Definitions

“Collaboratively funded organizations” shall be defined as those student organizations deemed collaboratively funded organizations by the JFC and those student organizations funded by SAF prior to SAF distribution to UISG and the GPSG.

“Non-collaboratively funded organizations” shall be defined as those student organizations funded by allocations from UISG and GPSG after SAF has been distributed among UISG and GPSG.

“Majority vote” shall be defined as the half the number of seated senators plus one.

“Quorum” shall be defined as half the number of seated senators plus one.

“Three-fourths majority vote” shall be defined as three-fourths the number of seated senators.

“Two-thirds majority vote” shall be defined as two-thirds the number of seated senators.

Acronyms

“CFO” shall stand for “Chief Financial Officer.”

“CSIL” shall stand for “Center for Student Involvement & Leadership.”

“EC” shall stand for “Elections Commissioner.”

“GPSG” shall stand for “Graduate and Professional Student Government.”

“JFC” shall stand for “Joint Finance Committee.”

“Nominations” shall stand for “Nominations Subcommittee.”

“SABAC” shall stand for “Student Assembly Allocations and Budgeting Committee.”

“SAF” shall stand for “Student Activity Fees.”

“SJC” shall stand for “Student Judicial Court.”

“SOBO” shall stand for “Student Organization Business Office.”

“Speaker” shall stand for “Speaker of the Student Senate.”

“Speaker Pro Tem” shall stand for “Speaker Pro Tempore of the Student Senate.”

“TEA” shall stand for “Travel and Equipment Application.”

“UISG” shall stand for the “University of Iowa Student Government.”
Article I. Legislative Branch

Section A. Composition

1. Thirty-eight senators shall be elected according to the procedure in the Election Code.
2. Seven senators shall be appointed by the following constituencies with each constituency appointing one senator:
   a. Association of Latinos Moving Ahead
   b. Black Student Union
   c. Native American Student Association
   d. Spectrum UI
   e. Student Disability Organization
   f. United Asian Collective
   g. University of Iowa Veterans Association
3. Five senators shall be first-year students appointed by the Nominations Subcommittee.
4. Vacant seats shall be filled by the Nominations Subcommittee.

Section B. Senators

1. Eligibility
   a. Senators shall be undergraduates in good academic standing and enrolled in at least nine semester hours in the fall and spring semesters.
   b. Senators shall be in good non-academic standing with the Office of the Dean of Students.
   c. Senators shall read and understand the UISG Constitution and the UISG Bylaws. Adequate understanding shall be determined by examination.
   d. Eligibility shall be confirmed by the UISG Advisor.
2. Responsibilities
   a. Senators shall abide by the Student Senate Code of Conduct.
   b. Senators shall serve one scheduled office hour each week. Exceptions shall be made for the summer semester and University Holidays.
   c. Senators shall attend all Student Senate Sessions except in cases of conflict with religious observances, illness or death of a family member or domestic partner, academic obligations, or other UISG duties. The Secretary shall determine all other excused absences.
   d. Senators shall serve on two standing committees.
3. Removal from the Student Senate
   a. Senators shall be removed after two unexcused absences from Student Senate Sessions. Senators shall receive the penalty of an unexcused absence if they miss five or more weeks of office hours during a semester.
   b. Senators shall be removed for significant violations of the Student Senate Code of Conduct. The Speaker of the Student Senate shall charge senators with significant violations and move for the removal of accused senators. Senators can appeal their removal through the Internal Affairs Committee.
Section C. Student Senate Officers

1. Speaker of the Student Senate
   a. The Speaker of the Student Senate shall be a senator elected by a majority vote at the first Student Senate Session of a Student Senate’s term. Voting shall be conducted using an instant-runoff procedure.
   b. Responsibilities
      i. The Speaker shall be responsible for the administration and affairs of the Student Senate. This shall include, but is not limited to, chairing Student Senate Sessions, managing committees, and communicating with the other branches of UISG on behalf of the Student Senate.
      ii. The Speaker shall organize team-building activities for the Student Senate. These events may include retreats, roundtables, new senator orientations, and Student Senate receptions.
      iii. The Speaker shall be a non-voting ex-officio member of all Student Senate committees.
      iv. The Speaker shall appoint all committee members based on individual committee selection preferences submitted by each senator.
      v. The Speaker shall be expected to attend all meetings of the Executive Branch.
      vi. The Speaker shall serve a minimum of fifteen scheduled office hours each week.

