

Bylaws of the Indiana University Student Government

Last amended April 27, 2020, restyled June 30, 2020



Article I. Congressional Meetings

The Indiana University Student Government (“IUSG”) Student Body Congress (“Congress”) shall meet as a General Assembly that is comprised of the entire membership of Congress a minimum of once every two weeks during each legislative session at a time and place designated by the Speaker of Congress, except under circumstances that preclude such a meeting.

Announcement

The Speaker, Recorder, or a Congressional officer as the Speaker so designates shall publicly announce the time and place of each Committee meeting, including meetings of the General Assembly, at least two days prior to the meeting in the following ways:

1. An email sent to all Representatives.
2. An announcement on the IUSG Congressional site.
3. Any other additional means of announcement as seen fit by the Speaker or Press Secretary, including but not limited to social media outlets.

Open Meeting Policy

All meetings of the Congress shall be open to the public with the exception of a meeting of the Steering Committee, which may be closed by a consensus of the Steering Committee.

Quorum

If any seats of Congress remain or become empty following Congressional elections, Congress shall make a good-faith attempt to appoint candidates to any available vacancies. Following candidate appointments, or the resignation or removal of a Member, the Recorder of Congress shall tally the total number of Representatives, and quorum shall be defined by a simple majority of Representatives of Congress being present in a single location, regardless of how many congressional seats are empty at the time of meeting. Only physical proxies shall count towards quorum, as virtual presence shall not count toward quorum and will not suffice for a Member’s right to vote, except if approved by the Speaker.

Article II. Duties of Representatives

Section A. General Duties

Members shall exercise their authority in accordance with Article II, Section 2 of the Constitution and shall uphold the dignity of the IU Student Government and Congress in their conduct and behavior, under penalty of impeachment.

1. Representatives, or their designated proxy, shall attend all Congressional meetings and meetings of standing Committees to which they belong, except as approved by the Speaker of Congress or the Committee Chairperson of the respective Committee.
2. Members shall give a short report on legislation or other Congressional matters with which they are involved, every two meetings of the General Assembly, except as designated by the Speaker.

Section B. Absence Policy

Absence from three regularly scheduled Congress meetings or four such meetings with a proxy present shall be grounds for impeachment and removal. Committee meetings for Committees to which a Member belongs shall count as Congress meetings. All members of Congress shall have the opportunity to appeal an absence to the Steering Committee (Article VI, Section 6), which shall have the final decision on the matter as to whether the absence is excusable. If an absence at a meeting is deemed excusable, the Member’s name shall be added to the attendance record for the meeting.

Article III. Parliamentary Procedure

Section A. Robert’s Rules of Order

The procedural rules contained in the Robert’s Rules of Order shall govern meetings of the IUSG Congress in

all cases to which they are applicable, provided they are consistent with the Constitution or any IUSG Bylaws or special rules of order that Congress or the Parliamentarian may adopt. Congress shall make a copy of Robert's Rules of Order available for all Representatives in the IUSG office for use by all Representatives.

Section B. Resolutions

Submission

A resolution adopted by a Committee shall be submitted to the Speaker, Recorder, and Parliamentarian no later than forty-eight hours before the respective General Assembly meeting in order to be considered at the General Assembly meeting. Adoption of a resolution requires a majority of the General Assembly, except in cases when the resolution contains amendments to the bylaws, where a two-thirds majority is required.

Consideration

Each resolution must be adopted by a Committee as deemed appropriate by the majority of the standing Committee considering adoption or have at minimum of two sponsors, not including the primary sponsor of the resolution, to come to the floor. The resolution must be introduced to Congress by a sponsoring member of the adopting Committee, or else be introduced by the Speaker.

Primary Sponsorship

A primary sponsor must be designated by being placed on the resolution. In the absence of a clearly designated primary sponsor, the chair of the introducing Committee shall serve as the primary sponsor. The primary sponsor has full rights to withdraw their resolution at any time until the start of the General Assembly meeting in which it is being considered on the floor.

Voting

Resolutions shall be decided by voice vote, except by the demand of any member for a recorded roll call vote. Resolutions of Reprimand or Censure shall always be decided by roll call vote.

Resolutions on Appointment or Removal from Office

If a resolution is an appointment or removal from office, the Presiding Officer shall place the individual(s) to be appointed or removed on the sponsoring Member's speaker list in order that they may speak on their own behalf. An individual placed on the sponsor's list in this fashion may request that their name be removed from the sponsor's list should he or she elect not to speak.

Executive Approval

In accordance with **Article III, Section 3** of the IUSG Constitution the President retains the ability to veto legislation within three days of their receipt of legislation. If the President vetoes the legislation, they are to notify the Speaker in writing. The Speaker is then required to submit the veto remarks, in writing, to the entire congress as well as the Committee/representative(s) who submitted the initial piece of legislation. The agenda for the subsequent voting session will also be updated to include an announcement that the legislation has been vetoed. Any representative may then move to override the veto and with a two-thirds vote the veto shall be overridden and the legislation granted authority.

Article IV. Legislative Sessions

Section A. Time of Sessions

1. A minimum of two weeks prior to each legislative session, the Speaker shall publicly announce the beginning and end dates of that legislative session in the following ways:
2. An email sent to all representatives for that legislative session. This email will also inform Congress of the location of the IUSG office
3. Posting an announcement on the IUSG website.
4. Any other additional means of announcement as seen fit by the Speaker.

Section B. Legislative Authority

Any resolution passed during a particular session will not lose its authority at the end of that session:

1. Unless Congress, by a two-thirds vote, attaches a clause indicating that a resolution shall have an

- expiration date.
2. If the resolution is an amendment to the IUSG Constitution or to the IUSG Bylaws, it shall never have an expiration date attached.
 3. Unless the resolution pertains to the confirmation of an appointment, it shall never have an expiration date attached.

Article V. Additional Congressional Duties

Section A. The Speaker of Congress

The Speaker shall preside over all Congressional meetings, work with the Parliamentarian to maintain proper parliamentary procedure, and serve as the overall head of the IUSG Legislative Branch.

1. The Speaker shall be elected by Congress. Nominations and elections for the Speaker of the Congress shall occur at the first regular General Assembly meeting of the legislative sessions.
2. The term of office shall be for one legislative session. However, they may be re-elected.
3. The Speaker shall have final authority over all appointments to Congressional Committees as defined in **Article VI**.
4. The Speaker of the Congress shall be tasked with the creation, maintenance, and control of resources, including but not limited to Google Drive, social media pages, document sharing sites, etc. necessary for the execution of Congressional duties.
5. The Speaker of the Congress shall be tasked with ensuring the transfer of the control of resources, including but not limited to Google Drive, social media pages, document sharing sites, etc. necessary for the execution of Congressional duties to the next Speaker of the Congress as a result of impeachment, resignation, or conclusion of a Congressional session.
6. If the Speaker is not performing their duties appropriately, they may be removed if the Congress passes a resolution for removal by a two-thirds vote.

Section B. The Recorder

The Recorder will review all proposed resolutions for accuracy before they are presented at the next Congress meeting. All resolutions will be properly formatted and emailed to the Speaker of Congress, the Parliamentarian, and the Congressional Secretary within twenty-four hours after the original submission.

1. The Recorder shall be elected by a majority vote of the General Assembly. Nominations and elections for the Recorder shall occur at the first regular General Assembly meeting of the legislative sessions. The term of office shall be for one legislative session. However, the Recorder may be re-elected.
2. All resolutions must be submitted to the Recorder via University email by the deadlines indicated in Article III, Section B of these Bylaws.
3. Any resolutions submitted after the deadline shall be considered for the next scheduled General Assembly meeting.
4. The Recorder, working with the Congressional Secretary, will be responsible for keeping and posting the minutes at all Congress meetings.
5. If the Recorder is not performing their duties appropriately, they may be removed if the Congress passes a resolution for removal by a two-thirds vote.

