

# Code of Student Governance of George Mason University



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# **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: Statutory Construction**

### **§ 201 Arrangement**

- A. This Code consists of titles subdivided into chapters, sections, and such other subdivisions as may be required for clarity of expression and uniformity of style;
- B. 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;
- C. 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 and such other minor subdivisions as may be required for clarity of expression and uniformity of style.

### **§ 202 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.

## **§ 203 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.” 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.

## **§ 204 Re-Use of Section Numbers**

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

# **Chapter 3: Rules of Construction**

## **§ 301 Rules of Construction**

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

- A. Spelling, grammatical, typographical, or punctuation errors shall not invalidate a statute.
- B. All nouns and pronouns referring to a person are to be gender neutral (they/them, chair, member, et cetera).
- C. The singular includes the plural, and the plural includes the singular.
- D. Words used in the past or present tense shall include the future.
- E. Unless otherwise stated, language relating to “majorities” shall be assumed to mean a majority of those present.

## **§ 302 Assigned Duties**

Whenever a duty or responsibility is imposed upon a department, commission, or other office of the Student Government in this Code, the duty or responsibility is imposed upon the designated leadership of that office.

## **§ 303 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:

- A. The statute specifically provides that its provisions are not severable; or

- B. It is apparent that two or more statutes or provisions must operate in accordance with one another.

### **§ 304 Standard Time**

In all statutes, orders, decrees, rules and regulations relating to time, it shall be understood and intended that the applicable time shall be in the same time zone as Fairfax, Virginia.

## **Chapter 4: Amending the Code of Student Governance**

### **§ 401 Calendar of Amendments to the Code of Student Governance**

At the beginning of the academic year, the Speaker of the Senate shall identify six (6) General Body meetings as Amendment Meetings, at which time the Code of Student Governance can be amended. The Speaker may change the time of an Amendment Meeting if this change occurs one month prior to the previously selected time. These 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:

- A. Three weeks before any Amendment Meeting, the Speaker shall announce that the submission period is open, at which point any Senator may submit a bill to amend the Code to the Chair of the Administrative and Financial Affairs Committee;
- B. Senators shall have until 4:30 p.m. on Tuesday of the week immediately prior to the upcoming Amendment Meeting to submit any changes and amendments to the Code to the Chair of the Administrative and Financial Affairs Committee;
- C. 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 week immediately prior to the upcoming Amendment Meeting. The Chair of the Administrative and Financial Affairs Committee must include all bill amendments submitted;
- D. Any Bills shall then be sent to the Administrative and Financial Affairs Committee to be considered for Second Reading;
- E. Upon passage of the Bill in the Administrative and Financial Affairs Committee by a 2/3 majority, the Student Senate shall vote on the Bill at the next Senate meeting, where it shall require a 2/3 majority to pass;
- F. All Code Bill Amendments will become effective immediately upon signage of the Student Body President, unless a date is otherwise stated in the Code Bill. 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;

G. 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.

H. The revised Code shall be posted to the Student Government website within two weeks of an Amendment Meeting.

### **§ 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 2.

### **§ 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 shall 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. 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. Code Bill Amendments submitted using this procedure will require 4/5 vote affirmation to pass.

## **Title II: The Legislative Branch**

### **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 Commencement of the Student Senate**

The first session of each Student Senate shall begin at 4:30 p.m. two Thursdays before Spring final examinations commence, 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. Before the first meeting of the new Student Senate, the Clerk of the previous Student Senate shall make a roll of the Senators-elect. Pending the election of the Speaker, the highest-ranking member of the previous Student Senate who has not been re-elected to the ensuing Student Senate, as determined by the line of succession, shall call the meeting to order, and serve as the presiding officer of the meeting until the Speaker has 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. The Clerk and Secretaries of the preceding Student Senate shall act as the Clerk and Secretaries for this meeting until the vacancy for Clerk is filled. If the Clerk is unable to perform said task, the duty falls to the Clerk of the preceding Student Senate, until a new Clerk is elected. If unable to perform said task, the body possesses the right to appoint a member as acting Secretary. This member shall serve as Secretary until a new Clerk is elected.

### **§ 103 Appointment of New Senators**

If after fall elections, the Senate does not have 40 members, the appointment of new senators may commence:

- A. Applications for appointment may only be accepted by the Chair of the Administrative and Financial Affairs Committee from the first day of the academic year until 4:29 p.m. on the first Thursday in March;
- B. 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 votes of each individual Senator shall be accurately recorded and require a two-thirds vote in the affirmative of the committee;
- C. Should any candidate be unable to be present at the Administrative and Financial Affairs Committee, the Chair shall have the sole authority to refer the candidate to another committee, with consent from the Chair of that committee, to be interviewed and voted on in accordance with the procedures stated above;



- D. 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, and;
- E. 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.

### **§ 104 Appointment of New Senators Prior to Fall Elections**

If prior to the fall elections, the Senate falls below the number of 20 Senators, it may begin the appointment process in order to fill vacancies of up to 20 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 those outlined in §103.

## **Chapter 2: Legislative Sessions**

### **§ 201 Sessions of the Student Senate**

- A. The term commencing on the last Thursday of April and ending on the last Friday of December before final examinations is designated as the first session of the Student Senate;
- B. The term commencing on the first Thursday after spring semester begins and ending at 4:30pm on the last Thursday of April is designated as the second session of the Student Senate.

### **§ 202 Special Sessions**

- A. Whenever two-thirds of the members of the Student Senate, after its adjournment or during recess, shall 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.
- B. Furthermore, if extenuating circumstances call for a special session of the Senate to occur, the Speaker may call a special session at their 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.

### **§ 203 Recess**

There shall be no general body meetings held on days in which the University is closed and/or there are no classes being held, unless a meeting is scheduled by the process described in Title II § 202.

## **Chapter 3: Attendance and Strikes**

### **§ 301 The Establishment of Strikes**

Disciplinary offenses shall be measured in strikes. Strikes shall be issued and recorded by the Speaker of the Student Senate or by the Speaker Pro Tempore if the Speaker is unable or unwilling to do so. If a member of Student Government believes they received an inappropriate strike, they may appeal through a vote of the Administrative and Financial Affairs Committee. The Senator in question has within three Administrative and Financial Affairs Committee meetings to appeal their strikes. A Senator with three or more strikes will temporarily have their senatorial privileges, as defined by the Code of Student Governance, the Rules of the Senate, and the Constitution, revoked. A Senator who fails to appear before this date 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 offense.

### **§ 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 Chair. 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 a 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. Any time a Senator receives a strike the Speaker or Speaker Pro Tempore must notify the Senator in question by email within ten calendar days of the infraction. The Speaker and Speaker Pro Tempore must both be notified of all potential offenses.

### **§ 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.

## **Chapter 4: Legislative Process**

### **§ 401 Legislative Drafting Manual of the Student Senate**

The Legislative Drafting Manual of the Student Senate is hereby established as a permanent governing document of the Student Senate of George Mason University, detailing the structure and form of bills and resolutions. Any Senator may introduce a Bill to amend the Legislative Drafting Manual of the Student Senate, such a Bill shall be procedurally handled identically to a resolution and shall require a majority vote to be adopted.

### **§ 402 Process for Introduction of Legislation**

Members having bills or resolutions shall present them to the Clerk in writing 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. If the Clerk wishes to submit legislation, they must present them to the Speaker and Speaker Pro Tempore 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.

- A. The Clerk shall assign each Bill or Resolution a number in the order in which they are presented.
- B. 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.
- C. Senators shall have the ability to submit new legislation during New Business, at the discretion of the Speaker.
- D. 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 all members who previously requested it from the Clerk prior to the meeting with a few additional copies for those seated in the gallery.

### **§ 403 First Reading and Committee Referral**

The Speaker shall 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 committee. 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.

### **§ 404 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?"

- A. To make any amendment(s), other than clerical, to said legislation, a majority vote of said committee's members present is required.
- B. A majority vote of said committee's members present shall determine the fate of said legislation.
- C. After the fate of said legislation has been determined, the result shall be transmitted to the Clerk in accordance with §401.
- D. All amendments passed must be clear and distinguished from the original legislation.

### **§ 405 Second Reading**

After said committee has dispensed with a Bill or Resolution, it shall report its findings on the matter to the Senate. 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 considered immediately by 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 considered by the Senate.

### **§ 406 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 respective presiding officer of the Senate or committee, the bill or resolution shall be voted on in a manner which allows the vote of each individual member to be accurately recorded.

### **§ 407 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:

- A. Members need not stand to speak or to be recognized.
- B. 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 their discretion, refuse to recognize the motion, subject to appeal by the Senate/Committee.
- C. 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 2/3rds majority of the total membership of the Student Senate, the officer in question is immediately removed from their position of leadership, and a new officer shall be immediately chosen in accordance with Code of Student Governance.

