Code of Student Governance of George Mason University

October 9, 2026

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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 digits preceding such digits indicate 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 is inconsistent with the manifest intention of the URB.

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 URB 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 the URB, 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 Process to Amend the Code of Student Governance

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

A. Any Representative may submit a bill to amend the Code to the Chair of the Administrative and Financial Affairs Committee and Clerk at least 48 hours before the next URB meeting for its First Reading;
B. Bills shall then be sent to the Administrative and Financial Affairs Committee to be considered for Second Reading;
C. Upon passage of the Bill in the Administrative and Financial Affairs Committee, the URB shall vote on the Bill at the next meeting, where it shall require a 2/3 majority to pass;
D. All Code Bill Amendments will become effective immediately upon signage of the Undergraduate Student Body President, unless a date is otherwise stated in the Code Bill.

E. If the bill is approved, the Undergraduate Student Body President shall transmit the signed copy of the bill to the Clerk for revision, archiving, and publishing; If the bill is vetoed and the URB overrides the veto, the bill shall be transmitted to the Clerk for revision and archiving.

§ 402 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**.

§ 403 Emergency Amendments to the Code of Student Governance

If an emergency, which shall be determined at the discretion of the President, Administration and Finance Committee Chair, or the Clerk, arises, then a bill sponsored by any Representative may skip the First and Second Reading and go directly to a Third Reading provided it is sent to the Clerk, Administration and Finance Chair, and to all members 24 hours before the URB meeting where it will be voted on. A bill which has been declared an emergency amendment can be declared not an emergency by a motion approved by a majority of the body. This shall refer the bill to the Administrative and Finance Affairs Committee as if it was not an emergency amendment. Such a motion shall act the same as a motion to Refer to a Committee.

Title II: The Undergraduate Representative Body

Chapter 1: Commencement of The Representative Body

§ 101 Membership of the Undergraduate Representative Body

There shall be no more than 50 Representatives in the Undergraduate Representative Body, and no more than 50 individuals shall be Representatives. These representatives shall be elected from the following groups to represent them:

A. 2 Representatives, elected in the Spring, must represent each of the 10 Academic Colleges, excluding the Law School, listed as follows: College of Education and Human Development, College of Humanities and Social Sciences, College of Public Health, College of Visual and Performing Arts, Schar School of Government and Public Policy, Costello College of Business, Honors College, Carter School for Peace and Conflict Resolution, College of Engineering and Computing, and College of Science.
B. 30 Representatives elected in the Spring shall be at-large representatives.

The Student Body President does not act as a voting member during Undergraduate Representative Body related activities. The Executive Vice President can only vote under circumstances by which there is a tied vote in the body, and a deciding vote is necessary. If the Executive Vice President is absent, then the vote will be taken again at the next meeting.

§ 102 Commencement of the Undergraduate Representative Body

The first session of the URB will be held at 4:30 p.m. on the second Thursday before Spring final exams. The main purpose of this meeting is to swear in newly elected officials and address any critical business. Before the session, the outgoing Clerk will compile a list of newly elected Representatives. Until the Undergraduate Student Body President-elect is sworn in, the outgoing President will call the meeting to order and serve as the presiding officer. If the outgoing

President is unavailable, the highest-ranking member of the previous URB, regardless of re-election status, will take on this role. The outgoing Clerk and Secretaries will continue their duties during this session until a new Clerk is elected. If any of them are unable to serve, the URB may appoint a temporary Clerk to fulfill these responsibilities until a new Clerk is in place.

§ 103 Appointment by Electoral Preference

If after an election, the URB does not have the expected number of Representatives, students who ran for the Representative Body and who were not elected will be offered a seat, that the student qualifies for, in the URB in order of most votes. If the student does not accept the position within 72 hours of being notified by a member of leadership, their offer will expire and go to the next student with the most votes until the seat is filled or until there are no longer any electoral candidates.

§ 104 Appointment of New Representatives

If after elections and appointment by electoral preference; the URB does not have the expected number of Representatives, the appointment of new representatives may commence:

A. The Vice-President of Membership and Training is responsible for advertisement of open positions. The VP of Membership and Training and the Chair of Administrative and Financial Affairs will select candidates based on qualifications of review to be nominated through the appointment process.
B. Before presenting candidates to the full URB, the Administrative and Financial Affairs Committee shall oversee the appointment process. The committee may nominate only one candidate per available seat. Each Representative's vote shall be accurately recorded, and appointments require a two-thirds affirmative vote from 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, 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 URB. A two thirds majority of members voting in the affirmative shall be required for confirmation, and;
E. Confirmed prospective Representatives shall be immediately given the oath of office and shall be granted all the privileges and duties that pertain to the role of a Representative.

Chapter 2: Legislative Sessions

§ 201 Sessions of the URB

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 URB;
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 URB.

§ 202 Special Sessions

A. A special session may be called by the President with authorization of half of the Representative Body.

§ 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.

Chapter 3: Accountability and Discipline

§ 301 The Establishment of Strikes
Disciplinary offenses in the URB shall be recorded as strikes. Strikes are tracked by the Vice President of Membership Development and Training or any committee chair and discussed in consultation during leadership meetings and issued by the Assistant Director of Student Involvement for Student Government (AD for SG). If issues arise with members of leadership, members can bring concerns up to the President or AD for SG. If a Student Government member believes a strike was issued unfairly, they may appeal to the AD for SG. The appeal must be made within three committee meetings of receiving the strike.

A Representative who accumulates three or more strikes will temporarily lose their Representative privileges, as outlined in the Code of Student Governance, the Rules of the URB, and the Constitution. If the Representative does not appeal within the given timeframe, they will be dismissed from the URB, and the President shall ensure their removal from the official roll.

§ 302 Attendance Policy
No member shall be absent from or tardy to a URB meeting 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 President, or the relevant committee chair. Class conflicts shall not be considered valid excuses for failure to attend weekly meetings of the URB.

§ 303 Notification of Absences
Before the start of a URB or Committee meeting, the absent member shall inform the appropriate URB Officer of their absence. Upon failure to do so, the absence will be considered unexcused. When the member has accrued an unexcused absence, the URB leadership shall notify the member of their status.

§ 304 Grounds for Strikes
Any member who shall be absent from a general URB meeting without being excused shall be issued one strike. Any member who shall be absent from the meeting of the committee of which they are a member without being excused shall receive one half of a strike. Any time a Representative receives a strike the Vice President for Membership Development and Training must notify the Representative in question by email within ten calendar days of the infraction. The President and Executive Vice President must both be notified of all potential offenses.

Chapter 4: Legislative Process

§ 401 Legislative Drafting Manual of Undergraduate Representative Body

The Legislative Drafting Manual of the URB is hereby established as a permanent governing document of the URB of George Mason University, detailing the structure and form of bills and resolutions. The Clerk, with the advice and consent of the Administrative and Financial Affairs Committee or the Administrative and Financial Affairs Committee with the advice and consent of the Clerk may amend the Legislative Drafting Manual. Such a change shall be reported at the next URB meeting and updated. Alternatively, any Representative may introduce a Bill to amend the Legislative Drafting Manual of the URB; 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 URB, at least 48 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 President and Executive Vice President at least 48 hours prior to the meeting at which they are to be read. Or 24 hours prior to the meeting for legislation referred to a committee reporting to the URB. At which point the Clerk must send the legislation via the URB mailing list, at least 12 hours prior to the meeting. Any bill or resolution introduced in the URB 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 URB, 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 President shall schedule a reading for each Bill or Resolution at the next upcoming meeting of the URB. It shall be distinctly announced or set out at each reading on the agenda, whether it is the first or second reading.
C. URB shall have the ability to submit new legislation during New Business, at the discretion of the President.
D. All agendas, bills, and resolutions for meetings are to be sent through email prior to URB 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 President shall read the title of each Bill or Resolution at the appropriate time. After the reading, the President may refer said legislation to a standing committee. The President 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 members and committee into the Journal.

