

# ASSOCIATED STUDENT GOVERNMENT CODE

(REVISED ON MARCH 10, 2009)

## **Title I. General Provisions**

### Chapter 1. References, Abbreviations, and Citation

#### Sec. 101. References

1. Any usage of "undergraduate students" shall refer to full and part-time undergraduate students of Northwestern;
2. Any usage of "of Senators" shall refer to those Senators present in the meeting of the Senate;
3. Any usage of "the Senate" shall refer to the entire body of Senators listed on the roll of the Senate;
4. Any usage of "Constitution" shall refer to the Constitution of the Associated Student Government;
5. Any usage of "Code" shall refer to the Associated Student Government Code.

#### Sec. 102. Abbreviations

1. Any reference to "ASG" shall also refer to the Associated Student Government;
2. Any reference to "SAFC" shall also refer to the Student Appropriations and Finance Committee;
3. Any reference to "AAF" shall also refer to the ASG Activity Fee;
4. Any reference to "SGC" shall also refer to the Associated Student Government Code.

### Chapter 2. Citation

#### Sec. 201. Sections of the Code shall be cited in the following form:

1. [Title Number].SGC.[Chapter Number].[Section Number].[Item Number].  
Item Part].[Line Number];
2. If in such a time further disambiguation is needed, supporting clauses shall be separated by a period (.) from preceding clauses.

## **Title II. The Legislative Branch**

### Chapter 1. Senator Responsibilities and Accreditation

#### Sec. 101. Attendance

1. Attendance shall be taken by roll call at the beginning and end of every meeting of the Senate;
2. Senators who arrive after the opening roll call shall be deemed late. Lateness shall constitute one-half (1/2) of an absence. Absence during the final roll call shall also constitute one-half (1/2) of an absence. All absences from meetings of the Senate shall be considered unexcused, unless with the prior approval of the Speaker of the Senate;
3. Senators may send substitute alternates to act as their proxy to no more than two (2) meetings of Senate each quarter;
4. Senators shall be required to attend the Senator Retreat, and attendance at the retreat shall be assessed in the same manner prescribed in 2.SGC.1.101.2.

#### Sec. 102. Committee Participation

1. Senators shall apply to be a member on one Standing Committee;
2. Senators shall attend and vote on the Standing Committee to which they are appointed or elected;
3. Failure to attend a regularly scheduled meeting of the committee to which has been assigned shall count as one-half (1/2) of an absence;

4. Senators shall not vote on more than one Standing Committee
5. Standing Committee meeting times and obligations shall be announced at the first meeting of each Standing Committee and the first meeting of the Senate each quarter;
6. Senators shall be excused from committee meetings for reasons of health or extenuating circumstances by the committee chair;
9. Punishments for not fulfilling these duties shall be assessed by the Committee on the Rules.

Sec. 103. Accountability

1. Senators shall consult with and report to the governing body of their constituency on a weekly basis;
2. Off-Campus Senators shall arrange a means for weekly access to their constituency. These arrangements shall be approved by the Committee on External Relations;
3. Punishments for not fulfilling these duties shall be assessed by the Committee on the Rules.

Sec. 104. Revocation

1. Accreditation shall be revoked by the Committee on the Rules upon a Senator's second unexcused absence from either Senate or Standing Committee meetings during any particular academic quarter;
2. Appeals for extenuating circumstances shall be made to the Committee on the Rules;
3. No single Senator shall appeal revocation to the Committee on the Rules more than on one (1) occasion per quarter;
4. Accreditation appeals and subsequent decisions shall be made prior to the next meeting of the Senate after revocation.

Sec. 105. Expulsion

1. Articles of Impeachment shall be filed with the Chief Justice of the Judicial Board;
2. A Senator shall be expelled from the Senate in the same manner prescribed for all other cases of impeachment.

Sec. 106. Vacancies

1. Vacancies in the Senate shall occur as follows:
  1. A Senator shall submit a letter of resignation to the Parliamentarian;
  2. A Senator shall be recalled by the Constituent State of which the Senator is a delegate;
  3. A Senator shall fail to fulfill the requirements for accreditation;
  4. A Senator shall be expelled by the Senate.

Chapter 2. Senator Elections

Sec. 201. Residence Hall Association and Residential College Board Senators

1. The election of the Residence Hall Association and Residential College Board Senators shall be governed by the Dorm Senator Election Guidelines, and shall by the end of the first (1st) week in October each year;
2. Every Residence Hall and Residential College shall hold a primary before the second weekend in October each year:
  1. Any resident of the particular hall or college shall be eligible as a candidate in the election;
  2. The Dorm Senator Election Commission shall coordinate the election;
  3. All candidates shall be available for an open forum where they may give a speech of no more than three (3) minutes and answer questions from the residents for no more than four (4) minutes. The date of the open forum shall be determined by the Dorm Senator Election Commission;
  4. The election shall occur online no more than one (1) day after the open forum;
  5. The Dorm Senator Election Commission shall record and report all voting and election documents, including total number of residents, residents voting, and

total votes each candidate received, to either the Residence Hall Association or the Residential College Board, depending upon whether the election occurred in a hall or college;

3. The Residence Hall Association and Residential College Board shall hold elections to determine the Senators. Senate seats shall be apportioned to the following districts:
  1. The residents of Bobb-McCulloch shall comprise the First (1<sup>st</sup>) RHA District and elect one (1) Senator;
  2. The residents of Sargent shall comprise the Second (2<sup>nd</sup>) RHA District and elect one (1) Senator;
  3. The residents of The Freshman Quad shall comprise the Third (3<sup>rd</sup>) RHA District and elect one (1) Senator;
  4. The residents of Allison shall comprise the Fourth (4<sup>th</sup>) RHA District and elect one (1) Senator;
  5. The residents of 1835 Hinman shall comprise the Fifth (5<sup>th</sup>) RHA District and elect one (1) Senator;
  6. The residents of the Foster-Walker Complex shall comprise the Sixth (6<sup>th</sup>) RHA District and elect one (1) Senator;
  7. The residents of Kemper, Goodrich, and 584 Lincoln shall comprise the Seventh (7<sup>th</sup>) RHA District and elect one (1) Senator;
  8. The residents of the Transfer House, Foster House, and Lindgren shall comprise the Eighth (8<sup>th</sup>) RHA District and elect one (1) Senator;
  9. The residents of the Healthy Living Unit, Interfaith, Sigma Alpha Iota, 1856 Orrington, and Phi Mu Alpha shall comprise the Ninth (9<sup>th</sup>) RHA District and elect one (1) Senator;
  10. The residents of the South Mid Quads, North Mid Quads and Rogers House shall comprise the Tenth (10<sup>th</sup>) RHA District and elect (1) Senator;
  11. The residents of the Public Affairs Residential College (PARC), Shepard, and Willard, shall comprise the First (1<sup>st</sup>) RCB District and elect two (2) Senators;
  12. The residents of the Ayers College of Commerce & Industry (ACCI) and Slivka shall comprise the Second (2<sup>nd</sup>) RCB District and elect one (1) Senator;
  13. The residents of the Communication Residential College (CRC), International Studies Residential College (ISRC) and Jones shall comprise the Third (3<sup>rd</sup>) RCB District and elect one (1) Senator;
  14. The residents of the College of Cultural & Community Studies (CCS), Chapin, and Hobart shall comprise the Fourth (4<sup>th</sup>) RCB District and elect one (1) Senator;
4. Winning candidates in a primary composed of one (1) hall or college shall automatically become the Senator for that respective district;
5. The Residence Hall Association and Residential College Board shall hold elections to determine the Senators in districts representing more than one (1) hall or college shall occur as follows:
  1. The winning candidates from each primary shall appear before the legislative body of the respective governing organization;
  2. Each candidate shall speak and answer questions for no more than fifteen (15) minutes before the legislative body;
  3. Following the completion of all speeches and questioning periods for all candidates, the candidates shall leave the chamber and a period of debate of no more than five (5) hours, shall ensue;
  4. After the debate has ended or the time for debating has run-out, the legislative body shall elect the Senator for each district. In the case of the First (1<sup>st</sup>) RCB District, representing PARC, Shepard, and Willard, two Senators shall be elected.