### **§ 408 Legislative Archives**

After signed legislation has been transmitted to the Clerk of the Student Senate, the legislation, along with 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.

## **Chapter 5: Officers of the Student Senate**

### **§ 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 may be appointed by the Speaker. Upon the reconvening of the Senate, the members of the Senate 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 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.

### **§ 505 Established Offices**

The Offices of the Speaker, Speaker Pro Tempore, and Clerk are established as offices of the Student Senate of George Mason University.

### **§ 506 Officer Election Procedures**

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 V of the Student Body Constitution.

## **Chapter 6: Speaker of the Student Senate**

### **§ 601 Duties of the Speaker**

It shall be the duty of the Speaker:

- A. To schedule meetings of the Senate;
- B. To preside over the meetings of the Senate;
- C. To know and understand the rules of Parliamentary Procedure as specified in Robert's Rules of Order;
- D. To know and understand the Student Body Constitution, Code of Student Governance, and the Rules of Student Senate;
- E. To maintain order in the Senate chamber and to require proper decorum on the part of the members;
- F. To announce the business before the Senate in the order prescribed by the Rules;
- G. To receive all matters brought properly before the Senate and to submit them to the Senate;
- H. To assign matters brought before the Senate to committee;
- I. 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;
- J. 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;
- K. 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;
- L. 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;
- M. To perform other duties required by the Student Body Constitution, statute, or the Rules;
- N. To meet with the Advisor(s) for Student Government;
- O. To appoint a member of the Student Senate to act as the Public Relations Liaison. This liaison shall be responsible for attending the meetings of and for being the Student Senate's liaison to the Executive Public Relations Department. The liaison shall also work with the aforementioned department to produce livestreams and/or recordings of Senate general body meetings, routinely publish news of the Student Government via relevant platforms (including Senate vacancies when the appointment process is active), and to otherwise improve the ability of the student body to learn about Student Government. This liaison shall report their activities at Senate general body meetings and serve at the pleasure of the Speaker;
- P. To appoint a member of the Student Senate to act as the Faculty and Staff Senate Liaison. This liaison shall be responsible for attending all Faculty Senate and Staff Senate

meetings. This liaison shall report their activities at Senate general body meetings and serve at the pleasure of the Speaker;

- Q. To appoint a member of the Senate to act as an Outreach Liaison between the Senate, RSOs, and community entities. This member will be responsible for ensuring that proper and consistent documentation for outreach is conducted as per parameters established and agreed upon by the Speaker of the Senate, Speaker Pro Tempore, and Outreach Liaison. This member will be responsible for ensuring that there is a cohesive definition for what may be considered outreach that, upon approval by the Speaker of the Senate and Speaker Pro Tempore, they and their peers are held accountable to in regard to outreach requirements. This member will be the primary point of contact for RSOs and community entities, should they request a meeting with the Student Senate. This member will be tasked with facilitating and encouraging outreach from their peers and providing guidance and aid for the benefit of the Senate. This member is required to deliver a report concerning the present state of outreach at Cabinet meetings once per Senate session and during regularly scheduled Senate leadership meetings and serve at the pleasure of the Speaker;
- R. To meet periodically with student media organizations, to include Fourth Estate and WGMU, to give reports on activities, initiatives, and proceedings of the Student Senate; or designate this responsibility to the Speaker Pro Tempore, Outreach Liaison, and/or Public Relations Liaison;
- S. To attend regularly scheduled LEAD team meetings with the Speaker Pro Tempore, the Clerk, the President, the Vice President, and the Chief of Staff in which minutes shall be taken;
- T. To attend regularly scheduled Senate Leadership meetings with the Speaker Pro Tempore, the Clerk, the chairs of each standing committee, and liaisons in which minutes shall be taken;
- U. To create a detailed summary of the initiatives worked on by all Senators from the sessions serving as Speaker. This detailed summary shall be printed and filed for record keeping with the Clerk;
- V. To create a monthly form for the tracking of initiatives and initiative progress, in accordance with the Rules of the Student Senate, which shall be publicly available upon request;
- W. To facilitate the inclusion of a Land Acknowledgement within the business of the General Senate Body Meetings, and either read themselves or facilitate the reading of said Land Acknowledgement aloud, and;
- X. To present or otherwise send out relevant Senate onboarding materials to new Senators within 72 hours of their appointment to office and the undertaking of their oath.



## **Chapter 7: Speaker Pro Tempore of the Student Senate**

### **§ 701 Duties of the Speaker Pro Tempore**

It shall be the duty of the Speaker Pro Tempore of the Student Senate:

- A. To preside in the absence of the Speaker;
- B. To know and understand the rules of the Parliamentary procedure as specified in Robert's Rules of Order;
- C. To know and understand the Rules of the Student Senate, Code of Student Governance, and the Student Body Constitution;
- D. To serve as the Sergeant-At-Arms and maintain order during sessions of Student Senate;
- E. To perform other duties required by the Student Body Constitution, statute, the Rules, or otherwise delegated by the Speaker;
- F. To meet with the Advisor(s) for Student Government;
- G. To attend regularly scheduled LEAD team meetings with the Speaker, the Clerk, the President, the Vice President, and the Chief of Staff in which minutes shall be taken, and;
- H. To attend regularly scheduled Senate leadership meetings with the Speaker, the Clerk, and the Chairs of each standing committee in which minutes shall be taken.

## **Chapter 8: Clerk of the Student Senate**

### **§ 801 Duties of the Clerk**

It shall be the duty of the Clerk of the Student Senate:

- A. To keep the rolls of Student Government;
- B. To record on physical copies all the bills and resolutions of the Student Senate;
- C. To preserve the same of all legislation signed by the Speaker of the Student Senate or Student Body President;
- D. To have custody of the acts, resolutions, records, and papers of the Student Senate, and to furnish a copy when requested;
- E. To post all legislation, once it has been signed, on a webpage linked to by the Student Government website;
- F. To post the Senate minutes, including the votes on all Senate proceedings;
- G. To attend regularly scheduled Senate leadership and LEAD team meetings;
- H. To create, or designate deputy officers to create, a name placard for each member-elect of the Student Senate prior to the commencement of their first session. For Senators who have been appointed and confirmed, one shall be created before the general body meeting immediately following their appointment;

- I. Annually, the Clerk, along with the Administrative and Financial Affairs Department, shall 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, and;
- J. To ensure that the concluding year's legislation, minutes, roll calls, and other business is archived in the Special Collections of Fenwick Library upon the completion of the Second Session.

### **§ 802 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, 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.

### **§ 803 Deputy Officers of the Clerk**

The Clerk may appoint deputy officers to assist the Clerk in the performance of their duties for a term consistent with that of the Clerk making the appointment. These deputy officers serve at the leisure of the Clerk and may be removed by the Student Senate through impeachment or a vote of no confidence. These deputy officers, known individually as a Secretary of the Student Senate, may assist the Clerk in the creation, location, and preservation of archives, records, or other documentary material of the Student Senate. At least one Secretary of the Student Senate shall be responsible for taking full general body meeting minutes and ensuring the prompt delivery of said minutes to the Clerk upon their completion.

## **Chapter 9: Administration of Committees**

### **§ 901 Committee Membership**

Student senators are expected 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.

## **§ 902 Exception to Committee Membership**

The Speaker shall require student senators to complete additional weekly office hours should they be unable to declare for two committees.

## **§ 903 Chairs of Committees**

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 each Committee of the Student Senate. 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. Each Chair shall serve as the presiding officer of their respective committee.

## **§ 904 Oath of Office**

Before entering upon the discharge of their duties, the Chair of each committee shall take an oath to faithfully execute the duties of said office, as prescribed by Article V of the Student Body Constitution.

## **§ 905 Vice-Chairs of Committees**

The Committee Chairs shall select one member for the position of Vice-Chair, 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 Chair is absent or until a replacement is elected for any vacant chairship. The Vice-Chair shall serve at the pleasure of the Chair.

## **§ 906 Committee Meetings**

The Committee Chairs are to schedule and hold weekly meetings and conduct business on a weekly basis during Sessions of the Student Senate, with the exception of university closings. The Vice-Chair of the committee will administer committee meetings which the chair is unable to attend. A chair must notify standing members of their committee and the Speaker 24 hours prior to canceling a meeting.

## **§ 907 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 10: Ad Hoc Committees**

### **§ 1001 Ad Hoc Committee**

An Ad Hoc committee is a non-standing committee that is created with a specific purpose to complete a special task through the resolution establishing it.

### **§ 1002 Ad Hoc Committee Establishment**

An Ad Hoc committee must be established by a resolution to establish it and with the approval of the Speaker of the Senate.

- A. A written resolution to establish the Ad Hoc committee must include the purpose for its creation, rules the committee must conduct itself by, and the presiding officer(s) or the process by which to select them.
- B. 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.

