

STUDENT GOVERNMENT CODE

Student Government Association of DePaul University

TITLE 1

GENERAL PROVISIONS

Chapter 1

Scope

Section 1. Applicability

The Student Government Code shall be binding on all officers, agencies, and official bodies of the Student Government Association (SGA) and all members of the Student Body participating in SGA

Section 2. Hierarchy of Governing Documents

The Constitution of the Student Body of DePaul University shall supersede all other governing documents. All other governing documents shall be referred to as “bylaws” as referenced in Title 11 of this document.

Chapter 2

Amendments

Section 1. Origin

All changes to this code must be proposed in the form of a bill introduced in the House of Representatives.

Section 2. Referral to Committee and Approval

All proposed amendments to this Code must be referred to the House Executive Committee and tabled and approved by a two-thirds majority of the House of Student Representatives.

Section 3. Inserting Amendments

- (a) The Parliamentarian shall be responsible for inserting all approved amendments into the Student Government Code.
- (b) The Parliamentarian shall distribute all approved amendments to the SGA member mailing list and shall work with the Marketing and Communication committee to include them in the SGA Weekly Newsletter.
- (c) The Vice President and Parliamentarian may make non-substantive changes to this document to correct grammatical and spelling errors.

Chapter 3

Special Provisions

Section 1. Session Number

Each session of the Student Government Association shall begin with the adjournment of the final meeting of the academic year. Sessions of SGA shall be numbered consecutively with session one beginning in the year eighteen ninety-eight. (1898)

TITLE 2

THE LEGISLATIVE BRANCH

Chapter 1

General Provisions

Section 1. Membership

- (a) The membership of the legislative branch, referred to as the House of Student Representatives, shall be defined as all elected chairs and representatives, and all House officers. There shall be voting members, and non-voting members.
- (b) Voting members shall include:
 - a. All elected representatives
 - b. All elected chairs
 - c. The Student Body Vice President (in the event of a tie)
- (c) Non-voting members shall include:
 - a. Chief of Staff
 - b. Parliamentarian
 - c. Secretary
 - d. Vincentian Liaison
 - e. All Student Organization liaisons

Section 2. Meeting Guidelines

- (a) All general meetings of the House shall be subject to the following regulations:
 - a. General meetings must be held weekly.
 - b. General meetings of House may be scheduled and cancelled by the Vice President.
 - c. Special meetings of House may be called and cancelled by the President.
 - d. The House must meet quorum as set by the Constitution.

Section 3. Quorum and Executive Session

- (a) The number of members that need to be present to establish quorum and close the meeting to the public is set by the Constitution.

Chapter 2

House Officers

Section 1. Speaker of the House

- (a) The Student Body Vice President shall serve as Speaker of the House. The duties assigned to this role shall include:
 - a. Impartially preside over meetings of the house
 - b. Chair House Executive Committee meetings
 - c. Attend at least one meeting of each standing committee per quarter
 - d. Set the weekly agenda for House and House Executive Committee meetings
 - e. Vote in the case of a tie in the House of Representatives or the House Executive Committee
 - f. Enforce the agenda, relevant guidelines, this Code, and the Constitution of the Student Body and the general order of the assembly during the meetings of the House
 - g. Set the dates for the first and last regular meeting of the House each quarter
- (b) In the event of an absence of the Speaker, the Acting Speakership shall fall in this order: Chief of Staff, Parliamentarian, and Secretary. If none of the aforementioned officers are present, the House shall vote to elect an Acting Speaker. The Acting Speaker shall serve the functions of the Speakership for the length of the meeting in which they are present, with the powers of Speaker falling back to the elected Speaker after the meeting. Acting Speakers are obligated to inform the Speaker of all actions taken in meetings that the Speaker was not present for.

Section 2. Appointed House Officers

- (a) The Speaker shall appoint individuals to the following appointed positions within the house. Each of these positions shall sit on the House Executive Committee:
 - a. Parliamentarian
 - i. Responsible for maintaining member requirement records in the SGA Member Portal
 - ii. Responsible for maintaining member attendance records in the SGA Member Portal
 - iii. Serve as the custodian of all governing documents
 - b. Secretary
 - i. Responsible for calling roll in House for attendance and voting purposes;
 - ii. Responsible for recording minutes during all meetings of the House;
 - iii. Responsible for maintaining internal SGA systems including but not limited to:
 - 1. Microsoft Teams
 - 2. SGA Member Portal (SharePoint)
 - 3. SGA Member E-Mail Distribution List
 - 4. DeHUB; and
 - 5. Zoom.

- (b) In the event of a mid-year vacancy of an appointed house office, the Speaker shall appoint someone to fill the position for the remainder of the term. This appointment shall be subject to a simple majority confirmation vote by the General Body.

Section 3. House Executive Committee

- (a) Membership of the House Executive Committee shall be defined as:
 - a. The Speaker of the House (Vice President)
 - b. Chief of Staff
 - c. Parliamentarian
 - d. Secretary
 - e. Chair of Academic Affairs
 - f. Chair of Campus Affairs
 - g. Chair of Membership
 - h. Chair of Marketing and Communication
 - i. Chair of Diversity and Equity
- (b) The duties of the House Executive Committee shall be:
 - a. To meet at the discretion of the Speaker;
 - b. To share in the management of House internal affairs; and
 - c. Review all legislation submitted before it is brought to the floor for consideration.