Section C. The Parliamentarian

The Parliamentarian must consistently enforce the established parliamentary rules at every Congress meeting.

1. The Parliamentarian shall be elected by a majority vote of the General Assembly. Nominations and elections for the Parliamentarian shall occur at the first regular General Assembly meeting of the legislative sessions. The term of office shall be for one legislative session. However, the Parliamentarian may be re-elected.
2. The Parliamentarian shall be responsible for the distribution of the Roberts Rules of Order to Congress as soon as Congress is sworn into office and for any new Representative that may be appointed.
3. The Parliamentarian shall prepare an agenda with all proposed resolutions and speakers for each scheduled Congress meeting to be approved by the Speaker at least twenty four hours prior to the

- meeting.
4. The Parliamentarian shall be responsible for any tasks or duties assigned to the Parliamentarian by the Speaker of Congress.
 5. If the Parliamentarian is not performing their duties appropriately, they may be removed if the Congress passes a resolution for removal by a two-thirds vote.

Section D. The Press Secretary

The Congressional Press Secretary shall work to provide a strong, consistent message to students about IUSG's initiatives and their associated spending by publicizing the efforts of the Congress in all relevant media and overseeing all externally facing communications, marketing and promotions:

1. The Congressional Press Secretary shall be elected by a majority vote of the Congress. Nominations and elections for the Press Secretary shall occur at the first regular Congress meeting of the legislative sessions.
2. The term of office shall be for one legislative session; however, they may be re-elected.
3. The Press Secretary shall *ex officio* chair the Student Relations Committee and oversee all their activities
4. The Press Secretary shall have the authority to speak on behalf of the Congress, and is expressly empowered to engage with any media outlet regarding any congressional issue, subject to approval of the message in question from the Speaker.
5. If the Congressional Press Secretary is not performing their duties appropriately, they may be removed if Congress passes a resolution for removal by a two thirds vote.

Section E. The Committee Chairperson

The chairperson of each standing committee as specified in Article VI shall coordinate committee meetings, present resolutions to their committee when no sponsor is present and submit the approved resolutions of their committee to the Recorder.

1. The chairpersons shall report periodically to Congress on the status of those resolutions being considered/drafted by their committee, and the Congressional Secretary shall report periodically on the implementation of those resolutions heard by a committee and passed by Congress.

Article VI. Congressional Committees

Section A. General Duties of Committees

The four standing committees of Congress shall operate as defined in Sections B—E of this Article.

Posting of Times and Locations

Meeting times, places, and subject matter for committees shall be posted by the chairpersons in an area known and easily accessible to committee members in the following ways:

1. An email sent to all committee members.
2. Posting shall occur at least twenty-four hours before the scheduled meeting time.
3. Committees shall meet at least once before each scheduled General Assembly meeting.
4. Committee chairpersons shall maintain a consistent meeting schedule.

Committee Reports

Each committee shall report back to Congress at the next General Assembly meeting. Committee reports shall include each resolution that was submitted to it and an explanation on the committee's action to pass, fail, table, or amend a resolution.

1. Amendments made to a resolution by the committee shall be incorporated in the resolution.
2. The Congress shall, however, hold the power to alter the text amended by the committee.

Section B. IUSG Oversight and Reform Committee ("IORC")

The IUSG Oversight and Reform Committee shall be responsible for knowledge & oversight of the various functions of IUSG and shall at times make suggestions and work toward reform within IUSG. The IORC shall review Congress resolutions regarding changes in the IUSG Constitution or Bylaws, internal policy changes, recommendations for organization---wide action, and executive administration appointments. The IORC shall

review and report to Congress on the proposed budget after the initial draft is proposed at the beginning of the term in order to inform the subsequent vote at the next meeting, two weeks later. The IORC shall review all budgetary and financial actions taken by the IUSG. As a standing committee, the IORC will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

Section C. Student Life Committee

The Student Life Committee shall be responsible for issues pertaining to campus safety, issues of general health and well-being in and outside the campus community, and initiatives of a recreational nature intended to improve the student experience. As a standing committee, the Student Life committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

Section D. Education Committee

The Education Committee shall be responsible for issues pertaining to computing resources, classroom facilities, academic exploration, and quality of academic instruction, faculty-student relations, orientation, and campus improvement with the intent of improving the educational experience. As a standing committee, the Education committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

Section E. Environmental Affairs Committee

The Environmental Affairs Committee shall be responsible for issues pertaining to the practices of conservation and responsibility for the environment. As a standing committee, the Environmental Affairs committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

Section F. Congressional Steering Committee

1. The Congressional Steering Committee shall be composed of all four chairpersons of the IUSG standing committees. The Speaker of the Congress shall chair the committee and will be the last committee member to vote.
2. Shall act as a medium of information exchange between the Congress and the Congressional Secretary.
3. Shall serve as an informational source for Congress Members concerning executive matters.
4. Resolutions of Reprimand or Censure shall be adopted by the Congressional Steering Committee.
5. Upon accusations of violations of the IUSG Code of Conduct, the Congressional Steering Committee shall serve as a conduct committee, as regulated by Article XI of these bylaws.

Section G. Ad Hoc Committees

1. Ad hoc committees shall be created by the Speaker to study topics that either do not fall under the jurisdiction of any standing committee or are very specific in nature.
2. Ad hoc committees shall follow the same guidelines as all other committees, except in the following ways.
 - a. Student Representatives may be members of multiple ad hoc committees as well as exactly one standing committee.
 - b. All Student Representatives may choose to be members of any ad hoc committee.
 - c. Two days before the first meeting of an ad hoc committee, the Recorder shall publicly announce the ad hoc committee in the following ways.
 - i. An email sent to all Representatives.
 - ii. Any other additional means chosen by the Speaker.
3. The Speaker shall appoint the chairperson of any ad hoc committee.
4. Precedence may be assigned to an ad hoc committee for any resolution that covers the topic for which the committee was made.

Article VII. Finances

Section A. Standard Budget Procedure

For budgetary purposes, the IUSG shall observe a fiscal year beginning on July 1 of each year.

Budget Development

The Treasurer shall develop fiscal year budgets for the IUSG Executive Branch and its departments, the Congress, and the Supreme Court. The Treasurer will compile a master budget comprising the aforementioned components and any other necessary components. They shall also compile a Summer Budget (comprising of no more than 15% of the entire year's budget) that outlines the expenses that will be incurred over the summer session at the beginning of their term.

Budget Consideration

Congress shall review and amend all fiscal year budget requests and consider for approval or rejection all budget resolutions within two Congressional meetings after submission of a budget resolution.

Budget Approval

Congress shall approve no request for funds until the IUSG Oversight & Reform Committee has reviewed and approved the resolution and passed it to the full Congress. In an emergency, Congress, by a two-thirds vote of those present and voting may bypass these procedures.

Section B. Line Item Changes

The line-item transfer policy shall be as follows:

1. Only the overseeing body of a particular budget may initiate line item transfers. The overseeing body shall be defined as the Vice President for executive departmental budgets, the Chief Justice of the Court's budget, and the Speaker of for Congress' budget.
2. Once the proper authority initiates a request for a line item change, they shall explain and discuss the reasoning to the Treasurer. The request for line item change shall then be submitted to the IORC, where a simple majority vote of those present and voting can approve it.

