



Code of Student Governance of George Mason University

Last Amended on October 24th, 2017

Title I: General Provisions

Chapter 1: Code of Student Governance

§ 101 Contents and Designation of the Code

The statutes embraced in this and the following titles, chapters, and sections of this act shall constitute, and be designated and cited as the “Code of Student Governance,” hereinafter referred to as “the Code” or “this code.”

§ 102 Effective Date of the Code

All the provisions of this Code shall be in force upon their enactment.

Chapter 2: Rules of Construction

§ 201 Rules of Construction

In the construction of this Code and of all statutes, the rules shall be observed as set forth in this title, unless the construction would be inconsistent with the manifest intention of the Student Senate.

§ 202 Duties Assigned to an Agency

Whenever a duty or responsibility is imposed upon an agency, department, or office of the Student Government in this Code, the duty or responsibility is imposed upon the chief executive officer of that agency.

§ 203 Errors Not to Invalidate Statute

Spelling, grammatical, typographical, or punctuation errors shall not invalidate a statute.

§ 204 Gender

Words importing the masculine gender – he/him, chairman, et cetera – include all other genders as well (she/her, chairwoman; they/them, chairperson; et cetera).

§ 205 Number

The singular includes the plural, and the plural includes the singular.

§ 206 Severability

Any provision of this Code, or the application thereof, which is held invalid by a court of Student Government, or the governing or administrative authority of the University, shall not affect the validity of other statutes, provisions or applications of this Code that can be executed without the invalid provisions or applications. The provisions of all statutes are severable unless:

- (1) The statute specifically provides that its provisions are not severable;
- (2) It is apparent that two or more statutes or provisions must operate in accordance with one another.

§ 207 Tense

Words used in the past or present tense shall include the future.

§ 208 United States Standard Eastern Time

In all statutes, orders, decrees, rules and regulations relating to the time of performance of any act by any officer or agency of the Student Government, or relating to the time in which any rights shall accrue, it shall be understood and intended that the time applicable thereto, or referred to, or implied therein, shall be United States standard Eastern time, or daylight saving time, during and when such is in effect.

§ 209 Weekends and Holidays

When a Student Government proceeding is directed by statute to be held on a particular day of a month, if that day be Sunday or any legal holiday within the meaning of § 2.1-21 of the Code of Virginia, the proceeding shall be held or the proceeding shall take place on the next day that is neither Sunday nor a legal holiday;

§ 210 Words and Phrases

Words and phrases shall be construed according to rules of grammar and according to their common and approved usage, but technical words and phrases and such others as have acquired a peculiar and appropriate meaning or are defined in this title, shall be construed according to such peculiar and appropriate meaning or definition.

Chapter 3: Statutory Construction

§ 301 Arrangement

- (1) This Code consists of titles subdivided into subtitles, chapters, subchapters, and such other subdivisions as may be required for clarity of expression and uniformity of style;
- (2) The principal subdivisions of a subtitle, or of a title that is not divided into subtitles, of this Code are chapters, comprising the sections relating to the subtitle or title, respectively, embraced in the heading of the chapter. Chapters shall consist of not more than 99 sections;
- (3) Sections of this code are identified sequentially by Arabic numerals. The last two digits in the section number indicate the sequence of sections within a chapter, and the digit or digits preceding such digits indicates the number of the chapter. A section of this Code is subdivided into subsections, paragraphs, subparagraphs, clauses, sub-clauses, and such other minor subdivisions as may be required for clarity of expression and uniformity of style.

§ 302 Nomenclature

- (1) In this Code, titles will be identified sequentially by Arabic numerals;
- (2) In this Code, subdivisions of sections will be identified in the following order: subsections are identified sequentially by Arabic numerals in parentheses, paragraphs are identified sequentially by capital letters in parentheses, subparagraphs are identified sequentially by Arabic numerals, clauses are identified sequentially by capital letters, and sub-clauses are identified sequentially by lower case letters. Lowercase Roman numerals in parentheses will be reserved for numbering within paragraphs.

§ 303 Adding Subdivisions

- (1) If it becomes necessary to introduce a new chapter between existing chapters, the new chapter is designated by the addition of a period and a number suffix to the preceding chapter number;
- (2) If it becomes necessary to introduce a new section between existing sections, the new section is designated by the addition of a period and number suffix to the preceding section number.

§ 304 Section Headings

Each section of this Code shall be given a brief descriptive heading immediately preceding the body of the section. The headings of the sections may be referred to as catch lines. In printing this Code and its amendments, the symbol “§” shall be substituted for the word “Section” preceding the digits of a section number in each catch line. Subsections may also have headings for convenience, but subsection headings shall not be set out on separate lines.

§ 305 Citation of Code of Student Governance

Without prejudice to any other form of citation, a citation of any section of this Code in the following form shall, except as provided for in §306 of this Title, be adequate for all purposes: “1 CSG §101.”

§ 306 Cross-References Between Provisions of the Code

When reference is made in this Code to a provision contained in any other section of the same title, such provision may be identified without specifying the number of the title in which it appears. When reference is made in this Code to a provision contained in any section of this Code appearing in a different title, the short form of citation specified in §305 of this Title shall be used.

§ 307 Re-Use of Section Numbers

A section number shall not be re-used for a different subject, except in a bill to revise a subtitle, chapter, subchapter, or other major subdivision of this Code.

Chapter 4: Amending the Code of Student Governance

§ 401 Quarterly Calendar of Amendments to the Code of Student Governance

At the beginning of the academic year, the Speaker of the Senate shall divide the year into quarters. At the end of these quarters, the Code shall have the opportunity to be amended. These four times shall be the only times in the Academic Year that the Code of Student Governance can be amended, with the exception of cases that apply to §404 and §405.

§ 402 Process to Amend the Code of Student Governance

The process for amending the Code of Student Governance shall go as follows:

- (1) Three weeks before the end of each Quarter, the Speaker of the Student Senate shall announce the upcoming end of the Quarter, at which point any Senator may submit a bill to amend the Code to the Chairman of the Administrative and Financial Affairs Committee. The Chair of the Administrative and Financial Affairs Committee must include all bill amendments submitted to him.
- (2) Senators shall have until 4:30 p.m. on Tuesday of the second week before the end of the

Quarter to submit any changes and amendments to the Code, to the Chair of the Administrative and Financial Affairs Committee.

- (3) The Chair of the Administrative and Financial Affairs Committee, on behalf of the Administrative and Financial Affairs Committee, shall submit the Bills for First Reading to the Clerk of the Student Senate by 4:30pm on Wednesday of the second week before the end of the Quarter.
- (4) Any Bills shall then, be sent to the Administrative and Financial Affairs Committee to be considered for Second Reading.
- (5) Upon passage of the Bill in the Administrative and Financial Affairs Committee by a 2/3, the Student Senate shall vote on the Bill at the next Senate meeting.
- (6) All Code Bill Amendments will become effective immediately upon signage of the Student Body President, unless otherwise stated in the Code Bill.

§ 403 Bills to Amend the Code of Student Governance

Bills to amend the Code of Student Governance shall be drafted to conform to the structure of the Code of Student Governance of George Mason University, as provided in chapter 3. Such Bill shall require a two-thirds vote of the Senate.

§404 Emergency Amendments to the Code of Student Governance

If an emergency, which shall be determined at the discretion of the Speaker, arises, then the Speaker may ask the Chair of the Administrative and Financial Affairs Committee, on behalf of the Administrative and Financial Affairs Committee, to write a bill to address the emergency amendment. The bill will then be submitted to the Clerk of the Student Senate at the next opportunity to do so, for First Reading. The Bill, at the discretion of the Speaker, shall then be sent to the Administrative and Financial Affairs Committee to be approved for Second Reading. If approved by the Administrative and Financial Affairs Committee, the Bill shall be reported back to the Senate at the following Senate meeting to be voted on by the entire Senate.

§405 Singular Amendments to the Code of Student Governance

If a member of the Senate sees the need for an emergency amendment to a single Chapter of the Code of Student Governance, the bill may be submitted to the clerk of the Student Senate for First Reading. The Bill shall then be sent to the Administrative and Financial Affairs Committee. Code Bill Amendments submitted using this procedure will require 4/5 vote affirmation to pass. If passed unanimously by the Administrative and Financial Affairs Committee, the bill shall be reported back to the Senate at the following Senate meeting to be voted on by the entire Senate.

Title II: The Legislative Branch

SUBTITLE I: ORGANIZATION OF THE STUDENT SENATE

Chapter 1: Commencement of the Student Senate

§ 101 Membership of the Student Senate

There shall be no more than 40 Senators in the Student Senate, and no more than 40 individuals shall be Senators. No more than 30 Senators shall be elected during the annual Student

Government Elections. The remaining positions shall be unfilled by spring elections and reserved for the following fall elections of incoming freshmen and transfer students.

§ 102 Early Organization of the Student Senate

- (1) Any member of the Student Senate after consultation with the Speaker may at any time call a caucus to be attended by all incumbent Senators who have been re-elected to the ensuing Student Senate and all other Senators-elect, for the purpose of taking all steps necessary to achieve the prompt organization of the Senators and Senators-elect of the ensuing Student Senate;
- (2) If any member calls an organizational caucus or conference under Subsection 1 of this section, he shall file with the Clerk of the Student Senate a written notice designating the date and location upon which the caucus is to convene. As soon as possible after the election of Senators to the ensuing Student Senate, the Clerk shall furnish each Senator-elect with appropriate written notification of the caucus.

§ 103 Roll of Senators-elect

Before the first meeting of each Student Senate, the Clerk of the next preceding Student Senate shall make a roll of the Senators-elect, and place thereon the names of those persons, and of such persons only, whose credentials show that they were regularly elected in accordance with the statutes of the Student Government

§ 104 Commencement of the Student Senate

The first session of each Student Senate shall begin at 4:30 p.m. on the last Thursday of April succeeding the general election of the Student Government, at which time the new Student Senate shall convene for the primary purpose of swearing in all newly elected officials, as well as conducting any necessary business. Pending the election of the Speaker and Speaker Pro-Tempore the highest ranking member of the previous Student Senate who has not been re-elected to the ensuing Student Senate shall, call the meeting to order, call the roll of Student Senators to verify a quorum, and serve as the presiding officer of the meeting until the Speaker and Speaker Pro-Tempore have been elected, should no such officer be capable of presiding the task shall fall to the highest ranking member of the preceding Student Senate without regard to re-election status.

§ 105 Election of Speaker of the Student Senate

The Presiding Officer of the proceeding Student Senate shall administer the election of the Speaker of the Student Senate. He shall record the votes for the election of Speaker of the Student Senate and the votes having been ascertained and counted, the result of the same shall be delivered to the Clerk, who shall thereupon announce the state of the vote, which announcement shall be deemed a sufficient declaration of the person, if any, elected Speaker of the Student Senate of George Mason University, and, together with a list of the votes, be entered on the Journal of the Student Senate.

§ 106 Election of Speaker Pro-Tempore of the Student Senate

The Clerk of the proceeding Student Senate shall administer through a roll call vote the election of the Speaker Pro Tempore of the Student Senate. He shall record the votes having been ascertained and counted, the result of the same shall be delivered to the Clerk, who shall

thereupon announce the state of the vote, which announcement shall be deemed sufficient declaration of the person, if any, elected Speaker Pro Tempore of the Student Senate of George Mason University, and, together with a list of the votes, shall be entered on the Journal of the Student Senate.

§ 107 Conference of Titles

No title of Student Government shall be bestowed as is not approved by a majority of the Student Senate, unless otherwise determined by the code.

§ 108 Appointment of New Senators

If after fall elections, the Senate does not have 40 members, the appointment of new senators will take effect.

- (1) In order to be considered a prospective Senator, a Faculty/Staff signature must be obtained. Upon receipt, the Chair of the Administrative and Financial Affairs Committee will schedule a confirmation hearing. Applications for appointment will not be accepted from 4:29 p.m. on the first Thursday in March until the first day of the next academic year.
- (2) Before appearing before the full senate, the Administrative and Financial Affairs Committee shall administer an interview process, the specific contents of which are left to the sole discretion of the Chair of the Administrative and Financial Affairs Committee. The Senate Administrative and Financial Affairs committee may only interview one candidate per seat available for appointment, which shall be conducted on a first-come-first-serve basis. The voting process of such appointments shall be done by such a voting method as to allow the votes of each individual Senator to be accurately recorded, and require a two-thirds vote in the affirmative of the committee.
- (3) Should any candidate be unable to be present at the Administrative and Financial Affairs Committee, the committee shall have the sole authority to refer the candidate to another committee by a 2/3 vote to be interviewed and voted on in accordance with the procedures stated above.
- (4) Upon approval by the committee, the candidate shall appear before the full senate. A two-thirds majority of members voting in the affirmative shall be required for confirmation.
- (5) Confirmed prospective Senators shall be immediately given the oath of office, and shall be granted all the privileges and duties that pertain to the office of Senator.

§ 109 Appointment of New Senators Prior to Fall Elections

If prior to the fall elections, the Senate falls below the number of 30 Senators, it may begin the appointment process on the first day of the new Academic Year, in order to fill vacancies up to 30 members. Those applying for appointment prior to the fall elections must be students who are neither freshmen nor first semester transfer students. The appointment procedures to fill these vacancies of office shall follow the procedures outlined in §108.

