Univ 1111 November 2014
Preamble

We, the undergraduates, are important part of the University of Iowa community. As such, we hereby reconstitute the University of Iowa Student Government (UISG). It shall be our foremost goal to serve as ambassadors of all student-academic and community-related issues and to preserve academic freedom. The University of Iowa Student Government shall act as a liaison between the Students, Faculty, Administration, and the Iowa City community to promote and fund student organizations in an effort to foster these goals and ideals.

1. Constituency and Organization
   1.1 Constituency
      1.1.1 All persons registered as undergraduate students with a minimum part-time (nine semester hours) status at the University of Iowa shall constitute the constituency of the University of Iowa Student Government. The University Registrar shall determine said registration.
      1.1.2 “The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precepts that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. These principles are expected to be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. Consistent with state and federal law, reasonable accommodations will be provided to persons with disabilities and to accommodate religious practices. The University shall work cooperatively with the community in furthering these principles.” (3.1 Policy and Rationale, “Policy on Human Rights”). The UISG strives to uphold these standards in its elections/appointments and daily operation.

1.2 Organization
   1.2.1 The UISG derives its Governmental authority from the Board of Regents, State of Iowa.
   1.2.2 The UISG shall serve as the governing body of undergraduate students at the University of Iowa.

2. Legislative Branch
   2.1 Membership and Eligibility
      2.1.1 Membership
         2.1.1.1 The composition of the UISG legislative branch shall be a unicameral legislative body that shall consist of 39 at-large elected senators and eleven appointed senators from the following constituencies:
            2.1.1.1.1 Native American Student Association (NASA)—1 (Appointed)
            2.1.1.1.2 Asian American Coalition (AAC)—1 (Appointed)
2.1.1.3 Association for Latinos Moving Ahead (ALMA)—1 (Appointed)
2.1.1.4 Black Student Union (BSU)—1 (Appointed)
2.1.1.5 First-Year Students—5 (Appointed)
2.1.1.6 Spectrum UI—1 (Appointed)
2.1.1.7 Student Disability Organization (SDO)—1 (Appointed)

2.1.2 Any enrolled student at the University of Iowa appointed by their stated student organization or governing body to represent that specific constituency must submit written notification to the Speaker. This notification must be authored and approved by the executive leadership of the stated group. These materials shall be submitted to the Speaker no later than the final day of classes of the spring semester.

2.1.3 The elected and appointed senators shall be sworn in by the Chief Justice of the Student Judicial Court or their designee. After completion of these procedures the senators are eligible for immediate membership within the UISG legislative branch. The appointed seats shall be terminated on March 31 unless the representative is removed prior to this date by their respective constituency.

2.1.2 Eligibility

2.1.2.1 All senators must be registered as undergraduate students with a minimum part-time (nine semester hours) status at the University of Iowa.
2.1.2.2 The UISG Advisor must determine Senate candidate eligibility prior to the official start date of the UISG elections. Eligibility will be decided based on academic and non-academic conduct.
2.1.2.3 The Student Senate (Senate) shall abide by general code of conduct that is to be signed by each individual senator and enforced by Speaker and Speaker Pro-Temproe and/or governing bodies or individuals prior to taking an oath of seat. This includes but is not limited to attendance policy, dress code, GPA requirement, general university conduct, and community service (refer to code of conduct).
2.1.2.4 All senators must read and understand the UISG Constitution and these UISG By-Laws prior to beginning their term in office.
2.1.2.5 All elected and constituency senators must serve a minimum of 12 internal office hours per semester. All appointed senators must serve a minimum of 8 internal office hours per semester. Internal office hours are defined as hours during which senators are present in the UISG office.
2.1.2.6 All elected and constituency senators must perform 3 external office hours per semester. All appointed senators must perform 2 external office hours per semester. External office hours are defined as working on initiatives in The University of Iowa and Iowa City communities as deemed appropriate by the Speaker. These will be monitored by and reported to the Secretary.

2.2 Power and Responsibilities

2.2.1 All legislative powers and authority of the UISG shall be vested in the Senate.
2.2.2 The Senate shall have the power to draft bills in the form of a Senate Bill or Resolution.

2.2.2.1 A Senate Bill is defined as legislation that approves of or requires action to be taken by UISG or any of its members.
2.2.2 A Resolution is defined as legislation used to make an endorsement, recognition, or announcement by UISG.

2.2.3 The Senate shall have the power to allocate designated student activity fee money as determined by Student Assembly Budgeting and Allocating Committee (SABAC) in the form of a Senate Resolution. Through a Senate Resolution, the Senate may enact other legislation required for the effective operation of the UISG and the distribution of designated student activity fee money.

2.2.4 The Senate shall be required to ratify all contracts and agreements negotiated by the UISG President by an affirmative two-thirds vote.

2.2.5 The Senate may amend the UISG By-Laws through a Senate Bill by an affirmative two-thirds vote of seated senators. The Senate shall, at its discretion, have the power to establish and fill permanent or temporary offices, committees, and other organized bodies not established by these UISG By-Laws through the Nominations Committee.

2.2.6 The Senate shall determine its own rules of order and operating procedure, but defer to Robert’s Rules of Order on question of procedure.

2.2.7 The Senate may remove any Senate officer by an affirmative two-thirds vote of seated senators.

2.2.8 The Senate shall retain the power to amend these UISG By-Laws but shall not have the power to suspend these By-Laws. Amendments shall be submitted to the Senate body through legislation and approved by simple majority vote of seated senators.

2.3 Senate Officers

2.3.1 A Speaker of the Senate shall be chosen by and from the Senate at the beginning of each legislative term by an affirmative majority vote of seated senators. Should a majority not be attained on the first ballot, a run-off vote of the top vote recipients shall be conducted.

