn down Senate petitioners due to the unavailability of the position for which the Senate petitioner requested.

SECTION 6 – Executive Succession

- a) If the office of President becomes vacant, the order of executive succession is the Executive Vice- President, Vice-President of Student Affairs, and then Chief of Staff.
- b) If the office of the Executive Vice-President or Vice President of Student Affairs becomes vacant, the President will appoint a new Vice-President.
- c) If the office of Chief of Staff becomes vacant, the President will appoint a new Chief of Staff.
- d) If the office of the Treasurer becomes vacant, the President will appoint a new Treasurer.

SECTION 7 – Executive Wages

- a) The President will receive a wage not exceeding \$1,800 per semester.
- b) The Executive Vice-President will receive a wage not exceeding \$1,600 per semester.
- c) The Vice-President of Student Affairs will receive a wage not exceeding \$1,600 per semester.



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- d) The Treasurer will receive a wage not exceeding \$1,600 per semester.
- e) The Chief-of-Staff will receive a wage not exceeding \$1,000 per semester.



- f) Other executive appointments will receive a wage not exceeding \$1,000 per semester.

ARTICLE VI – THE LEGISLATION BRANCH

SECTION 1 – The Legislative Branch of USG is comprised of the Senate. The Senate is the representative body of the Undergraduate Student Government.

SECTION 2 – The Senate will consist of 50 Senators, as outlined in Article VI, Sections 3, 4, 5 and 6.

SECTION 3 – Academic College Seats

- a) The senate will consist of two senators from each academic college, two with undeclared majors and one from each stand-alone School that serves undergraduates. It is encouraged that these Senators are chosen by the student umbrella organization within the Academic College. The Academic College’s student umbrella organization must notify USG before the second USG meeting of who these Senators are. All Senators must meet the requirements, as indicated in the Chief of Staff Duties, at the time they are sworn into office and throughout their term.
- b) If the academic college or stand-alone school seats are not filled by the second USG meeting of the semester, then the current USG Senate may vote in a Senator who has petitioned and successfully met all qualifications, as indicated in the Chief of Staff duties, to represent the college; this Senator’s term will be for one semester when the academic college or stand-alone school selects their Senators.

SECTION 4 – Umbrella Organizations

Umbrella Organizations are those Registered Student Organizations whose mandate includes the supervision and administration of other Registered Student Organizations aligned with the mission of the Umbrella Organizations. Typically, Umbrella Organizations are represented in USG with USG senator seats; however, those Umbrella Organizations attached to departments



and/or colleges do not receive senate seats: they are presumed to be represented by their college senators elected per the constitution.

a) Formation of Umbrella Organizations

- 1) Formation of Umbrella Student Organizations is not dissimilar from the formation of standard student organizations. The procedure for the formation of student organizations, found in the Registered Student Organization handbook, is duplicated below.
- 2) Student organizations can be formed and recognized when Undergraduate Student Government (USG) determines that the purposes of the group are in accord with the stated purposes and policies of the university. A group of students wishing to form an Umbrella Organization must do the following:
 - i. Confirm with the Office of Student Engagement whether or not the proposed organization can be formed (has not existed in the past or does not already exist on campus)
 - ii. Complete and submit the “Register New Organization” Form
 1. Upload the required petition information needed for any potential organization to form; petitions for student groups must include a minimum of ten (10) names.
 2. Upload proposed constitution (templates available online)



- iii. Once the “Register New Organization” Form is submitted, the Office of Student Engagement will review the academic and disciplinary standing of the officers listed
- iv. The Office of Student Engagement will confirm that the proposed RSO’s constitution meets minimum requirements
- v. Upon approval of the officer list and constitution by the Office of Student Engagement, the Internal Affairs Committee (IAC) Chair will receive the RSO Registration Packet and contact the group to meet with IAC
- vi. Once the proposed group has met with IAC, a bill will be presented at the next USG Senate Session for a vote of final approval of the proposed organization. A representative of the organization seeking RSO status must attend the IAC/USG meetings at which the RSO Registration Packet will be reviewed. The RSO representative is responsible for knowing the time and location of the meeting(s)
- vii. After the petition and constitution have been properly reviewed and approved by USG:
 1. Notification will be sent to both the listed advisor and president of the RSO
 2. The RSO will now have access to their RSO portal in OrgSync;
 - a. RSOs leadership will be given Administrator rights for the portal
 - b. Customize their portal

b) Umbrella Organization Formation

- 1) Any RSO is eligible to become an Umbrella Organization if they meet the above guidelines and are recommended by the Committee on Umbrella Organization and approved by the Senate.
- 2) Existing Organizations wishing to become Umbrella Organizations must submit an information packet containing the following:
 - i. Name of Umbrella



- ii. Contact information for advisor
- iii. Contact information for Umbrella Officers
- iv. List of component RSOs being represented
- v. A petition of signatures of leaders from the student groups to be represented under the Umbrella organization.
- vi. Umbrella Constitution
- vii. Except in the absence of an Umbrella Organization, organizations wishing to become Umbrella Organizations must be active and in good standing (as defined by the Registered Student Organization Handbook) and not have been approved as an organization within the current academic year.