2. Speaker Pro Tempore of the Student Senate
   a. Speaker Pro Tempore of the Student Senate shall be elected by a majority vote at the first Student Senate Session of the legislative term after the Speaker is elected. Voting shall be conducted using an instant-runoff procedure.
   b. Responsibilities
      i. The Speaker Pro Tem shall fulfill all duties of the Speaker in the absence of the Speaker or in the event the office is vacated.
      ii. The Speaker Pro Tem shall assume any duties delegated by the Speaker.
      iii. The Speaker Pro Tem shall help manage the Senate during Student Senate Sessions.
      iv. The Speaker Pro Tem shall be a non-voting ex-officio member of all Student Senate committees.
      v. Speaker Pro Tem must serve a minimum of five scheduled office hours each week.

3. Committee Chairs
   a. Committee chairs are elected within each committee by a majority of committee members at the first Student Senate Session.
   b. Responsibilities
      i. Committee chairs shall chair committee meetings.
      ii. Committee chairs shall delegate duties to their committee members.
      iii. Committee chairs shall manage Committee Budgets.
      iv. Committee chairs shall update the Speaker and Speaker Pro Tem regarding their committee’s legislation, endorsements, or initiatives.
      v. Committee chairs are required to serve a minimum of five scheduled office hours each week.
Section D. Student Senate Sessions

1. Student Senate Sessions shall be reserved for discussing and passing pending legislation, allowing individuals or groups to present to the Student Senate regarding any topic, and meeting in committees. Quorum is required for a vote to take place.

2. The Student Senate shall convene in a Student Senate Session weekly during the fall and spring semester, with exception for University Holidays. Student Senate Sessions shall be held on Tuesdays at 7 PM. Student Senate Sessions shall commence the fourth full week of April and end the second week of April the following year.

3. The first Student Senate Session of a Student Senate’s term will only cover Student Senate Officer elections, committee assignments, Cabinet confirmations, Presidential Charter Committee confirmations, and All-University Committee confirmations. The second Student Senate Session shall cover the Internal Operations Budget and the allocations to non-collaboratively funded organizations for the Fiscal Period.

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

Section E. Legislative Process

1. Legislation shall take the form of either a bill or resolution.

2. Senators shall submit legislation to an appropriate committee. Committees shall vote whether or not to recommend the passage of the legislation by the Student Senate. After a vote of recommendation in committee, the legislation shall be submitted to the Speaker or Speaker Pro Temp for consideration in a Student Senate Session. The results of a vote of recommendation shall be shared with the Student Senate when the respective legislation is considered in a Student Senate Session.

Section F. Committees

1. Standing committees shall be established and terminated by an affirmative two-thirds majority vote.

2. Ad-hoc committees shall be established by an affirmative majority vote. Ad-hoc committees shall cease to exist at the end of the term of the Student Senate that established them or at any point during the term following a two-thirds majority vote in favor of termination.

3. The Office Administration Committee shall recommend appointees to committees for the first Student Senate Session, and the Student Senate shall confirm the appointment with an affirmative majority vote. Committee membership shall be determined at the first Student Senate Session.

4. The Speaker shall recommend appointees to committees after the first Student Senate Session, and the Student Senate shall confirm committee appointments with an affirmative majority vote.

5. All standing committees shall consist of no less than nine senators.
   a. Standing Committees
      i. Academic Affairs
         1. This committee shall be responsible for improving the quality of undergraduate education at the University.
      ii. Community and Outreach
1. This committee shall engage the University and Iowa City communities in service projects and events that benefit both groups while spreading awareness of UISG and student activities. This committee shall be responsible for coordinating the external representation of UISG in conjunction with the Director of Communications.

iii. Diversity and Inclusion
   1. This committee shall be responsible for advising and recommending to the Student Senate on actions and policies that promote diversity at the University in conjunction with the Director of Diversity of Inclusion.

iv. Governmental Relations
   1. This committee shall be responsible for representing, promoting, and protecting student interests to various city, county, state, and federal governmental bodies. This committee shall be responsible for informing UISG of actions by these governmental bodies which directly affect students, in conjunction with the Governmental Relations Liaison, the City Council Liaison, and the Vice City Council Liaison.