### **§ 1003 Changing the Ad Hoc Committee**

If there is a need to change aspects of the committee, a new resolution must be made.

### **§ 1004 Ad Hoc Committee Membership**

Membership of an Ad Hoc committee will be determined by the Speaker of the Senate.

## **Chapter 11: Succession**

### **§ 1101 Senate Succession**

If, by reason of death, resignation, removal from office, inability, or failure to qualify,

- A. There is no Speaker of the Student Senate, the Speaker Pro Tempore of the Senate shall inherit and will discharge the powers of the Speaker of the Student Senate until a Speaker is elected;
- B. There is no Speaker Pro Tempore of the Student Senate, the Student Senate will elect a new Speaker Pro Tempore of the Student Senate;
- C. There is no Clerk of the Student Senate, the most senior Secretary of the Senate, by date of appointment, shall inherit the duties and responsibilities until a Clerk of the Student Senate is elected;
- D. 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**

### **Chapter 1: The President and Vice President**

#### **§ 101 Order of Succession**

In the event of a vacancy in the office of Student Body President and Vice President, the following officers shall be considered eligible to act as successor to the office of Student Body President in the order here listed:

- A. Speaker of the Senate;
- B. Speaker Pro Tempore of the Senate;
- C. Committee Chairs in their listed order within the Code of Student Governance.

#### **§ 102 Presidential Succession and Resignation**

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 highest listed officer as per § 101 shall become the Acting Student Body President and shall uphold the powers, duties, and title of the Office of the President. Immediately prior to ascension to Acting Student Body President, their present offices shall be vacated. 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.

#### **§ 103 Presidential Powers and Duties**

The powers and duties of the Student Body President are:

- A. To appoint Secretaries and Undersecretaries to positions within the Executive Departments;
- B. To appoint members to University Committees as appropriate and available;
- C. To make all reasonable efforts to appoint members to the Elections and Disputes Commission, per the Student Body Constitution, to at least five members, the minimum required to meet;

- D. 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;
- E. To meet with the advisor(s) for Student Governance;
- F. To perform other duties required by the Student Body Constitution or statute;
- G. To serve as the Student Representative to the George Mason University Board of Visitors;
- H. To sign or veto all bills as passed by the Student Senate of George Mason University, and veto line items with feedback when appropriate. 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. This veto must be exercised before the next Senate meeting, and must be submitted in writing to the Speaker of the Senate. If the President does not sign or veto the item by the time of the next Senate meeting, the bill will be enacted without further executive consideration;
- I. To be available, irrespective of medium, to hear the concerns of students;
- J. To spend no fewer than five hours per business week in the Student Government Office, during which time the Student Body Vice President must be available to hear from members of the university community;
- K. To collaborate with the Student Senate and other relevant university institutions and organizations to complete initiatives;
- L. To attend committee meetings of the Student Senate whenever possible;
- M. To report weekly to the Student Senate on the activities of the Executive Branch;
- N. To attend regularly scheduled LEAD team meetings with the Speaker, the Speaker Pro Tempore, the Clerk, the Vice President, and the Chief of Staff in which minutes shall be taken, and;
- O. To mandate the attendance of members of the Executive Cabinet at one Senate General Body meeting per academic semester.

#### **§ 104 Vice Presidential Powers and Duties**

- A. To serve with the President;
- B. To meet with the advisor(s) for Student Governance;
- C. To perform other duties required by the Student Body Constitution or statute;
- D. To be available, irrespective of medium, to hear the concerns of students;
- E. To spend no fewer than five hours per business week in the Student Government Office, during which time the Student Body Vice President must be available to hear from members of the university community;
- F. To attend committee meetings of the Student Senate whenever possible, and;

- G. To attend regularly scheduled LEAD team meetings with the Speaker, the Speaker Pro Tempore, the Clerk, the President, and the Chief of Staff in which minutes shall be taken.

## **Title IV: Elections and Disputes Commission**

### **Chapter 1: Establishment and Membership**

#### **§ 101 Authoritative Standing**

The Elections & Disputes Commission shall have authority over matters pertinent to the Commission's constitutional purpose or as any other statute requires. 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.

#### **§ 102 Number of Commissioners and Quorum**

The Elections & Disputes Commission of George Mason University shall consist of a Chair of the Elections & Disputes Commission and Associate Commissioners. There shall be no more than nine Commissioners serving on the 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 is a quorum of at least five commissioners.

#### **§ 103 Appointment and Term of Commissioners**

- A. The applicant must be chosen, by the Student Body President, from any student in good standing at George Mason University;
- B. Once chosen the Student Body President must submit the name of the Applicant, in writing, to the Speaker of the Student Senate;
- C. The Student Senate, at its next meeting, must deliberate and may, by a two-thirds vote of the Senate, appoint the Applicant as a Commissioner of the Elections & Disputes Commission, and;
- D. The Commissioner shall serve until their date of graduation from the University, provided they remain in good academic standing with the University Registrar.

#### **§ 104 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 to seniority in class standing.

## **§ 105 Selection of the Chair of the Elections & Disputes Commission**

At the opening of each meeting, if the position of Chair is vacant, a quorum of the Commission shall elect from among their number a Chair of the Elections & Disputes Commission. The Chair shall serve until the end of their tenure or until a successor is elected.

## **§ 106 Duties and Powers of the Chair of the Elections & Disputes Commission**

The Chair of the Elections & Disputes Commission shall have the responsibility:

- A. 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;
- B. To see to it that all cases it hears are properly and thoroughly investigated;
- C. To see to it that all parties have counsel if so desired, and;
- D. To represent the Elections & Disputes Commission in an official capacity to the other branches of the Student Government, and to the public.

## **§ 107 Vacancy or Disability in the Office of the Chair of the Elections & Disputes Commission**

Whenever the Chair 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 Chair of the Elections & Disputes Commission.

## **§ 108 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 two unexcused absences, a commissioner will receive a warning from the Commission. After three unexcused absences, a commissioner will be immediately removed from office. Meetings scheduled seventy-two 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.

## **§ 109 General Restrictions**

No Commissioner shall assist any candidate for office or participate in any Student Government campaign, or have a vested interest in the outcome of any election administered by the Commission.



## **§ 110 Conflicts of Interest**

Any Commissioner shall disqualify themselves in any proceeding in which their 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 vote of the Commission or its Agencies to be adopted.

## **§ 111 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, the Code of Student Governance, and the Student Body Constitution then they are immediately notified of their removal from office by the Chair of the Commission. The removed commissioner may appeal this decision to a meeting of the Elections and Disputes Commission within a week of notification.

## **§ 112 Oath of Office**

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

# **Chapter 2: Election Judicial Board**

## **§ 201 Establishment of Election Judicial Board**

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

## **§ 202 Membership**

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

## **§ 203 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. The Election Judicial Board may decline to hear a grievance, if they determine that the grievance falls outside of the boundaries of their purpose. Should the Board decline to hear a grievance, they must provide written justification as to why the grievance was declined.

## **§ 204 Hearings of the Election Judicial Board**

Three Associate Commissioners 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 3: Disputes Board**

### **§ 301 Establishment of Disputes Board**

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

### **§ 302 Membership**

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

### **§ 303 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 Code of Student Governance, Student Body Constitution, the Constitution of the Commonwealth of Virginia, or the Constitution of the United States. The Disputes Board may decline to hear a dispute, if they determine that the dispute falls outside of the boundaries of their purpose. Should the Board decline to hear a dispute, they must provide written justification as to why the dispute was declined.

### **§ 304 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.

## **Chapter 4: Appealing an Agency Decision**

### **§ 401 Grounds for a First Appeal**

The losing party may appeal a first time if:

- A. Evidence that was not available at a previous hearing which, had it been available, would in all reasonable likelihood have produced a different finding. 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 agency conducting the hearing.

- B. There is a substantial procedural irregularity in one of the hearings of the Elections and Disputes Commission or one of its agencies;
- C. 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.
- D. If the argument of bias is accepted by the Election and Disputes Commission, then the commissioner(s) being accused of such bias must recuse themselves from the appeal hearing.

### **§ 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 Grounds for a Second Appeal**

The losing party may only appeal a second time if:

- A. Evidence that was not available at a previous hearing which, had it been available, would in all reasonable likelihood have produced a different finding. This evidence must have been completely unavailable at any previous 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.
- B. There is a substantial procedural irregularity in one of the hearings of the Elections and Disputes Commission or one of its agencies; or
- C. 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.