Voting shall be governed by the election procedures and voting regulations of the Residence Hall Association and Residential College Board, respectively;

5. The Dorm Senator Election Commission shall oversee the elections held in the respective legislative bodies of the Residence Hall Association and the Residential College Board, and report the names of the Dorm Senators to the Parliamentarian.

Sec. 202. Fraternity and Sorority Senators

1. Fraternity and Sorority Senators shall be elected by the Interfraternity Council and the Panhellenic Association as follows:

1. The Interfraternity Council shall elect five (5) Fraternity Senators and the Panhellenic Association shall elect five (5) Sorority Senators;
2. The Interfraternity Council shall not elect more than one (1) Fraternity Senator from any one fraternity and the Panhellenic Association shall not elect more than one (1) Sorority Senator from any one sorority;
3. The Interfraternity Council and Panhellenic Association shall elect Fraternity and Sorority Senators who are members of their respective fraternity or sorority houses;
4. The Executive Board of the Interfraternity Council and the Executive Board of the Panhellenic Association shall have the sole authority to report the names of Fraternity and Sorority Senators to the Parliamentarian.

Sec. 203. Off Campus Senators

1. Off-Campus Senators shall be appointed by the Off Campus Senator Selection Committee as follows:

1. The Parliamentarian shall create applications and make them available to the entire undergraduate student body of Northwestern University;
2. The Off-Campus Senator Selection Committee, composed of the current Off-Campus Senators and chaired by the Parliamentarian who shall only vote in the case of a tie, shall select eight (8) Off-Campus Senators.

Sec. 204. Student Group Senators

1. Student Group Senator seats shall be appointed by the Executive Committee as follows:

1. The Executive Committee shall create applications and make them available to the entire undergraduate student body of Northwestern University;
2. The Executive Committee shall appoint fifteen (15) Student Group Senator seats to the Senate;
3. Student Group Senators shall be from either A- or B-status Student Groups that hold regular meetings or coalitions of A- or B-status Student groups that apply for a shared seat.

Sec. 205. Student Athletic Advisory Council Senator

1. The Student Athletics Senator shall be elected by the Student Athletic Advisory Committee as follows:

1. The Student Athletic Advisory Committee shall elect one (1) Student Athletics Senator;
2. The Student Athletic Advisory Committee shall have the sole authority to report the name of the Student Athletics Senator to the Parliamentarian.

Chapter 3. Senate Committees

Sec. 301. Membership and Selection

1. Only Senators and non-Senators, appointed or elected to Senate Committees, shall serve as voting members of that Senate Committee,

2. Voting members shall have only one (1) vote in the Committee;
3. Standing Committee membership shall be determined by the respective committee heads excepting membership of the Student Group Committee, Student Appropriations and Finance Committee, and the Committee on the Rules.

Sec. 302. Legislative Jurisdiction

1. The Speaker of the Senate shall submit legislation to the committee(s) of interest based upon the nature of the matters addressed in the legislation;
2. Legislation referred to committees of interest shall not remain in committee for more than four (4) weeks. Committees shall take action by the end of the four (4) week period. Any committee chair to whom legislation has been referred shall update the Senate at each meeting of the Senate regarding research conducted and action taken on all legislation;
3. Each committee to which legislation has been referred shall have the authority to change any material in legislation and shall, by majority vote, be able to refer or postpone indefinitely any legislation it deems unrealistic or infeasible. The Senate shall overturn any such decision by a majority vote. In such a case the legislation shall be New Business at the meeting of the Senate following review by the Committee on the Rules.
4. The author of the legislation under review shall take an active part in the review process;
5. After being passed by the committees of interest, all legislation shall be referred to the Committee on the Rules, which shall make any final changes in the structure of the legislation as deemed necessary. Upon passage by the Committee on the Rules, the legislation shall be referred to the Senate. The Committee on the Rules shall postpone any legislation indefinitely if the legislation is contrary to the Associated Student Government Constitution, is repetitive, or inadequately prepared.

Sec. 303. Standing Committees

1. General Provisions

1. Each Committee shall hold weekly meetings;
2. Each Committee shall submit minutes and have them posted on the ASG website after every meeting held in a given quarter; minutes shall include all discourse throughout the meeting including attendance, excepting any explicitly confidential information; if there is a case where committees do not meet for a period of 7 days after the prior meeting, the chair of the committee shall submit an update on the happenings of their committee;
3. Each Committee may determine the rules of its own procedure;
4. Standing Committees shall receive a budget for promotion of their projects;
5. All expenditures shall be approved by the Treasurer.

2. The Student Group Committee

1. All proposed legislation and other matters pertaining to Senate-recognized B- and T-status Student Groups shall be referred to the Student Group Committee.
2. The Student Group Committee shall consist of twelve (12) members as follows:
  1. The Student Group Committee shall consist of six (6) past or present Senators and six (6) undergraduate students of Northwestern University who have never been Senators;
  2. Six (6) members shall be elected during Fall Quarter and six (6) members shall be elected during Spring Quarter;
  3. Members of the Student Group Committee shall vote and serve a one (1) year term, unless elected to subsequent terms;

4. Should a member be appointed to the Committee at a time other than Fall and Spring elections, the appointee shall serve for the remainder of the term.
3. The Student Group Committee shall:
    1. Aid B- and T-status Student Groups in all related processes that are involved with maintaining an active Student Group.
    2. Establish guidelines and procedures for creating and operating B- and T-status Student Groups and shall verify that all non-A-status recognized Student Groups are functioning properly. The Student Group Guidelines shall be approved by a majority vote of all Senators.
    3. Recognize Student Groups, excepting granting or revoking A- status recognition. The Student Group Committee may require any B- or T-status recognized Student Group to show cause for the continuation of their recognition.
    4. Host a Spring Training Conference which may be held in conjunction with the Student Appropriations and Finance Committee. Attendance at this conference shall be mandatory for all B- and T-status recognized Student Groups. Failure to attend the Spring Training Conference shall result in the immediate forfeiture of recognition.
    5. Upon the request of any full-time undergraduate student of Northwestern University or any other interested party, distribute status reports of B- and T-status Student Groups recognized by the Senate.
    6. Review all funding requests by Student Groups that are recognized as non-A-Status Student Groups;
    7. Establish guidelines and procedures for funding and auditing non-A-status Student Groups;
    8. Have, along with the SAFB, joint authority to grant A-status.
  3. The Student Appropriations and Finance Committee
    1. All proposed legislation and other matters requesting funds from the ASG Activities Fee including all Financial Legislation except the Operating Budget shall be referred to the Student Appropriations and Finance Committee;
    2. The SAFB shall consist of twelve (12) members as follows:
      1. Five (5) members shall be elected during Fall Quarter. Seven (7) members shall be elected after the Spring Funding Allocations for the following academic year have been passed by the Senate during Spring Quarter;
      2. The SAFC consists of six (6) past or present Senators and six (6) undergraduate students of Northwestern University who have never been Senators;
      3. Presidents and Treasurers of Student Groups that receive funds from the Senate shall not serve on the SAFC;
      4. Members of the SAFC shall vote and serve a one (1) year term, unless elected subsequent terms;
      5. Should a member be appointed to the Committee at a time other than Fall and Spring elections, the appointee shall serve for the remainder of the term;
    3. The Financial Manager of the Norris University Center shall serve as a non-voting adviser to the SAFC;
    4. The SAFC shall:
      1. Review all funding requests by Student Groups that are recognized as an A-Status Student Group;