CHAPTER 3

LEGISLATIVE PROCESS

Section 1. Submission of Legislation

- (a) All legislation must be submitted to the Speaker of the House by their own defined deadline in order to be considered at the next meeting of the House.
- (b) All the following types of legislation must be referred to the proper entities or officers prior to introduction in the House:
 - a. Amendments to the Constitution or Student Government Code must be:
 - i. Referred to the Parliamentarian for review by the House Executive Committee
 - ii. The House Executive Committee may only rule such legislation out of order if it is in any way inconsistent with other provisions in the governing document it is altering or does not conform with a superior document or does not conform with DePaul University policy.
 - b. Expenditure Bills must be:
 - i. Referred to the Treasurer
 - ii. The Treasurer can only rule such legislation out of order if SGA does not have sufficient funds or it does not conform with DePaul University policies.
 - c. Statements must be:

- i. Referred to the Chair of Marketing and Communication
- ii. The Chair of Marketing and Communication may only make changes to the document related to clarity, grammar, and syntax.
- iii. The Chair of Marketing and Communication shall have two school days to make such revisions and forward to the Speaker of the House. No response, or failure to forward within two school days shall result in automatic approval by the Chair of Marketing and Communication.
- iv. The Chair of Marketing and Communication may only reject a statement if it does not conform with DePaul University policy.

Section 3. Review of Legislation Prior to Introduction

- (a) All legislation must be submitted to the Speaker of the House and the Parliamentarian prior to its introduction to House to ensure the following:
 - a. Timely submission according to the deadline set by the Speaker of the House;
 - b. Proper referral pursuant to Section 2 of this chapter; and
 - c. Conformance with Section Six of this chapter or any other provisions within other relevant governing documents.
- (b) If legislation is ruled out of order, the Speaker must, at the next general meeting of the House:
 - a. Deliver a statement explaining the House Executive Committee's decision;
 - b. Yield two minutes to the legislation author;
 - c. Allow a question-and-answer period followed by normal debate; and
 - d. A simple majority vote of the House is required to bring the legislation to the floor.

Section 4. Definition and Number of Legislation

- (a) Bills
 - a. Defined as legislation appropriating funds or amending governing documents.
 - b. Identified as "H.B. [Session Number] [Bill Number]"
- (b) Resolutions
 - a. Defined as legislation not qualifying as a bill or proclamation, used for solidifying a shared position of the entire House of Student Representatives.
 - b. Identified as "H.R. [Session Number] [Resolution Number]"
- (c) Proclamations
 - a. Defined as legislation commemorating people or events for remembrance, celebration, or recognition.
 - b. Identified as "H.P. [Session Number] [Proclamation Number]"
- (d) Statements
 - a. Defined as a collective statement by the House on an issue or cause pertaining to the overall welfare of the DePaul Community. Statements do not hold legislative weight.
 - b. Identified as "H.S. [Session Number] [Statement Number]"

- (e) Referenda
 - a. Defined as a ballot question pending decision by the DePaul student body through the SGA elections process.
 - b. Identified as “Ballot Question [Session Number] [Referenda Number]”

Section 5. Co-Authoring of Legislation

- (a) Authors who are not current members of the Legislative or Executive Branches must find a current member of House to co-sponsor their legislation submitted to House

Section 6. Amendments to Legislation

- (a) Legislation may be amended during its consideration at House meetings pursuant to proper parliamentary procedure according to Robert’s Rules of Order.

Section 7. Failed Legislation

- (a) A piece of legislation that either fails to pass the House or is vetoed shall retain its number and be filed in the SGA public access archive.

Section 8. Public Record

- (a) All legislation, minutes, and voting records of House are public record and shall be posted in the SGA public access archive.
- (b) Voting records for votes recorded during executive session shall not be made public. Only the outcome of the vote shall be public.

Section 9. Thresholds for Approval of Legislation

- (a) Resolutions, Proclamations, and Statements – Require a simple majority vote of the house
- (b) Budget Resolutions (Used to reallocate funds in the SGA budget) - Require a two thirds majority vote of the House
- (c) Bills – Require a simple majority vote of the house, except in the following cases:
 - a. Bills proposing an amendment to the Constitution of the Student Body – Require a two-thirds majority vote to be placed on the ballot in the next election
 - b. Bills proposing an amendment to the Student Government Code or SGA Bylaws – Require a two-thirds majority vote of the House
- (d) Referenda – May be proposed by general members of the Student Body by a petition of at least 1,000 signatures, or by a simple majority vote of the House of Student Representatives. Subject to a yes, no, or abstention vote by the student body through the SGA election system. May not be vetoed by the President.