### **§ 404 Second Appeal**

- A. 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;

- B. The Faculty Review Board must issue a written ruling within 48 hours;
- C. The filing of a second appeal must include at least one of the grounds listed in § 404 as the basis for the losing party's filing, and;
- D. During the second appeal hearing, the Election and Disputes Commission along with all involved parties shall be allowed to present their arguments regarding the ruling on the dispute or grievance under review. The Election and Disputes Commission shall be represented by the Chair of the Election and Disputes Commission, or the most senior Commissioner by tenure who sided with the majority in the decision being appealed.

### **§ 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.

## **Chapter 5: Election Code**

### **§ 501 Establishment of an Election Code**

The Elections and Disputes Commission has the sole right and responsibility to annually produce and enforce the Election Code.

### **§ 502 Establishment Process**

- A. The establishment of a new Election Code renders the new Code as valid for both the Spring and Fall elections immediately following its approval.
- B. At least 4 Thursdays before the official announcement of the Spring Elections by the Elections and Disputes Commission, the Elections and Disputes Commission will produce an Election Code that is submitted to the Senate. The Elections and Disputes Commission first shall submit all new Election Codes to the Clerk of the Senate no later than the Monday of the week it is to be voted on. Should the vote occur on a different day or under different circumstances, the EDC shall instead submit the new Election Code to the Clerk of the Senate no less than 96 hours prior to the day the vote will be held, in which the Clerk of the Senate shall disseminate the Election Code to the Senate immediately. No vote on a newly proposed Election Code shall be held should these guidelines be violated, and the Election Code from the previous year shall be used for the election.
- C. At any stage of approval by the Senate, the new Election Code has to be passed with at least a two-thirds vote.
- D. If the Election Code is not approved the first time, and time permits, members of the

Senate are allowed to send suggestions to the Elections and Disputes Commission within 48 hours of the end of the Senate meeting. After that, the Elections and Disputes Commission may present a new copy of the Election Code to the Senate.

- E. If the Election Code is not approved the second time, and time permits, then the Senate may elect three of its members to advise the Elections and Disputes Commission in drafting a third proposal. The third proposed Election Code must be approved by the Student Body President in addition to the Senate. Of the three members elected to advise the Elections and Disputes Commission, only one may be an officer of the Student Senate.
- F. If the third proposal is not passed by the Senate or is not approved by the President, or no new Election Code is approved by the deadline imposed by (B), the Election Code used for the previous election cycle is used for the upcoming one.

### **§ 503 Prohibited Space & Behavior**

- A. Under no circumstance shall there be campaigning or collection of signatures in the Student Involvement Office, with the exception of items that need to be delivered to a member or advisor of the Elections and Disputes Commission.
- B. Resources belonging to the Office of Student Involvement may not be used for any election purposes.
- C. The wearing or displaying of any campaign materials at any Student Government meeting, event, or gathering is prohibited.

## **Chapter 6: Transparency**

### **§ 601 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 of a decision's rendering.

### **§ 602 Public Access to Commission**

The Elections & Disputes Commission and its agencies conduct hearings openly, unless specifically restricted by statute. All deliberations of the Elections & Disputes Commission and its agencies shall be conducted in secret as per judicial tradition, but the decision and its justification shall be made public as soon as practical after the rendition of a decision. All commission hearings shall, upon request, provide public access to the Commission documents.

## **§ 603 Reporting**

- A. The Commission shall report to the Senate or to the President upon request;
- B. 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.

# **Title V: Departments of Student Government**

## **Chapter 1: Establishment of Departments**

### **§ 101 Establishment**

Administrative and Financial Affairs, University Services, Diversity and Multicultural Affairs, University Life, Government and Community Relations, University Academics, and Public Relations are established as departments of the Student Government of George Mason University.

### **§ 102 Collaboration**

All members of departments will collaborate on all department-related projects with other members of their departments, and their respective Senate committee, if applicable. All departments shall establish working relations with relevant Registered Student Organizations.

### **§ 103 Executive Appointment and Term**

The Student Body President is responsible for appointing the Secretaries and Undersecretaries outlined in this title. For every 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 the votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record. All secretaries and undersecretaries appointed by the President shall serve at the pleasure of the President. The term of every secretary and undersecretary position shall expire at 4:29 PM on the last Thursday of April that follows their appointment.

## **Chapter 2: Department of Administrative and Financial Affairs**

### **§ 201 Purpose**

The purpose of the Administrative and Financial Affairs Department is:

- A. 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;
- B. To administer the process of senate appointments pursuant to 2CSG §108;
- C. To work with the Clerk of the Senate to 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;
- D. To consider Bills of monetary allocation;
- E. To disburse allocated funds for all agencies of Student Government;
- F. To inspect the financial records of Student Government, at regular intervals as the committee shall deem practical;
- G. To facilitate responsible fiscal management in Student Government through dissemination of information concerning desirable procedures, checks, and accountability relationships;
- H. To hold a vote on the student representative to the University Fee Committee, serving as a formalized recommendation to the Student Body President. If the Student Body President does not respond within 10 days, the nominee automatically becomes the representative. If the Student Body President vetoes the nominee, this veto can be overruled with a  $\frac{2}{3}$  vote of the Student Senate;
- I. 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;
- J. 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;
- K. To establish a non-binding budget for the academic year, to be approved by the Student Senate, and;
- L. To establish a working relationship 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.

### **§ 202 Committee**

The Administrative and Financial Affairs Committee is established as a standing committee within the Senate and the Department of Administrative and Financial Affairs.

### **§ 203 Chair of the Administrative and Financial Affairs Committee**

The duties of the Chair of the Administrative and Financial Affairs committee include:

- A. To serve as the presiding officer for the Administrative and Financial Affairs committee;
- B. 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;
- C. 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 Budget.

### **§ 204 Secretary of Administrative and Financial Affairs**

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 Executive Department of Administrative and Financial Affairs and for the control, direction, and management of the department.

## **Chapter 3: Department of University Services**

### **§ 301 Purpose**

The purpose of the University Services Department is:

- A. 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;
- B. To encourage and provide for the appropriate management and operation of the University services, particularly those designed and administered for students;
- C. To improve the quality, management, efficiency, coordination, and accountability of University services;
- D. 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, University Sustainability, the Environmental Health and Safety Office, I.T. Services, University Facilities, Housing and Residence Life, Student Centers, Office of Business Services, Campus Information and Visitor Services, and other offices on campus that deal with services-related aspects of the University and that affect student life;
- E. To establish working relations with the Staff Senate, and;



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

### **§ 302 Committee**

The University Services Committee is established as a standing committee within the Senate and the Department of University Services.

### **§ 303 Chair of University Services Committee**

The duties of the Chair of the University Services committee include:

- A. To serve as the presiding officer for the University Services committee;
- B. In cases of vacancies in the relevant executive positions, to act as a liaison between the Student Parking Board, Culinary Council, or any other boards or committees run by the University Services Department, or designate an interested member of the Services committee or department to do so;
- C. To schedule appointment hearings for candidates for the position of Park Ranger;
- D. To work in conjunction with the Undersecretary of Facilities in implementing, and managing, the Mason Stewards program.

### **§ 304 Secretary of University Services**

The Secretary of University Services is responsible for managing and directing the Executive 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. The Secretary is also tasked with recruiting and submitting candidates for Park Ranger to the Chair of University Services.

### **§ 305 Undersecretary of University Services for Dining Services**

The Undersecretary for Dining Services shall be responsible for advocating for the student body in relation to Dining Services. The Undersecretary shall establish a working relationship with Mason Dining, the Office of Business Services, and any other relevant university offices and contracted companies. The Undersecretary shall also serve as the Chair of the Culinary Council.

### **§ 306 Undersecretary of University Services for Information Technology**

The Undersecretary for Information Technology shall be responsible for serving as a liaison between the students and the university technical community, disseminating information to the student body, and assisting other areas of Student Government as needed.

### **§ 307 Undersecretary of University Services for Sustainability**

The Undersecretary for Sustainability shall be responsible for establishing a working relationship with University Sustainability, the Patriot Green Fund Committee, and student organizations that pertain to sustainability-related initiatives. The Undersecretary is also tasked with managing the Maintain Mason program alongside the Chair of University Services.

### **§ 308 Undersecretary of University Services for Facilities**

The Undersecretary for Facilities shall be responsible for addressing student concerns with regards to the Office of Facilities. The Undersecretary shall be the student representative on the University's Land and Building Committee. The Undersecretary is also tasked with working with the Chair of University Services in managing the Mason Stewards program.

### **§ 309 Undersecretary of University Services for Housing Services and Residence Life**

The Undersecretary for Housing Services and Residence Life shall be responsible for addressing the concerns of the Student Body with respect to the Office of Housing and Residence Life on campus. The Undersecretary shall maintain a working relationship with the Residential Student Voice, the Student Staff Voice, and other relevant offices.