Chapter 2: Legislative Sessions

§ 201 Sessions of the Student Senate

- (1) The term commencing on the first Monday of May and ending on December 15 is designated as the first session of the Student Senate;

- (2) The term commencing on the last Monday of January and ending on the second to last Thursday of April is designated as the second session of the Student Senate.

§ 202 Special Sessions

- (1) Whenever two-thirds of the members of the Student Senate shall, after their adjournment sine die, or during recess, desire to convene the Senate, they shall transmit a petition in writing to the Speaker of the Student Senate over their own signatures declaring the purpose for such assembly. The Speaker shall thereupon convene the Student Senate, at such time and place and for such purpose as shall be designated by the application.
- (2) Furthermore, if extenuating circumstances call for a special session of the Senate to occur, the Speaker may call a special session at his discretion. To occur, a majority of the Senate must be in attendance, written notice of the time and place of the meeting must be transmitted to each member of the Senate no fewer than 24 hours prior to the meeting, and all votes must be passed with two-thirds of the members present at the special session.

Chapter 3: Attendance Policy

§ 301 The Establishment of Strikes

Disciplinary offences shall be measured in strikes. Strikes shall be issues and recorded by the Speaker of the Student Senate or by the Speaker Pro-Tempore if the Speaker is unable to do so. Upon accumulation of three or more strikes, the Senator in question shall be thereby dismissed from service to the Student Senate, and the Speaker of the Student Senate shall see to it that they are removed from the roll of Student Senators. No greater than one strike shall ever be administered for a single offence.

§ 302 Attendance policy

No member shall be absent from or tardy to Service to the Senate, unless the member is sick or under extreme circumstances unable to attend. Extreme circumstances include but are not limited to the following reasons: academic commitment, illness, family emergency, religious observance, and personal emergency, any/all of which are determined at the discretion of the Speaker of the Student Senate, or the relevant Committee Chairman. Class conflicts shall not be considered valid excuses for failure to attend weekly meetings of the Student Senate.

§ 303 Notification of Absences

Prior to the start of Senate or Committee meeting, the absent member shall inform the appropriate Senate Officer of their absence. Upon failure to do so, the absence will be considered unexcused. When the member has accrued an unexcused absence, the Speaker of the Student Senate shall notify the member of their status.

§ 304 Grounds for strikes

Any member who shall be absent from a general Senate meeting without being excused shall be issued one strike. Any member who shall be absent from the meeting of a committee of which they are a member without being excused shall receive one half of a strike.

§ 305 Rules of the Student Senate

The Rules of the Student Senate is hereby established as a permanent governing document of the Student Senate of George Mason University, detailing the responsibilities and expectations of all

Senators. Should the Senate desire to adopt additional rules for the conduct and duties of the Student Senate, any Senator may introduce a Bill to amend the Rules of the Student Senate, such a Bill shall be procedurally handled identically to a resolution and shall require a majority vote to be adopted. The Rules of the Student Senate shall detail both the requirements of Senators and detail the appropriate strike penalty for violating a given provision not to exceed one strike.

SUBTITLE II: STANDING PROCEDURES OF THE STUDENT SENATE

Chapter 4: Legislative Process

§ 401 Process for Introduction of Legislation

Members having bills or resolutions shall present them the Clerk via in accordance with the Legislative Drafting Manual of the Student Senate, at least 24 hours prior to the meeting at which they are to be read. At which point, the Clerk must send the legislation via the Senate mailing list, at least 12 hours prior to the meeting. Any bill or resolution introduced in the Senate must list the names of sponsors and any co-sponsors. All Bills and Resolutions submitted must have at least one sponsor and one co-sponsor. Should legislation be submitted prior to the first meeting of the first session, it shall be sent to the Clerk of the previous Senate, considered at the first meeting.

- (1) The Clerk shall assign each Bill or Resolution a number in the order in which they are presented.
- (2) Upon receipt of such legislation the Speaker shall schedule a reading for each Bill or Resolution at the next upcoming meeting of the Student Senate. It shall be distinctly announced or set out at each reading on the Agenda, whether it is the first or second reading.
- (3) Senators shall have the ability to submit new legislation during New Business, at the discretion of the Speaker.
- (4) All agendas, bills, and resolutions for meetings are to be sent through email prior to Senate meetings and are to be projected during the meetings. Hard copies are to be printed for the Leadership of the Student Senate (Speaker, Speaker Pro- Tempore, Clerk, and Chairpersons), and the sponsors of said bills and resolutions.

§ 402 First Reading and Committee Referral

The sponsor shall, under the direction of the Speaker, read the title of each Bill or Resolution at the appropriate time. Subsequent to the reading, the Speaker may refer said legislation to a standing or ad hoc committee, which the Speaker has the power to create, as deemed appropriate. The Speaker may also assign a date by which said committee must report on the matter. The Clerk shall enter the facts and the names of the aforementioned members, and committee, into the Journal.

§ 403 Bills or Resolutions in Committee

After being referred to a committee by the Speaker, the Bill or Resolution shall be under consideration by said committee, at said committee's next meeting. At which time the committee shall determine the fate of said legislation, being defined by the question, "Does said legislation pass committee?"

- (1) To make any amendment(s), other than clerical, to said legislation, a majority vote of said committee's members present is required
- (2) A majority vote of said committee's members present shall determine the fate of said

legislation.

- (3) After the fate of said legislation has been determined, the result shall be transmitted to the Clerk in accordance with §401.
- (4) All amendments passed must be clear and distinguished from the original legislation.

§ 404 Second Reading

After said committee had dispensed with a Bill or Resolution, it shall report its findings on the matter to the Senate. Said committee's chairperson, if passed by committee, will then read the Bill or Resolution. If a date or report was set and the committee took no action, the second reading shall be made by the sponsor of the legislation as originally submitted, unless an extension of time is requested and subsequently approved by the Speaker. Subsequent to the second reading, the legislation shall be immediately before the Senate. In the case that the Speaker does not refer a bill or resolution to committee the second reading will be waived and legislation shall be immediately before the Senate.

§ 405 Voting Procedures in Committee and Senate on Bills and Resolutions

After a bill or resolution has been moved into Second reading and recognized as such by the Speaker, when in Senate, or by the Chair, when in Committee, the bill or resolution shall be voted on in a manner which allows the vote of each individual member to be accurately recorded.

§ 406 Parliamentary Authority

The Student Senate shall conduct its meetings in accordance with parliamentary procedure as specified in Robert's Rules of Order, with the following exceptions:

- (1) Members need not stand to speak or to be recognized.
- (2) If a motion is made to adjourn, or to the previous question, the Senate or a Committee the presiding officer of said Senate/ Committee may at his/her discretion, refuse to recognize the motion, subject to appeal by the Senate/ Committee.
- (3) At any time when no business is pending, a motion for a vote of no confidence in the leadership of any officer of Student Senate may be made. Such a motion shall be considered an original Main Motion, and therefore shall be in order only whilst no other business is pending. This motion must be seconded. Should this motion be approved by a majority of the total membership of the Student Senate, the officer in question is immediately removed from his position of leadership, and a new officer shall be immediately chosen in accordance with Code of Student Governance.

SUBTITLE III: OFFICERS OF THE STUDENT SENATE

Chapter 5: General Provisions

§ 501 Duties of Officers of the Student Senate

In addition to the duties prescribed by this Code, the officers of the Student Senate shall perform such duties as required of them by the Rules of the Student Senate, or by order of the members thereof.

§ 502 Vacancy in Office

In the event of a vacancy in the office of any officer of the Student Senate during a recess of the

Senate, a successor to fill said vacancy shall be appointed by the Speaker. Upon the reconvening of Senate, the members of the Senate shall confirm, shall elect from amongst themselves a new Officer to fill the vacancy in accordance with the election procedures prescribed by the code of Student Governance for the office.

§ 503 Removal from Office

Any officer of the Student Senate may be removed from office by a majority of the members thereof by a motion of no confidence under points of privilege.

§ 504 Officer Election Procedures

All Candidates for an elected officer position within the Student Senate must excuse themselves from the meeting whilst the Student Senate is discussing and debating their qualifications, so as to ensure that the Student Senate is able to speak openly about the candidates. Candidates must obtain a majority vote of the total membership of the body in order to take office. If after each round of voting, no candidate shall have obtained the requisite number of votes, the Student Senate shall return to discussion and debate on the candidates. However, after the completion of two rounds of voting, it shall be in order for a member to make a motion to remove a candidate from consideration. Should a motion to remove a candidate from consideration be made, seconded, and approved by a majority of the members present, the candidate shall be no longer under consideration for the given officer position, and said candidate shall be invited to return to the meeting for the remainder of the deliberations. This shall continue until one member reaches the requisite vote count necessary to take office.

Chapter 6: Speaker of the Student Senate

§ 601 Office of the Speaker

The Office of the Speaker is established as an office of the Student Senate of George Mason University.

§ 602 Oath of Office

Before entering upon the discharge of their duties, the officers of the Student Senate shall take an oath to faithfully execute the duties of their office, as prescribed by Article IV of the Student Body Constitution.

§ 603 Duties of the Speaker

It shall be the duty of the Speaker:

- (1) To schedule meetings of the Senate;
- (2) To preside over the meetings of the Senate;
- (3) To know and understand the rules of Parliamentary Procedure as specified in Robert's Rules of Order;
- (4) To know and understand the Student Body Constitution, Code of Student Governance, and the Rules of Student Senate;
- (5) To maintain order in the Senate chamber and to require proper decorum on the part of the members;
- (6) To announce the business before the Senate in the order prescribed by the Rules;
- (7) To receive all matters brought properly before the Senate and to submit them to the Senate;
- (8) To assign matters brought before the Senate to committee;

- (9) To consult with and to advise the committees of the Senate and to assist them in their work as an ex officio member without vote;
- (10) To receive all communications from other branches of the Student Government, present them to the Senate, and direct committees of the Senate to consider the said communications if necessary;
- (11) To sign all Bills, Resolutions, and Amendments to the Constitution passed by the Senate, all writs and summons issued by order of the Senate, which shall be attested by the Clerk;
- (12) To issue subpoenas on order of the Senate requiring the attendance of witnesses or the production of evidence in any matter pending before the Senate or any committee;
- (13) To attend an Office of Student Involvement Fiscal Management Workshop;
- (14) To perform other duties required by the Student Body Constitution, statute, or the Rules;
- (15) To meet with the Advisor for Student Government.
- (16) To appoint a member of the Senate to act as a liaison between the Public Relations department and the Senate. This member will be responsible to attend Public Relations department meetings and help the Undersecretary of Public Relations for Events and Interorganizational Affairs with their duties.
- (17) To appoint a member of the Senate to act as a liaison between the Faculty/Staff Senate and the Student Senate. This member is required to attend all Faculty/Senate meetings.
- (18) To appoint a member of the Senate to act as a liaison between relevant military organizations present on campus, including but not limited to the Office of Military Services, the Veterans Society, and ROTC.
- (19) To meet periodically with student media organizations, to include Fourth Estate and WGMU, to give report on activities, initiatives, and proceedings of the Student Senate; or designate this responsibility to the Speaker Pro-Tempore.

Chapter 7: Speaker Pro-Tempore of the Student Senate

§ 701 Office of the Speaker Pro-Tempore

The Office of the Speaker Pro-Tempore is established as an office of the Student Senate of George Mason University.

§ 702 Oath of Office

Before entering upon the discharge of their duties, the officers of the Student Senate shall take an oath to faithfully execute the duties of their office, as prescribed by Article IV of the Student Body Constitution.

§ 703 Duties of the Speaker Pro-Tempore

- (1) To preside in the absence of the Speaker;
- (2) To know and understand the rules of the Parliamentary procedure as specified in Robert's Rules of Order;
- (3) To know and understand the Rules of the Student Senate, Code of Student Governance, and the Student Body Constitution;
- (4) To serve as the Sergeant-At-Arms and maintain order during session of Student Senate;
- (5) To determine eligibility of Student Government members for Commencement Cords in accordance with 7CSG §102-3;

- (6) To perform other duties required by the Student Body Constitution, statute, the Rules, or otherwise delegated by the Speaker;
- (7) To meet with the Advisor for Student Governance.

Chapter 8: Clerk of the Student Senate

§ 801 Office of the Clerk

The Office of the Clerk is established as an office of the Student Senate of George Mason University.

§ 802 Clerk of the Student Senate

A Clerk of the Student Senate shall be elected by the members of the Senate, to manage, supervise, and administer the Office of the Clerk. The election of the Clerk of the Student Senate shall be done by such a voting method as to allow the votes of each individual Senator to be accurately recorded.

§ 803 Oath of Office

Before entering upon the discharge of their duties, the officers of the Student Senate shall take an oath to faithfully execute the duties of their office, as prescribed by Article IV of the Student Body Constitution.

§ 804 Duties of the Clerk

The Clerk of the Student Senate shall be the Keeper of Rolls of the Student Government. In this capacity, the Clerk shall cause all of the bills and resolutions of the Student Senate to be enrolled on substantial paper, of uniform size, by such permanent and substantial method or methods as he or she deems proper. After the Speaker of the Student Senate signs such legislation, the Clerk shall cause the same to be bound in durable style. The Clerk shall have custody of the acts, resolutions, records, and papers of the Student Senate, and, when required, shall furnish a copy of any or any part of any of them, which copy, being certified by him shall be evidence for any purpose for which the original would be received, and with as much effect. The Clerk is also responsible for posting all legislation, once it has been signed, on a webpage linked to by the Student Government website. Along with the posting of all passed legislation, the Clerk must also post the Senate minutes, including the official vote of the passed legislation.