v. Internal Affairs
   1. This committee shall assist in the management of the Student Senate.
   2. This committee shall adjudicate appeals of senator removal. A senator may present their appeal to the committee, and the committee may expunge the charge with a two-thirds affirmative majority vote.
   3. This committee shall maintain the Student Senate Code of Conduct and recommend changes to the Student Senate with an affirmative majority vote.
   4. Nominations Subcommittee
      a. Composition
         i. The Nominations Subcommittee shall be composed of five members of the Internal Affairs Committee. Members shall be selected by a vote of the Internal Affairs Committee.
         ii. The chair of Nominations shall be the chair of the Internal Affairs Committee.
      b. Responsibilities
         i. Nominations shall nominate individuals to serve in vacant seats of the Student Senate, Student Judicial Court, Presidential Charter Committees, and All-University Committees.
         ii. Nominations shall nominate five first-year students to serve as senators by the third Tuesday of September each Student Senate term.
         iii. Nominations shall nominate individuals to fill vacant seats no more than two weeks after the vacancy. Seats that become vacant between April and the beginning of
the fall semester of the Student Senate term shall be treated as if they became vacant in the first week of September.

c. Procedure
   i. Candidates shall complete applications consisting of an application form, cover letter, and resume. Late or incomplete applications shall not be accepted.
   ii. Applicants shall be ranked by each member of Nominations prior to interviews. High-ranking applicants shall be offered an interview.
   iii. Nominations shall determine the most qualified interviewees to be nominated for the respective positions.
   iv. If nominees are not able or are unwilling to fill the position to which they were nominated, they shall have a twenty-four-hour period to decline their nomination.
   v. Nominees shall be nominated in the form of legislation to the Student Senate for confirmation.

d. Alternate Nominees
   i. Nominations shall create a ranked list of alternate nominees that may take the place of individuals who decline their nomination or who are unable to complete their terms. This is a temporary list to be used for internal purposes of Nominations during a Student Senate’s term.

e. Conflict of Interest
   i. If members of Nominations have a conflict of interest with a candidate, they shall make the conflict known to Nominations and recuse themselves from the interviews, deliberations, and voting on the candidate.

vi. Sustainability
   1. This committee shall be responsible for coordinating sustainability projects and general environmental awareness efforts on campus through University-wide initiatives and various other student organizations dedicated to the cause of environmental sustainability in conjunction with the Director of Sustainability.

vii. Student Assembly Budgeting and Allocating Committee
   1. This committee shall develop and maintain maximum funding standards for allocations to Non-Collaboratively Funded Organizations.
   2. This committee shall assist in fulfilling UISG’s funding duties in conjunction with the CFO.

viii. Student Life
1. This committee shall be responsible for services or programs that benefit undergraduates at the University and shall seek to enrich the lives of students on campus.

ix. Safety
1. This committee shall work to make the University a safer and more inclusive environment by focusing on safety related issues on and off campus.

Section G Impeachment

1. Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties.
2. An affirmative three-fourths vote of seated senators shall be required to impeach and remove any UISG members.
3. Penalties in all cases of impeachment shall not exceed removal from office and prohibition of holding any further UISG office.

Article II. Executive Branch

Section A. Composition

1. A President and Vice President shall be elected according to the procedure in the Election Code.
2. The President and Vice President shall be supplemented with a cabinet nominated through the Office Administration Committee and approved by the Senate.

Section B. Executives

1. Eligibility
   a. Executives shall be undergraduates in good academic standing and enrolled in at least nine semester hours in the fall and spring semesters.
   b. Executives shall read and understand the UISG Constitution and the UISG Bylaws. Adequate understanding shall be determined by examination.
   c. Eligibility shall be confirmed by the UISG Advisor.
2. Requirements
   a. Executives shall abide by the Executive Code of Conduct.
   b. Executives must complete their weekly office hours.
   c. Executives must attend Senate meetings.
   d. Executives shall maintain effective communication.

Section C. Office Administration Committee

1. This committee shall be composed of the President-elect, Vice President-elect, and the top three vote-getting Senators. If a top-vote-getting senator is applying for a Cabinet position they shall not serve on the committee. If a top-vote-getting senator opts out of serving on the committee, the next highest vote getter shall take their place.
2. This committee may invite the current holder of the Cabinet position to serve as an ex-officio, non-voting member of the committee when interviewing and debating candidates for the respective Cabinet position.

3. All members of the Office Administration Committee receive an equal vote on the nomination of each candidate to the Cabinet, and a majority of committee members must vote affirmatively for a candidate to be nominated to the Senate.