3) Additional requirements for New Umbrellas: Meeting with Undergraduate Student Government

- i. After confirmation of Umbrella status from USG the following meeting must occur:
 1. Once (1) during the semester of confirmation, AND
 2. Once (1) in the following semester after being granted Umbrella status:
 3. The following personnel should be present at such meetings:
 - a. President of the Umbrella
 - b. Vice President of Student Affairs
 - i. The Vice President of Student Affairs shall be responsible for organizing all necessary meetings involving Umbrella organizations
 - c. Advisor of the Umbrella
 - d. Representative from the Office of Student Engagement

c) Umbrella Organizations

- 1) Represent the member organizations to USG in matters concerning the individual club or the collection of clubs as a body.



- 2) Assist USG (and Graduate and Professional Student Council where necessary) in representing an individual club or collection of clubs as a body to the university administration.
 - 3) May hear complaints by club members against other club members, or rule violations by clubs or individuals within clubs. The executive committee (or its equivalent) makes recommendations for resolution of conflicts between those clubs that fall under its Umbrella.
 - 4) Assist USG in the execution of disciplinary action for registered student organizations as outlined in pgs. 10 – 12 of the Registered Student Organization Handbook.
 - 5) May allocate funds received from USG to clubs under its umbrella. May also offer recommendations to USG concerning funding allocations to clubs under its umbrella.
 - i. These funds must be allocated in accordance with USG Funding Guidelines.
 - 6) Works to develop the clubs under its umbrella through media relations, special projects, interclub cooperation and other forms of assistance developed in house.
- d) Constituency Registered Student Organization
- 1) Constituency RSOs are those organizations that meet the following:
 - i. Represent an entire constituency of the Undergraduate Student Body (e.g. Asian-American students)
 - ii. Have not chosen to be represented by an Umbrella RSO
 - iii. Are not attached to a department
 - iv. Lack sufficient component RSOs to apply for Umbrella status
 - v. Lacks ability to apply for Umbrella status due to an insufficient number of RSO's willing and able to fall under an umbrella label, as determined reasonable by the Undergraduate Student Government Body
 - 2) Constituency RSOs may apply for constituency status by recommendation of the Committee on Umbrella Organizations. This recommendation must be ratified by the Senate, and the constitution shall be amended to include the new constituency



Seat after obtaining the necessary signatures to gain a senate seat within Undergraduate student government.

- 3) Constituency organizations that have been granted office space are eligible for operational funding. Said organizations should be granted operational funding at minimum equal to the amount required to maintain the functions of their office.
- e) Committee on Umbrella and Constituency Organizations
- 1) Given the additional responsibilities placed upon OSE and USG, the successful implementation of the above proposal requires the creation of a new committee, chaired by the Vice President of Student Affairs, to assist USG in the additional demands of managing Umbrella Organizations and RSOs. This committee shall be composed of the presidents (or designee) of the existing Umbrella Organizations and no less than FOUR (4) undergraduate senators in good standing with the body. No standing senator is, in the year in which they serve on this committee, permitted to be a current officer of a registered Umbrella Organization. The primary role of this committee is to maintain communication between Registered Student Organizations and Undergraduate Student Government as well as ensuring accountability of Umbrella Registered Student Organizations. To this end, the committee will be responsible for advising Student Government where the formation, maintenance, and communication with Student Organizations is concerned.
 - 2) Umbrella RSO activity shall be overseen by the Committee on Umbrella Organizations
 - 3) The Committee on Umbrella Organizations may suspend or deactivate an Umbrella as described below
 - 4) At the end of each semester, Umbrella RSOs must submit reports of activities
 - i. Reports should be submitted through email as a word document to the Vice President of USG, the Treasurer of USG, and the official USG email address,
 - ii. Reports should include statements of how the Umbrella benefited its component RSOs and representative persons.