### **§ 310 Undersecretary of University Services for Campus Operations**

The Undersecretary for Campus Operations shall be responsible for establishing working relations with and serving as a liaison between the students and offices of Operations & Business Services, Parking & Transportation, and Student Centers. The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of student interests regarding Operations & Business Services and working to resolve the concerns of the Student Body with respect to operations and business services on campus. The Undersecretary shall also serve as a member of the Student Parking Appeals Board.

## **Chapter 4: Department of Diversity and Multicultural Affairs**

### **§ 401 Purpose**

The purpose of the Diversity and Multicultural Affairs Department is:

- A. To promote the diversity, equity, and inclusion within the Student Body;
- B. To promote an understanding of social action and community engagement to create a culture of appreciation at Mason that accepts people of all backgrounds and identities;
- C. 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.
- D. To promote and work with multicultural student organizations to further the celebration of and engagement with all identities, cultures, beliefs, backgrounds, and circumstances;
- E. To improve the management, efficiency, and coordination of university diversity programs, activities, and services;
- F. To ensure equity and accessibility in university programs, activities, services, and all other relevant affairs in coordination with other Departments, and;
- G. To establish working relations with other offices and entities on campus such as Center for Culture, Equity, and Empowerment, Disability Services, INTO Mason, Women and Gender Studies, the Office of LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning) Resources, the Mason LIFE Program, and the Office of International Programs and Services.

### **§ 402 Committee**

The Diversity and Multicultural Affairs Committee is established as a standing committee within the Senate and the Department of Diversity and Multicultural Affairs.

### **§ 403 Chair of Diversity and Multicultural Affairs Committee**

The duties of the Chair of the Diversity and Multicultural Affairs Committee include serving as the presiding officer for the Diversity and Multicultural Affairs committee and promoting the diversification of the Student Senate.

### **§ 404 Secretary of Diversity and Multicultural Affairs**

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. The Secretary shall manage the Executive Department of Diversity and Multicultural Affairs.

### **§ 405 Undersecretary of Diversity and Multicultural Affairs for Cultural and Identity Affairs**

The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of cultural diversity, multicultural interests and activities, and identity activities. The Undersecretary for Cultural and Identity Affairs shall act as a liaison between multicultural organizations, the Office of International Programs and Services, the English Language Institute, identity-based organizations, 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 Center for Culture, Equity, and Empowerment, and any other pertinent offices and organizations.

### **§ 406 Undersecretary of Diversity and Multicultural Affairs for Accessibility**

The Undersecretary for Accessibility shall act as a liaison between Disability Services, and Registered Student Organizations (RSOs) that advocate for issues pertaining to disabled and neurodivergent students. The undersecretary will act as the primary liaison between the Offices of Disability Services, the Mason LIFE Program, and students in the neurodivergent community.

### **§ 406 Undersecretary of Diversity and Multicultural Affairs for International Student Relations and Affairs**

The Undersecretary for International Student Relations and Affairs shall be the primary liaison to the Office of International Programs and Services (OIPS) and the International Student Body, including Mason Korea. The undersecretary shall be responsible for coordinating representation and events with the OIPS as well as working to resolve specific concerns of the International Student Body.

## **Chapter 5: Department of University Life**

### **§ 501 Purpose**

The purpose of the University Life Department is:

- A. To promote student interests, involvement, and activities, and the services and support thereof to create an amicable and enjoyable campus life with consideration of safety and well-being on the student body;
- B. 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), and;

- C. To establish working relations with other offices & departments on campus such as, the Department of Athletics, Student Support and Advocacy Center, the Mason Police Department, the Office of Student Conduct, the Office of the Ombudsman, the Center for the Advancement of Well-being, the Title IX Office, Patriot Activities Council, Contemporary Student Involvement, Mason Recreation, and the Diversity, Compliance, and Ethics Office.

### **§ 502 Committee**

The University Life Committee is established as a standing committee within the Senate and the Department of University Life.

### **§ 503 Chair of University Life Committee**

The duties of the Chair of the University Life Committee include:

- A. To serve as the presiding officer on the University Life Committee;
- B. In cases of vacancies in the relevant executive positions, to act as the Student Government representative to the Mason Recreation Advisory Board or Title IX Advisory Board, or designate interested members of the University Life committee or department to do so;

### **§ 504 Secretary of University Life**

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

### **§ 505 Undersecretary of University Life for Athletics and Mason Recreation**

The Undersecretary shall be responsible for discharging all duties pertaining to the promotion of University Athletics and Mason Recreation. The Undersecretary shall act as liaison between the Department of Athletics, Mason Recreation, and Student Government. The Undersecretary shall serve as the Student Government representative to the Mason Recreation Advisory Board.

### **§ 506 Undersecretary of University Life for Student Involvement**

The Undersecretary of University Life for Student Involvement shall act as a liaison between Student Government, all offices in the Offices of Student Involvement, and the LEAD Office.

### **§ 507 Undersecretary of University Life for Student Well-Being and Safety**

The 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, the Office of the Ombudsman, the Center for the Advancement of Well-Being, Student Health Services, and any other pertinent offices and organizations.

### **§ 508 Undersecretary of University Life for Contemporary Student Services**

The Undersecretary of University Life for Contemporary Student Services shall be responsible for discharging all duties pertaining to the promotion of student interests, in partnership with the Office of Contemporary Student Services, by voicing and working to resolve the concerns of the student body with respect to off-campus student involvement and life.

### **§ 509 Undersecretary of University Life for Title IX and Clery Act Compliance**

The Undersecretary of University Life for Title IX and Clery Act Compliance shall sit on the Title IX Advisory Board and will schedule meetings accordingly to meet with the respective offices. The Undersecretary shall attend trainings in compliance with Federal and University Title IX policy, and the Clery Act.

## **Chapter 6: Department of Government and Community Relations**

### **§ 601 Purpose**

The purpose of the Government and Community Relations Department is:

- A. To strengthen and encourage George Mason University's students, faculty, staff, and administration to work cooperatively with the Fairfax community;
- B. To foster working relations with the members of the Federal Government, the Commonwealth of Virginia, the Board of Visitors and Administration, Mason Votes, CECIL, the private sector, community-based organizations, parents, students, faculty, staff, and alumni.
- C. To establish working relations and meet with the Graduate and Professional Student Association.

## **§ 602 Committee**

The Government and Community Relations Committee is established as a standing committee within the Senate and the Department of Government and Community Relations.

## **§ 603 Chair of the Government and Community Relations Committee**

The duties of the Chair of the Government and Community Relations Committee include:

- A. To serve as the presiding officer on the Government and Community Relations Committee;
- B. Acting as the primary contact between the George Mason Alumni Association, CECIL, the City of Fairfax, the County of Fairfax, the Commonwealth of Virginia, the U.S. Federal Government and Student Government.

## **§ 604 Secretary of Government and Community Relations**

The Secretary of Government and Community Relations is responsible for managing and directing the Executive 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.

## **§ 605 Undersecretary of Government and Community Relations for State and Local Governmental Affairs**

The Undersecretary for State and Local Governmental Affairs shall be responsible for representing concerns and interests of the student body to the public sector officials in the local Fairfax community, the Northern Virginia region and the Washington, D.C. area and to the Commonwealth of Virginia. 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 State Government Relations, Office of Federal Relations for Research, Virginia State Council of Higher Education, and Virginia State Senators and Delegates who represent the university and other governmental and community leaders, as well as the Office of Community and Local Government Relations, the Fairfax County Board of Supervisors, the city of Fairfax, and other governmental and community leaders.

## **§ 606 Undersecretary of Government and Community Relations for Student Civic Engagement and Community Relations**

The Undersecretary of Government and Community Relations for Student Civic Engagement and Community Relations 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. 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.

### **§ 607 Undersecretary of Government and Community Relations for Business Relations**

The Undersecretary of Government and Community Relations for Business Relations shall be responsible for representing concerns and interests of the student body to private sector officials in the local Fairfax community, the Commonwealth of Virginia, and the Washington, D.C area. The Undersecretary shall establish a strong working relationship with private sector actors operating exterior to the university, including but not limited to the Mason Merchant and Patriot Perks programs. The Undersecretary shall also identify and encourage opportunities for the University's students, faculty, and staff to participate in local, state, and federal business opportunities.