Section 11. Presidential Approval and Veto

- (a) Following approval by House:
 - a. The Speaker must certify the outcome of the legislation;

- b. The President has one school day after passage of legislation to notify the Speaker, in writing, expressing their intention to veto legislation;
 - c. The signature of the President constitutes final approval.
 - d. If the legislation is relevant to any external campus departments, the President shall be responsible for distributing the legislation to all relevant parties and administration.
 - e. Statements shall not require Presidential approval. Passage by the House and certification by the Speaker shall constitute final approval of a statement.
- (b) Veto:
- a. Legislation may not be vetoed before it is passed by the House.
 - b. A veto extends to the entire legislation, not any single part of it.
 - c. If legislation is vetoed, the President must write a letter to House stating their rationale.
 - d. Authors of vetoed legislation may challenge the veto and the legislation must be reconsidered at the next general meeting of the House.
- (c) The reconsideration process of legislation is as follows:
- a. The President and legislation authors each give a one-minute opening statement.
 - b. The same process for question and answer and debate shall occur.
 - c. Following debate, the President and legislation authors are each given a one-minute closing statement.
 - d. A two-thirds majority vote of the House shall then be required to override the veto.

Chapter 4

Attendance Requirements

Section 1. Required Meetings

- (a) Representatives must attend both general meetings of the House and all official meetings of their assigned committees and boards.

Section 2. Number of Allowed Absences

- (a) Representatives may have up to two unexcused absences from House meetings per quarter
- (b) Once a representative has reached two absences, the Parliamentarian must notify the representative via DePaul email.
- (c) If a representative incurs a third unexcused absence within a quarter, they shall automatically and temporarily lose voting privileges in the House (until further determination by the Judicial Board) and be referred to the Judicial Board by the Parliamentarian for further adjudication.

Section 3. Excused Absence Requests

- (a) Excused absence requests must be completed via the SGA Member Portal no later than:
 - a. 6:00 PM on the day before a scheduled House meeting;
 - b. Two days in advance of a scheduled committee or board meeting
- (b) Excused Absences shall be granted for immovable conflicts such as family commitments, family emergencies, sickness, religious holidays and observances, and in certain cases, class schedules.
- (c) If a member discovers that a class conflicts with regularly scheduled House commitments, they must notify the Speaker prior to the start of the academic quarter and make arrangements with their assigned committee chair to ensure avid participation during the quarter in which the scheduling conflict exists.

Section 4. Attendance Decisions

- (a) Absence and attendance decisions shall be made by the Speaker of the House.
- (b) Representatives can appeal absence and attendance decisions to the Judicial Board.

Section 6. Ineligibility due to Removal

- (a) Any representative who is removed from the House pursuant to Section 2.(c) of this chapter may not be elected or appointed to any position within the Student Government Association or serve on any SGA committees or boards for one full quarter, nor will they be able to be elected as a Student Body Officer for one full year.

Chapter 5

Operations Between Academic Quarters

Section 1. Operations Between Academic Quarters

- (a) The Cabinet shall conduct the operations of the House of Student Representatives between academic quarters.
- (b) In this capacity, the Cabinet may not pass any legislation altering any governing documents, confirm appointments to the Judicial Board, or remove any officer within the Student Government Association.
- (c) The Speaker must report all recess activities at the next general meeting of the House.

Chapter 6

Reapportionment

Section 1. Responsible Entity

- (a) The Membership Committee shall oversee the reapportionment process for the House of Representatives.

Section 2. Reapportionment Period

- (a) The responsible entity must introduce a bill reapportioning House before the annual student body elections in the Spring quarter.

Section 3. Reapportionment Regulations

- (a) Reapportionment may only occur once a year. If a new college is started by the University, seats will be apportioned to that unit during the next reapportionment period.
- (b) Reapportionment must be presented as a bill for the House to approve before the filing period opens for election to the House of Student Representatives.
- (c) Each of DePaul University's ten colleges will be allocated a minimum of one student representative. The number of representatives allotted to each college shall be proportional to the percentage of the college's enrollment total in the total enrollment of DePaul University.

TITLE 3

THE EXECUTIVE BRANCH

Chapter 1

General Provisions

Section 1. Executive Branch Membership

- (a) Membership of the Executive Branch shall be defined as:
 - a. Permanent and appointed members of the Cabinet as defined by the SGA constitution;
 - b. SGA's Advising Team;
 - c. The Student Activity Fee Board; and
 - d. The SGA Finance Board.

Section 4. Cabinet Duties and Authorities

- (a) The duties and authorities of the Cabinet shall include:
 - a. Serve as the executive representatives of the Student Body to DePaul's administration and departments reporting to the President's Office;
 - b. Assist in the implementation of legislation;
 - c. Consider proposals for legislation or programming to be endorsed by Cabinet;
 - d. Perform additional duties prescribed by the House; and
 - e. Consider all other business brought before it by the administration, the student body, and its own members.

Section 5. Cabinet Meetings

- (a) The Cabinet shall meet biweekly, or at the discretion of the Student Body President; and

- (b) Quorum shall be required to hold a Cabinet meeting, as outlined in Article III, Section 6 of the Constitution of the Student Body.

