CODE OF LAWS

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TITLE I
FORMAT FOR THE CODE OF LAWS

CHAPTER 100 - Systems of Student Government Association Code of Laws

The following shall be the system of the Student Government Association Code of Laws, to be observed in the official codification of said laws.

100.1 There shall be fourteen titles, each shall deal with related and similar topics, and each shall be composed of a number of numerically designated chapters, as follows:

Title I, Chapters 100 - 199 - Format for the Code of Laws
Title II, Chapters 200 - 299 - Executive Branch
Title III, Chapters 300 - 399 - Legislative Branch
Title IV, Chapters 400 - 499 - Judicial Branch
Title V, Chapters 500 - 599 - Student Organizations
Title VI, Chapters 600 - 699 - School Officers and School Councils
Title VII, Chapters 700 - 799 - Election Law
Title VIII, Chapters 800 - 899 - Finance Law
Title IX, Chapters 900 - 999 - Student Communications Media Law
Title X, Chapters 1000 - 1099 - Student Discipline Law
Title XI, Chapters 1100 - 1199 - Charters of Selected Boards and Committees
Title XII, Chapters 1200 - 1299 - Academic Honesty
Title XIII, Chapters 1300 - 1399 - Auxiliary Groups
Title XIV, Chapter 1400-1499 - Student Activity Projects

100.2 Each chapter may be subdivided as necessary. All subdivision must be by means of a decimal arrangement. For example, 100.1, 100.2, and 100.3.

100.2.1 Each subdivision may be further subdivided with additional decimals as necessary. For example, 100.1, 100.1.1, 100.1.1.1.

100.2.2 No other numbering or lettering system shall be used in the Code of Laws.
TITLE II
EXECUTIVE CABINET

CHAPTER 200 - Additional Responsibilities of the President of the Student Government Association

200.1 The President of the Student Government Association shall serve as the representative to the President’s Council of Alabama Student Government Associations.

200.2 The President of the Student Government Association serves as a voting member of the Auburn University Senate, according to the Faculty Handbook. The President of the Student Government Association may appoint, with approval of two-thirds of the membership of the Student Senate, a full time representative to that position, the term of which shall be concurrent to that of the President of the Student Senate.

200.3 The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, the members of the Executive Cabinet and the Liaison Representative to the City Council, who shall be responsible to the President of the Student Government Association for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association.

200.4 The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, student representatives to University Committees and Boards when a student representative is requested.

CHAPTER 201- Executive Cabinet Law

201.1 For a student to serve on a University Committee or Board, a student must have a 2.0 cumulative grade point average to qualify and maintain a 2.0 cumulative grade point average during his/her tenure, unless there is a higher grade point requirement previously required by a specific board or committee. A student must also have been enrolled at least one semester at Auburn University prior to serving on a Committee or Board.

201.2 To serve on Executive Cabinet, a student must have a cumulative 2.5 grade point average to qualify and maintain a 2.5 cumulative average during his/her tenure. A student must have been enrolled at least one semester at Auburn University prior to cabinet position interviews. A student must be enrolled in Auburn University with the exception of summer term as defined in 202.1.

201.3 An Executive Cabinet member shall automatically forfeit his/her membership on the Executive Cabinet if he or she has more than three unexcused absences from required events and/or meetings of the Executive Cabinet. Excused absences shall include death in the family, sickness, or other situations approved by the Chief of Staff.
201.4 In order to maintain an effective system of checks and balances, no person may simultaneously serve in two or more of the Legislative, Executive, and Judicial branches of the Student Government Association.

CHAPTER 202- Additional Executive Officers

202.1 In order to remain eligible to serve in their positions, all Executive Officers must either be enrolled in or be working for Auburn University during summer term, and conduct their regular office hours. The Judicial Branch will interpret exceptions to this rule.

202.2 The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate, additional Executive Officers who may be removed from office at any time by the President of the Student Government Association.

202.3 The Chief of Staff facilitates communication between Executive Officers, Executive Cabinet, Student Senate, and other university offices.

202.4 The Executive Vice President of Initiatives oversees all initiative projects and develops reports for SGA and the university.

202.5 The Executive Vice President of Programs oversees the direction and execution of all SGA programs.

202.6 The Executive Vice President of Marketing and Engagement oversees the marketing and promotion of all SGA initiatives and programs.

202.7 The Executive Vice President of Outreach oversees SGA campus relations, campus feedback, and the planning of outreach projects.
CHAPTER 300- Organization of the Student Senate

300.1 Student Senate Officers

300.1.1 The President of the Student Senate shall be the Vice President of the Student Government Association.

300.1.1.1 The President of the Student Senate shall have the power to call meetings of the Student Senate. He or she can call a meeting of the Student Senate if requested to do so by a petition of one half of the members of the Student Senate holding office at the time the petition is presented to the President of the Student Senate. The Student Senate may also call a meeting by a majority vote. The Executive Secretary of the Student Senate shall be responsible for notifying senators of special meetings.

300.1.2 A President Pro Tempore, elected by a majority of the Student Senate from within the membership of the Student Senate, shall assist the President of the Student Senate in his/her duties, preside in the absence of the President of the Student Senate, supervise the operations of the Student Senate committees, and serve as chairperson of the Executive Committee.

300.1.2.1 The President Pro Tempore of the Student Senate shall, before each meeting, meet with the President of the Student Senate to determine what action has been taken by the President of the Student Government Association and the President of Auburn University on bills passed by the Student Senate. The President Pro Tempore of the Student Senate shall then report to the Student Senate action taken upon said bills.

300.1.3 The Executive Secretary of the Student Senate, appointed by the President of the Student Senate and approved by a majority of the Student Senate, shall be responsible for keeping an accurate record of the minutes of all Student Senate meetings; the Executive Secretary shall not be appointed from within the membership of the Student Senate.

300.1.3.1 The Executive Secretary of the Student Senate shall send the minutes of all Student Senate meetings to the members of the Senate, President of the Student Senate, President of the Student Government Association, and the SGA Webmaster. The SGA Webmaster shall post the minutes on
the SGA website within 48 hours of receiving the approved minutes.

300.1.4 The Chaplain(s) shall be appointed by the President of the Student Senate from within the membership of the Student Senate.

300.1.5 The Parliamentarian shall be appointed by the President of the Student Senate. This appointment shall not be from within the membership of the Student Senate. The Parliamentarian is responsible for assuring that senate proceedings of the Student Senate follow parliamentary procedure, and, for that reason, should have a working knowledge of Robert’s Rules of Order. Other duties of the Parliamentarian include attending all Student Senate meetings and assisting the President of the Student Senate and Executive Secretary with meeting preparations if the need arises.

300.1.6 The Senate Technician shall be appointed by the President of the Student Senate. This appointment shall not be from within the membership of the Student Senate. The Senate Technician is responsible for recording all voting procedures via iClicker and submitting them to the President Pro Tempore, President of the Senate, and SGA Webmaster following each meeting. Other duties of the Senate Technician include attending all Student Senate meetings and assisting the President of the Student Senate and Executive Secretary.

300.2 There shall be a representation of the freshmen class selected to serve as Freshmen Senators.

300.2.1 Only members of the Auburn University freshmen class are to be selected as Freshmen Senators.

300.2.2 Freshmen Senators will be nonvoting members of the Student Senate.

300.2.3 Their term will run from the time of their appointment until the Senate term expires.

300.2.4 The method of selection is to be determined by the President of the Student Senate.

300.2.4.1 The number of Freshmen Senators is selected at the discretion of the President of the Student Senate.

300.2.4.2 Freshmen Senators shall be selected by the President of the Student Senate and representatives of the Executive Committee in the Fall upon arrival to Auburn University.
300.2.4.3 The President of the Student Senate shall appoint each Freshmen Senator to one of the standing committees of the Student Senate.

300.3 Robert’s Rules of Order shall be the parliamentary authority for the conduct of the Student Senate except when in conflict with the Constitution and Code of Laws of the Student Government Association or rules of procedure of the Student Senate.

CHAPTER 301 - Responsibilities of Membership of the Student Senate

301.1 All members of the Student Government Association Student Senate must maintain a 2.5 cumulative grade point average during their term of office. They must also achieve a 90% or better on a test covering the Code of Laws and Constitution of the Student Government. If their cumulative grade point average should fall below a 2.5 or they should fail to obtain a 90% on the test, they shall automatically forfeit their membership of the Student Senate.

301.2 All senators must regularly attend Senate meetings and conduct office hours, as defined in Chapter 302.

301.3 All senators are required to serve on one (1) of the standing committees as defined in Chapter 303. The President of the Student Senate shall appoint each senator to one of the standing committees of the Student Senate.

301.4 The President of the Senate and the Pro Tempore may determine any additional responsibilities of student senators at the beginning of each term.

301.5 In order to maintain an effective system of checks and balances, no person may simultaneously serve in two or more of the Legislative, Executive, and Judicial branches of the Student Government Association.

CHAPTER 302 – Student Senate Absences

302.1 Office Hours

302.1.1 All Senators must serve a minimum of two office hours weekly. Additional hours may be required at the discretion of the Senate Executive Committee.

302.1.2 Office hours must be completed Monday through Friday between 8 a.m. and 5 p.m. except on university-recognized holidays. The Senate Executive Committee may make exceptions for Senators unable to complete Office Hours during the regular times.
302.1.3 Excuses for office hour absences will be submitted to the Executive Committee at least 12 hours before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.

302.1.4 Every unexcused absence will result in a one-third Senate absence.

302.2 Committee Meetings

302.2.1 All Senators are required to attend every meeting of the committee(s) to which they are appointed.

302.2.2 Excuses for committee absences will be submitted to the Executive Committee at least 12 hours before its weekly meeting. The Executive Committee will have the authority to deem absences excused or unexcused.

302.2.3 Every unexcused absence will result in a one-half Senate absence.

302.3 Senate Meetings

302.3.1 Excuses for absences will be submitted to the Senate President Pro Tempore in writing no later than 24 hours after the Senate meeting missed. The Senate Executive Committee will determine whether absences are excused or unexcused.

302.3.2 If a Senator knows ahead of time that he or she will be absent, it is his or her responsibility to ask whether the absence will be excused, and to act accordingly.

CHAPTER 303- Student Senate Standing Committees

303.1 Meetings of standing committees or boards shall be chosen at the discretion of the chairperson of the committee or board or the President of the Student Senate.

303.2 Each standing committee or board has the responsibility to consider any amendments to the Student Government Association Code of Laws that are relevant to the purpose of the committee or board and present all recommendations for changes to the Student Senate for action.

303.3 Executive Committee

303.3.1 The Executive Committee shall be composed of the chairpersons from the existing standing committees as the voting members of the committee. The President Pro Tempore of the Student Senate shall serve as the chairperson of the Executive Committee. The Chairperson shall only cast
a vote to break a tie. The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

303.3.2 The Executive Committee shall have the following duties:

303.3.2.1 To approve an agenda for each regular Student Senate meeting;

303.3.2.2 To review, after consultation with the presiding officer of the Student Senate, the chairpersons and members of the other standing and temporary committees or boards with respect to the following: No senator may be appointed to serve as chairperson of two committees or boards; and each senator shall be appointed to serve on no less than one standing committee or board. Such appointments must be approved by a majority vote of the membership of the Student Senate;

303.3.2.3 To recommend Student Senate rules of procedure in addition or exception to Robert’s Rules of Order.

303.3.2.4 To be in charge of absences. Senators are expected to attend all meetings. A Senator will be allowed three (3) absences during his or her term. Upon fourth (4th) absence, regardless of reason, the Executive Committee will inform the senator, and he or she will have to forfeit his or her membership. If a person is coming close to the maximum Three (3) absences, the Executive Committee will inform them.

303.3.2.5 To report to and work with the Student Government Association Vice President in his/her vision for the Student Senate and to optimize the efficiency of Student Senate business.

303.2.3 Procedures established by the Executive Committee shall be subject to approval by a majority vote of members present at a meeting of the Student Senate.

303.3 Budget and Finance Committee

303.3.1 The Budget and Finance Committee shall be composed of members of the Student Senate. The Chairman of Budget and Finance must be available during the summer term while the remaining members are only recommended to be present during the summer term. The number of Budget and Finance Committee members shall be greater than or equal to
the number of Student Activity Portfolios plus the Budget and Finance Chairman. Each committee member, except the Budget and Finance Chairman, shall represent a Student Activity Portfolio. The chairman of the Budget and Finance Committee shall only be a voting member of the Budget and Finance Committee to make or break a tie. The SGA Senate Advisor shall serve as advisor to the Budget and Finance Committee. The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

**303.3.2** The Budget and Finance Committee shall have the following duties:

**303.3.2.1** To make a preliminary written recommendation to the Student Senate for the allocation of the Student Activity Fees. This recommendation shall be made within three weeks after the final requests for a portion of the Student Activity Fees are heard;

**303.3.2.2** To work with the Treasurer of the Student Government Association to maintain a surveillance of Student Activity Fees funds and to assist the Treasurer of the Student Government Association in his/her duties.

**303.3.2.3** To examine requests for expending monies from the Contingency Fund and present recommendations on said requests to the Student Senate;

**303.3.2.4** To become thoroughly familiar with Auburn University and Student Government Association financial policies and procedures;

**303.3.2.5** To examine requests for funds from the Student Activity Fees Reserve Fund and to make a written report, including recommendations, to the Student Senate;

**303.3.2.6** To examine and approve Student Activity Project student salaries. Student salaries should be regulated by the following:

**303.3.2.6.1** Student salaries will be given to a Student Activity Project in a lump sum. Individual salaries will be decided by the Executive Council and approved by the advisor, Coordinator for Student Development Programs and Judicial Affairs.
303.3.2.6.2 Salaries maybe changed at any time by a majority vote of the Student Senate.

303.3.2.6.3 An ad hoc committee may be appointed by the Dean of Students, Coordinator for Student Development and Judicial Affairs or by a majority vote of the Budget and Finance Committee to review student salaries.

303.3.2.6.4 Beginning with the fiscal year starting October 1, 2006 the following shall be implemented:

303.3.2.6.4.1 Student salaries shall be based upon thirteen percent of the 2005-2006 Student Activity Project budget less student salaries, administrative wages, benefits, and any other financial compensation to an Auburn University employee or student. There shall be a minimum of $3,500 and a maximum of $13,000 allocated to a Student Activity Project for student salaries. The maximum allocation amount shall be increased by fifteen percent each year.

303.3.2.6.4.2 Student Activity Projects may request an annual increase of up to fifteen percent of the previous year’s lump sum amount.

303.3.3 The chairperson of the Budget and Finance Committee shall appoint the Secretary of the Budget and Finance Committee from outside the membership of the Student Senate. The Secretary of the Budget and Finance Committee shall maintain an accurate and continuous account of the minutes and records of all Budget and Finance Committee meetings.
303.4 Code of Laws and Rules Committee

303.4.1 The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

303.4.2 The Code of Laws and Rules Committee shall have the following duties:

303.4.2.1 To study all recommended changes in Bills of Law made by the President of Auburn University, the President of the Student Government Association, or any member of the Student Senate;

303.4.2.2 To submit, in writing, recommendations to the Student Senate concerning proposed changes to the Bills of Law;

303.4.2.3 To study all Bills of Law to insure consistency with the Constitution and Code of Laws of the Student Government Association;

303.4.2.4 To determine the apportionment of senators from the various schools and colleges in accordance with Chapter 704;

303.4.2.5 To review all resolutions and commendations written by the committee or an outside party before presenting them to the Student Senate for voting.

303.5 Academic Affairs Committee

303.5.1 The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

303.5.2 The committee shall have the following duties:

303.5.2.1 To consider any amendments to the Student Government Association Code of Laws that deal with student academic policy;

303.5.2.2 To submit committee recommendations in writing to the membership of the Student Senate;

303.5.2.3 To address any issue that concerns student academic policy.

303.6 Student Affairs Committee
303.6.1 The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

303.6.2 The Student Affairs Committee shall have the following duties:

303.6.2.1 To consider the needs and interests of Auburn students regarding Auxiliary Services, Facilities and Campus Safety, and all other Student Affairs and to take action to meet those needs and interests;

303.6.2.2 To take the necessary actions toward the policies and conditions of Auburn University and to keep Auburn students informed of those policies and conditions;

303.6.2.3 To study and consider recommendations submitted to the committee by any registered student of Auburn University;

303.6.2.4 To present approved recommendations to the Student Senate for action.

303.7 Diversity and Multicultural Affairs Committee

303.7.1 The presence of two-thirds (2/3) of the voting members shall constitute a quorum.

303.7.2 The Diversity and Multicultural Affairs Committee shall have the following duties:

303.7.2.1 To consider the needs and interests of Auburn students in regard to diversity and multicultural affairs and take action to meet those needs and interests;

303.7.2.2 To take the necessary actions toward the policies and conditions affecting the diversity and multicultural affairs of Auburn University;

303.7.2.3 To keep Auburn students informed of those policies and conditions;

303.7.2.4 To determine the needs, as well as hear and study the complaints of any and all interest groups and cultures represented on the campus of Auburn University;

303.7.2.5 To work with various campus organizations that represent the many interest groups and cultures of Auburn University to further foster diversity on campus;
303.7.2.6 To study and consider recommendations submitted to the committee by any registered student, faculty or staff member of Auburn University;

303.7.2.7 To present approved recommendations to the Student Senate for action.

CHAPTER 304-Coding System of Bills of Law and Resolutions

304.1 The Student Senate may propose three types of legislation: Bills of Law, Resolutions, and Commendations. All legislation introduced into the Student Senate shall be numbered by the Executive Secretary of the Student Senate according to their sequence of presentation as assigned to the agenda by the Executive Committee.

304.1.1 Bills of Law modify the Code of Laws, appropriate funds, approve appointments, and govern other enumerated powers of the Student Government Association and shall be labeled Proposed Student Senate Bill (PSSB) and numbered in sequence as defined in 304.2. Bills of Law will be passed upon receiving majority vote from the Student Senate.

304.1.2 Resolutions serve as the unified student voice and majority opinion of the Student Senate as representatives of the student body. Upon passage, the resolution shall be presented to all relevant parties. Resolutions shall be labeled Proposed Student Senate Resolution (PSSR) and numbered in sequence as defined in 304.2. Resolutions will be passed upon receiving majority vote from the Student Senate.

304.1.3 Commendations serve to acknowledge, congratulate, or recognize worthy merits on behalf of the Auburn University student body. All proposed commendations shall be labeled Proposed Student Senate Commendation (PSSC) and numbered in sequence as defined in 304.2. Commendations will be issued upon receiving two-thirds vote from the Student Senate and ratification by the Student Government Association President.

304.2 All legislation begins with the last two digits of the year number. A hyphen and the numerical representation of the month and day are placed immediately after the year number and immediately before a hyphen and the sequence number of the bill. For example, the fourth item on the agenda for the Student Senate meeting on January 31, 1993 would be 93 0131 04.

304.3 All Bills of Law passed by the Student Senate shall be labeled Student Government Association Law (SGA Law) followed by the number assigned to it as defined in 304.2. All resolutions that are passed by the Student Senate shall be labeled Resolution (R) followed by the number assigned to it as defined in 304.2. All Senatorial Commendations that are passed by the Student Senate shall be labeled Commendation (C) followed by the
number assigned to it as defined in 304.2. All legislation passed by the Student Senate shall be attached to a statement containing the following information: numerical designation, Student Senate sponsor(s), date of passage, and the vote.

304.4 The President of the Student Senate and the Executive Secretary of the Student Senate shall keep two files of Student Government Association Bills of Law, Resolutions and Senatorial Commendations, one in numerical order and one by subject matter.

304.5 All Student Government Association Bills of Law shall be accompanied by a statement signed by the President of the Student Government Association and the President of Auburn University, or his/her representative, indicating their approval of the legislation.

304.6 No standing, ad hoc, or any other subsidiary committee of the Student Senate shall have the authority to pass any resolution without majority approval of the entire Student Senate, as outlined in section 4 of the Student Government Association Constitution.

CHAPTER 305-Action by the President of the Student Government Association

305.1 Upon receipt of a Bill of Law, the President of the Student Government Association shall have ten business days to approve or veto.

305.2 The President of the Student Government Association shall submit with all vetoed bills his/her reasons in writing for such action.

305.3 Bills not acted upon by the President of the Student Government Association within ten days shall be treated as approved.