4. The President-elect and Vice President-elect will be in charge of obtaining committee preferences from newly elected Senators and the top three vote-getting Senators shall recommend Senators to serve on two committees of their preference.

Section D. Officers

1. President
   a. Duties
      i. President shall be the official representative of the undergraduates.
      ii. The President shall chair the Office Administration Committee.
      iii. The President shall address the Senate every session on the state of the student body and on any initiatives.
      iv. The President shall be required to serve no less than 20 office hours per week.
   b. Powers
      i. Executive Order Process
         1. Executive orders may be established for effective and efficient operation of the Executive Branch.
         2. An executive order shall be a written document that must be presented to the Senate within a week of its establishment.
         3. All executive orders shall be expire at the completion of the presidential term.
      ii. Veto Process
         1. If the President opts to veto a piece of legislation, they must inform the Speaker of the Senate within 24 hours of the veto.
         2. If the President does not sign and notify the Speaker within six days of the passage, that piece of legislation shall be considered vetoed.
      iii. 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.
      iv. The President shall have the power to establish councils or commissions of the Executive Branch by executive order unless otherwise stated in these Bylaws. All executive orders shall remain in effect until terminated by another executive order or reversed by a two-thirds majority vote. A copy of all executive orders shall be sent to the Speaker of the Senate five days prior to enactment.

2. Vice President
   a. Duties
      i. 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.
ii. The Vice President shall assume responsibility for such other duties assigned by the President.

iii. 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.

iv. The Vice President shall be required to serve no less than 20 office hours per week.

b. Powers
   i. In cases of a division in the Senate vote, the Vice President is permitted to vote on a Senate action.

3. Cabinet
   a. Chief of Staff
      i. The Chief of Staff shall assist the President, Vice President and Cabinet with daily tasks and platform initiatives.
      ii. The Chief of Staff shall assist the President and Vice President in the management of the Executive Branch, including oversight of office hours for the Executive Branch.
      iii. The Chief of Staff is required to serve a minimum of 15 office hours per week.
   b. Executive Assistant
      i. The Executive Assistant shall assist the President and Vice President with their duties and daily tasks.
      ii. The Executive Assistant shall assist the President and Vice President with duties related to the Association of Big Ten Students.
      iii. The Executive Assistant shall serve a minimum of 10 office hours per week.
   c. Chief Financial Officer
      i. The CFO 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).
      ii. The CFO shall submit official written budget analyses to the Executives and the Student Senate multiple times throughout the year.
      iii. The CFO shall create and maintain a budgeting timeline for the fiscal year.
      iv. The CFO 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 Collaboratively Funded 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. By the end of the administration.
      v. The CFO shall oversee all UISG accounts.
      vi. The CFO shall assist all UISG branches with the preparation of financial documents as needed.
vii. The CFO shall be directly responsible for the management of the budgets of the Judicial Branch, Executive Branch, and Legislative Branch in collaboration with the appropriate leaders of each of the aforementioned bodies regarding budgetary matters.

viii. The CFO shall be responsible for ensuring UISG’s compliance with University regulations and uniform financial practices.

ix. The CFO shall serve as a non-voting, ex-officio member of SABAC.

x. The CFO shall serve a minimum of 15 office hours per week.

d. Director of Communications

i. The Director of Communications shall be responsible for handling relations with the media, coordinating publicity for UISG-sponsored activities, promoting UISG and UISG-sponsored events to the University of Iowa community through the UISG website, and other means of communication.

ii. The Director of Communications shall notify the local news media about UISG activities via regular distribution of press releases to the media.

iii. The Director of Communications shall assist in the development of promotions for student activities through informational seminars, forums and outreach programs.

iv. The Director of Communications shall provide services to the University of Iowa community that will promote UISG.

v. The Director of Communications shall serve as an ex-officio member of the Community and Outreach Committee.

vi. The Director of Communications shall serve a minimum of 10 office hours per week.

e. City Council Liaison

i. The City Council Liaison shall attend Senate Sessions, unless they conflict with City Council Meetings.

ii. The City Council Liaison shall give reports to City Council on student-city relations.

iii. The City Council Liaison shall stay informed on all business undertaken by City Council.

iv. The City Council Liaison shall collaborate with members of the City Council and between the City Council and UISG.

v. The City Council Liaison shall participate to a full extent in City Council work sessions.

vi. The City Council Liaison shall 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.

