

# BYLAWS OF THE USG

Updated 2/09/23

## Article I: General

### Section 1: Definitions

- i. The Undergraduate Student Government will be referred to as the USG henceforth.
- ii. The Undergraduate Senate will be referred to as the Senate henceforth.
- iii. The Executive Branch will be referred to as the Executive henceforth.
- iv. The Judicial Branch will be referred to as the Judicial henceforth.
- v. The University of Denver will be referred to as the University or DU henceforth.
- vi. These Bylaws of the USG and the Constitution of the USG are the Governing Documents of the USG.
- vii. An academic week, as defined now and hereafter, starts Monday and ends Sunday.

### Section 2: Oath

All members of the USG must recite an oath upon certification of an election, transition, or upon their appointment. At the time in which a member is sworn in they shall read the following as they raise their right hand: "I (state your name) do solemnly swear that I will knowledgeably and faithfully execute the duties and responsibilities of the office of (office name), that I will abide by the governing documents of the Undergraduate Student Government and that I will work to my fullest abilities to promote the interests and welfare of the students of the University of Denver."

### Section 3: Code of Ethics

1. Persons holding Undergraduate Student Government offices shall act in accordance with this constitution, all state, federal, and local laws, and the DU Honor Code, and shall behave in an ethical manner while acting in their official capacity.
2. No member of the Undergraduate Student Government shall use their position to speak on behalf of the organization unless given that authority in the Undergraduate Student Government Constitution or Bylaws.
3. Members of the Undergraduate Student Government shall not use their position for personal gain in an unethical manner and shall abstain from casting votes in any case involving a potential conflict of interest on their part including, but not limited to: organization affiliation, personal relationships, and/or financial gain.
4. Members of the Undergraduate Student Government shall be expected to treat all persons with respect regardless of personal disagreements, are equally available to all students without regard to age, ancestry,

color, creed, ability, ethnicity, gender identity, marital status, military and veteran status, national origin, parentage, political affiliation, pregnancy, race, religion, or sexual orientation.

5. Members of the Undergraduate Student Government shall not willingly participate in acts of moral turpitude whilst holding office or acting in their official capacity.

6. Members of the Undergraduate Student Government may not engage in any form of retaliation which is defined as any action or threatened action that deters or would likely deter a reasonable person from reporting prohibited conduct or participating in the Undergraduate Student Government's ethics procedures.

7. Officers alleged to have committed minor violations of these ethics may be subject to disciplinary actions on a case-by-case basis.

8. Officers alleged to have committed egregious violations of these actions may be subject to removal from office or impeachment.

9. If the Supreme Court is not yet installed, cases may be handled by the executive. Upon the installment of the Supreme Court, involved parties may appeal for review if the court deems it relevant.

## Article II: Legislative Branch

### Section 1: Eligibility and Conduct

#### A. Requirements for Elected Officials

##### Subsection i. Academic Standing

All elected officials of the USG must maintain a minimum cumulative grade point average of 2.5

##### Subsection ii. Disciplinary Standing

All elected officials of the USG must be in good disciplinary standing with the University as defined by the University Honor Code and Student Conduct Policies and Procedures.

##### Subsection iii. Constituency

All elected officials must be a part of the constituency they were elected to represent.

##### Subsection iv. Enrollment

All elected officials must be an enrolled undergraduate student at the University as defined by the Registrar.

##### Subsection v. Transfer and Exchange Student Senator

Students running for the Transfer and Exchange Student Senator position must be in their first year at the University of Denver but not as a traditional Freshman. This includes Transfer students in their first year at DU and exchange students who are at DU for a one-year exchange program. The Election Commission

is tasked with working with International House and Transfer Admission to make eligible candidates aware of the election well in advance of it taking place. The election of the Transfer and Exchange Student Senator will take place alongside the two Freshmen Senator elections in the first five weeks of Fall quarter. Candidates must comply with all other stated requirements for eligibility in addition to those laid out here in Subsection v. Transfer and Exchange Student Senator.

### Subsection vi. Diversity and Inclusive Excellence Student Senator

Students running for the Diversity and Inclusive Excellence Senator position must prove a past executive board position in a Student Affinity Group (which is defined as an identity-based student organization whose members share an “identity” which can include race, ethnicity, gender identity, sexual orientation, socioeconomic background, age, disability, national origin, or religion) at either DU or another College or University. Past affinity group executive board position in a Student Affinity group, has to be proved by providing the Elections Commissioner with written evidence from the Staff Advisor of the affinity group or the equivalent as determined by the Elections Commissioner. The Diversity and Inclusive Excellence Senator will act as the External Chair of the Diversity Committee. The election of the Diversity and Inclusive Excellence Senator will take place alongside the general election during the first five weeks of Spring quarter. Candidates must comply with all other stated requirements for eligibility in addition to those laid out here in Subsection vi. Diversity and Inclusive Excellence Senator.

### Subsection vii. Student Safety and Equity Senator (Title IX)

Student candidates for the Student Safety and Equity Senator position must not be in their first year at the University of Denver. The Student Living, Safety, and Well-being Committee shall be tasked with presenting a candidate to the full Senate after the first convening of the newly elected Senate but before the spring election cycle, at which time the Candidate shall be presented to the Senate. The Chair of the Student Living, Safety, and Well-being Committee shall justify the nomination of the Committee on the Candidate’s record of past work on Gender-Based Violence prevention. A quorum being present, the Senate can confirm the Candidate with a  $\frac{2}{3}$  vote. If the Candidate fails to get the votes of  $\frac{2}{3}$  of the Senate’s vote, the committee has 2 weeks to present another Candidate to the Senate. The Chair can opt to select candidates from interested students that attended initial election information sessions. The confirmation process will remain the same for these candidates.

### Subsection viii. Senators Abroad

There will be only one position available to students who will be studying abroad during the year of the term for which they are running. Only candidates studying abroad for only one Quarter are permitted to run for the Abroad Senator position. This Senator is expected to attend regular Senate meetings for the two quarters which they will be on campus. Candidates for the Abroad Senator position will run during normal election times.

### Subsection ix. Lamont School of Music Senator

As the Lamont School of Music is uniquely positioned within the College of Arts, Humanities, and Social Sciences, the current CAHSS representation can fail to adequately represent the students in the Lamont School of Music. With the goal of giving every constituency on campus proper representation in the Undergraduate Student Government, a senate seat for the Lamont School of Music will be created

separately from the established senators for CAHSS. The Lamont Senator can be any student currently enrolled in the Lamont School of Music pursuing either a Bachelor of Arts in Music or a Bachelor of Music. This Senate seat may be filled during the Fall or Spring Elections, or otherwise filled via the process laid out in Article II, Section C, Subsection ii of these bylaws. Candidates must comply with all other stated requirements for eligibility in addition to those laid out here in Subsection ix. Lamont School of Music Senator.

## C. Conduct

### Subsection i. Adjudication

Should charges be brought against any member of the USG for violating the Governing Documents of the USG, the process shall be overseen by the Judicial Board in the procedures outlined in the Judicial Register. Any sanctions imposed on the member of the USG by the Judicial Board must be approved by a majority vote in the Senate.

### Subsection ii. Vacancy in the Senate

If the Senate approves a removal sanction that was submitted by the Judicial Board, or there is any vacancy in the Senate, the President may nominate a student who meets the requirements for that office, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate.

## Section 2: Operating Procedures

### A. Meeting Requirements

#### Subsection i. Location

The location for all Senate meetings shall be decided by the President Pro Tempore and publicly announced at least two days in advance.

#### Subsection ii. Quorum

Business may only be conducted in the presence of a quorum of the Senate, which shall be defined as  $\frac{2}{3}$  of Senators including the President Pro Tempore.

#### Subsection iii. Attendance

Senators are required to be in each meeting of the Senate unless otherwise excused by the President Pro Tempore. Senators may have no more than 3 unexcused absences during their term. To have an absence excused, the President Pro Tempore must be notified in writing prior to the start of a meeting. Excused absences include required events for classes, emergencies, health, and mental health related situations. The President Pro Tempore has the right to determine if an absence is excused or not. For the Abroad Senator, who is abroad for only one Quarter, attendance shall be waived during the abroad Quarter of their term.

#### Subsection iv. Definition of Majority

A majority shall be defined as the smallest whole number of Senators which exceeds fifty percent of those present and voting upon the attainment of quorum. Abstentions are to be counted as present and not-voting, and thus are not factored into a majority.