Section 6. Replacement of Student Body Officers

- (a) If the President is removed, resigns, or is unable to discharge their duties, the presidency shall be assumed by the following officers in the following order: Vice President, Treasurer, and Chief of Staff
- (b) If none of the aforementioned officers can assume the role of President, the House shall elect a new President to serve for the remainder of the term.
- (c) In the case of a vacancy in the roles of Vice President or Treasurer, the Parliamentarian and the Secretary shall organize the replacement process.
 - a. The House, with a simple majority, shall elect a new Vice President or Treasurer for the remainder of the term.

Chapter 2

Student Body Officers

Section 1. The Student Body President

- (a) The duties of the President shall be:
 - a. To serve as the official representative voice of the student body to the Board of Trustees, university administration, media organizations, etc.
 - b. Attend university events, celebrations, speaking engagements, and participate in student facing media campaigns as needed.
 - c. To ensure that all motions passed by the House are properly enacted.
 - d. To uphold the Constitution of the Student Body, the Student Government Code, SGA bylaws, and other written policies which are deemed necessary by SGA.
 - e. To schedule and chair all Cabinet meetings.
 - f. To be responsible for planning an organizational retreat for The Cabinet before the start of the school year.
 - g. To serve as the representative or coordinate SGA representation at university meetings, committees, and task forces.
 - h. Work with the President, Vice President, and SGA advising to prepare and track the annual SGA budget
 - i. To be a non-voting member of the House of Student Representatives.
 - j. To attend General Body and Cabinet meetings and abide by SGA attendance policies.
 - k. Fulfill additional duties as deemed necessary by the President, The Cabinet, or as mandated by legislation and governing documents.

Section 2. The Student Body Vice President

- (a) The duties of the Vice President shall be:

- a. To serve as the Speaker of the House of Student Representatives and fulfill all associated responsibilities as defined in Title 2, Chapter 2, Section 1(a) of the Student Government Code;
- b. Attend at least one meeting of each standing committee each quarter;
- c. To uphold the Constitution of the Student Body, the Student Government Code, SGA by-laws, and other written policies which are deemed necessary by SGA;
- d. In the absence of the President, fulfill any duties deemed necessary as defined by Title 3, Chapter 2, Section 1(a) of the Student Government Code;
- e. Work with the President, Treasurer, and SGA advising to prepare and track the annual SGA budget;
- f. Alongside the President, serve as an official representative of the student body to university administration and media organizations; and
- g. Fulfill additional duties as deemed necessary by the President, The Cabinet, or as mandated by legislation and governing documents.

Section 3. The Student Body Treasurer

- (a) The duties of the Treasurer shall be:
 - a. Serve as the chair of the Student Activity Fee Board (SAF-B);
 - b. Work with the President, Vice President, and SGA advising to prepare and track the annual SGA budget;
 - c. Oversee maintenance of the budget related to spending and reallocation as mandated by legislation or nominal spending requests;
 - d. Serve as the chair of the SGA Finance Board;
 - e. Advise the Cabinet, and the House of Student Representatives on all fiscal matters; and
 - f. Fulfill additional duties as deemed necessary by the President, The Cabinet, or as mandated by legislation and governing documents.

Section 4. Conflict of Interest Clause

- (a) Incumbent Student Body Officers may not publicly express support for candidates for Student Body Officer positions during elections, except in the case that an incumbent Student Body Officer is also a candidate during said election.

Chapter 3

Chief of Staff

Section 1. The Chief of Staff

- (a) The Chief of Staff shall be appointed by the President and serve as an assistant to the President and Vice President.
- (b) The duties of the Chief of Staff shall be defined as:
 - a. Serve as the coordinator for the SGA liaison program;

- b. Serve as an ex-officio member of all SGA ad-hoc committees;
- c. Organize the appointment process for student representatives to university committees;
- d. Meet regularly with the University Chiefs of Staff;
- e. Assist the Chairs of Marketing and Communication and Membership in their duties; and
- f. Fulfill additional duties as deemed necessary by the President, The Cabinet, or as mandated by legislation and governing documents.

Chapter 4

The Student Activity Fee Board

Section 1. Membership

- (a) The members of the Student Activity Fee Board (otherwise known as SAF-B) shall consist of ten voting members selected by the Office of Student Involvement and the Student Body Treasurer through an application process. Two advisors from the Office of Student Involvement shall sit on the board as non-voting members, selected by the Director of the Office of Student Involvement.
- (b) The SGA Treasurer shall appoint a member of the House of Student Representatives to represent the House on SAF-B. This member shall recuse themselves from voting on any appeal decisions in the House of Student Representatives.
- (c) Student Activity Fee Board members may be subject to removal from the board following two unexcused absences at the discretion of the Student Body Treasurer and the SAF-B advisors.

Section 2. Duties

- (a) The duties of the Student Activity Fee Board shall be defined as:
 - a. To review and provide input on changes to the Student Organization Funding Guidelines;
 - b. Convene as determined necessary by the Office of Student Involvement;
 - c. Hear funding requests from student organizations; and
 - d. To vote on allocations according to the Student Organization Funding Guidelines and the demonstrated financial need of the proposing organization.