vii. The City Council Liaison shall serve as an ex-officio non-voting member on the Governmental Relations Committee.

viii. The City Council Liaison shall serve a minimum of 10 office hours per week.

f. Vice City Council Liaison

i. The Vice City Council Liaison shall serve a one-year term as Vice City Council Liaison and serve a one-year term as City Council Liaison the following year.
ii. The Vice City Council Liaison shall fulfill the City Council Liaison’s duties in the event that they are unable to fulfill their duties.

iii. The Vice City Council Liaison shall serve as an ex-officio non-voting member on the Governmental Relations Committee.

iv. The Vice City Council Liaison shall serve a minimum of 5 office hours per week.

g. Director of Diversity and Inclusion

i. The Director of Diversity and Inclusion shall work to develop practices and an environment for the undergraduate student body, student organizations, and UISG to be as inclusive as possible to all forms of diversity on campus.

ii. The Director of Diversity and Inclusion shall be an advocate for undergraduate students and student organizations to assist in guaranteeing equal representation and equal opportunity for funding, involvement, and collaboration.

iii. The Director of Diversity and Inclusion shall serve as an ex-officio non-voting member on the Diversity Committee.

iv. The Director of Diversity and Inclusion shall serve a minimum of 10 internal office hours per week.

h. Government Relations Liaison

i. The Governmental Relations Liaison shall be involved in the State legislative process at the State Capitol every legislative session.

ii. The Governmental Relations Liaison shall lobby on behalf of students with state legislators, legislative staff, the Governor, the Governor’s Staff, Board of Regents members and staff, Iowa’s Federal delegation, and other businesses, UI Administration, and community leaders to advance the needs of students.

iii. The Governmental Relations Liaison shall serve as an ex-officio non-voting member on the Governmental Relations Committee.

iv. The Governmental Relations Liaison shall serve a minimum of 10 internal office hours per week.

i. Secretary

i. The Secretary shall ensure that all bills and resolutions of the Legislative Branch are maintained and made available.

ii. The Secretary shall ensure that all minutes of Legislative and Executive Branch meetings are maintained and made available.

iii. The Secretary shall be responsible for maintaining all new and old UISG records in a complete and accessible manner.

iv. The Secretary shall assist the Speaker and Speaker Pro Tem with their duties.

v. The Secretary shall be responsible for the successful operation of the reception desk and serve as liaison to office guests.

vi. The Secretary shall be responsible for the keeping and updating of scheduled office hours for legislative officers.

vii. The Secretary shall 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.
The Secretary shall serve as an ex-officio non-voting member on the Internal Affairs Committee.

The Secretary shall serve a minimum of 10 office hours per week.

j. Director of Sustainability
   i. The Director of Sustainability shall work in conjunction with the Office of Sustainability to support University sustainability initiatives.
   ii. The Director of Sustainability shall develop and coordinate UISG-related sustainability initiatives throughout the year.
   iii. The Director of Sustainability shall serve as an ex-officio non-voting member on the Sustainability Committee.
   iv. The Director of Sustainability shall oversee the Green Initiatives Fund.
   v. The Director of Sustainability shall serve a minimum of 10 office hours per week.

k. Director of Safety
   i. The Director of Safety shall work to address safety related measures on and off campus with the student’s interest in mind.
   ii. The Director of Safety 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.
   iii. The Director of Safety shall serve as an ex-officio non-voting member on the Safety Committee.
   iv. The Director of Safety shall serve a minimum of 10 office hours per week.

l. Director of External Relations
   i. The Director of External Relations shall act as the liaison between UISG, registered student organizations, campus partners, and community members.
   ii. The Director of External Relations shall be responsible for serving on the Student Organization Review Committee.
   iii. The Director of External Relations shall be responsible for helping CSIL administer informational sessions and meetings to help provide student organizations policy and process information.
   iv. The Director of External Relations shall serve a minimum of 10 office hours per week.

Article III. Judicial Branch

Section A. Powers
   1. SJC shall establish and maintain their own bylaws.