The Treasurer will then notify the person requesting the change of the disposition of the vote by the IORC.

Section C. Statements

The Congress shall have the authority to require a financial statement for any funds designated for or disbursed from the IUSG accounts.

Public financial statements for students and IUSG members will be made available upon request.

1. Auditable statements that are specific and understood with ease.

Section D. Unbudgeted Expenditures

No money will be spent that has not been included in the budget.

1. If a person spends money not included in the budget and/or has gone over budget, they will not be reimbursed for such expenditures.
2. If a person has already paid for something not included in the budget using IUSG funds, they will be subject to disciplinary action under Articles XI and XII of these bylaws.

Section E. Additional Allocations Post Budget

If the need arises for more money to be allocated to a budget prior to the spending of those additional funds, then a majority vote of those present and voting of Congress may allocate more money for that expenditure. The IORC must review the post budget item before it is submitted to Congress, unless an emergency arises.

Section F. Emergency Expenditures

If in the case of an emergency, and only in the case of an emergency, a person spends money not included in the budget and/or goes over budget, the Congressional Steering Committee may, by three-fourths vote of all

members present and voting, allocate funds to the expenditure. The committee(s) must allocate the funds within four weeks following the expenditure. Otherwise, the person making the expenditure will be subject to disciplinary action under Appendix C of these Bylaws.

Section G. Provisional Finance Code

A provisional finance code shall be maintained. This will consist but not be limited to language describing who has authority over each account, how accounts are intended to be used, time frames and approval needed for accessing money, defining “emergency funding”, etc.

Article VIII. Duties of the Executives

Section A. General Duties

The duties of the executives of IUSG, which for these purposes shall be defined as the Student Body President, the Vice President, the Congressional Secretary, and the Treasurer, shall be to carry out their respective duties in accordance with Article III, Section 2 of the Constitution and to uphold the dignity of IUSG in their conduct and behavior. The President shall have the power to appoint further executives by a signed order submitted to Congress.

Section B. Additional Duties

The Congressional Secretary shall be tasked with the creation, maintenance, and control of resources, including but not limited to social media pages, document sharing sites, etc. necessary for the execution of Executive duties. Further, the Congressional Secretary shall be tasked with ensuring the transfer the control of resources, including but not limited to Google Drive, social media pages, document sharing sites, etc. necessary for the execution of Executive duties to the next Congressional Secretary as a result of impeachment, resignation, or conclusion the year as defined in Article III Section 1 of the IUSG Constitution.

Section C. Interim Leadership

If, by 11:59 EST April 15, a ticket has not been certified in an Executive Branch election, the current President and Vice President shall continue in their roles in the interim until certification unless no longer eligible because of impeachment, resignation, or graduation.

Section D. Simultaneous Vacancies of Interim Executives

If the interim Presidency and Vice Presidency become vacant simultaneously, Congress shall elect a candidate from their own.

The Interim Summer President will maintain a close and collaborative relationship with the outgoing President and President-elect to ensure a successful transfer of knowledge and responsible decision making until the Executive election is certified. Once certified, the new President will be transitioned by the interim summer President in addition to the outgoing President.

The Interim Summer President shall consult the outgoing President, President-elect, and other relevant IUSG leaders on all student advocacy decisions and organizational matters.

Article IX. Executive Entities

Section A. Mandatory Executive Committees

Executive Directors will be in charge of maintaining the following committees: Academic Affairs, City Relations, Government Relations, Equity and Inclusion, Health and Wellbeing, Student Life, and Sustainability. The Communications Committee and the Technology Committee shall be considered as committees, and the Director of Communications and Engagement and the Chief Technology Officer (“CTO”) shall be considered as Executive Directors.

Section B. Ad-Hoc Executive Committees

The President may create ad-hoc committees to address their administration's unique needs. Ad-hoc committees do not need to be approved by Congress, but Executive Directors of ad-hoc committees must be approved by resolution of Congress.

Section C: Executive Directors

Executive Directors will lead mandatory executive committees. Executive Directors will be appointed by the Vice President and be confirmed by a resolution of Congress. The duties of the Executive Directors shall include, but are not be limited to:

1. Regular attendance at mandatory meetings.
 - a. Executive Directors must be present at weekly Cabinet meetings, led by the Chief of Staff.
 - b. Executive Directors must be present at other meetings relevant to their work, as designated by the President.
 - c. Directors must host a weekly or biweekly meeting for their committee.
2. Submission of progress reports to the Chief of Staff.
 - a. Midyear report submitted to Chief of Staff by December 1st including a summary of progress throughout the first half of term.
 - b. If monetary expenditures arise, creating and maintaining a committee budget by keeping accurate records of all expenditures and following all appropriate procedures as directed by the Treasurer.
3. Appointment and Removal of Executive Directors.
 - a. Appointment of Executive Directors shall be made by either the Vice President or the Chief of Staff and shall require confirmation via a resolution by Congress.
 - b. Removal of Executive Directors shall be made by either the Vice President or the Chief of Staff and shall not require a vote by the Congress.

Section D: Committee Members

1. Regular attendance at mandatory meetings.
 - a. Committee members must be present at committee meetings, led by the respective Executive Director.
2. Appointment and Removal of Committee members.
 - a. Appointment of Committee Members shall be made directly by the Chief of Staff or the relevant Executive Director.
 - b. Removal of Committee Members shall be made directly by either the Vice President or the Chief of Staff.

Section E. Chief of Staff

The Chief of Staff of the IU Student Government shall be appointed by the President to lead and advise Executive Directors in the Executive Branch. The Chief of Staff will be appointed by the President and be confirmed by a resolution of the Congress. The duties of the Chief of Staff shall include, but not be limited to:

1. The Chief of Staff shall maintain office hours open to the public at least ten hours a week.
2. Mandatory Meetings:
 - a. Chief of Staff shall prepare the agenda for all Cabinet meetings and lead the weekly Executive Cabinet meeting.
 - b. The Chief of Staff shall meet with Executive Directors individually throughout the semester to check in on progress and advise.
3. The Chief of Staff will be responsible for reporting the progress of the Executive Branch throughout the school year.
 - a. The Chief of Staff will compile monthly and midyear reports from the Executive Directors along with progress reports from other staff members to inform the student body on the progress of the Executive Branch.
 - b. The Chief of Staff will work with the Executive Director of Communications and Engagement to create social media and website posts reflecting the monthly and bi-annual progress reports.

Section F. Director of Communications and Engagement

The Director of Communications and Engagement of the IU Student Government shall be appointed by the President and confirmed by a resolution of Congress. The Director serves to inform and engage with the student body on behalf of IUSG. The duties of the Director shall include, but not be limited to:

1. Mandatory Meetings
 - a. Director of Communications and Engagement must attend Executive Cabinet meetings
 - b. Director may host weekly committee meetings of the Communications Committee.
 - c. Director must attend or send a committee member to attend meetings or events requiring media coverage.
2. IUSG Promotion
 - a. The Director of Communications and Engagement will run the IU Student Government social media pages including, but not limited to Twitter, Instagram, and Facebook.
 - b. They shall be responsible for posting on behalf of all branches and departments of IUSG to respond to students' messages and repost other organizations' events.
 - c. They shall update and design graphics or delegate a committee member to create designs for mass purchase orders such as pens, stickers, and other hand-outs.
 - d. They shall update and design graphics for, or at the request of, the CTO or other members of the Executive Cabinet.
 - e. They, or their designee, shall communicate between news outlets and IUSG and draft statements on behalf of the organization and the Student Body President.
3. Collaboration with the Technology Committee
 - a. They shall collaborate with the Technology committee to coordinate website development and other campus engagement.