### Subsection v. Special Meetings

Special meetings of the Senate may be called by the President Pro Tempore or by a petition of one-third of the Senate at any time provided forty-eight (48) hours' notice. Only business pertaining to the purpose of the special meeting may be conducted during a special meeting.

## B. Rules of Debate

### Subsection i. Robert's Rules of Order

All meetings of the Senate shall abide by Robert's Rules of Order, Eleventh Edition.

### Subsection ii. Speaking Privileges

The President, Vice President, President Pro Tempore, all Senators, and all members of the Executive Cabinet have recognized speaking privileges. Executive Secretaries and the President are not voting members. Members of the general public must be recognized by the Vice President, or the President Pro Tempore if the Vice President is absent.

## C. Legislation

### Subsection i. Executive Signature

All legislation shall be turned over to the USG President for signature or veto within forty-eight hours of their passage by the Senate.

### Subsection ii. Veto

Any legislation that the President fails to sign or veto within seventy-two hours of receipt shall take effect immediately. The Senate may override Presidential veto with a 2/3 vote.

### Subsection iii. Types of Legislation

Legislation may be considered by the Senate as a Bill or a Resolution.

### Subsection iv. Bill

A bill is a binding piece of legislation that can appropriate funds, create or dissolve positions within the Executive Branch, amend the Bylaws of the USG, and create or change the policies of the USG, both internal and external. A bill must have a majority vote to pass unless it amends Bylaws of any sort, which requires a majority.

vote to pass and must be introduced and read in full before the Senate. After the reading, the author of the amendment is required to elaborate on the reasoning and necessity of the amendment before the Senate. Such debate is at the unlimited discretion of the Chair. After the discussion period, the amendment must

be tabled until the next meeting of the Senate at which time a majority vote is required for passage. Bylaws are subject to executive veto.

### Subsection v. Resolution

A resolution is a non-binding piece of legislation that can express the sentiment of the body on an issue, discuss new circumstances that highlight old policy, or underscore other matters of symbolic import. A resolution must have a majority vote to pass and is not subject to an executive veto.

A senator may present issues regarding the student body within Senate, however, a resolution must begin within a respective committee and authored by senator(s) within said committee (i.e., matters involving Student Orgs shall have resolutions originating within Student Orgs Committee). The committee shall deliberate, research, and refine the resolution before the committee chair shall host a vote amongst its members on whether to introduce the resolution to the floor of the Senate.

### Subsection vi: Resolution Exceptions

Upon a case of urgency for the welfare or emergent interest of the student body, the President Pro Tempore may allow a senator to present a resolution to the floor of the Senate without the prior approval process of a committee.

## D. Other Items of Consideration

### Subsection i. Report of a Committee

The report of a committee is a written document that may be informational, persuasive, and/or analytical, expressing the considered and typically researched conclusion of the committee on a specific topic. Reports of committees are read before the Senate. A report of a committee cannot be amended on the floor of the Senate, and so changes must be made by referring it back to its committee with a majority vote. A report cannot be referred to a committee that did not draft the original. A report is not considered a binding decision of the Senate, but its suggestions can be taken up by other means including legislation, petitions, and statements of support. It is not subject to executive veto.

### Subsection ii. Report of Executive

The report of an executive is a written document and/or presentation by a Cabinet member, Task Force, the President, Vice President, or one of their designated representatives to the Senate. It is introduced to the Senate by the executive according to the policies of the President Pro Tempore.

### Subsection iii. Confirmations

All nominations of executive appointees must be submitted by the Vice President for a  $\frac{2}{3}$  confirmation vote by the Senate. There must be a written or oral explanation accompanying each nomination which must be provided at least once to the Senate prior to a confirmation vote.

### Subsection iv. Report of the Judicial Board

When the Judicial Board makes a decision on a case as outlined in the Judicial Register, the sanctions suggested shall be submitted to the Senate for approval at the next Senate meeting. The sanctions must be approved by a majority vote of the Senate to take effect.

#### Subsection iv. Petitions

Petitions will be considered by the Undergraduate Student Government once they reach 75 signatures. Once this threshold is reached, the Senate Affairs Chair shall assign the petition to a Senator that will take on the task stated by the petition. If a petition fails to reach 75 signatures by one month from the start of the petition's creation, then the petition shall cease to exist.

#### Subsection v. Statements of Support

Every senator is granted the right to issue statements of support in response to major and urgent issues that directly affect members of our student body and their experience at the university. These statements are a means to vocalize support and advocacy for the affected students and not as a means to merely state the senator's opinion on the addressed issues. These statements should include on-campus resources that students can refer to for further support. These statements get sent to the President, Vice President and President Pro Tempore for verification of the guidelines above, and if approved by the President, Vice President, and President Pro Tempore after verification of guidelines, these statements get published on the USG Social Media pages within 1 week of their submission to the President and Vice President and President Pro Tempore. When a statement is published, the concerned senator shall bring the statement to the senate for discussion at the soonest USG meeting following the statement's submission, and if the senate's discussion concludes that the statement violates any of the guidelines mentioned above, the President, Vice President and President Pro Tempore shall reserve the right to review the statement a second time and decide whether to keep it published or not within 1 week. The President, Vice President and President Pro Tempore's final decision regarding the statement be explained and communicated to all of the senate through any communication channel they choose.

### E. Rollover Funds

#### Subsection i. Definition

Rollover funds are to be defined as any funds that are budgeted to be spent but are not spent from the previous academic year. Rollover funds will include but are not limited to the returned remainders of RSO's allocated budgets, Diversity Committee and Sustainability Committee residual funds, and the remaining balance in the Undergraduate Student Government operating budget. Rollover funds must be used for projects that are one-time purchases. The definition of a one-time purchase embodies that it cannot be subscription-based and cannot be something that will need to be spent in the future to keep projects afloat, operational, or maintained. In order to apply for rollover funds, projects must have a guarantee of funding for future years should the project require it.

#### Subsection ii. Threshold

For purchases up to \$10,000, a group consisting of the President, Vice President, President Pro Tempore of the Senate, and all Senate Committee Chairs must vote for and approve the proposed spending in a majority vote. This group shall be formally referred to as the Overflowing Funding Committee (OFC). In

the instance that there is an even number of people voting, the President will not vote. For purchases of \$10,000 or more, the Senate must vote for and approve the proposed spending in a majority vote.

### Subsection iii. Procedure

Proposals for spending of the rollover fund can come from Senators, the Vice President, or the President. All spending, below or above the above spending threshold, must be reported to the Senate by the President at the following week's Senate meeting.

Applications for spending above \$10,000 must be brought to the Senate as a bill and then presented to the Senate by the eligible person who is applying for the funds, followed by a recommendation from the Finance Committee. Before bringing the bill to the Senate, the applicant must have a mandatory advising meeting with the Finance Committee Chair and contact the Student Affairs & Inclusive Excellence Business Operations Resources staff to ensure that the purchase is allowable. It is the responsibility of the applicant to coordinate with groups that are receiving funding to ensure that it is wanted and needed to serve the undergraduate students of the University of Denver.

## Section 3: Committees

### A. Structure and Powers

#### Subsection i. Standing Committees

Standing committees are outlined in Article II Section 4 of the Constitution. All Standing Committees shall have the power to authorize internal rules of procedure. These must be submitted to the Chair of the Senate Affairs Committee for documentation. Committee membership that is appointed by the Pro Tempore may either be confirmed by the committee chair or brought to the floor for review. Committee chairs will present the reason they brought the appointment to the floor, then have a standard 3-minute period of questioning and 3 minute period of discussion and debate. Membership brought to the floor may be vetoed by 2/3 vote of the senate or confirmed by the same vote.

#### Subsection ii. Temporary Committees

Temporary committees can be created by a bill in the Senate. A temporary committee must have a set expiration date and specific purpose outlined in the bill before it can be introduced to the Senate via the policies of the President Pro Tempore. A temporary committee must have a designated Committee Chair, basic guidelines regarding funding or the lack thereof, and membership included in the bill before it can be introduced to the Senate. The Committee Chair for temporary committees does not need to be a voting Senator in the USG. The Committee Chair has the authority to appoint people to the temporary committee as they see fit. The Senate can pass directives to alter the original bill creating a temporary committee through the process outlined in Article III Section 3 Subsection V.