§ 805 Correction of Errors in Legislation

The Clerk of the Student Senate, as Keeper of the Rolls of the Student Government, is authorized to correct spelling, grammar, punctuation, and typographical errors contained in bills and resolutions in the form that they are offered, printed, enrolled, or printed after passage, provided that the corrections do not in any way alter the legislation's meaning or effect. Should the legislation contain more than three (3) Clerical errors, the Clerk of the Student Senate may reject the legislation, to be re-submitted at the discretion of the Sponsor of the legislation. If legislation should be rejected, the Clerk must notify the Sponsor(s) of the error in writing, in no fewer than six (6) hours after the original submission of the legislation.

§ 806 The Office of the Clerk

The Clerk, at the leisure of the Student Senate may appoint deputy officers, to assist the Clerk in the performance of his duties, for a term coincident with that of the Clerk making the

appointment. The Clerk, as well as any appointed deputy officers, shall fall under the title of the Office of the Clerk, including but not limited to:

- (1) The Office of the Secretary of the Senate is established as an office of the Clerk of George Mason University. The Secretary of the Senate shall provide for the identification, acquisition, preservation, arrangement, repair and rehabilitation, duplication and reproduction, description, and exhibition of archives, records, or other documentary material of the Student Senate as may be needful or appropriate. Further, the Secretary of the Senate shall regulate the filing, preservation, and destruction of records of the Student Senate made or received in connection with the transaction of public business. The Secretary of the Senate shall take and provide the full Senate minutes and ensure the prompt delivery of said minutes to the Clerk upon their completion.

SUBTITLE IV: STANDING COMMITTEES OF THE STUDENT SENATE

Chapter 9: Senate Administrative and Financial Affairs Committee

§ 901 Establishment of Committee

The Senate Administrative and Financial Affairs Committee is established as a standing committee of the Student Senate of George Mason University.

§ 902 Purpose

The purpose of the Senate Administrative and Financial Affairs Committee is:

- (1) To serve as the primary interface regarding all intergovernmental affairs for the Student Senate with every department, institution, division, commission, board, bureau, agency, entity, official, court, or judge of Student Government;
- (2) To administer the process of senate appointments pursuant to 2CSG §108;
- (3) To consider Bills of monetary allocation;
- (4) To inspect the financial records of Student Government, at regular intervals as the committee shall deem practical;
- (5) To inform the Senate concerning matters of financial responsibility in the administration of the university, management of the resources of Student Government, and to ensure the periodic publication of the Statement and Account of the Treasury;
- (6) To facilitate responsible fiscal management in Student Government through dissemination of information concerning desirable procedures, checks, and accountability relationships;
- (7) To compose an annotated summary of all expenses and their related projects spent and conducted over the course of the previous year to be presented to the Senate no later than the third Thursday in April. Included in this summary must be a list of recommended changes to improve the conduct of next year's affairs;
- (8) To establish a non-binding budget for the academic year, to be approved by the Student Senate.
- (9) To ensure all members of the Administrative and Financial Affairs committee attend the Student Involvement Fiscal Management Workshop, unless otherwise excused by the Speaker or the Chairman.

(10) To establish a working relationships with the Budget Office, Fiscal Services, Student Accounts, the Financial Aid Office, and other offices on campus that deal with financial aspects of the University.

§ 903 Chair of the Senate Administrative and Financial Affairs Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of the Senate Administrative and Financial Affairs Committee of the Student Senate to be the head of the Senate Administrative and Financial Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§ 904 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of the Senate Administrative and Financial Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 905 Duties of the Chair

The Chair of the Senate Administrative and Financial Committee is responsible for the proper execution and administration of all statutes and regulations administered by the Senate Administrative and Financial Committee and for the control, direction, and management of the Committee. The Chair shall ensure the full realization of all-purpose aforementioned in §1002, and such other statutes as maybe passed from time to time. The Chair is also to act as the liaison between the Budget Office, Fiscal Services, Student Accounts, the Financial Aid Office and Student Government. The Chair must update the Senate on status of the budget in its entirety on a monthly basis.

Chapter 10: University Services Committee

§ 1001 Establishment of the University Services Committee

The University Services Committee is established as a standing committee of the Student Senate of George Mason University.

§ 1002 Purpose

The purpose of the University Services Committee is:

- (1) To strengthen the Student Senate's commitment to foster and promote University services and programs, particularly those designed and administered for students, and to encourage the growth and development of these services at George Mason University;
- (2) To encourage and provide for the appropriate management and operation of the University services, particularly those designed and administered for students;
- (3) To improve the quality, management, efficiency, coordination, and accountability of University services;
- (4) To establish working relations with other offices on campus such as Mason Dining, Student Health Services, Parking Services, Mail Services, Print Services, Eagle Bank Arena, the Office of Sustainability, the Environmental Health and Safety Office, I.T.U, Auxiliary Enterprises, University Facilities, Housing and Residence Life, Student Centers, and other

offices on campus that deal with services related aspects of the University and that affect student life.

(5) To establish working relations with the Staff Senate.

(6) To foster working relations with the members of the Board of Visitors, Administration, the and the private sector to improve and maintain the quality student services at George Mason University.

§ 1003 Chair of University Services Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of University Services Committee of the Student Senate to be the head of the University Services Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§ 1004 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of University Services Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 1005 Duties of the Chair

The Chair of University Services Committee is responsible for the proper execution and administration of all statutes and regulations administered by the University Services Committee and for the control, direction, and management of the Committee. The Chair is also to act as the primary liaison between the offices that are deemed to be related to University Services and Student Government.

Chapter 11: Diversity and Multicultural Affairs Committee

§ 1101 Establishment of the Diversity and Multicultural Affairs Committee

The Diversity and Multicultural Affairs Committee is established as a standing committee of the Student Senate of George Mason University.

§ 1102 Purpose

The purpose of the Diversity and Multicultural Affairs Committee is:

- (1) To promote the diversification of the Student Senate;
- (2) To promote and work with multicultural student organizations to establish an open and understanding community at Mason that accepts people of all backgrounds and identities.
- (3) To promote and work with multicultural student organizations to further the celebration of and engagement with all identities, cultures, beliefs, backgrounds, and circumstances;
- (4) To improve the management, efficiency, and coordination of university diversity programs, activities, and services;
- (5) To establish working relations with other offices and entities on campus such as Office of Diversity Inclusion and Multicultural Education, Disability Services, INTO Mason, Women and Gender Studies, the Office of Lesbian Gay Bisexual Transgender Queer and Questioning Resources, and the Office of International Programs and Services.

§ 1103 Chair of Diversity and Multicultural Affairs Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of the Diversity and Multicultural Affairs Committee of the Student Senate to be the head of the Diversity and Multicultural Affairs Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§ 1104 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of Diversity and Multicultural Affairs Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 1105 Duties of the Chair

The Chair of Diversity and Multicultural Affairs Committee is responsible for the proper execution and administration of all statutes and regulations administered by the Diversity and Multicultural Affairs Committee and for the direction, and management of the committee. The Chair is also to act as the liaison between the Office of Diversity, Inclusion and Multicultural Education, the Office of Disability Services, the English Language Institute, Women and Gender Studies, the Equity Office, the Office of Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Resources, and the Office of International Programs and Services, and all recognized multicultural and identity-based organizations, and Student Government.

Chapter 12: University Life Committee

§ 1201 Establishment of the University Life Committee

The University Life Committee is established as a standing committee of the Student Senate of George Mason University.

§ 1202 Purpose

The purpose of the University Life Committee is:

- (1) To promote student interests, activities, and services to create an amicable and enjoyable campus life;
- (2) To promote University Athletics, Fraternity and Sorority Life, Mason Recreation, and registered student organizations (with the exception of multicultural organizations, academic organizations, and all Honor Societies);
- (3) To establish working relations with other offices on campus such as Patriot Activities Council, Weekends at Mason, Off-Campus Student Services, Counseling and Psychological Services, the Mason Life Program, and Mason Recreation.

§ 1203 Chair of University Life Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of the University Life Committee of the Student Senate to be the head of the University Life Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§ 1204 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of University Life Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 1205 Duties of the Chair

The Chair of University Life Committee is responsible for the proper execution and administration of all statutes and regulations administered by the University Life Committee and for the control, direction, and management of the committee. The Chair is also to act as the primary liaison between the Office of University Life and Student Government.

Chapter 13: Government and Community Relations Committee

§ 1301 Establishment of the Government and Community Relations Committee

The Government and Community Relations Committee is established as a standing committee of the Student Senate of George Mason University.

§1302 Purpose

The purpose of the Government and Community Relations Committee:

- (1) To strengthen and encourage George Mason University's students, faculty, staff, and administration to work cooperatively with the Fairfax community;
- (2) To foster working relations with the members of the Federal Government, the Commonwealth of Virginia, the Board of Visitors and Administration, the private sector, community-based organizations, parents, students, faculty, staff, and alumni in an effort to improve the quality and maintain a working relationship between George Mason University and the aforementioned;

§ 1303 Chair of the Government and Community Relations Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of the Government and Community Relations Committee of the Student Senate to be the head of the Government and Community Relations Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§1304 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of Government and Community Relations Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§1305 Duties of the Chair

The Chair of Government and Community Relations Committee is responsible for the proper execution and administration of all statutes and regulations administered by the Government and Community Relations Committee and for the control, direction, and management of the committee. The Chair is also to act as the primary contact between the LEAD Office, the George Mason Alumni Association, the City of Fairfax, the County of Fairfax, the Commonwealth of Virginia, the U.S. Federal Government and Student Government.

Chapter 14: University Academics Committee

§ 1401 Establishment of the University Academics Committee

The University Academics Committee is established as a standing committee of the Student Senate of George Mason University.

§ 1402 Purpose

The purpose of the University Academics Committee is:

- (1) To strengthen the Student Government's commitment to ensuring access to equal educational opportunities for every student at George Mason University;
- (2) To support and complement the efforts of the University, parents, students, faculty, staff, and alumni to improve the quality of education at George Mason University;
- (3) To improve the management, efficiency, and coordination of University academic programs, activities, and services;
- (4) To increase the accountability of University academic programs to the student body, and to promote the academic interests of the Student Body;
- (5) To establish working relations with other offices on campus such as the Provost Office, Registrar's Office, Academic Advising Center, Learning Services, deans of all Academic programs/departments/colleges, the Library, Early Identification Program, Peer Empowerment Program, Faculty Senate, and the Center for Global Education.

§ 1403 Chair of the University Academics Committee

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of the University Academics Committee of the Student Senate to be the head of the University Academics Committee. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected.

§ 1404 Oath of Office

Before entering upon the discharge of his or her duties, the Chair of the University Academics Committee shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 1405 Duties of the Chair

The Chair of the University Academics Committee is responsible for the proper execution and administration of all statutes and regulations administered by the University Academics Committee and for the control, direction, and management of the Committee. The Chair shall ensure the full realization of all the purposes that were previously mentioned in §1402, and such other statutes as may be passed from time to time. The Chair is also to act as the primary contact with the Provost Office, Registrar's Office, Center for Academic Advising, Retention, and Transitions, the University's Colleges and Departments, University recognized Honors societies and Academic organizations, and all other academic related divisions of George Mason University. In addition to these duties set forth, the chair of the University Academics committee must serve as the student representative to the Mason Core committee, a standing committee within Faculty Senate. The chair is to attend every meeting, and if unable, they must appoint a member of the University Academics committee to attend in their place.

Chapter 15: Administration of Committees

§ 1501 Committee Membership

Student Senators are required to serve as standing members of no fewer than two Committees. Senators will officially declare their membership through a registration process administered by the Speaker of the Senate. Only standing members of committees may vote in their respective committees. Members may change their committee membership at the discretion of the Speaker.

§ 1502 Vice-Chairmen of Committees

The Committee Chairmen shall select one member for the position of Vice-Chairman, with the advice and consent of the committee's standing members, to assist with the administration of the respective committees and to serve as the acting chair when the Chairman is absent or until a replacement is elected for any vacant chairmanship. The Vice Chairman shall serve at the pleasure of the Chair.

§ 1503 Committee Meetings

Chairmen of Committees are to schedule and hold weekly meetings and conduct business on a weekly basis during Sessions of the Student Senate, with the exceptions of University closings. The Vice-Chairman of the committee will administer committee meetings in which the chairman is unable to attend. A chairman must notify standing members of their committee and the Speaker 24 hours prior to canceling a meeting.

§ 1504 Emergency Committee Meetings

Should it be necessary to hold a committee meeting at a time other than has been regularly scheduled, the Chair shall transmit notice containing the time and location of the meeting to all committee members no fewer than 24 hours prior to the emergency meeting.

Chapter 16: Ad Hoc Committees

§ 1601 Ad Hoc Committee

A hoc committee is a non-standing committee that will be governed by the rules written in the resolution establishing it, or by the Speaker of the Senate. Two committees must pass a resolution establishing an ad hoc committee before the full Senate can consider it: the standing committee in which it pertains to, as well as the Administrative and Financial Affairs Committee.

§ 1602 Ad Hoc Committee Membership

Membership of an ad hoc committee will be determined by the resolution establishing it, or the Speaker of the Senate. The presiding officer(s), and the time, day, location and frequency of the meetings will be determined by the resolution establishing it, or the presiding officer(s) of said ad hoc committee.