## **Chapter 7: Department of University Academics**

### **§ 701 Purpose**

The purpose of the University Academics Department is:

- A. To strengthen the Student Government's commitment to ensuring access to equal educational opportunities for every student at George Mason University;
- B. 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;
- C. To improve the management, efficiency, and coordination of University academic programs, activities, and services;
- D. To increase the accountability of University academic programs to the student body, and to promote the academic interests of the Student Body;
- E. To establish working relations with other offices on campus such as the Provost Office, Registrar Office, Academic Advising Center, Center for Academic Advising, Retention, and Transitions (CAART), Learning Services, Faculty Senate, Early Identification Program, Peer Empowerment Program, Deans of all Academic programs/departments/colleges, the Library, Mason Academic Advisor Network (MAAN), Career Services, Office of Student Scholarship, Creative Activities, and Research (OSCAR), and the Center for Global Education, and;



- F. To establish a working relationship 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;
- G. To run Scholarship of the Week, publicly highlighting scholarships available to GMU students on a weekly basis through social media, and;
- H. 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, and;
- I. To hold a vote on the student representative to the Mason Core Committee, serving as a formalized recommendation to the Student Body President. If the Student Body President does not respond within 10 days, the nominee automatically becomes the representative. If the Student Body President vetoes the nominee, this veto can be overruled with a  $\frac{2}{3}$  vote of the Student Senate. Per the Mason Core Committee rules, this nominee must be a student senator.

## **§ 702 Committee**

The University Academics Committee is established as a standing committee within the Senate and the Department of University Academics.

## **§ 703 Chair of the University Academics Committee**

The duties of the Chair of the University Academics Committee include:

- A. To serve as the presiding officer on the University Academics Committee;
- B. To serve as a Co-Chair of the Board of Ambassadors to the Schools and Colleges and nominate individuals to the Board;
- C. 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.

## **§ 704 Secretary of University Academics**

The Secretary of University Academics shall be responsible for serving as the Co-Chair of the Board of Ambassadors to the Schools and Colleges and nominating individuals to the Board. 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. The Secretary shall manage the Executive Department of University Academics.

### **§ 705 Undersecretary of University Academics for Academic and Professional Development**

The Undersecretary for Academic and Professional Development of the Student Government shall be responsible for maintaining a relationship with MAAN, CAART, and other academic achievement and advising organizations, as well as facilitating information regarding career, internship, research, and professional opportunities and working with Career Services and OSCAR to promote such opportunities.

### **§ 706 Undersecretary of University Academics for Financial and Merit Aid**

The Undersecretary for Financial and Merit Aid of the Student Government shall be responsible for working with Admissions and the Office of Student Financial Aid and providing information to students regarding financial aid and tuition. The Undersecretary shall also assist in the facilitation of Scholarship of the Week.

## **Chapter 8: Department of Public Relations**

### **§ 801 Purpose**

The purpose of the Executive Department of Public Relations is:

- A. 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;
- B. To foster and promote the Student Government's commitment to advertising programs, activities, and services for the George Mason University community;
- C. To promote participation and disseminate information about the events, programs, activities, and policies of the George Mason University Student Government;
- D. To prepare news releases, when necessary, outlining the activities and initiatives of Student Government;
- E. To maintain the Student Government website, ensuring 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;
- F. To establish working relations with other offices on campus, including but not limited to the Office of Student Media;
- G. To 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.

## **§ 802 Department Meetings**

All members of the Public Relations Department including the Secretary, Undersecretaries, and the Senate Public Relations Liaison will attend bi-weekly meetings starting the week after the first week of the fall semester, to foster collaboration and give updates on Public Relations in Student Government.

## **§ 803 Secretary of Public Relations**

The Secretary of Public Relations is responsible for managing and directing the Executive 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. The Secretary will also be responsible for serving on the Board of Ambassadors to the Schools and Colleges or appointing an Undersecretary within the Public Relations Department to do so.

## **§ 804 Undersecretary of Public Relations for Communications and Advertising**

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.

## **§ 805 Undersecretary of Public Relations for Outreach and Media Relations**

The Undersecretary for Outreach and Media Relations shall be responsible for:

- A. Disseminating information to the Student Body. Through the use of press releases and various forms of media, this Undersecretary shall inform the student body about the happenings of the student government and promote events that the organization is running and/or endorsing, and;
- B. Being the student government's contact with the Office of Student Media, and;
- C. Ensuring that there are recordings of all general body meetings of the Student Senate and work with the Public Relations Department and the Senate Public Relations Liaison to ensure that these recordings are publicly accessible on a timely basis, and;

- D. Appointing a videographer that assists in taking pictures and videos of student government-related activities at the Undersecretary's discretion. The videographer's term ends at the same time that the Undersecretary's term does, and does not have to be voted on by the Senate.

### **§ 806 Undersecretary of Public Relations for Website Management**

The Undersecretary of Public Relations for Website Management shall be responsible for the upkeep and development of the Student Government Website, including, but not limited to, ensuring that all up-to-date legislation, full senate and committee minutes, updated governing documents, and other general information concerning Student Government is made available on the website within an appropriate time frame, routine website maintenance, promoting use of the website, and establishing new tools or resources to aid the student body. The Undersecretary of Public Relations for Website Management shall develop a working relationship with Information Technology Services (ITS).

## **Title VI: 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 and an advisory body of the Student Government and the Office of Parking & Transportation.

#### **§ 102 Authority**

The Board shall derive its administrative authority from University Administrative Policy 1108.

#### **§ 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.

#### **§ 104 Responsibilities**

The responsibilities of the Student Parking Appeals Board are:

- A. The Board shall be responsible for hearing all appeals under its jurisdiction, as established in §103, made by members of the Student Body of George Mason University, provided those persons shall have not previously waived their right to an appeal;
- B. The Board shall be responsible for hearing all appeals in a timely manner and is required to host hearings at times in which a majority of appellants could reasonably attend;
- C. Appellants shall be accorded fair treatment without prejudice as to their liability;
- D. 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;
- E. The Board shall be responsible for formulating and giving 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 the 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;
- F. The Board shall also serve as a liaison body between the Office of Parking & Transportation and, through extension of Student Government, the Student Body, with regard to parking;
- G. The Board shall assist with the deliberation, planning and execution of events, information dissemination, and relevant projects with regard to parking in conjunction with other relevant bodies;
- H. The Board shall host regular, public meetings to discuss issues of parking affecting the student body and formulate plans of actions to address these issues;
- I. The Board shall be responsible for establishing and maintaining its own procedural rules, the name of which shall be The Rules of the Student Parking Appeals Board, and;
- J. The Board's structure and operation shall be independent of other boards.

## **§ 105 Appointment and Term**

- A. The Student Body President and the Undersecretary for Campus Operations may appoint members of the board with the advice and consent of the University Services Committee; up to nine members may be appointed to the board. Three members shall be considered quorum.
- B. The Members of the Board shall hold office at the pleasure of the Student Body President and Student Senate until their date of graduation from the University, with the exception of the Undersecretary for Campus Operations, whose term as a Member shall end at the end of their term as Undersecretary, and;
- C. 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.

## **§ 106 Selection of the Chair of the Student Parking Board**

At the opening of the first term, a quorum of the Student Parking Board members shall select a member as the Chair of the Student Parking Board until the end of this member's tenure or until a successor is elected.

## **§ 107 Powers of the Chair**

The Chair of the Board shall have the following powers:

- A. Presiding over the meetings and hearing sessions of the Board and to ensure that the rules and regulations of the Board are properly executed;
- B. Appointing one or more vice-chairs to fulfill or assist in the duties of office should the Chair be unable to do so, and;
- C. Representing 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 Chair of the Board**

- A. Whenever the Chair 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-Chair so designated by the Chair to act during said absence;
- B. Whenever the Chair of the Board shall have not designated a Vice-Chair, the Board shall elect a new Chair.

## **§ 109 Qualifications for Office**

Members must be students enrolled at George Mason University and must remain in good academic standing with the university;

## **§ 110 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 by the University Services Committee.

## **§ 111 Powers**

- A. The Board shall have the power of case review, established in §103, to appropriately adjudicate such appeals;
- B. The Board shall have the power to uphold, amend, or overturn all appeals brought before it.

## **§ 112 Appeals Procedures**

- A. Pursuant to University Administrative Policy 1108, 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;
- B. While the citation is under preview by the Board, the liability of the appellant shall be held in limbo, until a final judgment is rendered by the Board;
- C. Any appellant who wishes to retract their appeal may do so and will be held liable for the terms of the previously upheld citation;
- D. The Board will not convene if there are less than three appeals on the docket;
- E. Appeals brought before the Board shall be heard by a panel of no fewer than three members, over which the Chair, or a designated vice-chair, shall preside, and;
- F. If three members cannot convene for a hearing and rescheduling is not possible due to short notice or other extenuating circumstances, a minimum of two members must be present and a third can vote remotely on a decision using available resources from the hearing.

## **Chapter 2: Student Culinary Council**

### **§ 201 Establishment**

The Student Culinary Council is established as a joint standing administration and advisory body of the Student Government of George Mason University, Mason Dining and relevant contractors.

### **§ 202 Authority**

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

### **§ 203 Responsibilities**

The purpose of the Student Culinary Council is to serve as the primary liaison between Mason Dining and the student body. The Council shall serve as a conduit for student concerns, and shall assist in the execution of dining initiatives wherever possible.