A co-chair can be appointed to a temporary committee in the case an individual has unique knowledge of, or experience with, a university community or entity that will be helpful in achieving the charge of the temporary committee. In cases where a co-chair is appointed, one chair will be a voting or non-voting senator of USG and the other will be the qualified individual. The qualified individual will be confirmed by the Senate as a co-chair to the committee by the Senate's passage of the bill creating the temporary committee or passage of an amendment adding the individual as a co-chair to the initial legislation. The



Senate will consider the individual's qualifications prior to confirming them by a 2/3rds majority vote as a co-chair to the temporary committee.

## **B. Diversity Committee**

### **Subsection i. Purpose and Definition**

The Diversity Committee serves to provide resources, support, and programming for students, faculty and staff dedicated to diversity and inclusion; to create opportunities for personal and professional development; and to amplify student voices while promoting campus unity.

### **Subsection ii. Internal Governance Statement**

The Diversity Committee (DIVCOM) shall be an internally governed committee. DIVCOM shall design and approve their own committee bylaws and rules of procedure, to be confirmed by a majority of their own members. All bylaws and rules of procedure must be submitted to the Senate Affairs Chair for documentation.

### **Subsection iii. External Chair**

The Diversity and Inclusive Excellence Senator shall serve as the External Chair of the Diversity Committee. The External Chair of the Diversity Committee shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee.

### **Subsection iv. Membership**

The Diversity Committee shall outline membership requirements in their own bylaws.

### **Subsection v. Vacancies**

Upon resignation or in the absence of a Diversity and Inclusive Excellence Senator, and therefore a Diversity Committee External Chair, the USG President shall nominate a replacement Senator, who shall also serve as the Diversity Committee External Chair in accordance with Article II: Legislative Branch Section 3.G.iii External Chair, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. The Diversity Committee shall designate procedures for vacancies of membership in their internal bylaws.

## **C. Faculty and Academic Affairs Committee Bylaws**

### **Subsection i. Definition and Purpose**

The purpose of the Faculty and Academic Affairs Committee is to act as a liaison between the undergraduate students of DU, the Graduate Student Government (GSG), the Faculty Senate, university alumni, and administration of the University with the objective of creating an academic culture at DU that is challenging, growth oriented and productive for students of all areas of study.

### **Subsection ii. Chair**

The President shall nominate one USG Senator to chair the Faculty and Academic Affairs Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair of Faculty and Academic Affairs shall be

vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee.

### Subsection iii. Membership

The Faculty and Academic Affairs Committee shall consist of members appointed by the President Pro Tempore. There must be at least three members of the Faculty and Academic Affairs Committee, including the Chair.

### Subsection iv. Powers and Limits

The Faculty and Academic Affairs Committee shall be vested with the power to call for regular meetings with Faculty Senate leaders, including but not limited to the Faculty Senate President, the Chair of the Faculty Senate Student Relations Committee, and the Chair of the Faculty Senate Academic Planning Committee. The committee shall sponsor resolutions and bills in the Senate seeking support for policy changes related to faculty and academic affairs.

### Subsection v. Meetings and Quorum

The Faculty and Academic Affairs Committee shall meet as needed. Quorum shall consist of a majority of the Faculty and Academic Affairs Committee. Faculty and Academic Affairs Committee meetings shall be closed to members of the USG, unless invited by the Chair of Faculty and Academic Affairs.

### Subsection vi. Vacancies

The Faculty and Academic Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Faculty and Academic Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the Faculty and Academic Affairs Committee, the President Pro Tempore shall assign a replacement.

## D. Finance Committee Bylaws

### Subsection i. Definition and Purpose

The purpose of the Finance Committee shall be to manage the University of Denver student activity fee, plan and conduct student activity fee allocations to student organizations, and to oversee the transactions of all licensed student organizations.

### Subsection ii. Chair

The President shall nominate one USG Senator to chair the Finance Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair of the Finance Committee shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Finance Committee.

### Subsection iii. Membership

The Finance Committee shall consist of members appointed by the President Pro Tempore. The Chair of the Student Organizations Committee shall be a member of the Finance Committee. There must be at least three members of the Finance Committee, excluding the Chair of the Finance Committee and Chair of the Student Organizations Committee.

#### Subsection iv. Powers and Limits

The Finance Committee shall be vested with the authority to manage the student activity fee, conduct annual student activity fee allocations to student organizations, create policy for the use of allocated money by student organizations, and administer programming and general accountability requirements for all student organizations. The Finance Committee shall be vested with the authority to suspend or expropriate any allocation of funds from any organization or committee due to the misappropriations of funds, the embezzlements of funds, suspension, or loss of licensed status from the Student Organizations Committee, or any violation of standing Finance Committee policy.

#### Subsection v. Meetings and Quorum

The Finance Committee shall meet regularly. Quorum shall consist of a majority of the Finance Committee. Finance Committee meetings shall be closed to members of the USG, unless invited by the Chair of the Finance Committee.

#### Subsection vi. Vacancies

The Finance Committee Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Finance Committee Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the Finance Committee, the President Pro Tempore shall assign a replacement.

### E. International Students Committee Bylaws

#### Subsection i. Definition and Purpose

The purpose of the International Students Committee aims to build a more globally oriented and culturally sensitive campus where international and domestic students work collaboratively to advance the University of Denver's commitment to inclusive excellence and its dedication to the public good.

#### Subsection ii. Chair

The President shall nominate one USG Senator to chair the International Students Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee.

#### Subsection iii. Membership

The International Students Committee shall consist of three USG Senators, including the Chair, who will be assigned by the President Pro-Tempore. It shall also consist of at least four international students, two

at large DU students, an Executive Secretary, and a Treasurer who will be selected by the International Students Committee Chair.

#### Subsection iv. Powers and Limits

The International Students Committee shall be vested with the power to call for regular meetings with the International House, the Internationalization Council, any groups related to international students or perspectives either academically or otherwise.

#### Subsection v. Meetings and Quorum

The International Students Committee shall meet as needed. Quorum shall consist of a majority of the International Students Committee. International Students Committee meetings shall be closed to members of the USG, unless invited by the Chair of International Students.

#### Subsection vi. Vacancies

The International Students Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the International Students Committee, the President Pro Tempore shall assign a replacement. Upon the resignation of a member who is not a sitting Senator, the International Students Chair may select a replacement.

### F. Senate Affairs Committee Bylaws

#### Section 1: Senate Affairs

##### Subsection i. Definition and Purpose

The Senate Affairs Committee shall serve to further the interests of the USG Senate, maintain, and uphold the proceedings of the USG Senate, and conduct regular revisions of the USG Constitution and Bylaws of the USG.

##### Subsection ii. Chair

The President shall nominate one USG Senator to chair the Senate Affairs Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair of Senate Affairs shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Senate Affairs Committee.

##### Subsection iii. Membership

The Senate Affairs Committee shall consist of members appointed by the President Pro Tempore. There must be at least three members of the Senate Affairs Committee, including the Chair.

##### Subsection iv. Powers and Limits

The Senate Affairs Committee shall be vested with the authority to propose revisions and amendments to the Constitution and Bylaws of the USG, review candidates for vacant positions in the Senate, and document as well as archive proceedings of the USG. The Senate Affairs Chair is responsible for designating a Senator or group of Senators to a petition filed by a member of the undergraduate student body as the chair sees fit. The Senate Affairs Chair has one week to assign a petition to a Senator.

### Subsection v. Meetings and Quorum

The Senate Affairs Committee shall meet as needed. Quorum shall consist of a majority of the Senate Affairs Committee. Senate Affairs Committee meetings shall be closed to members of the USG, unless invited by the Chair of Senate Affairs.

### Subsection vi. Vacancies

The Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the Senate Affairs Committee, the President Pro Tempore shall assign a replacement.

## Section 2: Elections Commission

### Subsection i. Purpose

There shall be an Elections Commission that will act as an independent commission led by a commissioner. The Elections Commission shall be responsible for administering all elections in accordance with the processes set forth in these Senate Bylaws.