2. Establish guidelines and procedures for funding and auditing A-status Student Groups;
3. The SAFC Guidelines shall:
  1. Provide procedures for Senate Funding meetings;
  2. Provide procedures for funding and auditing A-status Student Groups;
4. Both guidelines shall be jointly approved by the Financial Manager of the Norris University Center and the Senate;
5. Hold hearings for Spring Funding Allocations by the fourth academic week of Spring Quarter as follows:
  1. The incoming Financial Director shall chair the hearings;
  2. The outgoing Financial Director shall serve as an ex-officio non-voting member during the hearings;
  3. The SAFC shall submit its recommendations to the Senate according to the guidelines established in 2.SGC.3.303.4.2;
6. Use a standard form for Financial Legislation. The SAFC shall allocate routine requests for student groups using this form without being reviewed by the Committee on the Rules;
7. Aid A-status Student Groups in all related processes that are involved with maintaining an active Student Group;
8. Establish guidelines and procedures for recognition, derecognition, demotion and operation of A-status Student Groups and shall verify that all A-status recognized Student Groups are functioning properly. The guidelines shall be approved by the Senate;
8. Have, along with the Student Group Committee, joint authority to grant A-status;
9. Have the sole authority to revoke A-status recognition via demotion or derecognition;
10. Host a Spring Training Conference which may be held in conjunction with the Student Group Committee. Attendance at this conference shall be mandatory for all A-status recognized student groups. Failure to attend the Spring Training Conference shall result in the immediate forfeiture of recognition;
11. Have the power to require any A-status recognized Student Group to show cause for the continuation of their recognition.
4. The Committee on Academic Affairs
  1. All proposed legislation and other matters pertaining to the academic environment of Northwestern University shall be referred to the Committee on Academic Affairs;
5. The Committee on Student Life
  1. All proposed legislation and other matters pertaining to the creation or expansion of services that are intended to improve the quality of student life at Northwestern University shall be referred to the Committee on Student Life;
6. The Committee on External Relations
  1. All proposed legislation and other matters pertaining to bodies external to Northwestern University shall be referred to the Committee on External Relations; these bodies shall include but be not limited to:
    1. The City of Evanston, its businesses, or its publications;
    2. The City of Chicago;
    3. Northwestern University alumni;
    4. Other colleges and universities.
7. The Committee on Public Relations

1. All proposed legislation and other matters pertaining to public relations within Northwestern University shall be referred to the Committee on Public Relations.
8. The Committee on Technology
  1. All proposed legislation and other matters pertaining to technology within Northwestern University shall be referred to the Committee on Technology.
9. The Committee on the Rules
  1. The Committee on the Rules shall consist of the Parliamentarian and (6) members as follows:
    1. The Committee on the Rules shall consist of (6) current Senators;
    2. (3) members shall be elected during Fall Quarter and (3) members shall be elected during Spring Quarter;
    3. Member of the Committee on the Rules shall vote and serve a (1) year term unless elected to subsequent terms;
    4. Should a member be appointed to the Committee at a time other than Fall and Spring elections, the appointee shall serve for the remainder of the term.
  2. All proposed legislation and other matters pertaining to the following subjects shall be referred to the Committee on the Rules:
    1. The ASG Constitution and ASG Code;
    2. Changes to Standing Rules or the Rules of Order;
    3. Senator accreditation;
    4. Internal affairs of the Associated Student Government;
    5. Any proposed legislation that does not fall under the jurisdiction of any other Senate committee.
  3. The Committee on the Rules shall:
    1. Annually propose campus-wide election guidelines to the Senate for approval;
    2. Annually propose in-Senate election guidelines to the Senate for approval;
    3. Annually propose Dorm Senator election guidelines to the Senate for approval;
    4. Annually review the Associated Student Government Code;
    5. Inform the Senate whenever any member(s) of the ASG, the Constituent States, and/or the Student Groups recognized by the Senate are not in compliance with the Associated Student Government Code.

#### Sec. 304. Sub-Committees

1. With the approval of the committee a smaller number of members serving on any one committee may adjourn to conduct specialized business of the committee;
2. Sub-Committees shall be governed by the standing rules and guidelines of the committee of creation;
3. Sub-Committees shall choose their chair in the manner prescribed by the committee of creation;
4. Sub-Committee chairs shall be confirmed by majority vote of committee members.

#### Sec. 305. Investigative Committees

1. When necessary the Senate shall establish Investigative Committees to examine special issues of concern as determined by the Senate;
2. Investigative Committees shall not duplicate the legislative jurisdiction of another committee of the Senate;
3. Investigative Committee Membership
  1. Senators shall be elected to Investigative Committees;

2. The Senate may elect a chair of an Investigative Committee or delegate the responsibility to the committee.
4. Investigative Committees shall receive a budget for promotion of their projects;
5. All expenditures shall be approved by the Treasurer.

Sec. 306. Senate Commissions

3. Election Commissions

1. The Election Commission executing the Campus-Wide Election Guidelines shall be elected by the Senate at the penultimate meeting of Winter Quarter and shall consist of seven (7) undergraduate students;
2. The Election Commission executing the Dorm Senator Election Guidelines shall be elected by the Senate at the final meeting of Spring Quarter and shall consist of seven (7) undergraduate students;
3. Candidates and campaign staff shall not serve on the Election Commission;
4. Members of the Campus-Wide Election Commission shall not be precluded from serving as members of the Dorm Senator Election Commission;
5. The Election Commission shall:
  1. Administer the campus-wide election according to the Campus-Wide Election Guidelines;
  2. Administer the election of the Residence Hall Association and Residential College Board Senators according to the Dorm Senator Election Guidelines;
  3. Elect its chair.