- iii. If the Umbrella was allocated operational funds from USG during the current fiscal year, reports should include statements detailing how the allocated funding was used by the Umbrella in question.
 - iv. Reports should include the individual budgets from component RSOs, for the current academic year.
 - 5) The Committee shall coordinate with the Office of Student Engagement and the Undergraduate Student Government to manage a standing list of active Umbrella Organizations. This list shall be included in the Undergraduate Student Government's constitution, and shall only be amended through the introduction of a proposal for the creation of a new Umbrella.
 - i. Said Umbrella must have followed and completed all procedures required to gain Umbrella status as stated in this document.
 - ii. If an Umbrella is to become inactive, that Umbrella's status shall not be revoked from the Undergraduate Student Government Constitution without the approval of a simple majority of the Senate.
 - iii. If an Umbrella is considered inactive by its failure to uphold the responsibilities of an Umbrella Organization as listed in this document, said Umbrella will not be eligible for operational funding from the Undergraduate Student Government in the fiscal year in which they fail to meet those guidelines.
 - 6) Coordinate with Umbrella RSO Advisors (excluding Sports Clubs) to ensure Advisor involvement in Umbrella RSO activities, including but not limited to:
 - i. Maintaining monthly contact with Umbrella Organizations to ensure Umbrella Organizations fulfill their mandate and the compilation of a report to ensure that the USG Senate and Executive are aware of Umbrella Organization activities.
 - ii. Informing advisors of the results of Umbrella RSO elections
 - iii. Ensuring advisor involvement with all financial, social, or fundraising activities.
 - iv. Ensuring advisor compliance with OSE guidelines.



- v. Maintain accurate records of funding decisions involving RSOs including, but not limited to
 - 1. Operations allocations to Umbrella Organizations
 - 2. Allocations from Umbrella Organizations to subordinate organizations
 - 3. Funding requests made by Umbrella Organizations to the Undergraduate Student Government
 - vi. Assist in the collection and maintenance of the information listed under “Umbrella Organizations and Registered Student Organization Administration,” to be provided to the body of the Undergraduate Student Government.
 - vii. Hold Umbrella RSOs accountable for the information listed under “Umbrella Organizations and Registered Student Organization Administration.”
 - viii. Assist the Undergraduate Student Government in the formation of new RSOs, as described in the Registered Student Organization Handbook, and Umbrella Organizations as described in the above updated guidelines for Umbrella organizations.
 - ix. Assist the Undergraduate Student Government and Umbrella Organizations in disciplinary actions concerning RSOs.
- f) Suspension of an Umbrella
- 1) If an Umbrella is found to not be in compliance with the guidelines outlined in this document or is found to be not upholding their constitution as reported by the advisor, an officer, a component RSO member, or member of the Committee on Umbrella Organizations, then the accusing party, officers and advisor of the Umbrella shall be required to meet, in a timely manner, with the Committee on Umbrella Organizations of Undergraduate Student Government.
 - 2) If the Committee on Umbrella Organizations determines that the Umbrella is out of compliance, the committee will be obligated to investigate the issue and determine what action needs to be taken to resolve the issue.



- 3) In the event the Umbrella is not functioning well due to poor leadership from the advisor or officers, the Committee on Umbrella Organizations possesses the right to request an investigation into the operations of the Umbrella Organization, and make recommendations to the Umbrella.
 - 4) In the event an officer or other member of an Umbrella is removed from their position, the Umbrella should follow the procedures outlined in their constitution for selecting officers.
 - 5) The Committee on Umbrella Organizations has the right to temporarily suspend spending of operational funds during the investigation and until the solution has been implemented.
 - i. The Umbrella Organization must be notified of the decision to suspend access to operational funding at least one (1) week in advance of the implementation of the policy.
 - 6) The Committee on Umbrella Organizations maintains the right to temporarily suspend activity of the Umbrella during the investigation only until the solution has been implemented.
- g) Deactivation of an Umbrella
- 1) The Committee on Umbrella Organizations maintains the right to propose deactivation of an Umbrella's status to the body of Undergraduate Student Government.
 - 2) Deactivation of an Umbrella must be approved by majority vote of the Senate
 - 3) The Committee on Umbrella Organizations may propose the deactivation, in the situation the Umbrella is:
 - i. Found to be out of compliance with the guidelines outlined in this document and have not, in a timely manner, addressed the issue and entered into re-compliance with the document, OR
 - ii. Determined to be of inactive status by the Committee on Umbrella Organizations due to consistent failure to comply with above guidelines.