§ 404 Bills or Resolutions in Committee

After being referred to a committee by the President, 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 members present is required.

B. A majority vote of said committee 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 the said committee has dispensed with a Bill or Resolution, it shall report its findings on the matter to the URB. 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 President. After the second reading, the legislation shall be considered immediately by the URB. In the case that the President does not refer a bill or resolution to the committee the second reading will be waived, and legislation shall be immediately considered by the URB.

§ 406 Voting Procedures in Committee and URB 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 URB 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 URB 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 URB or a Committee, the presiding officer of said URB/Committee may at their discretion, refuse to recognize the motion, subject to appeal by the URB/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 URB 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 two-thirds majority of the total membership of the URB, 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.
D. The usage of gendered language during business meetings is permitted.

§ 408 Legislative Archives

After signed legislation has been transmitted to the Clerk of the URB, the legislation, along with the most recent revision of the Code of Student Governance, the most recent version of the Undergraduate Representative Body Constitution, and other miscellaneous documents of the URB, 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 Undergraduate Representative Body

§ 501 Duties of Officers of the Undergraduate Representative Body
In addition to the duties prescribed by this Code, the officers of the URB shall perform such duties as required by the Rules of the URB, or by order of the members thereof.

§ 502 Removal from Office for Undergraduate Representative Body
The Clerk, The Archivist, any Chair, or Vice President, excluding Executive Vice President, of the URB may be removed from position as Chair or Vice President by a motion of no confidence under points of privilege.

§ 503 Officer Election Procedures
Candidates for elected officer positions in the URB must leave the meeting while the URB discusses their qualifications. This allows the URB to discuss the candidates openly. To be elected, a candidate must get votes from a majority of the members. If no candidate receives enough votes after each round of voting, the URB will continue discussing and debating with candidates. After two rounds of voting, a member can suggest removing a candidate from consideration. If this suggestion is made, seconded, and approved by a majority of members present, that candidate will no longer be considered for the position, and they can return to the meeting for the rest of the discussions. The process will continue until one candidate gets enough votes to take office.

Chapter 6: Presiding Officer of the Representative Body

§ 601 Duties of the Undergraduate Student Body President:
A. To schedule and preside over the meetings of the URB;
B. To know and understand the rules of Parliamentary Procedure as specified in Robert's Rules of Order;
C. To know and understand the URB Constitution, Code of Student Governance, and the Rules of URB;
D. To maintain order in the URB chamber and to require proper decorum on the part of the members;
E. To announce the business before the URB in the order prescribed by the Rules, and assign such business to relevant committees;
F. To participate in all URB committees as a non-voting member, or send a vice president to appear in their stead;
G. To sign all Bills, Resolutions, and Amendments to the Constitution passed by the URB, which shall be attested by the Clerk;
H. To meet regularly during scheduled 1:1's with the Advisor(s) for the URB;
I. To serve as the Student Representative to the George Mason University Board of Visitors;
J. To interview and nominate the candidates for Vice President of Membership Development and Training, Vice President of Outreach, Vice President of PR, and a minimum of five members to the Elections and Disputes Commission, subject to approval by the URB, as well as appoint a Chief of Staff to support the Student Government Leadership Council;

E. To spend no fewer than 5 public hours to hear from university community members and 5 hours working within the URB office per business week; office hours will be publicly published for student awareness at the start of each URB meeting for the following week.
F. To collaborate with the members of the URB and other relevant university institutions and organizations to complete initiatives;
G. To report weekly to the URB on the activities of the President and VPs;
H. To attend regularly scheduled leadership team meetings with the Executive Vice President, VP of Marketing, VP of Outreach, VP of Membership Development and Training, and the Chairs of the URB Committees;
I. To perform other duties required by the Student Body Constitution, statute, or the Rules;
J. To include within the business of the URB a Land Acknowledgement, to be read aloud following commencement of the meeting;
K. Appoint one elected Representative to serve as the Faculty Senate Liaison; and one elected Representative to serve as the Staff Senate Liaison. Both serve on the Outreach team.

Chapter 7: Executive Vice President of the Representative Body

§ 701 Duties of the Executive Vice President

A. To spend no fewer than 5 public hours to hear from university community members and 5 hours working within the URB office per business week; office hours will be publicly published for student awareness at the start of each URB meeting for the following week;
B. To participate in URB committees as a non-voting member, and in place of President when needed;
C. To attend all URB meetings and preside over the URB in the absence of the President;
D. To know and understand the rules of the Parliamentary procedure as specified in Robert's Rules of Order;
E. To know and understand the Rules of the URB, Code of Student Governance, and the URB Constitution;
F. To meet regularly during scheduled 1:1's with the Advisor(s) for the URB;
G. To attend regularly scheduled leadership team meetings with the President, VP of Marketing, VP of Outreach, VP of Membership Development and Training, and the Chairs of the URB Committees;
H. To appoint students to University Committees as appropriate and available, and hold them accountable to attendance and responsibilities of the committee;
I. To collaborate with the members of the URB and other relevant university institutions and organizations to complete initiatives;
J. To perform other duties required by the Student Body Constitution, statute, or the Rules;
K. To work in collaboration with advisors in the remediation process of strikable, or potentially strikable offenses, or any matters of failure to uphold responsibilities as determined by Leadership;
L. Work in conjunction with the VP of Membership Development and Training to serve as the mediator for organizational internal disputes;
M. To create and maintain a centralized reporting system for each member of the URB to update weekly, and to ensure the completion of such reports.

Chapter 8: Clerk of the Undergraduate Representative Body

§ 801 Duties of the Clerk

A. To take attendance of the URB, and;
B. To assist preserving exact copies of all legislation signed by the President or Executive Vice President, and;
C. To accurately update this code, and the legislative drafting manual in response to bills passed by the URB and signed by the Student Body President, and;
D. To have shared-custody, with the Archivist, of the acts, resolutions, records, and papers of the URB, and to furnish a copy when requested, and;
E. To post all legislation, once it has been signed on a webpage linked to by the URB website, and;
F. To post the URB minutes and committee, including the votes on all URB proceedings, and;
G. To attend regularly scheduled URB leadership team meetings, and;
H. To create, or designate deputy officers to create, a name placard for each member-elect of the URB prior to the commencement of their first session. For Representatives who have been appointed and confirmed, one shall be created before the general body meeting immediately following their appointment, and;
I. To maintain order during sessions of URB, and;
J. Appoint an Archivist, or complete the Archivist's duties as described in C, D, from E from § 805, and collect completed transition binders.