Section G. Chief Technology Officer

The Chief Technology Officer ("CTO") of the IU Student Government shall be appointed by the President and confirmed by a resolution of Congress. The CTO serves to manage and develop IUSG technological services and servers. The duties of the CTO shall include, but not be limited to:

1. Mandatory Meetings
 - a. CTO must attend Executive Cabinet meetings.
 - b. CTO may host weekly committee meetings of the Technology Committee to check in and work on projects.
 - c. CTO must attend or send a committee member to attend meetings or events requiring media coverage.
2. Web Presence
 - a. The CTO shall be in charge of development and maintenance of the IUSG website on behalf of all branches and departments.
3. Technological Services
 - a. The CTO shall be in charge of development and maintenance of IUSG technological services, including but not limited to web applications, internal tools, and automated messaging and emailing services.
4. Collaboration with the Communications Committee
 - a. The CTO will collaborate with the Communications Committee to coordinate website development and other campus engagement.

Section H. Congressional Secretary

The Congressional Secretary shall be appointed by the President and confirmed by resolution of Congress. The Congressional Secretary will act as an Executive Liaison to the Legislative Branch:

1. Mandatory Meetings:
 - a. Must attend Executive Cabinet meetings.
 - b. Must attend Congress meetings.
2. Duties
 - a. Responsible for transmitting important congressional records (such as the Minutes, Attendance Rolls, and Voting Records) to report back to the Executive Bran.

- b. Connect congressional and executive counterparts for collaboration.
- c. Responsible for upkeep of internal data and transition materials for Legislative Branch year-round.
- d. Maintain relevant congressional references to governing documents and parliamentary procedure.

Section G. ABTS Liaison

The President will appoint one member of the Executive Cabinet to serve as the Liaison to the Association of Big Ten Students and will be confirmed by resolution of the Congress. The ABTS Liaison shall serve a term set by the ABTS. The duties of the ABTS Liaison shall include, but not be limited to:

1. Communicating between other Big Ten schools on behalf of IUSG to research, coordinate, and collaborate on policies and initiatives.
2. Communicating regularly with the other ABTS Liaisons to source information and respond to information requests.
3. Participate in regular conference calls with the ABTS Liaisons throughout the term.
4. Lead application and registration efforts prior to conferences.
5. Along with the President and Vice President, the ABTS Liaison shall attend all ABTS Conferences for the term: Summer, Winter, and Big Ten on the Hill.
6. Update Executive and Legislative branches of action steps following conferences.

Section I. ABTS Executive Board Positions

Any member of the Executive Cabinet who has attended an Association of Big Ten Students (ABTS) conference may run for ABTS Executive Board. They shall include, but not be limited to:

1. Attending all ABTS Conferences for the term: Summer, Winter, and Big Ten on the Hill
2. They will serve a term set by the ABTS.

Section M. Student Advisors

The President and Vice President may appoint student advisors. Advisors are not required to be approved by Congress but may be removed by a majority vote of Congress.

Article X. Supreme Court Appointments

The Student Body President shall form a diverse committee of persons to identify and recommend candidates for the Supreme Court. The President or their designee may serve as an *ex officio* member of any such committee and all such deliberations shall be open to the Executive Branch upon request. This committee shall be comprised of one and only one member of the IUSG Supreme Court, the Union Board President, the RHA President, four representatives from culture centers, and other members of the university community as the President sees fit.

Article XI. IUSG Code of Conduct

Section A. Code of Conduct

1. Representatives, the Executive Administration, and the Supreme Court shall respect the opinions of fellow Student Representatives, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
2. Representatives, the Executive Administration, and the Supreme Court shall preserve and defend the character of fellow Student Representatives, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
3. Representatives, the Executive Administration, and the Supreme Court shall promote an atmosphere of professionalism and courtesy in all meetings in which they are participating.
4. Representatives, the Executive Administration, and the Supreme Court shall follow the policies set forth in *Indiana University's Code of Student Rights, Responsibilities, and Conduct*.
5. Representatives, the Executive Administration, and the Supreme Court shall follow the procedures

set forth in the IUSG Constitution and Bylaws.

Section B. Violation of the IUSG Code of Conduct

Should this Code be violated, action must be taken within one month of the alleged incident. Procedures for determining sanctions for the misconduct, which will be considered personnel matters, shall be the following:

1. A typed complaint may be submitted to the Speaker requesting action against the alleged misconduct. A typed complaint may include a suggested course of action.
 - a. The Congressional Steering Committee shall convene on the matter to decide the appropriate course of action.
 - b. At no time may any member of the Congressional Steering Committee, when serving as a conduct committee, vote at or attend a meeting in which their alleged misconduct is being reviewed, except when asked to appear by that committee in order to testify on their own behalf.
 - c. The Congressional Steering Committee shall have the following courses of action to choose from:
 - i. No Action.
 - ii. Submitting a Resolution of Reprimand, including a course of action, that will be carried out upon passage by a two-thirds majority of those present and voting in the Congress.
 - d. Should the Representative found responsible wish to appeal, the Congressional Affairs Committee shall consider the appeal within one week of receiving the Congressional Steering Committee's report and/or a typed appeal.
 - e. Should the Member wish to appeal the decision of the Congressional Affairs Committee, they may do so before the Supreme Court.
2. If applicable, sanctions may be pursued through university channels as outlined in the *Code of Student Rights, Responsibilities, and Conduct* in addition to or in place of these procedures.
3. Any decision issued by the Congressional Steering Committee or the Congressional Affairs Committee may also be overturned by a two-thirds vote of the Congress.

Section C. Release of Complaint and Action

The Speaker shall be the sole representative of the IUSG informing all parties of the complaint and any subsequent action taken by the Congressional Steering Committee.

Article XII. Impeachable Offenses

Impeachable offenses shall include, but not be limited to:

1. Proof of unethical actions resulting in that individual's election or appointment to an IUSG office.
2. Proof of unethical actions resulting in another person's or people's election or appointment to an IUSG office.
3. Failure to perform the duties listed in these Bylaws or the IUSG Constitution.
4. Proof of unethical use of IUSG finances.
5. Proof that a member is no longer a resident of the district from which the member was elected, as defined in Article II, Section 1 of the Constitution.
6. Failure to meet the attendance standards, as defined by Article II, Section 6 of the Constitution.

Article XIII. Constitutionality Challenges

By Article IV, Section 2 of the Constitution of IUSG, the Supreme Court shall provide students and Congressional Members alike with the opportunity to challenge the constitutionality of any act of legislation via a typed motion submitted to the Supreme Court.

1. The Supreme Court shall evaluate such requests and make known the final opinion concerning the request, in writing, two weeks following the date of submission.
2. There shall be a position of Clerk of the Supreme Court so that such requests may be filed and evaluated properly.
3. The Chief Justice of the Supreme Court shall make this appointment.

Article XIV. Bylaw Changes

Section A. Consideration

All bylaw changes shall be considered by majority vote of the Congress.

Section B. Renumbering

Any required renumbering of sections or parts of sections shall be performed automatically in order to keep the outline form of the Bylaws consistent.

Article XV. Definitions

1. Normal IUSG office hours: Monday through Friday, 9 a.m. to 4 p.m.
2. Day: any weekday during which classes meet on the IU Bloomington Campus or weekdays falling between class sessions (i.e., between Second Summer Session and Fall Session).
3. Oversight: standing committees shall review and help coordinate activities of assigned department Chiefs, Directors, and staff.
4. Emergency: a situation in which the IUSG will be unable to operate effectively.
5. A proxy shall be defined as:
 - a) One who has been selected by a Representative and who has indicated to the Speaker of the Congress, in a written statement, of their choice of a proxy at least 1 hour prior to the Congressional meeting via University email or signed paper message.
 - b) One who will count toward quorum and have full voting rights in any matter that may come before the Congress as long as the proxy is from that Congressional Member's constituency and concurrently holds no position in either the Legislative, Executive, or Judicial Branches of IUSG.
6. Supreme Court Quorum shall be defined as: 7 members.