Chapter 17: Succession

§ 1701 Senate Succession

(1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker of the Student Senate, the Speaker Pro-Tempore of the Senate upon immediate resignation of his office will discharge the powers of the Speaker of the Student Senate pending the election of a new Speaker;

(2) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker Pro-Tempore of the Student Senate, the Student Senate will elect a new Speaker Pro-Tempore of the Student Senate;

(3) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Clerk of the Student Senate, there shall be an election to elect the next Clerk of the Student Senate;

(4) If, by reason of death, resignation, removal from office, inability, or failure to qualify, both the Speaker of the Student Senate and the Speaker Pro Tempore of the Student Senate are unable to discharge the duties of their offices, the order of succession shall be as follows: The Chair of the Administrative and Financial Affairs Committee, the Chair of the University Services Committee, the Chair of the Diversity and Multicultural Affairs Committee, the Chair of the University Life Committee, the Chair of the Government and Community Relations Committee, and the Chair of the University Academics Committee.

Title III: The Executive Branch

SUBTITLE I: STUDENT BODY PRESIDENT OF GEORGE MASON UNIVERSITY

Chapter 1: Succession and Transfer of Power

§ 101 Resignation or Refusal of Office

Should the Student Body President or Student Body Vice President wish to resign, they must transmit a signed letter of resignation to the Speaker of the Student Senate.

§ 102 Presidential Succession

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a Student Body President nor Student Body Vice President to discharge the powers and duties of the office of Student body President then, as per the Student Body Constitution of George Mason University, the officer of the Student Government who is the highest on the following list shall become the Acting Student Body President-upon resignation from their previous office- and shall uphold the powers, duties, and title of the Office of the President: Speaker of the Senate, Speaker Pro-Tempore of the Senate, then to the Committee Chairman in the in the order that they are listed in the Code of Student governance.

§ 103 Presidential Powers and Duties

(1) To appoint Secretaries and Deputy Secretaries to positions within the Executive Departments;

(2) To appoint members to University Committees as appropriate and available;

(3) To appoint a Chief of Staff and personal advisors. The Chief of Staff and advisors are internal advisors and may act within the Executive Branch.

(4) To meet with the advisor for Student Governance;

- (5) To perform other duties required by the Student Body Constitution or statute.
- (6) To serve as the Student Representative to the George Mason University Board of Visitors
- (7) To sign or veto all bills as passed by the Student Senate of George Mason University. An veto line items with feedback. The Student Senate of George Mason University will consider items that are vetoed at a time designated by the Speaker. To override an Executive veto, the item must pass with two-thirds being in the affirmative. If after ten business days the Student Body President has failed to fulfill his duty, the bill will be enacted without further executive consideration.
- (8) To make himself available to hear the concerns of students if not physically, then electronically.
- (9) To schedule and attend no fewer than 5 weekly office hours to be spent in the Student Involvement Office, during which time the Student Body President must be available to hear from members of the university community.
- (10) To collaborate with the Student Senate to complete initiatives.
- (11) To attend committee meetings in the Student Senate whenever possible.
- (12) To report weekly to the Student Senate on the activities of the Executive Branch.

§ 106 Vice Presidential Powers and Duties

- (1) To serve with the President.
- (2) To meet with the advisor for Student Governance.
- (3) To perform other duties required by the Student Body Constitution or statute.
- (4) To make himself available to hear the concerns of students if not physically, then electronically.
- (5) To schedule and attend no fewer than five weekly office hours to be spent in the Office of Student Involvement, during which time the Student Body Vice President must be available to hear from members of the university community.
- (6) To attend committee meetings of the Student Senate whenever possible.

SUBTITLE II: EXECUTIVE DEPARTMENTS

Chapter 2: Department of Administrative and Financial Affairs

§ 201 Establishment of the Department of Administrative and Financial Affairs

The Department of Administrative and Financial Affairs is established as an executive department of the Student Government of George Mason University.

§ 202 Purpose

The purpose of the Department of Administrative and Financial Affairs:

- (1) To preside over all governmental affairs for the Student Senate with every department institution, division, commission, board, bureau, agency, entity, official, court, or judge of Student Government;
- (2) To disburse allocated funds for all agencies of Student Government;
- (3) To record and archive the records of the fiscal transactions of Student Government;
- (4) To issue a Statement and Account of the receipts and expenditures of all public money at the end of each quarter and made available on the Student Government's website;

- (5) To ensure strict adherence to university spending policies, and to ensure that copies of all fiscal transactions are retained by Student Government, and are transmitted to accounts payable and the Office of Student Involvement, in concert with the direction of those offices;
- (6) To establish working relationships with the Budget Office, Fiscal Services, Student Accounts, the Financial Aid Office, and other offices on campus that deal with financial aspects of the University and those that affect student life.

§ 203 Secretary of Administrative and Financial Affairs

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, a Secretary of Administrative and Financial Affairs of the Student Governmental to be the head of the Department of Administrative and Financial Affairs. The Secretary shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate. The Secretary shall serve additionally as the Chairman of the Student Funding Board.

§ 204 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary of Administrative and Financial Affairs shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 205 Duties of the Secretary

The Secretary of the Department of Administrative and Financial Affairs is responsible for the proper execution and administration of all statutes and regulations administered by the Department of Administrative and Financial Affairs and for the control, direction, and management of the department. The Secretary shall serve additionally as the Chairman of the Student Funding Board.

§ 206 Collaboration

All members of the Department of Administrative and Financial Affairs will collaborate on all projects with the Administrative and Financial Affairs Committee of the Student Senate.

§ 207 Senate Confirmation

For every aforementioned secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record.

Chapter 3: Department of University Services

§ 301 Establishment of the Department of University Services

The Department of University Services is established as an executive department of the Student Government of George Mason University.

§ 302 Purpose

The purpose of the Department of University Services is:

- (1) To strengthen the Student Government's commitment to foster and promote University services, particularly those designed and administered for students, and to encourage the growth and development of these services at George Mason University;
- (2) To encourage and provide for the appropriate management and operation of the University services, particularly those designed and administered for students;
- (3) To improve the quality, management, efficiency, coordination, and accountability of University services.
- (4) To establish working relations with other offices on campus such as Mason Dining, University Facilities, University Information, Student Centers, Student Health Services, Parking Services, Mail Services, Print Services, Eagle Bank Arena, the Office of Sustainability, the Environmental Health Safety Office, and the I.T. Services, Auxiliary Enterprises, University Facilities, Housing and Residence Life, Student Centers, and other offices on campus that deal with service related aspects of the University and those that affect Student life;
- (5) To establish working relations with the Staff Senate.

§ 303 Secretary of University Services

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, a Secretary of University Services of the Student Government to be the head of the Department of University Services. The Secretary shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and qualified. The Secretary is responsible for managing and directing the Department of University Services and ensuring all members of the department are actively working with university officials to promote, improve, and coordinate university services to meet the needs of the students at George Mason University. The Secretary is to act as the primary liaison between the offices that are deemed to be related to University Services and Student Government.

§ 303.1 Undersecretary of University Services for Dining Services

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Student Services for Dining Services of the Student Government to be the head of the Office of Dining Services. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of student interests regarding Dining Services, and working to resolve the concerns of the Student Body with respect to dining services. The Undersecretary shall serve additionally as the Chairman of the Student Dining Board.

§ 303.2 Undersecretary of University Services for Parking and Transportation

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of University Services for Parking and Transportation. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for working with the Office of Parking and Transportation to promote student interest and concerns regarding parking and transportation services provided by George Mason University. The Undersecretary shall establish a working relationship with the Office of Parking and Transportation. The Undersecretary shall also serve as the Chairman of the Parking Appeals Board.

§ 303.3 Undersecretary of University Services for Information Technology

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, an Undersecretary of University Services for Information Technology of the Student Government to be the head of the Office of Information Technology. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for serving as a liaison between the students and the university technical community, working with various other entities to disseminate information to the student body, and serving as a technical resource to other areas of Student Government as needed.

§ 303.4 Undersecretary of University Services for Sustainability

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of University Services for Sustainability. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for working with university officials to address student interest and concerns regarding sustainability efforts on campus. The Undersecretary shall establish working relationships with the Office of Sustainability, AE Green, the Patriot Green Fund Committee, recognized Student organizations active in sustainability, and the Fellow of Sustainability.

§ 303.5 Undersecretary of University Services for Facilities

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Student Services for Facilities of the Student Government to be the head of the Office of Facilities. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible serving as a liaison between the students and the Office of Facilities, discharging all duties pertaining to the promotion of student interests regarding Facilities, and working to resolve the concerns of the Student Body with respect to Facilities. The Undersecretary shall establish a working relationship with the Office of Facilities. The Undersecretary is to be the student representative on the University's Land and Building Committee.

§ 303.6 Undersecretary of University Services for Housing Services and Residence Life

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of University Services for Housing Services and Residence Life of the Student Government to be the head of the Office of Residence Life. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of student interests regarding Housing Services and Residence Life, and working to resolve the concerns of the Student Body with respect to housing services and resident life on campus.

§ 304 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary and all Undersecretaries of University Services shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 305 Duties of the Secretary

The Secretary of University Services is responsible for the proper execution and administration of all statutes and regulations administered by the Department of University Services and for the control, direction, and management of the Department.

§ 306 Collaboration

All members of the Department of University Services will collaborate on all projects with the University Services Committee of the Student Senate.

§ 307 Senate Confirmation

For every aforementioned secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record.

Chapter 4: Department of Diversity and Multicultural Affairs

§ 401 Establishment of Department of Diversity and Multicultural Affairs

The Department of Diversity and Multicultural Affairs is established as an executive department of the Student Government of George Mason University.

§ 402 Purpose

The purpose of the Department of Diversity and Multicultural Affairs is:

- (1) To promote the diversification of the Student Body;
- (2) To promote an understanding of equity, social action, and community engagement to create a culture of appreciation at Mason that accepts people of all backgrounds and identities.
- (3) To promote and work with multicultural student organizations to further the celebration of and engagement with all identities, cultures, beliefs, backgrounds, and circumstances;
- (4) To improve the management, efficiency, and coordination of university diversity programs, activities, and services;
- (5) To establish working relations with other offices and entities on campus such as Office of Diversity Inclusion and Multicultural Education, Disability Services, INTO Mason, Women and Gender Studies, the Office of Lesbian Gay Bisexual Transgender Queer and Questioning Resources, and the Office of International Programs and Services.

§ 403 Secretary of Diversity and Multicultural Affairs

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, a Secretary of Diversity and Multicultural Affairs of the Student Government to be the head of the Office Department of Diversity and Multicultural Affairs. The Secretary shall hold office at the pleasure of the Student Body President. The Secretary shall be responsible for discharging all duties pertaining to the promotion of diversity, multicultural interests and activities, ethics and social advocacy, and diversity-related university services.

§ 403.1 Undersecretary of Diversity and Multicultural Affairs for Cultural Affairs

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Diversity and Multicultural Affairs for Cultural Affairs of the Student Government. The undersecretary shall hold office at the pleasure of the Student Body President.

The undersecretary shall be responsible for discharging all duties pertaining to the promotion of cultural diversity, multicultural interests and activities. The Undersecretary of Diversity and Multicultural Affairs for Cultural Affairs shall act as a liaison between the all multicultural organizations, Office of International Programs and Services, the English Language Institute, and any other pertinent offices and organizations.

§ 403.2 Undersecretary of Diversity and Multicultural Affairs for Identity Affairs

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Identity Affairs of Student Government. The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of identity activities. The Undersecretary of Identity Affairs shall act as a liaison between all identity-based organizations and serve as a liaison to the Office of Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Resources, the Equity Office, the Office of Disability Services, Office of Women and Gender Studies, the Office of Diversity, Inclusion and Multicultural Education, and any other pertinent offices and organizations.

§ 404 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary and all Undersecretaries of University Services shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 405 Duties of the Secretary

The Secretary of Diversity and Multicultural Affairs is responsible for the proper execution and administration of all statutes and regulations administered by the Department of Diversity and Multicultural Affairs and for the control, direction, and management of the Department.

§ 406 Collaboration

All members of the Department of Diversity and Multicultural Affairs will collaborate on all projects with the Diversity and Multicultural Affairs Committee of the Student Senate.

§ 407 Senate Confirmation

For every aforementioned secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record.

Chapter 5: Department of University Life

§ 501 Establishment of the Department of University Life

The Department of University Life is established as an executive department of the Student Government of George Mason University.

§ 502 Purpose

The purpose of the Department of University Life is:

- (1) To promote student interests and activities, and the services and support thereof to create an amicable and enjoyable campus life;

- (2) To promote university athletics, Fraternity and Sorority Life, and registered student organizations (with the exception of multicultural organizations, academic organizations, and all Honors Societies);
- (3) To establish working relations with other offices on campus such as, Patriot Activities Council, Weekends at Mason, Off-Campus Student Involvement, the Mason Life Program, and Mason Recreation.

§ 503 Secretary of University Life

The Student Body President shall appoint, with the advice and consent of the Student Senate, a Secretary of University Life of the Student Government to be the head of the Department of University Life. The Secretary shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Senate.

§ 503.1 Undersecretary of University Life for Athletics and Mason Recreation

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of University Life for Athletics of the Student Government to be the head of the Office of Athletics. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of University Athletics and Mason Recreation. The Undersecretary of University Life for Athletics shall act as liaison between the Department of Athletics, Mason Recreation, and Student Government.