- 4) The body of Undergraduate Student Government reserves the right to determine the status of an Umbrella, but prior to a vote, will be presented a recommendation on the status of that Umbrella by the Committee on Umbrella Organizations.
- h) Reactivation of an Umbrella
- 1) If an Umbrella Organization has been deactivated as described above, a group wishing to reactivate the Umbrella must follow the procedures of forming a New Umbrella as described above.
 - 2) An organization that has been revoked Umbrella status will maintain their RSO status.
- i) The Senate will also consist of Senator(s) from each of the following Umbrella Registered Student Organizations that represent a population of undergraduate students. It is to the organization's discretion how their Senator(s) are selected. The umbrella organization must notify USG before the second USG meeting of who these Senators are.
- j) All Senators must meet the requirements, as indicated in the Chief of Staff Duties, at the time they are sworn into office and throughout their term. These organizations are as follows:
- 1) Inter-Greek Council: 2 Seats
 - 2) International Student Council: 2 Seats
 - 3) Black Affairs Council: 2 Seats
 - 4) Hispanic Student Council: 2 Seats
 - 5) Latino Cultural Association: 1 Seat
 - 6) Saluki Rainbow Network: 2 Seats
 - 7) Agricultural Student Council
 - 8) Engineering Student Council
- k) If any of the above organizations/ departments do not notify USG by the second USG meeting of the semester who their Senators are, then the current USG Senate may vote in a Senator who has successfully petitioned and met all qualifications, as indicated in the Chief of Staff duties, to represent the college; this Senator's term will be for one semester when the organization/ department selects their Senators.



SECTION 5 – Registered Student Organization/ Departmental Seats

a) The Senate will also consist of Senator(s) from each of the following standard Registered Student Organizations/ Campus Departments that represent a population of undergraduate students. It is to the organization/ departments' discretion how their Senator(s) are selected. The organization/ department must notify USG before the second USG meeting of who these Senators are. All Senators must meet the requirements, as indicated in the Chief of Staff Duties, at the time they are sworn into office and throughout their term. These organizations/departments and the respective number of Seats are as follows:

- 1) Residence Hall Association: 7 Seats
 - i. Two Senators representing Thompson Point
 - ii. One Senator representing Mae Smith
 - iii. One Senator representing Schneider
 - iv. One Senator representing Neely
 - v. One Senator representing University Hall
 - vi. One Senator representing Wall & Grand Apartments
- 2) Sport Clubs: 1 Seat
- 3) Veterans Organization: 1 Seat
- 4) Non-Traditional Students: 1 Seat
- 5) Students with Disabilities: 2 Seats

b) If any of the above organizations/ departments do not notify USG by the second USG meeting of the semester who their Senators are, then the current USG Senate may vote in a Senator who has successfully petitioned and met all qualifications, as indicated in the Chief of Staff duties, to represent the college; this Senator's term will be for one semester when the organization/ department selects their Senators.

SECTION 6 – At-Large Seats

a) The Senate will consist of ten (10) Senator-at-Large positions. These positions represent the larger student body and do not necessarily represent a specific college, organization,



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or department. The current USG Senate may vote in these Senators who have successfully petitioned and met all qualifications, as indicated in the Chief of Staff duties, to represent the overall undergraduate student body.

- a) and voting rights and shall not be treated as a Senator-elect.



SECTION 7– Qualifications and Restrictions

- a) A Senator will meet the following qualifications:
 - 1) A full-time undergraduate student.
 - 2) Have and maintain a minimum of a 2.5 cumulative GPA.
 - a. This GPA requirement shall be waived for students with disabilities with provided documentation from Disability Support Services and/or Southern Illinois University’s ACHIEVE Program.
 - 3) Remain in good standing with Student Rights & Responsibilities.
 - 4) Cannot have been impeached from the Undergraduate Student Government in the last semester.
- b) All Senate terms will end on the last Friday of the Spring Semester.
- c) Senators elected during the Spring Election will take office the last Friday of the Spring Semester and shall hold a term of office for one calendar year.
- d) The Senator –elect’s petition must first be submitted to the Chief of Staff so that the Chief of Staff can ensure the legitimacy of the petition and inform the Senator of the next steps.
- e) A Senator elected in this fashion will take office upon completion of the oath.
- f) A Senator will not serve in either the Executive or Judicial Branches unless appointed to an executive committee or elected by the Senate to serve as a Justice on the Judicial Board as described in Article VII Section 1.a).
- g) A Senator will take an oath conducted by the President of the Senate before that Senator can be empowered to conduct business.
- h) Senators are appointed by students of umbrella organizations in their respective colleges. If no umbrella organization exists in that college or a vacancy occurs, the Senator must go through the petition process and meet the qualifications, as outlined in the Chief of Staff duties.

SECTION 8 – Senatorial Duties

- a) A Senator is entitled to one vote.