THE PROCEDURAL ELECTION CODE OF THE IUSG ELECTION COMMISSION

Approved by:
IUSG Election Commission & IUSG Congress on 8/17/2020

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TITLE I: Executor of this Procedural Election Code

Section 101: Sole Executor

The IUSG Election Commission shall be the sole executor of this Procedural Election Code.

Section 102: Changing the Procedural Election Code

The Election Commission shall be the sole body able to change this Procedural Election Code.

Section 103: Oversight of the Procedural Election Code

The IUSA Congress shall only make changes to the Procedural Election Code in the form of joint Election Commission–Congress proposals which are acceptable and signed by both the designated Congressional body or member and the IUSG Election Commission. Congress must respond and return a response proposal within ten (10) class days of receiving a proposed change from the Election Commission. Similarly, the Election Commission may only make changes to the Procedural Election Code through joint Election Commission–Congressional proposals and the Election Commission must respond within ten (10) class days of any proposed changes sent from Congress.

Section 104: Availability of the Procedural Election Code.

The current Procedural Election Code must be publicly available during both the fall and spring elections.

Section 105: Conflict of Interest

A Conflict of Interest (COI) is a set of circumstances that creates a risk that professional judgment or actions regarding the prime directives of the Election Commission will be unduly influenced by a secondary interest. Every Election Commissioner will discuss with the Election Commission Chair possible COI situations once the application is completed by all candidates. If the Election Commission finds that any COI would unduly influence the judgement of that Commissioner, then the Commissioner would abstain from participating in Election Commission decisions about that candidate.

Section 106: Failure of Duty

It shall be designated as a failure of duty if any Commissioner works, speaks, or performs publicly or privately for or against any candidate or referendum. It shall also be a failure of duty if a Commissioner fails to perform the responsibilities stated in 107 or 108 or allows an unresolved COI situation to influence an Election Commission decision. The Election Commission can vote to remove that Commissioner from the Election Commission if a failure of duty is believed to have occurred.

Section 107: Responsibilities of the IUSG Election Commission

IUSG Congress will allocate appropriate funds to the Election Commission to accomplish the tasks set forth herein. The Election Commission shall:

- Organize, plan, and publicize all IUSG Elections and referendums as per the timeline in Section 108;
- Actively seek to increase awareness of IUSG among the student body throughout the academic year and especially during election season;
- Aim to increase voter turnout;
- Publicly announce and promote all events stated in the election timeline;
- Act to enforce all rules and regulations contained within this Code;
- Act as the overseeing body of all referendum procedures;
- Issue public advisory opinions to any individual or body requesting interpretation of this Code;
- Verify that all executive candidates meet the requirements for candidacy;
- Request from the IUSG Supreme Court certification of the IUSG Election Results;
- Hear all properly filed complaints according to the guidelines set forth in the Procedural Election Code;
- Take necessary measures to advertise both the Callout and election process in general;

- Maintain and make publicly available a Procedural Election Code dictating Election Commission procedures and rules;
- Make publicly available records of the Election Commission, including but not limited to past advisory opinions, complaints, appeals, and rulings;
- Transmit unfilled Congressional seats to the Speaker of Congress, IUSG Advisors, and the Executive Congressional Liaison following the legislative elections.

Section 108: Election Timeline

Each of the following events must occur in each election cycle with the inclusion of additional events being at the discretion of the Election Commission.

- Call-Out. There shall be one campus-wide callout for the IUSG Election that will occur no later than four (4) weeks before the election. This call-out shall serve as a general introduction to the IUSG Election, including a timeline of events for the IUSG Election. It shall also give all who are interested in becoming candidates an opportunity to ask questions about the IUSG Election.
- Applications. Applications shall be made available to the Student Body no later than one (1) week after the call-out meeting and shall be due no later than two (2) weeks before the election. Candidates will also be required to provide proof of residency or proof of academic eligibility in accordance with Title II of the Election Code when submitting an application.
- All-Candidate Meeting. There shall be at least one all-candidate meeting and each registered ticket or candidate must have at least one (1) representative present at the all-candidate meeting. If a ticket does not have a representative present at the All-Candidate meeting or does not notify the Election Commission in advance the ticket will be disqualified.
- Debate & Town Hall. A debate and town hall shall occur during the campaign period. All groups of executive candidates shall be required to participate in both events. The Election Commission will have full discretion over the planning, rules, and procedures of both events.
- Withdrawal of Name from Ballot. Any candidates wishing to withdraw their name from the ballot must provide a written request for a withdrawal from the election to the Election Commission no later than one (1) week before the IUSG Election begins. If the Election Commission approves the request for withdrawal, the process to replace the candidate will begin. The ticket has one (1) business day to submit a replacement candidate and application form to the Election Commission. The Election Commission will rule on the eligibility of the candidate within one (1) business day. If the replacement candidate is ruled eligible, the Election Commission will notify all tickets of the change.
- Review of Ballot. Each candidate shall have the opportunity to review the official ballot no later than one (1) week prior to the beginning of the IUSG Election and shall bring any issues of accuracy to the Election Commission within two (2) days. Unless otherwise directed by the Election Commission, no other ballot review requests may be honored.
- Testing the Election System. The Election Commission shall verify that the online voting system works by testing the system at least twenty-four (24) hours in advance of the polls opening.
- IUSG Election. The IUSG Legislative Election shall be held in the fall semester and the IUSG Executive Election shall be held in the spring semester. The election shall be held on any two consecutive days at least two weeks after the first All-Candidate meeting. The Election Commission shall make public the election timeline dates.

Section 109: Campaign Timeline.

Campaigning by congressional candidates or executive tickets shall begin upon the due date of the application for candidacy and shall extend until 10:00 pm the second night of the elections. Voting must begin within 21 calendar days of the candidate application being due. Campaigning is defined as public-facing promotion of a particular candidate or ticket. Staffing and logistical support for campaigns may be done ahead of this time period.

TITLE II: Candidates

Section 201: Candidate Eligibility

Any undergraduate student of Indiana University shall have the option of being a candidate for any elected IUSG position, except for designated graduate student Congressional seats, provided that such a member meets the other eligibility requirements in this Code. All candidates must be undergraduate students for the duration of their term in office.

Section 202: Filing for Candidacy

To properly file for candidacy, a candidate must submit to the Election Commission an electronically signed application via the online system provided by the Election Commission and posted on the IUSG website listing the IUSG office the candidate is seeking. Congressional Candidates will be required to submit a bio of 100 words on the application for candidacy. These bios will then be made available to the public. This application must be submitted prior to the deadline set by the Election Commission. Applications for candidacy shall be accepted if the candidate meets all other eligibility requirements in this Code. The candidate will be listed on the ballot by their first and last name. If the candidate wishes to be listed by any other name, they must request the use of a particular name on this application, subject to the approval of the Election Commission. When an application is filed, the candidate shall be given a receipt that notes the date and time that the application was received. Any application received after the deadline shall not be accepted. The candidates must be the eligibility requirements as defined in the IUSG Constitution and Bylaws.

Section 203: Executive Ticket Petitions of Support

In order to file for executive candidacy, each ticket must provide a petition of 150 student signatures with their application. These signatures may be either electronic or physical.