§ 802 Clerical Accuracy of Legislation

The Clerk, as Keeper of the Records of Student Government, is authorized to correct spelling, grammar, punctuation, mathematical, and typographical errors, hereafter generally referred to as clerical errors, contained in bills and resolutions in the form that they are offered, enrolled, or after passage, provided that the corrections do not in any way alter the legislation's meaning or effect. In the event a piece of legislation has many clerical errors, violates legislation submission requirements in the code, or violates the Legislative Drafting Manual (**§ 401**), the Clerk may reject such legislation on said grounds. The Clerk must notify, in writing, the Sponsor(s) of any corrections to clerical errors made before the legislation is transmitted to the body or of rejection and the errors to be fixed for resubmission within 1 weekday of the legislation's submission, which is described in **§ 803**. The Clerk must also notify, in writing, the Student Body President of any rejections and the reason(s) for rejection.

§ 803 Resubmission of Rejected Legislation

When rejecting legislation, it must be done on grounds described in **§802**. Resubmissions of legislation shall be presented to both the Clerk and the Student Body President. If legislation is rejected, the sponsor(s) has until 6 hours after they are notified or 24 hours before the next URB meeting, whichever is later, to resubmit the legislation for the Clerk to ensure that the legislation is presented at that meeting. All resubmitted legislation must be sent to all members of the URB as stated in **§402**, even if said legislation is still in a state where it may be rejected. If the legislation is in such a state, the Clerk may correct clerical errors alongside attaching objections to the legislation and may raise such objections in the next URB meeting. If the one who

submitted, then resubmitted, rejected legislation believes the rejection was unreasonable or believes the Clerk may not transmit resubmitted legislation may request the Student Body President to ensure the legislation is read and debated at the next meeting (**§601E**).

§ 804 Secretaries of the Clerk

The Clerk may appoint secretaries to assist the Clerk and Archivist in the performance of their duties for the duration of the Clerk's term until the secretary resigns, or is removed by the Clerk. If the Secretary believes their dismissal is unfair or unreasonable then they may appeal to the Administrative and Financial Affairs Committee as a whole. The Secretary has 5 days to appeal.

§ 805 Student Government Archivist

The Clerk may nominate an Archivist, which is approved by a simple majority of the URB. The Archivist serves for the duration of the Clerk's term, until the Archvist's resignation, or until removed. The duties of the Archivist's are:

A. To have custody of the acts, resolutions, records, and papers of the URB, and to furnish a copy when requested;
B. To preserve exact copies of all legislation signed by the President or Executive Vice President;
C. To record on physical copies all the bills and resolutions of the URB;
D. Annually, the Archivist, 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;
E. 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, and;
F. Document Student Government activities into a central repository of Student Government History, and;
G. Provide meeting opportunities with members of the Student Government for researching and learning about prior Student Governments.

Chapter 9: Undergraduate Representative Body Vice Presidents

§ 901 Duties of the Vice President for Membership Development and Training

A. Work with the URB Advisor(s) to create a membership development plan for the year, including but not limited to:
B. monthly opportunities for members of the URB to get together in a social setting
C. to assist in planning Fall and Spring Retreats/Trainings
D. to coordinate monthly in-service education for members (i.e., resume writing, problem solving skill development, Robert's Rule of order reviews, how to create legislation, event planning, University Structure, communication skills, how to navigate the search for internships, how to run an effective meeting, delegation vs. abdication, etc.)
E. Coordinate the transition retreat of new members at the conclusion of each academic year in collaboration with the URB Advisor(s);

F. To collaborate with the Advisor(s) to the URB and relevant Student Involvement personnel to create and administer onboarding and training programs for the benefit of the URB, its members, and the broader community;
G. Coordinate with URB Advisor(s) to plan the end of the year celebration;
H. Facilitate a member of the month and present at first representative body meeting of the month;
I. Set aside a minimum of four (4) hours a week for office hours;
J. Attend weekly leadership meetings with the President, Executive Vice President, VP of Marketing, VP of Outreach, and the Chairs of the URB Committees;
K. Create and maintain roster and contacts of all members of the URB to be publicly accessible;
L. To create a detailed summary of the projects worked on by all members of the URB. This detailed summary shall be properly stored and remain accessible to relevant members of the URB, and the Advisor(s) to the URB;
M. To create a monthly form for the tracking of initiatives and initiative progress, in accordance with the Rules of the URB, which shall be publicly available upon request;
N. To present or otherwise send out relevant URB onboarding materials to new members within five business days of their appointment to the office and the undertaking of their oath;
O. Appoint no more than five Membership Development deputies at their discretion to assist in any of the specific function areas. If the Deputy is dismissed and believes their dismissal is unfair or unreasonable then they may appeal to the Administrative and Financial Affairs Committee as a whole. The Deputy has 21 days to appeal.

§ 902 Duties of the Vice President for Marketing and Public Relations

A. Manage and direct public relations for the URB
B. To manage URB social media accounts;
C. Create additional social media accounts with approval from the Leadership Council.
D. Create and implement a social media post schedule.
E. To adhere to university branding guidelines in the development of content;
F. To submit all necessary marketing requests through the University Life request form (e.g., design, photography, videography support, etc.);
G. Ensure students are aware of decisions, upcoming events, and engagement opportunities in collaboration with the Outreach team;
H. Create marketing tool kits to assist members in active promotion of the URB
I. Attend weekly leadership meetings with the President, Executive Vice President, VP of Membership Development and Training, VP of Outreach, and the Chairs of the URB Committees;
J. Assist the URB Advisor(s) with the management of the URB website, ensuring that all up-to-date legislation, full URB general body and committee minutes, and other general information concerning the URB is made available on the website within an appropriate timeframe;
K. To regularly meet with Student Involvement's Marketing Manager;
L. Establish in collaboration with leadership council and URB Advisor(s) an annual marketing plan for the inclusive of digital, print, etc.;
M. To work in collaboration with related offices on campus;

N. Develop a marketing plan to promote elections and recruit students to run in collaboration with Elections and Disputes Commission;
O. Appoint no more than five Public Relations deputies at their discretion to assist in any of the specific function areas. If the Deputy is dismissed and believes their dismissal is unfair or unreasonable then they may appeal to the Administrative and Financial Affairs Committee as a whole. The Deputy has 21 days to appeal.

