

**CHAPTER 55. BYLAWS OF THE STUDENT SENATE OF
THE UNIVERSITY OF TEXAS AT DALLAS**

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CHAPTER 55. BYLAWS OF THE STUDENT SENATE OF THE UNIVERSITY OF TEXAS AT DALLAS

ARTICLE I DEFINITIONS

1. **Student:** any person whose name appears on the current registration list at The University of Texas at Dallas (UTD).
2. **Student Body:** collectively, all students as defined in this Article.
3. **Non-Student:** any person who is not a student in this Article.
4. **Diversity:** Intersecting identities that make us unique individuals including ethnic/racial identity, nationality, sexual identity, gender identity and expression, age, religious/ spiritual beliefs, socioeconomic status, body shape/size, and ability status, as explained in the Student Counseling Center's Diversity Statement.
5. **SG:** refers to **Student Government**, the student governing body and its committees and subunits as set forth by the SG Constitution.
6. **Election:** refers to **SG Election**, any election for Student Government Senators or Officer Candidates, referendums, constitutions, amendments, and/or other issues open to the student body and governed by the SG Constitution.
7. **Election Cycle:** the period of time from the start of filing to the certification of all results for a given election (e.g., spring elections, fall freshman elections and/or special elections).
8. **Elections Board (EB):** the group governing the SG Elections as empowered in the SG Constitution and the SG Bylaws.
9. **Hearing:** an official meeting of the Elections Board for the purpose of resolving certain election disputes as defined in Article VI of this document.
10. **Ballot:** the official list of candidates to be used during the election to record votes.
11. **Cast Ballot (Cast Vote):** a ballot, whether blank, partially completed, or completed, placed by a voter into the official ballot box.
12. **Voter:** a student possessing a ballot.
13. **Vote:** the choice of a student for a particular candidate or issue as marked on the ballot.
14. **Voting Area:** the area within ten feet of the official voting table(s).
15. **Filing:** the process by which a student or ticket applies to be placed on the ballot.
16. **Certification of Results:** the official process by which the results of an election are made final.
17. **Candidate:** any student endeavoring to gain office in SG during the current election.
18. **Write-In Candidate:** a candidate whose name does not appear on the ballot.
19. **Officer Candidate:** a candidate whose name appears on the ballot for the position of President or Vice President.
20. **Ticket:** a group of candidates duly registered who intend on campaigning jointly. A group of candidates campaigning jointly who have not properly applied and been approved shall be known as an unregistered ticket.
21. **Senatorial Ticket:** a ticket composed solely of candidates each campaigning for a Senate seat
22. **Executive Ticket:** a ticket composed of either a single officer candidate or two officer candidates – one Presidential candidate and one Vice Presidential candidate.
23. **Ticket Building:** the act of seeking out students to join a ticket, organize and prepare

- for a campaign, excluding any type of campaign material or acts designed to solicit votes.
24. **Campaign Manager:** a required position for a ticket or officer candidate to be approved. The role must be filled by a student who is not an officer candidate.
25. **Campaign (Campaigning, Campaign Material):** any statement, literature, object, or activity in support of or against a candidate, constitution, amendment, referendum, or other issue appearing on the ballot.
26. **Innovative Campaigning (Innovative Spending):** any type of campaigning not provided for in this Code or the Manual.
27. **Expenditures:** any disbursement of money or tangible assets made by a candidate.
28. **Spoiler:** any person who contributes time, effort, or services for the purpose of supporting or furthering a candidacy, where that candidate does not have personal knowledge of and does not accept the time, effort, and services rendered.
29. **Agent:** any person who contributes time, effort, or services for the purpose of supporting or furthering a candidacy, where that candidate has personal knowledge of and accepts the time, effort, and services rendered. Ticket members are always considered agents of the ticket, whether registered or not.
30. **Press Organization:** Any UTD group with the primary purpose of creating a newspaper, magazine, radio, or other information service. This includes, but is not limited to, the UTD Mercury, Radio UTD, and A Modest Proposal.
31. **Listserve:** a generic term for any LISTSERV, email-based mailing list, forum, bulletin board, networking group (such as Facebook or GroupMe), mailing group (such as Yahoo! or Google Groups), or other electronic mass distribution method.
32. **Flyer:** A type of campaign material no larger than 12x14 inches, non-laminated, in color or black and white.
33. **Poster:** Any type of campaign material larger than 12x14 inches.
34. **Sign:** Any piece of campaign material placed on a stake in the ground.
35. **Election Manual:** a procedure manual for various components of the election.
36. **Race:** the seat or office for which candidates of categories defined in Article I (Student Senate) Subarticle A Section 1 (Composition) of the SG Constitution.
37. **Election Code:** Article VI of these bylaws. The purpose of the Election Code is to provide clear, fair, and enforceable rules to govern Student Government (SG) Elections.
38. **Working Hours of the Election:** the hours during which candidates, agents, and the EB are expected to be available. These hours are 7AM to 12AM during an election cycle. Having class will be considered a valid exception.
39. **Unexcused Absence:** those absences not excused in advance by the Student Judicial Board.
40. **Executive Board:** Consists of the President, Vice President, and Secretary
41. **Removal Hearing:** The Judicial Board meeting at which a Senator who is referred for removal presents their testimony and the Judicial board votes on their removal.
42. **SG Advisor:** Defined based on Article 1, Subarticle A, Section 2, Part 4 of the Student Government Constitution.

ARTICLE II DUTIES AND RESPONSIBILITIES OF THE SENATE

Section 1. Duties of Senators

Senators shall have the power and responsibility to:

- (1) Attend all meetings of the Senate.

- (2) Serve on at least one of the Senate standing committees.
- (3) Serve at least three (3) hours on Senate related activities as designated by the Executive Committee per week.
- (4) Assist in Senate supported projects such as opinion surveys, elections, fund raising, Freshman Orientation, Commencement, parties, special events, and any other special project specified in the Constitution, and the Bylaws.
- (5) Uphold the values of the University.

ARTICLE III DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. President of the Student Government

The President of the Student Government shall have the power and responsibility to:

- (1) Maintain twenty (20) office hours per week. Time used to attend meetings of university committees may be applied toward the required hours.
- (2) Schedule all Senate meetings and provide notice of the time, date, and place of such meetings to the members of the Senate.
- (3) Set the agenda for all Senate meetings. Senators may include items on the agenda upon one week prior notification to the President.
- (4) When appropriate, authorize expenditure of up to fifty dollars of Senate funds.
- (5) Manage the day-to-day operation of the Senate offices.
- (6) Serve as liaison to local municipalities or recommend a Senator liaison who shall be subject to confirmation by a 2/3 Senate vote.
- (7) Organize and supervise the student representatives on University-Wide Committees.
- (8) Participate in all transition activities for the President-Elect and Vice President-Elect in accordance with Article 7 of the Student Government Bylaws; failure to do so will result in the loss of the President's final month's stipend.