### **§ 204 Membership**

The Council shall consist of relevant members of Dining administration, interested members of Student Government, interested members of the student body, the Undersecretary for Dining Services, and either the Chair of the University Services committee or Secretary of University Services.

## **§ 205 Appointment and Term**

- A. The Undersecretary for Dining Services shall serve as Chair of the Council;
- B. Either the Secretary of University Services or the Chair of the University Services Committee shall serve on the Council;
- C. If both are unable to attend Council meetings, then they shall have the power to appoint a member of the University Services Committee or a member of the Department of University Services to take their place on the Council.
- D. Members of the Student Culinary Council shall be appointed in a manner that is determined by the Undersecretary for Dining Services and that is approved by the Chair of the University Services Committee. If the position of Undersecretary for Dining Services is vacant, the duty of appointing members will fall to the Secretary of University Services, and;
- E. The Undersecretary for Dining Services, the Secretary of University Services, and the Chair of the University Services Committee will decide each semester's meeting time. Possible meeting times will be sent to the administrative members sitting on the Council, and once the meeting time is set, will be sent to members of the Council in a timely fashion.

## **§ 206 Powers of the Chair**

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

- A. To preside over the meetings of the Student Culinary Council;
- B. To maintain productivity in the Student Culinary Council meetings, and to require proper professionalism on the part of the members, and;

## **§ 207 Vacancy in the Office of the Chair of the Council**

Whenever the Undersecretary for Dining Services is unable to perform the duties of the office of Chair of the Council, or the office is vacant, the powers of the office shall devolve upon the Secretary of Services to act during said absence. Whenever the Undersecretary for Dining Services and the Secretary of Services are unable to perform the duties of Chair of the Council, or both offices are vacant, the powers of the office shall devolve upon the Chair of the Services Committee.

## **§ 208 Qualifications for Office**

All student members of the Council must be enrolled at George Mason University, and must remain in good academic standing with the university.



## **§ 209 Removal from Office**

All members who had been appointed to the Student Culinary Council can be removed from office at the discretion of the Chair.

## **Chapter 3: The Board of Ambassadors to the Schools and Colleges**

### **§ 301 Establishment**

The Board of Ambassadors to the Schools and Colleges is established as an administrative and advisory body of the Student Government of George Mason University.

### **§ 302 Authority**

The Board shall derive its administrative authority from the Student Government of George Mason University.

### **§ 303 Responsibilities of the Board**

Responsibilities of Ambassadors to the Schools and Colleges are:

- A. To serve as the primary liaison between George Mason University Schools and Colleges in accordance with the official George Mason University Schools and Colleges Catalog, with the exclusion of the Law School, through the extension of Student Government, and the Student Body;
- B. To attend regular meetings to disseminate information regarding the issues of their respective Schools and Colleges and the students within;
- C. After each meeting, the Board shall be responsible for formulating and providing a public report for the Student Senate and Executive Cabinet on the greatest issues and concerns facing each of the Schools and Colleges of the Board. The Chairs of the Board will then be responsible for providing the report in a professional manner;
- D. Provide pertinent information and request to the Student Government Public Relations Department within one week of the last meeting.

Responsibilities of the Secretary of Public Relations

- A. To provide the Board with information regarding Student Government's social media and public presence;
- B. To take notes on and bring back pertinent info regarding the Board to the Public Relations department.

## **§ 304 Membership**

The Board shall consist of Ambassadors from George Mason University Schools and Colleges, with the inclusion of the Honors College therein, the Secretary of Public Relations, the Chair of the Academics Committee, and the Secretary of Academics.

## **§ 305 Appointment and Term**

- A. The Secretary of Academics and Chair of the Academics Committee shall serve as Co-Chairs of the Board;
- B. If for some reason either one or both are unable to attend the Board meetings, then they shall have the power to appoint an Ambassador to take their place in leading the meeting.
- C. Ambassadors from each of George Mason University Schools and Colleges in accordance with the official George Mason University Schools and Colleges Catalog, with the exception of the Law School;
- D. Ambassadors of the Board are nominated by the Secretary of Academics and/or the Chair of the Academics Committee;
- E. Ambassadors of the Schools and Colleges are appointed by the Academics Committee, and;
- F. If an Ambassador cannot attend a meeting, they may appoint a proxy within their respective School or College.
- G. The Secretary of Public Relations shall serve on the Board;
- H. If the Secretary cannot attend, they shall have the power to send a proxy on their behalf.
- I. All the Ambassadors 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.
- J. The Chairs of the Board, Ambassadors, and the Secretary of Public Relations will decide the meeting time. Meeting times will be sent to the Ambassadors sitting on the Board, and once the meeting time is set it will be sent to Ambassadors of the Board in a timely fashion.

## **§ 306 Powers of the Chair**

The Chairs of the Board shall have the following duties and powers;

- A. To preside over the meetings of the Board of Ambassadors to the Schools and Colleges;
- B. To maintain order in the Board of Ambassadors to the Schools and Colleges meetings, and to require proper decorum on the part of the members, and;
- C. To make known the Rules of the Board of Ambassadors to the Schools and Colleges upon request, and to decide all questions to order, subject to the appeal of the Board.

### **§ 307 Vacancy in the Office of the Chair of the Board**

- A. Whenever one of the Chairs of the Board is unable to perform their duties of office, or the office is vacant, the powers of the office shall devolve upon the remaining Chair;
- B. Whenever the Chairs of the Board are unable to perform the duties of office, or both offices are vacant, the powers of the office shall devolve upon an Ambassador of a School or College appointed by the Student Body President.

### **§ 308 Qualifications for Office**

All members of the board must be students enrolled at George Mason University and must remain in good academic standing with the University. An Ambassador may only represent a School or College if their major falls within that School or College and may not represent more than one school at a time. If a member of the Board were to change their major to a major outside the School or College they represent, they would be ineligible to serve and should appoint a temporary proxy until the appointment of a new Ambassador.

### **§ 309 Vacancies**

If an Ambassador 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 their term the position shall be filled in accordance with whichever seat was vacant.

### **§ 310 Removal from Office**

All student members of the Board can be removed from office by means of impeachment by the Academics Committee.

## **Chapter 4: Mason Stewards**

### **§ 401 Establishment**

Mason Stewards is established as a volunteer program run by the Student Government of George Mason University and the University Facilities department at George Mason University.

### **§ 402 Authority**

Mason Stewards shall derive its administrative authority from the backing of University Facilities and Student Government.

### **§ 403 Responsibilities**

Mason Stewards shall take stewardship walks of every building on campus and the grounds of the campus. Mason Stewards will log issues and generate work orders on these walks to help University Facilities maintain George Mason University.

### **§ 404 Membership and Qualifications**

Any student at George Mason University may become a Mason Steward. There will be a Chief Steward who will serve as primary liaison between Student Government and relevant university offices to Mason Stewards.

### **§ 405 Appointment and Term**

- A. The Chair of University Services, Vice-Chair of University Services, Secretary of University Services, and Undersecretary for University Facilities shall all serve as Mason Stewards, and one of these will serve as the Chief Steward;
- B. If none of these four members of Student Government can be a part of Mason Stewards, the University Services Committee shall have the power to appoint a member of the committee or Department of University Services as the Chief Steward.

### **§ 406 Duties of a Mason Steward**

The duties of a Mason Steward shall include:

- A. Completing a stewardship walk once per month;
- B. Reporting findings to the Chief Steward.

### **§ 407 Duties of the Chief Steward**

The duties of the Chief Steward are:

- A. To maintain and run the Mason Stewards program for the Student Government;
- B. To recruit students to join the Mason Stewards;
- C. To assign and delegate tasks to the Mason Stewards, and;
- D. To report the findings of the Mason Stewards to relevant university offices.

### **§ 408 Vacancy in the Position of Chief Steward**

- A. When the Chief Steward position is vacant or the Chief Steward is unable to perform the duties of the position, the Undersecretary for Facilities will fill the role;
- B. When the Chief Steward position and the Undersecretary for Facilities is vacant or the Chief Steward is unable to perform the duties of the position, the Chair of University Services will appoint a member of the University Services Committee to fill the role.

## **§ 409 Qualification for Membership**

- A. All members must be students at George Mason University;
- B. All members must dedicate at least 1 hour per month to perform the duties of a Mason Steward.

## **§ 410 Removal from the Mason Stewards**

- A. Any member of the Mason Stewards can be removed from the Mason Stewards by the Chief Steward;
- B. The Chief Steward can be removed through a vote of no confidence in the University Services Committee.

## **Chapter 5: Park Ranger of The Grove**

### **§ 501 Establishment**

The Grove is established as a park run by Student Government, University Sustainability, and University Facilities at George Mason University. The position of Park Ranger is established to ensure the maintenance of the grounds, the upkeep of amenities, and to fulfill the administrative duties required to ensure The Grove is properly managed.