2.3.2 The Speaker of the Senate shall be responsible for the administration and affairs of the legislature, which shall include, but is not limited to, chairing the meetings of the Senate and the yearly submission of the Legislative Branch budget.

2.3.3 The Speaker may from time to time appoint senators titles of privilege, limited in scope, for the effective and efficient administration of the legislative branch. All such officers of the Senate shall be approved by an affirmative majority vote of seated senators unless otherwise stated.

2.3.4 The Senate may remove any Senate officer by an affirmative two-thirds vote of seated senators.

2.3.5 Resignation or removal from the Senate shall result in loss of Senate office.

2.3.6 After the general election, the Speaker shall organize and conduct an orientation session for the members of the new Senate at the beginning of the fall semester.

2.3.7 The Speaker shall organize community-building activities within the Senate.
These events may include retreats, roundtable activities, new senator orientations, Senate receptions, and cabinet meetings.

2.3.8 The Speaker shall be non-voting ex-officio members of all Senate committees unless otherwise noted.

2.3.9 The Speaker shall make all appointments to SABAC, in accord with appointment procedures outlined in 2.7.2 of these By-Laws, with advice and consent of the Senate requiring an affirmative vote of two-thirds of the seated senators.

2.3.10 The Speaker shall appoint all committee members based on individual committee selection preferences submitted by each senator. An affirmative majority vote of seated senators shall confirm the appointment of committee members.

2.3.11 The Speaker shall serve a minimum of 15 internal office hours per week.

2.3.12 The Speaker of the Senate shall be expected to attend all meetings of the Executive Branch with University Administration, but shall not hinder the scheduling of said meetings.

2.3.13 Speaker Pro-Tempore
   2.3.13.1 The Speaker Pro Tempore shall assume all duties of the Speaker in the absence of the Speaker or in the event the office is vacated.
   2.3.13.2 The Speaker Pro Tempore may assume any duties delegated or assigned by the Speaker.
   2.3.13.3 The Speaker Pro Tempore shall be appointed by the Speaker and voted into position by a majority vote of seated senators.

2.4 Senate Sessions
   2.4.1 The Senate shall have no less than fourteen regularly scheduled sessions, commencing on inauguration and ending the day newly elected officials take oath of office.
   2.4.2 Senators may not hold a simultaneous office in the Executive Branch or Judicial Branch during their term of service in the Senate.
   2.4.3 Special meetings of the Senate may be called by the President, the Speaker of the Senate, or by petition of one-third of seated senators. All senators shall be notified forty-eight hours in advance of special meetings.
   2.4.4 The Speaker or Speaker Pro-Tempore shall be responsible for ensuring timely notification of sessions. Quorum of the Senate shall consist of a majority of seated senators. Adoption of all Senate Resolutions and Bills shall require an affirmative vote of a majority of those senators present and voting, unless otherwise noted in these By-Laws.
   2.4.5 All voting members of the legislative body are required to attend all official meetings of the UISG.

2.5 Removal of Senators for Non-Attendance
   2.5.1 The Secretary shall be responsible for maintaining accurate attendance records for each UISG Senator and ex-officio member, and for ruling on requests for an excused absence.
   2.5.2 The Secretary shall be responsible for carrying out the responsibilities of this section with respect to the attendance of the senators.
   2.5.3 Excused Absences:
      2.5.3.1 Religious observances;
      2.5.3.2 Illness or death of a family member or domestic partner;
2.5.3.3 Other UISG duties which must be performed at the time of the meeting;
2.5.3.4 Emergencies as deemed excusable by the Speaker;
2.5.3.5 Academic excuses as deemed appropriate by the Speaker.

2.5.4 Leave of Absence: A senator requesting a leave shall submit the request to the Speaker who shall put the question to the Senate during the report of the Chair. A senator shall not be penalized or rewarded for absences that the Speaker or Senate has approved.

2.5.5 Unexcused absences shall be monitored by the Speaker and the Secretary.
   2.5.5.1 If a senator is excused for any portion of the meeting, absence during this excused period will not be considered an unexcused absence.
   2.5.5.2 Senators who do not fulfill their office hour requirements shall be subject to the following repercussions:
       2.5.5.2.1 Missing one to five office hours at the end of the first semester term will result in one absence. This absence will be counted in the second semester.
       2.5.5.2.2 Missing six to ten office hours at the end of the first semester term will result in two absences. This shall constitute a malfeasance of office and be grounds for removal from all offices and positions held in the UISG.
       2.5.5.2.3 Missing seven office hours at the mid semester check conducted by the Secretary will result in one absence. This absence will be counted with the office hour absence from the first semester. Two absences due to office hours shall constitute a malfeasance of office and be grounds for removal from all offices and positions held in the UISG.
       2.5.5.2.4 Missing seven to fifteen office hours by the end of the second semester term will result in one absence. This absence will be counted in the next term if applicable. The newly appointed Secretary will record and monitor these office hour absences.

2.5.6 Penalties:
   2.5.6.1 Two absences without a proper exemption within a given semester shall constitute a malfeasance of office and shall be grounds for removal from all offices and positions held in the UISG. The Speaker shall announce the removal of the senator at the next meeting of the Senate after the accrual of the absence, and the senator shall be immediately removed at the time of this announcement. The senator will be ineligible for reappointment until the next senatorial term.
   2.5.6.2 For Officers other than senators, missing two or more meetings in a given semester without a proper exemption shall constitute a malfeasance of office and be grounds for firing or removal from all offices and positions held in the UISG.
   2.5.6.3 All voting members of the legislative body are required to attend all official meetings of the UISG.

2.6 Seating
   2.6.1 All newly elected and appointed senators shall be seated at the first meeting of the Senate, which shall be held no later than three weeks following general election.
results, after being sworn into office by the Chief Justice of the Student Judicial Court or their designee.