Section 3. Appeals

- (a) The Director of the Office of Student Involvement, the Student Body Treasurer, and the SAF-B advisors shall be responsible for organizing the appeals process for decisions made by SAF-B.

Chapter 5

The SGA Finance Board

Section 1. Membership

- (a) The SGA Finance Board membership shall be comprised of at least eight, but no more than ten members of the House of Student Representatives appointed by the Treasurer.

Section 2. Duties

- (a) The duties of the SGA Finance Board shall be defined as:
 - a. To maintain complete discretion and confidentiality in the review of financial documents;
 - b. To review and make recommendations to the Student Body President on university fiscal matters using documents shared in confidence by the following DePaul University committees:
 - i. Strategic Resource Allocation Committee (SRAC);
 - ii. Tuition Pricing Committee (TPC)
 - 1. Including associated subcommittees; and
 - c. To meet at the discretion of the Student Body President and Treasurer.

TITLE 4

STUDENT GOVERNMENT ASSOCIATION COMMITTEES

Chapter 1

Standing Committees

Section 1. List of Standing Committees

- (a) The standing committees of the Student Government Association of DePaul University shall be:
 - a. Academic Affairs Committee
 - b. Campus Affairs Committee
 - c. Diversity and Equity Committee
 - d. Membership Committee
 - e. Marketing and Communication Committee

Section 2. Committee Membership

- (a) All standing committees shall be open to members of the student body unless otherwise stipulated in the Student Government Code.
- (b) Voting members of each standing committee shall be student representatives and other duly assigned members of SGA to the committee by the Speaker of the House, and non-House members who have attended at least three consecutive meetings each quarter.

Section 3. Standing Committee Chairs

- (a) Standing Committees shall be chaired by their corresponding elected Chair.

Section 4. Duties of Standing Committee Chairs

- (a) The duties of the standing committee chairs shall be:
- a. To preside over meetings of their committee;
 - b. Report on the activities of their committee at Cabinet, House, and House Executive Committee meetings; and
 - c. Perform additional duties as deemed necessary by the Cabinet or House of Representatives.

Section 5. Academic Affairs Committee

- (a) The duties of the Academic Affairs Committee shall be:
- a. To represent the student body and the House on academic matters to the Faculty Council, Staff Council, and administration alongside the Student Body President;
 - b. To serve as SGA's liaison to the Office of the Provost and the Division of Academic Affairs, and all associated offices and departments;
 - c. To consider projects and legislation pertaining to the academic experience at DePaul University; and
 - d. Fulfill other duties as deemed necessary by the President, House of Student Representatives, or the Cabinet.

Section 6. Campus Affairs

- (a) The duties of the Campus Affairs Committee shall be:
- a. To serve as SGA's liaison to the Division of Student Affairs and the Division of Facility Operations and all associated offices and departments;
 - b. To consider projects and legislation pertaining to DePaul's campus life, operations, facilities, infrastructure, and other topics related to its affiliate divisions;
 - c. To consider all student concerns that do not fall under the jurisdiction of other SGA standing committees; and
 - d. Fulfill other duties as deemed necessary by the President, House of Student Representatives, or the Cabinet.

Section 7. Diversity and Equity Committee

- (a) The duties of the Diversity and Equity Committee shall be:
- a. To serve as SGA's liaison to the Office of Institutional Diversity and Equity (OIDE) and the Cultural Resource Centers (CRCs);
 - b. To consider projects, programming, and legislation pertaining to Diversity, Equity, and Inclusion at DePaul University;

- c. To collaborate with the DePaul Activities Board's (DAB) Social Change committee as deemed necessary by the DAB Social Change Chair and the SGA Chair of Diversity and Equity; and
- d. Fulfill other duties as deemed necessary by the President, House of Representatives, or the Cabinet.

Section 9. Membership

- (a) The duties of the Membership Committee shall be:
 - a. To fill representative vacancies that occur in between the annual spring elections;
 - b. To oversee the Reapportionment Process pursuant to Chapter 8 of this Title;
 - c. To oversee annual SGA awards and superlatives for members of House and Cabinet, with the assistance of the Speaker of the House;
 - d. Coordinate any internal SGA social functions;
 - e. Coordinate the new member onboarding process including swearing-in and training;
 - f. Conduct surveys and exit interviews with outgoing members of the Student Government Association and prepare a yearly internal report with data from these surveys and interviews;
 - g. Hear and adjudicate change of committee assignment appeals from representatives;
 - h. To implement other related internal programming related to member development and mentorship; and
 - i. Fulfill other duties as deemed necessary by the President, House of Representatives, or the Cabinet.

Section 10. Marketing and Communication Committee

- (a) The duties of the Marketing and Communication Committee shall be:
 - a. To create content for and manage SGA's profiles on platforms including, but not limited to:
 - i. Instagram;
 - ii. TikTok; and
 - iii. X
 - b. To collaborate with campus partners and offices to bring awareness to university resources for students through social media and communication campaigns;
 - c. To prepare and distribute the SGA Weekly newsletter via DeHUB's email system;
 - d. To maintain the SGA website using DeHUB's website management platform;
 - e. To review all statements prior to introduction in the House
 - f. To plan outreach opportunities for House members to engage with the student body (town hall meetings, social media campaigns, etc.);

- g. To assist in the creation of marketing materials for SGA in communications with the student body; and
- h. Fulfill other duties as deemed necessary by the President, Speaker of the House, House of Representatives, or the Cabinet.