Section 2. Vice President of the Student Government

The Vice President of the Student Government shall have the power and responsibility to:

- (1) Maintain twenty (20) office hours per week. Time used to attend meetings of university committees shall be applied toward the required hours.
- (2) Organize and manage the Comet Discount Program.
- (3) Approve of all committee chair written reports; approval will follow confirmation from the Vice President to the President of the Student Government that the report gives an accurate and thorough description of committee activity throughout the given semester.
- (4) Shall select a school liaison for each school within UTD as soon as possible when new President, Vice President, and Senator terms start amongst senators that ran within their respective school
 - School liaisons shall be mediators between Student Government and the respective school, meeting with students and faculty associated with the school
- (5) Participate in all transition activities for the President-Elect and Vice President-Elect in accordance with Article 7 of the Student Government Bylaws; failure to do so will result in the loss of the Vice President's final month's stipend

Section 3. Secretary of the Senate

The Secretary of the Senate shall have the power and responsibility to:

- (1) Maintain the minutes of all Senate meetings and Executive Committee meetings.
- (2) Maintain attendance records for all senators and visitors.
- (3) Collect from the chairperson of each committee the minutes of committee meetings.
- (4) Submit the minutes of each Senate meeting to the President within four (4) class days of the conclusion of each regularly scheduled Senate meeting. Copies of these minutes shall also be forwarded to the Vice President and Advisor.
- (5) Shall fulfill the role of Parliamentarian as outlined in Robert's Rules of Order Newly Revised.
- (6) Shall serve as the chair of the Governing Documents Review Committee.
- (7) Provide monthly reports on financial status to the Student Senate.
- (8) Publish by January 1 and June 1 of each year a financial statement which includes amounts appropriated to each activity, total allocations to date, current balance to date, and other information the Student Senate may designate.
- (9) Maintain the official senate calendar and inform the senate of upcoming dates and deadlines.
- (10) Fulfill other such duties as may be specified in the Bylaws and Standing Rules of the Student Senate of UTD.

Section 4. Academic Affairs Chair of the Senate

The Academic Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to improve university academics.
- (2) Call and preside over Academic Affairs Committee meetings.
- (3) Present Academic Affairs Committee report during the Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 5. Student Affairs Chair of the Senate

The Student Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Call and preside over Student Affairs Committee meetings.
- (2) Present Student Affairs Committee report during the Senate meetings.
- (3) Work proactively to improve student life and student involvement on campus.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 6. Communications Chair of the Senate

The Communications Chair of the Senate shall have the power and responsibility to:

- (1) Oversee all advertisements of Senate sponsored projects.
- (2) Work in conjunction with Senate committees to market all activities of the Senate.
- (3) Call and preside over Communications Committee meetings.
- (4) Present Communications Committee report during the Senate meetings.
- (5) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings will result in the loss of an Executive Committee member's existing term's stipend.
- (6) Manage all official senate social media pages.

Section 7. Legislative Affairs Chair of the Senate

The Legislative Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to improve external communication.
- (2) Call and preside over Legislative Affairs Committee meetings.
- (3) Present Legislative Affairs Committee report during the Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 8. Technology Chair of the Senate

The Technology Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to upgrade technology on campus.
- (2) Research and address issues of technology for the Senate.
- (3) Call and preside over Technology Committee meetings.
- (4) Present Technology Committee report during the Senate meetings.
- (5) Be responsible for keeping the official Student Government website updated, including but not limited to the meeting minutes distributed by the Secretary, a current list of Senators, and current Student Government project.
- (6) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 9. Residential Student Affairs Chair of the Senate

The Residential Student Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee the coordination of Residential Student Affairs Committee efforts to carry forth its duties.
- (2) Call and preside over Residential Student Affairs Committee meetings.
- (3) Present Residential Student Affairs Committee report during the Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 10. Graduate and International Affairs Chair of the Senate

The Graduate and International Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee efforts to address Graduate and International student concerns with the Senate and the administration.
- (2) Call and preside over the Graduate and International Affairs Committee meetings.
- (3) Present Graduate and International Affairs Committee report during the Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 11. Green Initiative Chair of the Senate

The Green Initiative Chair of the Senate shall have the power and responsibility to:

- (1) Oversee efforts to improve sustainability at UT Dallas.
- (2) Call and preside over the Green Initiative Committee meetings.
- (3) Present Green Initiative Committee report during the Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 12. Diversity Equity and Belonging Chair of the Senate

The Diversity Equity and Belonging Chair of the Senate shall have the power and responsibility to:

- (1) Oversee efforts to improve diversity, equity, and belonging at UT Dallas.
- (2) Call and preside over the Diversity Equity and Belonging Committee meetings.
- (3) Present Diversity Equity and Belonging Committee report during Senate meetings.
- (4) Provide to the Student Government Vice President a written report for approval

after each committee meeting. The report will include all projects pursued outside of committee meetings by the committee's members, including the senator's name that sponsored each project, the status of each program (completed, pending, or dismissed), and a detailed list of existing university contacts utilized in all projects; failure to report after three warnings in one semester will result in the loss of an Executive Committee member's existing term's stipend.

Section 14. All Officers of the Senate

All Officers of the Senate shall have the power and responsibility to:

- (1) Attend Executive Committee meetings twice a month.
- (2) Hold office hours and ensure advertisement of them to the Student Senate.
 - i. President and Vice President: 20 hours
 - ii. Secretary: 3 hours
 - iii. Committee Chairs: 1 hour

Article IV OFFICIAL REVIEW

Section 1: Official review process

- (1) Senators and executive committee members will be regularly reviewed qualitatively, using the categories defined in Section II below as guidelines.
- (2) The exact process for qualitative review will be determined by the Executive Committee at the first Executive Committee meeting of the term.
- (3) The official body arbitrating over the review process is the Student Judicial Board.

Section 2: Review of elected and appointed senators

All senator positions will be reviewed following each committee meeting. Each Committee Chair will rank all senators in their committee based on the following categories:

- (1) Project follow through
 - i. Senators must show completion of their 3 hours per week as well as their ability to stay on top of their projects and complete them in a reasonable time frame.
- (2) Committee participation
 - i. Senators must participate in all conversations during committee meetings and be reachable over email for further committee questions.
- (3) General senate behavior
 - i. Senator must act professionally during all Senate meetings and actively participate in senate proceedings.
- (4) Willingness to volunteer for Committee activities
 - i. Senators must be willing to volunteer for their Committee's projects and events.
- (5) Response to tasks
 - i. Senators are expected to complete tasks requested by the President or Vice President.

Section 3: Review of elected officials

All Executive Committee positions, except for President and Vice President, will be reviewed after each committee meeting based on the following criteria:

- (1) Committee accountability

- i. Chair is responsible to ensure that all committee members are fulfilling the powers and responsibilities of a student senator outlined in Article II.
- (2) Respecting deadlines
 - i. All agenda items and committee reports must be submitted on time.
- (3) Timely attendance
 - i. Chair is responsible for being on time to all senate activities.
- (4) Project follow through
 - i. Chair is responsible for ensuring that all committee projects are completed in a timely manner.
- (5) Response to tasks
 - i. Chair is responsible for ensuring that tasks requested by President and Vice President are completed in a timely manner.
- (6) Communication
 - i. Chair is expected to be easily reachable by email. Chair is also responsible for informing the President in the case of any senate activities involving outside entities including, but not limited to:
 - 1. The Mercury
 - 2. A Modest Proposal
 - 3. UTD Radio
 - 4. UT Dallas Communications Department
 - 5. Senate programs from other universities
 - 6. Student Organization Partnerships

Section 4: Status of “On Review”

Senators that receive an inadequate evaluation specific score as determined by the Executive Committee a score shall be deemed “on review” and be subject to the following process:

- (1) One bad review: Senator shall be required to meet with their Executive Committee Chair and the President or Vice President to discuss the bad review and possible solutions.
- (2) Two bad reviews: Senator shall be sent to the judicial board to finalize removal from senate. If judicial board decides reviews do not indicate enough problems in Student Senate, any further bad reviews shall call for automatic dismissal.