CHAPTER 306- Action by the President of Auburn University

306.1 Upon receipt of a Bill of Law, the President of Auburn University shall have ten (10) business days to approve or veto.

306.2 The President of Auburn University shall submit with all vetoed bills his/her reasons in writing for such action. The Student Senate shall have at minimum three (3) business days to review a veto before the legislation may be reconsidered on the Senate floor.

306.3 Bills not acted upon by the President of Auburn University within ten (10) days shall be treated as approved.

CHAPTER 307- Confirmations by the Student Senate

307.1 The President of the Student Government Association shall have the authority to appoint members of Executive Cabinet with the two-thirds approval of the Student Senate.

307.2 Confirmation proceedings shall adhere to the following procedures:
307.2.1 A list of a nominee’s qualifications and objectives for their proposed position shall be made available for the Student Senate to view at least one week prior to confirmation.

307.2.2 The nominee must be present for their confirmation and must be available to answer questions at the discretion of the Student Senate during the confirmation proceedings.

307.2.3 Nominees to Executive Cabinet, excluding Chief of Staff, Executive Vice President of Programs, Executive Vice President of Initiatives, Executive Vice President of Marketing and Engagement, Assistant Vice Presidents, and the Executive Director of Elections may be considered by the Student Senate without the nominee’s attendance. Student Senate may move to table the confirmation in order to require the nominee’s attendance by a one-sixth vote.

CHAPTER 308 – Impeachment

308.1 Definitions

308.1.1 Impeachment- Formal charge or charges brought against the accused.

308.1.2 Articles of Impeachment- Written charges detailing reason or reasons for impeachment.

308.1.3 Accused- the official against whom the articles of impeachment are being brought.

308.2 Articles of Impeachment may be brought against any elected or appointed official of the Student Government Association.

308.3 The SGA Student Senate shall have exclusive jurisdiction over the presentation of articles of impeachment. All procedures must follow Robert’s Rules of Order.

308.4 Impeachment by the SGA Student Senate must be brought on one or more of the following grounds:

308.4.1 The illegal or improper performance of a legal act or duty.

308.4.2 Misconduct or wrongful act. This includes any violations of the Auburn University Student Code of Conduct and laws as defined in the SGA Constitution or Code of Laws.

308.4.3 Failure to perform an act(s) that is either an official duty or a legal requirement.
308.4.4 Committing actions unbecoming of the holder of the office in question.

308.5 Articles of Impeachment must include specific charges against the accused.

308.6 The accused must be notified in writing by electronic mail or certified mail at least twenty-four (24) hours before the official Senate meeting at which the articles of impeachment will be brought.

308.7 Articles of impeachment must be sponsored and co-sponsored by at least three (3) current, voting senators, and presented to the Student Senate during the official meeting.

308.7.1 Articles must be presented and read aloud by one or more of the sponsoring senators.

308.7.2 Approval of two-thirds (2/3) majority of the Senate is required to pass articles of impeachment.

308.7.3 If articles are passed, the case shall be sent to the Judicial Branch for trial proceeding as stated in Article VI, Section 3 of the SGA Constitution. All trial proceedings must follow Robert’s Rules of Order.

308.7.4 If articles are failed, the accused shall not be impeached under the same charges again, as double jeopardy violates the United States Constitution.

308.8 Conviction of the accused by the Judicial Branch shall result in immediate removal from office for the remainder of the term.

308.8.1 The accused shall not be deemed ineligible for any subsequent terms of office in elected or appointed positions.

CHAPTER 309 – Student Proposed Referendum

309.1 Any enrolled student shall have the right to propose a referendum to the Student Senate. The referendum must be reviewed by the Vice President for Student Affairs and receive a four/fifths (4/5) vote of approval by the Student Senate in order for it to be added to the ballot.

309.2 Eligible Referendums shall be proposed to the campus only during fall and spring elections.
TITLE IV
JUDICIAL BRANCH

CHAPTER 400 - Duties and Responsibilities of the Judicial Court

400.1 All Justices of the Student Judicial Court shall take office upon appointment and shall serve for a term of one calendar year or until their successors are appointed. Justices may serve for a maximum of two concurrent terms. Justices may not serve on any other branch of the Student Government Association or be involved in elections as a member of the Elections Board, elections directorate or a candidate campaign staff.

400.2 All Justices of the Student Judicial Court must maintain a 2.5 cumulative grade point average during their term of office. They must also achieve a 90% or better on a test covering the Code of Laws and Constitution of the Student Government Association, to be administered within the first month of holding office by a Student Government Association advisor. If their cumulative grade point average should fall below a 2.5 or they should fail to obtain a 90% on the test, they shall be deemed absent.

400.3 The Student Judicial Court shall have the following duties and powers:

400.3.1 To have sole jurisdiction in all cases involving the interpretation of the Constitution and Code of Laws of the Student Government Association and to have such interpretation published in the official college newspaper within one week after the rendering thereof;

400.3.2 To have jurisdiction in all cases involving offense against the provisions of the Constitution or the Code of Laws of the Student Government Association;

400.3.3 To render within one week, upon written request, a written interpretation of any part of the Constitution or the Code of Laws of the Student Government Association;

400.3.4 To address the Formal Complaints of chartered student organizations and Student Activity Portfolios seeking the appeal of decisions of the Student Government. Complaints may include the following:

400.3.4.1 Student Activity Portfolios may appeal decisions of the Student Senate over Budget and Finance allocations and Carry Over Requests decisions;

400.3.4.2 Any Auburn University student may file a complaint against approved legislation of the Student Senate, including articles of impeachment;

400.3.4.3 To hear and judge decisions by a two-thirds vote in all cases of impeachment;
400.3.4.4 To have appellate jurisdiction in cases involving infraction of Election Laws;

400.3.5 To determine, by majority vote, whether to hear the case presented in a Formal Complaint or deem the complaint unwarranted during a Preliminary Hearing of the Judicial Court;

400.3.6 To hear and judge all cases in a Formal Hearing of the Court, excluding those deemed unwarranted in a Preliminary Hearing of the Court, and allow all concerned parties to be present during the Formal Hearing of their case;

400.3.7 Inform involved parties of its decision within forty-eight (48) hours of the Formal Hearing except in cases involving elections, in which the decision must be communicated to all parties within twenty-four (24) hours;

400.4 All decisions of the Student Judicial Court, except cases of impeachment, shall be decided by a majority of the Justices.

400.5 In order to maintain an effective system of checks and balances, no person may simultaneously serve in two or more of the Legislative, Executive, and Judicial branches of the Student Government Association.

CHAPTER 401 - Officers of the Student Judicial Court

401.1 Chief Justice of the Judicial Court

401.1.1 The Chief Justice shall be appointed by the President of the Student Government Association with the approval of two-thirds of the membership of the Student Senate.

401.1.2 The Chief Justice shall have the following duties:

401.1.2.1 Call and preside over meetings and Hearings of the Judicial Court;

401.1.2.2 Attend meetings, Preliminary Hearings, and Formal Hearings of the Judicial Court and cast a vote in all Preliminary and Formal Hearings;

401.1.2.3 Uphold the responsibilities of the Court;

401.1.2.4 Call a Preliminary Hearing of the Court to determine by majority vote whether a formal complaint should be addressed in a Formal Hearing;

401.1.2.5 Verify all official Opinions of the Court with the
official SGA seal before archiving;

401.2.6 Assign the task of writing the Court’s Opinion to an Associate Justice or choose to complete the task independently.

401.1.3 In the event that a Justice is unable to cast a vote, the Chief Justice shall appoint one of the three Alternate Justices who shall vote as a proxy for the Court;

401.1.4 In the event the Chief Justice is unable to attend a meeting, Preliminary Hearing, and/or Formal Hearing of the Judicial Court on the day a case/hearing is brought to the Judicial Court, a Justice selected by the Chief Justice shall assume the role of Chief Justice and select an Alternate Justice to serve as an Associate Justice.

401.1.5 The Chief Justice may ask questions of each party during Formal Hearings and must strive to ensure that all questions are relevant and appropriate. He or she maintains the right to render any questions asked by the Associate Justices during hearings inappropriate and inform party representatives of their right to choose not to respond.

401.2 Associate Justices of the Judicial Court

401.2.1 Associate Justices shall be appointed by the President of the Student Government Association with the approval of two-thirds of the membership of the Student Senate.

401.2.2 Associate Justices shall have the following duties:

401.2.2.1 Attend all meetings, Preliminary Hearings and Formal Hearings of the Judicial Court and cast a Preliminary and Formal Hearings;

401.2.2.2 Uphold the responsibilities of the Court;

401.2.2.3 Compose the Opinion of the Court if assigned the task by the Chief Justice;

401.2.3 Associate Justices may ask questions of each party during Formal Hearings and must strive to ensure that all questions are relevant and appropriate;

401.2.4 If a Justice so chooses, he or she may cooperate with other dissenting Justices to compose a Dissenting Opinion;

401.3 Alternate Associate Justices
The President of the Student Government Association shall appoint three Alternate Justices who shall vote as proxies in the case that a Justice is unable to cast a vote. Proxy shall be as defined in Robert’s Rules of Order.

One Auburn University faculty member shall serve as Faculty Advisor to the Student Judicial Court and shall be appointed by the President of Auburn University with the approval of two-thirds of the membership of the Student Senate.

The Faculty Advisor shall attend all meetings of the Student Judicial Court and all Hearings conducted by the Court.

Clerk of the Student Judicial Court

The Clerk shall be elected from within the membership of the Student Judicial Court.

The Clerk of the Student Judicial Court shall be responsible for keeping a permanent written record of Court proceedings and files that include any of the following that exist for a case: the formal complaint, decision, evidence, hearing minutes and/or any related documents. Such records are to be kept on file in the Student Government Association office and all minutes shall be published on the Student Government Association website.

The Clerk shall notify the Justices, Attorney General, Faculty Advisor, and all interested parties at least two days prior to each meeting and Hearing.

The Clerk shall be responsible for presenting each member of the Judicial Court with the Formal Complaint of the grieving party, the Formal Response of the accused party and the Investigation of the Attorney General at the Preliminary Hearing of the Court. The Clerk shall receive seven (7) copies of the Formal Complaint from the grieving party and seven (7) copies of the Formal Response of the accused party prior to a Preliminary Hearing.

Secretary of the Student Judicial Court

Secretary shall be appointed by the President of the Student Government Association with the approval of two-thirds membership of the Student Senate. The Secretary shall serve for a term of one calendar year or until his or her successor is appointed and may be removed from office at any time by the President of the Student Government Association.
401.6.2 The Secretary may not serve on any other branch of the Student Government Association or be involved in elections as a member of the Elections Board, elections directorate or a candidate campaign staff.

401.6.3 The Secretary must maintain a 2.5 cumulative grade point average during his or her term of office. If his or her cumulative grade point average should fall below a 2.5 they shall be deemed absent.

401.6.4 The Secretary shall attend all Preliminary and Formal Hearings of the court.

401.6.5 The Secretary shall be responsible for taking detailed minutes during the Preliminary and Formal Hearings. After each hearing, these minutes shall be sent to the Clerk, Justices, Attorney General, Faculty Advisor, affected parties, and the SGA Webmaster.

401.7 Attorney General

401.7.1 The Attorney General shall be appointed by the President of the Student Government Association with the approval of two-thirds membership of the Student Senate. The Attorney General shall serve for a term of one calendar year or until his or her successor is appointed and may be removed from office at any time by the President of the Student Government Association.

401.7.2 The Attorney General may not serve on any other branch of the Student Government Association or be involved in elections as a member of the Elections Board, Elections Council or a candidate campaign staff.

401.7.3 The Attorney General must maintain a 2.5 cumulative grade point average during his or her term of office. He or she must also achieve a 90% or better on a test covering the Code of Laws and Constitution of the Student Government Association, to be administered within the first month of holding office by a Student Government Association advisor. If his or her cumulative grade point average should fall below a 2.5 or they should fail to obtain a 90% on the test, they shall be deemed absent.

401.7.4 The Attorney General shall receive all Formal Complaints filed against the Student Government Association to be heard by the Student Judicial Court.
The Attorney General shall incur the following responsibilities:

401.7.5.1 Act as a liaison between the grieving parties, accused parties, SGA Executive Officers, and the Student Judicial Court

401.7.5.2 Address all Formal Complaints filed by a grieving party against the SGA by:

401.7.5.2.1 Reviewing the Formal Complaints of grieving parties and calling for any additional necessary items;

401.7.5.2.2 Informing accused parties of Formal Complaints filed against them in a timely manner;

401.7.5.2.3 Informing the SGA Executive Officers of Formal Complaints in a timely manner;

401.7.5.2.4 Informing the Judicial Court of Formal Complaints and the need to hold Preliminary Hearings

401.7.5.2.5 Informing all parties of the status of their case and of Hearing procedures

401.7.5.3 Gather all evidence from concerned parties;

401.7.5.4 Attend all Preliminary and Formal Hearings and answer questions regarding his or her completed Investigation.

CHAPTER 402 – Grieving Parties

402.1 Parties seeking to file a Formal Complaint against the Student Government Association shall submit their complaint in writing along with all evidence to the Attorney General.

402.2 Grieving parties shall be responsible for providing Judicial Court officials with all pertinent information.

402.3 Parties desiring a hearing before the Judicial Court shall deposit with the Clerk seven (7) copies of the issues in question prior to the Preliminary Hearing of the case.

402.4 Grieving parties maintain the right to attend the Formal Hearing of their
case if such parties provide notification of their intention to attend to the Clerk prior to the Hearing.

CHAPTER 403 – Accused Parties

403.1 Parties against whom a complaint has been filed shall submit their Formal Response in writing along with all evidence to the Attorney General.

403.2 Accused parties shall be responsible for providing Judicial Court officials with all pertinent information.

403.3 Accused Parties shall deposit with the Clerk seven (7) copies of their Formal Response prior to the Preliminary Hearing of the case.

403.4 Accused parties maintain the right to attend the Formal Hearing of their case if such parties provide notification of their intention to attend to the Clerk prior to the Hearing.
TITLE V
STUDENT ORGANIZATIONS

CHAPTER 500 - Organizations Board

500.1 The Organizations Board shall be permanent board within the Center for Student Organizations. The responsibilities of the Organizations Board will be as follows:

500.1.1 To review and approve applications for Provisional and Permanent student organizations;

500.1.2 To review and approve applications from Permanent student organizations for Organizations Fund monies in to funding guidelines approved by the Student Senate;

500.1.3 To disapprove any application, if necessary;

500.1.4 To maintain a record of all organizations and allocations from the Organizations Fund in the Center for Student Organizations;

500.1.5 To assist in any programs for student organizations.

500.2 The Organizations Board shall consist of seven (7) student members.

500.2.1 One member shall be selected as the chairperson and shall be responsible for the administrative operations of the board.

500.2.2 Five (5) members shall constitute a quorum.

500.2.3 One member shall be an elected secretary by the board.

500.2.4 The chairperson shall be able to establish any other position within the Organization Board he or she deems necessary for it to operate efficiently.

500.3 Members of the Organizations Board shall meet the following requirements:

500.3.1 Be enrolled as a full time undergraduate or graduate student;

500.3.2 Maintain a 2.5 cumulative GPA;

500.3.3 Any requirements stated by the Organizations Board Constitution;

500.3.4 Any member who exceeds the number of absences allowed for an Organization Board member shall be dismissed from the Organization Board and a replacement will be appointed by the Chairperson who must be approved by the Student Senate;
500.3.5 If the chairperson is dismissed a replacement shall be elected from the remaining members.

500.4 Members of the Organizations Board shall be chosen by a Selection Committee, who shall review applications and conduct interviews to determine the most qualified members. The Selection Committee shall be composed of:

500.4.1 A current or former chairperson of the Student Senate Budget & Finance Committee or proxy;

500.4.2 The outgoing Organizations Board Chairperson or proxy;

500.4.3 Two at-large students appointed by the Vice President of SGA

500.4.4 One representative of the Office of the Vice President for Student Affairs, designated by the Director of Student Involvement.

500.5 Each appointee to the Organizations Board must be individually approved by the Student Senate prior to conducting any Organizations Board business.

500.6 Any member of the Organizations Board who serves in a leadership role of any requesting organization shall recuse himself or herself from voting on that request.

500.7 Organizations Board meetings shall be held at least monthly during fall and spring semesters.

CHAPTER 501- Student Organizations

501.1 Organization Statuses

501.1.1 Provisional – A new organization that has been approved by the Organizations Board. Provisional organizations will have to reappear before Organizations Board in one year to apply for Permanent status.

501.1.2 Permanent – An organization that has completed the Provisional year and has been approved by the Organizations Board. Permanent Organizations are eligible for funding from the Organizations Fund.

501.1.3 Probationary – A Provisional or Permanent Student Organization that does not meet the requirements listed in 501.2 to remain a Permanent Student Organization. This organization will temporarily lose all listed privileges.

501.1.4 Inactive – An organization that the Organizations Board or the Student Senate places on Inactive status for one or more of the following reasons:
501.1.4.1 Been on probationary status for a period exceeding two consecutive years;

501.1.4.2 Violation of University policies and regulations;

501.1.4.3 Failure to obtain Permanent status after a period of six months after completing one year of Provisional Status;

501.1.4.4 If the organization president or advisor reports that the Student Organization is no longer functioning;

501.1.4.5 An organization put on inactive status is dissolved and has to start the process to become a student organization over.

501.2 An organization must meet the following requirements annually to stay active as either a Provisional organization or Permanent organization:

   501.2.1 Attend the annual President’s Meeting hosted by the Center for Student Organizations;

   501.2.2 Update the student organization’s online registration by the deadline set forth by the Center for Student Organizations;

   501.2.3 Submit Event Registration Forms for their events;

   501.2.4 Submit a complete roster of all Auburn University members by the deadline set forth by the Center for Student Organizations;

   501.2.5 Have at least 10 members in the organization.

   501.2.6 Have an Auburn University faculty or staff member serving as Advisor of the student organization.

   501.2.7 Any other requirements made known by the Center for Student Organizations.

501.3 A Permanent or Provisional student organization shall be granted the following privileges:

   501.3.1 The opportunity to obtain meeting or event space in campus facilities;

   501.3.2 The opportunity to obtain web space and set up listservs through the Center for Student Organizations;

   501.3.3 The opportunity to publish announcements in all University publications;

   501.3.4 The opportunity to purchase space in the Glomerata;
501.3.5 The opportunity to receive a campus mailbox;

501.3.6 The opportunity to utilize the Auburn University name and logo according to Trademark and Licensing policies;

501.3.7 The opportunity to have the organization listed in all Center for Student Organizations publications and on the official online list of Auburn University Student Organizations;

501.3.8 The opportunity to apply for funds from the Organizations Fund (for Permanent organizations only);

501.3.9 Other privileges outlined by the Center for Student Organizations.

501.4 The Student Senate may revoke a student organization’s charter and place the student organization on Inactive status or place the student organization on Probationary status for a period not to exceed two consecutive years. An organization may appeal the decision of the Student Senate to the Judicial Branch. This appeal must be made within 30 days of the Student Senate’s decision by the president or chairperson of the organization through the Office of the Vice President for Student Affairs, which shall arrange for the hearing.

501.4.1 The Organization Board may bring a vote to Senate to revoke an organization’s charter.

501.5 An organization may appeal any decisions of the Organizations Board to the Judicial Branch. This appeal must be made within 30 days of the Organizations Board’s decision by the president or chairperson of the organization through the Office of the Vice President for Student Affairs, which shall arrange for the hearing.

CHAPTER 502 - Chartering Procedure

502.1 Any organization wishing to organize on the Auburn University campus must request and receive permission from the Organizations Board. One copy of the following information must be submitted to the Center for Student Organizations and approved by the Organizations Board before permission is granted:

502.1.1 The organization’s constitution;

502.1.2 The organization’s bylaws;

502.1.3 A list of proposed programs/activities for the upcoming year;

502.1.4 A list of at least 10 members;
502.1.5 A copy of Tax ID Number (the organization does not have to have a Tax ID Number if they are not collecting dues or other income);

502.1.6 An Advisor Agreement;

502.1.7 A Dues/Income Agreement;

502.1.8 If the organization is a Sports Club, it must have recognition and approval from the Campus Recreation Office.

502.1.9 Any other documents specified by the Center for Student Organizations in the Charting Packet.

502.2 The Organizations Board will set forth the chartering procedure for prospective or current organizations through the Center for Student Organizations’ Charting Packet.
TITLE VI
SCHOOL OFFICERS AND SCHOOLS COUNCILS

CHAPTER 600 – Schools Councils

600.1 Each undergraduate and professional college/school, under the direction of the college/school dean, shall form a school council composed of a school president, vice president, and senator(s) elected in general elections. Representatives and members of each school council may be chosen at the discretion of each school as defined in their respective constitutions. The school president shall serve as president of the council.