Chapter 4. Officers of the Senate

Sec. 401. Speaker of the Senate

1. The Speaker of the Senate shall:

1. Call and preside over all meetings of the Senate;
2. Determine the agenda for all meetings of the Senate, and at which meeting a piece of legislation shall come to the floor. All legislation shall come to the floor within four (4) weeks of its referral to committee;
3. Determine the membership of all Senate Investigative Committees, excepting the Executive Committee and the Student Appropriations and Finance Committee;
4. Represent the interests of the Senate during Meetings of Government;
5. Represent the interests of the Senate to the Executive Office, faculty, staff, administration, alumni, and community of Northwestern University;
6. Be responsible for the enforcement of legislation by the Executive Office;
7. Distribute a written list of all duties and responsibilities of Senators at the first meeting of the Senate of each academic quarter and make this list available to Senators upon request at any time;
8. Hold a Senators Retreat no later than the third meeting of the Senate of Fall Quarter;
9. Compile decisions of precedent;
10. Be sworn in by oath;
11. Maintain the ASG Senator Listserv

2. The Speaker of the Senate shall not:

1. Introduce legislation;
2. Vote on issues before the Senate;
3. Engage in debate, unless the Speaker of the Senate relinquishes the chair for the entire period which the motion debated is on the floor.

Sec. 402. Parliamentarian

1. The Parliamentarian shall:

1. Call the roll at the beginning and at the end of each meeting of the Senate;
2. Keep permanent attendance records;
3. Administer all roll call votes and all quorum calls;
4. Collect committee attendance records from each Standing Committee;
5. Archive Senator attendance and voting records;
6. Call and preside over meetings of the Senate in the absence of the Speaker of the Senate;
7. When relinquished, assume the position of Speaker of the Senate;
8. Along with the Clerk of the Senate, count all votes by secret ballot, except where noted in 2SGC.5.505;
9. Call and chair the Committee on the Rules.
10. Be sworn in by oath;

Sec. 403. Clerk of the Senate

1. The Clerk of the Senate shall:

1. Keep the Journal of the Senate;
2. Send out weekly editions of the Journal of the Senate by the Friday following each meeting of the Senate to all Senators;
3. Publish the Journal of the Senate on the Associated Student Government website;
4. Update all legislation after it has been reviewed by the Committee on the Rules or the Senate;
5. Maintain and update the ASG Constitution and Code and, at the first Senate of each quarter, distribute them to the Senate;
6. Compile all documents of the Senate and deliver the documents to the Northwestern University Archivist;
7. Along with the Parliamentarian, count all votes by secret ballot, except where noted in 2SGC.5.505;
8. Serve as the deputy-chair of the Committee on the Rules;
9. In the absence of the Parliamentarian, call and chair the Committee on the Rules.
10. Be sworn in by oath;

Sec. 404. Treasurer

1. The Treasurer shall:

1. Administer the Operating Budget;
2. Present the Associated Student Government account to the SAFC for audit;
3. Serve as office manager;
4. Upon written request, provide a printout of all Associated Student Government accounts to any undergraduate student of Northwestern University;
5. Resign from the SAFC. If the Treasurer is elected during Spring Quarter and is already a member of the SAFC, the Treasurer shall serve both functions until the completion of Spring Funding. During Spring funding, the Treasurer shall be recused from all decisions regarding the Associated Student Government accounts.
6. Notify the Senate in written or verbal form any ASG expenditure, AAF or non-AAF, of over \$250.
7. Be sworn in by oath;

Chapter 5. Senate Procedure

Sec. 501. Rules of Order

1. The Senate shall establish its Rules of Order;

2. Until such a time as the Rules of Order have been established and approved by the Senate, the Senate shall defer to the most recently published edition of Robert's Rules of Order, Newly Revised;
3. The Constitution, the Code, and all legislation, procedures, and formalities passed by the Senate shall be superior to the Rules of Order.

Sec. 502. Precedents

1. All determinations of Senate precedent shall be recorded in the Journal of the Senate and be made available, upon request.

Sec. 503. Parliamentary Body

1. The Parliamentary Body shall consist of the Speaker of the Senate, the Parliamentarian, and the Clerk of the Senate;
2. The Parliamentary Body shall resolve any and all disputes regarding interpretation of the Constitution, ASG Code, Rules of Order, and precedent by majority vote. Any and all decisions of the Parliamentary body can be overturned by two-thirds of Senators. The motion to overturn such decisions shall not be debatable.

Sec. 504. Standards of Decorum and Ethics

1. The Senate may determine standards of decorum and ethics, and compel the adherence to such standards by its members.

Sec. 505. In-Senate Elections

1. Candidates shall be nominated from the floor of the Senate;
2. After the close of nominations candidates shall give speeches of no more than five (5) minutes in reverse order of nomination;
3. A question period of no more than ten (10) minutes shall follow speeches. The Speaker of the Senate shall determine the order in which the candidates respond to questions. The Senate may extend the question period;
4. Upon completion of the question period, the Candidates shall leave the chamber of the Senate and fifteen (15) minutes of debate shall ensue. The Senate may extend the debate period.
5. After the close of debate, the Senate shall vote by secret ballot;
6. No candidate in an election shall count the ballots for the election;
7. Winners in the election shall be determined by a plurality of votes;
8. Election results shall be announced by the Speaker of the Senate;
9. Election of Officers of the Senate
  1. The elections shall be held during the first meeting of the Senate of Spring Quarter;
  2. The Committee on the Rules shall submit election procedures to be approved by the Senate at least one (1) week before the elections are to be held;
  3. Candidates for Speaker of the Senate shall be either Officers of the Senate or Senators who have served for at least four (4) consecutive meetings up to and including the meeting at which the election is held;
  4. Any Senator elected as Speaker of the Senate, Parliamentarian, Clerk of the Senate, or Treasurer shall resign as a Senator immediately upon being sworn in by oath.

Sec. 506. The Journal of the Senate

1. The Senate shall keep a written record of every meeting of the Senate;
2. The Journal shall record speeches made, motions, voting and elections results, and in the case of a roll call vote, include the names of the majority, minority, and abstentions in any vote;
3. The Clerk of the Senate may include other information that the Clerk may deem necessary.

Sec. 507. The Oath of the Associated Student Government

1. Any officer who shall be sworn in by oath shall swear the following oath upon assuming any office in the Associated Student Government:

1. I, [name of the officer] do solemnly swear that I will faithfully execute the office of the [the office], will preserve the Constitution of the Associated Student Government and, to the best of my abilities, serve the interests of the undergraduate students of Northwestern University.

## Chapter 6. Senate Legislation

### Sec. 601. Enacting Legislation

1. Enacting Legislation of the Associated Student Government shall be referred to as a Law of the Senate of the Associated Student Government;
2. A Law of the Senate compels action on the part of the Associated Student Government, Officers of the Government, and Student Groups recognized by the Senate;
3. The enacting clause of all Enacting Legislation shall be in the following form: "Be it enacted by the Associated Student Government Senate here assembled.";
4. Enacting Legislation shall be written to include a title, a background section, a principle section, and an action section;
5. Any undergraduate student shall propose Enacting Legislation before the Senate;
6. Enacting Legislation shall be passed by a majority vote of Senators.
7. Previously adopted Laws may be adopted as amendments to the ASG Code by a vote of two-thirds (2/3) of Senators at any time.

### Sec. 602. Resolving Legislation

1. Resolving Legislation of the Associated Student Government shall be referred to as a Resolution of the Senate of the Associated Student Government;
2. A Resolution is a formal articulation of a policy of the Senate;
3. The resolving clause of all Resolving Legislation shall be in the following form: "Resolved by the Associated Student Government Senate here assembled.";
4. Resolving Legislation shall be written to include a title, a whereas clause(s), and a resolving statement(s);
5. Only Senators shall propose Resolving Legislation before the Senate;
6. Resolving Legislation shall be adopted by a majority vote of Senators.