§ 503.2 Undersecretary of University Life for Student Involvement

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of University Life for Student Involvement of the Student Government to be the head of the Department of Student Involvement. The Undersecretary shall hold office at the pleasure of the Student Body President. Undersecretary of University Life for Student Involvement shall act as a liaison between Student Government and all offices in the Offices of Student Involvement.

§ 503.3 Undersecretary of University Life for Student Well-Being and Safety

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, an Undersecretary of University Life for Student Well-being and Safety of the Student Government to be the head of the Office of Student Well-being and Safety. The Undersecretary shall hold office at the pleasure of the Student Body President. Undersecretary of University Life for Student Well-being and Safety shall be responsible for serving as a reference for students on all matters related to the Code of Student Conduct, Drug and Alcohol policies, and other aspects of the University judicial processes, and the advertisement of the University policies on student conduct, drugs and alcohol. Additionally, the Undersecretary shall develop working relations with the Mason Police Department, the Office of Wellness, Alcohol, Violence, and Education Services, the Office of Student Support, the Office of Student Conduct, Counseling and Psychological Services, the Office of the Ombudsman, the Center for the Advancement of Well-Being, and any other pertinent offices and organizations.

§ 503.4 Undersecretary of University Life for Off-Campus Student Success

The Student Body President shall appoint, and with the advice and consent of the Student Senate, an Undersecretary of University Life for Off-Campus Student Success. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary of University Life for Off-Campus Student Success shall be responsible for discharging all duties pertaining to the promotion of student interests, in partnership with the Off-Campus Student Involvement, by voicing and working to resolve the concerns of the student body with respect to off-campus student involvement and life.

§ 504 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary and all Undersecretaries shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 505 Duties of the Secretary

The Secretary of University Life is responsible for the proper execution and administration of all statutes and regulations administered by the Department of University Life and for the control, direction, and management of the Department.

§ 506 Collaboration

All members of the Department of University Life will collaborate on all projects with the University Life Committee of the Student Senate.

§ 507 Senate Confirmation

For every aforementioned secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record.

Chapter 6: Department of Government and Community Relations

§ 601 Establishment of Department of Government and Community Relations

The Department of Government and Community Relations is established as an executive department of the Student Government of George Mason University.

§ 602 Purpose

The purpose of the Department of Government and Community Relations is:

- (1) To strengthen and encourage George Mason University's students, faculty, staff, and administration to work cooperatively with the Fairfax community;
- (2) To foster working relations with the members of the Federal Government, the Commonwealth of Virginia, the Board of Visitors and Administration, the private sector, community-based organizations, parents, students, faculty, staff, and alumni in an effort to improve the quality and maintain a working relationship between George Mason University and the aforementioned;
- (3) To establish and maintain working relations with other offices on campus as is necessary to accomplish the goals of this committee. These offices include, but are not limited to the

following: The Leadership Education and Development office, Mason Votes, and the Alumni Association.

- (4) To establish working relations with other offices and organizations on campus, such as the Leadership and Development Office, Mason Votes, and the Alumni Association.

§ 603 Secretary of Government and Community Relations

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Government and Community Relations. The Secretary shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate. The Secretary is responsible for managing and directing the Department of Government and Community Relations and ensuring all members of the department are actively working with university and community officials to promote the interests and concerns of the students at George Mason University.

§ 603.2 Undersecretary of Government and Community Relations for Local Government and Community Relations

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of Government and Community Relations for Local Government and Community Relations. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for representing concerns and interest in the local Fairfax community, the Northern Virginian region and the Washington, D.C. area. The Undersecretary shall also identify and encourage opportunities for the University's students, faculty, and staff to participate in, and take advantage of, local cultural and recreational opportunities. The Undersecretary shall establish a working relationship with the Office of Community and Local Government Relations, Off-Campus Students Office, Fairfax County Board of Supervisors, the city of Fairfax, and other governmental and community leaders.

§ 603.3 Undersecretary of Government and Community Relations for State Governmental Affairs

The Student Body President Shall appoint, with advice and consent of the Student Senate, an Undersecretary of Government and Community Relations for State Government Relations. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for representing concerns and interests of the student body to the state of Virginia. The Undersecretary shall be responsible for keeping tracking of legislation relevant to the interests of the student body and University Administration. The Undersecretary shall establish a strong working relationship with the Office of State Government Relations, Virginia State Council of Higher Education, and Virginia State Senators and Delegates who represent the university and other governmental and community leaders.

§ 603.4 Undersecretary of Government and Community Relations for Federal Governmental Affairs.

The Student Body President shall appoint, with advice and consent of the Student Senate, an Undersecretary of Government and Community Relations for Federal Governmental Affairs. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for representing concerns and interests of the student body to

the Federal Government of the United States of America. The Undersecretary shall be responsible for keeping track of legislation relevant to the interests of the student body and, University Administration. The Undersecretary shall establish a strong working relationship with the Office of Federal Relations for Research, Virginia Federal Senators and Representatives who represent the university, and other governmental and community leaders.

§ 603.5 Undersecretary of Government and Community Relations for External Partnerships and Liaison to Virginia21

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary of the Government and Community Relations for External Partnerships and Liaison to Virginia21. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary shall be responsible for working with alumni, campus offices, outside interests and organizations to promote and advance George Mason University. The Undersecretary shall serve as the primary liaison to Virginia21, Young Invincible, and other higher education, and youth advocacy organizations. The Undersecretary shall also identify research capabilities, facilities, educational programs, and other assets and offerings of the University that could be more fully utilized by the neighboring municipal governments, citizens, and the business community and vice versa. The Undersecretary shall establish a working relationship with the Alumni Association, the Office of Advancement and Alumni Relations, the Office of Research Administration, Virginia21, Young Invincible, outside organizations, and the private sector.

§ 603.6 Undersecretary of Government and Community Relations for Student Civic Engagement

The Student Body President shall appoint, and with the advice and consent of the Student Senate, an Undersecretary of Government and Community Relations for Student Civic Engagement. The Undersecretary shall hold office at the pleasure of the Student Body President. The Undersecretary of Government and Community Relations for Student Civic Engagement shall be responsible for attending monthly meetings with George Mason University administration and students involved with Mason Votes, as well as meetings with student organizations seeking to participate in voter registration drives on-campus.

§ 604 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary and all Undersecretaries of the Department of Government and Community Relations shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 605 Duties of the Secretary

The Secretary of Government and Community Relations is responsible for the proper execution and administration of all statutes and regulations administered by the Department of Government and Community Relations and for the control, direction, and management of the Department.

§ 606 Collaboration

All members of the Department of Government and Community Relations will collaborate on all projects with the Government and Community Relations Committee of the Student Senate.

§ 607 Senate Confirmation

For every aforementioned secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record

Chapter 7: Department of University Academics

§ 701 Establishment of the Department of University Academics

The Department of University Academics is established as an executive department of the Student Government of George Mason University.

§ 702 Purpose

The purpose of the Department of University Academics is:

- (1) To strengthen the Student Government's commitment to ensuring access to equal educational opportunity for every student at George Mason University;
- (2) To supplement and complement the efforts of the Federal Government, the Commonwealth of Virginia, the Board of Visitors, and Administration, the private sector, community-based organizations, parents, students, faculty, staff, and alumni to improve the quality of education at George Mason University.
- (3) To improve the management, efficiency, and coordination of University education programs, activities, and services.
- (4) To increase the accountability of University education programs to the student body, and to promote the academic interests of the Student Body;
- (5) To establish working relations with other offices on campus such as the Provost Office, Registrar Office, Academic Advising Center, Learning Services, Faculty Senate, Early Identification Program, Peer Empowerment Program, Deans of all Academic programs/departments/colleges, the Library, and the Center for Global Education.

§ 703 Secretary of Department of University Academics

The Student Body President shall appoint, with the advice and consent of the Student Senate, a Secretary of University Academics of the Student Governmental to be the head of the Department of University Academics. The Secretary shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate.

§ 704 Oath of Office

Before entering upon the discharge of his or her duties, the Secretary of Department of University Academics shall take an oath to faithfully execute the duties of his or her office, as prescribed by Article IV of the Student Body Constitution.

§ 705 Duties of the Secretary

The Secretary of Department of University Academics is responsible for the proper execution and administration of all statutes and regulations administered by the Department of University Academics and for the control, direction, and management of the Department. The Secretary is also to act as the primary contact with the Provost Office, Registrar Office, Center for Academic Advising, Retention, and Transitions, the Writing Center, Faculty Senate, Peer Empowerment

Program, Early Identification Program, the University's Colleges and Departments, University recognized Honors societies and Academic organizations, and all other academic related divisions of George Mason University.

§ 706 Collaboration

All members of the Department of University Academics will collaborate on all projects with the University Academics Committee of the Student Senate.

§ 707 Senate Confirmation

For the aforementioned secretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record.

Chapter 8: Department of Public Relations

§ 801 Establishment

The Department of Public Relations is established as an executive departmental office of the Student Government of George Mason University.

§ 802 Purpose

The purpose of the Department of Public Relations is:

- (1) To inform and report the activities of Student Government to the Student Body of George Mason University through University media outlets, the Student Government website, and social media
- (2) To foster and promote the Student Government's commitment to advertising programs, activities, and services for the George Mason University community.
- (3) To promote participation and disseminate information about the events, programs, activities, and policies of the George Mason University Student Government.
- (4) To establish working relations with other offices on campus, including but not limited to the Office of Student Media

§ 803 The Secretary of Public Relations

The Student Body President shall appoint, by and with the advice and consent of the Student Senate, a Secretary of Public Relations of the Student Government to be the head of the Department of Public Relations. The Secretary of Public Relations shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate. The Secretary of Public Relations is responsible for managing and directing the Department of Public Relations and ensuring all members of the Department are actively promoting Student Government events, initiatives and activities for the George Mason University community, and working with related offices on campus.

§ 803.1 Undersecretary of Public Relations for Communications and Advertising

The Student Body President shall appoint, by and with the advice and consent of the Student Senate an Undersecretary of Public Relations for Communications and Advertising of the Student Government of George Mason University. The Undersecretary of Public Relations for

Communications and Advertising shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate. The Undersecretary of Public Relations for Communications and Advertising shall be responsible for developing innovative methods of communication between Student Government and the student body, including, but not limited to, social media networking, direct contact with student organizations, and visual advertisements. The Undersecretary of Public Relations for Communications and Advertising shall develop working relations with the entirety of the Office of Student Media.

§ 803.2 Undersecretary of Public Relations for Outreach and Media Relations

The Student Body President shall appoint, by and with the advice and consent of the Student Senate an Undersecretary for Outreach and Media Relations of the Student Government of George Mason University. The Undersecretary for Outreach and Media Relations shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate. The Undersecretary for Outreach and Media Relations shall be responsible for disseminating information to the student body, including, but not limited to, issuing Press Releases regarding Student Government affairs in various forms of media, advertising and promoting events, and generating avenues of communication with Student Organizations in order to build working relationships. The Undersecretary for Outreach and Media Relations shall develop working relations with the entirety of the Office of Student Media.

§ 803.3 Undersecretary of Public Relations for Outreach and Media Relations

The Student Body President shall appoint, with the advice and consent of the Student Senate, an Undersecretary for Events and Inter-organizational Affairs of the Student Government of George Mason University. The Undersecretary for Events and Inter-organizational Affairs shall hold office at the pleasure of the Student Body President for a term coincident with that of the Student Body President making the appointment, or a successor shall be appointed and confirmed by the Student Senate. The Undersecretary for Events and Inter-organizational Affairs shall be responsible for attending and organizing events for the organization to conduct outreach to students, organizing fliers/handouts for all kioksing events, brainstorming and executing new ideas for outreach to the community, supporting the PR team with the posting and sharing of events, creating social media events pages. The Undersecretary of Public Relations for Events and Inter-organizational Events will be responsible to attend all senate meetings and make a weekly social media post of a recap of senate meetings, The Undersecretary of the Public Relations for Events and Inter-organizational Affairs will work directly with the Senate Public Relations Liaison. If for some reason an emergency arises ad the undersecretary cannot attend the Undersecretary will be responsible for arranging another member of the Public Relations Department to be in attendance.

§ 804 Collaboration

All members of the Office of the Public Relations will collaborate with all committees of the Student Senate and all Departments of the Executive Branch in order to stay informed on events, programs, and initiatives so that they may be able to accurately inform the Student Body and Mason community about Student Government affairs.

§ 805 Duties of the Department of Public Relations

The Department of Public Relations prepare news releases, when necessary, outlining the activities and initiatives of Student Government to be posted on the Student Government website and in other George Mason University media outlets. The Department of Public Relations shall be responsible for drafting press releases when deemed necessary. The Department of Public Relations shall also be in charge of maintaining the Student Government website, by which it will ensure that all up-to-date legislation, full senate and committee minutes and other general information concerning Student Government is made available on the website within an appropriate timeframe.

§ 806 Oath of Office

Before entering upon the discharge of their duties, the Secretary of Public Relations, the Undersecretary of Public Relations for Communications and Advertising and the Undersecretary for Outreach and Media Relations shall take an oath to faithfully execute the duties of his office, as prescribed by Article IV of the Student Body Constitution.

§ 807 Senate Confirmation

For the aforementioned secretary and undersecretary, the appointee must be voted on and approved by the Senate. This vote shall be taken as a roll-call vote administered by the clerk using an alphabetical list of senators present. The vote count, with senators' names attached, shall be considered public record.