Senators that have egregiously failed to uphold the values of the University can be referred to the Judicial Board.

**ARTICLE V
DUTIES AND RESPONSIBILITIES OF SENATE COMMITTEES**

Section 1. Record of Meetings

All committees shall meet regularly and maintain a written record of each meeting. This record shall be communicated to the Senate prior to or during each meeting and will be kept on file in the Senate offices.

Section 2. Senate Academic Affairs Committee

The Senate Academic Affairs Committee shall have the power and responsibility to:

- (1) Work on all issues relevant to academic programs at UTD.

- (2) Work proactively to enhance the university's academic programs.

Section 3. Senate Student Affairs Committee

The Senate Student Affairs Committee shall have the power and responsibility to:

- (1) Organize and manage Senate sponsored events.
- (2) Work proactively to improve the level of student life and student involvement on campus.

Section 4. Senate Legislative Affairs Committee

The Senate Legislative Affairs Committee shall have the power and responsibility to:

- (1) Organize and manage all Senate sponsored legislative activities.
- (2) Work proactively to stay aware of legislative initiatives.
- (3) Maintain communication with student liaison to local municipalities.

Section 5. Senate Communications Committee

The Senate Communications Committee shall have the power and responsibility to:

- (1) Market, in conjunction with the standing committees of the Senate, the activities of the individual committees and the Senate as a whole.
- (2) Work in conjunction with Technology Committee to keep the Senate Web Page information current.

Section 6. Senate Technology Committee

The Senate Technology Committee shall have the power and responsibility to:

- (1) Update and maintain all online Senate sites.
- (2) Work in conjunction with Communications Committee to keep the Senate Web Page information current.

Section 7. Senate Residential Student Affairs Committee

The Senate Residential Student Affairs Committee shall have the power and responsibility to:

- (1) Work proactively to solve student concerns with the on-campus housing.

Section 8. Senate Graduate and International Affairs Committee

The Senate Graduate and International Affairs Committee of the Senate shall have the power and responsibility to:

- (1) Work on all issues relevant to Graduate and International students.
- (2) Work to improve areas over which Graduate and/or International students voice concern.
- (3) Work with the International Center to address concerns and issues of International Students.

Section 9. Senate Green Initiative Committee

The Green Initiative Committee shall have the power and responsibility to:

- (1) Work proactively on issues related to sustainability on campus.

Section 10. Senate Diversity, Equity, and Belonging Committee

The Diversity Equity and Belonging Committee shall have the power and responsibility to:

- (1) Work proactively on issues related to diversity, equity, and belonging on campus.

- (2) Prioritize projects and resolutions to improve racial equity on campus.
- (3) Communicate and collaborate with the Office of Diversity and Community Engagement, Diversity Outreach Teams, the Multicultural Center, and the Gender Center among other relevant departments.
- (4) Serve as a resource and advocate for culturally affiliated student organizations and other student organizations affiliated with minority groups of a protected class on campus.

Section 11. Senate Elections Board

The Senate Elections Board shall have the power and responsibility to:

- (1) Organize and manage all Senate elections.

Section 12. Governing Documents Review Committee

The Governing Documents Review Committee shall have the power and responsibility to:

- (1) Make changes to the Governing Documents that in turn will be brought to the appropriate bodies for approval.

Section 13. Ad Hoc Committees

Student Government may establish Ad Hoc Committees as it deems necessary and assign to them such duties as it considers appropriate. The President shall have the power to appoint chairs for these committees with simple majority approval by the senate.

- (1) Meet at frequency decided upon by the committee chair.
- (2) Meet for as long as necessary as decided upon by the senate body at time of creation.

**ARTICLE VI
CORRESPONDENCE**

Section 1. Maintenance of Records

All correspondence of Senators and the officers of the Senate acting in their official capacity as members of the Student Senate shall be submitted to the SG Office Administrative Assistant and maintained on file in the Senate offices.

**ARTICLE VII
STUDENT SENATE ELECTION CODE**

Section 1. Qualifications for Obtaining and Holding Office

- (1) President and Vice President
 - (a) Must be enrolled for a minimum of nine (9) hours at the undergraduate level or six (6) hours at the graduate level during regular school sessions at UTD.
 - (b) Must hold a cumulative grade point average of 3.00 or higher.
 - (c) Must have attended and completed courses at UTD during the regular semester (fall or spring) immediately prior to the semester in which the election will be held.
 - (d) Must have attended at least two general Senate meetings and two committee meetings in the same academic year in which the election will be held before the end of the election filing period.

(e) Must have met with the current President, current Vice President, and SG advisor for a one-hour informative session prior to the end of the filing period.

(i) President, Vice President, and SG advisor must provide written verification indicating completion to the Election Board Chair prior to the end of the filing period.

(f) The President-Elect and Vice President-Elect must have met with the current President and Vice President for three one-hour informative sessions in between the time of the election results being announced and the beginning of the President-Elect and Vice President-Elect terms.

(i) The current President and Vice President must give written verification that a candidate has successfully completed the informative sessions to the SG Advisor prior to the end of the second week of April.

(ii) If the President-Elect and/or Vice President-Elect fail to have verification submitted on their behalf to the SG Advisor in the allotted time period, the President-Elect or Vice President-Elect forfeit their position, and the vacated position is filled in accordance with Article IX of the Bylaws and Article VI of the Constitution of Student Government; in this situation, the newly elected Vice President is not held to the informative meeting requirements.

(2) Senators

(a) Must be enrolled at UTD for a minimum of nine (9) hours at the undergraduate level or six (6) hours at the graduate level.

(b) Must hold a cumulative grade point average of 3.00 or higher.

(c) Appointed senators, but not elected senators, must have attended at least one general Senate meeting and one committee meeting in the same academic year in which they seek to be appointed.

Section 2. Candidates' Rights and Responsibilities

(1) Filing for Office

(a) Before candidates may begin campaigning, they must file for office via application available online or in the Student Government office.

Candidates may file for only one position.

(b) Each senatorial candidate, upon their signing of the Election Infraction Agreement, agrees to incur a maximum \$100.00 fine should they be found in violation of any campaign conduct rules as specified by the Election Board Chair. Each officer candidate must agree to incur a maximum \$100.00 fine should they be found in violation of the code. Fines will be assessed to student's university account or can be paid by cash or check in the Student Government Office.

(c) Any Elections Board member who runs for office must resign from the Elections Board before the first day of filing, otherwise, that person is not eligible to run for office.

(2) Campaign Conduct

(a) This election code is designed to ensure fair elections. Any candidate found to be in violation of this code shall be subject to sanctions by the Elections Board. Sanctions may include but are not limited to: monetary sanctions,

temporary or permanent suspension from campaigning, and, in some cases, removal from the race.