2.6.2 First-Year senator positions shall be advertised at the summer orientation sessions. Interested students will be directed to submit a resume, letter of intent, and application form to the Center for Student Involvement and Leadership (CSIL) Office. This shall be done within the first six weeks of the Fall Semester. A committee will be formed comprised of the Nominations Committee (four members), the Chair of the Nominations Committee, the Speaker of the Senate, and an additional UISG Senator or Executive appointed at the discretion of the Speaker of the Senate. The First-Year positions shall be filled based upon the recommendations of the committee.

2.6.3 Any vacated At-Large Senate Positions can be filled through an appointment process overseen by the UISG Nominations Committee. The undergraduate student body must be given two weeks’ notice prior to the application deadline to allow for interested students to be directed to submit a resume, letter of intent, and an application form to the Center for Student Involvement and Leadership (CSIL) Office. A committee will be formed comprised of the Nominations Committee (four members) and the Chair of the Nominations Committee. The vacated At-Large Senate positions shall be filled based upon the recommendations of the committee. The senators selected will serve for the remainder of the term.

2.7 UISG Senate Committees

2.7.1 All Committees can be established or terminated by two-thirds Senate vote.
2.7.2 Committee assignments shall be conducted by the Speaker.
2.7.3 Academic Affairs Committee
   2.7.3.1 The Academic Affairs committee shall be composed of no less than five senators.
   2.7.3.2 The Academic Affairs Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.
   2.7.3.3 The Chief of Staff shall act as the Executive Branch ex-officio member.
   2.7.3.4 This committee shall be responsible for representing student views on academic matters with the Executive Branch and improving the quality of education at the University of Iowa.

2.7.4 Community and Outreach Committee
   2.7.4.1 The Community and Outreach Committee shall be composed of no less than five senators.
   2.7.4.2 The Community and Outreach Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.
   2.7.4.3 The Communications and Marketing Liaison shall act as the Executive Branch ex-officio member.
   2.7.4.4 This committee shall be responsible for coordinating the external representation of UISG in conjunction with the Communications and Marketing Liaison.
   2.7.4.5 This committee shall encourage senators’ participation in community activities.

2.7.5 Diversity Committee
   2.7.5.1 The Diversity Committee shall be composed of no less than five senators.
2.7.5.2 The Diversity Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.

2.7.5.3 The Diversity Liaison shall act as the Executive Branch ex-officio member.

2.7.5.4 This committee shall be responsible for advising and recommending to the Senate on actions and policies that promote diversity at the University of Iowa.

2.7.5.5 This committee shall be responsible for insuring that the UISG complies with the University of Iowa Human Rights Policy.

2.7.6 Governmental Relations Committee

2.7.6.1 The Governmental Relations Committee shall be composed of no less than five senators.

2.7.6.2 The Governmental Relations Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.

2.7.6.3 The Governmental Relations Liaison shall act as the Executive Branch ex-officio member.

2.7.6.4 This committee shall be responsible for representing student interests to various city, county, state, and federal governmental bodies.

2.7.6.5 This committee shall also be responsible for informing the UISG of actions by these governmental bodies which directly affect students.

2.7.6.6 This committee shall work to promote, protect, and be the voice of student interest in local, state, and federal government. This committee shall work with the Governmental Relations Liaison, the City Council Liaison, and the Vice City Council Liaison in pursuit of these goals.

2.7.7 Nominations Committee

2.7.7.1 The Nominations Committee shall consist of five voting members including the chair.

2.7.7.2 The Nominations Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.

2.7.7.3 The Chief of Staff shall act as the Executive Branch ex-officio member.

2.7.7.4 This committee shall be responsible for advertising, interviewing, and nominating persons to serve in joint positions on the Student Judicial Court, Student Elections Board Commissioner, Presidential Charter Committees, and All-University Committees. This committee will follow all procedures in the Nominations Procedures manual.

2.7.7.4.1 All First-Year and At-Large positions should be filled by October 1.

2.7.7.4.2 Applications for First-Year and vacant At-Large positions should be available to the student body by the first week of September.

2.7.7.4.3 Applicants for First-Year and vacant At-Large positions should be notified of interview status by the second week of September.

2.7.7.4.4 Applicants for First-Year and vacant At-Large positions should be interviewed by the third week of September.
2.7.7.4.5 Applicants for First-Year and vacant At-Large positions should be chosen and notified of acceptance by the fourth week of September.

2.7.8 Sustainability Committee
2.7.8.1 The Sustainability Committee shall be composed of no less than five senators.
2.7.8.2 The Sustainability Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.
2.7.8.3 The Sustainability Liaison shall act as the Executive Branch ex-officio member.
2.7.8.4 This committee shall be responsible for coordinating the sustainability projects and general environmental awareness efforts on campus through university initiatives, the Office of Sustainability, and various student organizations dedicated to the cause of environmental sustainability.

2.7.9 Student Assembly Budgeting and Allocating Committee (SABAC)
2.7.9.1 SABAC shall consist of eight voting members including the chair.
2.7.9.2 The SABAC Chair shall be selected by a majority of committee members no later than the first committee meeting.
2.7.9.3 The Chief Financial Officer shall act as the Executive Branch ex-officio member.
2.7.9.4 Using the University of Iowa Student Government’s constitutional power to allocate fees, SABAC shall recommend to the UISG Senate the manner in which student fees are allocated. Funding shall be recommended and allocated in accordance with the UISG Constitution. See Section 5 of these By-Laws for further information about SABAC’s responsibilities.

2.7.10 Student Life Committee
2.7.10.1 The Student Life Committee shall be composed of no less than five senators.
2.7.10.2 The Student Life Committee Chair shall be selected by a majority of committee members no later than the first committee meeting.
2.7.10.3 The Student Safety Liaison shall act as the Executive Branch ex-officio member.
2.7.10.4 This committee shall be responsible for any and all services or programs that benefit the undergraduate student body at The University of Iowa, and shall seek to promote student safety on and off campus.