600.1.1 Each school president and vice president will only be selected through elections in the spring elections. No methods other than those specified in the Code of Laws may be used to select school presidents and/or vice presidents.

600.1.2 The School of Pharmacy’s school council shall have two vice president positions, one reserved for a student who attends the Auburn University campus and one reserved for a student who attends the Mobile satellite campus. Each vice president shall fulfill the duties of their office per the school council’s constitution on their respective campus.

600.2 Each school council shall be recognized as a branch of the college/school and the Student Government Association. The school council is not a registered Student Organization.

600.3 The president and vice president shall serve office hours as defined in each school council’s constitution.

600.3.1 The president and vice president of each school shall also serve 1 (one) office hour in the SGA Workspace each week, excluding the Graduate and Professional Schools.

600.4 Each school council shall have the following duties:

600.4.1 To act in an advisory capacity to the organizations of the school;

600.4.2 To sponsor, encourage, and promote school wide activities;

600.4.3 To serve as liaison between students and faculty within the school;

600.4.4 To represent the school in dealings with the Student Government Association and other schools;

600.4.5 To hold, within their school, at least one school council meeting per month; and
600.4.6 To turn in minutes to Director of Schools Council;
600.4.7 To hold one community service project approved by the Director of Schools Council each semester;
600.4.8 To hold one college wide social event approved by the Director of Schools Council each semester;
600.4.9 To host a welcome activity approved by the Director of Schools Council within the first three (3) weeks of each academic year;
600.4.10 To turn in a project evaluation for each event mentioned in 600.4.7-600.4.9 to the Director of Schools Council within one week of the event.

600.5 The school president, with the assistance of the vice president, shall coordinate the activities of the school council.

600.6 At the end of their term of office, the school president and vice-president shall be required to give a joint presentation of no more than five minutes to the student senate summarizing their accomplishments. The Director of Schools Council is responsible for coordinating the presentations with the SGA Vice President.

600.7 Each elected and appointed president and vice president shall attend all Executive Schools Council (ESC) meetings led by the Director of Schools Council, to occur at least once a month. Upon the third absence, the officer will appear before the Board of Review.

600.8 After spring elections, the outgoing school president and vice president must continue to attend the individual school council meetings, led by the newly elected president of that particular school or college, until the end of spring semester to serve in an advisory position. The Director of Schools Council will aid with this procedure.

600.9 Failure by the president or vice president to perform the duties discussed in sections 600.4 – 600.8 will result in the officer appearing before the Board of Review as per the discretion of the Director of Schools Council. This board will be vested with the power to refer this officer to the Student Senate for removal from office. A majority vote from the Student Senate will be necessary to remove said officer.

600.10 The Board of Review shall be composed of:

600.10.1 The SGA Advisor;
600.10.2 The SGA President;
600.10.3 The SGA Executive Vice President of Initiatives;
600.10.4 The SGA Assistant Vice President of Academic Affairs;

600.10.5 The Director of Schools Council;

600.10.6 The Dean of the college of the officer in question.

600.12 Each school council must maintain an accurate and most current record of their constitution and/or bylaws, to be submitted to the SGA Webmaster and displayed online. Each school council shall submit an updated constitution to the Student Senate each time their respective constitution has been amended or updated for approval by majority vote. Upon approval, the constitution must be clearly displayed on the Student Government Association’s website.

600.13 The Graduate School, under the direction of its dean, shall also form a school council called the “Graduate Student Council” according to the process outlined in the Graduate Student Council Constitution. The president and vice president of the GSC must attend the first Executive Schools Council meeting led by the Director of Schools Council each semester. The Director of Schools Council serves as a member ex-officio of the Graduate Student Council. The GSC is not a Student Organization.

600.14 The constitution of the Graduate Student Council must be clearly displayed on its website. If the GSC amends its constitution, the amended constitution must be sent to the Director of Schools Council for review. The Director of Schools Council or any SGA Senator may choose to submit an amended constitution to the SGA Senate for review. In the event that a 2/3 majority of the SGA Senate vote to reject the amended constitution, the amendment must be repealed by the GSC in order to remain in good standing with the SGA.

600.15 The school council president and vice president shall meet with the senator(s) of their respective college once before the midterm class and once after the midterm date before the final class during both the spring and fall semesters. A meeting evaluation form should be turned in to the Director of Schools Council within five (5) days following the event.
TITLE VII
ELECTION LAW

CHAPTER 700 – Purpose

700.1 The Purpose of Elections is to provide a fair and open process by which the students of Auburn University may choose their representatives to the Student Government Association. Title VII of the SGA Code of Laws governs the elections process and is intended to provide a quality educational experience for all involved.

700.2 Election law is intended to promote this purpose by regulating candidates, campaign workers, elections officials and voters by guidelines that protect all parties from a viewpoint-neutral perspective. Election law seeks to avoid creating an excessively competitive and contentious environment, which might threaten the academic and social welfare of Auburn students.

CHAPTER 701 – Governance of Elections

701.1 The Executive Director of Elections shall preside over the Director of Elections and the chairman of Elections Board, as defined in 702.1.

701.2 The Director(s) of Elections shall govern all administrative functions of the Elections Process, as defined in 702.2.

701.3 The Elections Board shall preside over the Elections process and govern all judicial functions thereof, as defined in 702.7.

CHAPTER 702 – Elections Officials

702.1 The Executive Director of Elections shall have the following duties:

702.1.1 To work with the Director of Elections;

702.1.2 To coordinate the selection of the Elections Board;

702.1.3 To coordinate along with the Elections Advisor the training of the Elections Board;

702.1.4 To present to the Student Senate for approval:

702.1.4.1 Schedule of Elections, which includes the dates for Declarations of Intent, Formal Campaigning, and Voting Day.

702.1.5 To maintain, as a permanent public record, the final results of all elections;
702.1.6 To be the presiding officer in the event of a hearing for the contesting of the elections;

702.1.7 To serve as the point of contact for the Elections Board to the candidates.

702.2 The Director of Elections shall meet the following criteria and have the following duties:

702.2.1 The Director of Elections shall be a junior or senior during the spring semester of his/her term, being defined as one full year after being appointed.

702.2.2 To be responsible for the enforcement and regulation of the Election Law;

702.2.3 To provide all necessary information on election procedures to each candidate at the time of declaration;

702.2.4 To coordinate all election publicity;

702.2.5 To organize or delegate the organization of all authorized voting station/poll workers;

702.2.6 To provide for the training of all voting station/poll workers in their duties and responsibilities in the operation of the polling and/or voting stations prior to each election;

702.2.7 To coordinate the selection of the qualification boards for Miss Homecoming and Miss Auburn interviews;

702.2.8 To serve as the liaison to Omicron Delta Kappa for Homecoming Elections and Festivities;

702.2.9 To oversee all election activities;

702.2.10 To organize all necessary meetings, debates, campaign manager and candidate meetings;

702.2.11 To determine if prospective candidates meet all qualification requirements;

702.2.12 To recognize political parties in accordance with the provisions of Chapter 706;

702.2.13 To administer a test to all candidates and campaign managers for SGA office covering their knowledge of and application of the SGA Constitution and Code of Laws;
702.2.14 To arrange for all necessary polling and/or voting stations, and other items necessary for the proper, efficient and legal execution of elections;

702.2.15 To facilitate any necessary runoff elections;

702.2.16 To oversee the rights of candidates as defined in Chapter 706.

702.2.17 To maintain an accurate record of the policies and actions of the Elections Process for future reference;

702.2.18 To govern and oversee the Elections Council.

702.3 There shall be an Elections Council to help with the coordination and organization of elections.

702.4 A selection committee shall choose the members of the Elections Council by reviewing applications and conducting interviews to determine the most qualified applicants. The selection committee shall be composed of the following:

702.4.1 The current Executive Director of Elections;

702.4.2 The current SGA Executive Vice President of Marketing & Engagement, or a current student appointed by the SGA Executive Vice President of Marketing & Engagement;

702.4.3 The current President Pro Tempore of the Student Senate, or a member of the Student Senate appointed by the President Pro Tempore;

702.4.4 The SGA President, or a current student appointed by the SGA President;

702.4.5 One (1) adviser or one (1) graduate adviser of the Student Government Association.

702.5 The Elections Council shall meet the following criteria:

702.5.1 Members of Elections Council must be a sophomore, junior, or senior during their term, in good academic standing with a 2.5 GPA or higher;

702.5.2 Members will be ineligible to run for positions during their term.

702.6 The Elections Council shall have the following duties:

702.6.1 Aid in the provision of all necessary information on elections procedures to each candidate at the time of declaration;
702.6.2 Aid in determining if prospective candidates meet all qualification requirements;

702.6.3 Aid in the administration of a test to all candidates and campaign managers for SGA office covering their knowledge of an application of the SGA Constitution and Code of Laws;

702.6.4 Aid the Director of Elections in all voting procedures including arranging all polling and/or voting stations and all necessary items for the proper, efficient and legal execution of elections;

702.6.5 Aid in coordination of all election publicity;

702.6.6 Aid the Director of Elections in facilitating any necessary runoff elections.

702.7 There shall be a permanent board in the Executive Branch of the Student Government Association known as the Elections Board, which shall be comprised of:

702.7.1 The President of the Student Government Association;

702.7.2 The Executive Director of Elections, a member of the Student Government Association Executive Cabinet;

702.7.3 Five (5) members of the student body at large chosen by the selection committee as defined below in 702.4; One at-large member shall be selected to serve as Elections Board Chairman and must be a senior during the spring semester of his/her term.

702.7.4 Two (2) members shall serve as alternates, one as the first alternate and the other as the second alternate, and shall be installed in the absence of a regular member; he/she shall be under the same guidelines as other at large members, as defined in 702.10;

702.7.5 The Elections Advisor who serves as a non-voting member.

702.8 Members of the Elections Board shall be chosen by a selection committee, who shall review applications and conduct interviews to determine the most qualified members. Members of the selection committee shall be excluded from being candidates in the upcoming election for both Minor and Major candidate elections. The selection committee shall be composed of:

702.8.1 The current Executive Director of Elections;

702.8.2 One at-large senior student representative, appointed by the Executive Director of Elections;
702.8.3 The Elections Board Advisor;

702.8.4 One representative of the Office of the Vice President for Student Affairs, designated by the Vice President for Student Affairs.

702.9 Members of the Elections Board shall meet the following criteria:

702.9.1 At least three of the student at-large members, including the alternate members, must be of at least senior standing during spring elections of his/her term; term is defined as one full year after being appointed;

702.9.2 No member may be a member of Student Government Association Student Senate, Student Government Association Executive Cabinet, or a Student Government Association Executive Officer, other than the Executive Director of Elections and Student Government Association President;

702.9.3 All members of the Elections Board must be full time students or enrolled in the UNIV-4AA0 course at Auburn University during their term and must remain in good academic standing, as defined by Auburn University policy;

702.9.4 If the appropriate number of applicants for the members at-large of the student body cannot be obtained, the selection committee, by a unanimous vote of its members, reserves the right to suspend 702.9.1 and/or 702.9.2 and re-open the application process for the sole purpose of obtaining the necessary qualified students.

702.10 The Elections Board shall have the following duties:

702.10.1 To ensure all elections are run fairly and in accordance with all rules and regulations set forth by the SGA Constitution and Code of Laws;

702.10.2 To hear and rule on all reported violations of the SGA Constitution and Code of Laws;

702.10.3 To hear and rule on any contesting of the election results;

702.10.4 To disbar any member, by a majority vote of the remaining member, who shows public bias to any candidate. If any Elections Board member is unable to fulfill his/her duties or is disbarred, the first alternate to the Elections Board shall be installed. If the first alternate is unable to fulfill his/her duties or is disbarred, the second alternate to the Elections Board shall be installed. If two or more members are unable to fulfill their duties, then the alternate and representative(s) elected by the Student Senate shall be installed.
702.11 Members of the Elections Board shall abide by the Code of Ethics for Elections Board.

702.12 The presence of five (5) members shall constitute a quorum. Any motion of the Elections Board shall require a majority vote of those present to pass.

702.13 A member of the Elections Board shall forfeit his/her membership on the Elections Board if he/she has more than two unexcused absences from meetings of the Elections Board. The Chair of the Elections Board shall approve excused absences.

702.14 Any person who has served on the Elections Board will not be eligible for candidacy in any election over which the Elections Board presides for one full year after being appointed to the Elections Board.

CHAPTER 703 – Elected Positions and Titles

703.1 SGA President, SGA Vice President, SGA Treasurer, Miss Homecoming, and Miss Auburn are considered Major Candidates and shall be elected as provided for in the Student Government Association Constitution.

703.2 The Student Senate shall be apportioned as follows:

703.2.1 The apportionment of senators from the various colleges and schools shall be determined by the Code of Laws Committee of the Student Senate and approved by two-thirds membership of the Student Senate. The apportionment shall be determined no later than two weeks prior to the first day candidates can declare their candidacy.

703.2.2 The number of senators representing each college or school, as referred to in Article IV Section 2 of the SGA Constitution, shall be proportional to that college or school's enrollment, including all student classifications, during the previous fall semester on Auburn University's campus, except the Graduate School which shall have one (1) student representative elected at large by the Graduate School during Spring SGA Elections.

703.3 The school officers, president and vice president, are considered Minor Candidates and shall be elected as provided for in the Student Government Association Constitution. See Title VI of the Code of Laws regarding schools officers and schools councils.

703.4 All vacancies left after general Spring Elections shall be filled by appointment by the SGA President as provided in the SGA Constitution. The SGA President shall contact the Dean(s) of the respective college(s) with vacancies within one week of the certification of spring elections. The SGA President shall provide one week for the Deans to recommend students to fill these voids. At the conclusion of this week the SGA President shall consider the recommendations of the Deans and appoint students to fill the voids.
CHAPTER 704 – Declaration of Candidacy and Qualification

704.1 A prospective Candidate for any position must submit a Declaration of Intent form on AUInvolve. Proof of academic good standing in accordance with Election Law from the Candidate’s school or college must be provided. Candidates also agree to abide by all applicable Auburn University policies and campus regulations and the SGA Constitution and Code of Laws. All prospective Candidates are assuming all risks associated with the campaign and agree to participate in a fair and ethical manner.

704.2 Major Candidate Qualifications

704.2.1 All prospective Major Candidates must be enrolled at Auburn University student at the time of qualification, term of elections, and his or her term of office.

704.2.2 All prospective Candidates for offices of the SGA must maintain at least a 2.5 cumulative grade point average at the time of qualification and during his or her term of office. GPA must be verified prior to first candidate orientation for all major candidates and will be verified at the beginning of the election semester and then at the beginning of each semester during the term.

704.2.3 All prospective Candidates must not be subject to any academic or administrative disciplinary sanctions during the academic term while campaigning and/or holding office.

704.2.4 No student may run for more than one office in any given election.

704.2.5 All prospective Candidates must be full-time Auburn students or be enrolled in the UNIV-4AA0 course.

704.2.6 All prospective Candidates’ Campaign Managers must maintain at least a 2.5 cumulative grade point average.

704.3 Minor Candidate Qualifications

704.3.1 All prospective Minor Candidates are not required to be enrolled in the college or school they wish to represent at the time of qualification but must be enrolled during their term of elections and service.

704.3.2 All prospective Candidates must not be subject to any academic or administrative disciplinary sanctions during the academic term while campaigning and/or holding office.

704.3.3 All prospective Candidates for offices of the SGA must maintain at least a 2.5 cumulative grade point average at the time of qualification and during
his or her term of office. GPA will be verified prior to first candidate orientation for all major candidates, at the beginning of the election semester, and at the beginning of each semester during the term.

704.3.4 No student may run for more than one office in any given election.

704.3.5 All prospective Candidates must be full-time Auburn students or be enrolled in the UNIV-4AA0 course.

704.4 Miss Auburn Qualifications

704.4.1 All Candidates must have at least a 2.5 cumulative grade point average at Auburn University. GPA will be verified before interviews, at the end election semester, and at the beginning of each semester during the term.

704.4.2 Only undergraduate female students, including undergraduates enrolled in the Veterinary Medicine, Pharmacy and Nursing schools, who are currently in at least their third academic year, having completed 60 hours of course work, with at least two semesters and 24 of those hours being completed at Auburn University.

704.4.3 All Candidates must be nominated to run for Miss Homecoming. Each university-operated residence hall, social fraternity, social sorority, and any organization recognized by Auburn University may nominate one prospective Candidate for Miss Homecoming. Nomination forms are to be turned in on AUInvolve.

704.4.4 All prospective Candidates must be full-time Auburn students or be enrolled in the UNIV-4AA0 course.

704.5 Miss Homecoming Qualifications

704.5.1 All Candidates must have at least a 2.5 cumulative grade point average at Auburn University. GPA will be verified before interviews.

704.5.2 Only undergraduate female students, including undergraduates enrolled in the Veterinary Medicine, Pharmacy and Nursing schools, who are currently in at least their fourth academic year, having completed 90 hours of course work, with at least four semesters and 48 of those hours being completed at Auburn University.

704.5.3 No student may hold the office of Miss Auburn and Miss Homecoming in the same academic year. Miss Homecoming is not considered a SGA or college or school officer.
704.5.4 All Candidates must be nominated to run for Miss Homecoming. Each university-operated residence hall, social fraternity, social sorority, and organization recognized by Auburn University may nominate one prospective Candidate for Miss Homecoming. Nomination forms are to be turned in on AUInvolve.

704.5.5 All prospective Candidates must be a full-time Auburn student or be enrolled in the UNIV-4AA0 course.

704.6 Any prospective Candidate not completing or meeting the qualification standards herein by all deadlines set forth by the Elections Board shall not qualify.

CHAPTER 705 - Candidate Interviews and Orientation

705.1 If more than five prospective candidates qualify for a major office, an interview process shall determine the top five most qualified candidates to run in the Election. Miss Auburn and Miss Homecoming interviews shall be conducted before the date for Declaration of Intent. All other major candidate interviews shall be conducted within seven days after the date for declaration of intent.

705.2 If more than 20 prospective candidates qualify for a major office, a Preliminary Round of interviews will determine the top 20 candidates based on the highest overall score. If a tie exists, all candidates receiving the 20th lowest score shall qualify for the Final Round.

705.3 The Final Round of interviews shall determine the top five candidates based on the highest overall score. If a tie exists, scores from the Preliminary Round shall be used to break the tie. If no Preliminary Round was conducted or if a tie still exists, a majority vote of the Final Qualification Panel shall determine the top five candidates.

705.4 The Preliminary Qualification Panel shall be composed of five members:

705.4.1 The current Elections Advisor;

705.4.2 The current SGA Executive Director of Elections;

705.4.3 Three (3) students selected by the Executive Director of Elections as approved by the Vice President for Student Affairs. These students will not be allowed to support any candidate for Miss Homecoming or Miss Auburn during that election cycle.

705.5 The Final Qualification Panel shall be composed of five members:

705.5.1 The current SGA President;

705.5.2 A representative from the Office of the Vice President for Student Affairs;
705.5.3 Three (3) Auburn University faculty or staff members selected by the Executive Director of Elections.

705.6 Candidates’ Orientation

705.6.1 The Candidates’ Orientation shall review and present to Candidates all rules and regulations, which govern the Election Process. Position expectations and requirements shall be reviewed in addition to the administration of the Election Law test.

705.7 Candidates’ Election Law Test

705.7.1 All prospective Candidates and all Campaign Managers shall be required to complete a test presented by the Director of Elections covering the knowledge of the SGA Code of Laws.

705.7.2 The Election Law Test is to be designed by the Executive Director of Elections and maintained in the Elections Advisor’s Office.

705.7.3 All prospective Candidates and all Major Candidates’ Campaign Managers must achieve a 90% or better on the Election Law Test, which shall be administered no more than twice. If anyone should fail to obtain a 90% or better on the Election Law Test, he/she shall not qualify.