(b) All candidates and their agents will refrain from making deceptive or misleading statements during their candidacy. Candidates and their agents will also refrain from any act reasonably calculated to be libelous or to compromise the rights of any student, faculty member, or student organization.

(c) Slander or libel against any candidate shall be in violation of the code and will result in sanctions and/or dismissal from the election race.

(d) All campaign material must receive the approval of the SG Advisor or Elections Board Chair prior to its distribution. Any incident of campaign material being distributed without said approval shall incur a maximum \$100.00 fine.

(e) No candidate or agent shall remove, obscure or damage any campaign material of another candidate. Any such incident shall incur a maximum \$100.00 fine.

(f) No campaign material or activity may impede either pedestrian or vehicular traffic. Any such incident shall incur a maximum \$100.00 fine.

(g) No campaign material or activity may utilize class resources or disrupt instruction in any way. Any such incident shall incur a maximum \$100.00 fine.

(h) No campaign material or activity may be distributed utilizing a candidate's position as a university student worker. Any such incident shall incur a maximum \$100.00 fine.

(i) All campaign material must be removed within three (3) class days of election certification by the candidate and/or the candidate's agents. Any incident of material not being removed as described shall incur a maximum \$50.00 fine.

(j) Candidates must follow all University policies as they relate to solicitation on campus. Any infractions to these policies shall be grounds for disqualification from the race.

(k) Online solicitation using any online mediums is strictly prohibited. This includes but is not limited to academic platforms such as Blackboard, GroupMe, and Microsoft Teams as well as non-academic platforms such as Facebook, Instagram, Reddit, Twitter, Discord, and LinkedIn. Any such incident shall be grounds for disqualification from the race.

(l) All candidate conduct shall be in accordance with the University Student Code of Conduct. Any infractions to the University Student Code of Conduct shall be grounds for disqualification from the race.

(m) Candidates are responsible for the campaign conduct of their agents should they be found to have knowledge of said conduct or direct participation in said conduct they will be dismissed from the election. The decision on whether such a candidate had direct knowledge or participation in said conduct shall rest with the Election Board.

(n) An executive ticket may not support a senatorial ticket.

(o) A senatorial ticket may not support an executive ticket.

(3) Campaign Regulations

(a) All signs on campus shall conform to the following guidelines:

(i) Three banner signs may be placed on campus in accordance with Campaign Conduct and Campaign Regulations. These banners may be mobile or stationary. Any size signs taped or arranged together to form a

sign more than 2' x 3' (feet) shall constitute a banner sign.

(ii) Banners may not exceed 3' x 5' (feet). There shall be no limit on the number of 8 ½" x 11" or smaller signs that may be placed on campus.

(iii) Any signs larger than 8 ½" x 11", yet smaller than 2' x 3', must obtain special permission by the SG Advisor or Elections Board Chair.

(iv) Banners or signs displaying the names of multiple candidates will count as one banner or sign for each of the displayed candidates. Banners or signs displaying the name of a ticket will count as one banner or sign for each of the candidates that belong to said ticket.

(v) Candidates will be limited to 50-yard signs placed outdoors.

(b) Candidates and their agents may not use sound-amplifying equipment on campus without written permission from the Office of Student Development.

(c) Campaign material may not be attached to

(i) a shrub or plant;

(ii) a tree, except by string to its trunk;

(iii) a permanent sign installed for another purpose;

(iv) a fence or chain on its supporting structure;

(v) a brick, concrete, or masonry structure; or

(vi) statuary, monument, or similar structure.

(d) Campaign material may not be posted

(i) on or adjacent to a fire hydrant;

(ii) on or between a curb and a sidewalk; or

(iii) in a University building not specified by the Elections Board.

(e) Use of chalk shall be reserved for use by Student Government to advertise the elections in an unbiased manner.

(f) Any infractions to Article 7, Section 2, Subsection 3 shall be subject to a maximum \$50.00 fine.

(4) Endorsement Policy

(a) Each campus organization may endorse a ticket or separate candidates.

(b) To endorse a candidate, an organization must be currently registered with the Student Organization Center and an endorsement form must be signed by the highest-ranking officer of that organization and filed with the SG office.

(c) Candidates and tickets cannot be endorsed by:

(i) Any organization receiving support through the student fee process may not endorse any candidate or party, or contribute any support to any campaign during the election. This includes but is not limited to Student Government (SG), Student Union Activities Advisory Board (SUAAB), Student Organization Forum (SOF), Interfraternity Council (IFC), College Panhellenic Council (CPC) and Meteor Theatre.

(ii) Press organizations are specifically exempted from this clause or any other clauses restricting endorsements.

(iii) Press organizations, including the UTD Mercury, Radio UTD, and A Modest Proposal, may issue endorsements in opinion form without filing the necessary paperwork.

(d) Faculty or staff may not endorse or distribute campaign material for a ticket or a candidate.

(e) No candidate shall claim the endorsement of any person, group or organization without the express written consent of said person, group or

organization, and an endorsement form correctly filed.

(f) Only officers of endorsing organizations may use their listserves in support of candidates. Candidates are prohibited from directly using these listserves.

(g) Any infractions to Article 7, Section 2, Subsection 4 shall be subject to a maximum \$100.00 fine.

(5) Campaign Spending Limits

(a) Officer candidates are limited to \$500.00 per candidate in campaign expenditures.

(b) Senatorial candidates are limited to \$150.00 per candidate in campaign expenditures.

(c) In the event of a run-off election, candidates in that race are allowed 20% of the amount allowed for a regular election.

(d) Exceeding the limits set for campaign expenditures may be grounds for immediate disqualification from the elections.

(6) Financial Disclosure

(a) Each candidate for any Student Government office or seat must keep accurate and up-to-date records of all campaign expenses and must provide the following details for each expense:

(i) Description of the item and its use during the election.

(ii) Where the item was purchased or obtained. If the item was donated, list contributor's name and contact information.

(iii) Cost of the item.

(b) Financial records are to be submitted by each candidate to the Elections Board within two (2) school days of the conclusion of voting. This applies to both the regular election cycle and any runoff cycles that may occur

(c) The Elections Board shall provide standardized forms for the purposes of this code by the filing deadline.

(d) Personal Financial Disclosure forms shall show expenditures contributed to both ticket and personal expenses and shall show a clear delineation between the two. Ticket expenses are those that benefit the ticket or other ticket members, while personal expenses are those that benefit only one candidate.

(i) Additionally, each ticket's campaign manager must submit aggregate ticket expenses in a Ticket Financial Disclosure Form.

(e) Contributions to any candidate's campaign must be disclosed and valued at fair market value, as determined by the Elections Board.

(i) All donations must be accounted for on the Financial Disclosure Form.

(ii) Items donated must be rented from the donor at a reasonable market value. A candidate or party is not responsible for the cost of the item purchased, but must rent its use. In addition, any modifications to an item or structure made that promote a candidate or party must be indicated on the Financial Disclosure Form.

(f) Failure to provide receipts documenting spending is grounds for incurring a maximum \$50.00 fine. Any spending that does not have an accompanying receipt shall be assessed at fair market value.