2.7.11 Ad Hoc Committees
2.7.11.1 The Speaker or the Senate may establish and abolish ad hoc committees for the purpose of dealing with business limited in context, scope, and duration.
2.7.11.2 Ad hoc committees shall be established by a majority vote of seated senators.
2.7.11.3 Ad hoc committees are to abide by all UISG By-Laws and Constitution unless otherwise approved by the Speaker.
2.7.11.4 Ad hoc committees cease to exist at the end of the term of the legislative body that established them or at any point of time during the term following a two-thirds vote of seated senators in favor of abolition.

2.7.12 Committee Chairs
2.7.12.1 All committee chairs shall be chosen by a majority vote of all committee members unless otherwise mentioned within these By-laws. Committee members shall be informed no later than one week prior to Senate session in which voting on committees will take place of their placement on legislative committee.

2.7.12.2 Committee chairs shall be voted on no later than the first committee meeting.

2.7.12.3 Voting process and locations of committee chairs shall be decided by Speaker or respective committee.

2.7.12.4 There shall exist no conflict of interest between duties of committee chairs to their respective committees and their duties to any other UISG committee, task force, or special appointment. This also includes potential conflicts of interest with committee chairs and leadership or executive positions in other student organizations. Further clarification and review shall be dealt with on a case by case basis and reviewed by the Speaker and Speaker Pro Tempore for further action.

2.7.12.5 Committee chairs shall serve an additional 5 internal office hours per week.

2.8 Impeachment.

2.8.1 The power to impeach and remove shall be vested in the Senate.

2.8.2 Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties as prescribed by the UISG By-Laws, or failure to meet the qualifications for office.

2.8.3 A majority vote of senators present and voting shall be required to begin impeachment hearings.

2.8.4 An affirmative two-thirds vote of seated senators shall be required to impeach and remove any officials. A unanimous Executive Branch vote may veto the impeachment of an Executive Officer.

2.8.5 Penalties in all cases of impeachment shall not exceed removal from office and prohibition of holding any further UISG office.

2.9 Vacancies

2.9.1 In the event that there are vacant Senate seats after the general election and before the installation ceremony, the vacant seats will be filled by the next highest vote recipients from the general election.

2.9.2 In the event that there are open Senate positions after the installation ceremony, the UISG Undergraduate Nominations Committee is in charge of recommending students to fill the vacancies in the fall semester.

2.9.3 In the event that any office of the Senate becomes vacant, the Senate shall choose a replacement at the next Senate meeting.

3. Executive Branch

3.1 Membership

3.1.1 Each officer of the Executive Branch shall be selected by the Office Administration Committee. See 3.3.1.16.1 of these By-Laws.

3.2 Eligibility

3.2.1 All officers must be registered as undergraduate students with a minimum part-time (nine semester hours) status at The University of Iowa.
3.2.2 The UISG Advisor must determine officer candidate eligibility prior to the Office of Administration interviews. Eligibility will be decided based on academic and non-academic conduct.
3.2.3 The officers shall abide by general code of conduct that is to be signed by each individual officer and enforced by the President and Vice President. This includes but is not limited to attendance policy, dress code, GPA requirement, and general university conduct (refer to The University of Iowa Student Code of Conduct).
3.2.4 All officers must read and understand the UISG Constitution and these UISG By-Laws prior to beginning their term in office.

3.3 Officers

3.3.1 President

3.3.1.1 All executive powers and authority of the Executive Branch shall be vested in the President.
3.3.1.2 The President shall be the official representative of undergraduate students at The University of Iowa.
3.3.1.3 Together with the Vice President, the President shall be responsible for the execution of all resolutions, bills, and actions of the Senate as prescribed by the UISG Constitution and these By-Laws.
3.3.1.4 The President shall chair the Office Administration Committee.
3.3.1.5 The President shall have the power to issue executive orders for the effective and efficient operation of the Executive Branch.
3.3.1.6 The President shall have authority to remove any and all Executive Officers, with the exception of the Vice President, for misfeasance, malfeasance or nonfeasance of duties. The removal of any Executive Officer may be overturned by an affirmative majority vote of seated senators.
3.3.1.7 The President shall have the power to veto any Senate Bill or Resolution in its entirety. Regarding allocations, the veto shall be exercised in accordance with the SABAC By-Laws. If the veto is exercised, the allocation shall return to SABAC with the President’s written objections and be reconsidered. During one of the two regular meetings of the Senate immediately following a presidential veto, the Senate may move to override. An affirmative two-thirds vote of senators present and voting shall override a presidential veto.
3.3.1.8 The President shall have the power to call the Student Senate into a special meeting with forty-eight hours written notice.
3.3.1.9 The President shall have the power to recommend to the Student Senate such measures as they shall deem necessary and expedient.
3.3.1.10 The President shall have the power to establish councils or commissions of the Executive Branch by executive order unless otherwise stated in these By-Laws. All executive orders shall remain in effect until terminated by another executive order or reversed by a two-thirds majority of senators present and voting. A copy of all executive orders shall be sent to the Speaker of the Senate five days prior to enactment.
3.3.1.11 The President, with the advice of the Senate, shall have the power to negotiate all contracts and agreements between the University of Iowa Student Government and other entities, except with regards to financial allocations.
3.3.1.12 The President shall have the power to pardon any student registered at The University of Iowa for any offenses within the scope of Student Government including, but not limited to, parking violations, etc.
3.3.1.13 The President shall address the Senate every session on the state of the student body and on any initiatives.
3.3.1.14 The President shall serve as a non-voting ex-officio member on the Student Senate Governmental Relations Committee.
3.3.1.15 The President shall serve a minimum of 20 internal office hours per week.
3.3.1.16 Executive Committees
   3.3.1.16.1 Office Administration Committee
   3.3.1.16.1.1 This committee is responsible for the effective administration of the UISG office and office staff.
   3.3.1.16.1.2 This shall comprise of: the President, the Vice President, and the three highest vote recipients in the At-Large Senate election. The President shall chair this committee.
   3.3.1.16.1.3 If any of the three highest vote recipients plan to apply for an Executive Officer position, he or she may not participate in the Office Administration Committee.
   3.3.1.16.1.4 This committee shall be charged with the selection of the following: the Chief of Staff, Chief Financial Officer, Communications and Marketing Liaison, City Council Liaison, Vice City Council Liaison, Diversity Liaison, Governmental Relations Liaison, Secretary, Sustainability Liaison, and Student Safety Liaison.
   3.3.1.16.1.5 All selections made by this committee must be completed no more than two weeks after UISG elections.