Section 204: Congressional Seats

Congressional seats shall be allocated on a yearly basis as directed by the IUSG Constitution and Bylaws. The Election Commission Chair shall verify the composition of the Congress for the academic year following the Executive with the sitting IUSG administration and make publicly available a full list of these Congressional seats before the general Legislative callout meeting.

Section 205: Academic Requirement

No candidate may be on academic probation or on university suspension and be a candidate for an IUSG office. All candidates must possess a college grade point average above 2.5 on a four (4) point scale.

Section 206: Candidacy for More Than One Office

No person shall simultaneously be a candidate for more than one (1) elected position in IUSG. No elected members of Congress shall simultaneously hold appointed positions in the IUSG executive branch or judicial branch and vice versa.

Section 207: Sexual Misconduct and Violent Offenders

No person who has been found to be guilty of sexual misconduct or a violent crime by either the University or any legal jurisdiction, be it the United States or another nation, may be a candidate for an IUSG office.

Section 208: Recognition of Candidacy

A candidate for any of the Executive offices as defined by the IUSG Constitution and Bylaws, must be a running mate with a candidate for the other Executive offices. These candidates shall run as a group and state an affiliation with the others, forming an executive slate. No individual may run for an IUSG executive position without the aforementioned running mates as defined in the IUSG Constitution.

Section 209 Ticket Definitions

Legal entities operating as a business or nonprofit are not considered tickets and are not allowed to run in the IUSG election. While not student organizations, tickets are required to live up to the responsibilities and

obligations defined in the Student Involvement and Leadership (SIL) policies or face the penalties defined in Titles IV and V. Candidates are considered members of IUSG during the election season.

Section 210: Space Reservations

Any Executive ticket wishing to reserve a space on campus to promote their campaign at any point in the spring semester must do so through the Election Commission. This includes any meetings/tabling where a space must be reserved. The Election Commission will use its own discretion to create an adequate process for tickets and candidates wishing to reserve space. On the days of the Executive election, the Election Commission will establish an equitable and well-defined system to fairly distribute tabling space.

Section 211: Single Ticket Election

In the case that only one (1) ticket applies to run for IUSG by the application deadline, no further applications will be accepted and no exceptions will be made. As IUSG elections serve to raise awareness of the student government among the student body as a whole, elections will still occur according to the mandated timeline. The Election Commission will oversee these elections, and the candidates of the unopposed ticket will be required to campaign on both days of the election.

Section 212: Executive Ticket Campaign Staff

Each executive ticket shall provide a list of all staff members working on their campaigns to the Election Commission upon application for candidacy. Any changes in staff must be provided to the Election Commission within 24 hours of the change occurring. The actions of staff members are under the jurisdiction of the Election Commission when adjudicating violations of this Code. The Election Commission reserves the right to rule that an individual is acting as a de facto member of campaign staff in the case that they are working on campaign matters without appearing on the official staff list. This decision shall be conducted through a test of control and coordination of individuals on behalf of an executive ticket.

TITLE III: Voting

Section 301: Voter Eligibility

All students of Indiana University shall be eligible to vote in the IUSG Election. Each voter shall cast one (1) and only one (1) vote, and that vote shall only be on their behalf. Each voter shall have the option to vote for representatives whose seats are defined by the IUSG Constitution and Bylaws. No qualified elector may vote without using BeInvolved.

Section 302: Voting

Voting shall be open from 10:00 AM on the first day of the IUSG Election to 10:00 PM on the second day of the IUSG Election for a total time period of thirty-six (36) hours. In order to cast an online vote, a voter shall only have access to their own individualized ballot through the BeInvolved system.

Section 303: Election Day Campaigning

Informational material may be distributed by a candidate or ticket on the days of the election. Distribution of certain goods on the days of the election is limited in this Procedural Election Code.

Section 304: Plurality Vote Required for Congressional and Executive Candidates

Candidates shall be elected by a simple plurality vote. In the case of a tie, the Student Body President shall call for an emergency Congress meeting within five (5) days of the public release of the election results. Congress shall select the winning candidate(s) by a simple majority vote and immediately release the results to the Election Commission and all candidates.

Section 305: Voting Processes

The ballot for the IUSG Legislative and Executive Elections shall first identify all eligible tickets and provide an optional brief self-overview of each ticket's or candidate's platform following standardized word count and

formatting requirements set by the Election Commission. Voters can select up to four (4) congressional seats. Voters can select one and only one executive ticket (FPTP) or opt to abstain from the executive election. Each candidate shall be listed on the ballot by their first and last name only, unless the Election Commission has approved the use of a preferred name. Executive candidates must designate ticket affiliation. Furthermore, no voting process shall be allowed that is contrary to the provisions provided in this Code.

Section 306: Blinding of the Election Results

The Election Commission shall publicly post only the ranking order of the Executive election. For the Legislative election results, only the preliminary winners shall be posted publicly. The Election Commission shall blind all other parties to the unofficial totals after the Executive or Legislative election has been completed. The only persons authorized to view the unofficial totals are official representatives of the Student Involvement and Leadership Center not to number more than three (3) people in total. These parties are not allowed to share the unofficial totals with anyone until every complaint or appeal under the purview of the Election Commission has been finalized. After this finalization, the Election Commission will receive and verify the results from the Student Involvement and Leadership Center. The Election Commission will not release these results to any other party until all appeals of Election Commission decisions to the Supreme Court have been finalized.

TITLE IV: Campaign Spending

Section 401: Campaign Expenditures Defined

Any purchase or donation which is used for promoting any candidate or ticket shall be considered a campaign expenditure. In determining the value of an expenditure, non-affiliated candidates or tickets shall be assessed the fair market value of the goods or services used to campaign. For the purposes of this election, fair market value will be defined as the price a good or service would command on the open market, e.g. before family discounts or other special deals not available to all competing tickets. For the purposes of this election, goods are limited to tangible objects. For the purposes of this election, services are limited to contracted services. Services rendered by members of the ticket themselves or available to all candidates equally shall not be considered a campaign expenditure. No single candidate or ticket shall be penalized for a vendor's inability to supply every or any candidate or ticket with goods or services used for campaigning. The Election Commission shall have the authority to determine whether any purchase is a campaign expenditure and what the fair market value of the expenditure is according to the definition of this section. Any candidate may request from the Election Commission an advisory opinion as to whether a particular purchase would constitute a campaign expenditure and what value it would be assessed.

Section 402: Contributions for IUSG Elections

Executive candidates appearing on the election ballot may contribute up to five hundred dollars (\$500.00) of their own funds to their campaign or ticket with which they are affiliated. Congressional candidates appearing on the election ballot may contribute up to two hundred and fifty dollars (\$250.00) to their campaign or ticket. Any individual or organization not appearing on the ballot may contribute up to one hundred dollars (\$100.00) in any one (1) IUSG election. Total campaign expenditures may not exceed total campaign contributions. Additionally, total campaign expenditures may not exceed two thousand dollars (\$2,000), regardless of total campaign contributions. Tickets are required to track and report contributions and any expenditures which are made before the application deadline and list these expenses on any intermediate or final statement. Excess contributions must be returned proportionally within four (4) weeks of the election.

Section 403: Financial Statements

A financial statement is defined as an itemized list of all campaign expenditures, including receipts and appropriate documentation for each campaign expenditure listed, and an itemized list of all contributions accepted. Documentation of expenditures must include the fair market value of the expenditure and appropriate vendor contact information as listed on the financial form created by the Election Commission, Failure to provide appropriate information must instead be accompanied by a reasonable explanation of why it is not

listed and reasonable efforts made to obtain the information .Documentation of contributions must include an itemized list of all contributions and all donor contact information as listed on the financial form created by the Election Commission. Each financial statement must be signed by the candidate for President and this can be an electronic signatures. Receipts for all expenditures must also be submitted with each financial statement.