§ 903 Duties of the Vice President for Outreach

A. Serve as liaison between the URB, RSOs, DSOs, the Alumni Association, and the broader George Mason community;
B. Coordinate and monitor required outreach efforts across the URB while guiding all members to engage in outreach independently;
C. Develop and implement strategies to engage the student body in the URB activities, events, and initiatives, collaborating with other members and committees;
D. Directly support the student representative to the Faculty Senate and Staff Senate;
E. Support the organization and outreach efforts for events that foster school spirit and community;
F. Ensure consistent and accurate documentation of outreach efforts, following standards set by the Student Body President and URB;
G. Establish and uphold a clear, cohesive definition of "outreach," subject to the President's and URB's approval, and ensure all members are held accountable to outreach expectations;
H. Promote representation by ensuring all students feel seen, heard, and supported;
I. To collect student feedback and concerns through surveys, focus groups, and/or informal discussions to inform and improve outreach and URB initiatives;
J. To act as a bridge between the student body and the URB, ensuring students are aware of decisions, upcoming events, and engagement opportunities in collaboration with the marketing team.
K. Maintain open communication channels in collaboration with the marketing team (e.g., newsletters, social media, URB website) to keep students informed and involved.
L. Collaborate with the URB Advisor(s) and Student Involvement staff to:
M. Hold monthly town halls that provide updates on university and URB matters and invite community feedback.
N. Analyze the effectiveness of outreach strategies and make necessary adjustments.
O. Support in the creation of new programs or initiatives that connect students with campus resources and support systems;
P. To expand engagement efforts beyond traditional events by promoting mentorship programs, student-run workshops, and other innovative formats;
Q. To deliver at least three outreach reports per semester at full body meetings, with a minimum two-week gap between each.
R. Faculty Senate Liaison is required to attend Faculty Senate meetings and serve as the point of contact for the URB to the Faculty Senate. They are required to foster the relationship between the two bodies and connect members of the URB to relevant initiatives. They report directly to the VP of Outreach and Leadership in general.
S. Staff Senate Liaison is required to attend Staff Senate meetings and serve as the point of contact for the URB to the Staff Senate. They are required to foster the relationship

between the two bodies and connect members of the URB to relevant initiatives. They report directly to the VP of Outreach and Leadership in general.

T. Appoint no more than five Outreach deputies at their discretion to assist in any of the specific function areas. If the Deputy is dismissed and believes their dismissal is unfair or unreasonable then they may appeal to the Administrative and Financial Affairs Committee as a whole. The Deputy has 21 days to appeal.

§ 904 Duties of the Chief of Staff

A. Serve as an advisor in the formation of teams, planning initiatives, and executing projects to leadership and Committees of the URB;
B. Develop strategies alongside the Vice President for Membership Development and Training to ensure Student Government members initiatives are carried out strategically and in collaboration across Student Government;
C. Support the organization and documentation of projects within Student Government, especially regarding mission relevancy and collaboration with offices outside the organization;
D. Serve as a resource to advise members, especially on ensuring initiatives and communications are intentional, effective, and respectful within and outside the organization;
E. Communicate with members and University administrators to advance the success of Student Government initiatives;
F. Collaborate with other Vice Presidents, the SG Advisor, and Student Involvement staff to analyze the effectiveness of Student Government organization and projects;
G. Serve as an advisor and organizer for the Student Body President, Executive Vice President, and other leadership roles;
H. Maintain awareness of strategies and plans for events, advocacy, and longer-term Student Government projects;
I. Appoint no more than three Deputy Chief of Staff at their discretion to assist in any of the specific function areas, with specific portfolios communicated to the body. If a Deputy Chief of Staff feels their removal was for unfair or unwarranted reasons, they may appeal the decisions to the Elections and Disputes Commission within 21 days.

Chapter 10: Administration of Committees

§ 1001 Committee Membership

At-Large Student Representatives are expected to serve as standing members of at least two committees. Representatives will officially declare their membership through a registration process administered by the President of the URB. Only standing members of committees may vote in their respective committees. Members may change their committee membership at the discretion of the President.

At least 1 Academic College Student Representative of each Academic College is expected to serve as a member of the Academics Committee. In collaboration with the Chair of Academics and Leadership, the two Academic Representatives will determine who will sit on the Academics Committee, and this membership cannot be split. They can serve as members of any other committee in addition to the Academics Committee.

§ 1002 Exception to Committee Membership
The President shall work with Representatives that are unable to serve on required committees, which may include an additional volunteer, office, outreach, or business-related hour of work a week.

§ 1003 Chairs of Committees
The URB will elect a Chair for each committee using a voting method that records each Representative vote. Chairs serve for the URB's term or until a successor is chosen. Each Chair will lead their respective committees. The Representatives will vote for the Chair of each Committee of the URB. The Chair shall hold office for the rest of the term of the URB, or until a successor shall be elected. Each Chair shall serve as the presiding officer of their respective committees. Each Chair shall serve to lead their committee in relevant work, projects, initiatives, and events as per the agenda of the URB, and with the advice of their committee. Each Chair shall hold the ability to delegate responsibility for all such work, and report failures of the members of their committee to complete their responsibilities to URB Leadership.

§ 1004 Vice-Chairs of Committees
The Committee Chairs shall select one member for the position of Vice-Chair, with confirmation 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 chair position. The Vice Chair will be responsible for assisting the Chair in committee membership recruitment and supporting liaisons in their work. The Vice Chair will also be tasked with helping the Chair plan events and track progress on committee initiatives. The Vice-Chair shall serve at the pleasure of the Chair.

§ 1005 Chiefs of Staff to Committees
Each Committee Chair may select one individual for the position of Chief of Staff, who shall serve at the pleasure of the chair. The Chair and Vice-Chair shall delegate responsibilities to the Chief of Staff at their discretion. Beyond those duties, the Chief of Staff will support the committee's day-to-day operations as well as assist and advise members and liaisons of the committee as needed.

§ 1006 Liaisons of Committees
The Committee Chair shall nominate undergraduate students to serve in Liaison positions. The Committee Chairs ensure that the nomination process is open, transparent, impartial, and fair to all students. The Committee members vote to confirm or reject the nominations, and if confirmed they will serve as full members of the Committee. Liaisons will serve as a point of contact to relevant University Departments, University Organizations, and community members, and be primarily responsible for projects relevant to their Liaison role. Liaisons will submit a report respective to their area of responsibility at each committee meeting, including working with the Chair to request specific items on the meeting agenda that need more discussion.

§ 1007 Committee Meetings
The Committee Chairs are to schedule and hold weekly meetings and conduct business on a weekly basis during Sessions of the URB, except for university closings. The Vice-Chair of the committee will administer committee meetings when the chair is unable to attend. A chair must notify standing members of their committee, Advisor(s) to the URB, and the President 24 hours prior to canceling a meeting.

§ 1008 Emergency Committee Meetings
If necessary, the Chair shall give notice containing the time and location of the meeting to all committee members, the Advisor(s) to the URB, and the President no fewer than 24 hours prior to the emergency meeting.

§ 1009 Succession
If, by reason of death, resignation, removal from office, inability, or failure to qualify,

A. There is no President, the Executive Vice President shall inherit and will discharge the powers of the President until a new President is elected;
B. There is no Executive Vice President, then the acting Executive Vice President will be given in the order: Vice President for Membership Training and Development and The Vice President of Outreach. They shall temporarily hold this position until a new Executive Vice President is elected;
C. There is no Clerk of the URB, the most senior Chair of the URB, by date of appointment, shall inherit the duties and responsibilities until a Clerk of the URB is elected;
D. Both the President and the Executive Vice President 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, Equity, and Inclusion Committee; the Chair of the Student Engagement and Support Committee; the Chair of the Government and Community Relations Committee; and the Chair of the University Academics Committee.

Chapter 11: Ad Hoc Committees

§ 1101 Ad Hoc Committee
An Ad Hoc committee is a non-standing committee that is created with a specific purpose to complete a special task.

§ 1102 Ad Hoc Committee Establishment
An Ad Hoc committee must be established by a resolution with the approval of the URB. A written resolution to establish the Ad Hoc committee must include its purpose, rules, and the presiding officer(s) or the process by which to select them. The Administrative and Financial Affairs Committee, in addition to one other committee, must pass it before the full URB can vote on it.