3.4 Vice President
   3.4.1 The Vice President of the UISG shall be a non-voting ex-officio member of the Senate unless the Senate is equally divided on a vote. In cases of division, the Vice President is permitted to vote on a Senate action.
   3.4.2 The Vice President shall have the power to recommend to the Student Senate such measures as they shall deem necessary and expedient.
   3.4.3 The Vice President shall stand in for the President at various University-related functions in the event that the President is unable to attend said engagements. The Vice President shall assume responsibility for such other duties assigned by the President.
   3.4.4 The Vice President shall assume the office of the President in the event that the President leaves office or is unable to perform his or her duties for an extended period of time.
   3.4.5 The Vice President shall assume the role of Speaker of the Senate in the event that the Speaker and the Speaker Pro Tempore are absent.
   3.4.6 The Vice President shall serve as a non-voting ex-officio member on the Governmental Relations Committee.
   3.4.7 The Vice President shall serve a minimum of 20 internal office hours per week.

3.5 The Cabinet
   3.5.1 The Cabinet shall act to assist the President and Vice President in the efficient
operation of the Executive Branch.

3.5.2 The Cabinet shall consist of the Chief of Staff, Chief Financial Officer, Communications and Marketing Liaison, City Council Liaison, Vice City Council Liaison, Diversity Liaison, Governmental Relations Liaison, Secretary, Sustainability Liaison, and Student Safety Liaison.

3.5.3 At the request of the President, the Senate may establish additional cabinet seats and assistant cabinet seats through these By-Laws. Each new seat must include a description of duties and responsibilities. The President may also create ad hoc cabinet seats by executive order. Such seats shall expire at the end of the President’s term.

3.6 Chief of Staff

3.6.1 The Chief of Staff shall ensure that all minutes of executive meetings are maintained and made available.
3.6.2 The Chief of Staff shall assist the President, Vice President and Cabinet with daily tasks.
3.6.3 Upon the absence of the Secretary, the Chief of Staff shall be responsible, with other support staff, for the successful operation of the reception desk, and serve as liaison to office guests.
3.6.4 The Chief of Staff shall be responsible for the keeping and updating of scheduled office hours for Executive Branch.
3.6.5 The Chief of Staff shall serve a minimum of 15 internal office hours per week.
3.6.6 The Chief of Staff shall assist in the development and execution of platform initiatives.
3.6.7 The Chief of Staff shall defer preference and priority to Executive Branch requests. They shall directly report to the President and Vice President.

3.7 Chief Financial Officer (CFO)

3.7.1. The Chief Financial Officer will administer the financial affairs of the UISG:
3.7.1.1 The Chief Financial Officer shall assist all Student Government branches with the preparation of financial documents as needed, in addition to overseeing all of Student Governments general and supplemental accounts (including the Student Fee Allocation Account).
3.7.1.2 The Chief Financial Officer shall submit a quarterly written budget analysis to the President, Speaker of the Senate, and SABAC Chair detailing possible reversion of funds for reallocations.
3.7.1.3 The Chief Financial Officer shall create and maintain a budgeting timeline for the fiscal year.
3.7.1.4 The Chief Financial Officer shall assume responsibility for those budgets described as Priority I, Priority II, and Priority III once approved by UISG.
3.7.1.5 The Chief Financial Officer shall compile an End-of-Year report detailing Student Activity Fee allocations and expenditures from the previous year. The report shall include a breakdown of the distribution of all Student Activity Fee revenue, amounts reverted from each organization and a detailed report of the financial activities of all Priority I organizations based on reports submitted by each respective organization in addition to the report compiled by the Auditing Committee. This report shall be made available on the UISG website in a timely manner.
3.7.1.6 The Chief Financial Officer shall serve a minimum of 15 internal office hours per week.
3.7.1.7 See Section 5 of these By-Laws for further information regarding the Chief Financial Officer’s responsibilities.

3.8 Communications and Marketing Liaison
3.8.1 The Communications and Marketing Liaison shall be responsible for handling relations with the media, coordinating publicity for UISG-sponsored activities, promoting the UISG and UISG-sponsored events to The University of Iowa community through the UISG website, and other means of communication.
3.8.2 The Communications and Marketing Liaison will also:
   3.8.2.1 Notify the local news media about UISG activities via regular distribution of press releases to local newspapers, television and radio stations.
   3.8.2.2 Assist in the development of promotions for student activities through informational seminars, forums and outreach programs.
   3.8.2.3 Establish and serve as a curator of a working archives system for the UISG including the website, social media pages, and other forms of communication.
   3.8.2.4 Provide services to the University of Iowa community that will promote UISG.
   3.8.2.5 Serve a minimum of 10 internal office hours per week.