- b) A Senator will represent the undergraduate students from his/her district and will perform all duties required by the position.
- c) All Senators are required to attend at least two of the three retreats held each semester.
- d) Senators will be required to hold at least one constituency meeting in their respective representative districts each month. Senators must fill out the Constituency Report following each meeting and submit it to the Internal Affairs Committee by the end of the month to be placed on file. Any Senator who fails to meet this requirement will be subject to impeachment.
- e) A Senator is required to attend every USG Senate session unless the Senator has found a proxy to take their place and the proxy has been approved by the Vice President or the majority of the Senate. If the Senator cannot find a proxy or the proxy has not been approved, the Senator can be excused by majority consent of the Senate. An absence obtained in the above fashion shall be counted as excused.
 - 1) A Senator may appoint a proxy to attend on his/her behalf if the Senator is unable to attend a regularly scheduled Senate session. Proxies must be approved by the Vice President no later than 1:00 pm on the day of the meeting.
 - i. All proxies must meet the same requirements as a Senator for Undergraduate Student Government, as outlined in Article VI, Section 9, Part A of the Undergraduate Student Government Constitution, except for the GPA requirement.
 - 2) Senators are only allowed two excused absences per semester.
 - 3) If a Senator has two total absences in a semester, the Senator will be subject to impeachment, unless given approval by the president.
 - 4) Senators are required to be on time to Senate meetings and to remain in attendance for the duration of said meetings. If a Senator is ten minutes or more late to a meeting, or excuses themselves early from the meeting, without prior approval from the USG Vice President, they will be counted as tardy. If a Senator has two tardies, it will be counted as an unexcused absence.
 - 5) Senators are required to attend meetings in business casual attire. This excludes jeans and t-shirts. Business casual is defined as blouses, skirts, dresses, slacks, or



Button-downs. A tardy will be issued for improper dress at the discretion of the USG Advisor.

- f) A Senator is expected to communicate efficiently and effectively with USG Executive Branch Members, Advisors, and their Constituents. Failure to do so may be grounds for a Bill of Impeachment.
- g) Each Senator will be required to complete 2 office hours per week. Office hours are defined as any business being conducted on behalf of USG, including committee meetings. Any Senator who misses four office hours in a semester will be subject to impeachment.
- h) Senators are required to serve on at least USG Committee, such as Student Funding Board, Internal Affairs Committee and/or External Affairs Committee.
 - 1) Failure to attend and/or participate in the Committee as indicated by the Committee Chairs, may be grounds for removal from the Committee and grounds for Impeachment.

SECTION 9 – Senate Powers

- a) The Senate will be solely empowered to pass legislation, which consists of the following:
 - 1) Resolution - Statement of policy or opinion.
 - 2) Mandate - Direction for action to any part of either the Legislative or Executive branch.
 - 3) Bill - Legislation dealing with a direct action.
 - 4) Amendment - Written change(s) in the Constitution.
- b) The Senate will study proposals made by student organizations and undergraduate students and will communicate all requests and opinions to the University Administration.
- c) The Senate will consider recognition of student organizations
- d) The Senate will ratify the annual Undergraduate Student Government elections, without this ratification the results are not official.
- e) The Senate will recommend and bring about policy that represents the interests of the undergraduate student body.



- f) The Senate can create and discharge standing or special committees as it sees fit.
- g) Only Senators may be on the Senate committees.
- h) The Senate may override any Presidential veto, including a “Pocket-Veto,” outlined in Article V, Section 2, by a two-thirds majority affirmative vote of the Senate.
- i) The Senate may meet weekly rather than bi-weekly for a period of time that not permanent, but that is determined by an affirmative vote of Senate. This vote shall be conducted when the Senate determines that the amount of business needing to be conducted requires for more frequent meeting times.

SECTION 10 – Parliamentary Authority

- a) The rules contained in the current edition of Robert’s Rules of Order will govern the Senate and Senate committees in all cases to which they are applicable and in which they are not inconsistent with this Constitution or Standing Rules and Procedures the Senate or Senate committees may adopt.

SECTION 11 – Senate Legislation

- a) Legislation will become official immediately upon signature of the President, unless otherwise stated within the legislation.
- b) Legislation not acted upon by the President before the next Senate session expires and does not go into effect.

SECTION 12 – Referendum

- a) Referendums dealing with powers of Undergraduate Student Government will be binding upon the Undergraduate Student Government.
- b) Placement of a referendum on the Undergraduate Student Government President/Vice-President ballot requires one of the following prior to the election petition deadline:
 - 1) A legislation approving the referendum passed by the Senate and signed by the President.
 - 2) A petition containing the signatures of ten percent of the undergraduate student population on file with the legislation.