### Subsection ii. Composition of the Elections Commission

The Commission shall be run by an Elections Commissioner, hereafter referred to as the Commissioner. The Commissioner shall be empowered to create any positions within the Commission to ensure the effective, efficient, and consistent administration of all USG elections. Members must serve a purely administrative role and serve at the pleasure of the Commissioner. Members may not be involved in any campaign during their term with the Commission. Members serve on the Elections Commission for one term. Members typically also serve on the Senate Affairs committee. The Commissioner can collaborate with senators for the Commission as needed. No members of the Executive or Judicial may serve on the Commission. Executive Secretaries may collaborate on marketing and other external facing operations but cannot collaborate internally on the Commission.

### Subsection iii. Commissioner

The Commissioner shall be appointed by the President and confirmed by the Senate. Typically, the Elections Commissioner and the Chair of Senate Affairs are synonymous although this is not a requirement. The Commissioner may not be involved in any campaign during their term with the Commission. The Commissioner is the head of the Commission and acts as the chief administrator of elections. The Commissioner is confirmed to serve for one term.

## Subsection iv. Term of Service

One term is defined as the amount of time elapsed from the start of the first information meeting through the certification of the election results.

## G. Student Living, Safety and Well-being Committee Bylaws

### Subsection i. Definition and Purpose

The Student Living, Safety, and Well-being Committee (LSW Committee) mandate shall include matters of and relating to Housing and Residential Education, Sodexo, Thrive, Health and Counseling Services, Campus Safety, Center for Advocacy Prevention and Empowerment, Disability Services, and the Title IX and Equal Opportunity Office but extends to all appropriate areas of student life. The committee's mission statement is as follows:

The Student Living, Safety, and Well-being Committee exists to advocate for the success, safety, and personal and mental health of all DU undergraduate students. The Committee will accomplish this mandate through consulting with students, working with various on campus partners, and through the committee members undertaking individual initiatives to further student health and well-being.

### Subsection ii. Chair-----

The President shall nominate one USG Senator to chair the Student Living, Safety, and Well-being Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair of Student Living, Safety, and Well-being shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Senate Affairs Committee.

### Subsection iii. Membership

The Student Living, Safety, and Well-being Committee shall consist of the On-Campus Senators, the Off-Campus Senators, the Student Safety and Equity Senator, a Freshman Senator, and any other necessary senators. Until such a time as the Student Safety and Equity Senator is selected by the Senate, the Senate Affairs Chair shall serve in their place and advise the Committee on their selection.

### Subsection iv. Meetings and Quorum

The Senate Affairs Committee shall meet as needed. Quorum shall consist of a majority of the Student Living, Safety, and Well-being Committee. Student Living, Safety, and Well-being Committee meetings shall be closed to members of the USG, unless invited by the Chair of Student Living, Safety, and Well-being Committee.

### Subsection v. Operations

- I. To operate as an effective body the LSW committee is to set common, shared goals that each member can work towards.
  - a. The first meeting of each quarter is to be dedicated to discussing the most pressing issues facing DU undergraduate students with the goal of finding a set of issues that the

committee will set about working on. i. Upon establishing a list of goals the committee shall vote on setting them for the quarter. This is successful on a unanimous vote.

- b. Individual goals may be changed or even removed from the priority list upon a change in conditions on campus. Modifying such a goal requires a majority vote from the committee.

## II. Assignment of tasks

- a. The Committee Chair/s are endowed with the right to assign tasks to committee members as they see fit;
  - i. These tasks must directly relate to and further the goals decided upon by the committee
  - ii. The committee member may deny the assignment for reasons of personal disagreement, time management, or personal health.

## III. Once per quarter a member of the LSW Committee must meet with a representative from each of the following offices to gather information about new policies and initiatives or inform the office of concerns from the student body:

- a. Campus Safety;
- b. Center for Advocacy, Prevention, and Empowerment (CAPE);
- c. Office of Title IX and Equal Opportunity;
- d. Health and Counseling Center;
- e. Housing and Residential Education;
- f. Sodexo;
- g. Disability Services.
- h. Thrive

## IV. The LSW Committee may issue public statements addressing large scale issues which affect the undergraduate student body.

- a. These statements must be approved by 2/3 of all committee members.
- b. Upon approval the statement shall be sent to the DU Clarion and the USG Communications Secretary for publication.

## V. To amend these bylaws requires a 2/3 vote from the committee.

- a. Once statements are approved by the committee, they shall be sent to the senate for confirmation by 2/3 vote.

## Subsection vi. Vacancies

The Student Living, Safety, and Well-being Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Student Living, Safety, and Well-being Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the Student Living, Safety, and Well-being Committee, the President Pro Tempore shall assign a replacement.

## H. Student Organizations Committee Bylaws

### Subsection i. Definition and Purpose

The purpose of the Student Organizations Committee (hereafter, the SOC) shall serve to oversee undergraduate student organizations, including but not limited to the management of licensing of student organizations, the stewardship of all policy relevant to student organizations, and the SOC shall maintain the power to sanction student organizations in accordance with these Bylaws and the USG Constitution.

### Subsection ii. Chair

The President shall nominate one USG Senator to chair the SOC, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The Chair of the SOC shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the SOC.

### Subsection iii. Membership

The SOC shall consist of members appointed by the President Pro Tempore. The Chair of the Finance Committee shall be a member of the Student Organizations. There must be at least one member of the Finance Committee excluding the chair of the finance committee on the Student Organizations Committee, excluding the Chair of the SOC and Chair of the Student Organizations Committee. \

### Subsection iv. Powers and Limits

The SOC shall be vested with the authority to license undergraduate student organizations, administer programming and general accountability requirements, and maintain a student organizations liaison program.

The Student Organizations Committee shall have the power to sanction student organizations for violations of University, Undergraduate Student Government, and Student Organizations Committee policies and regulations. This sanctioning process will be superseded by, and separate from, the sanctioning process established by university entities, such as the office of Student Rights and Responsibilities.

With a simple majority approval from the committee, the chair of the SOC may take interim action against a Registered Student Organization for extraordinary violations of University, Undergraduate Student Government, or SOC policies and regulations until an investigation is completed. This interim action will be limited to the temporary suspension of RSO licensure and/or restriction of RSO benefits. Any interim action authorized by the committee will include a defined expiration date.

Any RSO applicant may request an exemption to any registration requirement established by the SOC. The SOC will consider whether the exemption request will contribute to the well-being of the organization and RSO community, and not infringe on the rights of other RSOs. The SOC shall approve, deny, or modify the exemption request by a simple majority vote. The SOC shall have the power to limit the scope and/or duration of the exemption.

All regulations passed by the SOC during an academic year will remain effective indefinitely until repealed or otherwise amended by a bill introduced by the SOC or the Senate. SOC rules and regulations may be enacted and amended by a bill in the Senate, whereas the sponsor does not have to be a member of the SOC.

### Subsection v. Meetings and Quorum



The SOC shall meet regularly. Quorum shall consist of a majority of the SOC. SOC meetings shall be closed to members of the USG, unless invited by the Chair of the SOC.

### Subsection vi. Vacancies

The SOC Chair and members may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the SOC Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. Upon the resignation of a member of the SOC, the President Pro Tempore shall assign a replacement.

## I. Sustainability Committee

### Subsection i. Purpose and Definition

The Sustainability Committee seeks to cultivate a socially and environmentally responsible community that provides for the needs of the present without compromising the needs of the future.

The Sustainability Committee shall maintain all projects instituted by previous Sustainability Committees. Furthermore, in order to maintain sustainable initiatives, the Sustainability Committee shall continue all fiscal commitments as long as the commitments would not severely and grossly limit functions of the Sustainability Committee.

### Subsection ii. Internal Governance Statement

The Sustainability Committee (SUSCOM) shall be an internally governed committee. SUSCOM shall design and approve their own committee bylaws and rules of procedure, to be confirmed by a majority of their own members. All bylaws and rules of procedure must be submitted to the Senate Affairs Chair for documentation.

### Subsection iii. External Chair

The President shall nominate one USG Senator to be the External Chair of the Sustainability Committee, to be confirmed by a  $\frac{2}{3}$  majority vote by the Senate. The External Chair of the Sustainability Committee shall be vested with the authority to call meetings, assign duties to Committee members, and ensure the regular administration of the Committee.

### Subsection iv. Membership

The committee shall consist of no more than 15 members, no more than one third of whom may be members of the USG Senate, including the Chairperson. The Committee shall consist of a minimum of five members, including the Chairperson.

Either the Chairperson or a member of the committee must also be a voting member of the Provost's Sustainability Council (pending approval of the Council itself).