§ 1103 Changing the Ad Hoc Committee
If there is a need to change aspects of the committee, a new resolution must be made.

§ 1104 Ad Hoc Committee Membership
Membership of an Ad Hoc committee will be approved by the President.

Title III: The 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 Clerk;
C. The URB, at its next meeting, must deliberate and may, by a two-thirds vote of the URB, 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 URB, 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, the commissioner will be immediately removed from the 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 URB 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 URB campaign or have a vested interest in the outcome of any election administered by the Commission.

§ 110 Conflicts of Interest

Any Commissioner shall disqualify themself 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 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 committees and to hear disputes that arise over matters of constitutionality of the URB 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 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 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 Advisor of the URB, 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 to reach a ruling. This ruling must be solely based in fact and the Constitution of the URB, 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 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 URB. The Elections and Disputes Commission first shall submit all new Election Codes to the Clerk of the URB 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 URB no less than 96 hours prior to the day the vote will be held, in which the Clerk of the URB shall disseminate the Election Code to the URB 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 URB, the new Election Code must be passed with at least a two-thirds vote.
D. If the Election Code is not approved for the first time, and time permits, members of the URB are allowed to send suggestions to the Elections and Disputes Commission within 48 hours of the end of the URB meeting. After that, the Elections and Disputes Commission may present a new copy of the Election Code to the URB.
E. If the Election Code is not approved for the second time, and time permits, then the URB 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 URB. Of the three members elected to advise the Elections and Disputes Commission, only one may be an officer of the URB.

F. If the third proposal is not passed by the URB 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, except for 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 URB meeting, event, or gathering is prohibited.

Chapter 6: Transparency

§ 601 Publication of Rulings and Other Records

The decisions of the Elections & Disputes Commission under the URB 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 URB. All decisions shall be posted to the URB website within 24 hours of decision 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 URB or to the President upon request;
B. Within two weeks following an election, the Commission shall submit a written report to the URB 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 IV: Committees of the Undergraduate Representative Body

Chapter 1: Establishment of Committees

§ 101 Establishment

Administrative and Financial Affairs; University Services; Diversity, Equity, and Inclusion; Student Life; Government and Community Relations; and University Academics are established as committees of the Undergraduate Representative Body of George Mason University.

§ 102 Collaboration
All members of committees will collaborate on all committee-related projects with other members of their committees. All committees shall establish working relations with relevant Registered Student Organizations.

Chapter 2: Administrative and Financial Affairs Committee

§ 201 Purpose
The purpose of the Administrative and Financial Affairs Committee is:

A. To serve as the primary interface regarding all intergovernmental affairs for the URB with every committee, institution, division, commission, board, bureau, agency, entity, official, court, or judge of the URB;
B. To work with the Clerk of the URB 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;
C. To consider Bills of monetary allocation;
D. To disburse allocated funds for all agencies of the URB;
E. To inspect the financial records of the URB, at regular intervals as the committee shall deem practical;
F. To facilitate responsible fiscal management in the URB through dissemination of information concerning desirable procedures, checks, and accountability relationships;
G. 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 ⅔ vote of the URB;
H. To ensure strict adherence to university spending policies, and to ensure that copies of all fiscal transactions are retained by the URB, and are transmitted to accounts payable and the Office of Student Involvement, in concert with the direction of those offices;
I. 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 URB's website;
J. To establish a non-binding budget for the academic year, to be approved by the URB, and;
K. 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 URB 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 related projects spent and conducted over the course of the previous year to be presented to the URB 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 URB concerning matters of financial responsibility in the administration of the university, management of the resources of the URB, and to ensure the periodic publication of the statement and account of the Budget.

§ 204 Financial and Merit Aid Liaison

The Financial and Merit Aid Liaison of the URB 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 Liaison shall also assist in the facilitation of Scholarship of the Week.

Chapter 3: University Services Committee

§ 301 Purpose

The purpose of the University Services Committee is:

A. To strengthen the URB'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 URB.

§ 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 Committee, or designate an interested member of the Services Committee to do so;

C. To schedule appointment hearings for candidates for the position of Park Ranger;
D. To work in conjunction with the Liaison of Facilities in implementing, and managing, the Mason Stewards program.

§ 304 Dining Services Liaison

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

§ 305 Information Technology Liaison

The Liaison 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 the URB as needed.

§ 306 Sustainability Liaison

The Sustainability Liaison 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 Liaison is also tasked with managing the Maintain Mason program alongside the Chair of University Services.

§ 307 Facilities Liaison

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

§ 308 Housing Services and Residence Life Liaison

The Liaison 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 Liaison shall maintain a working relationship with the Residential Student Voice, the Student Staff Voice, and other relevant offices.

§ 309 Campus Operations Liaison

The Campus Operations Liaison shall be responsible for establishing working relations with and serving as a liaison between the students and offices of Operations & Business Services, and Student Centers. The Liaison 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.

§ 310 Student Health Liaison

The Student Health Liaison shall be responsible for establishing working serving as a liaison between the students and Student Health Services, Counseling and Psychological Services, the

Center for the Advancement of Well-Being, and any other pertinent offices and organizations. The liaison may lead initiatives related to student health in Student Government, including contraception and family planning, menstrual hygiene, gender-affirming care, health equity, and mental wellness. Additionally, the liaison is tasked with maintaining relations with the Student Health Advisory Board.

§ 311 Parking and Transportation Liaison

The Parking & Transportation Liaison shall be responsible for establishing working relationships with the Office of Parking & Transportation. The Liaison shall be responsible for promoting the interests of students to the Office of Parking & Transportation. The Liaison shall also serve as a member of the Student Parking Appeals Board.

Chapter 4: Diversity, Equity, and Inclusion Committee

§ 401 Purpose

The purpose of the Diversity, Equity, and Inclusion Committee 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 URB Committees, and;
G. To establish working relations with other offices and entities on campus such as Center for Leadership and Intercultural Engagement, 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, Equity, and Inclusion Committee is established as a standing committee within the URB.

§ 403 Chair of Diversity, Equity, and Inclusion

The duties of the Chair of the Diversity, Equity, and Inclusion Committee include serving as the presiding officer for the Diversity, Equity, and Inclusion committee and promoting the diversification of the Undergraduate Representative Body.

§ 404 Cultural and Identity Affairs Liaison

The Liaison shall be responsible for discharging all duties pertaining to the promotion of cultural diversity, multicultural interests and activities, and identity activities. The Liaison 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 Leadership and Intercultural Engagement,, and any other pertinent offices and organizations.

§ 405 Accessibility Liaison

The Liaison 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 Liaison will act as the primary liaison between the Offices of Disability Services, the Mason LIFE Program, and students in the neurodivergent community.

§ 406 International Student Relations and Affairs Liaison

The Liaison 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 Liaison 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: Student Life Committee

§ 501 Purpose

The purpose of the Student Life is:

A. To promote the advancement of student support, advocacy, and involvement across George Mason's campus with consideration of safety and well-being of the student body;
B. To advocate for students in reference to University Athletics, Fraternity and Sorority Life, Mason Recreation, and registered student organizations, and do so in collaboration with the relevant Chairs or VPs for registered student organizations with academic, multicultural, and Honor-related missions, 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, Contemporary Student Services, Mason Recreation, and the Diversity, Compliance, and Ethics Office.