### Sec. 603. Financial Legislation

1. Financial Legislation shall be special Enacting Legislation that seeks funds from the AAF and/or the Operating Budget;
2. Financial Legislation shall be adopted by a majority vote of Senate.

### Sec. 604. Constitutional Amendment

1. A Constitutional Amendment shall be special Enacting Legislation that seeks to change the Constitution of the Associated Student Government of Northwestern University;
2. Constitutional Amendments shall be adopted by a two-thirds (2/3) vote of the Senate.

### Sec. 605. Legislative Order

1. A Legislative Order shall be a special motion of the Senate compelling action by any Officer(s) of the Associated Student Government;
2. Legislative Orders shall be carried by a two-thirds (2/3) vote of Senators.

### Sec. 606. Proposal Procedure

1. Legislation shall be submitted to the Speaker of the Senate;
2. The Speaker of the Senate shall refer all legislation to a committee(s) of interest according to 2.SGC.3.301.

### Sec. 607. Legislative Procedure

1. Legislation shall initially be presented to the Senate as New Business, as follows:
  1. The author or sponsor of the legislation shall give an authorship speech of no more than three (3) minutes;

2. The chair of the reviewing committee or a designee shall give a recommendation speech of no more than two (2) minutes;
  3. The author shall then answer questions for no more than ten (10) minutes;
  4. All speeches and periods shall be extended by a majority vote of Senators.
2. Legislation shall then appear as Old Business at the following meeting of the Senate, as follows:
1. The author or sponsor of the legislation shall give an authorship speech of no more than three (3) minutes;
  2. Members of the reviewing committee in the majority and minority shall give reports of no more than two (2) minutes each;
  3. The author shall then answer questions for no more than ten (10) minutes;
  4. A debate period of no more than fifteen (15) minutes consisting of alternating speeches in favor and speeches against the legislation of no more than two (2) minutes shall ensue;
  5. Special rules of debate shall be as follows:
    1. Debaters shall speak no more than three (3) times on each side of an issue, and for a third time only if no one else wishes to speak;
    2. Each debater shall speak no more than one (1) additional time if the debate period is extended;
    3. The authorship speech shall constitute a speech in favor;
    4. Equal numbers of speeches in favor and against shall be guaranteed if they can be found;
    5. Amendments shall be made at any time and shall be allotted an additional debate period of no more than ten (10) minutes. The period shall be extended by a majority vote of Senators. Speeches during this period shall alternate between speeches in favor and against the proposed amendment and shall be no more than two (2) minutes each.
  5. All speeches and periods shall be extended by a majority vote of Senators;
  6. Following the debate period, the legislation shall come to a vote. The Speaker of the Senate shall decide the voting method unless there is a motion from the floor.

#### Sec. 608. Referenda

1. The Associated Student Government may hold referenda to determine student opinion on matters of student concern;
2. Referenda results shall be binding as law for at least a period of two (2) years;
3. The Committee on the Rules shall determine if a referendum duplicates the mandate of any referenda held within the previous two (2) years;
4. Referenda shall be placed on the ballot by any of the following methods:
  1. A majority vote of the Government and a majority vote of the Senate at least one week prior to the referendum;
  2. A petitions with the signatures of two-thirds (2/3) of the Senate;
  3. A petition with the signatures of two-hundred (200) undergraduate students;
5. Referenda may occur at any time during the academic year, but no more than once (1) per academic quarter.

#### Chapter 7. Meetings of the Senate

##### Sec. 701. Orders of the Day

1. Call to Order and Roll
  1. The Speaker of the Senate shall call each meeting to order at the hour designated at the previous meeting;
  2. The Parliamentarian shall call the roll.
2. The Journal of the Senate

1. The Journal shall be made available to the members prior to the start of the meeting. Objections to the Journal shall be recorded by the Clerk of the Senate, and corrected if any factual error made;
  2. The Senate shall approve the Journal.
3. Officer Reports
    1. Executive and Senate Officers of the Associated Student Government may report to the Senate each week on their activities in the capacities of their offices;
    2. Executive Officers may only report to the Senate upon prior written submission of the report to the Speaker of the Senate for inclusion in the official agenda, unless otherwise approved by the Speaker of the Senate;
    3. Speaking order shall be determined by the Speaker of the Senate.
  4. Business of the Day
    1. The Senate shall first proceed with all legislation designated as Old Business followed by all legislation designated as New Business.
  5. Special Order
    1. Special Order items shall be placed on the agenda only when necessary and before the Business of the Day;
    2. Special Orders may be designated by the Speaker of the Senate to commence at a specific time. The Senate shall proceed as specified, or when other business is being discussed as soon as it is convenient.
  6. General Order
    1. General Order items shall be placed on the agenda only when necessary;
    2. Items shall be designated as General Order if they are items internal to the Senate or prescribed by law or precedent.
  7. Good of the Order and Announcements
    1. Any member of the Northwestern University community may present matters of interest to the Senate at this time.
  8. Call of Roll and Adjournment
    1. The Parliamentarian shall call the roll;
    2. The Speaker of the Senate shall declare the Senate to be adjourned until the next meeting of the body.
- Sec. 702. Length of Meetings of the Senate
1. Meetings of the Senate, excepting Funding meetings, shall be no more than three (3) hours long. Meetings shall be extended by majority vote of Senators.
- Sec. 703. Emergency Legislation
1. The Senate shall declare legislation emergency with the concurrence of two-thirds (2/3) of Senators, except as otherwise specified in the Associated Student Government Code by the Senate;
  2. Any motion to make legislation emergency shall be debatable;
  3. The Government shall declare Enacting Legislation, Resolving Legislation, or Financial Legislation, excepting Constitutional Amendments, emergency by a majority vote, and be placed on the agenda, as Old Business, for the next meeting of the Senate, unless otherwise specified in the ASG Code.

### **Title III. The Executive Branch**

#### Chapter 1. President

##### Sec. 101. The President shall:

1. Appoint members of the Cabinet as prescribed in 3.SGC.6.601;

2. Appoint student members of Undergraduate Hearings and Appeals System, Sexual Abuse Hearings and Appeals System and the Conciliation Board with the approval of Senate;
3. Call and chair Meetings of the Government;
4. By Executive Order, and with notification of the Senate, establish *Ad-Hoc* Executive Commissions;
  1. *Ad-Hoc* Executive Commissions shall:
    1. Not duplicate the purpose of a Standing Committee or Investigative Committee of the Senate or other *Ad-Hoc* Executive Commissions;
    2. Function until the completion of its responsibility or until discharged by the President;
  2. The President shall appoint a chair of the *Ad-Hoc* Executive Commission;
    1. Only undergraduate students of Northwestern University may serve as chairs of *Ad-Hoc* Executive Commissions;
    2. Chairs of *Ad-Hoc* Executive Commissions shall:
      1. Report to the Government and the Senate upon the request of the President;
      2. Attend Meetings of the Government;
      3. Vote on their Commissions only in the case of a tie;
    3. Any chair of an *Ad-Hoc* Executive Commission who fails to fulfill these duties shall be removed from office by the President;
  3. Vacancies shall be filled by the President.
5. In fulfillment of the role as chief executive of ASG, be responsible for the effective and efficient coordination of the affairs and leadership of ASG, its administration, and offices.
6. Serve as the Chief Ambassador of the undergraduate student body
7. Manage coordination of all the executive board members and sub-groups engaged in project work.
8. Set the strategy and vision for ASG as a whole