All confirmed committee members are eligible to vote, with the exception of the Chair, who only votes as a tiebreaker. Section 4:

All students who pay the student activity fee are eligible to be members of the committee, provided that they have a demonstrated interest in promoting sustainability at the University of Denver.

The members of the committee shall be appointed by the by the Sustainability Committee Chair and confirmed by the USG Senate. Any member of the USG as defined in the USG Constitution, including but not limited to members of the USG Senate, must submit to the Chair and Vice-Chair a statement expressing their interest in joining the Committee in order to be considered for membership. The statement should include the individual's commitment to sustainability at the University of Denver and their ideas for furthering sustainable efforts on campus.

### Subsection v. Vacancies

The Sustainability Committee External Chair may resign their position upon notification in writing to the USG President, Vice President, President Pro Tempore, and the USG Senate. Upon the resignation of the Diversity Committee External Chair, the USG President shall nominate a replacement chairperson, to be confirmed by a  $\frac{2}{3}$  majority in the Senate. The Sustainability Committee shall designate procedures for vacancies of membership in their internal bylaws.

### Subsection vi. Funding

A minimum of \$50,000 shall be allocated from the USG Finance Committee during spring allocation for the following academic year, per USG Finance Committee Bylaws and Policies.

## Section 4: Subpoenas

The Senate shall be vested with the authority to approve subpoenas with the intention of compelling testimony from DU Officials and those in positions of power over the student body. A Subpoena is a set of questions that can be issued to appropriate Campus officials as determined by a majority of the Senate. These subpoenas shall be assumed to have the full backing of the Student Body of the University. The process of issuing of a subpoena can begin with any duly elected or appointed and confirmed USG official; The President, The Vice President, Executive Cabinet Secretaries, The Chief Justice, The Associate Justices, The Senate Pro-Tempore, Senate Committee Chairs, and Individual Senators. In order for subpoenas to be issued in the name of the Student Body, the proposed must receive a  $\frac{2}{3}$  majority vote of the Senate at which time it shall be issued by the initiating party affixed with the Seal of the USG

## Article III: Executive Branch

### Section 1: Positions

#### A: Leadership

## Subsection i. Presiding Officers

The presiding officers of the Executive Branch are the USG President, USG Vice President, The Speaker of the Executive, and the USG President Pro Tempore. The USG President and The Speaker of the Executive shall chair all Executive Branch meetings.

## Subsection ii. Addition of Positions

The Executive Branch's Bylaws should be Amended in the first full Senate meeting of the new USG Senate to reflect the positions necessary to carry out the initiatives The Incoming USG President ran on. These positions should also be those reflective of the potential concerns that may come up through the legislative branch in the next academic year. New executive positions beyond that meeting shall be created through resolution sponsored passed by the USG Senate with a  $\frac{2}{3}$  majority. These bylaws shall be updated to reflect the addition of positions.

## B. Executive Branch Positions

### Subsection i. Executive Branch Cabinets

The Executive Branch for the 2022-2023 term shall consist of the 4 following Cabinets:

- (1) the Student Relations Cabinet
- (2) the Student Experience Cabinet
- (3) the Strategic Communications Cabinet
- (4) the Student Advocacy Cabinet

These Executive Cabinets shall consist of a Director and the various Executive Chairs whose role works toward the mission of the specific Cabinet.

### Subsection ii. Directors

The Executive Branch shall consist of an Executive Directors and of Executive Chairs, nominated by the USG President and confirmed by the USG Senate in a  $\frac{2}{3}$  confirmation vote. Executive Directors shall lead their respective cabinet and support the Chairs' roles and responsibilities to the best of their ability.

#### Subsection i. Directors Responsibilities

All Executive Cabinets will be headed by a Director. This position shall be appointed by the President and confirmed by the Senate with a  $\frac{2}{3}$  majority vote. The Director shall oversee the operation of the Executive Branch that they manage. These positions shall report directly to the Executive President and Speaker of The Executive. The Director should work to promote the interest and facilitate the work of the Executive Chairs that they oversee. Should an Executive Chair be unable to fulfill their duties, the Director will serve as the Interim Chair, until such time that a new Chair may be appointed and confirmed. The Director shall manage communication, consolidation, and dissemination of Chair work and projects within the Executive Cabinet and shall serve as a liaison between the Chairs within their Cabinet and the Speaker of The Executive.

The Speaker of The Executive shall serve as a liaison alongside the President between the Executive Branch and the Senate.

### Subsection iii. Chairs

The Executive Branch Cabinets shall consist of Executive Chairs, nominated by the USG President and confirmed by the USG Senate in a  $\frac{2}{3}$  confirmation vote. The role of the Executive Chairs is to advance the mission of their cabinet and/or their chair's charge. The charges and responsibilities of each Chair position are outlined in section 2 Subsection C.

### Subsection iv. Executive Cabinet of Student Relations Chairs

- (1) the Executive Chair of Panhellenic Association Relations
- (2) the Executive Chair of Interfraternity Council Relations
- (3) the Executive Chair of Multi-Cultural Greek Council Relations

### Subsection v. Executive Cabinet of Student Experience Chairs

- (1) the Executive Chair of Club Athletics & Recreation
- (2) the Executive Chair of Kennedy Mountain Campus & Outdoor Ed Topics
- (3) the Executive Chair of Sustainability
- (4) the Executive Chair of 4D Experience Implementation

### Subsection vi. Executive Cabinet of Strategic Communications Chairs

- (1) the Press Director of the USG
- (2) the Executive Chair of Communications
- (3) the Executive Chair of Video Operations
- (4) the Executive Chair of USG Social Media Marketing

### Subsection vii. Executive Cabinet of Student Advocacy Chairs

- (1) the Executive Chair of Diversity, Equity, & Inclusion
- (2) the Executive Chair of Title IX & Equal Opportunity Topics
- (3) the Executive Chair of Gender & Sexuality Equity Topics
- (4) the Executive Chair of International Student Relations
- (5) the Executive Chair of Religious Life

### Subsection viii. Vacancy in the Executive Cabinet

In the case of a vacant Executive Branch position, the position shall remain vacant until a replacement is nominated by the USG President and confirmed by a  $\frac{2}{3}$  majority vote in the Senate.

## C. External Members

The external members of the Executive Branch will come and report to the USG Executive twice quarterly. These are those that have relevance to the cabinets of the USG Executive Branch and/or are large beneficiaries of the student activities fund.

### **Subsection i. Co-President of the DU Programming Board**

One of the Co-Presidents of the DU Programming Board (DUPB) shall sit as an external member of the Executive Cabinet. They will inform the USG of planned events for the undergraduate student body.

### **Subsection ii. Co-Presidents of the DU Student Foundation**

One of the two Presidents of DUSF shall sit as an external member of the Executive Cabinet. They will inform the USG of philanthropic events and scholarship opportunities for the undergraduate student body.

### **Subsection iii. Members of the DU Clarion**

One of the senior members of DU Clarion shall sit as an external member of the Executive Cabinet. They will inform the USG of philanthropic events and scholarship opportunities for the undergraduate student body.

### **Subsection iv. Representative of the DU CRC / CRP**

A representative of the DU Collegiate Recovery Community / Collegiate Recovery Program shall sit as an external member of the Executive Cabinet. They will inform the USG of barriers facing the recovery community that can be incorporated into the Executive's agenda.

### **Subsection v. The Finance Chair of The USG Senate**

The Finance Chair shall sit as an external member of the Executive Cabinet. They will be informed of the financial expenditures and spending updates of the other USG External Executive Members.

### **Subsection vi. Representative of SAAC & NCAA Athletics**

A representative of the University of Denver Student-Athlete Advisory Committee shall sit as an external member of the Executive Committee. They shall communicate with the USG to help advance SAAC's three pillars of Engagement, Community Service, and Student-Athlete Welfare and Unity. If/when the issues and concerns brought forward by the SAAC representative relate to another branch of the Executive or a committee such as the LSW Committee in the Senate the Chair shall coordinate with the respective parties. Initiatives carried out by this Representative shall aim to advance Student-Athlete integration into the campus community and promote the events of all SAAC members' teams and promote the well-being and success of our NCAA athletes.

### **Subsection vii. Other External Members**

Any other member of the Undergraduate Student Government or the DU Community may be brought into the Executive Branch by invitation from the President. The invitation of other external members must be approved by the Executive Branch in simple majority.