Section 404: Executive Election Submissions of an Intermediate Financial Statement to the Election Commission

Each Executive ticket must submit a unified intermediate financial statement along with the appropriate receipts to the Election Commission between the date range set by the Election Commission before the IUSG Election. This financial statement must be cumulative and shall state all expenditures and contributions made to date.

Section 405: Executive Submission of Final Financial Statement to the Election Commission

Each ticket shall submit a unified final financial statement, along with appropriate receipts, to the Election Commission, no later than 8:00 PM on the Friday after the IUSG Election. A financial statement must be submitted, even if the statement reflects that no expenditures were made. This final financial statement must be cumulative and shall state all expenditures and contributions made or given after candidate applications were due and through the end of the IUSG Election. Failure to submit financial statement is grounds for disqualification.

Section 406: Congress Election Submission of Final Financial Statement to Election Commission

Each Congressional candidate shall submit a unified final financial statement, along with appropriate receipts, to the Election Commission, no later than 8:00 PM on the Friday after the IUSG Election. A financial statement must be submitted, even if the statement reflects that no expenditures were made. This final financial statement must be cumulative and shall state all expenditures and contributions made or given after candidate applications were due and through the end of the IUSG Election. Financial statements will not be released and instead reviewed by IUSG Election Commission for violations.

TITLE V: General Campaign Violations

Section 501: Evidentiary Standards

When reviewing complaints, the Election Commission shall use the evidentiary standard of clear and convincing evidence to determine if a violation is present. Clear and convincing evidence means that evidence must be highly and substantially more likely to be true than not.

Section 502: Improper Use of Email

The use of web crawlers to collect student emails is prohibited. In order to send students emails there must be a mutually-accepted relationship in existence before the email is sent. Students must be provided with the option to unsubscribe and stop receiving emails and these requests must be honored. Any email sent to multiple voters soliciting votes that does not have all email addresses in the blind carbon copy (BCC) line shall constitute a violation of this Code. Any voter that requests to be removed from campaign emails soliciting votes must be removed from all ticket mailing lists within 36 hours.

Section 503: Improper Use of Phone Numbers

The use of unsolicited text messages or phone calls to students is prohibited. In order to contact students via their phone number there must be an established mutually-accepted relationship and consent from students to receive text messages and phone calls. Students must be provided with the option to opt out of receiving text messages and phone calls and these requests must be honored.

Section 504: Improper Use of IUSG Office

No ticket or non-affiliated candidate is to use the IUSG office for campaign purposes of any kind. Also, any resources generated exclusively for and by the use of IUSG may not be used for campaigning unless the resource is publicly available or distributed to all tickets.

Section 505: Affirmative, Deliberate Act to Cause Another's Violation

No candidate, ticket, or anyone acting on their behalf shall deliberately cause any candidate, executive group, or campaign ticket to be in violation of this Code.

Section 506: Interference with Campaign Materials

No candidate, ticket, or anyone acting on their behalf shall deface, destroy, remove, alter, or otherwise change any candidate or ticket campaign materials without their expressed permission.

Section 507: Residence Hall Restrictions

Any candidate, ticket, or any person acting on behalf of any candidate or ticket found in violation of policies or guidelines established by Residential Programs and Services (RPS) and/or the Residence Halls Association (RHA) while campaigning within their facilities, shall constitute a violation of this Code unless expressed permission contrary to standing policies is granted by officials of the aforementioned organizations.

Section 508: Restricted Campaigning Areas

With the exception of students at approved locations on election days reserved through the Election Commission, campaigning inside university libraries or computer labs at any time shall constitute a violation of this Code with the exception of lobbies or public gathering areas inside of these buildings. Campaigning in classrooms is restricted unless given explicit permission from the course instructor. Also, campaigning may not occur in any establishment that requires patrons to be twenty-one (21) years or older. For the purposes of this section, the term "campaigning" is meant to include any activity that is disruptive to students, such as person-to-person solicitation or distribution of campaign materials. It is not meant to include emailing, posting material, or wearing campaign clothing.

Section 509: Violations of University Policies

Any ticket, candidate, or any person acting on behalf of any ticket or candidate found to have violated a publicly disseminated university policy, including the policies of the Student Involvement and Leadership Center, University Information Technology Services (UITS), and those found in the Code of Student Rights, Responsibilities, and Conduct, for the purpose of promoting a candidate or ticket shall constitute a violation of this Code.

Section 510: Use of Animals While Tabling

Any ticket, candidate, or any person acting on behalf of any ticket or candidate who has an animal present while tabling must provide proof of ownership to the Election Commission upon request. Proof of ownership includes, but is not limited to adoption papers, veterinarian bills, or pet insurance. Failure to provide proof of ownership upon request shall constitute a violation of this Code.

Section 511: Campaigning Outside of Designated Time Period

Any public promotion of a particular candidate or ticket before the beginning of the official campaign period as defined in Section 109 shall constitute a violation of this Code.

TITLE VI: Campaign Violations Eligible for Disqualification

Section 601: Voter Fraud

Voter fraud shall be defined as, but not limited to, any act that prevents a voter from casting a vote in any IUSG Election, any act that attempts to remove a voter's right to cast a vote for himself or herself, any act that attempts to purchase the ability to vote for a voter, or any act in which anyone attempts to cast a vote for another voter without their expressed consent. Examples of voter fraud include, but are not limited to, the following:

- Intimidating a voter or offering a voter any amount of money or services in exchange for a vote. Goods given to voters after a vote must be below two dollars (\$2.00) in value (stickers, candy, pens, etc. are acceptable). The Election Commission has full discretion to rule on this matter, so written notification seeking the Election Commission's permission is encouraged.
- Preventing a voter from casting a vote or preventing a voter from casting a vote for the candidate they desire.
- Changing a vote once it has been cast or using false information to cast a vote.
- Pressuring a voter to vote one way or another while they are in the immediate process of voting.
- Providing technology of any sort to a voter through personal solicitation – essentially serving as a polling station.

Section 602: Excessive Campaign Contributions

Any candidate, ticket, or any person acting on their behalf found in violation of campaign contribution limits as defined Section 402 shall be in violation of this Code and eligible for disqualification.

Section 603: Excessive Campaign Expenditures

Any candidate, ticket, or any person acting on their behalf that spends more than the total funds that they have received in contributions at any given time during the election, or any candidate, ticket, or any person acting on their behalf that spends more than three thousand dollars (\$3,000), regardless of the amount of campaign contributions received, shall be in violation of this Code and eligible for disqualification.

Section 604: Candidate Honesty

Any intentional attempt of a candidate, ticket, or any person acting on their behalf to deceive or mislead the Election Commission, or an inquiry or investigation thereof, shall constitute a violation of this code. This includes a failure to produce evidence that is compelled by the Election Commission, as well as an intentional failure to notify the Election Commission of executive ticket staff members. Actions contrary to this Section may provide sufficient grounds for disqualification.

TITLE VII: Procedures for Disqualifications, Election Complaints, and Appellate Procedures

Section 701: Selectivity of Disqualifications

If students running as part of a campaign ticket are found to have committed violations, the Election Commission shall have the authority to determine whether penalties will be imposed upon an entire ticket. The Election Commission shall base such a determination on its judgment of whether the evidence presented indicates that a ticket conspired to commit a violation, or, conversely, that a single candidate or small group of candidates failed to adhere to this Code without the knowledge of the ticket's leadership. A single candidate for an executive office cannot be individually disqualified. If any executive candidate is penalized with disqualification, the entire executive slate shall be disqualified.