705.7.4 If it is found by a majority vote of the Elections Board that any prospective Candidate or Campaign Manager has cheated in preparation or during the Election Law Test, he/she shall be disqualified.

CHAPTER 706 – Withdrawal or Disqualification

706.1 Any Candidate wishing to withdraw his or her name as a Candidate for SGA elections may do so by submitting to the SGA Office the appropriate Withdrawal Form. Withdrawal Forms must be delivered in person to the Executive Director or Director of Elections in the SGA Office.

706.2 Withdrawal Forms are due on a date specified in the candidate packet; no Candidate may re-enter a race once a Withdrawal Form has been turned in.

706.2.1 The remaining candidates shall maintain their original color schemes, and the color scheme of the withdrawn candidate will not be available for use unless a new candidate is chosen as a replacement.

706.3 A Candidate’s name shall not be removed from the ballot until the Withdrawal Form has been submitted.
Candidates wishing to withdraw after the set deadline may be subject to fines and sanctions levied by the Elections Board.

In the event that following the announcement of the top five candidates for a SGA major office a candidate in the top five is found to not meet the qualifications of that office, a new candidate from the original pool of candidates will be chosen as a replacement before the end of the semester preceding the election.

If the reason for the disqualification becomes known following the end of the semester preceding the election, there will not be a replacement competing for the related SGA major position.

The disqualification will be confirmed by the Elections Board.

In the event that such a candidate is disqualified or withdraws from consideration after the top five are chosen but before the end of the semester preceding the election, the Final Qualification Panel will meet again to decide a replacement candidate.

The Final Qualification Panel must be composed of the same members as it was in its first meeting.

The Final Qualification Panel will meet within two days of the date in which the Elections Board confirmed the disqualification or the Withdrawal Form was received by the Director of Elections and Executive Director of Elections.

Replacement candidates will only be chosen if there were more than five candidates for a SGA major office position. Minor candidates and Miss Homecoming will not have replacement candidates in the event of a disqualification or withdrawal.

The Executive Director of Elections or the Director of Elections will see that the withdrawal or disqualification is announced via the SGA website, making sure to mention the replacement candidate should there be one.

CHAPTER 707 - Rights of Candidates

All Minor Candidates have the right to form political parties.

All Parties must be approved by the Director of Elections. In order to qualify, the party must submit the name of the party, a list of Candidates with the offices for which they are running and the name of the party chair.

Use of a party’s name is up to the discretion of the party chair. In order to use a former or existing party name, written consent from that party’s chair must be submitted to the Director of Elections. However, any party
name that has not been used in elections for the past three years will no longer be considered an existing party. Instead the party will be considered a new party and may be claimed by any candidate without consent.

707.1.3 The chair of an existing party must hold an elected position in the Schools Council or Senate. If the chair of an existing party is removed or chooses to step down from their position in Schools Council or Senate, the remaining party members must disband the party or select a member of the current party, who is currently serving in the Schools Council or Senate, to be the party chair. However, when creating a new party, the chair of said party is not required to actively serve in the Schools Council or Senate.

707.1.4 It is the duty of the Executive Director of Elections to notify all current party members of the need for a new party chair within seven (7) days of the resignation or removal of the former party chair. If the said party has not selected a new party chair within fourteen (14) days of the former chair’s resignation or removal, the party is effectively disbanded.

707.2 Major Candidates may not form parties, share campaign materials or campaign together in any way, with the exception of kickoffs, as specified in 708.3.

707.3 All Candidates shall have the right to file a grievance against the Executive Director of Elections, the Director of Elections, or to the Elections Board.

707.3.1 If a grievance is filed against the Executive Director of Elections the Elections Board first alternate shall serve in his or her place for the hearing of such grievance.

CHAPTER 708 – Schedule of Campaigns

708.1 Campaign organization is limited to major candidates and only consist of:

708.1.1 Selecting a campaign manager and staff (Top 5);

708.1.2 Organizing committee heads;

708.1.3 Thinking about campaign strategies and slogans;

708.1.4 Campaign organization may begin at any time.

708.2 Campaign preparation shall be limited to major candidates only and consist of:

708.2.1 Reserving contracts for billboard locations, coupons, price match, and fair market value;

708.2.2 Scheduling escorts and organizations to visit;
708.2.3 Holding staff meetings;
708.2.4 Constructing billboards;
708.2.5 Sharing platform ideas with members of the candidate’s campaign staff;
708.2.6 Creating and distributing volunteer and pre-order t-shirt forms. These sheets shall contain no logos or slogans; only the candidate’s name and position sought;
708.2.7 Campaign preparation will begin on a date and time specified by the Director of Elections that can be found in the official campaign packet.

708.3 Preliminary Campaigning applies to both major and minor candidates.

708.3.1 Shall begin at a date and time specified by the Director of Elections;
708.3.2 Shall be limited solely to the placement and distribution of campaign billboards and posters for the purpose of publicizing the upcoming Election;
708.3.3 Will conclude with the beginning of the formal campaigning period.

708.4 Formal Campaigning

708.4.1 Shall not begin until the approved date and time and will conclude at 7:00 PM Central Time on Voting Day.
708.4.2 Shall be limited to the Auburn University campus, the City of Auburn, and designated websites.
708.4.3 Shall not occur at places of worship or campus ministries.
708.4.4 With the exception of campaign billboards, and posters, campaign material, as specified in 709.1, may only be utilized during the formal campaigning period of spring elections.
708.4.5 Major candidates may hold campaign kickoffs along with other major candidates at the beginning of formal campaigning. The consumption of alcohol is prohibited at all campaign kick-offs. No amplified sound may be used at any time during the formal campaigning period with the exception of approved use at campaign kickoffs.
708.4.6 Campaigning may not interfere with academic programs, classes, laboratories, or other University activities even if an instructor consents. This includes announcements made before, during, and after class.

708.4.7 There shall be no campaigning that will mar the dignity of Auburn University or its campus.

708.4.8 Campaigning may include benefit nights, which shall be for the purpose of raising funds for the candidate’s platform and must be approved by Elections Council.

708.5 Voting day(s) shall be the last day of formal campaigning.

708.5.1 Voting polls shall open at 7:00 AM and close at 7:00 PM on the final day of formal campaigning.

708.5.2 Students are not permitted to use computers, cell phones, or any other electronic device as a means of directly garnering votes from other students on voting day within the area outlined on the campus map in the campaign packet.

708.5.3 The Director of Elections maintains the right to establish polling stations at approved locations on Voting Day. These stations shall be regulated by the Director of Elections, Elections Council, and volunteers.

708.5.3.1 There shall be no campaigning within thirty (30) feet of an official polling station.

708.5.3.2 Polling station volunteers may be campaign supporters; however, they may not wear any campaign paraphernalia or encourage votes for a specific candidate in any way while volunteering.

708.5.4 Any form of campaigning and/or attempting to garner votes from students inside Auburn University buildings or in sight of campus computer labs is prohibited on voting day(s), with the exception of organization and chapter visits held inside Auburn University buildings on this day.

CHAPTER 709 – Campaigns

709.1 Campaign Material

709.1.1 Campaign materials are any and all materials approved by the Director of Elections designed to promote and publicize a candidate for the purpose of campaigning.
709.1.2 Major candidates are required to submit a platform and a photograph taken by Auburn University Photographic Services for the conglomerate posters. Additional campaign material may include posters, billboards, T-shirts, handbills, nametags, and gimmick(s).

709.1.3 With the exception of gimmicks, all campaign material must contain the candidate’s name, voting date, and position sought. All printed campaign material must legibly include the name of the printer. The approved logo/design must be consistent on all campaign material and specific to the candidate.

709.1.4 Colors:

709.1.4.1 Major candidates’ campaign material may contain one principal color and one complementary color.

709.1.4.2 Major candidates shall select desired colors in the order determined by a random drawing administered by the Director of Elections.

709.1.4.3 Black and white may not be used for principal or complementary colors, but may occupy up to 10% of the overall piece of campaign material for the purpose of augmenting a candidate’s design.

709.1.4.4 No two major candidates in the same race may have the same principal color and no two major candidates may have the same combination of principle and complementary colors.

709.1.4.5 The Executive Director of Elections shall have the final decision concerning all discrepancies.

709.1.5 All campaign material and related major candidate contracts must be approved by the Director of Elections at the date and time specified in candidates orientation. No unapproved material and/or location may be used for campaigning.

709.1.6 No additional campaign material may be ordered after final budgets have been submitted.

709.1.7 All campaign material must adhere to the policies and regulations of the Auburn University Office of Trademark and Licensing. Any person who qualifies to run as a candidate for any election pledges that he or she will hold the Elections Board, The SGA, and Auburn University harmless for
the use and/or infringement of any copyrighted material (e.g. slogans, logos, etc.).

709.1.7.1 No candidate shall model a campaign design off of a trademarked or copyrighted design or logo held by a public or private company or organization regardless of the campaign receiving permission.

709.1.8 The act of intentionally removing, mutilating, or destroying campaign materials is strictly prohibited. Campaigns that violate this rule shall be held accountable before the Elections Board. If a student who is not a candidate or campaign staff member violates this rule, the Elections Board shall bring the incident before the Student Discipline Committee.

709.1.9 Use of All Campaign Material:

709.1.9.2 All campaign material posted during Spring Elections must be removed within twenty-four (24) hours of the time that elections results are announced. In the event of a run-off election, the remaining candidates’ campaign material must be removed within twenty-four hours of the time that the results of the run-off election are announced.

709.1.9.3 All campaign material utilized during a Miss Homecoming Campaign shall be removed by 11:59 PM Central Time on the Monday following Homecoming.

709.1.9.4 In the event that campaign material is not removed by the designated time, the candidate will be subject to the penalties defined in Chapter 712.

709.1.9.5 In on-campus facilities, the placement of candidate and conglomerate posters shall be solely limited to bulletin boards for public use.

709.1.9.5.1 Candidate and conglomerate posters shall not be placed on bulletin boards that say, "For Departmental Use Only," or the like.

709.1.9.5.2 Candidate and conglomerate posters shall not be affixed to on-campus building exteriors or on-campus building entrances.

709.1.9.5.3 Only thumbtacks shall be used to affix the posters to bulletin boards.
The distribution of posters on bulletin boards for minor candidates shall be limited to the respective building(s) of the college or school to which the candidate is seeking election.

Candidate and/or conglomerate posters may be placed in business windows only with the permission of the business’ owner.

No campaign material shall be placed on moving objects including cars and animals. However, people wearing T-Shirts and nametags shall be the exception.

No campaign material shall be distributed among or placed on automobiles, utility poles, statues, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes.

No adhesive-backed campaign material will be allowed except for the sole purpose of attaching candidate and conglomerate posters to glass windows by using clear tape.

No banners shall be allowed.

Campaign materials may not be placed under doors, on the door, or at the doorstep of individual residents.

Campaign materials may not be placed in classrooms.

There shall be no marking on any buildings, sidewalks, or other property.

Billboards apply to major candidates only.

All billboards must follow Auburn University Policy (regarding billboards).

Billboards may be placed in private locations, public locations, or at assigned locations on campus. The use of all locations is up to the discretion of the property owner. Contracts for private and public locations must be addressed, dated, and signed by the property owner or proper authority and approved the Director of Elections. Private locations may not display more than one billboard per race.
709.10.4 All billboards must be at least ten (10) feet from the nearest road.

709.10.5 Upon submitting the Declaration of Intent, all candidates assume full responsibility for their billboard(s) and the placement thereof, along with any damage that may occur to or due to their billboard and the property on which it rests or contacts in any way.

709.10.6 The billboards shall be completely covered while in transit to its contracted location.

709.11 Conglomerate Posters

709.11.1 Conglomerate Posters apply to major candidates only.

709.11.2 Conglomerate posters are printed by the Director of Elections for the purpose of identifying all major candidates running for office and to be used for election publicity; the cost associated with printing such posters is paid for by the SGA.

709.11.3 Picture positions will be determined by drawing.

709.11.4 Each major candidate is responsible for having his or her photograph taken at Auburn University Photographic Services for the conglomerate poster and submitting the photograph in printed and digital format to the Director of Elections with his or her Initial Campaign Material; all costs associated with this photograph are to be paid for by the candidate and not included in his or her final budget.

709.12 Nametags

709.12.1 Nametags apply to major and minor candidates.

709.12.2 Each candidate may have nametags printed for the purpose of Auburn University students.

709.12.3 Nametags shall not exceed three (3) inches by five (5) inches at largest horizontal and vertical dimension and must be non-adhesive; both sides of the nametag may be used for printing purposes.

709.13 T-Shirts
709.1.13.1 T-shirts apply to major candidates only.

709.1.13.2 Each candidate may have T-shirts printed to be worn only during the formal campaigning period.

709.1.13.3 No candidate may print or distribute more than four hundred (400) T-shirts.

709.1.13.4 T-shirts shall not be sold for more than the full unit price rounded up to the nearest dollar sold to the campaign by the printer or manufacturer, unless the amount is recorded and donated to an approved charity. Information on T-shirts given away as a gimmick may be found in Chapter 710.5.

709.1.13.5 Pre-Order T-Shirt sheets shall contain only the candidate’s name and position sought and may be circulated in organizations (see Section 708.1.2).

709.1.14 Candidate Posters

709.1.14.1 Candidate posters apply to both major and minor candidates.

709.1.14.2 Shall be displayed during preliminary and formal campaigning periods.

709.1.14.3 Shall not exceed eight and one-half (8½) inches by eleven (11) inches at largest horizontal and vertical dimension and must be non-adhesive.

709.1.14.4 Only one side of the candidate poster may be used for printing purposes.

709.1.15 Handbills

709.1.15.1 Handbills apply to both major and minor candidates.

709.1.15.2 Shall be distributed during the formal campaigning period only.

709.1.15.3 Shall not exceed eight and one-half (8½) inches by five and one-half (5½) inches at largest horizontal and vertical dimension and must be non-adhesive.
709.1.15.4  Both sides of the handbill may be used for printing purposes.

709.1.16  Gimmicks

709.1.16.1  Gimmicks apply to both major and minor candidates.

709.1.16.2  Each candidate may use only approved gimmicks for the purpose of campaigning during the formal campaigning period.

709.1.16.3  All gimmicks shall be included in the budget.

709.1.17  Any candidate found guilty of intentionally forging coupons by Elections Board shall be subject, at the discretion of Elections Board, to any and all sanctions found in 711.8.

709.2  Escorts

709.2.1  Escorts apply to major candidates only.

709.2.2  A candidate may be accompanied by Auburn University students to serve as escorts to attend meetings and other scheduled visits with them throughout the campaign period.

709.2.3  No candidate shall have more than five escorts with them in said scheduled meetings.

709.3  Eagle Eye Segment

709.3.1  Eagle Eye segments apply to major candidates only.

709.3.2  Each major candidate may film a segment in the Eagle Eye studio to be broadcasted only on Eagle Eye Television not to exceed one minute. The scheduled times for Eagle Eye filming and broadcasting will be determined at a meeting specified by the Director of Elections.

709.3.3  A script for each candidate’s personal presentation shall be included in the campaign material.

709.3.4  Each candidate will have no more than twenty minutes to film their Eagle Eye segment. Only the candidate and their campaign manager are allowed to attend the filming of the segment.

709.4  Mass Media
709.4.1 Campaigning by mass media shall not disturb classrooms, businesses, and/or the privacy of others. No form of mass media shall be utilized to solicit votes or for other campaign paraphernalia, except that which is defined in the campaign packet by the Executive Director of Elections.

709.4.2 No campaign material shall be placed in mailboxes; it must be received only via the United States Postal Service. Auburn University mail services shall not be used for campaign purposes.

709.4.3 No candidate or political party shall have paid or donated advertisements in any mass media, except that which is defined in the campaign packet by the Director of Elections.

709.4.4 Electronic Mail (e-mail)

709.4.4.1 A campaign may contact only members of his or her staff via Electronic Mail (e-mail) for any purpose.

709.4.4.2 Campaigns may use Electronic Mail (e-mail) to contact non-staff members for administrative purposes only but not to campaign in any way.

709.4.4.3 All candidates are responsible for any Electronic Mail (e-mail) sent by a second party that campaigns for that candidate.

709.4.5 All campaigning shall adhere to the Mass Media Policy, which may be found in the official campaign packet as defined in Chapter 715.

709.5 Major candidates may not campaign door-to-door at any on-campus dormitory, or at any off-campus housing location that prohibits solicitation.

709.6 Platforms

709.6.1 All candidates must submit the appropriate Platform Form on paper, along with an electronic version with campaign material.

709.6.2 Major candidates platforms must be five hundred (500) words or less. Minor candidates platforms must be one hundred (100) words or less.

709.7 Campaign Staff

709.7.1 Each candidate must submit a list of campaign staff members along with campaign material.
709.7.2 Candidates are responsible and subject to sanctions for any violation by his or her campaign staff.

709.7.3 The Elections Board reserves the right to define campaign staff members.

709.7.4 Student shall only be allowed to serve on one major candidate’s campaign staff for each elected position, unless otherwise approved by each major candidate and campaign manager for which the student is working.

709.8 The public endorsement of any candidate or political party shall be limited to persons eligible to vote in Auburn University SGA elections.

709.9 Major candidates and their escorts are allowed to appear before Auburn University campus organizations during formal campaigning with the approval of the organization president. Minor candidates shall be limited to speaking to organizations and school council within their respective school/college during formal campaigning.

709.9.1 Senator-At-Large candidates are allowed to appear before Auburn University campus organizations during formal campaigning with the approval of the organization president.

CHAPTER 710 – Budgets

710.1 Total Campaign expenditures are limited to:

- President of the Student Government Association - $1500
- Vice President of the Student Government Association - $1500
- Treasurer of the Student Government Association - $1500
- Miss Auburn - $1000
- Miss Homecoming - $750
- School/College Senator - $175
- At Large Senator - $250
- School/College Officer - $125

710.2 All candidates shall submit an itemized Budget Form to the Director of Elections along with the actual receipts of expenditures by 4:00pm on the day preceding the first day of the preliminary campaign period. No additional expenditures shall be recorded by any campaign after Budget Record Forms have been submitted.

710.3 The Director of Elections may determine a set amount for certain items in the budget. The estimated cost must be reasonable and based on fair market value.

710.4 The merchant from whom the materials were purchased including services obtained from a professional must date all receipts. Sales tax is to be included as a campaign expense. Any materials purchased online must also include local sales tax.
710.4.1 For materials purchased online, anything beyond the flat rate shipping fee must be included in the final budget. Standard or flat rate shipping does not need to be included.

710.5 The only item NOT required to be included in the Budget Record Form are T-shirts, unless the T-shirt is given away as a gimmick. If the T-shirt is given away as a gimmick, it must be included at actual cost in the budget. A list of all students who pre-ordered T-shirts must be submitted with your Budget Record Form and include the buyer’s name, phone number, and the quantity purchased.

710.6 The prices of gimmicks are to be included in the budget. If the gimmick is a coupon on the back of a nametag or other printed material, the price of the coupon is included in the printing of that printed material.

710.7 All donated materials and/or professional services, whether offered or sought, related to a candidate’s campaign, including previously owned material, must be declared at its present fair market value.

710.8 Fair market value:

710.8.1 The candidate must secure two (2) price estimates of the exact item to be used on the campaign.

710.8.2 Both estimates must contain the names, addresses, and phone numbers of the companies and/or individuals furnishing these estimates and must be submitted with the Budget Record Form to the Director of Elections.

710.8.3 An average price shall be determined from these two estimates as the fair market value and should be included on the Budget Record Form. Personal discounts are not acceptable unless available to the general public.

710.8.4 Candidates are allowed to accept a discount for materials and/or services rendered; however, the candidate is required to declare the expense at fair market value.

710.9 The candidate will be held accountable for all declared and/or undeclared campaign expenses in the Campaign Budget Form. Any candidate that exceeds the set dollar amount for maximum campaign expenditures for his or her desired office will be required to surrender campaign materials equaling the amount in which they exceeded their budget. The use of the seized materials will be prohibited during campaigns. Seized materials will be returned after all voting is completed and the election has been certified.

710.10 Failure to comply with any of the above rules and regulations in section 710 shall be subject to any and all sanctions stated in chapter 712. If the candidate is found to be in violation of these rules and regulations after he/she has been elected and certified, the
Elections Board may make a recommendation to the SGA Student Senate for an impeachment process to begin.