§ 502 Committee

The Student Engagement and Support Committee was established as a standing committee within the URB.

§ 503 Chair of Student Life Committee

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

A. To serve as the presiding officer of the Student Life Committee;

B. In cases of vacancies in the relevant executive positions, to act as the URB representative to the Mason Recreation Advisory Board or Title IX Advisory Board or designate interested members of the Student Life Committee or department to do so.

§ 504 Intercollegiate Athletics and Mason Recreation Liaison

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

§ 505 Student Involvement Liaison

The liaison for Student Involvement shall be responsible for liaising with student involvement, including the Student Funding Board, Patriot Activities Council, Esports, Register Student Organization lead team, and Register Student Organizations at large. Their duties shall be to promote engagement, ensure transparency, accessibility, and equity with student involvement operations.

§ 506 Fraternity and Sorority Life Liaison

The Liaison for Fraternity and Sorority Life shall be responsible for regularly communicating with, promoting, and supporting Greek life organizations on campus. The Liaison shall promote Greek life events, support philanthropic weeks and programs, and engage with hazing prevention initiatives. The Liaison shall establish a strong working relationship with the Office of Fraternity and Sorority Life, Interfraternity Council, United Greek Council, National Pan-Hellenic Council, Panhellenic Council, and registered fraternities and sororities on campus.

§ 507 Student Conduct and Safety Liaison

The Liaison of Student Conduct 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 Liaison shall develop working relations with the Mason Police Department, Student Support and Advocacy Center, Mason Student Services Center, the Office of Student Conduct, the Office of the Ombudsman, and any other pertinent offices and organizations.

§ 508 Contemporary Student Services Liaison

The Liaison of 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 Title IX and Clery Act Compliance Liaison

The Liaison of 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 Liaison shall attend training courses in compliance with the Federal and University Title IX policy, and the Clery Act.

Chapter 6: Government and Community Relations Committee

§ 601 Purpose

The purpose of the Government and Community Relations Committee 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 URB.

§ 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 the URB.

§ 604 State Affairs Liaison

The Liaison for State Affairs shall be responsible for representing concerns and interests of the student body to the public sector officials in the Commonwealth of Virginia. The Liaison should be responsible for keeping track of legislation relevant to the interests of the student body and the University Administration. Additionally, they will work with the Chair, Committee members, and other students to build and maintain a portfolio of legislative interests for Student Government to advocate for throughout the year. The Liaison 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.

§ 605 Local Government Liaison

The Liaison for Local Government 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. The Liaison shall be responsible for keeping track of local legislation, ordinances, projects, and other items relevant to the interests of the student body and the University Administration. The Liaison shall establish a strong working relationship with 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 Civic Engagement Liaison
The Liaison for Civic Engagement shall be responsible for promoting student engagement with elections by promoting voter registration and voting, increasing student attendance at relevant public town halls and public comments, and supporting student engagement with elected officials. They establish a strong working relationship with Mason Votes, Mason Voting Ambassadors, relevant parts of the CECIL Office and University Government and Community Relations team, and student organizations seeking to hold voter registration drives on-campus.

§ 607 Community Organizing Liaison
The Liaison for Community Organizing shall be responsible for identifying and encouraging opportunities for the University's students, faculty, and staff to participate in, and take advantage of organizing opportunities with local cultural, recreational, and political groups, especially for nonprofits that seek student engagement and input. Additionally, they shall build a working relationship with and support labor, union, and professional associational organizations that include, represent, or want to engage with students and student staff at the University.

§ 608 Business Relations Liaison
The Liaison for Business Relations shall be responsible for representing the 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 Liaison 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 Liaison shall also identify and encourage opportunities for the University's students, faculty, and staff to participate in local, state, and federal business opportunities.

§ 609 Federal Affairs Liaison
The Liaison for Federal Affairs shall be responsible for representing concerns and interests of the student body to the federal government, federal agencies, and officials elected to public office. The Liaison shall be responsible for keeping track of relevant federal legislation and policy changes and preparing periodic reports to the Student Government and student body on how changes may impact students, especially regarding financial aid. The Liaison shall establish a working relationship with the Office of Federal Government Relations, Congressional offices for Northern Virginia representatives, federal agency contacts, and other relevant governmental and community leaders.

Chapter 7: University Academics Committee

§ 701 Purpose
The purpose of the University Academics Committee is:

A. To strengthen the URB'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 ⅔ vote of the Undergraduate Representative Body. Per the Mason Core Committee rules, this nominee must be an Undergraduate Representative, and;
J. To appoint representatives and/or members of the undergraduate body to serve as Academic and Professional Development Liaison and Library Guru, and;
K. To hold a vote on the student representative to the Writing Across Curriculums Committee, with the chair being responsible for informing the WAC Committee and Student Body President of the approved nominee. There is no formal veto process. However, the committee can vote by a 2/3 majority to remove the serving member and replace them with another Undergraduate Representative if they deem it fit.

§ 702 Committee

The University Academics Committee is established as a standing committee within the URB.

§ 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 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 Academic and Professional Development Liaison
The Liaison for Academic and Professional Development of the URB 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.

§ 705 Mason Libraries Liaison
The Mason Libraries Liaison, also called the Library Guru, shall be responsible for maintaining a relationship with the Fenwick Library. This liaison is responsible for serving on SLAC (Student Library Advisory Council), helping the Fenwick Library staff to advertise initiatives in Student Government, participate in events where the URB has partnered with Fenwick staff, and help connect the Fenwick Library with students at the library's request.

§ 706 Academic Accommodations Liaison
The Liaison for Academic Accommodations shall be responsible for representing student interests regarding the accessibility of academic programs, classrooms, and academic support units for students. For the purposes of this position, accessibility encompasses the duty and legal responsibility of the university, its offices, and its employees to foster an academic environment in which all students can thrive, regardless of identity (including protected classes outlined in non-discrimination policies), ability (physical, developmental, or otherwise), or economic status. They also shall establish strong working relationships with offices including, but not limited to, the University Testing Center, Disability Services in cooperation with the Accessibility Liaison, Classroom, Academic, and Field Placement Accommodations, and the ADA Office and Coordinator to ensure students receive all legally required accommodations and promote awareness of what accommodations they may be eligible for. When relevant, they shall work cooperatively with School or College representatives in these initiatives.

Title V: 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 URB of George Mason University and an advisory body of the URB 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 officials 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 most 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 Undergraduate Representative Body 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 the URB, the Student Body, regarding parking;
G. The Board shall assist with the deliberation, planning and execution of events, information dissemination, and relevant projects regarding 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 Liaison for Parking and Transportation 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 Undergraduate Representative Body until their date of graduation from the University, except for the Liaison for Parking, whose term as a Member shall end at the end of their term as Liaison, and;
C. The Student Body President shall have the power to fill all vacancies that may occur whilst the Undergraduate Representative Body is not in session, subject to ratification upon the reconvening of the Undergraduate Representative Body.

§ 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 URB, and to the public, and;
D. Create and maintain a transition binder for this position as described in **title 8 chapter 3**, and;
E. Create and maintain a generic transition binder for board members as described in **8 CSG §311**.

§ 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 URB 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 the Dining administration, interested members of the URB, interested members of the student body, the Liaison for Dining Services, and the Chair of the University Services committee.