#### Chapter 2. Vice President

1. The Vice President shall:
  1. Assist the President on general relationships in all administrative meetings and relationships with the student body;
  2. Facilitate with the Director of Student Life, Director of Academic Affairs, and the Director of External Relations;
  3. Assume the roles and responsibilities of the President, in the event that the President is unable to do so;
  4. Meet with the aforementioned Directors (of Student Life, Academic Affairs, External Relations) to ascertain issues and projects that can be worked on together, as well as brainstorm collaborative new projects;
  5. Work in conjunction with the President on any ASG issues;
  6. Serve as the President's closest advisor, assist him or her in the management of the Associated Student Government and the accomplishment of the presidential agenda;
  7. Help the President supervise the Executive Cabinet, ensuring that their areas of special responsibilities are met;

#### Chapter 3. Student Group Director

Sec. 201. The Student Group Director shall:

1. Provide resource information to all B- and T-status Student Groups recognized by the Senate;
2. Investigate alleged violations by B- and T-status Student Groups and, if necessary, initiate any misconduct hearings;
3. Organize two (2) Activities Fairs, one during Fall Quarter and one during Winter Quarter;
4. Report changes in Student Group recognition to the Senate;
5. Work proactively with the administration, university departments and other university entities to make policy changes that strengthen Senate recognized student groups and allow student groups to better fulfill their individual missions;
6. Recommend undergraduate students of Northwestern University for positions on Student-Faculty-Staff committees of a nature consistent with the duties of the Executive Vice President;
7. Appoint new members to the Student Group Committee, with the approval of the Senate;
8. Report committee attendance to the Parliamentarian;
9. Call and chair meetings of the Student Group Committee, voting only in the case of a tie;
10. Administer the Student Group Committee account.

Chapter 3. Financial Director

Sec. 301. Selection

1. The Financial Director shall be chosen by a selection committee. The selection committee shall consist of the President, the Speaker of the Senate, the most senior Senator serving on the SAFC, the most senior non-Senator serving on the SAFC, and two (2) Senators, who shall be elected from the Senate. Seniority shall be defined by the number of academic quarters served on the SAFC;
2. Candidates for Financial Director shall not serve on the selection committee;
3. The selection committee shall be chaired by the current Financial Director. If the current Financial Director is a candidate for re-election, the most senior member of the SAFC as defined above shall chair the selection committee;
4. Candidates for Financial Director shall apply to the selection committee as follows:
  1. Applications shall be made available to the undergraduate student body of Northwestern University no later than the sixth week of Winter Quarter;
  2. The availability of the applications shall be well-publicized in the *Daily Northwestern* and by listserv messages;
  3. Applications shall be due before the last meeting of the Senate of Winter Quarter;
  4. The selection committee shall select a nominee after reviewing the applications and interviewing the candidates;
  5. The chair of the selection committee shall be responsible for this process and for presenting a nominee to the Senate before the end of Winter Quarter;
  6. The Financial Director nominee shall be confirmed by a two-thirds (2/3) vote of Senators.

Sec. 302. The Financial Director shall:

1. Administer the SAFC account;
2. Provide resource information to all A-status Student Groups recognized by the Senate;
3. Investigate alleged violations by A-status Student Groups and, if necessary, initiate any financial misconduct hearings;
4. Upon written request, provide a printout of the Student Appropriations and Finance Committee account to any undergraduate student of Northwestern University;

5. Appoint new members to the Student Appropriations and Finance Committee with the approval of the Senate;
6. Report committee attendance to the Parliamentarian;
7. Call and chair meetings of the Student Appropriations and Finance Committee, voting only in the case of a tie.
8. Be sworn in by oath;

#### Chapter 4. Academic Director

##### Sec. 401. The Academic Director shall:

1. Serve as the chief lobbyist for improving the quality of academic life at Northwestern University;
2. Appoint, with the concurrence of two-thirds (2/3) of Senators, undergraduate students as student representatives to Northwestern University Committees of an Academic Nature, excepting the Undergraduate Hearing and Appeals System, Sexual Assault Hearing and Appeals System, and the Conciliation Board;
  1. Student representatives on University Committees shall meet with the Academic Director to review relevant legislation prior to each meeting of the Committee;
  2. The most senior student representative to a Northwestern University Committee shall report to the Senate on the committee's actions at the following meeting of the Senate, unless otherwise prohibited by the Bylaws of the Northwestern University Committee;
3. Commission Officers of the Academic Affairs Department;
4. Report committee attendance to the Parliamentarian;
5. Call and chair meetings of the Committee on Academic Affairs, voting only in the case of a tie.
6. Have the discretion to appoint Academic Committee members as well as undergraduate students to university committees, via the application and interview process

#### Chapter 5. Student Life Director

##### Sec. 501. The Student Life Director shall:

1. Serve as the chief lobbyist for improving the quality of student life at Northwestern University;
2. Appoint, with the concurrence of two-thirds (2/3) of Senators, undergraduate students as student representatives to Northwestern University Committees of a Student Life Nature, excepting the Undergraduate Hearing and Appeals System, Sexual Assault Hearing and Appeals System, and the Conciliation Board;
  1. Student representatives on University Committees shall meet with the Student Life Director to review relevant legislation prior to each meeting of the Committee;
  2. The most senior student representative to a Northwestern University Committee shall report to the Senate on the committee's actions at the following meeting of the Senate, unless otherwise prohibited by the Bylaws of the Northwestern University Committee;
3. Commission Officers of the Student Life Department;
4. Report committee attendance to the Parliamentarian;
5. Call and chair meetings of the Committee on Student Life, voting only in the case of a tie.
6. Have the discretion to appoint Student Life Committee members as well as undergraduate students to university committees, via the application and interview process

#### Chapter 6. Cabinet

Sec. 601. Nomination and Confirmation

1. Any full-time undergraduate student of Northwestern University shall be eligible to serve as a Member of the Cabinet;
2. Nominees shall be confirmed by a two-thirds (2/3) vote of Senators.
3. All Members of the Cabinet shall be sworn in by oath;

Sec. 602. External Relations Chair

1. The External Relations Chair shall:

1. Serve as the chief liaison between the Associated Student Government and the City of Evanston, as well as to other communities and universities;
2. Appoint, with the concurrence of two-thirds (2/3) of Senators, the Evanston City Council Liaison. The Liaison shall:
  1. Attend every meeting of the Evanston City Council during Fall, Winter, and Spring Quarters. If unable to attend, the Liaison shall find an alternate or else inform the External Relations Chair by the day before the meeting;
  2. Submit a written report to the Senate after each meeting of the Evanston City Council. The report shall include information relevant to any full-time undergraduate student of Northwestern University;
  3. Brief the External Relations Chair on a weekly basis about meetings of the Evanston City Council.
3. Report committee attendance to the Parliamentarian;
4. Call and chair meetings of the Committee on External Relations, voting only in the case of a tie.
5. Have the discretion to appoint External Relations Committee members as well as undergraduate students to university committees, via the application and interview process
6. The External Relations Chair shall be nominated by the incoming President with the advice of the outgoing Chair.