## Section 2. Operations

### A. Meetings and Attendance

#### Subsection i. The USG President

The USG President shall attend all meetings of the Undergraduate Student Senate unless a valid reason for absence is presented to the Vice President of the USG.

#### Subsection i. The Speaker of The Executive

The Speaker of The Executive shall attend all meetings of the Undergraduate Student Senate unless a valid reason for absence is presented to the Vice President of the USG.

#### Subsection ii. The Executive Branch Meetings

- (1) Expectations and Attendance:** All Directors and Chairs within the USG Executive must attend every meeting of The Executive Branch unless a valid reason for absence is presented to the Speaker of the Executive. Chairs absences must be communicated 24 hours in advance to their respective Director and the Speaker via email or Microsoft teams. All Directors must communicate their absence 24 hours in advance with their respective Chairs, and The Speaker of the Executive via email or Microsoft teams. In the case that a director is absent, they must elect an interim Director for the meeting to read the report and/or steer the direction of the working meeting. If a member of the Executive Branch accrues three or more absences without appropriate prior communication, this is grounds for removal from their position. Removal processes must be handled at the discrepancy of the Judicial Branch.
- (2) Frequency and Occurrence:** The USG Executive Branch shall meet every Monday evening, beginning in week 1 and ending in week 10 of the fall, winter, and spring quarters of The University of Denver academic schedule.

#### Subsection iii. The External Operations and Meetings of The Executive

The Chairs of the USG Executive Branch Cabinets must work to the best of their ability to meet with their respective offices/administrator (if applicable) at least once a quarter. These meetings shall occur outside of the regularly scheduled Executive Branch meetings on Monday nights.

### B. Powers and Limits

#### Section i. Powers

Members of the Executive Branch may make written and informal recommendations on current issues to the USG Senate, sponsor but not author legislation with Senators, and issue public statements. Members of the Executive Branch may conduct meetings related to their appointed jurisdiction, sponsor initiatives, and work on relevant projects without Senate approval.

## Section ii. Limits

Members of the Executive Branch may not author legislation, have speaking privileges at Senate meetings unless a motion has been made otherwise, nor initiate projects based on student concerns without confirmation from the Senate that these student concerns have been voiced via Senator constituencies.

## C. Executive Branch Roles and Responsibilities

### Section I. Executive Cabinets' Composition & Roles

#### Subsection i. Student Relations Cabinet

The Cabinet of Student Relations shall be composed of the Executive Chair of Panhellenic Association Relations, the Executive Chair of Interfraternity Council Relations, the Executive Chair of Multi-Cultural Greek Council Relations. This Cabinet should promote the betterment of Student Life on our campus, working with the Fraternity and Sorority Life office to support the advancement of community on campus.

#### Subsection ii. Student Experience Cabinet

The Cabinet of Student Experience shall be composed of the Director of Student Experience, the Executive Chair of Club Athletics & Recreation, the Executive Chair of Kennedy Mountain Campus & Outdoor Ed Topics, the Executive Chair of Sustainability, the Executive Chair of 4D Experience Implementation. The Cabinet of Student Experience should ensure that the co-curricular experiences of the Students of The University of Denver are promoted equitably, and advanced to its fullest.

#### Subsection iii. Strategic Communications Cabinet

The Cabinet of Strategic Communications shall be composed of the Director of Strategic Communications, the Press Director of the USG, the Chair of Communications, and the Chair of Video Operations, The Chair of USG Social Media Marketing. The Cabinet of Strategic Communications should ensure the smooth daily external operations of USG business and procedures. It should promote external communications to the student body and encourage collaboration between various on-campus groups and the USG.

#### Subsection iv. Student Advocacy Cabinet

The Cabinet of Student Advocacy shall be composed of the Director of Student Advocacy, the Chair of Diversity, Equity, & Inclusion, the Executive Chair of Title IX & Equal Opportunity Topics, the Executive Chair of Gender & Sexuality Equity Topics, the Executive Chair of International Student Relations, the Executive Chair of Religious Life. The Cabinet of Student Advocacy shall work to provide

support for the various communities that they represent. This Cabinet should actively work to develop the state of student life upon campus through advocacy initiatives for different interest groups upon the University's campus.

## Section II. Executive Chairs' Roles & Responsibilities

### Subsection i. Student Relations Cabinet Chairs

#### (1) the Executive Chair of Panhellenic Association Relations

The Chair of Panhellenic Association Relations is the primary coordinator for USG regarding all communication, initiatives, and advocacy for Panhellenic Sororities at DU. They work intimately with the FSL Office, PHA, the Chair of Multi-Cultural Greek Council Relations, the Chair of Interfraternity Council Relations, and individual chapter presidents to elevate the visibility of and communication with sorority life. This Chair serves as the primary contact for all chapter presidents, association members, and administrative staff who are seeking USG's involvement in PHA, whether it is communicating about philanthropy events or finding new ways to highlight PHA at DU. The Chair must regularly, at least quarterly, attend Panhellenic Executive meetings or FSL Presidents Forum.

#### (2) the Executive Chair of Interfraternity Council Relations

The Chair of Interfraternity Council Relations is the primary coordinator for USG regarding all communication, initiatives, and advocacy for Interfraternity Fraternities at DU. They work intimately with the FSL Office, IFC, the Chair of Multi-Cultural Greek Council Relations, the Chair of Panhellenic Association Relations, and individual chapter presidents to elevate the visibility of and communication with fraternity life. This Chair serves as the primary contact for all chapter presidents, council members, and administrative staff who are seeking USG's involvement in IFC, whether it is communicating about philanthropy events or finding new ways to highlight IFC at DU. The Chair must regularly, at least quarterly, attend IFC Executive meetings or FSL Presidents Forum.

#### (3) the Executive Chair of Multi-Cultural Greek Council Relations

The Chair of Multi-Cultural Greek Council Relations is the primary coordinator for USG regarding all communication, initiatives, and advocacy for Multi-Cultural Greek Council fraternities and sororities at DU. They work intimately with the FSL Office, MGC, the Chair of Panhellenic Association Relations, the Chair of Interfraternity Council Relations, and individual chapter presidents to elevate the visibility of and communication with MGC fraternity and sorority life. This Chair serves as the primary contact for all chapter presidents, council members, and administrative staff who are seeking USG's involvement in MGC, whether it is communicating about philanthropy events or finding new ways to highlight MGC at DU. The Chair must regularly, at least quarterly, attend MGC Executive meetings or FSL Presidents Forum.

### Subsection ii. Student Experience Cabinet Chairs

#### (1) the Executive Chair of Club Athletics & Recreation

The Chair of **Club Athletics & Recreation** shall communicate with the University of Denver Club Sports executive cabinet members and/or relevant club sports parties as deemed by



Senate, Vice President, the President, or other student facing positions in USG. If/when the issues and concerns brought forward by the Club Sports representatives, and those concerns relate to another cabinet of the Executive or a committee such as the LSW Committee in the Senate, the Chair shall coordinate with the respective parties. Initiatives carried out by this Chair shall aim to advance Student-Athlete integration into the campus community, as well as affordability, accessibility, and access to club sports and recreation participation. The Chair of Club Athletics & Recreation shall be held to similar standards as all other Student Experience Cabinet Chairs.

**(2) the Executive Chair of Kennedy Mountain Campus & Outdoor Ed Topics**

The Chair of the James C. Kennedy Mountain Campus & Outdoor Education Topics shall work to attend to any concerns relating to equity, accessibility, and experience within the students, faculty, and staff of the KMC and shall work directly with Stu Halsall the AVC of the KMC and Wellness. This Chairs work shall include but is not limited to ensuring the Kennedy Mountain Campus is utilized to its fullest ability and Outdoor Education is accessible to all students.

**(3) the Executive Chair of Sustainability**

The Chair of Sustainability shall work on any projects or initiatives relevant to the Sustainability of DU. The Chair shall work directly with the Sustainability Committee and have a grasp on the ongoing projects and funding proposals brought to the USG SusCom. The Chair is also responsible for keeping in touch with student groups/initiatives outside of USG such as the Students Against Investments in Fossil Fuels (SAIFF) and DIVEST DU. The Chair's primary contact is the Chief Sustainability Officer (CSO) under the Provost's office and shall elevate any neglected student concerns related to Sustainability to them.