(g) Failure to submit a valid Financial Disclosure Form is grounds for expulsion from the race.

(h) Each candidate's financial records shall be available for public inspection.

(7) Ticket Composition

- (a) Any group of candidates seeking to campaign jointly must register with the SG office by submitting a Ticket Registration Form.
- (b) Unregistered tickets which do campaign jointly will be subject to a \$10.00 fine per candidate associated with the unregistered ticket. If a ticket remains unregistered after this fine, additional penalties may be levied at the discretion of the Elections Board.
- (c) Tickets which register before the end of filing shall have their candidate affiliations listed on the ballot.
- (d) Tickets must register a campaign manager who shall be responsible for the accurate and timely submission of financial disclosure forms for that ticket.
- (e) Ticket members are agents of the ticket. Tickets and/or individual ticket members may be penalized if ticket officials, members and/or agents violate this election code. The culpability of individuals and applicable penalties for violations shall be determined by the Elections Board.
- (f) Tickets do not require officer candidates in order to appear on the ballot. Officer candidates are not required to be members of a ticket, but any independent officer candidate must have a campaign manager.
- (g) The Elections Board reserves the right to ban ticket names for a variety of reasons including, but not limited to, names being offensive, infamous, inappropriate, or otherwise not in the spirit of the election.
- (h) Names of tickets shall not be similar, so as to imply that two or more tickets are campaigning together.
 - (i) The Elections Board will have final authority in determining the association of ticket names.
- (i) No campaigning shall be allowed before a candidate or ticket has officially filed and been approved by EB Chair or the SG advisor to run for that position with the SG office. However, ticket building is allowed before this time.
- (j) Ticket building may not be used to solicit votes and should be limited to activities designed to organize and mobilize one's campaign.
- (k) Ticket building may not include mass e-mailing or solicitation of support at meetings of student organizations, or any other form of campaigning.
- (l) Ticket building may not occur around the SG headquarters or during a senate/committee meeting. Ticket building may not occur using any Student Government online platforms including but not limited to Microsoft Teams or Slack.
- (m) The Elections Board has final jurisdiction over the definition of ticket building.
- (n) No ticket shall equal or exceed one-quarter of the maximum number of Senate seats.
- (o) Executive Tickets shall campaign separately from senatorial tickets.
- (p) Any infractions to Article 7, Section 2, Subsection 7 shall be subject to a maximum \$50.00 fine

Section 3. Election Provisions

- (1) Voter rights and Procedures:
 - (a) Voting must be done by a student as defined in Article I.
 - (b) Voting shall be held via online ballot.

- (c) Voting procedure shall be set by the Elections Board prior to the start of voting.
 - (d) Voters have the right to secret ballot in all elections.
 - (e) Voters may abstain from any or all portions of a ballot.
 - (f) Once voting begins, the ballot may not be changed for any reason.
 - (g) Cast ballots shall be judged according to the standard of voter intent.
 - (h) Voters have the right to have an interpreter's assistance. SG will not be expected to provide any interpreters.
 - (i) To be allowed to vote, a prospective voter must provide their Comet Card or government-issued ID that matches a name in the registrar's list.
- (2) In order for a candidate to be elected, they must win by a majority vote of the total votes cast in a two person race, or by at least 40% of the total votes cast in a three or more person race, or in an at-large race by being one of the top n vote-winners where n is the number of seats in the race, and may also be subject to the recount and runoff procedures in Sections 4 and 5.
- (3) To take office, a candidate must accept their seat within three school days after the certification of the election.
- (4) The election must be certified by the Elections Board by the end of the third class day following the closing of the polls unless lengthened by a three-day period in extraordinary circumstances as decided by a two-thirds majority of the Elections Board.
- (5) In only truly exceptional circumstances, the Elections Board may, by a unanimous vote, void an election for one or all races in an election cycle and hold a new election as soon as it is reasonable but not strictly bound by the dates required by this Code. By a separate unanimous vote of the Elections Board, additional time may be granted for filing for the new elections. Decisions based on this subsection should be based primarily on fairness and on the enfranchisement of voters, and should not be made lightly.

Section 4. Recount Procedures

- (1) A recount shall be required if the margin of victory in any given race is less than one percent. The Elections Board, candidates, campaign managers and Student Government officers and staff shall be allowed to attend the recount.
- (2) In the event of a recount in a two-person race, a simple majority is the necessary margin of victory. In a three-or-more candidate general election, the top two vote-getters overall proceed to the runoff if required by Section 5 (Runoff Procedures).
- (3) If a runoff is required, there must be a recount.
- (4) The Elections Board has full discretion over the means of recount and in extraordinary circumstances can call for a recount with a simple majority vote even without the above described conditions.

Section 5. Runoff Procedures

- (1) In a two-candidate race, a run-off shall be necessary if neither candidate receives a simple majority of the total ballots cast for that position.
- (2) In a three candidate or major candidate race, a run-off shall be necessary if:
 - (a) No candidate receives 40% or more of the total votes cast for the race (i.e. 30%, 33%, and 37% of the votes for Candidates 1, 2, and 3), or if the margin of victory is less than 1% between the top two vote earners in a race where at least one candidate has earned 40% or more of the vote (i.e. 20.9%, 39.1%, and 40% of the votes for Candidates 1, 2, and 3).

- (3) A run-off shall only be held between the top two vote-earners of its original race.
- (4) Run-off spending limits are defined in Section 2(5) of this code.
- (5) This Code may not be amended between a general election and a run-off election.
- (6) The winner of a run-off election shall be the candidate who receives a simple majority of the total votes cast in the run-off election.
- (7) If the margin of victory in a run-off election is less than 1% of the total votes cast in the run-off election, a recount shall be held under the guidelines in Section 4 of this Code.
- (8) If, after a recount, no candidate has received a simple majority of the total votes cast, the winner will be elected by a simple majority vote in the Senate.

Section 6. Elections Board Composition

- (1) The Elections Board shall be responsible for the fair administration of Student Government Elections. Additionally, it shall serve as an arbiter in disputes involving tickets and/or individual candidates.
- (2) The Chair of the Elections Board shall be a current member of Student Government not affiliated with any candidate or party. The Chair shall have no vote, except in case of a tie due to an abstention. The Chair shall be elected by the Student Government Senate from among nominations made by Student Government Senate previously.
- (3) The Chair of the Elections Board during the Fall Freshman Elections and/or Special Elections shall be the Vice President. The Vice President shall remain unaffiliated from any candidates. The Chair shall have no vote, except in case of a tie due to an abstention.
 - (a) The Vice President serves as the Elections Board Chair only until the Fall Freshman and/or Special elections are completed, marked by the certification of all results.
- (4) The Elections Board shall be made up of the Elections Board Chair and student representatives elected by the Student Government Senate from among nominations made by the Student Government Advisor.
 - (a) The term of office shall be for one election cycle.
- (5) Members of the Elections Board shall only be permitted to resign for the following reasons:
 - (a) Sincere belief of the member that they can no longer be unbiased and fair.
 - (b) Illness.
 - (c) Family emergency.
 - (d) Other reasons as approved by the Chair on a case-by-case basis.
- (6) Any member of the Elections Board may be removed for just cause by the Executive Committee should a member of Student Government make such an appeal. Members may only be removed for the following reasons:
 - (a) The member is no longer a student.
 - (b) There is evidence the member has shown blatant bias in favor of or in opposition to a party or a candidate.
 - (c) The member has not been fulfilling the duties of the office.
 - (d) The student has engaged in gross misconduct unbecoming of the Elections Board or has failed to uphold the values of the University.
- (7) The Elections Board shall appoint a Secretary from its membership who shall be responsible for recording the minutes of its meetings and hearings, and keeping records of all opinions, rulings, and filings required of candidates under this Code.
 - (a) The Secretary shall provide a written copy of all decisions concerning

individual candidates to the candidates involved and to the highest officer of Student Government not running in the election.