Sec. 603. Public Relations Chair

1. The Public Relations Chair shall:

1. Serve as the chief liaison between the Associated Student Government and the campus of Northwestern University;
2. Serve as the chief spokesperson of the Associated Student Government;
3. Be responsible for all press releases;
4. Report committee attendance to the Parliamentarian.
5. Call and chair meetings of the Committee on Public Relations, voting only in the case of a tie.
6. Have the discretion to appoint Committee on Public Relations members as well as undergraduate students to university committees, via the application and interview process
7. The Public Relations Chair shall be nominated by the incoming President with the advice of the outgoing Chair.

Sec. 604. Technology Chair

1. The Technology Chair shall:

1. Oversee the maintenance of all electronic equipment and services;
2. Supervise online voting during any campus-wide elections;
3. Report committee attendance to the Parliamentarian;
4. Call and chair meetings of the Committee on Technology, voting only in the case of a tie.

5. Have the discretion to appoint Technology Committee members as well as undergraduate students to university committees, via the application and interview process
6. The Technology Chair shall be nominated by the incoming President with the advice of the outgoing Chair.

#### Chapter 7. Commissioned Officers and Departments

##### Sec. 701. Commissioned Officers

1. In order to better fulfill their duties, Executive Officers may, with the concurrence of two-thirds (2/3) of Senators appoint undergraduate students of Northwestern University to serve as the staff of their respective Departments. The President may appoint staff to the Executive Office.

##### Sec. 702. Executive Departments

1. The Department of Student Group Administration shall assist the Director of Student Groups in the fulfillment of the duties of the Office of the Director of Student Groups;
2. The Department of Student Group Finance shall assist the Director of Finance in the fulfillment of the duties of the Office of the Director of Finance;
3. The Department of Academic Affairs shall assist the Director of Academic Affairs in the fulfillment of the duties of the Office of the Director of Academic Affairs;
4. The Department of Student Life shall assist the Director of Student Life in the fulfillment of the duties of the Office of the Director of Student Life;
5. The Department of External Relations shall assist the External Relations Chair in the fulfillment of the duties of the Office of the External Relations Chair;
6. The Department of Public Relations shall assist the Public Relations Chair in the fulfillment of the duties of the Office of the Public Relations Chair;
7. The Department of Technology shall assist the Technology Chair in the fulfillment of the duties of the Office of the Technology Chair.

##### Sec. 703. Vacancy and Removal

1. Vacancies shall be filled in the same manner as appointment;
2. Commissioned Officers and Departmental Members may be removed from office by the appointing Officer or by impeachment.

### **Title IV. The Judicial Branch**

#### Chapter 1. Election

##### Sec. 101. Procedure

1. Members shall be elected to the Associated Student Government Rules according to the manner prescribed for in-Senate elections (2.SGC.5.505.)

#### Chapter 2. Chief Justice

##### Sec. 201. Selection

1. The Chief Justice of the Judicial Board is the Parliamentarian.

##### Sec. 202. Responsibilities

1. The Chief Justice shall:
  1. Chair all meetings, and preside over all hearings and trials of the Judicial Board;
  2. Appoint a Clerk of the Court, subject to the approval of two-thirds (2/3) of the Senate,
  3. Appoint a Judicial Board Adviser from the faculty or staff of Northwestern University, subject to the approval of two-thirds (2/3) of the Senate;

4. Determine which Justice shall write majority and minority opinions on all matters brought before the Judicial Board.

### Chapter 3. Clerk of the Court

#### Sec. 301. The Clerk of the Court shall:

1. Archive and make public all petitions for hearing;
2. Submit a written summary of all Impeachment cases heard by the Judicial Board as a special hearings board to the Assistant to the Vice President for Student Affairs;
3. Complete all other necessary administrative tasks, as determined by the Chief Justice.
4. Make audio recordings of all hearings of Impeachment.

#### Sec. 302. Vacancy

1. If the office of Clerk of the Court is vacant, Chief Justice shall fulfill the duties of the Clerk of the Court until the Chief Justice appoints a new Clerk.

### Chapter 4. Procedural Rules

#### Sec. 401. Meetings

1. All meetings of the Judicial Board shall be chaired by the Chief Justice.

#### Sec. 402. Hearings

1. A hearing shall be initiated when a petition is filed by any undergraduate student of Northwestern University;
2. All petitions for cases to be heard by the Judicial Board as a special hearing board shall be filed with the Assistant to the Vice President for Student Affairs, who shall present any petitions to the Chief Justice;
3. All other petitions shall be filed with the Clerk of the Court, who shall present the petitions to the Chief Justice;
4. The Chief Justice shall convene a hearing of the Judicial Board no later than forty-eight (48) hours after the receipt of a petition. At the hearing, the Judicial Board shall grant a hearing upon the concurrence of three (3) Justices;
5. Should a hearing be granted, the hearing shall be conducted within seven (7) days;
6. The Clerk of the Court shall notify in writing the Senate, the petitioner, and the respondent as to whether the petition is accepted or rejected;
  1. Should a petition be accepted, the Clerk of the Court shall notify the same parties of the date of the hearing in writing and make the petition public;
7. A hearing shall consist of sixty (60) minute presentations by the petitioner and respondent. This time period shall be extended with the consent of both parties or a majority vote of the Judicial Board;
8. Any student(s) may file an *amicus* brief for either the petitioner or respondent with the consent of the appropriate party. An *amicus* brief shall be considered part of a the presentation;
9. Judgments shall be rendered by a majority vote of the Judicial Board. The Clerk of the Court shall record the vote of each Justice and such voting records shall be public;
10. Majority opinions shall be approved by a majority of the Judicial Board and all opinions shall be made public;
11. All findings shall be based on the Northwestern University Student Handbook, the Constitution of Associated Student Government, and the Associated Student Government Code and legislation, and Senate rules of order and precedent, in that order;
12. Judgments shall be rendered no later than fourteen (14) days after the hearing.

#### Sec. 403. Impeachment Hearings

1. Impeachment proceedings shall be initiated when articles of impeachment are presented to the Chief Justice by any undergraduate student of Northwestern University;
2. The Judicial Board shall convene a hearing no later than forty-eight (48) hours after receiving articles of impeachment;

3. If a Justice is the accused, the Justice shall be recused for the remainder of the impeachment proceedings;
4. The Judicial Board shall conduct impeachment hearings no later than seven (7) days after receiving articles of impeachment;
5. The Judicial Board shall determine whether the allegations in the articles of the impeachment are true and satisfy the standard of Article II, Section 3 of the Constitution. If necessary, the Judicial Board shall recommend punishments, including, but not limited to, probation, removal from office, resignation, censure, or public apology and admission of guilt;
6. The Judicial Board shall render a decision within thirty (30) days. This time period shall be extended by a majority vote of the Senate;
7. Should a punishment be recommended by a majority vote of the Judicial Board the Clerk of the Court shall present the articles of impeachment and the recommended punishment to the Speaker of the Senate;
  1. The Senate shall try the impeached party according to the manner prescribed by Senate (4.SGC.5.504.) for holding impeachment trials.;
  2. Should two-thirds of the Senate vote to convict, the impeached party shall be punished according to the recommendation of the Judicial Board;
8. All impeachment proceedings shall be closed to the public at the request of either party;
9. All cases not explicitly seeking impeachment shall be tried according to the manner prescribed for Hearings of the Judicial Board (4.SGC.5.502.). In such cases, the Judicial Board shall have the power to consider the petition as an article of impeachment and act accordingly.