710.11 All Budget Record Forms of every candidate shall be made available to Auburn University students, staff, and faculty for inspection during normal SGA office hours with the Director of Elections approval. Major Candidates’ Budgets will also be published online at www.auburn.edu/elections.

710.12 All candidates must submit a price guarantee from the printing company used to produce his or her printed campaign material. The price guarantee must include:

710.12.1 A price schedule from the vendor listing prices for all materials sought for purchase at any given quantity.

710.12.2 A Price Contract Form signed by an authorized sales representative guaranteeing the listed price to that candidate and all candidates through the end of campaign preparation.

CHAPTER 711 – Violations

711.1 Each candidate must conduct his or her campaign in accordance with the Election Law.

711.2 Any action by a campaign that is not allowed in the Election Law or approved by the Director of Elections is in violation of the Election Law and will result in sanctions imposed by the Elections Board.

711.3 Alleged violations must be submitted in writing on a Violation Form in a timely manner.

711.3.1 The Elections Board will not hear a violation if any part of the form is incomplete, marked “anonymous,” or contains false information.

711.4 Violations may be submitted at any time. For the purposes of Elections Board, the timeline for hearing a violation will depend on which time period the violation was received.

711.4.1 Violations turned in at any time before budgets are due will be heard within two (2) working days of being received.

711.4.2 Violations turned in after budgets are due but not on a voting day are heard on the day they are received provided they are turned in before 5 PM. Any violation turned in after 5 PM shall be heard the next day.

711.4.2.1 Violations turned in between 4 PM Friday and 5 PM Sunday shall be heard on Sunday night.
711.4.3 Violations turned in after 5 PM on the day before Voting Day or up until the time that voting ends on Voting Day shall be heard on Voting Day after voting ends.

711.5 If an alleged violation is turned in, the Elections Board shall make the alleged violation, as well as the ruling, available in writing in the SGA office as well as on the SGA website within an hour after the violation has been ruled upon in an Elections Board hearing.

711.5.1 Candidates will be notified via electronic mail (email) by the Executive Director of Elections if a violation is filed against them.

711.5.2 The ruling shall be made available for one week after voting has closed.

711.6 Elections Board hearings shall consist of:

711.6.1 Seven (7) members of elections board, and/or the accused party (parties) and/or their representative(s), and/or the accusing party (parties) and their representative(s). If the accused party (parties) and/or representative(s) are not present, the hearing will still continue with the attendance of the accusing party (parties) and/or their representatives. Elections Board hearings are public.

711.6.2 The Elections Board Chairman will call the hearing to order and read the alleged violation as well as any relevant codes. The accusing party will then give a two (2) minute opening statement. This will be followed by the accused party giving a two (2) minute opening statement. After such statements each member of Elections Board shall be able to question both parties and review any relevant evidence. At the end of this period the accusing and accused party will both give a two (2) minute closing statement respectively.

711.7 The Elections Board will then be dismissed to deliberations in order to render a decision based on the evidence presented except as outlined in 711.7.3. All deliberations are open to only voting members of Elections Board and the Elections Advisor.

711.7.1 Deliberations shall consist of two separate parts. First, Elections Board shall deliberate on whether a violation occurred. If a majority of members find that a violation occurred, Elections Board will deliberate on what sanctions shall be given. Any and all sanctions that receive the majority vote of Elections Board shall be enforced. The Chairman of the Elections Board will post the decision of board.

711.7.2 Elections Board should make decisions and violations available as soon as possible. In all cases where the violation does not pertain to votes or a
violation of local, state, or federal law, Elections Board must make a
decision by 8 AM the following day.

711.7.3 Elections Board may gather additional evidence without time constraint
when there is an allegation of the following:

711.7.3.1 Illegally attempting to garner votes;
711.7.3.2 Voter fraud;
711.7.3.3 Violations of local, state, or federal law.

711.7.4 Campaigns (candidates and supporters) and all relevant parties must
provide Elections Board with additional evidence in a timely manner.

711.8 If an accused party is found to have been in violation of the Election Law, the Elections
Board shall reserve the right to act in any or all of the following ways:

711.8.1 Restrict a campaign staff from campaigning in certain locations or for
specified time periods. Violation hours must be taken between 8:00 AM
and 9:00 PM. The time will be taken away on the following campaign day
unless otherwise noted by the Elections Board.
711.8.2 Levy a monetary fine on the campaign in violation;
711.8.3 Disqualify the candidate from the election;
711.8.4 Assign community service hours;
711.8.5 Alter the amount of votes a candidate receives (or received);
711.8.6 Take any other action deemed appropriate by the Elections Board and
approved by the Vice President for Student Affairs.

711.9 Failure to comply with the decisions of the Elections Board may result in further
penalties and/or fines, or disqualification.

711.10 Any decision(s) of the Elections Board may be appealed to the Judicial Board.

711.10.1 To appeal a decision by the Elections Board, the appeals form must be
submitted to the SGA office by 8:00 AM CT the following calendar day.
711.10.2 No member of the Judicial Board may be listed on a candidate’s campaign
staff form.
711.10.3 For procedure of the Judicial Board, see Article VI of the SGA Constitution and Title IV of the SGA Code of Laws.

711.11 No SGA Executive Officer may support any candidate for office. A candidate receiving the support of an SGA Executive Officer shall be subject to any and all violations determined by the Elections Board. If an SGA Executive Officer runs for office, he or she shall abide by the rights of candidates as defined in chapter 707.

CHAPTER 712 – Voting

712.1 Undergraduate and graduate students may vote for candidates running for elections within the school or college in which they are primarily enrolled. Graduate students may vote for the graduate seat as well as the school in which they are enrolled as defined in 703.2.2.

712.2 Students must be in good standing and have no holds in the Auburn University registration system in order to be eligible to vote.

712.3 No student shall vote or attempt to vote more than once in any given election.

712.4 Each voter shall identify himself or herself with his or her Auburn University username and password.

712.5 There shall be no write in candidates.

712.6 There shall be no voting by proxy.

712.7 There shall be no absentee voting.

712.8 Elections voting shall be conducted by an internet voting system through Auburn University’s Tigeri system from 7:00 AM to 7:00 PM CST on the Voting Day(s) except in the case of a technical malfunction of the system.

712.9 If an unforeseen abnormality occurs with the Internet voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

712.9.1 If deemed feasible by the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

712.10 At no time during the voting process can the numbers be viewed by anyone other than the Office of Information Technology employees responsible for running the voting program.

712.11 The Office of Information Technology shall be responsible for tabulating the results of all elections within two (2) hours after the end of Internet voting.
712.12 The Office of the Vice President for Student Affairs shall verify the final results by signing a document containing the date and the results of the election.

712.13 The Director of Elections shall report the number of votes cast for each candidate and shall be prepared to issue a breakdown of the total number of votes cast for all positions, referendums, and surveys.

712.14 Questions or problems with the voting process shall be presented to the Elections Board for resolution.

CHAPTER 713 – Certification of Election

713.1 Three (3) working days after election results have been announced, the Elections Board shall certify the election results at a specified meeting time following the deadline for contesting the election.

713.2 If election results have been formally contested, the Elections Board shall conduct a hearing of the contesting of the election, and the Elections Board shall certify the election within three (3) working days after this contesting process has been completed and any other actions have been taken.

713.3 Unless disqualified, the candidate who received the most votes for SGA President, SGA Vice President, and SGA Treasurer, respectively, will be certified as elected provided that he or she obtain(s) forty percent (40%) or more of the votes cast in their respective elections.

713.4 The Student Senate determines the apportionment of Senators prior to the Declaration of Intent due date. Unless disqualified, candidates will be certified as elected according to the number of votes they receive. The candidates receiving the most votes will be certified until all seats are filled within a given school or college. In the event of a tie, the newly elected SGA President, Vice President, Treasurer, and SGA Advisor will conduct an interview of the tied candidates and break the tie. The SGA Student Senate must then approve the appointment.

713.5 Elections results for all elections shall be posted online stating the amount of votes each candidate received within three (3) days of callouts; this applies to all major and minor candidates.

CHAPTER 714 – Run-off Election

714.1 In the event that a candidate for an executive office does not receive more than forty percent (40%) of the vote, a run-off election will be held between the two candidates that received the most votes.

714.2 The run-off election will be structured as follows:
Formal campaigning will begin immediately after original election results have been called out.

Formal campaigning will last one full day following original election callouts.

Formal campaigning will end at 7:00 PM on the day of voting. There shall be no campaigning after 7:00 PM but before election results are called out.

Voting will be held two calendar days after the original election results have been announced and will be conducted in the same manner as the previous election as is outlined in Chapter 712.

The run-off election results will be announced the same day that the run-off election voting took place except under conditions specified in Chapter 711 and Chapter 713.

No additional campaign materials may be produced.

All campaign material must be down within twenty-four (24) hours of the time that the results of the run-off election are announced.

All other rules and regulations that apply to the elections process will be applicable to the run-off election.

CHAPTER 715 – Contesting of Election Results

Election results may be contested by any student eligible to vote in SGA elections.

Any contest must be based on the grounds that one or more of the following actions consequently altered the outcome of a given election:

Misconduct and/or mistakes on the part of the Executive Director of Elections, Director of Elections, Elections Board, or Auburn University employees involved in the elections process;

Misconduct and/or violation of Election Law by a campaign;

Illegitimate candidacy;

Illegal votes received;
715.2.5 The rejection of legal votes;

715.3 Procedure for contesting election results

715.3.1 In order to contest election results, a Contest of Election Form must be submitted to the SGA office by 4:00 PM on the third calendar day after results are announced. Evidence to be used for proof in contesting of elections must be included. Evidence not submitted with the Contest of Elections Form shall be inadmissible unless otherwise allowed by Elections Board.

715.3.2 Elections Board shall hold a contest hearing on the third calendar day after a Contest of Elections Form is submitted.

715.3.2.1 The contesting party and accused party shall be given equal time to present and/or rebut evidence in a format determined by Elections Board.

715.3.2.2 In the event that a member of Elections Board is the accused party, he/she must recuse themselves from the Board and be replaced by the alternate member.

715.3.3 Elections Board must render a decision within 24 hours after the conclusion of the contest hearing.

715.4 The Elections Board may take any or all of the following actions:

715.4.1 Uphold the election;

715.4.2 Disqualify the candidate in question;

715.4.2.1 In the event of a disqualification there will be an automatic re-vote except in the case where there is a two-candidate election and the remaining eligible candidate will be declared the winner of the election.

715.4.3 Call for a re-vote or run-off election;

715.4.4 Levy fines or other sanctions;

715.4.5 Refer a candidate, campaign staff member, or campaign supporter to the Student Discipline Committee.

715.5 In order to overturn an election and call for a re-vote or run-off, the Elections Board must conclude that the grounds for contesting are true based on the evidence presented and that
the action(s) taken by the accused party produced a different outcome through illegal means.

715.6 In the event of an appeal, the Judicial Board shall hear the case within five (5) working days.

CHAPTER 716 – Campaign Packet

716.1 All necessary forms and supplemental material that may assist students conducting a campaign may be found in the official candidates’ Campaign Packet. However, the Code of Laws overrules the Campaign Packet when there is a discrepancy.

CHAPTER 717 – Installation and Assumption of Office

717.1 The SGA shall provide for the appropriate installation ceremonies for students who have been certified as duly elected to office.

717.2 At said ceremonies, the President of Auburn University, or a named representative, shall administer the following oath to the newly elected SGA President, Vice President, and Treasurer, Senators, and school officers: “I do solemnly promise to support the Constitution and the Laws of the Student Government Association of Auburn University and to perform the duties of my office to the best of my ability. So help me God.”

717.3 In the event of a contested election, installation ceremonies shall continue for all other certified officers. The remaining officers may then be installed after the contesting process has been completed and after any other course of action by the Board of Election has been properly carried out. This alternate installation ceremony shall be held in a timely manner.

CHAPTER 718 – Callouts

718.1 Callouts shall be the preferred way for the Director of Elections to communicate the results of spring elections. Callouts shall be performed by the Executive Director of Elections and the of Elections, with support from Elections Council.

718.2 Callouts shall not occur after midnight, except in cases of weather or extended voting. In the case of extended voting, callouts shall not occur more than two hours after voting ends.

718.2.1 In the case of a runoff election, callouts may occur at any time within twenty-four (24) hours of the voting end time.

718.3 No callouts may occur in a given race while there is a standing case in that race before Elections Board.
Although all positions shall be called out consecutively, minor candidates, Miss Auburn, and major candidates shall be considered three separate callouts.

If there is a standing case before Elections Board involving minor candidates all races from the relevant college(s) shall not be called until the case is resolved.

If there is a standing case before Elections Board involving Miss Auburn all other races shall be called.

If there is a standing case before Elections Board regarding major candidates, no major candidate races shall be called, Miss Auburn being the exception as noted in 718.3.3.

CHAPTER 719- Definitions

The definitions included below serve as a point of reference. For complete information on each definition/topic, Candidates should consult the applicable Election Law.

Accused Party (Accused Campaign) - Any Campaign reported in writing to have an alleged infraction of the Election Law. Also, may refer to any Candidate’s Campaign that is the Accused Party in a Contest Hearing.

Appeal Form - An Elections Board form used by Candidate’s in order to officially appeal a decision or ruling made by the Elections Board.

Billboards - Signs that are painted or printed and used to promote a Candidate; are placed either in private locations such as a front yard or in the front of a local business.

Budget - An itemized summary of actual expenditures purchased or donated for the purpose of Campaigning.

Budget Record Form - A form used to report all actual expenditures purchased or donated for the purpose of Campaigning.

Campaign (noun) – The collective body including Campaign Supporters, Campaign Staff, and Candidate.

Campaign (verb) – To promote a Candidate or garner votes for the purpose of electing that Candidate.

Campaign Kick-off – Official start to the Formal Campaigning time period.
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<tr>
<th>Section</th>
<th>Definition</th>
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<tr>
<td>719.1.9</td>
<td>Campaign Manager – The sole spokesperson for a Candidate’s Campaign who has submitted a Declaration of Intent and is responsible for the actions of the Campaign.</td>
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<td>719.1.10</td>
<td>Campaign Materials – Any material approved by the Board of Elections designed to promote and publicize a Candidate for the purpose of Campaigning.</td>
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<td>719.1.11</td>
<td>Campaign Organization – The initial organization of a Campaign including the selection of major Campaign Staff positions such as Campaign Manager and no more than five (5) committee heads.</td>
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<td>719.1.12</td>
<td>Campaign Preparation - Time period of preparation after Campaign Organization and before Preliminary Campaigning begins during Spring Elections.</td>
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<td>719.1.13</td>
<td>Campaign Staff- Any Auburn University student who has a specific responsibility that works to promote a Candidate and/or garner votes for the purpose of electing that Candidate.</td>
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<td>719.1.14</td>
<td>Campaign Staff Form - Form whereby Major Candidates list and make known the members of their Campaign Staff.</td>
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<td>719.1.15</td>
<td>Campaign Supporters – Any Auburn University student who publicly promotes a Candidate by wearing a T-shirt or nametag for the purpose of garnering a vote. A Campaign Supporter has no designated responsibility to that Candidate’s Campaign Staff.</td>
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<tr>
<td>719.1.16</td>
<td>Campaign Week – The time period delineated by the Director(s) of Election starting at Campaign Kick-off and ending on Voting Day(s); also known as the Formal Campaigning Period.</td>
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<td>719.1.17</td>
<td>Campaigning – Any action by a Campaign Supporter, Campaign Staff member, or Candidate that seeks to promote that Campaign or garner votes for the purpose of electing that Candidate.</td>
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<td>719.1.18</td>
<td>Candidate – Any person who has signed the Declaration of Intent making themselves available for campus and/or school wide elections. Refers to both Major and Minor Candidates.</td>
</tr>
<tr>
<td>719.1.19</td>
<td>Candidates’ Orientation – A meeting held after potential Candidates have submitted their Declaration of Intent but before the Candidate’s Election Law Test. The purpose of this orientation is to review the rules and regulations governing the Election Process.</td>
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</tbody>
</table>
Candidates’ Posters – A form of Campaign Material no larger than 8.5 inches by 11 inches printed by individual Candidates for the purpose of Campaigning.

Colors – The colors used on all Campaign Material.

Contest Hearing – A Formal Elections Board hearing established for the purpose of hearing and ruling on a formal complaint contesting the results of an SGA election.

Contesting Party - Any Auburn University student, eligible to vote, who files a formal Contest Form.

Contest Form – An Elections Board form that states a formal contesting of the election results and provides the grounds and evidence with which the Contesting Party intends to use in the Contest Hearing.

Conglomerate Posters - Posters that are printed by the Director(s) of Elections for Major Candidates that include a picture and the names of all Candidates.

Declaration of Intent – The official document prospective Candidates must sign to declare their candidacy, to agree to abide by the Election Law, and to release governing bodies from liability.

Debates – A time provided for Major Candidates to discuss their Platform and answer questions from constituents.

Disqualify – To render unqualified or unfit. To declare unqualified or ineligible. To deprive of legal rights, powers, or privileges. To remove Candidate from Election Process.

Disqualification – The act of disqualifying.

Donations – Any monies, supplies, food, or professional services offered or sought for use to a Campaign or Candidate, including previously owned material.

Door-to-door Campaigning – The process of distributing Campaign Material or Campaigning residence to residence.

Drawings – The process by which Candidates draw random numbers for selection of Colors, Eagle Eye Appearances, Concourse Times, Marquee locations, Painted Window locations, Conglomerate Poster Positions, and other items deemed necessary by the Director(s) of Election
719.1.33 Eagle Eye Appearance – A short spot on the campus television station, Eagle Eye, made by Major Candidates.

719.1.34 E-Board – An informal term often used referring to the Elections Board.

719.1.35 Endorse/Endorsement – The open and public support of a Candidate for the purpose of garnering votes or gaining influence for that Candidate. Endorsing a Candidate includes wearing T-shirts, wearing nametags, or distributing Campaign Material.

719.1.36 Election Law – Title VII of the SGA Code of Laws consisting of rules and regulations which govern the Election Process; official and most current version can be found online on the SGA web page.

719.1.37 Election Law Test – A test designed by the Elections Board and administered by the Director(s) of Elections to Candidates for the purpose of qualification.

719.1.38 Election Packet – A supplemental packet distributed by the Director(s) of Elections to assist Campaigns in the Election Process; does not contain rules and regulations.

719.1.39 Elections Process – The method by which a student is elected to a campus position.

719.1.40 Escorts – A group of no more than five Auburn University Students, eligible to vote, who attend various Campaign events and functions with a Major Candidate for the purpose of showing support for that Candidate.

719.1.41 Final Campaign Material Approval – Any Campaign Material that, after being submitted to the Board of Elections for Initial Campaign Material approval, is given final approval by the Board of Elections for actual use during Campaign Week.

719.1.42 Formal Campaigning – The time period during which Candidates may fully Campaign, utilizing all approved methods and Campaign materials to garner votes.

719.1.43 Gimmick – Anything unique or not specified as Campaign Material that the Candidate uses to distinguish themselves from other Candidates.

719.1.44 Handbill – A form of Campaign Material no larger than 8.5 inches by 5.5 inches printed by individual Candidates for the purpose of Campaigning.
719.1.45 Initial Campaign Material Approval – Any Campaign Material submitted to the Board of Elections for approval of use during Campaign Week; must be submitted in as close to actual form as possible without the production of material; ex. – actual proof of material from printer of what the Campaign Material will look like when printed.

719.1.46 Major Candidate – Any Candidate seeking election to one of three major Student Government Association executive positions (President, Vice President, or Treasurer) or the positions of Miss Homecoming and Miss Auburn.

719.1.47 Major Candidate Contract – Contract given to off-campus businesses and residents by Major Candidates to secure locations for Campaigning by way of Billboards and Marquees and Painted Windows.

719.1.48 Marquees – Signs of local businesses that may contain the names of individual Major Candidates, position sought, and voting dates for the purpose of Campaigning.

719.1.49 Mass Media – A term referring to the use of mailboxes, public address systems, newspapers, radio, television, electronic mail (e-mail), Internet, periodicals, newsletters, bulletins, personal websites, and other publications that address a large audience.

719.1.50 Minor Candidate – Any Candidate seeking election to a Student Government Association Senate or College/School President and Vice President position.