(b) The Secretary shall file a copy of all minutes with the Chair of the Judicial Board and the highest officer of Student Government not running in the election within 48 hours of the decision. Failure to do so may result in revocation of duties by the Elections Board Chair.

(c) Records of rulings and other documents from an election may be retained by the Elections Board for the purpose of advisement of future boards, and for the resolution of any problems that might arise in the long-term campus electoral process.

(8) Results of any election under this Code shall be announced in accordance with Section 3 of this code.

(9) The Elections Board may assess and execute the remedies and sanctions provided in this Code if it finds violation of either provisions of this Code or Elections Board rulings.

(10) The Elections Board shall certify the fairness of each campaign with its election processes and results in a report to the Senate, and make the report available to the public before the next Senate meeting.

(11) All promotional material regarding the election issued by Student Government shall be approved by the Elections Board Chair to ensure objectivity and fairness.

Section 7. Elections Board Jurisdiction

(1) In pursuit of its duties, the Elections Board may impose sanctions on violators of any aspect of this Code or the rulings of the Elections Board. The Elections Board has original jurisdiction of the Student Government Election Code. The Election Board shall review appeals regarding issues of fact in all cases or controversies arising under this Code in which the Elections Board has issued a final decision. Upon review, the Elections Board may uphold the sanctions imposed by the Elections Board.

(2) The Elections Board shall have the authority to issue an advisory opinion about any matter concerning the election process not covered in this Code or the SG Constitution.

(a) An advisory opinion shall be binding on the election for the duration of the election cycle in which it is issued.

(b) The Elections Board shall not be required to hold a hearing in connection with the issuance of an advisory opinion.

(c) An advisory opinion may be amended after issuance, provided that no substantial injury or hardship to the student body or election process results from such action.

(d) All advisory opinions, except those regarding innovative campaigning methods not described in this Code or the Election Manual, must be issued before the filing period is concluded.

(3) In carrying out the duties of the office, the Elections Board shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:

(a) to issue written notice to require candidates and agents and to request students to appear and give testimony, as well as produce necessary records; and

(b) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

(4) Any organization selecting officers or hosting a referendum by participating in the student body elections governed by the Elections Board shall defer jurisdiction of election

procedures to the Judicial Board, subject to Senate approval.

(5) Certain administrative issues, such as a candidate's failure to attend mandatory meetings or hearings, may be handled without requiring the complaint procedures outlined in Section 8.

Section 8. Elections Board Hearings

(1) Members of the Elections Board should refrain from filing complaints in order to remain unbiased. If a member shall discover violations of the Code or Precedents, that member shall be obligated to stop the violation. Should the illegal actions persist, the Elections Board shall, in writing, inform all affected parties of the violations.

(a) If an individual member of the Elections Board, including the Election Board Chair, would like to file a complaint, they must remove themselves from the consequent hearing and any matters related to the complaint.

- In the case of the Elections Board Chair filing the complaint, the Elections Board votes on a temporary replacement Elections Board Chair for the given Elections Board hearing and any matters related to the complaint.

(2) Any student may file a complaint with the Elections Board. All complaints must be filed in the Student Government office under the name of the student filing the complaint. The Elections Board shall act on all complaints within one school day after receiving the complaint by either dismissing the complaint or calling a hearing under the provisions of this Section.

(3) Candidates have a duty to negotiate in good faith when disputes arise and must attempt to reach a settlement consistent with this code and Elections Board decisions prior to filing a complaint. The party filing the complaint must provide a document to the Elections Board describing the steps that were taken to resolve the dispute.

(4) The Elections Board may dismiss a complaint if:

- (a) the complaint was not filed within twenty-four (24) hours after learning of the injury;
- (b) the Elections Board lacks jurisdiction over the subject or party in the dispute as defined in Section 7;
- (c) the complaint fails to state a cause of action for which relief may be granted;
- (d) the complainant has not and likely will not suffer injury or damage;
- (e) the complaint is frivolous;
- (f) the complaint is filed after the votes have been counted.

(5) If a complaint is not dismissed, a hearing must be held. The Elections Board shall inform, in writing, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing, but verification of contact is not required to hold a hearing. A copy of the complaint shall also be sent to all parties involved.

(6) The hearing shall be held as soon as possible within the established working hours of the election, but no sooner than six working hours after the first attempt at notification.

(7) At the time notice of a hearing is issued, the Elections Board, by majority vote, may issue temporary limitations or restraints if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restriction, once issued, will remain in effect until a decision of the Elections Board is announced after the hearing or until rescinded by majority vote of the Elections Board.

(8) All Elections Board hearings and proceedings must be open to the public. The

deliberations of the Elections Board shall be closed, though the Board shall have the discretion to invite students to these meetings to clear points of fact.

(9) Each involved party shall be present at the hearing and may be accompanied by one other student who may counsel and/or represent the party before the Elections Board.

(10) For any hearing, a quorum of sitting Elections Board members must be in attendance with the Chair of the Elections Board presiding. In the absence of the Chair, the responsibility to preside shall fall to an Elections Board member designated by the Chair.

(11) The Elections Board shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answer, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

(a) Complaining parties shall be allowed no more than two witnesses; however, Elections Board may call witnesses in accordance with Section 7 of this Code. If witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Elections Board Chair for the purpose of testifying by proxy.

(b) The Elections Board must approve both the absence of a candidate as well as that candidate's chosen representative.

(c) All questions and discussion by the parties in dispute shall be directed to the Elections Board.

(d) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.

(e) Reasonable time limits may be set by the Elections Board, provided they give fair and equal treatment to both sides.

(f) The complaining party shall bear the burden of proof, and they must show evidence of actual, not merely potential loss. The Elections Board shall determine what constitutes a loss in its rulings.

(12) Decisions, orders, and rulings of the Elections Board must be concurred to by a majority of the Elections Board present and shall be announced as soon as possible after the hearing.

(a) Such decisions may be announced orally or in writing.

(b) The Elections Board shall issue a written opinion of the ruling within twenty-four (24) hours of announcement of the decision.

(c) The written opinion must set forth the findings of fact by the Elections Board and the conclusions of law in support of the decision.

(d) Written opinions shall set a precedent for a time period of three election cycles for Elections Board rulings, and shall guide the Elections Board in its proceedings.

(e) Upon consideration of prior written opinions, the Board may negate the decision, but must provide written documentation of reasons for doing so.

If the decision of the Elections Board is appealed to the Student Government Advisor, the Elections Board must immediately submit its ruling to that body.

Section 9. Remedies and Sanctions

(1) The Elections Board shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator

as determined by the Elections Board. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.