3.9 City Council Liaison
3.9.1 The City Council Liaison shall be responsible for facilitating relations with the Iowa City City Council (herein City Council), acting as an effective non-voting ex-officio Council participant, organizing meetings between UISG and City Council, and informing both parties of proposals and actions.
3.9.2 The City Council Liaison must adhere to the standard membership qualifications set down in these By-Laws, but also must reside within Iowa City, Iowa. They must maintain a schedule of City Council meetings throughout the year, including the summer months of June, July, and August.
3.9.3 The City Council Liaison will also:
   3.9.3.1 Attend regular Senate meetings, unless they conflict with City Council meeting.
   3.9.3.2 Give reports to City Council on student-city relations.
   3.9.3.3 Communicate regularly with the other members of the Executive Branch on community issues.
   3.9.3.4 Stay informed on all business undertaken by the City Council.
   3.9.3.5 Maintain a strong relationship and collaborate with members of the City Council and between the City Council and the UISG.
   3.9.3.6 Participate to a full extent in City Council work sessions.
   3.9.3.7 Notify the Iowa City City Clerk prior to any absence from any City Council meeting and arrange for the Vice City Council Liaison to undertake the duties above.
   3.9.3.8 Serve as an ex-officio non-voting member on the Student Senate Governmental Relations Committee.
   3.9.3.9 The City Council Liaison shall serve a minimum of 5-7 internal office hours per week in the UISG office and shall serve a minimum of 7-10 office hours representing UISG through working with the City Council.
3.10 Vice City Council Liaison
3.10.1 A Vice City Council Liaison will be selected in the same manner as the City Council Liaison and with the same qualifications/eligibility for the two year term.
3.10.2 In the event that the City Council Liaison cannot fulfill his or her duties, the Vice City Council Liaison will be responsible for discharging said duties.
3.10.3 The Vice City Council Liaison shall serve as an ex-officio non-voting member on the Governmental Relations Committee.
3.10.4 The Vice City Council Liaison shall serve a minimum of 5-7 internal office hours per week in the UISG office and shall serve a minimum of 7-10 office hours representing UISG through working with the City Council.

3.11 Diversity Liaison
3.11.1 The Diversity Liaison shall attend all meetings of the Executive Branch, Senate, and other appropriate committees.
3.11.2 The Diversity Liaison shall work to develop practices and an environment for the undergraduate student body, student organizations, and UISG to be inclusive as possible to all forms of diversity on campus.
3.11.3 The Diversity Liaison shall be an advocate for undergraduate students and student organizations to assist to guarantee equal representation and equality of opportunity for funding, involvement, and collaboration.

3.12 Governmental Relations Liaison
3.12.1 The Governmental Relations Liaison shall attend all meetings of the Executive Branch, Senate, and other appropriate committees.
3.12.2 The Governmental Relations Liaison shall be involved in the State legislative process at the State Capitol every legislative session.
3.12.3 The Governmental Relations Liaison shall lobby on behalf of students with state legislators, the Governor, the Governor’s Staff, legislative staff, Board of Regents members and staff, and other business, UI Administrative, and community leaders to advance the needs of students.
3.12.4 The Governmental Relations Liaison shall serve a minimum of 10 internal office hours per week.

3.13 Secretary
3.13.1 The Secretary shall ensure that all minutes, by-laws, bills, and resolutions of the Senate are maintained and made available.
3.13.2 The Secretary shall be responsible for maintaining all new and old UISG records and laws in a complete and accessible manner.
3.13.3 The Secretary shall assist the Speaker and Speaker Pro Tempore with daily tasks.
3.13.4 The Secretary shall assist in the development and execution of the Legislative branch.
3.13.5 The Secretary shall be responsible, with other support staff, for the successful operation of the reception desk, and serve as liaison to office guests.
3.13.6 The Secretary shall be responsible for the keeping and updating of scheduled office hours for legislative officers.
3.13.7 The Secretary shall serve a minimum of 10 internal office hours per week.

3.14 Sustainability Liaison
3.14.1 The Sustainability Liaison shall attend all meetings of the Executive Branch, Senate, and other appropriate committees.
3.14.2 The Sustainability Liaison shall work in conjunction with the Office of Sustainability to support University sustainability initiatives.
3.14.3 The Sustainability Liaison shall develop and coordinate UISG-related sustainability initiatives throughout the year.
3.14.4 The Sustainability Liaison shall serve a minimum of 10 internal office hours per week.

3.15 Student Safety Liaison
3.15.1 The Student Safety Liaison shall attend all meetings of the Executive Branch, Senate, and other appropriate committees.
3.15.2 The Student Safety Liaison shall work to address safety related measures on and off campus with the student’s interest in mind.
3.15.3 The Student Safety Liaison shall develop and coordinate methods to advance safety needs through publication and holding of forums or events to educate and involve the undergraduate student body in ways to be safe under all circumstances.
3.15.4 The Student Safety Liaison shall serve a minimum of 10 internal office hours per week.

3.16 Leadership Roundtable
3.16.1 No less than two times per academic semester, the members of the Executive Branch (President, Vice President and Cabinet) shall meet with Legislative Leadership (Speaker, Speaker Pro-Tempore, Committee Chairs) to assess the progress of Senate committee initiatives and platform issues.

3.17 Succession
3.17.1 In the event that the office of President becomes vacant, the Vice President shall assume the title, duties, and powers of the President.
3.17.2 In the event that the office of Vice President becomes vacant, the President shall appoint a replacement with the approval of a two-thirds majority of seated senators.
3.17.3 In the event that the offices of both President and Vice President become vacant, the Speaker of the Senate shall assume the duties and powers of the President under the title of Acting President until a special election is held to elect new Executive Officers.
3.17.4 When the Speaker of the Senate is serving as Acting President, the Speaker Pro-Tempore of the Senate shall assume the duties of the Speaker of the Senate.