ARTICLE VII – THE JUDICIAL BRANCH

SECTION 1 – Composition and Qualifications

- a) The Judicial Board will consist of five justices. One justice will be a Senator elected by a majority of the Senate, and one will be appointed by the President without consent of the Senate.
 - 1) The President shall not be that appointed member.
 - 2) The Vice-President and Chief of Staff are permitted to be the appointee to serve on the Judicial Board as a justice.
 - 3) Any undergraduate student enrolled full-time at Southern Illinois University Carbondale is eligible to be appointed by the President to the Judicial Board.
- b) Elected members of the Judicial Board will meet the following qualifications:
 - 1) An undergraduate student enrolled full time and at least a sophomore.
 - 2) Provide proof of registration to Undergraduate Student Government.
- c) Elected Associate Justices can be any student meeting the requirements outlined in Article V, Section 1 as long as he/she does not serve on either the Legislative or Executive branch.
- d) Elected members of the Judicial Board will serve for one year or until they no longer meet the requirement.
 - 1) Justices appointed by the Legislative and Executive branches will serve for the duration of the term during which they were appointed to the Judicial Board. If the President appoints a USG non-affiliated student, the appointee will serve for the duration of the term of the President by which the student was appointed.

SECTION 2 – Chief Justice

- a) The Chief Justice will be decided by a majority vote of the five justices at the first meeting.
- b) The Chief Justice shall preside over all court proceedings and shall have administrative authority over the judicial branch.
- c) The Chief Justice shall appoint a Court Clerk which shall keep the records of the court.



SECTION 3 – Jurisdiction and Powers

- a) The Judicial Board will have original and exclusive jurisdiction in all matters related to the interpretation of this Constitution.
- b) The Judicial Board may order reconsideration of the decision to deny an organization RSO status only on the basis that in the process of considering recognizing an organization the procedures outlined by the constitution were not properly followed. The Judicial Board may overturn the decision to deny an organization RSO status only on the basis that the decision was based on bias.
- c) The Judicial Board shall act as the Appeals Board for funding appeals. The Judicial Board may order the reconsideration of a decision to deny a RSO funding only on the basis that in the process of considering the funding request the procedures outlined by the Student Funding Board's Student Funding Guidelines were not properly followed. The Judicial Board may overturn a decision to deny a RSO funding only on the basis that the decision was based on bias.
- d) When cases pertain to the USG Constitution, conflicts between the branches, funding appeals, and elections, the decisions are final.
- e) The Judicial Board will act as an appellate court on grievances pertaining to the elections.
- f) If specified in the majority opinion, any decision made by the Judicial Board is binding on all future cases proven to be similar.
 - 1) The Judicial Board may choose to ignore, alter, or overturn any past precedent.

SECTION 4 – Procedures

- a) Upon the convening of the first meeting, the Judicial Board will choose to retain or amend the procedural rules from the previous year. These procedures must align with the policies and guidelines of the University and state.
- b) The Judicial Board will maintain recordings of its proceedings.
- c) The Judicial Board will report their decisions to all relevant parties including the Legislative and Executive Branches within two business days.



- d) The Judicial Board will not generate its own cases. Plaintiffs must file a Writ of Certiorari with the Judicial Board explaining the reasons of appeal.
- e) The Judicial Board may choose not to hear cases.
 - 1) The Judicial Board must contact the plaintiff within three business days upon receiving the Writ of Certiorari informing the plaintiff of the decision on whether or not the Judicial Board will hear the case. If the Judicial Board will hear case, the notice must contain a date for the first hearing and this notice must also be sent to the defendants.
- f) The Judicial Board will meet when necessary to hear cases.
- g) No case, upon being accepted by the Judicial Board, will remain unheard longer than one semester.
- h) Each Justice will right an opinion for each case to be kept on record.
- i) If any rule is violated by the Judicial Board or its officers, grievances must be submitted to the Senate to be reviewed for possible impeachment.
- j) Each Justice will be sworn in by the President before the Senate at the first Senate Meeting.

SECTION 5 – Rights of the Involved Parties

- a) All parties involved in cases brought before the Judicial Board will enjoy all rights granted to them by the United States Constitution
- b) Either party will be entitled to receive at least one continuance; any further continuances will be at the discretion of the Judicial Board.

ARTICLE VIII – THE DEPARTMENT OF THE TREASURY

SECTION 1 – Composition

- a) The Department of the Treasury will be composed of the following members:
 - 1) The Treasurer
 - 1) The Student Funding Board



SECTION 2 – Treasurer Duties and Responsibilities

- a) The Treasurer will oversee and control the general operations of the Department of the Treasury.
- b) The Treasurer will serve as Chairperson of the Student Funding Board
- c) The Treasurer will regularly report to the Executive and Legislative Branches on the status of the Department of the Treasury and Student Funding Board.

SECTION 3 – Student Funding Board

- a) The Student Funding Board will be composed of seven (7) members, one of which is the Treasurer.
- b) The remaining six (6) members will be appointed by any member of Undergraduate Student Government Senate, and confirmed by a 1/2 affirmative vote of the Senate.
- c) The Student Funding Board will act as written in the Student Funding Guidelines.

SECTION 4 – Treasurer Wages

- a) The Treasurer will receive a wage not exceeding \$1,000 per semester.