719.1.51 Nomination Form – An Elections Board form used by any campus organization, fraternity, sorority, or residence hall to nominate an Auburn student for the positions of Miss Auburn or Miss Homecoming.

719.1.52 On-Campus- any academic and/or administrative buildings and/or walkways on Auburn University’s campus, as well as any other locations designated by the Director(s) of Elections.

719.1.53 Painted Windows – Windows of local businesses that are painted by Miss Homecoming and Miss Auburn Candidates with a four (4) foot by four (4) foot design for the purpose of campaigning.

719.1.54 Platform – A statement of purpose outlining a Candidate’s reasons for running for office and goals they hope to accomplish.

719.1.55 Platform Form – Form turned in the Director(s) of Elections that contains a Candidate’s platform.
719.1.56 Private Location – Locations for Billboards and Campaign Material that are privately owned residences.

719.1.57 Political Parties – A group of students organized under one group name as Candidates for Senate and/or School Officers. The Political Party name appears next to the name of the Candidates on the ballot, but does not affect the method in which votes are cast.

719.1.58 Polling Station – Any place where an electronic device is available for people to vote, but would not normally be available for public access. Polling Stations may only be established by the elections Directorate.

719.1.59 Preliminary Campaigning – The time period preceding Campaign Kickoffs and Formal Campaigning during which Spring Candidates may publicize their candidacy and the SGA Elections by distributing and placing billboards, posters, marquees, and painted windows at approved on-campus and off-campus locations.

719.1.60 Public Location – Locations for Billboards and Campaign Material that are owned by the City of Auburn and its businesses.

719.1.61 Run-off Election – An election held if a Major Candidate for Executive Office does not receive at least 40% of the majority of votes in the election.

719.1.62 Spring Elections Information Session – A meeting held prior to potential Candidates submitting their Declaration of Intent to inform Candidates about the various positions elected, the responsibilities of the positions, and general information running a Campaign.


719.1.64 Support -- To aid the cause, policy, or interests of a Candidates’ Campaign. To argue in favor of; advocate.

719.1.65 T-Shirts – A form of Campaign Material in which individual Candidates print a message on a maximum of 400 t-shirts for the purpose of Campaigning; may be utilized by all Major Candidates.

719.1.66 Violation - Any action by a Campaign that is not allowed in the Student Government Association Code of Laws or approved by the Elections Board is in violation of the Student Government Code of Laws and will result in sanctions imposed by the Board of Elections.

719.1.66.1 An alleged violation does not include evidence of the violation. Evidence may be made available upon request.
Violation Form – An official Elections Board form, submitted to the SGA office, that reports an alleged infraction of Election Law.

Voting Days – The day or days delineated by the Elections Board during which votes for Candidates are cast.

Withdrawal Form – Official form used to withdraw from the Elections Process and to remove one's name from the ballot.
TITLE VIII
FINANCE LAW

CHAPTER 800 - Student Activity Fee Request Forms

800.1 The annual allocation of Student Activity Fees shall be conducted during the beginning of the fall semester prior to the start of the upcoming fiscal year. The fiscal year for approved activity portfolios shall be October 1 – September 30.

800.2 Any Student Activity Portfolio wishing to request an allocation of the Student Activity Fees shall obtain a budget request form from the SGA Treasurer. The Student Activity Portfolio shall complete the request form and return it, by a specified date, to the Chair of the SGA Senate Budget and Finance Committee and the Student Government Association Treasurer. Any activity portfolio that requests Student Activity Fee funding must conduct all monetary transactions using Auburn University Office of Student Financial Services procedures.

800.3 Sports clubs that desire a portion of student recreation fees shall obtain a budget request form from the Director of Recreational Services. The Director of Recreational Services shall direct all sports club requests to the Organizations Board, per the specifications of Title V, Chapter 500. A sports club shall not receive more than 50 percent of its funding from student recreation fees and the allocation of these monies shall be at the discretion of the Organizations Board.

800.4 All request forms shall include the following information:

800.4.1 A financial statement, (in a form set by the SGA Treasurer), itemizing total income from the past year and total projected income and expenses for the coming year. The statement shall include funds to be received from Student Activity Fees as well as those to be received from sources other than Student Activity Fees;

800.4.2 An evaluation of the successes and failures of the activity portfolio during the preceding year and estimates of the number of students affected by or involved in each of the activity portfolio’s events and activities during the preceding year.

800.5 The Treasurer of the Student Government Association shall be responsible for making sure a notice is distributed informing Student Activity Portfolios of the deadline for the submission of Student Activity Fee Request Forms. This notice shall appear at least a one (1) month before the deadline for submission of the Request Forms. The notice must be posted on the finance section of the Student Government Association website and may also be published in two consecutive issues of the Auburn Plainsman. The Treasurer of the Student Government Association shall send direct notice to current Student Activity Portfolios.
CHAPTER 801 - Presentation of Activity Requests

801.1 Before the start of Budget and Finance Hearings, each Student Activity Portfolio shall present its budget for the next fiscal year to the assigned Budget and Finance Committee representative. The Budget and Finance Committee shall review the budget(s) for errors in a timeframe set by the Committee.

801.2 Each Student Activity Portfolio shall be allowed ten (10) minutes to make a presentation before the Committee at the first Budget and Finance hearing in the fall semester. Each member of the Student Senate shall also be provided with a copy of each budget request form.

801.3 The Budget and Finance Committee shall review the Student Activity Portfolio’s budgets and subsequently allocate Student Activity Fees according to the Committee’s recommendations during the hearings. The result of the allocation process shall then be presented to the Student Senate for final approval.

801.4 Upon approval of each of the Student Activity Portfolio’s budgets by the Student Senate, it is the responsibility of the SGA Treasurer and Budget and Finance Chair to ensure that all Student Activity Portfolio budget allocation sheets are posted online by the SGA Webmaster before two weeks have elapsed from the date the allocation was approved.

CHAPTER 802 - Senate Procedure

802.1 The Budget and Finance Committee of the Student Senate shall recommend a monetary allocation (not percentage breakdown) of the Student Activity Fees to the Student Senate within three weeks of the last Budget and Finance hearing.

802.2 Each Student Activity Portfolio shall contact the Budget and Finance Committee each semester with any necessary changes that may occur within its allocated budget.

802.2.1 The creation and removal of a line item in a Student Activity Portfolio’s budget is permissible during the Budget and Finance process pending the approval of the Budget and Finance Committee and obtaining a majority vote in the Student Senate.

802.2.2 Each Student Activity Portfolio may modify budgets throughout the fiscal year by transferring allocated funds between line items. Requests must be presented to and approved by the Budget and Finance Committee.

CHAPTER 803 - Student Activity Fee Reserve Fund

803.1 Any funds allocated to a Student Activity Portfolio for a given fiscal year that are unspent by the end of the fiscal year shall be placed in the Student Activity Fee Reserve Fund.
Any unused funds from deleted activity portfolios shall also be placed in the Student Activity Fee Reserve Fund.

803.1.1 The funds available for allocation for any given fiscal year shall be the sum of expected Student Activity Fees revenue to be collected during the year, unused funds from deleted activity portfolios, and any donations made for the purpose of portfolio allocations (e.g. A.U. Bookstore donations).

803.1.2 All available funds for a given year which are not allocated to a Student Activity Portfolio shall be placed in the Student Activity Fee Reserve Fund.

803.1.3 Any remaining balance in the Reserve Fund at the end of a given fiscal year shall be made available (rolled over) to the Reserve Fund during the next fiscal year.

803.1.4 The Student Activity Fee Reserve Fund shall be used for special allocations to Student Activity Portfolios.

803.1.5 Requests for disbursements from this Fund shall be made to the Student Senate through the Budget and Finance Committee. In order for a request to be considered during a given semester it must be submitted to the Budget and Finance Committee at least three weeks prior to the final Senate meeting of that semester.

CHAPTER 804- Program Expansion Fund

804.1 The Student Activity Fee Program Expansion Fund shall be used for allocations to activity portfolios in order to allow for the expansion of current programming or to create new programming items.

804.2 Requests for funding shall be made to the Student Senate through the Budget and Finance Committee Chair. Subsequently, a recommendation of the Budget and Finance Committee shall be made to the Student Senate Executive Committee.

804.2.1 The Program Expansion Fund will be available for requests on a needs basis. Upon receiving a request, the Budget and Finance Committee must take action within two weeks of the date the request was submitted. Any request must be made through the Budget and Finance Committee Chair and may include the need for accompanying documentation.

804.2.2 For a request to be considered during a given semester it must be submitted to the Budget and Finance Committee Chair at least three weeks prior to the final Senate meeting of that semester.
804.2.3 An increase of greater than twenty (20) percent to a general budget line item of a Student Activity Portfolio must be requested from the Program Expansion Fund. Such a request will not be entertained during Budget and Finance hearings.

804.2.4 Any funds allocated to a Student Activity Portfolio from the Program Expansion Fund must be used for the specific programming item that was originally presented to the Budget and Finance Committee.

804.2.5 Any changes to the individual budget must be approved by the Chair of the Budget and Finance Committee.

804.3 Any funds from the Program Expansion Fund that have not been expended by the end of the fiscal year in which they were allocated will be returned to the Program Expansion Fund, unless an exemption is granted by the Budget and Finance Committee.

804.4 The annual amount to be placed in the Program Expansion Fund shall be determined by the Budget and Finance Committee prior to the Budget and Finance Hearing and approved by the Student Senate when considering the general budgets for the fiscal year.

804.5 Each semester the Budget and Finance Committee will meet to review all completed programming items funded through the Program Expansion Fund. Criteria, which will be set by the Budget and Finance Committee, shall be used to determine the success of a portfolio.

804.5.1 If the programming item is deemed successful, the approved item will be allowed to enter the Student Activity Portfolio’s general budget as an individual line item or an addition to a current line item.

804.5.2 If the programming item is not deemed successful then it shall not be permitted for inclusion in the Student Activity Portfolio’s general budget for the next fiscal year.

CHAPTER 805- Organizations Fund

805.1 The Organizations Fund will be established through a budget line item in the Student Organizations Portfolio budget. The available funds in the Organizations Fund at the beginning of a fiscal year shall not be less than $75,000. No transfers may be made during the fiscal year to/from the Organizations Fund from/to other Student Organizations Portfolio budget line items or the Student Activity Fee Reserve Fund. Should the Organizations Board deem more money is needed; a Program Expansion Fund Request can be made on their behalf by the Student Organizations Portfolio Financial Manager to the Chairman of the Budget and Finance Committee of the Student Senate.

805.2 The Organizations Board shall not allocate more than eighty (80) percent of the total Organizations Fund monies during the initial fall semester of the fiscal year. Not less than
ten (10) percent shall be left to allocate in the proceeding fall semester before the new fiscal year.

805.3 Only Permanent student organizations may apply for monies from the Organizations Fund.

805.4 Funding guidelines must be presented and approved by the Student Senate by the Organizations Board before the beginning of each fiscal year. The Organizations Board is bound to the guidelines set forth by the Student Senate for that fiscal year.

805.4.1 The Organizations Board may request to amend funding guidelines before the Student Senate throughout the fiscal year.

CHAPTER 806 - Portfolio Requirements
806.1 Each Student Activity Portfolio shall present a fiscal budget to the SGA Treasurer, the Chair of the Budget and Finance Committee, and the Office of the Vice President for Student Affairs prior to the beginning of each fiscal year.

806.2 Fiscal Year Requirements

806.2.1 Each Student Activity Portfolio shall have a student representative to be responsible for recording and reporting expenditures of the Student Activity Portfolio. If the Student Activity Portfolio deems it necessary, an activity portfolio may also have a financial manager to share the responsibilities of the student representative.

806.2.2 Each Student Activity Portfolio shall present to the Student Government Association Treasurer and the Student Senate Budget and Finance Committee an electronic copy of its itemized monthly check register and a monthly performance report. These reports shall be prepared and submitted separately in a format designated by the Student Government Association Treasurer and the Student Senate Budget and Finance Committee, respectively.

806.2.3 The previous month’s report shall be due on the second Friday of the current month. Each portfolio will present this information to the Student Senate Budget and Finance Committee on a date set by the Student Senate Budget and Finance Committee Chair.

806.2.4 Upon receipt of the electronic copy of each Student Activity Portfolio’s monthly performance report and check register, it is the responsibility of the Student Government Association Treasurer to ensure that each current Student Activity Portfolio’s monthly performance report and check register is posted online to the finance section of the SGA website by the SGA Webmaster.
806.2.5 Each Probationary Student Activity Portfolio shall make a financial presentation each semester at the Student Senate’s second meeting of the semester, with the SGA Treasurer in attendance.

806.2.6 Each Student Activity Portfolio’s Budget and Finance Committee Representative shall make a presentation each semester at the Student Senate’s third meeting of the semester, with the SGA Treasurer in attendance.

806.3 Nonfinancial Requirements to be considered for Student Activity Fee Funding

806.3.1 All Student Activity Fee funded activities shall be open to all Auburn University students.

806.3.2 The memberships of all activity portfolios shall be open to all Auburn University students.

806.3.3 Student Activity Fees shall not be used for partisan political activities, denominational religious activities, and/or organizations whose constitutions explicitly discriminate on the basis of a student’s race, color, sex, religion, national origin, age, sexual orientation, or disability.

806.3.4 The SGA Treasurer and the Chair of the Budget and Finance Committee shall be allowed to require any activity portfolio that has deviated from any of the rules set forth in Title VIII, Finance Law, to make a special financial presentation to the Student Senate, with the SGA Treasurer in attendance, within two (2) weeks of the activity portfolio’s notification.

CHAPTER 807 - Approval of Student Government Association Budget

807.1 The President of the Student Government Association shall submit a final itemized Student Government Association budget to the Student Senate for approval prior to October 1st.

807.2 The Student Senate shall approve all changes in the Student Government Association budget.

807.3 The Treasurer of the Student Government Association shall be responsible to the Student Senate for enforcing the provisions of this chapter.

CHAPTER 808 - Executive Salary Review Board

808.1 All paid positions of Student Activity Portfolios shall receive a salary set by the Salary Review Board and approved by the Student Senate for the months he or she is in office. To add additional student salaried positions, see Chapter 1405.
808.2 The Salary Review Board shall be composed of the following:

808.2.1 Treasurer of the Student Government Association;
808.2.2 Advisor of the Student Government Association;
808.2.3 Chairman of the Budget and Finance Committee of the Student Senate;
808.2.4 A representative of the Department of Human Resources;
808.2.5 One faculty representative from a Student Activity Portfolio other than SGA;

808.3 The Salary Review Board shall have the duty to analyze the responsibilities of each executive position of a Student Activity Portfolio and make a recommendation to the Student Senate on proper compensation for these positions.

808.4 Salaries will remain constant until such time the Student Government Association President or the Student Government Association Student Senate deems it necessary that the Salary Review Board evaluate the current salaries and propose a recommendation to the Student Senate.

808.5 To initiate salary review, a written request from either the majority of the Student Senate or from the President of the Student Association shall be delivered to the Student Government Association Treasurer.

808.6 The Salary Review Board shall have no oversight or administrative responsibilities until called upon to evaluate salaries.

808.7 No changes in Salary made during one fiscal year shall take effect until the beginning of the next fiscal year.

808.8 Student Government Association executive salaries shall be paid only to students actually in office. Temporary officers shall receive the salary of the absent officer whom they replace.
CHAPTER 900 – Citation

900.1 This act shall be known as the Student Communications Media Law. There shall be a permanent board known as the Board of Communications which shall be composed of the following:

1. Vice President for Student Affairs, or a representative appointed by him/her, will serve as Chair;
2. An English faculty member from the Professional and Technical Writing program, appointed by the Chair of the English department or a faculty member from Media Studies appointed by the Chair of the School of Communication and Journalism; the position will alternate between the English faculty member and the Media Studies faculty member on a yearly basis; the Chair may not elect him or herself
3. Faculty/Staff/Professional in Print Media (chosen by Plainsman)
4. Faculty/Staff/Professional in Broadcast (chosen by WEGL and Eagle Eye)
5. Faculty/Staff/Professional in Publication (chosen by Glom and Circle)
6. Faculty/Staff/Professional in Business Management (chosen by AU EVP/CFO)
7. B&F Liaison (Student)
8. President of the Student Government Association or appointee
9. Greek Representative (IFC, NPHC, Panhellenic) Each year, the representative will rotate from among the three different councils meaning not one single council will serve consecutive years.
10. President of the Honors Congress
11. President of the Graduate Student Council or appointee
12. President of Involvement Ambassadors
13. Student Media representative from The Auburn Plainsman, The Auburn Circle, Glomerata, Eagle Eye TV, and WEGL (non-voting)
14. The Auburn Plainsman Advisor and Student Media Advisor (non-voting)

900.2 A representative may serve a maximum of three consecutive years. If a longer term is desired, the representative must take a one-year hiatus after the initial three years before returning to the board.

CHAPTER 901 – Meeting Times, Quorum, and Voting

901.1 Meetings of this Board shall be held monthly at a time that is convenient to the Board. Due notice of all meetings shall be given by the chairperson at least 72 hours before the time of the meeting. A special meeting of the Board may be called by the Chairperson of the Board or the appointed SGA Executive Officer.
The presence of six voting members shall constitute a quorum. Board decisions shall be by a majority vote. The chairperson shall only vote in the event of a tie. No meeting of the Board will be considered to have a quorum unless over half of those attending are standing, voting members of the Board and at least one is a student representative. If a Board member personally misses three meetings in an academic year; the Chairperson shall remove that person from the position and appoint a new representative to take their place.

Any proxy must be appointed by the specific Board member and generally meet the qualifications of that Board member’s position.

Before the start of each new academic year, the University shall sponsor an orientation for all voting members of the Board. The orientation shall include briefings of board duties and professional ethics and business practices within journalism and mass media. Furthermore, Board members will be briefed by the student media leaders about the functions and day-to-day operations of their entities and given a tour of the Student Media suite. A proxy must view the orientation video in order to vote on behalf of the member for whom he or she serves.

CHAPTER 902 – Duties of the Board of Communications

The Board of Communications shall have the following duties:

1. To support, advise, and serve as an advocate of Student Media;
2. To review annual budgets of the student media departments;
3. To review all proposed constitution and bylaw changes of student publications and broadcast departments;
4. To declare and fill, for sufficient reasons, all vacancies in the offices of editor and station manager under the supervision of this Board;
5. To recommend the salaries of the editor and station manager under the supervision of this Board;
6. To reprimand, suspend with or without pay, or remove the editor or station manager, for cause which shall include violations of the Code of Student Discipline, insofar as it does not inhibit the journalistic integrity of the Student Media entities outlined in the Society of Professional Journalists (SPJ) Code of Ethics, or failure to fulfill the duties outlined in the job description. An editor or station manager so removed may appeal the removal to the president of the University within seven (7) calendar days.
7. To conduct a selection process for the position of The Auburn Plainsman Editor, The Glomerata Editor, The Auburn Circle Editor, Eagle Eye Station Manager and WEGL Station Manager. All positions require an interview by the Board. If there are four or more candidates for any single position, the Board may require a screening process and preliminary tests to assess pertinent job skills.
8. The Communications Board shall have no authority to influence or exercise control over the editorial content or the editorial decision-making process of editors and station managers.
Chapter 903 - Selection of the Editor of *The Auburn Plainsman*

903.1 The Board shall conduct a selection process during spring semester to determine the next Editor of *The Auburn Plainsman*.

903.2 To be eligible for the position of Editor of *The Auburn Plainsman*, the candidate must meet the following requirements:

1. a cumulative GPA of 2.5 or higher;
2. enrollment in, or successful completion of coursework in Newspaper Fundamentals, News Writing Reporting, Press Law and Ethics, or experience in newspaper editing is recommended;
3. prior experience working for *The Auburn Plainsman*;
4. equivalent professional experience will be considered.

903.3 Duties of the Board of Communications

903.3.1 Quorum requirements are the same as listed in 901.2.

903.3.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:

1. an official university transcript to ensure candidate eligibility as defined in section 903.2;
2. a completed resume outlining experience and qualifications for the position;
3. two (2) letters of recommendation, one being from a faculty member in the student’s academic major or a faculty member in the Departments of English or Art or the School of Communication and Journalism;
4. a vision statement and individual goals for The Auburn Plainsman;

903.3.3 The Board will then conduct an interview with all candidates referred after reviewing the required materials. The Chair of the Board will randomly draw the order of the interviews. Interviews shall last a maximum of forty-five (45) minutes each, with a maximum fifteen (15) minute break for discussion between each. Non-voting student members of the Board cannot remain in the room during the deliberation process for editors and station managers.