4. Judicial Branch
4.1 Compliance
4.1.1 All judicial powers and authority of the UISG shall be vested in the Student Judicial Court as prescribed by the UISG Constitution.
4.1.2 The judicial power of the Student Judicial Court shall extend to all cases related to or arising from these By-Laws.
4.1.3 The Nominations Committee as set forth in these By-Laws shall appoint the Student Judicial Court.

5. Finances of the University of Iowa Student Government
5.1 Constitutional Power
5.1.1 The University of Iowa Student Government’s constitutional power to allocate fees is derived from the State of Iowa Board of Regents through the University of Iowa. Distribution of the fees allocated and other UISG funds shall also be vested in the Senate. The Senate, however, shall consult with the Cabinet in this process. Passage of the annual budget shall require a majority vote of the Senate.
5.2 External

5.2.1 Mission

5.2.1.1 The UISG’s external financial role shall be to allocate the student activity fee (SAF) to fund student organizations, leadership development, and student services. Externally, the allocation of SAF each year breaks down into three parts: Off the Top Contracts, Collaboratively Funded Organizations (CFO) Allocation, and Non-Collaboratively Funded Organizations (Non-CFOs) Allocation.

5.2.2 Composition

5.2.2.1 Chief Financial Officer (CFO)

5.2.2.1.1 The CFO shall oversee all of UISG general and supplemental accounts (including the Student Fee Allocation Account)

5.2.2.1.2 The CFO shall also serve as a non-voting, ex-officio member of the Student Assembly Budgeting and Allocations Committee (SABAC). Recommendations of the CFO shall be accepted upon recognition of the SABAC Chair.

5.2.2.2 Student Assembly Budgeting and Allocating Committee (SABAC)

5.2.2.2.1 SABAC shall consist of eight undergraduate representatives—six voting, two alternate.

5.2.2.2.2 The Speaker of the Senate shall appoint eight senators to serve as the members of SABAC with advice and consent of the Senate requiring an affirmative vote of two-thirds of seated senators. Prior to making appointments the Speaker shall, for one week, meet with each individual senator to gather the interest and qualifications for those who are seeking appointment to this committee.

Committee By-Laws, created and modified by SABAC members, shall determine Rules and Administration of SABAC. It shall be the responsibility of the SABAC Chair to ensure that By-Laws are maintained and consistently available.

5.2.3 Procedure

5.2.3.1 The Chief Financial Officer shall recommend a maximum amount to be allocated during each funding period as well as recommend a range of funds to allocate.

5.2.3.2 The Chief Financial Officer shall collaborate with the SABAC Chair to ensure compliance with University regulations and uniform financial practices. This shall include but is not limited to ensuring the application of fair standards for appropriate funding levels applied to allocations and the fair application of stated maximum funding standards to student organizations.

5.2.3.3 The SABAC shall recommend to the UISG Senate the manner in which student fees are allocated. Funding shall be recommended and allocated in accordance with the UISG Constitution.

5.2.3.4 Passage of the allocations (Annual, Supplemental I, and Supplemental II) shall require a majority vote of the Senate.

5.2.3.5 Requests for reallocation shall be approved by the Chief Financial Officer and advisor.
5.2.3.6 University of Iowa Student Government shall not fund any event that charges an Admission Fee unless approved by Chief Financial Officer.

5.2.4 Reporting
5.2.4.1 Documentation: The result of each allocation shall be posted on the UISG website upon completion of allocation by the Chief Financial Officer.

5.3 Internal
5.3.1 Mission
5.3.1.1 Internally, the UISG allocates SAF to five accounts: Executive Budget Account, Judicial Budget Account, Legislative Budget Account, CSIL Collaboration Budget Account, and Contingency Reserve Account. The first four budgets are made prior to each fiscal year. Contingency Reserve Accounts absorbs excess SAF and serves as a back-up funding pool.

5.3.2 Composition
5.3.2.1 Chief Financial Officer (CFO)
5.3.2.1.1 The CFO shall assist all UISG branches with the preparation of financial documents as needed, in addition to overseeing all of UISG’s general and supplemental accounts (including the Student Fee Allocation Account).
5.3.2.1.2 The CFO shall also be directly responsible for the management of the budgets of the Student Elections Commissioner, Judicial Branch, Executive Branch, and Legislative Branch in collaboration with the appropriate leaders of each of the aforementioned bodies regarding budgetary matters.

5.3.3 Procedure
5.3.3.1 The Cabinet (President, VP, CFO) shall consult with CSIL in the process of creating the Executive Budget, Judicial Budget, Legislative Budget, and CSIL Collaboration Budget. All four budgets shall be created prior to the beginning of each fiscal year. The CFO, with direction from the President, shall create all four budgets for the UISG. The budget shall be made binding by the process herein.
5.3.3.1.1 The CFO shall present finalized budgets to the Senate at least one month prior to the beginning of next fiscal year.
5.3.3.1.2 The Senate shall take a proxy vote on the proposed budgets.
5.3.3.1.3 Upon passage, the budgets shall become immediately effective.
5.3.3.1.4 If the budget process fails to gain a majority vote during the proxy vote, the CFO shall be authorized to resubmit budgets.

5.3.4 Operations
5.3.4.1 All checks, drafts or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the UISG shall be signed by the Student Organization Business Office (SOBO) and two of the following officers: President, CFO, or UISG Advisor.
5.3.4.2 The fiscal year of the UISG shall begin on the first day of July of each year and end on the last day of June as modeled from the fiscal policy of The University of Iowa.
5.3.4.3 Executive Budget
5.3.4.3.1 Member of the Executive Branch cannot spend more than $5,000 on one single project without the approval of Senate; the Senate has the final decision of what constitutes a single project.

5.3.4.4 Judicial Budget
5.3.4.4.1 The Student Election Commissioner, with authorization from Chief Justice, shall request to withdrawal monies from this budget to cover expenses (Advertising, On-line voting System) incurred during UISG election campaign process.