(2) The Elections Board has the authority to fine a candidate, but the total amount of fines against a candidate in an election cycle may not exceed \$100/incident, and any such fines do not affect spending limits.

(3) As defined in Article 7, Section 2 of this document, maximum fine amount for an infraction type shall be used in determining the severity of said infraction in terms of disqualification from the elections.

(4) Disqualification from the elections shall operate on a three-strike system, defined as follows:

(a) Any infraction defined in this document or in the Elections Infraction Agreement that has a maximum fine of \$50.00 shall constitute one strike per incident.

(b) Any infraction defined in this document or in the Elections Infraction Agreement that has a maximum fine of \$100.00 shall constitute two strikes per incident.

(c) Any other infraction defined in this document or in the Elections Infraction Agreement shall constitute three strikes per incident.

(d) The accumulation of three strikes in an election cycle shall be grounds for disqualification from the elections.

(5) If fines are not paid by the time Financial Disclosure forms are due, it shall be considered adequate grounds for removal from the race.

(6) If, after a hearing, the Elections Board finds that provisions of this Code were violated by a candidate, or a candidate's agents, the Elections Board may restrict the candidate or the candidate's agents from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately.

(7) In the event the officials of a ticket have committed repeated or egregious violations of this Code or the prior decisions, opinions, orders, or rulings of the Elections Board, the entire ticket may be disqualified; however, the following procedures shall be in effect:

(a) The Elections Board has the right to grant immunity to a candidate or a group of candidates who, in good faith, come to the board with a complaint about violations their ticket has committed or conspired to commit in violation of this Code. These candidates shall not be disqualified with the rest of their ticket, should it be removed from the election.

(b) Ticket disqualification may only occur with the unanimous vote of the Elections Board, and an appeal may be made with the Student Government Advisor on behalf of the disqualified ticket. The only exception to the unanimous requirement is for a ticket convicted of engaging in voter fraud, in which case a simple majority shall disqualify the ticket.

(c) Any party adversely affected by a decision of the Elections Board may file an appeal with the Student Government Advisor after the adverse decision is announced.

Section 10. Filing/Election Dates

(1) Spring Elections

(a) Filing shall begin on the Monday seven (7) school weeks prior to the

beginning of the elections and shall conclude at 12:00 p.m. one week prior to the beginning of the scheduled election. The week of spring break shall not count as a school week.

(b) A minimum of 5 campaign orientation meetings will be held before the end of filing to answer any questions and review the Election Code with candidates or potential candidates.

(c) Campaigning shall begin on a per-candidate basis. Once a candidate has submitted all necessary forms as described in this document that candidate may begin campaigning.

(i) In the case of a ticket, campaigning on a ticket basis may not begin until all candidates listed on the ticket have fulfilled the requirements defined.

(d) Student Government Spring elections shall be held by the end of March on three consecutive days, except in unusual circumstances as determined by a majority vote of the Elections Board.

(2) Fall Freshman Elections

(a) Filing shall begin no less than five weeks prior to the beginning of the school year and shall conclude at 12:00 p.m. one week prior to the beginning of the scheduled election.

(b) These elections shall be restricted to freshman students, and the only seats that are included in this election are the at-large freshman seats.

(c) A minimum of 2 optional campaign orientation meetings will be held before the end of filing to answer any questions and review the Election Code with candidates or potential candidates.

(d) Campaigning shall begin on a per-candidate basis. Once a candidate has submitted all necessary forms as described in this document the candidate may begin campaigning.

(i) Tickets may not be formally or informally formed amongst the candidates running, any such formation or affiliation/support for another freshman candidate shall result in a hearing at the discretion of the Elections Board

(e) The Vice President shall serve as the Elections Board Chair for these elections

(f) Student Government Fall Freshman elections shall be held by the end of the third full week of school over three consecutive days, except in unusual circumstances as determined by a majority vote of the Elections Board.

(3) Special Elections can be called as outlined in the Constitution. They can be held in conjunction with Fall Freshman Elections if the Senate sees fit.

(4) Late filing shall not be allowed.

(5) A mandatory meeting for all candidates shall be held at noon on the last day of filing. If a candidate has class or another obligation, they shall schedule a meeting with the SG advisor before the mandatory meeting.

(6) Filing packets containing the Election Code, election dates, important information, and required forms (Student Authorization Form, Elections Infraction Agreement, Financial Disclosure Form, and Elections Bylaws Agreement) shall be distributed/available to students who file for office. Violations of rules in the packet fall under the jurisdiction of the Elections Board, and violators may be subject to sanctions.

Section 11. Changes to Election Code

No part of the election code may be changed or altered from the beginning of the filing period until

the election results have been determined.

ARTICLE VIII REMOVAL FROM OFFICE

Section 1. Senate

(1) Absences

- a. Any senator who does not attend at least ninety minutes, or until business is concluded, of a Senate meeting or is more than fifteen minutes late will be considered absent.
- b. Any Senator who accumulates 12 points of absences shall automatically be referred to the Student Judicial Board. If Student Judicial Board decides the senator shall be removed from office, the Senator shall not be eligible to seek re-election or apply for appointment. The removed Senator can appeal the sanction to the Student Judicial Board at any point of time while the Senator is enrolled at UT Dallas.
 - i. Validity of excuses will be determined by the Student Judicial Board outlined in the Constitution of the Student Senate
 - ii. The points for absences shall be determined as follows:
 1. Mandatory Events
 - a. All mandatory events shall be worth 5 points each. Mandatory events are as follows:
 - i. Senate meetings
 - ii. Committee meetings
 - iii. Retreat
 - iv. Election events
 - v. Semester service project
 - vi. Executive Committee meetings
 - vii. University wide committee meetings
 - viii. Judicial Board meetings
 - ix. Other events designated as mandatory by the Executive Committee by a simple majority vote
 1. The Executive Committee may declare a maximum of four events a semester to be mandatory, with two weeks' notice before the event.
 - b. Excused mandatory event absences shall be worth 2 points each.
 - c. Unexcused mandatory event late arrivals or early departures that are not considered absences under the definition listed above shall be worth 2 points each.

(2) Review

- a. Any senator that is put on review or goes under review, a process outlined in Article IV, for the second time will be referred to the Judicial Board for a removal hearing.

(3) Process for Removal

- a. Should a Senator meet the criteria for referral for a removal hearing outlined in either Subsections 1 or 2 of Article VIII, Section 1 of the Bylaws, the Judicial

Board Chair shall inform the Senator that they are being referred for a removal hearing and that this hearing will take place at the next Judicial Board meeting at which only Judicial Board members, their Committee Chair, the Secretary, Vice President, and President may be present.