Title IV: BOARDS AND OTHER AGENCIES

Chapter 1: Student Parking Appeals Board

§ 101 Establishment

The Student Parking Appeals Board is established as a standing administrative body of the University, incorporated by the Student Government of George Mason University.

§ 102 Authority

The Board shall derive its administrative authority from University Administrative Policy 51, and shall derive its judicial powers from the University Judicial Code.

§ 103 Jurisdiction

The Board shall have jurisdiction to hear all appeals from the University Appeals Officer, or such other University official designated with the authority to hear appeals of citations for violations of parking regulations established in University Administrative Policy 61.

§ 104 Responsibilities

The purpose of the Student Parking Appeals Board is:

- (1) The Board shall be responsible for hearing all appeals under its jurisdiction, as established in §903, made by members of the Student Body of George Mason University, provided those persons shall have not previously waved their right to an appeal;

- (2) The Board shall be responsible for hearing all appeals in a timely manner;
- (3) The Board shall conduct its hearings publicly, and appellants shall be accorded fair treatment without prejudice as to their liability;
- (4) The Board shall be responsible for the dissemination of information regarding appeals procedures, the times and locations of its hearings, contact with its members, and publication of its rulings.
- (5) The Board shall be responsible to formulate and give a public report to the Student Senate at the end of every semester on the condition of the board's activities. This report shall describe most frequently occurring violation types, most frequent violation locations, and recommendations for policy changes or service improvements. The content of a report is not limited to the above-required elements

§ 105 Membership

The Board shall consist of at least three Members, but no more than five members, one of whom shall be a Chairman designated to head the Board.

§ 106 Appointment and Term

- (1) The Student Body President shall appoint an Undersecretary of Parking and Transportation, to serve as the Chairman of the Board, and four Members with the advice and consent of the Senate;
- (2) The Members of the Board shall hold office at the pleasure of the Student Body President and Student Senate for a term period of one academic year, beginning upon appointment.
- (3) The Student Body President shall have the power to fill all vacancies that may occur whilst the Student Senate is not in session, subject to ratification upon the reconvening of the Student Senate.

§ 107 Powers of the Chairman

The Chairman of the Board shall have the following duties and powers:

- (1) The power to preside over the hearing sessions of the Board and to see to it that the rules and regulations of the Board are properly executed;
- (2) The power to appoint one or more Vice-Chairmen to fulfill or assist in the duties of office should the Chairman be unable to do so;
- (3) The power to represent the Board in an official capacity to the University administration, to the other branches of Student Government, and to the public.

§ 108 Vacancy in the Office of the Chairman of the Board

- (1) Whenever the Chairman of the Board is unable to perform the duties of office, or the office is vacant, the powers of the office shall devolve upon the Vice-Chairman so designated by the Chairman to act during said absence;
- (2) Whenever the Chairman of the Board shall have not designated a Vice-Chairman, the Student Body President shall have the authority to appoint a Member of the Board to act as Chairman, until such time as the office has been filled.

§ 109 Qualifications for Office

- (1) Members must be students enrolled in a graduate or undergraduate program at George Mason University, and must remain in good academic standing with the University;

- (2) Members shall be qualified to continue in office provided they are considered in good academic standing with the University Registrar.

§ 110 Vacancies

If a Member shall have resigned, graduated, or been removed from office prior to the completion of his or her term, the Student Body President shall fill the vacancy with the advice and consent of the Student Senate.

§ 111 Removal from Office

The Members of the Board shall be removed from office at the discretion of the Student Body President, or by way of impeachment.

§ 112 Powers

- (1) The Board shall have the power to hear all appeals under its jurisdiction, established in §903, and to appropriately adjudicate such appeals;
- (2) The Board shall have the power to uphold, amend, or overturn all appeals brought before it.

§ 113 Appeals Procedures

- (1) Pursuant to University Administrative Policy 51, any student whose parking citation shall have been upheld by the University Appeals Officer, or other designated official, may file an appeal with the Board for its consideration;
- (2) While the citation is under review by the Board, the liability of the appellant shall be held in abeyance, until a final judgment is rendered by the Board;
- (3) Any appellant who wishes to retract their appeal may do so, and will be held liable for the terms of the previously upheld citation.

§ 114 Hearing Process

- (1) Appeals brought before the Board shall be heard by a panel of no fewer than three members, over which the Chairman, or a designated Vice-Chairman, shall preside;
- (2) Appellants will be granted an opportunity to present their grounds for overturning or amending a citation;
- (3) The Board shall, following the presentation of the appellant, deliberate as to the merits of the appeal and promptly issue a ruling;
- (4) The ruling of the Board is deemed to be final, and no further appeal is possible or permitted.

Chapter 2: Student Funding Board

§ 201 Establishment

The Student Funding Board is established as a standing administrative body of the University, incorporated by the Student Government of George Mason University.

§ 202 Authority

The Board shall derive its administrative authority from the Office of Student Involvement within the Office of University Life of George Mason University.

§ 203 Responsibilities

The purpose of the Student Funding Board is to authorize funding to George Mason University registered student organizations.

§ 204 Membership

The Board shall consist of six Members of the Board, one of whom shall be a Chairman designated to head the Board by the Student Government of George Mason University.

§ 205 Appointment and Term

(1) The Secretary of Administrative and Financial Affairs shall serve as Chairman of the Board, and the Student Body President shall appoint four Members of the Board with the advice and consent of members present of the Senate;

(2) One Member of the Board shall be a member of the Registered Student Organization Lead Team, and shall be externally selected.

(3) The Members of the Board, determined by the Student Government of George Mason University, shall hold office at the pleasure of the Student Body President and Student Senate. The Chairman of the Board, shall hold office for a term period of one academic year, beginning upon appointment and ending with the close of the 2nd Session of the Student Senate.

(4) The four members of the Board shall be appointed as lifetime appointments;

(5) The Student Body President shall have the power to fill all vacancies that may occur whilst the Student Senate is not in session, subject to ratification upon the reconvening of the Student Senate.

§ 206 Powers of the Chairman

The Chairman of the Board shall have the following duties and powers:

(1) To schedule meetings of the Student Funding Board;

(2) To preside over the meetings of the Student Funding Board;

(3) To maintain order in the Student Funding Board meetings, and to require proper decorum on the part of the members;

(4) To make known the Rules of the Student Funding Board upon request, and to decide all questions of order, subject to the appeal of the Board;

(5) To report the state of the Student Funding Board to the Student Senate monthly

(6) To determine the deadlines for the submission of funding requests from registered student organizations.

§ 207 Powers of the Vice Chairman

The Vice Chairman of the Board shall have the following duties and powers:

(1) To attend all meetings of the Student Funding Board.

(2) To preside over meetings in the Absence of the Chairman.

§ 208 Vacancy in the Office of the Chairman of the Board

(1) Whenever the Chairman of the Board is unable to perform the duties of office, or the office is vacant, the powers of the office shall devolve upon the Vice-Chairman so designated by the Chairman to act during said absence;

(2) Whenever the Chairman of the Board shall have not designated a Vice-Chairman, the Student Body President shall have the authority to appoint a Member of the Board to act as Chairman, until such time as the office has been filled.

§ 209 Qualifications for Office

(1) Members of the Board determined by the Student Government of George Mason University must be students enrolled in a graduate or undergraduate program at George Mason University and must remain in good academic standing with the University.

§ 210 Vacancies

If a Member of the Board, shall have resigned, graduated, or been removed from office prior to the completion of his or her term, the Student Body President shall fill the vacancy with the advice and consent of the Student Senate.

§ 211 Removal from Office

The Members of the Board, determined by the Student Government of George Mason University, shall be removed from office at the discretion of the Student Body President, or by way of Impeachment.

Chapter 3: Student Dining Board

§ 301 Establishment

The Student Dining Board is established as a joint standing administration and advisory body of the Student Government of George Mason University, Residential Student Association, and the Off-Campus Council.

§ 302 Authority

The Board shall derive its administrative authority from the Office of Dining Services within the Office of Auxiliary Enterprises of George Mason University.

§ 303 Responsibilities

The purpose of the Student Dining Board is to serve as the primary liaison between Mason Dining and, through extension of Student Government, the student body.

§ 304 Membership

The Board shall consist of at least three members, but no more than eleven, one of whom must be a Chairman designated to head the Board by the Student Government of George Mason University.

§ 305 Appointment and Term

- (1) The Undersecretary of Dining Services shall serve as Chairman of the Board.
- (2) The Secretary of University Services and the Chairman of the University Services Committee of George Mason University's Student Government shall serve on the Board.
 - a. If for some reason either one or both are unable to attend Board meetings then they shall have the power to appoint a member of Student Government Services Committee or a member of the Student Government Department of Services to take their place on the Board.
- (3) Three members of the board shall be members of the Resident Student Association, and shall be externally selected.

- a. If not all three members from the Residential Student Association are present by the end of the second meeting of the semester, the Student government of George Mason University shall have the power to appoint replacement members to the Board from the University Services Committee or Department.
- (4) Two members of the board shall be members of the Off-Campus Council, and shall be externally selected
 - a. If not all two members from the Off-Campus council are present by the end of the second meeting of the semester, the Student Government of George Mason University shall have the power to appoint replacement members to the Board from the University Services Committee or Department.
- (5) All the members of the board shall hold office for a term period of one academic year beginning upon appointment and ending upon the conclusion of the 2nd session of the Student Senate.
 - a. Student Government member of the board that are elected by the Services committee shall have to be reaffirmed at the beginning of every semester.
- (6) The Chair of the Board, the Secretary of University Services, and the Chairman of the University Services Committee will decide each semester's meeting time. Three possible meeting times will be sent to the administrative members sitting on the Board, and once the meeting time is set, will be sent to members of the Board in a timely fashion.

§ 306 Powers of the Chairman

The Chairman of the Board shall have the following duties and powers:

- (1) To preside over the meetings of the Student Dining Board;
- (2) To maintain order in the Student Dining Board meetings, and to require proper decorum on the part of the members;
- (3) To make known the Rules of the Student Dining Board upon request, and to decide all questions to order, subject to the appeal of the Board.

§ 307 Vacancy in the Office of the Chairman of the Board

- (1) Whenever the Chairman of the Board is unable to perform the duties of office, or the office is vacant, the powers of the office shall devolve upon the Secretary of Services to act during said absence;
- (2) Whenever the Chairman of the Board and the Secretary of Services are unable to perform the duties of office, or both offices are vacant, the powers of the office shall devolve upon the Chairman of the Services Committee.

§ 308 Qualifications for Office

- (1) All members of the board must be students enrolled at George Mason University, and must remain in good academic standing with the University.

§ 309 Vacancies

- (1) If a Member of the Board, appointed by the Student Government of George Mason University, shall have resigned, graduated, or been removed from office prior to the completion of his or her term the position shall be filled in accordance with whichever seat was vacant.
- (2) If a member of the board, appointed by either the Residential Student Association or the Off-Campus Council, shall have resigned, graduated, or been removed from office prior

to the completion of his term the position shall be filled by whichever organization they were a member of.

§ 310 Removal from Office

All student members of the board, whether appointed by the Student Government of George Mason University or one of the other member organizations can be removed from office by means of impeachment.

Title IV: The Election & Disputes Commission

Chapter 1: General Provisions

§ 101 Membership

There shall be no more than nine Commissioners serving on Elections & Disputes Commission, and no fewer than five Commissioners. If there are fewer than five commissioners, the Elections and Disputes Commission will not be allowed to meet until there are at least five commissioners.

§ 102 Publication of Rulings and Other Records

The decisions of the Elections & Disputes Commission under Student Government shall be printed and distributed as soon as practicable after rendition. This shall apply to all other Commission documents. Annually they shall be bound and published in the Reports of the Student Government. All decisions shall be posted to the Student Government website within 24 hours since they have been released.

§103 Public Access to Commission

The Elections & Disputes Commission and its agencies shall be open to the public and all hearings by said commission shall be conducted openly, unless otherwise specifically restricted by statute. All commission hearings shall, upon request, provide the public access to the Commission documents.

§ 104 Deliberations

All deliberations of the Elections & Disputes Commission and its agencies shall be conducted in secret as per judicial tradition, but the record of such deliberations shall be made public as soon as practical after the rendition of a decision.

§ 105 Disqualification

Any Commissioner shall disqualify himself in any proceeding in which his impartiality might reasonably be questioned. A petitioner or respondent shall have the right to make a motion to disqualify a commissioner, which shall require a 2/3 votes of the Commission or its Agencies to be adopted.

SUBTITLE I: ORGANIZATION OF THE ELECTIONS & DISPUTES COMMISSION

Chapter 2: Elections & Disputes Commission

§ 201 Number of Commissioners and Quorum

The Elections & Disputes Commission of George Mason University shall consist of a Chairman of the Elections & Disputes Commission and Associate Commissioners. The Elections & Disputes Commission shall not consist of an even number of Commissioners. Quorum shall consist of no less than the Chairman of the Elections & Disputes Commission and four Associate Commissioners.

§ 202 Terms of Commission

The Elections & Disputes Commission shall hold term commencing on the first Monday in May each year. The Commissioners shall hold Office as long as their tenure at George Mason University.

§ 203 Selection of the Chairman of the Elections & Disputes Commission

At the opening of the first term, a quorum of the new Commission shall elect among their number a Chairman of the Elections & Disputes Commission until the end of his tenure or until a successor is elected.