5.3.4.5 Legislative Budget
5.3.4.5.1 The Speaker shall have the authority to expend monies from Senate Fund at his/her discretion.
5.3.4.5.2 Senators may request funds from Senate Fund to support initiatives. Should the Speaker not grant the application for funds, the individual senator(s) directly affected may request review of the action.
5.3.4.5.3 Should review be requested, the Speaker will convene a committee to review the application. This select committee shall consist of the Chair(s) of the various Senate committee(s) (e.g. Governmental Relations, Academic Affairs, and Student Services), and when appropriate and applicable the Student Assembly Budgeting & Allocating Committee (SABAC).
5.3.4.5.4 These individuals-including the Speaker acting as Chair—shall convene for the necessary time in order to review and issue a ruling. The select committee shall be limited in scope to the allocations of the Senate Initiative line-item and shall submit the ruling to the CFO who shall execute said ruling.
5.3.4.5.5 The committee shall follow the most recent copy of Robert’s Rules of Order and shall be subject to the UISG Constitution and By-Laws.
5.3.4.5.6 Should the individual senator affected feel the verdict insufficient they shall retain the right to appeal to Senate who shall retain appellate jurisdiction pursuant to the inherent powers regarding the appropriations of the Student Activity Fee.

5.3.4.6 Contingency Reserve Accounts
5.3.4.6.1 UISG shall administer a Contingency Reserve Account.
5.3.4.6.2 Requests for use of these funds must follow the appropriate approval process dependent upon the amount of the request:
   5.3.4.6.2.1 Requests less than $1,500 can be approved by President or Chief Financial Officer.
   5.3.4.6.2.2 Requests greater than or equal to $1,500 and less than $5,000 can be approved by the Executive Branch.
   5.3.4.6.2.3 Requests greater than or equal to $5,000 should be written in the form of UISG legislation and must be approved by the UISG Senate.
5.3.4.6.3 Requests for use of Contingency Reserve Account funding can be considered throughout the year as the need arises.
5.3.4.6.4 The ceiling on this account will be $120,000, with a floor of $60,000 and a recommended balance of $90,000.
5.3.4.6.5 Balances in the Contingency Reserve Account will be reviewed quarterly with the UISG officers, Student Organization Business Office, and UISG advisors as necessary. Should the balance in the Contingency Account exceed $120,000, the CFO and President shall endeavor to use available funds to either support UISG initiatives or revert to the General Allocation SABAC account.

5.3.4.7 Internal Reallocations
5.3.4.7.1 The CFO and President shall have the power to reallocate funds between the UISG accounts, provided they inform the Council of such reallocations and receive the approval of the UISG advisor. Reallocations may be made to support the financial priorities of UISG.
5.3.4.7.2 The CFO and the President shall have the power to approve student organization line item reallocations, providing approval is given before the student organization incurs the expense for which reallocation is sought, and the UISG advisor approves of the reallocation.

5.4 Joint Finance Committee
5.4.1 This is a joint committee made up of members from UISG’s allocating committee, SABAC, and GPSG’s allocating committee, GPAC. It is co-chaired by the SAAC chair and the Budgeting Director of GPSG. This joint committee is tasked to fund Collaboratively Funding student Organizations and also review their status for subsequent renewal. For more information regarding the make-up and procedure of the committee, please see the “Operating Procedure & Policies of the Join Finance Committee of GPSG and UISG”.

6. Elections
6.1 Administration
6.1.1 The Student Elections Board commissioners, when called upon, shall establish rules and regulations for the conduction of elections to be set forth in a code, that may be amended and shall require an affirmative majority vote of seated senators.
6.1.2 The President and Vice President shall appoint the Student Elections Board Commissioner.

7. Access to Information
7.1 All organized bodies of the UISG shall follow the regulations and rules of the Iowa Open Meetings Open Records Act, as prescribed by Iowa Code, Chapter 22.
7.2 It is the responsibility of the Senate, the Cabinet, and the President to ensure all UISG records are accessible to all students through the most appropriate technological means available.

8. Powers of the Undergraduate Student Body
8.1 The students retain all rights and protections provided by the United States Constitution and the Constitution of the State of Iowa.
8.2 The students retain the right to amend these By-Laws, remove any elected Executive Officer or Senator, and put forth initiatives for the consideration of the student body.
8.3 Initiatives may be introduced for the purposes of proposing laws and removing appointed members of the UISG. These initiatives, if adopted by the student body, shall take precedence over all UISG Resolutions, with the exception of these By-Laws.
9. Provision for Amending these By-Laws

9.1 The Senate, by an affirmative majority vote of seated senators, may make an amendment to these By-Laws.

9.2 The undergraduate students may put forth an amendment to these By-Laws by submitting a petition signed by two thousand undergraduate students of University of Iowa.

9.3 If an amendment has been put forth, it shall be voted on, and adopted by a university-wide referendum requiring a majority vote of those students voting. The Rules and Administration Committee shall have jurisdiction to sponsor amendments, and is charged with drafting said amendments.

10. Index of Definitions

10.1 “…Quorum…” shall be comprised of no less than 26 the 50 seated senators.

10.2 “…Majority Vote of Seated Senators…”—shall mean 26 senators out of 50 shall be required for approval.

10.3 “…Majority of those Senators present and voting…”—shall mean of 26 senators present, a majority of those casting votes, excluding abstentions, shall be required for approval.

10.4 “…Vote of two-thirds of Seated Senators…”—shall require 33 of 50 senators for approval.

11. Ratification and Implementation

11.1 These By-Laws shall become law effective immediately if approved by the majority of the UISG undergraduate Senate-elect.

11.2 Upon adoption, all previous By-Laws of the University of Iowa Student Government will be voided with the exception of extended By-Laws of the Nominations Committee and SABAC.