**(4) the Executive Chair of 4D Experience Implementation**

The Chair of 4D Experience Implementation shall work on any projects or initiatives relevant to the 4D Experience at DU. The Chair shall also be responsible for communicating with the Admissions staff and Team 1864. Initiatives pursued by this Chair include but are not limited to finding solutions to student problems relating to one or multiple of the 4Dimensions such as financial literacy workshops for advancement of student's 4D competency and anything the helps promote 4D as it is implemented. The Chair may work on any initiatives, appropriately communicated to other branches and the 4D Team, that they see as an advancement of the implementations of different aspects of the 4D Experience into everyday student life.

**Subsection iii. Strategic Communications Cabinet Chairs**

**(1) The Press Director of the USG**

- a. The Press Director of the USG shall be responsible for outward facing communications of the USG. They shall be directly employed/associated with the Clarion to increase awareness of what is taking place within the USG and various USG projects. The Press Director shall be in charge of community outreach with DU News Sources and shall work closely with the Chair of USG Marketing to ensure that the messaging of the USG is reaching the appropriate outside audiences. The main role of the Press Director of the USG is to streamline communication between USG and The DU Clarion. The Executive

Editor or Editor in Chief of the DU Clarion shall propose a recommendation to the USG President.

(2) The Executive Chair of Communications

- a. The Chair of Communications is responsible for taking minutes at every official USG Senate meeting, or in the case they are unable to attend, they must coordinate with the Senate Affairs Committee Chair, or find another Executive Branch member to take minutes in their place. They will also maintain the official USG website and devise a strategic plan for the coordination of all USG communications. They will work intimately with the Press Director, who is a member of the Clarion, and the Chair of USG Social Media Marketing to implement the communications strategic plan. In addition to delegating or assuming the role of taking minutes at USG Senate, and in addition to uploading minutes to the website, this Chair shall work with the Director of Strategic Communication to produce a regular newsletter.

(3) The Executive Chair of Video Operations

- a. The Chair of Video Operations shall be a member of the Strategic Communications Cabinet as well as a student well-versed in video filming and/or production. his student may have experience in DU Film Club and shall be exempt from USG Executive Branch meetings and Cabinet operations when not actively working on a video form of communication or advertisement for USG.

(4) The Executive Chair of USG Social Media Marketing

- a. The Chair of USG Marketing shall be responsible for creating marketing materials for the USG. This shall consist of creating graphic posts for online platforms, posters, and other commonly used forms of marketing in order to promote the work of the USG. The Chair of USG Marketing shall work closely with the Chair of Communications and the Press Director in order to ensure that awareness of USG projects, events, and more upon the University of Denver's campus. The Chair of USG Social Media Marketing shall manage all various social media outlets upon which the USG operates.

Subsection iv. Student Advocacy Cabinet Chairs

(1) The Executive Chair of Diversity, Equity, & Inclusion

- a. The Chair of Diversity, Equity, & Inclusion is the primary coordinator for USG regarding all initiatives and projects that focus on inclusive excellence, campus climate, diversity, and multiculturalism. They work intimately with the Office of Cultural and Spiritual Life (OCSL), Multicultural Greek Council (MGC) and their chapter presidents, Joint Council, and Joint Council presidents. This Chair also serves as a member of the USG Diversity Committee. By coordinating USG involvement with issues of inclusivity, social justice, and diversity, this Chair elevates the role of student organizations on campus in celebrating and unifying DU's culture. The Chair's primary contact in the Senate in the Senator of Diversity & Inclusive Excellence. The Chair's primary contacts around campus include the Vice Chancellor of Diversity, Equity, & Inclusion.

(2) The Executive Chair of Title IX & Equal Opportunity Topics

- a. The Chair of Title IX & Equal Opportunity Topics shall be given the right to co-chair a Student Advisory Committee for Title IX, and a Student Advisory Committee for the Office of Equal Opportunity along with the Student Safety and Equity Senator and the Chair of the Student Living Safety and Well-being Committee. Each advisory committee

shall be composed of four students. Potential members shall go through an application process, developed by the Chair of Title IX & Equal Opportunity Topics and the Student Safety and Equity Senator, and potential members for the two advisory committees will be selected by a selection board that is made up of the Chair of Collegiate Gender Violence Topics, the Student Safety and Equity Senator and two Senators appointed by the Undergraduate Student Government President. The Chair of Title IX & Equal Opportunity Topics should coordinate meetings with the Health and Counseling Center in addition to the Diversity Committee to provide for intersectional advocacy.

(3) The Executive Chair of Gender & Sexuality Equity Topics

- a. The Chair of Gender & Sexuality Equity Topics should work to advance any and all initiatives related to advancing the inclusion of all gender identities and sexualities in all areas of the DU community. This Chair's roles include but are not limited to advancing equitable and inclusive sexual education in partnership with the Health & Counseling Center and THRIVE, ensuring the continuance of trans-inclusive events such as the DU event for the national Trans Day of Visibility, and communicating with student orgs such as QSA (Queer Student Alliance) and groups such as (Student Trans Action Revolutionaries) STAR. This Chair will work closely with the Chair of Diversity, Equity, & Inclusion.

(4) The Executive Chair of International Student Relations

- a. The Chair of International Students is the primary advocate to the USG Executive Branch for all international students attending the University of Denver and students studying abroad. They must be an international student. They will work intimately with the Internationalization Committee, as an internal member of the committee, as well as with International Students and Scholar Services (ISSS) on issues that primarily affect the international student population at DU through event planning, advocacy, and activism. This position requires initiative taking to promote better on-campus standards for International Students.

(5) The Executive Chair of Religious Life

- a. The Chair of Religious Life is the primary coordinator for all faith-based and religious-based events, initiatives, and policy changes at DU. They work intimately with the Chaplain, faith-based student organizations, and the Religious Studies department. They help bring voice to all spiritualities, faiths, and religions on our campus and promote interfaith dialogue and events.

## Article IV: Judicial Branch

### Subsection i: Definition

The purpose of the Board shall be:

- i. To evaluate and adjudicate on the governing documents of the Undergraduate Student Government.

- ii. To serve as an official body appointed to investigate individuals' complaints against maladministration to ensure the integrity of the governing USG body and all constituents for which they are serving.
  - a) Individuals eligible to file cases with the Judicial are defined as those elected or appointed to the USG **or** those elected or appointed to positions on entities that also qualify as recipients of USG funding.

## Subsection ii. Membership

The Judicial Board shall consist of between three and nine justices including the Justice Primus.

- i. The President shall appoint all USG Justices, including the USG Justice Primus.
- ii. USG Justices shall be currently enrolled students and shall not be members of an elected or appointed office of the USG Senate body.
- iii. Executive Judicial Appointments shall be confirmed by a 2/3-majority vote of the USG Senate and sworn in by taking the oath of office outlined in Article 1 Section 2; the confirmation process shall be outlined in the Senate Affairs Bylaws.
- iv. Terms shall end with each academic year at which justices were sworn to their obligations and duties. The number of terms are not limited and a Justice may serve consecutive terms if appointed by the current President.
- v. All members of the Judicial Board will serve as long as they are in good disciplinary standing with the University as defined by the University Honor Code and Student Conduct Policies and Procedures.

## Subsection ii. Term Limits

All members of the Judicial Board will serve as long as they:

# Section 2: Function

## A. The Judicial Register

### Subsection i. - Justice Primus

The Justice Primus is responsible for coordinating the development and review of the Judicial Procedures and shall submit any proceeding changes for amendment and approval by the Senate no later than the first Senate Meeting of a new academic year.

### Subsection ii. Final Authority

The Judicial Branch shall serve as the final authority on the governing documents of the Undergraduate Student Government. The Judicial Branch may not authorize to remove anyone from the Student Government. The final authority on all sanctions ordered by the Judicial Branch shall remain with the Senate. For sanctions imposed by the Judicial Branch to become binding, they must be approved by a 2/3 vote of the Senate.