§ 205 Appointment and Term

A. The Liaison for Dining Services shall serve as Chair of the Council;
B. 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 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 Liaison for Dining Services, and that is approved by the Chair of the University Services Committee. If the position of Liaison for Dining Services is vacant, the duty of appointing members will fall to the Chair of University Services, and;
E. The Liaison for Dining 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, they 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 Liaison 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 Chair of Services to act during said absence. Whenever the Liaison for Dining Services is unable to perform the duties of Chair of the Council, 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: Mason Stewards

§ 301 Establishment
Mason Stewards is established as a volunteer program run by the URB of George Mason University and the University Facilities department at George Mason University.

§ 302 Authority
Mason Stewards shall derive its administrative authority from the backing of University Facilities and the URB.

§ 303 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.

§ 304 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 the URB and relevant university offices to Mason Stewards.

§ 305 Appointment and Term
A. The Chair of University Services, Vice-Chair of University Services, and Liaison for University Facilities shall all serve as Mason Stewards, and one of these will serve as the Chief Steward;

B. If none of these three members of the URB can be a part of Mason Stewards, the University Services Committee shall have the power to appoint a member of the committee as the Chief Steward.

§ 306 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.

§ 307 Duties of the Chief Steward

The duties of the Chief Steward are:

A. To maintain and run the Mason Stewards program for the URB;
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, and;
E. Create and maintain a transition binder as described in title 8 chapter 3, and;
F. Create and maintain a generic transition binder for Mason Stewards as described in 8 CSG §311.

§ 308 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 Liaison for Facilities will fill the role;
B. When the Chief Steward position and the Liaison 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.

§ 309 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.

§ 310 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 4: Park Ranger of The Grove

§ 401 Establishment

The Grove is established as a park run by the URB, 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.

§ 402 Authority
The Park Ranger of The Grove shall derive its authority from a memorandum of understanding signed by University Facilities and the URB.

§ 403 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.

§ 404 Appointment and Term
A. The Chair of University Services is tasked with recruiting and submitting candidates for Park Ranger from the University Services Committee. They 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 Undergraduate Representative Body Session;
D. If the elected member cannot fulfill the duties of the Park Ranger, The Liaison of Facilities will be tasked with fulfilling the duties of the Park Ranger in their stead.

§ 405 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;
F. Create and maintain a transition binder as described in title 8 chapter 3.

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

Chapter 5: Student Government Leadership Council

§ 501 Establishment
The Student Government Leadership Council (SGLC), also referred to as the Lead team, or leadership team, is comprised of the various members of Leadership across the Student Government.

§ 502 Authority
The SGLC shall derive its authority from the URB and the combined power, duties, and responsibility of all its members.

§ 503 Purpose
The purpose of the SGLC is to promote the success of the Student Government by providing a place to support coordination and effective leadership among the SGLC's members, to provide a centralized location for leadership discussion.

§ 504 Responsibilities
The responsibilities of the Student Government Leadership Council are to:

G. Promote the Success of Student Government as a whole;
H. Meet weekly during the regular sessions of the URB while not in recess, unless a meeting cancelled with a two-thirds vote by the SGLC;
I. Provide a weekly report of Leadership's activities at every regularly scheduled URB Meeting, shared by a specific SGLC member;
J. Provide a general direction including areas of focus for how they plan to direct Student Government for each Semester;
K. Ensure each member of the SGLC has a plan for how to direct their respective team;
L. Ensure each committee chair and executive has a plan for how to direct their committee or team;
M. Hold Student Government accountable to its main goal of advocacy, representation, education, and to support the success of Student Government's Members;
N. Hold SGLC members accountable to the fulfillment of their responsibilities, tasks, and goals;
O. Coordinate on event and meeting planning together, including discussing URB agendas, reviewing the SG calendar, and discussing longer-term planning.

§ 505 Membership
The SGLC shall consist of the following: the Student Body President, the Executive Vice President, the Presidential Chief of Staff, each additional Vice President, the Clerk, and the chairs of all URB Committees or, if unavailable, the Committee's Vice-Chair or Chief of Staff. The Faculty Advisor and Graduate Professional Advisor are also non-voting ex-officio members of the SGLC.

§ 506 Presiding Officer of the SGLC
The Student Body President shall serve as the presiding officer of SGLC meetings unless otherwise chosen by the SGLC or delegated by the President. The Presiding officer will set the agenda prior to each meeting, with sufficient notice and consultation with SGLC members and the Faculty Advisor. As needed, the presiding officer shall ensure the SGLC delegates the responsibilities described in § 504 to its members.

§ 507 Responsibility of the Minutes
One member of the SGLC shall take minutes for the meeting and reporting them to the Clerk to be submitted to the journal and made available as if they were committee minutes. If at any SGLC meeting, no member volunteers to take minutes, one member will automatically assume responsibility in the following order: Clerk, Chief of Staff, then in the order of Clerk succession as described in **2 CSG §1008 C**.

Title VI: Budget and Finance

Chapter 1: Spending Procedure

§ 101 Appropriations from the URB Budget
The Chair of the Administrative and Financial Affairs Committee is authorized to disburse funds from the URB Budget in such amounts as shall be determined by statute.

§ 102 Leadership Discretionary Fund
The Student Body President shall have power to allocate $1,000 of the URB Budget with the approval of a majority of all members of the SGLC, by vote of the President, all standing Committee Chairs, Clerk, Vice Presidents, and Chief of Staff. The approval of the funds is not required to take place in an SGLC meeting, and can take place via forms, emails, or SGLC communications. Additional money can be allocated to the fund through spending bills in accordance with **2 CSG § 402**.

§ 103 Budgeting
A. The Chair of the Administrative and Financial Affairs Committee shall submit a budget resolution to be considered by the Undergraduate Representative Body during the 3rd week of the 1st Session.
B. Before the beginning of each quarter, the Administrative and Financial Affairs Committee must submit a report to the full URB;

§ 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 URB Budget $1,000.00 for any computer/programming costs, printing costs, promotional costs, and any additional costs that relate to conducting URB 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 URB, 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 URB Spending Procedure
Any requests for funds must be submitted as a spending bill to the Undergraduate Representative Body 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 URB 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 the URB may use these allocated funds given they obtain written permission from the Student Body President or Vice President;
C. Members of the Elections and Disputes Commission must receive written permission from the Chair of the Commission;
D. The Clerk of the Undergraduate Representative Body shall be exempt from subsection (B) 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 Administrative and Financial Affairs Committee;
E. Under no circumstance shall more than $50.00 be spent on a single printing purchase unless that purchase is approved through the URB spending procedure outlined in **6 CSG § 105**.
F. All receipts and signed permission from the Student Body President or Vice President shall immediately be provided to the Chair of the Administrative and Financial Affairs Committee.

§ 107 Time Limitation for Appropriations

Any funds allocated to a non-event by the Undergraduate Representative Body 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 URB Account, unless otherwise specified by statute within legislation.

§ 108 Emergency Spending Procedure

A. A total of five percent of the URB budget shall be reserved for emergency funds.
B. A financial emergency shall be defined as a situation in which the Undergraduate Representative Body is unavailable to properly allocate funding through standard legislative procedures.
C. The URB emergency reserve fund may only be used in the case of a declared financial emergency, which must be approved by the Student Body President and the Chair of the Administrative and Financial Affairs Committee 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 URB Advisor to discuss the budget before giving approval for the bill's submission.