Article IV. Finances and Allocation

Section A. Mission
   1. UISG shall allocate student activity fees to fund student organizations and student services.
   2. SAF shall be allocated by means of four budgets: the Fixed Costs Budget, the Collaboratively Funded Organizations Budget, the SABAC Budget, and the Internal Operations Budget.
Section B. Procedure

1. The Internal Operations Budget shall be divided into four sub-budgets: Legislative Branch Budget, Executive Budget, Judicial Branch Budget, and the Center for Student Involvement & Leadership Collaboration Budget. The President, Vice President, and CFO shall consult with CSIL to develop the Internal Operations Budget. The CFO shall draft and recommend an Internal Operations Budget to the Senate. If the recommended Internal Operations Budget is not adopted, the CFO shall re-submit budgets with the consideration of the Student Senate’s suggestions. The Internal Operations Budget for a fiscal year shall be passed prior to its respective fiscal year.

2. SABAC shall allocate SAF from the SABAC Budget to non-collaboratively funded organizations during three funding periods: the Fiscal Period and Supplemental Period I and Supplemental Period II. The CFO shall recommend a maximum amount to be allocated during each funding period. The allocations for a funding period shall be adopted by the Student Senate prior to the respective funding period.

3. SABAC shall allocate SAF to non-collaboratively funded organizations by means of the Travel and Equipment Application. The CFO shall recommend a maximum amount to be allocated through TEA. The procedure for TEA administration shall be outlined in the TEA Operating Procedures and Policies. The passage of TEA allocations shall require a majority vote of the Student Senate.

4. Requests for line-item reallocations by student organizations shall be approved by the CFO or President and the UISG Advisor.

Section C. Operation

1. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of UISG shall be signed by the Student Organization Business Office and two of the following officers: UISG President, the UISG Chief Financial Officer, or UISG Advisor.

2. The Fiscal Year of 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.

3. Executive Budget
   a. The President and CFO must approve of any expenditures from the Executive Budget. Advice from the Cabinet should be sought for proper allocation of funds.

4. Judicial Budget
   a. The Election Commissioner, with authorization from the Chief Justice, shall request a withdrawal of monies to cover expenses incurred during the UISG election process.
   b. The Judicial Branch may request funding for any programs deemed necessary to facilitate their duties.

5. Legislative Budget
   a. The combined approval of the Speaker and Speaker Pro Tem shall be required to spend from the Student Senate Fund.
   b. Senators may request funds from the Student Senate Fund to support initiatives. Should the funds not be appropriated, a review of the action by the Internal Affairs Committee may be requested.

6. Contingency Reserve Account
a. UISG shall maintain a Contingency Reserve Account to absorb unspent monies from previous administrations.

b. Requests for use of these funds must follow the appropriate approval process dependent upon the amount of the request:
   i. Requests of single projects less than $1,500 can be approved by President or CFO.
   ii. Requests of single projects greater than or equal to $1,500 and less than $5,000 can be approved by the Executive Branch.
   iii. Requests of single projects greater than or equal to $5,000 should be submitted in the form of legislation and must be approved through a majority vote of the Student Senate.
   iv. The Student Senate and the Cabinet shall be notified of any expenditures from the Contingency Reserve Account.
   v. Requests for use of Contingency Reserve Account funding can be considered throughout the year as the need arises.

c. The ceiling on this account will be $120,000, with a floor of $60,000 and a recommended balance of $90,000.

d. Balances in the Contingency Reserve Account will be reviewed quarterly with the UISG Officers, SOBO, and UISG Advisors. 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.

e. The Deferred Maintenance Fund and Accessibility Fund may be funded through internal reallocations of Contingency Reserve money.

7. Internal Reallocations
   a. The CFO and the President shall have the power to reallocate funds between the UISG accounts, provided approval from the Student Senate.
   b. 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.

**Article V. Elections**

**Section A. Administration**

1. The Election Commissioner shall oversee and enforce the rules and regulations set forth by the UISG Election Code, which may be amended with a required affirmative majority vote.

**Section B. Timeline**

1. Campaigning period shall be held on the first full week of April.
2. Elections shall occur the second full week of April on a day determined by the EC.
3. Results of the election shall be announced the Friday of the second full week of April.
Article VI. Transition Between Administrations

Section A. Transition Period

1. The transition period between administrations of UISG shall begin immediately after election results are announced at the end of a campaign period. The transition period shall end the final week of April.
2. During the transition period, out-going executives and officers shall brief incoming executives and officers on the expectations and duties associated with their position. Important materials from prior years shall be passed on from out-going executives and officers to incoming executives and officers.

Article VII. Amending the UISG Bylaws

Section A. Amendment

1. Amendments to the UISG Bylaws shall be adopted with a two-thirds majority vote.