§ 204 Duties and Powers of the Chairman of the Elections & Disputes Commission

The Chairman of the Elections & Disputes Commission shall have the following duties and powers:

- (1) The duty to preside over sessions of the Elections & Disputes Commission and to see to it that the rules and regulations of the Elections & Disputes Commission are properly executed;
- (2) The duty to see to it that all cases it hears are properly and thoroughly investigated;
- (3) The duty to see to it that all parties have counsel if so desired;
- (4) The power to represent the Elections & Disputes Commission in an official capacity to the other branches of the Student Government, and to the public.

§ 205 Vacancy or Disability in the Office of the Chairman of the Elections & Disputes Commission

Whenever the Chairman of the Elections & Disputes Commission is unable to perform the duties of office or the office is vacant, the powers and duties of the office shall devolve upon the associate commissioner next in precedence who is able to act, until such time as the disability is removed or the Commission elects another Chairman of the Elections & Disputes Commission.

§ 206 Precedence of Associate Commissioners

Associate Commissioners shall have precedence according to the seniority of their commissions. Commissioners whose commissions bear the same date shall have precedence according seniority in class standing.

§ 207 Qualifications for Office

Commissioner shall be qualified electors, meaning that they must be a student at George Mason University, and must not be otherwise disqualified from voting in a general or special election. Commissioners shall be qualified to continue in office provided they are considered in good academic standing with the University Registrar.

§ 208 Appointment and Term of Commissioners

- (1) The applicant must be chosen, by the Student Body President, from any student in good standing at George Mason University;
- (2) Once chosen the Student Body President must submit the name of the Applicant, in writing, to the Speaker of the Student Senate;
- (3) The Student Senate, at its next meeting, must deliberate and may, by a two-thirds vote of the Senate, appoint the Applicant as an Associate Commissioner of the Elections & Disputes Commission;
- (4) Commissioner shall serve until their date of graduation from the University.

§ 209 Vacancies

If a Commissioner shall have resigned, graduated, or been removed from office, a new Commissioner will be selected concurrent with 4 CSG §208.

§ 210 Officers of the Commission

The Commission shall have the power to hire officials to assist in the execution of its duties established under the Student Body Constitution or this Code, such officers may include a clerk and one or more deputy clerks as needed, and who shall serve at the pleasure of the Elections & Disputes Commission. Clerks shall assist the Commission or the several Commissioners with administrative duties falling under the purview of the Commissions conduct of business.

Chapter 2.1: Election Judicial Board

§ 2.101 Establishment of Election Judicial Board

The Election Judicial Board is established as an agency of the Elections and Disputes Commission.

§ 2.102 Membership

The Election Judicial Board shall consist only of Commissioners. It is lead and moderated by a Chairman who shall only vote in the case of a tie. The Chairman of the Elections and Disputes Commission shall be an ex-officio member of the Board with the power to debate but not vote.

§ 2.103 Original Jurisdiction

The Election Judicial Board shall have the power to investigate and rule on any grievances claiming violation of election regulations, and administer any necessary remedies.

§ 2.104 Hearings of the Election Judicial Board

At least three members shall preside over hearings in order to hear any grievance claiming violation of election regulations. The Election Judicial Board shall keep a full and public record of their meetings and any hearings or rulings that they may make.

Chapter 2.2: Disputes Board

§ 2.201 Establishment of Disputes Board

The Disputes Board is established as an agency of the Elections and Disputes Commission.

§ 2.202 Membership

The Disputes Board shall consist only of Commissioners. It is lead and moderated by a Chairman who shall only vote in the case of a tie. The Chairman of the Elections and Disputes Commission shall be an ex-officio member of the Board with the power to debate but not vote.

§ 2.203 Original Jurisdiction

The Disputes Board shall have the power to investigate and rule on any disputes between the Legislative and Executive Branches and to hear disputes that arise over matters of constitutionality of either branch in terms of the Student Body Constitution, the Constitution of the Commonwealth of Virginia, or the Constitution of the United States.

§ 2.204 Hearings of the Disputes Board

At least three members shall preside over hearings in order to hear any grievance under this chapter. The Disputes Board shall keep a full and public record of their meetings and any hearings or rulings that they may make.

SUBTITLE II: POWERS OF ELECTIONS & DISPUTES COMMISSION

Chapter 3: Powers Generally

§ 301 Authoritative Standing

The Elections & Disputes Commission shall have authority over matters pertinent to the Commission's constitutional purpose and those established in accordance with 6 CSG.

§ 302 Rule Making

The Elections & Disputes Commission shall have the power to craft all rules, or determined by statute, that are necessary to their operation, provided said rules do not contravene any provisions of this Title or this Code.

Chapter 4: Internal and External Rule Creation

§ 401 Referral of Grievances

All grievances or disputes filed with the Elections and Disputes Commission shall be referred to the proper agency with original jurisdiction over the matter.

§ 402 First Appeal

After an agency of the Elections and Disputes Commission has ruled on a dispute or grievance, the losing party may appeal the decision to the entire Elections and Disputes Commission. The Elections and Disputes Commission shall then have a hearing and decide on sustaining or overruling the ruling of the agency. If the ruling is overruled, the Commission shall either reverse the ruling or determine a new sanction.

§ 403 Second Appeal

(1) After the Elections and Disputes Commission has ruled on a dispute or grievance, the losing party may appeal the decision to a Faculty Review Board consisting of the Assistant Director of Student Governance, the Director of the Office of Student Involvement, and another Faculty member of the Office of Student Involvement or Office of University life. The

Faculty Review Board must have all three members present in order to reach a ruling. This ruling must be solely based in fact and the Constitution of Student Government, and not the wisdom behind the rule.

- (2) The Faculty Review Board must issue a written ruling within 48 hours.
- (3) The filing of a second appeal must include at least one of the grounds listed in § 404 as the bases for the losing party's filing.
- (4) During the Second Appeal Hearing, the Election and Disputes Commission along with the all involved parties shall both be allowed to present their arguments regarding the ruling on the dispute or grievance at issue. The Election and Disputes Commission shall be represented by the Chairman of the Election and Disputes Commission, or the most senior Commissioner by tenure who sided with the majority.

§ 404 Grounds for a Second Appeal

The losing party may only appeal a second time if:

- (1) Evidence that was not available at a previous hearing which, had it been available, would in all reasonable likelihood have produced a different finding;
 - A) This evidence must have been completely unavailable at the initial hearing. It cannot simply be evidence that previously existed, but was not presented at the initial hearing. The duty of thoroughly and comprehensively presenting information during the initial hearing falls upon the parties, not the Election and Disputes Commission or the Faculty Review Board.
- (2) There is a substantial procedural irregularity in one of the hearings of the Elections and Disputes Commission or one of its agencies; or
- (3) There was bias, which can be proven, with the Elections and Disputes Commission or one of its agencies resulting in a violation of the standards of fairness used in hearings.

§ 405 Results of Second Appeal

The Faculty Review Board must author an opinion which will then be sent to the Elections and Disputes Commission for reconsideration or a re-trial under fair conditions.

§ 406 Creation and Establishment of an Election Code

At least 4 Thursdays before the release of election packets for the succeeding session year, starting with the Spring Elections, the Elections and Disputes Commission will produce an Election Code and then present it to the Senate. The Election Code will also apply to the Fall Election. The Senate must approve the Election code with a two-thirds vote. If the Election Code is not approved the first time, members of the Senate are allowed to give written suggestions to the Elections and Dispute Commission within 24 hours of meeting. The Election and Disputes Commission will then meet prior to the next Senate meeting to revise their proposed code. A resubmitted code will be presented to the Senate to be voted on. At this point if the Senate does not pass the Elections Code, it is the Senate's responsibility to elect three of its members to sit on the Election and Disputes Commission's Code writing meeting. The third proposed Election Code must be passed by a 2/3 vote of the Senate. If the Election Code does not pass three times the rules for the previous election cycle will be used to administer elections. Refer to Title VI, Chapter 2, §214. The President must approve the final proposal.

Title V: Budget and Finance

Chapter 1: Spending Procedure

§ 101 Appropriations from the Student Government Fund

The Chairman of the Senate Administrative and Financial Affairs Committee is authorized to disburse from the Treasury of the Student Government in such amounts as shall be determined by statute.

§ 102 Discretionary Allocation for Use by the President

The Student Body President shall have power to allocate not greater than five percent of the Student Government Budget unless the student government budget consists of less than \$20,000. If the student government budget consists of less than \$20,000, then the Student Body President shall have no authority to allocate.

§ 102.1 Budgeting

- (1) Each fiscal year is to be divided into 2 semesters. The first semester will be appropriated 65% of the year's budget, with the remaining 35% of the year's budget being appropriated to the second semester. Unallocated funds at the conclusion of the first semester shall be rolled over into the second semester.
 - A) At no time shall second semester funds be spent during the first semester.
- (2) Before the beginning of each quarter, the Senate Administrative and Financial Affairs Committee must submit a report to the full Senate.
- (3) The Chairman of the Administrative and Financial Affairs Committee shall submit a budget resolution to be considered by the Student Senate during the 3rd week of the 1st Session.

§ 103 Appropriations for the Elections and Disputes Commission

The Chairman of the Elections and Disputes Commission, or his designee, is authorized to disburse from the Treasury of the Student Government:

- (1) \$1,500.00 for maintaining the computer and programming, printing costs of elections packets, promoting and conducting of the elections. These funds are guaranteed to the Commission and cannot be decreased under any circumstances. The Chair of the Elections and Disputes Commission or his or her designee, shall under no circumstance be subject to the will of the Student Government, by statute or resolution, as to how these funds are allocated and/or spent in anyway as the Elections and Disputes Commission is a separate entity and cannot be subject to the will of the Government when running fair and free elections, as per the Code of Student Governance, Title VII, Chapter 2, § 201, "The Elections and Disputes Commission shall be an independent body, which shall administer all elections of the Student Government."

§ 104 Procedure for the Allocation of Funds

Any requests for funds must be submitted in bill form to the Student Senate and will subsequently be sent to the chair of the Senate Administrative and Financial Affairs Committee, who must present it to the Senate Administrative and Financial Affairs Committee, unless sent into second reading. The Senate Administrative and Financial Affairs Committee will review the bill of financial allocation to be resubmitted to the floor of the Senate.

- A) No funds shall be allocated to any external organization or event unless there is a co-sponsorship opportunity.
- B) An external organization is an organization, group, faculty or staff member(s) affiliated with George Mason University, which is separate from the Student Government of George Mason University.

§ 105 Procedure for the Allocation of Funds for Printing

- (1) A total of five percent of the Student Government budget shall be allocated for printing services.
- (2) Any Members of Student Government may use these allocated funds given they obtain the written permission from their respective branch leadership.
 - (A) Members of the Legislative Branch must receive written permission from either the Speaker or Speaker Pro-Tempore.
 - (B) Members of the Executive Branch must receive written permission from either the Student Body President or Student Body Vice President
 - (C) Members of the Elections and Disputes Commission must receive written permission from the Chairman of the Commission.
 - (D) The Clerk of the Student Senate shall be exempt from subsection (2) and may use these allocated funds if he is transacting official business of the Office of the Clerk, provided that he provides a receipt to either the Treasurer or the Chair of the Senate Financial Affairs Committee.
- (3) Under no circumstance shall more than \$50.00 be spent on any single printing purchase unless approved by the Student Senate appropriations process otherwise.
- (4) All receipts and a copy of the written permission (with a signature) from the respective branch leader authorizing any such expenditure shall immediately be provided to either the Treasurer or Chair of the Senate Finance Committee.
- (5) Any funds not utilized at the end of the academic year shall be reserved to the main Student Government account.

§ 106 Time Limitation for Appropriations

Any funds allocated to a non-event by the Student Senate of George Mason University will be subject to a limitation of time in which the allocated funds are available. All money allocated to an event that remains unspent at the completion of the event shall be recouped at the completion of the event. Funds allocated will need to be used three weeks after being allocated, upon which funds that are not used for their original purposes will be reabsorbed back into the Student Government Account, unless otherwise specified by statute within legislation.

§ 106.1 Procedure for the Allocation of the Student Government Emergency Reserve Fund

- (1) A total of five percent of the Student Government budget shall be allocated for the reservation of emergency funds.
- (2) The SG emergency reserve fund may be used only with the unanimous written consent of the Student Body President, Speaker of the Student Senate, Chair of the Senate Administrative and Financial Affairs Committee, and the Secretary of the Administrative and Financial Affairs department.

(A) The SG emergency reserve fund shall only be used in the case of a declared financial emergency, which must be unanimously decided by the aforementioned officers.

(B) A financial emergency shall be defined as a situation by which the Student Senate is unavailable to properly allocate funding through standard legislative procedures.

§ 107 Required Expense Detail

Any requests for the allocation of funds shall be accompanied by a line item description of all expenses thereunto pertaining. No blanket or general allocations shall be made, and allocations shall only be made for concrete and specific costs. Any line item exceeding \$200 shall be broken down into its constituent expenses.

(1) In cases where it is impossible to break down in a line item format on a funding bill that exceeds \$200, then the author may seek an exemption through the Speaker, Administrative and Financial Affairs Chair, and the President for the bill not to be line itemed. The Speaker, the Administrative and Financial Affairs Chair and the President can give approval for a bill not to be lined item by signing a form prior to the review of the bill by the Administrative and Financial Affairs Committee that states the following: “We hereby grant approval for the following bill not to lined item and only list an overall amount that is to be allocated to the purpose of the allocation.”