ARTICLE IX – USG ADVISORY BOARDS

SECTION 1 – USG advisory boards are designed to focus on the specific needs of USG and the students at Southern Illinois University Carbondale. Boards may be formed and dissolved based on relevancy of their focus. Any new board (whether forming or dissolving) requires a majority vote from the Senate.

SECTION 2 – All USG Boards are required to conduct business in a fair and unbiased manor. Each committee can determine the frequency to which they need to meet, but committee attendance is mandatory at all meetings.



SECTION 3 – In general Advisory Boards will be composed of a Chairperson and a number of undergraduate students as determined by the Chairperson. The Chairperson is appointed by the Commissioner of the corresponding department with which the Advisory Board is affiliated. The chairperson must be approved by the President.

SECTION 4 – Members of this board, with the exception of the staff member, must be undergraduate students enrolled at least half-time at SIUC. A maximum of one staff member may be placed on each Advisory Board. The staff member must be a SIUC faculty or staff member employed at least half-time at SIUC.

ARTICLE X – ELECTIONS OF EXECUTIVE OFFICERS

SECTION 1 – Election Policies and Procedures

- a) The Undergraduate Student Government Executive Elections Policies and Procedures shall be the governing document for the election process. All proceedings of the election shall be in accordance with this document.

SECTION 2 – The Election Committee

- a) The Election Committee shall act as described in the Executive Election Policies and Procedures.
- b) The Election Committee shall be formed as described in the Executive Election Policies and Procedures.

ARTICLE XI – INTERNAL AFFAIRS COMMITTEE

1) **SECTION 1** – Composition

- a) The Internal Affairs Committee (IAC) will be comprised of the following members
 - i) IAC Chair
 - ii) Internal Affairs Committee



- b) The Chairperson shall be a Senator, who is nominated and elected by a simple majority vote of the Senate.
- 2) **SECTION 2 – Chairperson Duties and Responsibilities**
 - a) The Chairperson will oversee and control all operations of the Internal Affairs Committee.
 - b) The Chairperson will regularly report to the Executive and Legislative Branches on the workings of the committee.
- 3) **SECTION 3 – Internal Affairs Committee**
 - a) The Internal Affairs Committee will be composed of seven (7) members, one of which is the Chairperson.
 - b) The committee will appoint a secretary who will be responsible for keeping ongoing records of every IAC meeting.
 - c) The remaining six (6) members will be appointed by any member of the Undergraduate Student Government Senate, and confirmed by a simple majority affirmative vote of the Senate.
- 4) **SECTION 4 – Removal of Committee Member**
 - a) In order for an Internal Affairs Committee member to be removed from the committee, the Chairperson must make a motion to Senate and that motion must be approved by a simple majority affirmative vote of the Senate.

ARTICLE XII – GOVERNING DOCUMENTS COMMITTEE

SECTION 1 – Composition

- a) Governing Documents Committee (GDC) will be comprised of the following members:
 - 1) GDC Chair
 - i. The Chairperson shall be a member of the board, who is nominated and elected by a simple majority vote of the Governing Documents Committee with no abstentions.



- 2) Five Senators and four non-senators
 - i. The President of the Undergraduate Student Government shall nominate two Undergraduate Students to serve on the Governing Documents Committee whom must be confirmed by a simple majority of the senate.
 1. If the President does not notify the senate of the nominations before the second USG meeting of who these Senators are, the Senate can choose to nominate Senators to the committee.
 - ii. Senators shall nominate seven Undergraduate Students to serve on the Governing Documents Committee whom must be confirmed by a simple majority of the senate.
- 3) A student can serve on the GDC who is currently serving on either Judicial or Executive Board, however, will not have voting rights.

SECTION 2 – Chairperson Duties and Responsibilities

- I. The Chairperson will oversee and control all operations of the Governing Documents Committee.
 - a. The Chairperson will regularly report to the Executive and Legislative Branches on the workings of the committee.
 - i. May delegate duties as seen fit.

SECTION 3 – Removal of Committee Members

- b) In order for a Governing Documents Committee member to be removed from the committee the Chairperson must make a motion to Senate and that motion must be approved by a simple majority affirmative vote of the Senate.

ARTICLE XIII – REMOVAL FROM OFFICE

SECTION 1 – Removal of the Legislature

- a) Order of removal of Senators



- 1) Anyone may bring forth allegations of constitutional/attendance violations to the Internal Affairs Committee.
- 2) The Internal Affairs Committee will produce a bill of removal to the Senate if the violations, upon the preponderance of the evidence, are found to be true.
- 3) The Senator will only be removed by a 2/3 affirmative vote of the Senate.
- 4) The Senator has the right to speak on their behalf but may not vote on the bill of removal.