Section 702: Ineligibility after Disqualification

If a candidate is disqualified, the candidate will be ineligible for election to IUSG office during the election cycle in which the candidate was disqualified. If a ticket is disqualified, all ticket members are ineligible for election to IUSG office during the election cycle in which the candidates were disqualified. If a winning candidate or ticket is disqualified after the election, the disqualified candidate(s) shall be ineligible to take

office. Candidates disqualified during one (1) election cycle can run as candidates in future election cycles provided that they fulfill all other eligibility requirements.

Section 703: Advisory Opinions

The Election Commission will establish standardized submission procedures and release all advisory opinions publicly. Advisory Opinions will be issued internally in committee and then forwarded to the entire Election Commission where they will be subject to an up or down majority vote to certify the advisory opinion officially. Advisory Opinions will be issued as promptly as possible as and no later than three (3) class days after receipt. Within seven (7) days of the election either before or after, the Election Commission will issue Advisory Opinions within thirty-six (36) hours of receipt.

Section 704: Properly Filed Complaints and Reply Briefs to the Election Commission

Any member of IUSG who has credible evidence to find a ticket or candidate in violation of any Title of this Procedural Election Code has an affirmative duty to report the violation to the Election Commission by filing a complaint. The Election Commission has the authority to investigate a candidate or ticket if there is reasonable belief that a violation of any Title of this Procedural Election Code. The Election Commission can request candidates or tickets for more information if needed to investigate if a violation has occurred. Any person who has reason to believe that a violation of any Title of this Procedural Election Code has occurred can contact the Election Commission. Complaints may only be issued about a violation that has occurred within the last 48 hours. If it has been more than 48 hours since the violation occurred, tickets or candidates may not file a complaint about that violation. The final deadline of complaints will be set at the discretion of the Election Commission. Complaints and Reply Briefs will only be accepted when filed per the procedures set by the Election Commission.. Each complaint may include specific allegations, the names of those allegedly involved, the dates the alleged violations occurred, and citations to the specific portion of this code that the complainant(s) believes was violated with how each element of the offense is met. The complainant(s) may attach exhibits to the complaint that serve as documentation necessary to support the allegations stated in the complaints. However, these exhibits cannot contain new allegations or arguments to support the allegations not articulated previously. Each complaint to the Election Commission will be published to all other tickets or candidates registered through the candidacy application.

Section 705: Accepting or Rejecting a Complaint

After receiving a complaint, the Election Commission shall decide if there is a substantial possibility of a violation. If the Election Commission concludes that there is a substantial possibility of a violation, they will accept the complaint, ask for reply briefs by a determined deadline, and publicly release the complaint to the other tickets or candidates. A reply brief must be directly related to the original complaint and may not contain any new allegations or arguments unless the new allegations are related to candidate honesty and/or misleading the Election Commission in the original complaint, but the reply brief may be amended exclusively to include new evidence. It is recommended that exhibits be attached and that the complaint be well organized to argue for clear relief or redress. Upon receipt of the complaint, the Election Commission will distribute the complaint to the Supreme Court and the IUSG Advisors. The Election Commission will in its entirety, move forward with evaluation procedures set forth in Section 706 if it finds that there is substantial possibility of a violation. Failure to find a substantial possibility of a violation will result in dismissal of said complaint(s) and does not require any explanation to the tickets.

Section 706: Procedure for Complaints after Acceptance by the Election Commission

After a complaint is accepted, the Election Commission will gather evidence as needed and set forth in the complaints, reply briefs, and may compel evidence from the parties involved. The Commission must rely upon evidence presented in complaints and reply briefs to declare with specificity the evidence requested. Requests must be relevant to the inquiry and not unduly burdensome. Failure to produce evidence will be construed as evidence against the party failing to fulfill the request. The Commission will then vote, either in person or electronically, to issue a ruling if the Election Code was violated. This ruling will be based on the evidence presented by any of the parties in properly filed briefs and will be issued by majority vote of the Election Commission. If a complaint is determined to be not a violation, it is then rejected by the Election Commission

and will no longer be considered. The final ruling of the Election Commission shall be issued by affirmation of at least 70% of Election Commissioners. The Election Commission will release any documents used in its determination of violation when the Election Commission releases its final decision.

Section 707: Violations & Point System

If the Election Commission has ruled that a complaint violation has occurred, then the Election Commission will issue a set number of points to the ticket or candidate based upon the point system. The exact numbers for the point system will be determined by the Election Commission and published to all tickets before the election. Only the ticket or candidate in violation will be kept notified of how many points that they have. The number of points that each ticket or candidates has will not be public information to other candidates or tickets. If a candidate or ticket is in violation of the Election Code and reaches a total 10 points or more, then this is grounds for disqualification.

Section 708: Appeals of Election Commission Decisions

Appeals will only be accepted in three situations: (1) Where there is clear error by the Election Commission, (2) where there is a matter of interpretation of the code, bylaws, or constitution, or (3) in a case of bias of one or more members of the Election Commission. The appeal must contain a statement about the specific decision made the Election Commission, an argument for why the decision should be overturned, and a specific request for relief. The appellant(s) may attach exhibits to the appeal that serve as documentation necessary to support the allegations stated in the appeal. However, these exhibits cannot independently contain arguments. The appellant(s) must submit the appeal no later than forty-eight (48) hours after the Election Commission posts its decision for public review. Clear error requires a finding that no reasonable Election Commission could find the decision subject to the appeal. If clear error is found the court will institute the finding that would be reasonable in accordance with the code. If there is no clear error found, then the court will leave the decision in place. In an appeal concerning interpretation where the result is inconsistent with the decision in question, then the case will be remanded with proceedings not inconsistent with the ruling. If there is no inconsistency the decision in question will stand. In an appeal concerning bias where bias is found, then the Supreme Court will force a recusal of the member or members in question and the decision or decisions will be remanded. If this denies the Election Commission quorum, then the Supreme Court will review all cases de novo. If there is no finding of bias, then the decisions will stand. The Supreme Court shall set its own guidelines for determining whether to accept an appeal, unless specified otherwise in the bylaws, or constitution, regardless of whether the appeal is filed properly or improperly. If the Supreme Court chooses not to hear an appeal, the decision of the Election Commission shall stand. Appeals that do not present a genuine controversy can be denied by the Supreme Court without explanation.

Section 709: Extraordinary Discoveries of Evidence After Submission Deadlines

If any member of IUSG discovers extraordinary evidence (e.g. evidence which they believe may have altered Election Commission decisions) and can show with good faith that such evidence could not be produced before the submission deadline, the member of IUSG may petition the Supreme Court before the Supreme Court certifies the election. The Supreme Court will determine if the evidence could not have reasonably been produced before the submission deadline, and if so there is a significant chance that it would have changed any decisions issued by the Election Commission to the degree that the results of the election may be altered. If the Supreme Court determines that this significance is present, they compel the Election Commission to reconsider their decisions incorporating the new evidence.

Section 710: Election Certification Process

24 hours after all final appeal rulings by the Supreme Court, the Chair of the Election Commission shall request the Chief Justice and the Clerk of the Court to certify the results of the election. The Supreme Court shall follow proper internal procedures to rule on certifying the election in line with the IUSG Constitution and Bylaws. Upon certification, these results shall be posted and made publicly available to the student body. The IUSG Graduate Advisor(s) shall also receive notification of final certification.