Title VII: Commencement Cords

Chapter 1: General Provisions

§ 101 Establishment of Cords
Graduating members of the URB, or those who have previously served in the URB, shall be eligible to receive commencement cords upon graduation from the University.

§ 102 Eligibility for Cords of Distinction
Any person who has served two years in the URB, whether that be as a Student Representative, a Commissioner or Chair of the Elections and Disputes Commission, the Student Body President or Vice President, 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 the URB whether that be as a Student Representative, a Commissioner or Chair of the Elections and Disputes Commission, the Student Body President or Vice President, 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 the URB 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 Student Body President, VP of Membership Development and Training, and Chair of Administration and Financial Affairs Committee. 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 VIII: 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 the URB. 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 URB members regarding leadership, academia, and behavior.

Chapter 2: Expectations of Undergraduate Representative Body Members

§ 201 Non-discrimination
Membership in the George Mason University URB shall not be restricted on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status, genetic information, or any other characteristic protected by law.

§ 202 Servant Leadership
A. Members of the URB will dedicate themselves to serving the needs of the Student Body and the University;
B. Members of the URB will make decisions that will enhance the entire organization, the university, and their community rather than themselves;
C. Members of the URB will practice fairness, integrity, and dependability in their roles within this organization;
D. Members of the URB 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 the URB will demonstrate appropriate behavior as outlined in George Mason University's Code of Student Conduct and other university policies;
B. Members of the URB 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 the URB will follow all academic rules outlined by the university, their respected colleges, and their professors;
B. No Representative shall register for a class that conflicts with the general meetings of the Undergraduate Representative Body, on Thursdays at 4:30PM. If a Student Representative registers for a class that conflicts with the general meetings of the Undergraduate Representative Body, then by unanimous decision of the President, Clerk,

and all committee chairs, a resolution will be submitted with articles of impeachment against said Representative in violation.

§ 205 Work Ethic

A. Members of the URB are willing to devote their time and energy to ensure a well working organization;
B. Members of the Undergraduate Representative Body must attend all events deemed mandatory by the President;
C. Members of the Undergraduate Representative Body 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 the URB are mindful that they cannot be successful without the work, support, and dedication of all members of the organization;
B. Members of the URB will acknowledge the contributions of the URB 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 URB events.

§ 207 Professionalism

A. Members of the URB will always demonstrate a respectful attitude towards others.
B. Members of the URB will be mindful of their use of language while at a URB event and during URB meetings.
C. Members of the Undergraduate Representative Body will dress in business casual attire, which is defined by the President, when attending Thursday URB meetings, unless otherwise specified by the President. Failure to do so will lead to the President asking you to leave, which will count as an unexcused absence.
D. Members of the URB, when communicating outside of the organization, will CC the Student Government email address (sg@gmu.edu) and the Advisor(s) for the URB.

§ 208 Upholding this Code

Members of the URB will uphold this code of professional responsibility. Each responsibility is of equal precedence.

Chapter 3: Transition Binders

§ 301 Goal of Transition Binders

Transition binders are intended to ease the transition between the previous holder of a position and the current one, and to be a guide to the new holder of the position.

§ 302 Required Transition Binders

There should be one transition binder for each of the following positions:

A. Student Body President
B. Each Vice President
C. Clerk

D. Archivist
E. Each Committee Chair
F. EDC Chair
G. EDC Commissioners (**§ 309**)
H. Each Liaison
I. University Committee Appointments
J. All Representatives (**§ 310**)
K. And other positions which are required elsewhere in the code

§ 303 Contents of Transition Binders

Each Transition Binder shall have the following:

A. Items of Inclusion (**§ 306**)
B. Transition Document (**§ 307**)
C. Support Documents (**§ 308**)

§ 304 Responsibility of Transition Binders

It is the responsibility of each position to create and update its own transition binder and ensure the Clerk and Faculty Advisor have a copy. It is the responsibility of the Faculty Advisor to ensure all new position holders have the transition binder for their designated position. The following positions shall hold the associated group accountable for their creation of the transition binder and provide help if needed:

A. The VP of Membership and Training, shall hold Committee Chairs, the Clerk, and Non-At Large Representatives accountable.
B. Chairs of Committees shall hold their Liaisons and Vice Chairs accountable.
C. The Clerk shall hold the President and Executive Vice President accountable.
D. For other appointed positions, it is the responsibility of the position that appoints them to hold them accountable, with the exception of the EDC.
E. For other non-appointed positions, it is the responsibility of their direct superior to ensure it is created.

§ 305 Accountability

Halfway through the position holder's term the Items of Inclusion must be reviewed and updated, or be given a strike at the recommendation of the one holding them accountable (**§ 304**). If a position holder fails to make any changes, or in the opinion of the one holding them accountable stated in **§ 304**: failed to update the transition binder to ensure it has up to date information or failed to update the Transition Binder to contain the new Items of Inclusion; they are eligible to receive a strike at the start of the next URB term.

§ 306 Items of Inclusion

Items of Inclusion is a list of everything that should be included within the Transition Document (**§ 307**) and Support Documents (**§ 308**). After being given their transition binder and serving in their position for some time, position holders should review the Items of Inclusion and add any additional information that should be added to the Transition Binder, or if there is something that should be clarified. These should be added to the Items of Inclusion and written as generally as possible. Removal of items in the list should be carefully considered.

§ 307 Transition Document

The Transition document or documents should consist of the following sections and more if desired or stated in the Items of Inclusion:

A. Position Definition: Includes the text on the position from the Constitution and Code about the position, with references.
B. Position Explanation: Explains what the position is and does in practice.
C. Important Information: Includes all important information necessary for the position holder.
D. Important Contacts: Lists important contacts found useful by previous position.
E. Position Guide: This section should focus on teaching the new position holder how to do their job.
F. Important Previous Mistakes: A list of mistakes previous position holders have made and how to prevent them.

The Transition Document should include all items in the items of inclusion (**§ 306**) designated for the Transition Document. If desired certain sections can be delegated to a support document (**§ 308**) as long as the document is mentioned by name in the relevant section. All positions should avoid including information in the general Representative Transition Binder

§ 308 Support Documents

Support documents can include templates, a section of the Transition Document (**§ 307**) delegated, or any other useful information.

§ 309 Elections and Disputes Commissioners Transition Binder

The Elections and Disputes Commission must discuss updates to the Commissioner Transition Binder in some way. The process of updating the Commissioner transition binder is otherwise up to the EDC.

§ 310 General Representative Transition Binder

The VP of Membership and Training should, with the help of the rest of the Leadership Council, update the Items of Inclusion by discussing with every Representative things that they wish they knew early on. The VP of Membership and Training is then responsible for creating, or updating, the transition binder. The VP of Membership and Training may seek assistance from Representatives.

§ 311 Generic Transition Binders

A position with the duty of maintaining a generic transition binder for a separate position should work with as many members holding the separate position as possible to update the Items of Inclusion (**§ 306**). The position may work with, and even delegate to, members holding the position to help update the transition document (**§ 307**) and support documents (**§ 308**), but is ultimately responsible for ensuring they are done and accurate.