Chapter 2

Ad Hoc Committees

Section 1. Formation

- (a) Ad Hoc committee establishment may be recommended for a special purpose not included in the responsibilities of an already established committee, board, or body.
- (b) Recommendations must come in the form of a resolution outlining:
 - a. Purpose for creation of the ad hoc committee;
 - b. Duties of the committee; and
 - c. The duration of the committee's existence.

Section 2. Ad Hoc Committee Chairs

- (a) Ad Hoc committee chairs shall be elected immediately following the approval of a resolution creating an ad hoc committee. Representatives will be asked to state their intent to run for chair, or nominate a non-SGA member, and an internal election shall be conducted.

Section 3. Dissolution

- (a) All Ad Hoc Committees shall dissolve following the expiration of its assigned duration or following the passage of a resolution mandating its dissolution. The House may re-authorize an ad hoc committee at the expiration of its assigned duration through a resolution.

TITLE 5

REGULATORY BOARDS

Chapter 1

The Judicial Board

Section 1. Justices

- (a) The Judicial Board shall consist of no more than nine members, but no less than seven members. No more than four members may be a member of the House of Student

Representatives. Nominees for justice positions shall be in at least their second year as a DePaul University student.

Section 1. Nominating Justices

- (a) The process for nominating justices shall be as follows:
 - a. The Student Body President shall nominate justices following an application process; and
 - b. A two-thirds majority vote of the House shall be required to confirm the appointment.

Section 3. Terms of Justices

- (a) The term of a newly appointed justice shall begin immediately upon confirmation and expire upon completion of a one-year term, resignation, impeachment, graduation, or departure from DePaul University.

Section 4. Judicial Board Bylaws

- (a) All hearings and opinions of the judicial board shall be governed by the “Judicial Board Bylaws” as defined in Title 11 of the Student Government Code.

Section 5. Chief Justice

- (a) The election process for Chief Justice shall be as follows:
 - a. The justices of the Judicial Board shall elect a Chief Justice by a simple majority vote. The Chief Justice shall serve a one-year term.
- (b) The duties of the Chief Justice shall be defined as:
 - a. To convene meetings of the Judicial Board as necessary;
 - b. Shall hold only regulatory and organizational powers over the Judicial Board; and
 - c. Facilitate hearings of the Judicial Board
- (c) It is not necessary for the Chief Justice to sit on every case heard by the Judicial Board.

Chapter 2

Election Operations Board

Section 1. Formation

- (a) The Election Operations Board shall be formed following the appointment of the Election Operations Board chair by the Student Body President, and confirmation by the House of Student Representatives.

Section 2. Membership

- (a) The Election Operations Board shall consist of at least 5 voting members appointed by the Election Operations Board chair through an application process and confirmed by a simple majority vote of the House.

Section 3. Duties

- (a) The duties of the Election Operations Board Chair shall be defined as:
 - a. To facilitate all elections sponsored by the Student Government Association in collaboration with Information Services;
 - b. To create an application process for candidates to file for election during the official filing period;
 - c. To work with the Marketing and Communications Committee and the Office of Student Involvement to promote active elections and increase voter turnout; and
 - d. Investigation and rule on charges of violation of the Election Operations Board bylaws.

Section 5. Conflict of Interest Clause

- (a) The Election Operations Board Chair and board members must comply with the following regulations once appointed:
 - a. Members of the Board may not become candidates for elected positions in SGA during the academic year for which they've served;
 - b. Members of the Board may not become team members, volunteers, or otherwise support candidates for Student Body Officer; and
 - c. Members may not disclose details of any proceedings of the Elections Board without the permission of the Board Chair.

TITLE 6

FISCAL POLICIES

Chapter 1

General Provisions

Section 1. Spending Limits

- (a) President, Vice President, and Treasurer:
 - a. May spend up to \$800 for purchases covered by line items at their discretion without approval from the House of Student Representatives.
- (b) Chairs
 - a. May spend up to \$500 for purchases covered by line items at their discretion, pending approval by their assigned standing committee.
- (c) Representatives
 - a. May spend up to \$70 for purchases covered by line items without approval from the House of Student Representatives.
- (d) Board Chairs and Staff
 - a. May spend up to \$50 for purchases covered by line items, pending approval by the Chief of Staff.

- (e) Purchase requests must be made through the SGA Member Portal for all requests, even when approval is not required. If a purchase request exceeds the thresholds defined in Title 6, Chapter 1, it must be submitted through the SGA Member Portal and accompanied by a spending bill for final decision by the House of Student Representatives.

Chapter 2

Budget

Section 1. Formulation

- (a) The Treasurer, alongside the President and Vice President shall create the budget according to budget recommendations from the Chairs, the Office of Student Involvement, and other relevant officers.