- b. The Judicial Board Chair must inform the Senator in question of their referral for a removal hearing at least seven (7) days prior to the next Judicial Board meeting.
- c. The Senator in question shall appear before the Judicial Board at the removal hearing to provide testimony regarding their status as a Senator. If the Senator in question cannot appear at the hearing, a written testimony submitted in advance of the hearing will suffice. The Chairperson of the Senator's committee shall not be present for this testimony.
- d. The Chairperson of the Committee that the Senator in question serves on shall also appear before the Judicial Board at the removal hearing to provide testimony regarding the status of the Senator in question. This testimony may be either for or against the removal of the Senator in question. If the Chairperson cannot appear at the hearing, a written testimony submitted in advance of the hearing will suffice. The Senator in question may not be present for this testimony.
- e. Should the Senator in question be a Committee Chair, the role of the Chairperson at the hearing outlined in Article VIII Section 1 Subsection 3 Part d of the Bylaws shall be fulfilled by the Vice President or President of Student Senate.
- f. Should the Senator in question be a member of the Judicial Board, they will simply appear before the Judicial Board as a standard Senator would, and the Judicial Board would vote on their removal without their vote.
- g. After the testimony of the Chairperson, the Judicial Board shall deliberate and then vote on the removal of the Senator in question, a process for which neither the Senator in question nor the Chairperson are present. This removal requires a simple majority vote.
- h. The Senator in question shall be informed of the result of the hearing by the Secretary immediately following the deliberation by the Judicial Board.

(4) Probation

- a. Should the Judicial Board vote not to remove a Senator after their removal hearing, that Senator will be placed under probation for the rest of their term.
- b. If a Senator is placed under probation, their point total is reset to six (6). Should they be placed under probation during the Fall semester, their point total will reset to zero (0) at the start of the Spring semester.
- c. If while under probation a Senator accumulates a total of twelve (12) points in a semester (including their base of six (6) points), they will be automatically removed from their position and may not appeal.
- d. If a Senator goes under review while under probation, they will be automatically removed from their position and may not appeal.

(5) Appealing A Removal

- a. If a Senator is removed by the Judicial Board, they have within two (2) Senate meetings to provide a written appeal on their removal to the Vice President.
- b. The Vice President will present the appeal at the first Executive Committee

meeting following reception of the appeal. Executive Committee will vote on the appeal, requiring a simple majority vote for the appeal to appear before Student Senate.

- c. If the appeal appears before Student Senate, Student Senate will vote on the appeal, requiring a 2/3 majority vote to overturn the Judicial Board's original decision to remove the Senator in question.
- d. An appeal may only be made if it is on the basis of procedural wrong-doing by the Judicial Board or if it includes new evidence that would impact the original decision to remove the Senator in question.

Section 2. Recall Elections

Any elected representative of the Student Government will be subject to a recall election upon presentation of a petition bearing a number of signatures equal to or greater than fifty (50) percent of the total votes for the candidate with the highest number of votes in the individual's election category in the previous election cycle. Any appointed senator can be removed by a three-quarters vote of the Executive Committee.

ARTICLE IX VACATING AN OFFICE

Section 1. Succession

In the case of a vacancy in the office of the Vice President, a new Vice President shall be elected from the current membership of the Senate.

- (1). The process of electing a new Vice President shall occur in this way:
 - (a) Nominations will be made to fill the vacancy.
 - (b) A candidate must receive a simple majority vote to take office.
 - (c) In the event that a candidate does not receive a simple majority, there shall be a runoff election between the top two candidates.

Section 2. Vacant Senate Seats

(1) In the event there are empty senate seats after the regular senate elections, students may be nominated to the empty seats, excluding the seats for freshman senators, to fill the term of such vacancies.

- a. The president will take applications for empty seats and will recommend students to the Executive Committee or to the entire Senate body. Recommendations brought to the Executive Committee shall be reviewed only if the application has been emailed to the Executive Committee within a reasonable amount of time, as determined by the Executive Committee, and shall be confirmed by a two-thirds (2/3) vote or recommendations can be brought to the entire Senate body in the next Senate meeting, and shall be confirmed by a two-thirds (2/3) vote.
- (2) Seats shall be filled by students who have attended at least one committee meeting and one general Senate meeting prior to their nomination in the same academic year that they seek to be appointed.

ARTICLE X FUNDING ALLOCATIONS

Section 1. Guidelines for Funding Allocations

- (1) No motions shall be heard for the reimbursement of monies directed at non-Student

Government projects.

(2) The Senate may, with the assent of its advisor, allocate funding for the direct purchase of event materials for non-Student Government projects when:

- a. The hosting organizations is University-affiliated and not eligible for SOC funding, and
- b. The event is free and open to the entire student body, and
- c. Must advertise Student Government as a co-sponsor.

ARTICLE XI SENATE AWARDS

Section 1. Senator of the Year

(1) Nominations shall be announced and accepted at the Senate meeting prior to voting

(2) Voting shall be done by secret ballot during the Student Government meeting following nominations.

- a. A member of the office staff shall be responsible for recording votes.
- b. One senator, one vote.
- c. The vote shall be announced at the Student Government End-of-Year Banquet.

Section 2. Senator of the Month

(1) Nominations shall be submitted by all members of the Executive Committee at the last Executive Committee meeting of each month.

(2) Executive Committee determines the Senator of the Month by a majority vote from among the nominated senators.

(3) The Senator of the Month shall be recognized at the full Senate meeting following the Executive Committee's decision .

Section 3. Freshman Senator of the Year

(1) Nominations shall be announced and accepted at the Senate meeting prior to voting.

(2) Voting shall be done by secret ballot during the Student Government meeting following nominations.

- a. A member of the office staff shall be responsible for recording votes.
 - b. One senator, one vote.
 - c. The vote shall be announced at the Student Government End-of-Year Banquet.
- (3) Only Senators who are serving in their first term are eligible for this award.

Section 4. Committee of the Year

(1) Nominations shall be announced and accepted at the Senate Meeting prior to voting.

(2) Voting shall be done by secret ballot during the Student Government meeting following nominations

- a. A member of the office staff shall be responsible for recording votes
- b. One senator, one vote

Section 5. Senate Service Awards

- (1) The President and Vice President of Student Government shall be excluded from consideration for this award.
- (2) Service Excellence Award
 - a. As recognition of outstanding service to the Student Government.
- (3) Nominations shall be announced and accepted at the Senate meeting prior to voting
- (4) Voting shall be done by secret ballot during the Student Government meeting following nominations.
 - a. A member of the office staff shall be responsible for recording votes.
 - b. One senator, one vote.
 - c. The vote shall be announced at the Student Government End-of-Year Banquet.

**ARTICLE XII
AMENDMENT AND RATIFICATION**

Section 1. Procedures

These Bylaws may be amended at any regular meeting of the Student Senate upon approval of two-thirds (2/3) of the entire membership of the Senate provided amendment has been submitted in writing at the previous regularly scheduled meeting of the Senate.

Section 2. The Bylaws of the Student Senate of the University of Texas of Dallas supersede:

- (1) Any Standing Rules of the Student Senate of The University of Texas at Dallas.
- (2) Any policies of the Student Senate of The University of Texas at Dallas.

**ARTICLE XIII
APPROVAL OF BYLAWS**

Section 1. Adoption

These Bylaws shall become adopted upon a two-thirds (2/3) approval of the entire membership of the Senate and will supersede any previous Bylaws or Guidelines of the Senate.

Section 2. Effective Date

In accordance with Series 50203 of the *Rules and Regulations* of the Board of Regents, The University of Texas System, changes to these Bylaws shall not become effective until transmitted to the Vice President for Student Affairs and all administrative approvals have been obtained.

Approved by the Student Senate 04/13/21