SECTION 2 – Removal of the Executives

a) Order of removal of the President or the Vice-President

- 1) Anyone may bring forth allegations of constitutional violations to the Internal Affairs Committee.
 - i. Once allegations of constitutional violations are brought to IAC, they must investigate said allegations to determine whether the charges are legitimate.
 1. The IAC in determining the legitimacy of the charges shall consider: Whether the charge is sufficient basis for recommended action; and whether the weight of the evidence is sufficient to require presentation of a defense.
 2. The IAC must meet to hear the charges against the accused within five working days following the scheduled USG meeting when the IAC is formed.
 3. Only IAC members, those bringing charges and witnesses for the charges may be present at this meeting. A motion shall be passed to officially close the meeting. A motion shall be passed to allow comments from the floor.
 4. Those bringing the charges must be present; however, if more than one person brings the charges, only one of them needs to be present. The persons bringing the charges are only those



individuals who have signed the written charges at the time they were presented.

5. Deliberation by the IAC shall be completed behind closed doors and away from the public. The IAC shall listen to the charges and any evidence the charging entities wish to provide, and discuss it only after all persons, except members of the IAC, have left the hearing room.
6. The IAC shall vote on whether or not the charges are legitimate.
7. There must be at least 51 percent votes in the affirmative to determine the legitimacy of the charges.
8. If there are majority votes in the affirmative the Chair shall forward a copy of the written charges, a copy of the meeting minutes, and any evidence presented at this meeting to the accused and the judicial board.
9. Any information that would identify the entities bringing the charges should be omitted from this correspondence. The identity of any witnesses or sources of information shall remain confidential if they so choose.
 - a. Hearing of the Defense
 - i. The IAC must meet to hear the defense of the accused
 - ii. Only IAC members, the accused and their witnesses may be present in the room during this portion. A motion will be passed to clear the room of non-essential people. A motion shall be passed to officially close the meeting.
 - iii. The IAC shall listen to all of the defense and evidence. The IAC shall vote on whether or not to



retain the charges against the accused. The vote shall be taken by secret ballot.

- iv. The accused shall be given no more than one hour to respond to questions during the meeting at which the charges are presented.
- v. The IAC shall spend no more than one hour discussing the charges after the accused finishes answering questions.
- vi. A motion may be made by a member of the IAC to extend discussion beyond the time allotted. A motion to extend the time for discussion requires a 51% affirmative vote of the IAC.
- vii. A quorum of the IAC must be present for discussion to take place. If one does not exist, the discussion and vote must be postponed until the next meeting. The discussion and vote on removal shall only be postponed one meeting under this Section. A vote must be taken at the next meeting event if a quorum is not present
 1. The Chief Justice will chair the removal proceedings in the Senate.
 - a. IAC reads the bill of removal to the Senate and presents the collected evidence.
 - b. The accused has the right to speak on their behalf to the Senate.
 - c. The President or Vice-President will only be removed by a 2/3 affirmative



vote of the Senate present following
the removal proceedings.

- 2) The President or Vice-President has the right to speak on their own behalf.
- b) All other members of the executive branch serve at the discretion of the President.

SECTION 3 – Removal of the Judiciary

- a) Order of removal of a justice
 - 1) Anyone may bring forth allegations of constitutional violations to the Internal Affairs Committee.
 - 2) The Internal Affairs Committee, with a preponderance of evidence, will produce a bill of removal to the Senate with or without recommendation.
 - 3) The justice will only be removed by a $2/3$ affirmative vote of the Senate.
 - 4) The justice has the right to speak on their own behalf.
 - 5) Removed members of the Judicial Board cannot appeal to the Judicial Board.



ARTICLE XIV – STATEMENT OF NON-DISCRIMINATION

SECTION 1 – This organization shall not discriminate on the basis of race, color, religion, sex, gender, age, disability, sexual orientation, marital status, national origin, or status as a Vietnam era or disabled veteran.

ARTICLE XV – STATEMENT OF NON-HAZING

SECTION 1 – This organization will not conspire to engage in hazing, or commit an act that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XVI – STATEMENT OF COMPLIANCE WITH UNIVERSITY/CAMPUS REGULATION

SECTION 1 – This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

ARTICLE XVII – AMENDMENT(S)

SECTION 1 – This Constitution can be amended by an affirmative vote of 2/3 majority of the entire membership of the Senate upon being announced one meeting prior to consideration and the signature of the President.

ARTICLE XVII – ADVISOR(S)

SECTION 1 – The advisor(s) of the University Student Government shall be an appointed member of the Unit of Dean of Students. This person(s) serves as an ex-officio member of USG and may sit and support any USG committee, board, commission, or council.