CHAPTER 904 – Selection of the Editor of the Glomerata

904.1 The Board shall conduct a selection process during spring semester to determine the next Editor of the Glomerata.

904.2 To be eligible for the position of Editor of the Glomerata, the candidate must meet the following requirements:

1. a cumulative GPA of 2.5 or higher;
2. enrollment in, or successful completion of college-level courses in graphic design, editing, creative writing, journalism, technical writing, photography, and/or management is recommended;
3. prior experience working for the Glomerata staff or staff experience at another college-level annual;
4. equivalent professional experience will be considered.

904.3 Duties of the Board of Communications

904.3.1 Quorum requirements are the same as listed in 901.2.
904.3.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:
   1. an official university transcript to ensure candidate eligibility as defined in section 904.2;
   2. a completed resume outlining experience and qualifications for the position;
   3. two (2) letters of recommendation, one being from a faculty member in the student’s academic major or a faculty member in the Departments of English or the School of Communication and Journalism;
   4. a vision statement and individual goals for the Glomerata;

904.3.3 Interview requirements are the same as in 903.3.3

CHAPTER 905 – Selection of the Editor of The Auburn Circle

905.1 The Board shall conduct a selection process during spring semester to determine the next Editor of the Auburn Circle.

905.2 To be eligible for the position of Editor of the Auburn Circle, the candidate must meet the following requirements:
   1. a cumulative GPA of 2.5 or higher;
   2. enrollment in, or successful completion of college-level courses in graphic design, editing, creative writing, journalism, technical writing, photography, and/or management is recommended;
   3. prior experience working for the Auburn Circle staff or staff experience at another college-level literary magazine;
   4. equivalent professional experience will be considered.

905.3 Duties of the Board of Communications

905.3.1 Quorum requirements are the same as listed in 901.2.
905.3.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:
   1. an official university transcript to ensure candidate eligibility as defined in section 905.2;
   2. a completed resume outlining experience and qualifications for the position;
3. two (2) letters of recommendation, one being from a faculty member in the student’s academic major or a faculty member in the Departments of English or the School of Communication and Journalism;
4. a vision statement and individual goals for the Auburn Circle.

905.3.3 Interview requirements are the same as in 903.3.3

CHAPTER 906 – Selection of the Station Manager of WEGL

906.1 The Board shall conduct a selection process during spring semester to determine the next Station Manager of WEGL.

906.2 To be eligible for the position of Station Manager of WEGL, the candidate must meet the following requirements:
1. a cumulative GPA of 2.5 or higher;
2. enrollment in, or successful completion of college-level courses in media studies, communication, journalism, engineering, and/or management is recommended;
3. prior experience working for WEGL staff or staff experience at another college-level radio station;
4. equivalent professional experience will be considered.

906.3 Duties of the Board of Communications

906.3.1 Quorum requirements are the same as listed in 901.2.
906.3.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:
1. an official university transcript to ensure candidate eligibility as defined in section 906.2;
2. a completed resume outlining experience and qualifications for the position;
3. two (2) letters of recommendation, one being from a faculty member in the student’s academic major or a faculty member in the School of Communication and Journalism;
4. a vision statement and individual goals for WEGL.

906.3.3 Interview requirements are the same as in 903.3.3

CHAPTER 907 – Selection of the Station Manager of Eagle Eye

907.1 The Board shall conduct a selection process during spring semester to determine the next Station Manager of Eagle Eye.

907.2 To be eligible for the position of Station Manager of Eagle Eye, the candidate must meet the following requirements:
1. a cumulative GPA of 2.5 or higher;
2. enrollment in, or successful completion of college-level courses in media studies, communication, journalism, engineering, and/or management is recommended;
3. prior experience working for Eagle Eye staff or staff experience at another college-level TV station;
4. equivalent professional experience will be considered.

907.3 Duties of the Board of Communications

907.3.1 Quorum requirements are the same as listed in 901.2.
907.3.2 The Board will evaluate the following required materials from each candidate prior to the individual interview:
   1. an official university transcript to ensure candidate eligibility as defined in section 907.2;
   2. a completed resume outlining experience and qualifications for the position;
   3. two (2) letters of recommendation, one being from a faculty member in the student’s academic major or a faculty member in the School of Communication and Journalism; RTVF – Media Studies;
   4. a vision statement and individual goals for Eagle Eye.
907.3.3 Interview requirements are the same as in 903.3.3.
TITLE X
STUDENT DISCIPLINE LAW

CHAPTER 1000 - Citation

1000.1 This act shall be known as the Student Discipline Law.

CHAPTER 1001 - University Discipline Committee

1001.1 There shall be one University Discipline Committee appointed by the President of Auburn University.

CHAPTER 1002 - Purpose of the University Discipline Committee

1002.1 The purpose of the University Discipline Committee shall be to hear cases involving students of Auburn University as submitted to the Committee by the office of the Vice President for Student Affairs. Actions of the Committee shall be in the form of recommendations to the President of Auburn University.

CHAPTER 1003 - Committee Structure

1003.1 At each session of the Committee there shall be three students and four faculty members chosen from a pool of ten undergraduate students, recommended by the President of the Student Government Association, and two graduate students, recommended by the Graduate Student Organization, and twelve faculty members. Each year, one of the twelve faculty members of the Committee shall be appointed chairperson by the President of Auburn University.

1003.2 The students shall be appointed for one year terms by the President of Auburn University. The students shall be of at least junior standing and shall be recommended to the President of Auburn University by the President of the Student Government Association with the concurrence of the Student Senate.

1003.3 Faculty members shall be appointed for three-year staggered terms by the President of Auburn University following standard university committee appointment procedures.

1003.4 Should a member of the Discipline Committee be involved in a violation to be heard by the Committee, the Office of the Vice President for Student Affairs shall appoint a temporary committee, composed of a quorum as outlined in 1003.5 below, excluding the original membership, to hear the case.

1003.5 A quorum of committee meetings shall be five members, of whom three must be faculty, including a chairperson, and two students.

1003.6 Committee recommendations shall be by a simple majority vote. The chairperson shall only vote to make or break a tie.
CHAPTER 1004 - Administrative Responsibility

1004.1 The Office of the Vice President for Student Affairs shall be responsible for the administration of the Discipline Code, including the provision of information for faculty, staff, and students, the preparation of materials for hearings, the maintenance of confidential files regarding violations of the Discipline Code, and adherence to the procedures specified in the Discipline Code.

1004.2 The Office of the Vice President for Student Affairs shall be responsible for making a decision based on recommendations from the University Discipline Committee.

1004.3 The Office of the Vice President for Student Affairs, acting on the recommendation of the University Discipline Committee, shall decide each case.

1004.4 Appeals shall be made directly to the President of Auburn University.
TITLE XI
ADDITIONAL BOARDS AND COMMITTEES

CHAPTER 1100- The University Boards and Committees are appointed by and are advisory to the President of Auburn University. Each Spring the SGA Director of University Boards and Committees, in partnership with the SGA President, will conduct a competitive application process in order to select students that most demonstrate the capacity and desire to serve their board or committee of interest. Selected students will then be recommended by the SGA President to the President of Auburn University for official appointment.

CHAPTER 1101- These committees may be under the purview of a member of the University’s central administration who will be responsible for convening these committees at regular intervals and whenever the need for committee action arises. Committee appointments will become effective at the beginning of the fall semester and will expire at the end of the summer term. The Office of the President will distribute a list of members of the University Boards Committees each fall. Each standing committee will have a written statement of its operating procedures and submit an annual report of their activities to the President of Auburn University.
TITLE XII
STUDENT ACADEMIC HONESTY CODE

CHAPTER 1200 – Definition

1200.1 This title shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking classes at Auburn University. The following regulations are designed to support the interests of Auburn University and its students and faculty in maintaining the honesty and integrity essential to and inherent in an academic institution.

1200.2 Students in the College of Veterinary Medicine and the School of Pharmacy that are enrolled in the Doctor of Veterinary Medicine or Doctor of Pharmacy programs, respectively, shall be subject to honesty codes published and distributed within each school. Students enrolled in those schools pursuing non-professional graduate degrees shall be subject to this title.

CHAPTER 1201 – Violations

1201.1 Violations of the Student Academic Honesty Code include:

1201.1.1 The possession, receipt, or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination, or class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement. The possession, receipt, or use of unauthorized material while an exam or quiz is in progress, or cheating, is a violation of the Code;

1201.1.2 Knowingly giving assistance to another person in such preparation;

1201.1.3 Selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor;

1201.1.4 The submission of themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof that are not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.

1201.1.5 Plagiarism is a violation. In simplest terms, plagiarism is stealing - using the words or ideas of another as if they were one’s own. For example, if
another person’s complete sentence, syntax, keywords, or specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes.

1201.6 Additional violations include altering or attempting to alter an assigned grade on any official Auburn University record. This violation may also be subject to review and action by the University Discipline Committee;

1201.7 An instructor may delineate in advance and in writing other actions he or she considers a violation of the Code. For example, the teacher may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code;

1201.8 Altering or misusing a document (e.g., university forms, infirmary or doctor’s excuse) for academic purposes. Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee;

1201.9 Knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor;

1201.10 Serving as or enlisting the assistance of another as a substitute in the taking of examinations.

CHAPTER 1202 – Sanctions

1202.1 The following sanctions may be imposed for violation of the Student Academic Honesty Code by the Provost upon recommendation of the Academic Honesty Committee:

1202.1.1 A grade of F in the course in which the violation occurs, with the notation “assigned for academic dishonesty” being placed on the transcript for a designated length of time, and the grade of F being reported to both the dean of the college or school in which the student is registered and the Office of the Provost;

1202.1.2 A zero grade on the examination, project, paper, etc. with written notification to the dean of the college or school in which the student is registered;

1202.1.3 Suspension from Auburn University for a stated period of time during which the student will not be allowed to take any courses at Auburn University either in residence or by correspondence. Auburn University
will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the student academic honesty code, the minimum sanction will be suspension;

1202.1.4 Expulsion from Auburn University.

CHAPTER 1203 - Rights and Responsibilities of the Student

1203.1 The student has the right to request a meeting at which any charges of academic dishonesty can be discussed and resolved with the instructor of the course in which the alleged violation occurs and a faculty member of the Academic Honesty Committee who shall serve as a Facilitator. The student will be notified of his or her right to request a meeting within fifteen (15) working days of the reporting of the alleged violation. The student will have five (5) working days after notification of the violation to indicate his or her intention to attend a Facilitated Meeting. In order for a Facilitated Meeting to occur, the instructor of the course in question must also request to engage in the Facilitated Meeting.

1203.2 A student has the right to a Hearing for any charge of academic dishonesty. A student may request to forgo the Facilitated Meeting and attend a Hearing of the Academic Honesty Committee. A student may also attend a Hearing of the Committee if no agreement on a sanction can be reached during a Facilitated Meeting. If a student desires a Hearing, his/her written request must be delivered to the Office of the Provost within five (5) working days after receipt of the Provost’s notification of the charge and the right to a Hearing. Otherwise, the right of the student to be heard will be voided.

1203.3 The notation “assigned for academic dishonesty” will remain on the student’s transcript for no less than two academic semesters in residence. Suspension for academic dishonesty shall be noted on the student’s transcript for the period of suspension. After expiration of a sanction, it shall be the responsibility of the student to request removal of the sanction to the Office of the Provost after expiration of the sanction. Expulsion from Auburn University for academic dishonesty shall be permanently noted on the student’s transcript. Students accused of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending action by the Committee.

CHAPTER 1204 - Academic Honesty Committee

1204.1 The Academic Honesty Committee shall have the following structure:

1204.1.1 The committee shall be appointed by the President of Auburn University. The Committee shall consist of two undergraduate students, recommended by the President of the Student Government; one graduate student appointed by the Graduate Student Council; and four faculty members. One of the faculty members shall be appointed Chairperson by the President of Auburn University.
1204.1.2 The students shall be appointed for one-year terms by the President of Auburn University. The students shall be of at least junior classification and shall be recommended annually by the President of the Student Government Association with the concurrence of the Student Senate. Four undergraduate and one graduate alternate member shall be appointed through the same procedure.

1204.1.3 Six faculty members shall be appointed for three year staggered terms by the President of Auburn University following standard University Committee appointment procedures.

1204.1.4 Should a member of the Committee be involved in a violation to be heard or reviewed by the committee, that member should be replaced by an alternate. If the Chairperson excuses him or herself, the Provost will appoint a temporary chairperson.

1204.1.5 A quorum for committee hearings will be five members, of which three must be faculty and two students. The Chair may form part of the quorum, but may replace a faculty member only, not a student member.

1204.1.6 Committee recommendations shall be made by a simple majority vote of the committee. Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal. The Committee chairperson shall only vote to break a tie or when functioning as part of a quorum.

CHAPTER 1205 - Administrative Responsibilities

1205.1 The Auburn University Administration shall have the following responsibilities:

1205.1.1 The Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the provision of information for faculty, staff and students, the preparation of materials for hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;

1205.1.2 The Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;

1205.1.3 Appeals are made directly to the President of Auburn University.

CHAPTER 1206 - Rights of the Accused Student

1206.1 A student accused of violation of the Student Academic Honesty Code has the following rights:
1206.1.1 To be informed, in writing, of the charge of academic dishonesty made against him/her and of any sanctions recommended by the charging party;

1206.1.2 To be informed, in writing, of the right to attend a Facilitated Meeting with the instructor of the course in question and a faculty member of the Academic Honesty Committee if the instructor agrees to attend such a meeting;

1206.1.3 To be informed, in writing, of the right of Hearing, the procedures involved, and the names of any known witnesses;

1206.1.4 The right to receive written notice of the time and place of a hearing regarding the charges at least 48 hours in advance of the hearing, if a hearing is requested by the student;

1206.1.5 To present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested by the student and to examine the evidence to be submitted by the charging party during the three (3) working days prior to the hearing or review;

1206.1.6 The right to have sanctions deferred until completion of the process described herein, including any appeal to the President of Auburn University;

1206.1.7 The right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1207 - Rights and Responsibilities of the Faculty, Staff, and Students

1207.1 Faculty, staff, and students have the following rights and responsibilities:

1207.1.1 Faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly;

1207.1.2 Faculty, staff, and students have the responsibility to help enforce the Student Academic Honesty Code;

1207.1.3 The instructor in charge of the class in which the alleged violation occurred and the person charging a violation of the Student Academic Honesty Code has the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee hearing requested by the accused student;
The instructor of the class in which the alleged violation occurred and the person charging a violation have the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1208 - Procedure

1208.1 The procedure for filing charges is listed as follows:

1208.1.1 A faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first make a reasonable attempt to meet with the student and then report the incident to the Office of the Provost using an electronic form located on the Provost’s website. The Office of the Provost will then assign the case to one of the faculty on the Academic Honesty Committee who then becomes the Facilitator. The Office of the Provost shall forward a copy of this form to the assigned Facilitator, the dean of the college or school in which the student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor’s dean or department head. The written notice of the charge and any recommended sanctions shall be sent to the student within fifteen (15) working days after detection of the alleged violation. If an Academic Honesty Committee Hearing is ultimately held, such recommended sanctions shall not be construed as binding upon the Committee, and may be increased or decreased.

1208.1.2 A person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Student Academic Honesty Code, would normally consult with that instructor, but is not required to do so.

1208.2 The procedure for processing charges is listed as follows:

1208.2.1 When the Office of the Provost receives notice of the alleged violation of the Student Academic Honesty Code, the Office shall give written notice to the Facilitator assigned to the case, the accused student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the optional Facilitated Meeting, the student’s right to a Hearing, the procedures involved, and the names of known witnesses. This Office shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;

1208.2.2 The Office of the Provost shall initially assign the case to one of the faculty on the Academic Honesty Committee who then becomes the Facilitator. If the accused student fails to request a Facilitated Meeting or a Hearing within the time allowed, the Committee will then be notified of the charges and response of the student in order to consider the case based on evidence available, and will submit its findings and recommendations.
to the Provost. If both the accused student and instructor of the course in question request a Facilitated Meeting, a date shall be set for a meeting, and the involved parties shall be notified by the Office of the Provost of the time, date, and place. The Office of the Provost will have a period of five (5) working days to begin scheduling an appointment with the student, Facilitator, and instructor;

1208.2.3 If the student and instructor forgo the Facilitated Meeting, or if the Facilitated Meeting does not result in a mutually agreeable solution, approved by the Provost, the matter will be forwarded to the Committee in order to consider the case based on available evidence, including a Hearing if requested by the student, and will submit its findings and recommendations to the Provost;

1208.2.4 If the accused student desires a Hearing, his/her written request for a Hearing must be delivered to the Office of the Provost within five (5) working days after receipt of notice of the right to a Hearing. This request should include any response the student wishes to make to the charges, as well as the names of known witnesses. The Office of the Provost shall send a copy of the request for a Hearing and the response of the student to both the charging party and the other persons who received an original copy of the original charge;

1208.2.5 If a Hearing is requested by the accused student, a date shall be set for a Hearing, and the parties shall be notified by the Committee of the time, date, and place. There shall be no less than ten (10) working days between the date of notification and the date of the Hearing, unless there is mutual agreement between the student and the Committee to schedule the Hearing at an earlier date.

1208.2.6 If the student, after requesting a Hearing and receiving written notification of the Hearing date, fails to attend the hearing without good cause as determined by the Committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the Committee’s recommendation shall be based on the evidence available;

1208.2.7 The Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the Committee deems that suspension is warranted, the suspension will begin the semester immediately following the semester in which the sanction was determined, unless the Committee recommends otherwise and the Associate Provost concurs;
1208.2.8 In the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed;

1208.2.9 Expulsion shall become effective on the date of the student’s notification of the final action.

1208.3 Procedure for meeting with the Facilitator is listed as follows:

1208.3.1 The student has the responsibility to request a meeting with the appropriate member of the Academic Honesty Committee as directed by the Office of the Provost upon receipt of notice of the alleged violation within five (5) working days of receipt;

1208.3.2 Witnesses will not be present at the time of the meeting with the Facilitator. The meeting will be a discussion between the instructor of the course and the student about the incident and will be facilitated by the Committee member as a means of reaching a mutually satisfactory agreement that will conclude the matter, upon Provost approval, and preclude the involvement of the Committee;

1208.3.3 The meeting is not a Hearing, rather the intention of the meeting is to discuss the charges and identify a resolution to the charges that is mutually agreeable to all parties attending the meeting. All parties are free to state their perspective and any supporting material evidence they have at the time of the meeting. The Facilitator’s purpose is to assist in achieving a fair and focused discussion. The Facilitator will not serve as a determiner of fact or make decisions on the outcome;

1208.3.4 Agreements may include appropriate sanctions determined by the parties or withdrawal of the charges by the accusing party;

1208.3.5 The Academic Honesty Committee will review the recommended sanctions agreed upon during the Facilitated Meetings and forward the Committee’s recommendation to the Office of the Provost. The Provost shall receive and consider the report of the Committee and shall determine the action to be taken. Approval of the agreement by the Provost will close the matter and no further actions on the charges will proceed;

1208.3.6 If no agreement on a sanction can be reached during the meeting with the appointed Facilitator, the case will go before the Academic Honesty Committee for a final decision. The burden of proof rests with the accusing party and shall be satisfied by any clear and convincing evidence on the record considered as a whole. If this occurs, all procedures for the committee will apply as stated in 1208.4. The Facilitator will inform the Office of the Provost that an acceptable resolution was not and all
involved parties will receive a copy of the notification. The date, time and location will be set for a Hearing in a timely manner and parties shall be notified by the Committee.

1208.4 The procedure for the hearings is listed as follows:

1208.4.1 Each party shall have the right to present witnesses and evidence at a hearing and to be present during the presentation of other witnesses and evidence;

1208.4.2 Each party shall arrange for the attendance of their own witnesses. The Office of the Provost shall assist in securing the attendance of witnesses, if a written request for assistance is made to that office a reasonable time in advance of the hearing date. When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the hearing until such time that the witnesses may appear and be questioned;

1208.4.3 The Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the Committee;

1208.4.4 When a witness fails or refuses to appear, the Committee shall decide whether or not to proceed on the basis of other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness;

1208.4.5 The charged student is encouraged to give a statement and to cooperate with the Committee in processing his/her case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;

1208.4.6 A student’s prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt. However, the prior record must be considered by the Committee in determining the appropriate sanctions;

1208.4.7 The burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole;

1208.4.8 The hearing shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to each party upon request. Committee deliberations shall not be mechanically recorded; the Committee shall
conduct its deliberation in close and confidential session and shall submit findings and recommendations to the Provost.