### **§ 502 Authority**

The Park Ranger of The Grove shall derive its authority from a memorandum of understanding signed by University Facilities and Student Government.

### **§ 503 Purpose**

The Grove is a park for students at George Mason University's campus. It serves as a quiet conservation area for students to enjoy at their pleasure.

### **§ 504 Appointment and Term**

- A. The Secretary of University Services is tasked with recruiting and submitting candidates for Park Ranger from either the University Services Committee or Department of University Services to the Chair of University Services, who will then schedule appointment hearings for candidates of the position;
- B. The Park Ranger shall be confirmed through a majority vote of the University Services Committee;
- C. The Park Ranger's term will last the length of the Student Senate Session;

- D. If the elected member cannot fulfill the duties of the Park Ranger, The Undersecretary of Facilities will be tasked with fulfilling the duties of the Park Ranger in their stead.

### **§ 505 Duties of the Park Ranger**

The duties of the Park Ranger are:

- A. To ensure the maintenance of the grounds;
- B. To ensure proper upkeep of the amenities;
- C. To fulfill any necessary administrative tasks;
- D. To submit weekly reports to the University Services Committee regarding the state of the Grove;
- E. To establish a working relationship with relevant offices, such as University Facilities and University Sustainability, and relevant Registered Student Organizations.

### **§ 506 Removal of the Park Ranger**

The Park Ranger can be removed through a vote of no confidence in the University Services Committee.

## **Title VII: Budget and Finance**

### **Chapter 1: Spending Procedure**

#### **§ 101 Appropriations from the Student Government Budget**

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

#### **§ 102 Presidential Discretionary Fund**

The Student Body President shall have power to allocate \$1,000 of the Student Government Budget. Additional money can be allocated to the fund through spending bills in accordance with 2 CSG § 402.

#### **§ 103 Budgeting**

- A. Each fiscal year is to be divided into two sessions that coincide with the sessions of the Student Senate. No more than 65% of the year's budget shall be spent during the first session, and all remaining funds are available during the second session.

- B. If any money is allocated during the first session for a proceeding occurring in the second session, the purchases must only be used in the second session.
- C. Before the beginning of each quarter, the Senate Administrative and Financial Affairs Committee must submit a report to the full Senate;
- D. The Chair 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.

### **§ 104 Appropriations for the Elections and Disputes Commission**

The Chair of the Elections and Disputes Commission, or their designee, is authorized to disburse from the Student Government Budget \$1,000.00 for any computer/programming costs, printing costs, promotional costs, and any additional costs that relate to conducting Student Government elections. Additional money can be appropriated through spending bills in accordance with 2 CSG § 402. These funds are guaranteed to the Commission and cannot be decreased under any circumstances. The Chair of the Elections and Disputes Commission or their 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 any way. Upon request, the first week following the election, the EDC shall produce receipts or other proof of appropriate purchases.

### **§ 105 Senate Spending Procedure**

Any requests for funds must be submitted as a spending bill to the Student Senate and voted on in accordance with 2 CSG § 401, and shall always be referred to the Administrative and Financial Affairs Committee.

- 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.

### **§ 106 Printing Spending Procedure**

- A. A total of \$100 shall be allocated for printing services, and additional money can be appropriated through spending bills in accordance with 2 CSG § 402;
- B. Any members of Student Government may use these allocated funds given they obtain written permission from their respective branch leadership;
- C. Members of the Legislative Branch must receive written permission from either the Speaker or Speaker Pro Tempore;
- D. Members of the Executive Branch must receive written permission from either the Student Body President or Student Body Vice President;

- E. Members of the Elections and Disputes Commission must receive written permission from the Chair of the Commission;
- F. The Clerk of the Student Senate shall be exempt from subsection (2) and may use these allocated funds if transacting official business of the Office of the Clerk, provided that a receipt is provided to the Chair of the Senate Administrative and Financial Affairs Committee;
- G. Under no circumstance shall more than \$50.00 be spent on a single printing purchase unless that purchase is approved through the Senate spending procedure outlined in 6 CSG § 105.
- H. All receipts and signed permission from respective branch leadership shall immediately be provided to the Chair of the Senate Administrative and Financial Affairs Committee.

### **§ 107 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.

### **§ 108 Emergency Spending Procedure**

- A. A total of five percent of the Student Government budget shall be reserved for emergency funds.
- B. A financial emergency shall be defined as a situation in which the Student Senate is unavailable to properly allocate funding through standard legislative procedures.
- C. The SG emergency reserve fund may only be used in the case of a declared financial emergency, which must be unanimously approved by the Student Body President, Speaker of the Student Senate, Chair of the Administrative and Financial Affairs Committee, and the Secretary of Administrative and Financial Affairs in writing.

### **§ 109 Required Expense Detail**

- A. All requests for funds shall be accompanied by a line-item description of all expenses. No blanket or general allocations shall be made, and allocations shall only be made for concrete and specific costs. All line items must be broken down into specific expenses, to include cost per unit when applicable.
- B. In cases where it is impossible to break down an item in a funding bill that exceeds \$200, the Chair of the Administrative and Financial Committee must meet with a Student



Government advisor to discuss the budget before giving approval for the bill's submission.

## **Title VIII: Commencement Cords**

### **Chapter 1: General Provisions**

#### **§ 101 Establishment of Cords**

Graduating members of Student Government, or those who have previously served in Student Government, shall be eligible to receive commencement cords upon graduation from the University.

#### **§ 102 Eligibility for Cords of Distinction**

- A. Any person who has served two years in Student Government, whether that be as a Student Senator, a Commissioner or Chair of the Elections and Disputes Commission, the Student Body President or Vice President, or as a Secretary or Undersecretary of the Executive Cabinet, or any combination of the aforementioned positions, shall be eligible for cords of Distinction which are white and gold in color.

#### **§ 103 Eligibility for Cords of Exceptional Distinction**

Any person who has served four years in Student Government, whether that be as a Student Senator, a Commissioner or Chair of the Elections and Disputes Commission, the Student Body President or Vice President, or as a Secretary or Undersecretary of the Executive Cabinet, or any combination of the aforementioned positions, shall be eligible for cords of Exceptional Distinction which are white and green in color.

#### **§ 104 Application for Exception**

Any person who feels that they have made a significant contribution to Student Government and the University at large may apply to the Application Review Committee for their judgment.

## **Chapter 2: Application Review Committee**

### **§ 201 Composition of the Committee**

The Application Review Committee shall be composed of the Speaker of the Student Senate, Speaker Pro Tempore of the Student Senate, the Student Body President, and the Student Body Vice President. This Committee shall convene once an application for exception is filed.

### **§ 202 Committee Voting**

- A. The Committee shall, in secret, convene to vote on the approval or rejection of the application. In the event of a tie, the application will not be considered approved or rejected.
- B. Once the Committee approves an application, they shall decide whether the applicant will receive the Cords of Distinction or the Cords of Exceptional Distinction.

## **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 Student Government. 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 Student Body Constitution and other titles of the Code of Student Governance take precedence over this Code of Professional Responsibility.

#### **§ 103 Purpose and Intention**

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

## **Chapter 2: Expectations of Student Government Members**

### **§ 201 Non-discrimination**

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.

### **§ 202 Servant Leadership**

- A. Members of Student Government will dedicate themselves to serving the needs of the Student Body and the University;
- B. Members of Student Government will make decisions that will enhance the entire organization, the university, and their community rather than themselves;
- C. Members of Student Government will practice fairness, integrity, and dependability in their roles within this organization;
- D. Members of Student Government will remain unbiased when addressing the needs, feedback, and suggestions from members of the organization and members of the university.

### **§ 203 Role Modeling**

- A. Members of Student Government will demonstrate appropriate behavior as outlined in George Mason University's Code of Student Conduct and other university policies;
- B. Members of Student Government will strive to set an example of appropriate behavior while interacting with students and other members of the University.

### **§ 204 Academic Achievement**

- A. Members of Student Government will follow all academic rules outlined by the university, their respected colleges, and their professors;
- B. No Senator shall register for a class that conflicts with the general meetings of the Student Senate, on Thursdays at 4:30PM. If a Student Senator registers for a class that conflicts with the general meetings of the Student Senate, then by unanimous decision of the Speaker, Speaker Pro Tempore, Clerk, and all Senate committee chairs, a resolution will be submitted with articles of impeachment against said Senator in violation.

## **§ 205 Work Ethic**

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

## **§ 206 Teamwork and Cooperative Attitude**

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

## **§ 207 Professionalism**

- A. Members of Student Government will always demonstrate a respectful attitude towards others.
- B. Members of Student Government will be mindful of their use of language while at a Student Government event and during Student Government meetings.
- C. Members of the 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.

## **§ 208 Upholding this Code**

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