A) The bill shall have the form mentioned above in § 106 subsection 2 and a receipt stapled to the bill upon its passage to show what the money was spent on for recording-keeping.

Title VI: Elections and Voting

Chapter 1: General Provisions

§ 101 Applicability

The provisions of this title shall apply to all elections held by the Student Government, pursuant to provisions of the Student Body Constitution and of the Code of Student Governance generally.

§ 102 Definitions

As used in this title, unless context requires another meaning:

- (1) “Candidate” means a student who is seeking an elected office in Student Government during an election period and is qualified to have his or her name placed on the ballot. This shall include anyone who is a “write-in” candidate;
- (2) “Constitutional office” or “constitutional officer” means any office or officer established by the Student Body Constitution;
- (3) “Election” means a general or special election;
- (4) “Election and Dispute Commission”, “Election Commission”, or “Commission” means a commission appointed, pursuant to §202 of this Title, to administer Student Government elections;
- (5) “Commissioner” means any duly appointed commissioner of the Election and Dispute Commission;

- (6) “Officer of election” means any person appointed by the Election and Dispute Commission to assist in the conduct of elections;
- (7) “Polling place” means any place or places designated by the Election and Dispute Commission, as well as, computer terminals where qualified voters may vote;
- (8) “General election” means any election held by the Student Government for the purpose of filling constitutional offices regularly scheduled by statute to be filled;
- (9) “Special election” means any election held pursuant to statute to fill a vacancy or hold a referendum;
- (10) “Qualified voter” means a person entitled to vote pursuant to the Student Body Constitution and the Code of Student Governance generally;
- (11) “Referendum” means a public measure submitted by the Senate, to the students, for popular approval, including constitutional amendments;
- (12) “Campaign” or “Campaigning” means any person, organization, or entity that shall be involved in the promotion of a candidate or candidates for any position in the Student Government. Campaign shall refer only to those organizations and individuals directly under the control of the candidate(s).

Chapter 2: Election and Dispute Commission

§ 201 Establishment of the Commission

The Election and Dispute Commission shall be an independent body, which shall administer all elections of the Student Government.

§ 202 Oath of Office

Commissioners shall be bound by an oath of office, pursuant to Article IV, Section 2 of the Student Body Constitution.

§ 203 General Restrictions

- (1) No Commissioner shall simultaneously hold any other office in the Student Government;
- (2) No Commissioner shall assist any candidate for office or participate in any political campaign having a vested interest in the outcome of any election administered by the Commission;
- (3) No Commissioner, who shall resign his office, shall be eligible to run for an elected office within the Student Government for the next academic year.

§ 204 Attendance

Every Commissioner is responsible for attending general pre-scheduled Election and Disputes Commission meetings that are scheduled together by the Commission as a group. After 2 unexcused absences, a commissioner will receive a warning from the Commission. After 3 unexcused absences, a commissioner will be immediately removed from office. Meetings scheduled 72 hours or less in advance, such as grievance meetings, will not count in the attendance policy. The Commission will be required to keep track of attendance and immediately report to the Senate whether a commissioner received a warning or received 3 unexcused absences, which will result in removal from office.

§ 205 Removal from Office

If any commissioner does not adhere to the Attendance policy or does not execute any other responsibilities outlined by the Election Code or Code of Student Governance, and then they are immediately placed on grounds for removal from office.

§ 206 Officers of Election

Pursuant to §202 of this Title, the Commission may appoint a student to serve as an officer of election, to serve for the duration of any election duly established by statute.

§ 207 Oath of Office

Officers of election shall be bound by an oath of office, pursuant to Article IV, Section 2 of the Student Body Constitution.

§ 208 General Powers

Officers of election shall have the power to:

- (1) Assist any Commissioner in administering ballots during an election;
- (2) Assist in any other duties the Commission may require during an election, except duties specifically prohibited.

§ 209 Restrictions

Officers of election shall not:

- (1) Be candidates for office or hold any other office under Student Government;
- (2) Assist any candidate for office or participate in any political campaign having a vested interest in the outcome of any election administered by the Commission;
- (3) Handle cast ballots or participate in the counting of cast ballots;
- (4) Participate in meetings of the Commission or hearings of the Judicial Board;
- (5) Exercise any powers expressly given to Commissioners.

§ 210 Reporting

- (1) The Commission shall report to the Senate or to the President upon request;
- (2) Within two weeks following an election, the Commission shall submit a written report to the Senate assessing the operations of the election. The report shall include conclusions on the effectiveness of election regulations, and recommendations on ways to improve electoral administration.

§ 211 Public Record

The Commission and the Election Judicial Board shall keep a full and public record of their meetings and any hearings or rulings that they may make.

§ 212 Candidates' Meetings

The Commission shall hold no less than two meetings with candidates for the purpose of allowing candidates to properly file documents pertaining to their candidacy and to provide candidates with all necessary information regarding the election and election procedures. Similarly, the Elections & Disputes Commission shall hold office hours during the period of the election in the Office of Student Involvement, to make themselves available for questions or concerns by candidates.

§ 213 Requirements

- (1) The Commission shall take all necessary steps to ensure that a website to provide for electronic voting will be utilized. The Commission shall ensure that the website is in proper working order.
- (2) Publicize, to the satisfaction of the Student Senate, all relevant information to the conduct of the Student Government elections.

§ 214 Creation and Enforcement of an Election Code

In this Election code created by the Election and Disputes Commission (refer to Title IV, Subtitle II, Chapter 4, § 406) , all rules of candidacy, campaigning, elections, the grievance process, and instances of disqualification will be outlined that will govern the whole Election Process. The Elections and Disputes Commission will solely be responsible for enforcing the Election Code that they have created for the Election cycle.

§ 215 Prohibited Space

- (1) There should be absolutely no campaigning, discussion of elections, or collection of signatures in the office of student involvement. The Office of Student Involvement includes all spaces within the office; such as the Student Government Office, Program Board Office, Fraternity and Sorority Life, Lobby Area, Weekends, Imagination Station, etc.
- (2) All things regarding the election should not go past the front desk. The front desk area is only for picking up candidacy packets, dropping off candidacy packets, and dropping off grievances or notices to the EDC.
- (3) The offices of student involvement's resources are not to be used for any election purposes.
- (4) There is to be no wearing or displaying on any campaign materials at any Student Government meeting, event, or gathering.

Title VII: Commencement Cords

Chapter 1: Commencement Cords

§ 101 Establishment of Cords

Graduating members of the Student Government, or those who have previously served on the Student Government, as hereinafter defined, shall be eligible to receive commencement cords upon graduation from the University. The cords shall be white and gold, Distinction, excepting whereas a student shall have met sufficient requirements hereinafter defined, to warrant cords of Exceptional Distinction, which shall be white and green.

§ 102 Eligibility for Cords of Distinction

Any person who shall have served two years, consecutively or otherwise, on the Student Senate, as a commissioner or Chair of the Elections and Disputes Commission, As Student Body President or Vice President, or a Secretary or Director in the Executive Cabinet, or any combination of the aforementioned positions, shall be eligible for cords of Distinction.

§ 103 Eligibility for Cords of Exceptional Distinction

Any person who shall have served four years on the Student Senate, as commissioner or Chair of the Elections or Disputes Commission, As Student Body President or Vice President, or a

Secretary or Director in the Executive Cabinet, or any combination of the aforementioned positions, shall be eligible for cords of Exceptional Distinction.

§ 104 Application for Exception

Any person who feels that they shall have made such a contribution to the Student Government and the University at large may submit an application to the Application Review Committee for their judgment.

Chapter 2: Application Review Committee

§ 201 Composition of the Committee

The Application Review Committee shall be comprised of the Speaker Pro Tempore of the Student Senate, Speaker of the Student Senate, the Student Body President, the Student Body Vice President, and, if applicable, the applicant's Committee Chair, or overseeing Secretary, and shall convene only if an application for exception is filed.

§ 202 Votes of the Committee

The Committee may elect to grant or deny the application. Any vote of the Committee must be a majority in either the affirmative or the negative. A tie vote shall not be considered as either a granting or denial of the application. The deliberation of the Committee shall be secret.

§ 203 Votes on Applications for Exception

In the event of an Application for Exception, the Committee may, after review of a written application, and, at the discretion of the Committee, arrive at one of the following verdicts:

- (1) To grant cords of Distinction to an applicant not previously eligible;
- (2) To grant cords of Exceptional Distinction to an applicant previously eligible to receive cords of Distinction;
- (3) To deny the application.

Title VIII: Administration of Government

Chapter 1: Nondiscrimination Act

§ 101 Declaration of Policy

Membership in the George Mason University Student Government shall not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual or romantic orientation, gender identity or expression, age, marital status, pregnancy status, or genetic information.

§ 102 Referral of Complaints

Complaints under this chapter shall be referred to the Elections and Dispute Commissions.

Chapter 2: Code Revision and Archival

§ 301 Bills to Amend the Code of Student Governance

After a bill to amend the code of student governance has passed the Student Senate, been engrossed, and been attested by the Speaker of the Student Senate and the Clerk of the Student Senate, it shall be sent to the Student Body President for approval. If the bill is approved, the Student Body President shall transmit the signed copy of the bill to the Clerk of the Student Senate for revision and archiving. If the bill is vetoed and the Student Senate overrides the veto, the bill shall be transmitted to the Clerk of the Student Senate for revision and archiving.

§ 302 Revision of the Code of Student Governance

The Clerk, along with the Chairman of the Government and Academics Affairs Committee shall have the authority to revise the Code of Student Governance. The Code of Student Governance shall be revised immediately after it is passed by the Senate and signed by the President, or if vetoed passed by 2/3rds of the Student Senate. As soon as possible the Code shall be posted to the Student Government website. Annually, the Clerk, along with the Chairman of the Government and University Academics Committee, shall also produce an annotated version of the Code of Student Governance that notes the history of amendments and relevant interpretations by the Elections and Disputes Commission.

§ 303 Legislative Archives

After signed legislation has been transmitted to the Clerk of the Student Senate, the legislation, along with the journals, minutes, recorded votes, introduced legislation, the most recent revision of the Code of Student Governance, the most recent version of the Student Body Constitution, and other miscellaneous documents of the Student Senate, shall be archived in a binder. A list detailing the final disposition of all introduced legislation shall accompany the binder.”

Title IX: Code of Professional Responsibility

Chapter 1: Establishment

§ 101 Establishment of Title IX

This Code of Professional Responsibility is a document designed to guide the behavior and character of members of this Organization. It will set forth the procedures to be used in specific ethical situations and delineate the procedures to determine whether a violation of this title occurred and, if so, what remedies should be imposed.

§ 102 Precedence

The Constitution of George Mason University’s Student Government and the Code of Student Government take precedence over this Code of Professional Responsibility.

§ 103 Purpose and Intention

The Code of Professional Responsibility establishes the expectations of Student Senate members in regards to leadership, academia, and behavior.

Chapter 2: Expectations of Student Government Members

§ 201 Servant Leadership

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Members of Student Senate will dedicate themselves to serving the needs of the Student Body and the University.

- (1) Members of Student Senate will make decisions that will enhance the entire organization, the university, and their community rather than themselves
- (2) Members of Student Senate will practice fairness, integrity, and dependability in their roles within this organization.
- (3) Members of Student Senate will remain unbiased when addressing the needs, feedback, and suggestions from members of the organization and members of the university.

§ 202 Role Modeling

- (1) Members of Student Senate will demonstrate appropriate behavior as outlined in the University Judicial Code, The Student Code of Conduct and other University Policies.
- (2) Members of Student Senate will strive to set an example of appropriate behavior while interacting with students and other members of the University.

§ 203 Academic Achievement

- (1) Members of Student Senate will follow all academic rules outlined by the university, their respected colleges, and their professors.
- (2) To ensure the academic success of our members, no Senator shall register for a class that conflict with the general meetings of the Student Senate, on Thursdays at 4:30PM.
- (3) If a Student Senator registers for a class that conflict with the general meetings of the Student Senate, then by unanimous decision of the Speaker, Speaker Pro-Tempore, Clerk, and Senate committee chairs, a resolution will be submitted with articles of impeachment against said Senator in violation.

§ 204 Work Ethic

- (1) Members of Student Senate are willing to devote their time and energy to ensure a well working organization.
- (2) Members of Student Senate must attend all events deemed mandatory by the Speaker of the Senate.
- (3) Members of Student Senate must report once a month on an initiative that they are participating in and how they are contributing to the initiative.

§ 205 Teamwork and Cooperative Attitude

- (1) Members of Student Senate are mindful that they cannot be successful without the work, support, and dedication of all members of the organization.
- (2) Members of Student Senate will acknowledge the contributions of student Government as a whole and will not take sole credit for any personal initiative.
- (3) As a team and not individuals we will focus on using the word “we” not “I” when addressing the media about Student Government events.

§ 206 Professionalism

- (1) Members of Student Senate will demonstrate a respectful attitude towards others at all times.
- (2) Members of Student Senate will be mindful of their use of language while at a Student Government event and during Student Government meetings.

- (3) Members of Student Senate will dress in business casual attire, which is defined by the speaker, when attending Thursday Senate Meetings, unless otherwise specified by the Speaker of the Senate. Failure to do so will lead to the Speaker asking you to leave, which will count as an unexcused absence.

§ 207 Upholding this Code

Members of Student Senate will uphold this code of professional responsibility. Each responsibility is of equal precedence.