Section 2. Approval

The budget approval process is as follows:

- (a) The Treasurer completes a final proposal that must be approved by a simple majority of the Finance Board;
- (b) The final proposal must be introduced into House, accompanied by a resolution and approved with a simple majority;
- (c) The budget must be adopted by the House of Student Representatives no later than the adjournment of the first House meeting of a given academic year.
- (d) The Speaker of the House may conduct an e-vote of the House of Student Representatives via DePaul E-Mail during the summer academic break to ensure timely adoption.

Section 3. Amendments

- (a) Amendments to the budget may be proposed, with the approval of the SGA Finance Board, by any member of SGA and must be in the form of a resolution.

TITLE 7

ETHICS POLICIES

Chapter 1

General Provisions

Section 1. Applicability

- (a) Title 7 of the Student Government Code shall apply to all members of the Student Government Association when acting in their official capacity. This title shall also apply to all candidates for Student Body Officer positions or the House of Student Representatives during the campaign period.

Section 2. Guiding Principles

- (a) The guiding principles of each member of SGA shall be to:
 - a. Represent one's constituency and/or the student body with integrity;
 - b. Make logical, fact-based decisions free of personal bias;
 - c. Appropriate funds, when necessary, in the best interest of the student body; and
 - d. Uphold the professional nature of SGA and the Vincentian mission of DePaul University when fulfilling the duties of one's elected position.

Section 3. Violations

- (a) An applicable member or candidate, while acting in their official capacity, is considered to have committed an ethical violation when they:
 - a. Neglects their duty as prescribed by the Constitution or this Code;
 - b. Fails to interact respectfully or professionally with other members;
 - c. Intentionally disrupts the day-to-day workings of SGA and all respective branches;
 - d. Violates DePaul University policy;
 - e. Violates the trust of the Student Body; or
 - f. Acts in a way that deteriorates the professional and/or ethical image of the Student Government Association.

TITLE 8

DISCIPLINARY PROCEDURES

Chapter 1

Discipline Due to Ethics Violations

Section 1. Applicability

- (a) Chapter One of Title 8 shall apply to all members of the Executive and Legislative Branches who have committed violations as defined in Title 7, Section 3.

Section 2. Responsibility

- (a) The Judicial Board shall make the final decision on sanctions for ethical violations defined in Title 7, Section 3 as it pertains to applicable offices listed in Section 1 of this chapter.

Section 3. Authorized Disciplinary Actions

- (a) The Judicial Board may impose the following sanctions in ruling upon a Title 7 violation:
 - a. A written warning;
 - b. Probationary period;
 - c. Disqualification from holding a specific office;
 - d. Removal from office; and

- e. Permanent expulsion from the Student Government Association.

Chapter 2

Impeachment

Section 1. Applicability

- (a) The impeachment process set forth in Article VI of the Constitution of the Student Body is applicable to all members of the Executive and Legislative Branches. Impeachment is the only process by which to discipline members of the Judicial Branch.

TITLE 9

AFFILIATES AND PARTNERSHIPS

Chapter 1

Affiliates

Section 1. The Office of Student Involvement

- (a) Per the Constitution of the Student Body and university policy, the Student Government Association is a direct affiliate organization of the Division of Student Affairs, Office of Student Involvement.

Section 2. Residence Hall Council

- (a) The Residence Hall Council is a direct affiliate of the Division of Student Affairs and the Office of Housing and Residence Life. As an elected representative body of on campus residents, the Student Government Association shall maintain affiliation with Residence Hall Council. The President of the Residence Hall Council shall sit as a member of the Campus Affairs committee.

Section 3. The Division of Mission and Ministry

- (a) As the representative body for students at a mission-driven institution, SGA shall maintain partnership with the Division of Mission and Ministry. As part of this partnership, the following provisions shall be maintained:
 - a. The Division of Mission and Ministry shall appoint a student to serve as a Vincentian Liaison to the Student Government Association. This liaison shall be a non-voting member of both the Cabinet and the House of Representatives.
 - b. The Vincentian Liaison shall lead a Mission Minute during each meeting of the House of Student Representatives
 - c. The Student Government Association shall consistently participate in Vinny Fest and Vincentian Service Day.
 - d. The Cabinet and House of Student Representatives shall take part in a yearly training facilitated by the Division of Mission and Ministry.

Section 4. Affiliate Organization Self-Governance

- (a) All direct affiliate organizations of SGA are responsible for the creation and maintenance of their own constitution and bylaws. SGA does not in any way claim governing responsibility for these organizations.

Chapter 2

Event Partnerships

Section 1. Participation in University Tradition

- (a) As a tenet of the Office of Student Involvement and as the representative body of DePaul's student population, the Student Government Association shall maintain involvement with and provide support the following traditional campus activities each year including but not limited to:
 - a. Blue Demon Welcome;
 - b. Vinny Fest;
 - c. Tree Lighting;
 - d. Finals Breakfast;
 - e. Queer Prom;
 - f. Vincentian Service Day; and other
 - g. University ceremonies and events as requested.