1208.5 The procedure for any action taken against the student is as follows:

1208.5.1 The Provost shall receive and consider the report of the Committee, and shall determine the action to be taken when the decision of the Provost differs from the Committee’s recommendation, the Committee chair shall be consulted before the charged student is officially notified;

1208.5.2 If, after the Committee hearing, additional evidence not presented in the hearing which could affect the decision of the Provost comes to his/her attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence;

1208.5.3 The Provost shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor, and the person who initiated the action. The Registrar shall be notified in writing by the Office of the Provost when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the dean of the college or school in which the student is registered or to which he or she transfers, with the assistance of the Office of the Provost. No action shall be taken by any of the parties above for five (5) working days after notification of the decision by the Provost or the completion of any appeal to the President of Auburn University, whichever is later;

1208.5.4 When the period of a sanction has expired, the student shall be responsible for requesting in writing for the removal of notation of sanction from his/her record;

1208.5.5 A student returning after completion of a suspension shall follow the same procedure for registration as any other returning student;

1208.5.6 If the course ends before final action has been taken, the instructor shall assign the student a grade of incomplete.

1208.6 Upon notification of action, either party may appeal to the President of Auburn University. The appeal must be made in writing within five (5) working days after receipt of notification of the action of the Provost and must include a full statement of asserted facts and argument concerning the appeal. The appealing party shall send a copy of the appeal to the Office of the Provost, which shall send a notice of the appeal to all parties who received notice of findings and sanctions. The party that is not appealing may submit a written response within five (5) working days of receipt of the appeal. Prior to any
change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. The President of Auburn University shall then respond in writing to the appealing party. Notice of the action shall be sent to the parties that received notice of the appeal. The President of Auburn University’s decision shall constitute the final action of Auburn University.

1208.7 Both written and taped records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost for a period of six (6) years following the hearing of the case. Access to these records shall be limited on an academic need-to-know basis as indicated by applicable law and Auburn University policy concerning student records as outlined in the Auburn University Bulletin.
TITLE XIII
AUXILIARY GROUPS

CHAPTER 1300 - Selection of Auburn University Co-ed Cheerleading Squad

1300.1 Tryouts for Auburn University Cheerleader and Mic-Person shall be arranged by the Athletic Department. The tryouts shall be held during the spring semester. It shall be the duty of the Athletic Department to see that tryouts are given adequate advance publicity which must include publication of dates and times of tryouts in at least two editions of The Auburn Plainsman, and that a complete list of cheerleader and mic-person requirements is published and distributed at clinic.

1300.2 A student must be enrolled at Auburn University as a full-time student and have completed at least one semester at Auburn University to become a candidate for cheerleader. A student must also have at least a 2.0 overall grade point average at Auburn University or at least a 2.5 grade point average achieved for the previous semester at Auburn University to become a candidate for cheerleader. It shall be the duty of each candidate to see that a statement of his or her grade point average, which will be validated by the respective dean’s office, is submitted to the Athletic Department at least one week prior to the announced beginning date of tryouts.

1300.3 The Cheerleader/Mic-Person Selection Committee, upon approval of Vice President for Student Affairs, in consultation with the Director of Athletics, shall be composed of:
1. Representative of the Athletic Department
2. Faculty/Staff representative appointed by the Office of the Vice President for Student Affairs
3. Universal Cheerleaders Association (UCA) Cheerleader Representative
4. Student Government Association President
5. Outgoing Head Cheerleader
6. Former Cheerleader at least 5 years Removed
7. Cheerleading Expert (UCA, Former Cheerleader, or Collegiate)

1300.4 It shall be the responsibility of the Cheerleader/Mic-Person Selection Committee to select the most qualified students to be Cheerleaders and Mic-Person. The committee shall use the following guidelines:
1. The total number of cheerleaders shall consist of ten men and ten women, with a Mic-Person comprising the 21 members of the squad. The Mic-Person is subject to the criteria contained in 1300.5.
2. Those students who have served as cheerleaders the previous year and who wish to be candidates for cheerleader again are required to enter tryouts. However, in the event that a cheerleader is placed on medical exemption (injury or illness) by the athletic physician, the cheerleader shall be exempt from physical tryouts, but not the interview.
3. Once selected, he or she will only have four years of eligibility.
4. The cheerleading season shall be defined as the time period beginning immediately after spring semester selections and continuing through spring semester selections the
following year, which includes any event requested by the Auburn University Athletics Department.

1300.5 Tryouts for Mic-Person will be held in conjunction with Cheerleader tryouts. Candidates wishing to be considered for the Mic-Person must meet all classification and academic requirements specified for any cheerleader in the Student Government Association Code of Laws. Candidates shall agree in writing to the same set of rules outlined in 1300.10.

1300.6 The cheerleaders shall be selected from those students trying out through a technical competition followed by an interview process. The Cheerleader/Mic-Person Selection Committee shall first name semi-finalist from the technical competition (a total no less than one and one-half times the number of cheerleaders to be selected and nor more than two times the number of cheerleaders to be selected). The semi-finalists for Mic-Person shall not exceed eight. The final cheerleading squad shall then be selected by interview with the Cheerleader/Mic-Person Selection Committee from these semi-finalists.

1300.7 The Director of Spirit shall designate a standard tryout uniform to be worn by the candidates, and all candidates shall be required to wear an assigned number while trying out.

1300.8 The requirements for male and female candidates will be available via the cheerleading website following the interest meeting.

1300.9 The Chairman of the Cheerleader/Mic-Person Selection Committee shall create standardized evaluation forms to be used during the technical competition and interview selection process. During the technical competition and interview selection process, judges’ scores shall be submitted to an auditor(s) who along with the Chairman of the Cheerleader/Mic-Person Selection Committee shall determine the natural break in scores. Auditor(s) must be at least one, but no more than two Student Affairs Professionals or Athletic Department Professionals, who serve as auditor(s) or a runner throughout the entire technical competition and interview process. Names shall not be disclosed to the judges during any portion of the technical competition. Any discussion among judges throughout the technical competition should be limited to discussion of technical skills only. No discussion shall be held following the submission of the final interview scores.

1300.10 The Head Cheerleader or Co-Head Cheerleaders will be selected prior to tryouts by an application and interview process. The Head Cheerleader or Co-Head Cheerleaders must have served at least one year as an Auburn University Cheerleader.

1300.11 The selected cheerleaders shall agree in writing to a uniform set of rules and regulations for the administration and operation of the squad. This set of rules and regulations must be approved by the Cheerleader Coordinator.

1300.12 In the event of a breach of the rules set forth by 1300.10 by any member of the squad, the Cheerleader Coordinator shall have the authority to take appropriate disciplinary action. This decision may be appealed to the Cheerleader Disciplinary
Committee, which shall consist of the SGA Director of Spirit, Vice President for Student Affairs, and the Athletic Director.

1300.13 An Auburn University Faculty/Staff person shall be chosen as the Cheerleader Advisor. This Advisor shall be approved by a 2/3 vote of the membership of the Cheerleaders. The term of the advisor shall be one year. The Advisor may succeed himself/herself if approved by a 2/3 vote of the membership of the Cheerleaders. The Cheerleader Coordinator is an employed university staff member of the Auburn University Athletic Department.

CHAPTER 1301 - Selection of the Auburn University Mascot

1301.1 Tryouts for mascot shall be arranged by the Director of Aubie. The tryouts shall be held at such a time and arranged in such a manner that the final selections will be made by the end of spring semester. It shall be the duty of the Director of Aubie to see that tryouts are given adequate advance publicity, which must include publication of dates and times of the clinic and tryouts in at least two editions of The Auburn Plainsman, and that a complete list of mascot requirements, outlined by the Director of Aubie and approved by the Aubie Advisor, is published, distributed, and enforced. During the orientation session, everyone trying out for mascot shall be given a set of rules which the people chosen for mascot must follow.

1301.2 Students must have at least a 2.25 overall grade point average at Auburn University to become a candidate for mascot. It shall be the duty of each candidate to see that a statement of his/her grade point average, which shall be validated by the respective dean’s office, is turned into the Director of Aubie on the first day of the mascot clinic.

1301.3 Upon selection as mascot, a mascot may not make below a 2.25 cumulative grade point average in order to stay as mascot. All mascots must be full time students for fall and spring semesters of the mascot year.

1301.4 The Mascot Selection Committee shall be composed of:

1. Vice President for Student Affairs or representative, Chairperson;
2. Current Head “Friend of Aubie”. In the event that the Head “Friend of Aubie” is trying out again, the Director of Aubie shall choose one of the remaining Friends of Aubie to replace the Head “Friend of Aubie”. If all three “Friends of Aubie” are trying out again, the Director of Aubie shall choose a former “Friend of Aubie” still enrolled at Auburn to serve on this committee;
3. Vice President for Alumni Affairs, or representative;
4. Athletics Department Representative, non-student.
5. Head Cheerleader or Co-Head Cheerleader as approved by a majority vote of the cheerleaders for that purpose;
6. Student Government Association President, or representative;
7. Former “Friend of Aubie”, at least five years removed and not currently enrolled at Auburn University;
8. At-Large judge. This can be a faculty member or administrator. This person will be chosen by the current Head “Friend of Aubie” and Director of Aubie. In the event that the Head “Friend of Aubie” is trying out again, the Director of Aubie and one of the remaining “Friends of Aubie” will make the decision. If all three “Friends of Aubie” are trying out again, the Director of Aubie will have the final decision.

1301.5 It shall be the responsibility of the Mascot Selection Committee to select the most qualified students to fill the position of "Aubie" at Auburn University. The Committee shall also name the Head Aubie. The four chosen mascots shall work together to fulfill all the responsibilities required of the mascot. If the committee feels that there are not four participants capable of upholding the traditions of the character, they may instead select three individuals to serve as mascot. The Committee shall use the following criteria when selecting the new mascots:

1301.5.1 the students who served as mascots the previous year are eligible to serve as Mascot the following year, with a maximum of two years of service;

1301.5.2 any student who has served as Director of Aubie at any time during the preceding years is ineligible to try out for mascot;

1301.5.3 the students chosen as Mascots shall be required to reside in Auburn during the summer term immediately following selection.

1301.6 In the event that one of the Aubies cannot perform his/her duties, the replacement will be selected from the remaining finalists by a committee composed of the Director of Aubie, the Aubie Advisor, and an SGA Advisor. This Committee may choose not to select a replacement if the remaining finalists are not of adequate quality. This committee shall have the final authority in governing the matters involving the mascots. It shall be up to a 2/3 vote by the three friends of Aubie, the Aubie Advisor, the Director of Aubie, and the SGA Advisor to determine whether the Friend of Aubie in question can/cannot perform his/her duties.

1301.7 There shall be no more than eight candidates selected for the interview, from which the selection committee will choose three mascots and only four mascots.

1301.8 Aubie Committee

1301.8.1 The Aubie Committee shall be composed of:

1. Vice President for Student Affairs or representative, Chairperson;
2. Director of Aubie, nonvoting member;
3. the current Aubies having one vote collectively;
4. Faculty Advisor;
5. a former Aubie;
6. President of the Student Government Association or representative;
7. an alumni representative, nonvoting member.
8. an athletic department representative.

1301.8.2 The Aubie Committee shall be responsible for developing and maintaining the policies of the mascot. These policies must be approved by a 2/3 vote of the Aubie Committee. The mascots shall agree in writing to these rules and regulations.

A Chartered student organization can apply for Organizations Fund monies by completing the application available to them through the Student Organizations Office. Completed applications must be turned in to the Student Organizations Office no later than one week prior to a scheduled Organizations Board meeting. The Student Organizations Office will contact the student organization requesting funds to set-up an appointment with the Board. The Organizations Board shall review the material and will then submit a recommendation to the Student Senate regarding the request. A vote of two-thirds of the membership of the Student Senate shall be necessary for approval.
TITLE XIV
STUDENT ACTIVITY PROJECTS

CHAPTER 1400 – Definitions of Student Activity Projects and Student Activity Portfolios

1400.1 A Student Activity Portfolio may contain one or more Student Activity Projects. Should a Student Activity Portfolio contain only one Student Activity Project, the two shall be understood to share the same structure(s).

1400.1.1 A Student Activity Portfolio is responsible for selecting a student who shall represent the portfolio at any Student Senate meeting (defined in 1401.2), present a budget during Student Senate Budget and Finance hearings, and who shall be responsible for the correct distribution of all funds received from Student Activity Fees as outlined in the budget approved by the Student Senate. This position shall be referred to as Student Financial Representative.

1400.2 Student Activity Project(s) shall refer to an organization, activity, event, or project that receives funds from Student Activity Fees, allocated during Budget and Finance hearings, via the Student Activity Portfolio to which it belongs. The active Student Activity Projects, listed with their Student Activity Portfolio

- Center for Community Service
  - ASB (Alternative Student Breaks)
  - BBFD (the Beat Bama Food Drive)
  - IMPACT (Individuals Moving People And Communities Together)
  - AUDM (Auburn University Dance Marathon)
- Center for Leadership and Ethics
  - The Challenge
  - Freshman Leadership Programs
  - iLead
  - LeaderShape
- Governance
  - SGA (Student Government Association)
- Intercultural Programs
  - BSU (Black Student Union)
  - ISO (International Student Organization)
- Center for Student Media
  - The Auburn Circle
  - Eagle Eye
  - Glomerata
  - WEGL 91.1
- University Program Council
- Center for Student Organizations and Welcome Week
  - Involvement Ambassadors
1400.2.1 Student Activity Projects shall be required to make public all the most current governing documents, including, but not limited to a constitution, by-laws, purpose, or charter. These documents must also be made available to and recorded with the Office of Student Involvement.

CHAPTER 1401 - Creation of Student Activity Projects and Student Activity Portfolios

1401.1 Any established student activity or organization, other than a Student Activity Project or a Student Activity Project on probation can petition the Student Senate to receive funding from the Student Activity Fees and, if approved by a majority vote, the student activity or organization shall constitute a Student Activity Project.

1401.2 All Student Activity Projects must belong to a Student Activity Portfolio in order to receive funding from Student Activity Fees. As defined in 1400.1, a Student Activity Portfolio and Student Activity Project may exist as one organization, and shall be eligible to receive funding from Student Activity Fees.

1401.2.1 A student activity or organization or existing Student Activity Project must present written authorization from a respective Student Activity Portfolio’s Student Financial Representative or Advisor in order to join that Student Activity Portfolio and receive funding from that portfolio’s Student Activity Fees.

1401.3 A new Student Activity Portfolio may be created if at least one student activity or organization or Student Activity Project petition before the Student Senate and receive two-thirds approval.

CHAPTER 1402 - Removal of Student Activity Projects

1402.1 To be deleted from its status allowing an allocation of the Student Activity Fees, a Student Activity Project must receive no funding from Student Activity Fees in the annual Budget and Finance hearings.

1402.2 A Student Activity Project need not be on probation to receive no funding from Student Activity Fees. Should a Student Activity Portfolio not receive funding, whether by being omitted from the Student Activity Portfolio’s budget request or by having been removed during Student Senate proceedings, the Student Activity Project shall be removed from the Student Activity Portfolio. All Student Activity Project Executive Officers are required to attend a training session which includes, but is not limited to, QPR and Diversity Inclusion.

Chapter 1403 – Probation of Student Activity Projects

1403.1 A Student Activity Project that has failed to meet any of the rules set forth in the Code of Laws or any resolution passed by the Student Senate shall automatically be considered on probation.
1403.2 Shall a Student Activity Project be considered on probation, all student wages, excluding those allocated for Advisors’ or Graduate Advisors’ salaries, shall immediately be stopped. In order to restore student wages, the Student Activity Project must appear before and receive a two-thirds vote of the Student Senate.

CHAPTER 1404 – Involvement Advisor Structure Review Board

1404.1 The Involvement Advisor Structure Review Board shall be composed of the following:

1404.1.1 The Vice President of Student Affairs, or a designated proxy;

1404.1.2 The Treasurer of the Student Government Association, who shall serve as Chair of the Board;

1404.1.3 The Chair of the Budget and Finance Committee of the Student Senate or designated member of the Budget and Finance Committee;

1404.1.4 A representative of the Department of Human Resources;

1404.1.5 The Director of Student Involvement;

1404.1.6 An additional Student Activity Portfolio Student Treasurer, for an organization different from the Student Government Association.

1404.2 The Involvement Advisor Structure Review Board shall be charged with analyzing the structure, performance, and compensation of advisors and graduate assistants working with the Student Activity Portfolios.

1404.3 The Involvement Advisor Structure Review Board will have the ability to gather information that assists in the evaluation of the advisors and graduate assistants working with the Student Activity Portfolios.

1404.4 The Involvement Advisor Structure Review Board shall have no administrative responsibilities until called upon to evaluate advisors and graduate assistants.

1404.5 The action of the Involvement Advisor Structure Review Board is limited to making recommendations to the pertinent university administrative staff concerning structure, performance and compensation of advisors and graduate assistants working with the Student Activity Portfolios.

CHAPTER 1405 – Additional Student Salaried Positions

1405.1 The Student Activity Project requesting an additional student salaried position shall be provided with a senator from the Budget and Finance Committee. The Student Activity Project’s assigned senator shall draft a bill and propose it to the Budget and Finance Committee.
1405.1.1 The Student Activity Project requesting an additional salaried position must provide a detailed job description of the proposed, as well as a detailed job description of every salaried position in that respective Student Activity Project to the Budget and Finance Committee. The Budget and Finance Committee has the authority to amend, pass, or deny the bill. The Budget and Finance Committee must pass the bill with a majority of the vote.

1405.2 Upon the majority vote of the Budget and Finance Committee, the bill will move to the Senate Executive Committee. The Senate Executive Committee has the authority to amend, pass, or deny the bill. The bill must pass through the Senate Executive Committee with a majority vote.

1405.3 Upon the majority vote of the Senate Executive Committee, the bill will move to the Student Senate. The bill shall pass with the approval of two-thirds of the membership of the Student Senate.
TITLE XV
SUNSHINE LAW

1500.1 Definitions

1500.1.1 Organization – a group of people with a common interest; includes the Judicial, Executive, or Legislative Branch of the Student Government Association, Student Activity Projects, chartered Organization of the SGA, and any Committees thereof.

1500.1.2 Meeting – when an Organization comes together with quorum to conduct business, change policy, and/or allocate funds

1500.1.3 Committee – a subdivision of any Organization

1500.1.4 Quorum – a majority of the members of an Organization

1500.1.5 Good Name, Character, and General Reputation – the estimate the public places on a person, his or her reputation (good or bad), and the personal attributes of an individual; such personal traits may include honesty, loyalty, integrity, reliability, and other such characteristics (good or bad) which make up one’s individual personality

1500.2 Any official meeting of an Organization shall be made open to the public, except in cases when a Meeting is held when one’s Good Name, Character, or General Reputation is discussed. In such cases of a closed Meeting, all persons are excluded from attendance. This includes the media and the person whose Good Name, Character, or General Reputation is being discussed. If a vote is taken at a closed Meeting, only the numbers shall be released.

1500.2.1 All voting records must be public and cannot be conducted by mail or email.

1500.3 All documents, minutes, and ruling of Meeting shall be made public. Complete and accurate minutes must be kept of Meetings. Minutes shall include motions made and seconded (and by whom), as well as the number of votes for and against matter put to a vote. Minutes shall not be taken at or during portions of Meetings when one’s Good Name, Character, or General Reputation is discussed.

1500.4 It is the responsibility of the individual Organization to determine the public shall be notified, and make the public aware of how this shall be done. The Organization shall give reasonable opportunity to the public to be aware of the time, place, and date of a Meeting. Thereafter it shall be the public’s responsibility to remain informed.
1500.5 In the case that an emergency Meeting is called for truly emergency purposes, the Organization that holds the Meeting should give such notice as is reasonable under the circumstances, unless the giving of such knowledge is impractical or impossible.