#### Chapter 5. Courts Inferior to the Judicial Board

##### Sec. 501. Selection

1. The Senate may establish courts inferior to the Judicial Board;
2. Election of undergraduate students to courts shall be done in concurrence with the manner prescribed for in-Senate elections (2.SGC.5.505.);
3. The Senate shall determine the chair of courts.

##### Sec. 502. Powers

1. The Senate shall charge courts with whatever judicial jurisdiction the Senate deems necessary and proper;
2. No court inferior to the Judicial Board shall duplicate the jurisdiction of another tribunal inferior to the Judicial Board;
3. The Judicial Board shall be the highest court of the Associated Student Government.

##### Sec. 503. Meetings & Hearings

1. Meetings and hearings of courts inferior to the Judicial Board shall held be in the same manner as prescribed to meetings and hearings of the Judicial Board (4.SGC.5.).

#### Chapter 6. The Judicial Board and Committee on the Rules

##### Sec. 601. Inference of Name

1. The Committee on the Rules and the Judicial Board are one in the same entity, and shall be referred to as the Committee on the Rules.

### **Title V. Meetings of Government**

#### Chapter 1. Reference, Composition, and Voting

##### Sec. 101. Members

1. Only the President, the Vice-President, the Directors, the Cabinet, the Speaker of the Senate, Parliamentarian, Clerk of the Senate, Treasurer, and the Associated Student Government Advisors shall be present in Meetings of Government.

Sec. 102. Voting

1. Only undergraduate students shall have a vote in Meetings of Government;
2. The President shall only vote in the case of a tie.

Chapter 2. Frequency

Sec. 201. Meetings of Government shall occur at least four (4) times per academic quarter.

Chapter 3. Purpose and Powers

Sec. 301. Meetings of Government shall:

1. Write and sponsor Operating Budget requests in the form of Financial Legislation;
2. Plan hearings of the Government before Northwestern University Administration.

## Title VI. Finances

Chapter 1. Procedure

Sec. 101. The Operating Budget

1. The Government shall write and sponsor Operating Budget requests in the form of special Executive Financial Legislation;
2. The Government shall present the Operating Budget request directly to the Senate no later than three (3) weeks before the last meeting of the Senate during Winter Quarter. The Operating Budget request shall need not to be presented to or approved by the Student Activities Finance Board;
3. The Operating Budget shall not be made emergency legislation;
4. The Senate shall approve the Operating Budget before the end of Winter Quarter;
5. The Operating Budget shall be made public, presented to the *Daily Northwestern*, and posted on the Associated Student Government website two (2) weeks before the Budget is New Business on the floor of the Senate;
6. Any request for a program that could traditionally be provided by any Senate-recognized Student Group shall not be part of the Operating Budget. Any such requests shall be made during Spring Funding or Supplemental Funding;
7. Petitions filed by the Associated Student Government for Spring Funding and/or Supplemental Funding shall be in compliance with all financial requirements of other Student Groups recognized by the Senate. The Associated Student Government shall not petition for funds except in the Operating Budget and during Spring Funding and Supplemental Funding;
8. All changes to the Operating Budget shall be approved by the Senate.

Sec. 102. Auditing Procedure

1. The Treasurer shall present the ledger, the voucher books, and all related materials to the Student Appropriations and Finance Committee no less than one (1) time per month and three (3) times per quarter. The Financial Director and the Treasurer shall be responsible for scheduling the Treasurer presentation;
2. The Student Appropriations Finance Committee shall hold a full review of the Associated Student Government accounts;
3. After this review, the Student Appropriations and Finance Committee shall determine whether the Associated Student Government accounts are in order by majority vote;
4. Should the Associated Student Government accounts be found in order, the Associated Student Government shall continue to operate until the next audit;
5. Should the Associated Student Government accounts be found not in order the accounts shall be immediately frozen by the Financial Director, and the Student Appropriations and Finance Committee shall initiate a financial misconduct investigation.

Sec. 103. The Account of the Associated Student Government

1. The funds contained in the Associated Student Government Operating Budget and all members of the Associated Student Government shall be bound by the Student Appropriations Finance Committee Guidelines;
2. Requests for interpretations and/or authorizations submitted by the Associated Student Government shall be reviewed by the Student Appropriations Finance Committee;
3. Excess funds from the Operating Budget at the end of the fiscal year shall return to the ASG Activities Fee funding pool held within the Student Appropriations Finance Committee account.

## **Title VII. Campus Wide Elections**

### Chapter 1. Campus-Wide Election Guidelines

#### Sec. 101. Election Provisions

1. All campus wide elections shall be governed by Campus-Wide Election Guidelines approved by Senate;
2. The Senate authorizes the Election Commission to conduct campus-wide elections. All decisions of the Election Commission may be subject to the approval of the Senate;
3. Campus wide elections shall be conducted online by a secret ballot vote of undergraduate students;
4. A petition to appear on the ballot with the signatures of two hundred (200) undergraduate students shall nominate a candidate for campus-wide election. ;
  1. To appear on the ballot as a candidate for the office(s) of the President/Vice President, Academic Director, and/or Student Services Director the petition to appear on the ballot shall be submitted to the Election Commission no later than the first week of Spring Quarter;
  2. The Senate shall prescribe the time and manner of petitioning the Election Commission for all other campus wide elections.

#### Sec. 102. Election Disputes

1. The Committee on the Rules shall hear all disputes concerning violations of the Campus-Wide Election Guidelines and the results of campus wide elections;
2. The chair of the Election Commission shall petition the Committee on the Rules in such cases;
3. Punishments shall be limited to those defined by the Senate in the Election Guidelines;
4. Violation of the Campus-Wide Election Guidelines may be considered an impeachable offense;
5. Candidates approved by the Senate shall not be removed from the ballot without the approval of the Senate, except for those candidates who do not qualify for runoff elections.

### Chapter 2. Dorm Senator Election Guidelines

#### Sec. 201. Election Provisions

1. All Residence Hall Association and Residential College Board elections shall be governed by the Dorm Senator Election Guidelines as approved by a majority vote of Senators;
2. The Senate authorizes the Election Commission to conduct Residence Hall and Residential College elections. All decisions of the Election Commission may be subject to the approval of the Senate;
3. Elections shall be conducted online by a secret ballot vote of undergraduate students living in each residential district;
4. A petition to appear on the ballot with the signatures of twenty (20) undergraduate students living in a candidate's district shall nominate a candidate for Senator election;

1. To appear on the ballot as a candidate for Senator the petition to appear on the ballot shall be submitted to the Election Commission no later than the first week of Fall Quarter;
2. To appear on the ballot, candidates must live within the district for which the candidate seeks to serve as a Senator.

Sec. 202. Election Disputes

1. The Committee on the Rules shall hear all disputes concerning violations of the Senator Election Guidelines and the results of residential hall and residential college elections;
2. The chair of the Election Commission shall petition the Committee on the Rules in such cases;
3. Punishments shall be limited to those defined by the Senate in the Election Guidelines;
4. Violation of the Senator Election Guidelines may be considered a removable offense.

**Title VIII. Amendment**

Chapter 1. Amendment

Sec. 101. Any or all of the Associated Student Government Code may be amended by two-thirds (2/3) vote of Senators.