Section 2. Collaboration

- (a) From time to time, student organizations and the Student Government Association may collaborate and co-sponsor student programming.
- (b) Should a student organization request SGA's collaboration and co-sponsorship on an event, a resolution shall be presented to the House and is subject to a simple majority vote. A Bill must be presented if the co-sponsorship requires spending from the SGA budget, requiring a two-thirds majority vote.

TITLE 10

ELECTED POSITIONS

Chapter 1

General Provisions

Section 1. Foreword

- (a) Positions named in the Constitution of the Student Body may not be altered, and positions may not be added without following the constitutional amendment process set forth in Article VII.

Section 1. Student Body Officers

- (a) There shall be three student body officers. They shall be defined as:
 - a. Student Body President
 - b. Student Body Vice President
 - c. Student Body Treasurer
- (b) Student Body Officers shall be elected in the annual Spring election of each year.
- (c) Candidates for President and Vice President shall be subject to a residency requirement of serving at least one full term as a representative, Chair, a student body officer, or in an equivalent manner under a previous set of SGA governing documents and shall be subject to all other requirements set forth by the Election Operations Board bylaws.
- (d) Presidential and Vice Presidential candidates must obtain at least seventy petition signatures to be eligible for ballot placement.
- (e) Treasurer candidates must obtain at least thirty-five petition signatures to be eligible for ballot placement.

Section 2. Chairs

- (a) There shall be five Chair positions, each corresponding to one of SGA's standing committees. They shall be defined as:
 - a. Chair of Academic Affairs;
 - b. Chair of Campus Affairs;
 - c. Chair of Marketing and Communication;
 - d. Chair of Membership; and
 - e. Chair of Diversity and Equity
- (b) Chairs shall be elected in the annual Spring election of each year.
- (c) Candidates for Chair positions shall be subject to a residency requirement of having previously served in the Student Government Association and shall be subject to all other requirements set forth by the Election Operation Board bylaws.
- (d) If the Membership Committee wishes to nominate someone for a vacant chair position who does not meet the residency requirement, the appointment shall be subject to review and approval by the President.
- (e) Chair candidates must obtain at least thirty-five petition signatures to be eligible for ballot placement.

Section 2. Student Representatives

- (a) There shall be fifty student representative seats. Twelve shall be reserved for class representatives, and thirty-eight shall be reserved for college student representatives.
- (b) College Student Representatives shall be apportioned as follows, based on the latest enrollment report from the Office of Institutional Research and Marketing Analytics (2022):
 - a. Jarvis College of Computing and Digital Media
 - i. 26.7% of total enrollment - 9 representatives

- b. Driehaus College of Business
 - i. 24.4% of total enrollment – 9 representatives
 - c. College of Science and Health
 - i. 15.3% of total enrollment - 5 representatives
 - d. College of Liberal Arts and Social Sciences
 - i. 11.7% of total enrollment - 4 representatives
 - e. College of Education
 - i. 7.14% of total enrollment- 2 representatives
 - f. College of Communication
 - i. 5.3% of total enrollment - 2 representatives
 - g. College of Law
 - i. 2.8% of total enrollment - 2 representatives
 - h. School of Continuing and Professional Studies
 - i. 2.5% of total enrollment – 2 representatives
 - i. The Theatre School
 - i. 2.3% of total enrollment – 2 representatives
 - j. School of Music
 - i. 1.8% of total enrollment -1 representative
- (c) There shall be representatives for each class elected in the fall. They shall be defined as follows:
- a. First Year Student Representative
 - b. Second Year Student Representative
 - c. Third Year Student Representative
 - d. Fourth- and Fifth-Year Student Representative
- (d) As a general rule, students must fall within either the college or the year that they wish to run for a position in. Students with majors in multiple colleges may run for a representative seat in any of the colleges their majors are housed in.
- (e) Candidates for student representative seats shall be subject to all requirements set forth by the Election Operations Board bylaws.
- (f) Candidates for student representative seats must obtain at least twenty petition signatures in order to be eligible for ballot placement.

TITLE 11

EXTERNAL DOCUMENTS

Chapter 1

General Provisions

Section 1. Definition

Bylaws are governing documents inferior to both the Constitution and the Student Government Code that govern operations not otherwise provided for. Any other documents not expressly

listed in the subsequent chapters of this title, with exception to DePaul University policies, are not to be considered as governing documents and are not enforceable.

Section 2. Limitations

- (a) Bylaws may not:
 - a. Conflict with the Constitution of the Student Body or the Student Government Code; and
 - b. Create additional officer positions, standing committees, or other such entities.

Section 3: Creation of Guidelines

- (a) The creation of any new guidelines in addition to those mentioned in subsequent chapters shall be subject to the simple majority approval of a bill presented to House.

Chapter 2

Election Operations Board Bylaws

Section 1. General Provisions

- (a) Changes to the Election Operations Board bylaws may be proposed by either the Election Operations Board themselves, or by members of the House of Representatives in the form of a bill, requiring a simple majority vote of the House to pass.

Chapter 3

Judicial Board Bylaws

Section 1. General Provisions

- (a) Changes to the Judicial Board bylaws may be proposed by either the Judicial Board themselves, or by members of the House of Representatives in the form of a bill requiring a simple majority vote of the House to pass.