### Subsection iii. Process

Any Individuals as defined in Section I. Subsection ii. Subsection a. may submit an inquiry to the Judicial Branch for consideration. Upon receiving an inquiry, the Justice Primus shall issue a response to the filing party within 72 hours and convene the full Judicial Branch within 5 business days to consider the inquiry. The Justices shall construct and approve a response by a majority vote and alert the filing party of their decision to accept or reject the case within those 5 business days. Upon the acceptance of a given case, the Court shall adhere to the following case format:

- I. Guidelines
  - a. All members of the Court must be present when interviewing witnesses, whether it be in person or via online communications.
  - b. At least one member of the Judiciary must record interviews with witnesses of any kind for the purpose of record keeping.
    - i. Recordings are to be maintained for the duration of the academic year and are to be destroyed upon the end of the academic year.
  - c. All parts listed in this process are to be followed in chronological order.
- II. Request witnesses from reporting party
  - a. If no witnesses are provided the members of the Court may subpoena the parties which they see relevant to the case at hand.
- III. Interview Plaintiffs Witnesses
- IV. Interview University Officials
  - a. In some cases, it may not be necessary to interview university officials.
    - i. The court may elect to interview university officials with a majority vote.
- V. Collect Material Evidence
  - a. Material evidence is defined as any physical or digital record, item, object, etc.
- VI. Develop Questions for Defendant
  - a. The Court shall convene to develop questions for the defendant
    - i. Questions should be based upon testimony provided by witnesses, university officials, other testifying individuals, and material evidence obtained by the Court
- VII. Interview Defendant
  - a. The Court shall interview the defendant to hear any evidence that they may provide
    - i. The defendant is responsible for refuting evidence provided by the Court and may bring their own records, witnesses, or university officials.
- VIII. Create Court Decision
  - a. The Court shall meet privately to discuss the evidence amongst themselves
    - i. Members of the Court shall first vote to decide whether or not the defendant is liable for the claim brought against the defendant. The majority of the vote shall be the deciding party.
    - ii. After a liability vote is held, the members of the court shall decide what the proposed punishment may be. Members of the Court shall vote on what they see fit. Whatever the majority vote may be, shall be the punishment proposed to Senate.
- IX. Write Court Opinion
  - a. Members of the Court will elect an individual from the majority to write the opinion

- i. If the Justice Primus is in the majority, they shall be the default Justice to write the opinion, however, if the Justice Primus is in the minority the Court may vote on who shall write the opinion.
- ii. Any member of the Court is permitted to write a concurring or dissenting opinion on the matter.

#### X. Opinion Format

- a. Opinions may only be written in double spaced, 12pt Times New Roman font, with 1' margins, and line numbers
- b. The layout of the opinion must be as follows:
  - i. Background
  - ii. Facts
  - iii. Evidence Collected
  - iv. Majority opinion
  - v. Dissenting Opinion
  - vi. Final Decision and Recommendation

#### XI. Presenting to Defendant and Senate

- a. Before the decision is presented to the Senate, it must be presented to the defendant
  - i. The defendant will have 48 hours to review the decision and, in this time, may elect to step down from their position.
  - ii. If the defendant does not make a statement of resignation to the Court in this time period, the opinion and decision is to be published to the Senate via the Teams drive.
  - iii. Prior to the publishing and/or presentation of the Court's decision the court will review any personal information including but not limited to names, demographic information, age, position titles.
    1. The court may elect to redact any personal information from the report prior to its presentation to the Senate. Redaction of information can be approved in the form of a majority vote.
    2. The court may also elect to redact any personal information from the report given to Senate prior to giving this report to the Operations Cabinet of the Executive Branch if the Operations Cabinet requests information for public distribution or Executive reporting.
    3. Release of information by a Justice that the Judicial Branch has voted to redact will be considered a violation of the bylaws.
- b. Members of the Court shall present the decision before the Senate at the first available meeting.
  - i. The Justice Primus is the sole individual to present the final decision
  - ii. Other members of the Court may present any other section of the opinion if they so desire
  - iii. If no other Justices elect to present the opinion, the Justice Primus shall present the opinion in its entirety

#### Subsection iv. Presentation

The Justice Primus must present any rulings made by the Judicial Branch through a written response in the meeting minutes or in person at the next scheduled Undergraduate Senate meeting. The Board shall delineate the legal texts used in making their determination, as well as the reasoning given for the decisions.

## B. Parliamentary Inquiries

### Subsection i. Final Arbiter of Appeals

The Judicial Board shall be the final arbiter of appeals to the decision of the President Pro-Tempore or Vice President in the Senate.

### Subsection ii. Limitations

The Judicial Board may only intercede in a parliamentary dispute on appeal from an aggrieved party.

### Subsection iii. Process

Upon receiving such an inquiry, the Judicial Board shall handle it via the same process outlined in Article IV Section 2.A.

## Section 3: Amendment Process

The power to amend or alter these bylaws shall be vested by the Judicial Branch and approved by the Senate.

- i. If the amendment passes within the Judicial Branch, it shall then be voted on by the greater USG Senate to be confirmed by a 2/3-majority vote through the process of a resolution.
- ii. Bylaws shall be approved during the first meeting of the academic year of each new Senate and amendments may occur at any time.

## Section 4: Vacancies

Judicial Branch justice may resign their position upon notification in writing specifying the time of resignation to the USG Advisor, the USG Executive Branch, and the USG Senate.

- i. Upon the resignation of the Judicial Branch justice, the USG President shall nominate a replacement chairperson, to be confirmed by a 2/3-majority in the USG.
- ii. In the case of a vacant USG Senate seat which affects membership of Judicial Branch, the seat shall remain unseated until a replacement for the vacant Senate seat is confirmed in accordance with the USG Constitution and its Bylaws.

## Section 5: Removal Processes

The Supreme Justice and members of the Judicial Branch may be removed from their position through a case in the Judicial Branch.

- i. Any member of the USG Legislative, Executive, or Judicial branch can file a case with the Judicial branch calling for the removal of a Justice.
- ii. This case must follow the proceedings of the Judicial Branch outlined in Section 2. Subsection iv. with the exception of the member in question
  - a. The members in question must recuse themselves from the case proceedings
- iii. If the case decision calls for removal of the Justice, this removal must then be processed in a 2/3 vote of the Senate.

## Section 2: Function

### A. The Judicial Register

#### Subsection i. - Justice Primus

The Justice Primus is responsible for coordinating the development and review of the Judicial Procedures and shall submit any proceeding changes for amendment and approval by the Senate no later than the first Senate Meeting of a new academic year.

#### Subsection ii. Final Authority

The Judicial Branch shall serve as the final authority on the governing documents of the Undergraduate Student Government. The Judicial Branch may not authorize to remove anyone from the Student Government. The final authority on all sanctions ordered by the Judicial Branch shall remain with the Senate. For sanctions imposed by the Judicial Branch to become binding, they must be approved by a 2/3 vote of the Senate.

#### Subsection iii. Process

Any Individuals as defined in Section I. Subsection ii. Subsection a. may submit an inquiry to the Judicial Branch for consideration. Upon receiving an inquiry, the Justice Primus shall issue a response to the filing party within 72 hours and convene the full Judicial Branch within 5 business days to consider the inquiry. The Justices shall construct and approve a response by a majority vote and alert the filing party of their decision to accept or reject the case within those 5 business days. Upon the acceptance of a given case, the Court shall adhere to the following case format:

- i. Guidelines
  - a. All members of the Court must be present when interviewing witnesses, whether it be in person or via online communications.
  - b. At least one member of the Judiciary must record interviews with witnesses of any kind for the purpose of record keeping.
    - i. Recordings are to be maintained for the duration of the academic year and are to be destroyed upon the end of the academic year.
  - c. All parts listed in this process are to be followed in chronological order.
- ii. Request witnesses from reporting party
  - a. If no witnesses are provided, the members of the Court may subpoena the parties which they see relevant to the case at hand.
- iii. Interview Plaintiffs Witnesses
- iv. Interview University Officials
  - a. In some cases, it may not be necessary to interview university officials.
    - i. The court may elect to interview university officials with a majority vote.
- v. Collect Material Evidence
  - a. Material evidence is defined as any physical or digital record, item, object, etc.
- vi. Develop Questions for Defendant
  - a. The Court shall convene to develop questions for the defendant



- i. Questions should be based upon testimony provided by witnesses, university officials, other testifying individuals, and material evidence obtained by the Court
- vii. Interview Defendant
  - a. The Court shall interview the defendant to hear any evidence that they may provide
    - i. The defendant is responsible for refuting evidence provided by the Court and may bring their own records, witnesses, or university officials.
- viii. Create Court Decision
  - a. The Court shall meet privately to discuss the evidence amongst themselves
    - i. Members of the Court shall first vote to decide whether or not the defendant is liable for the claim brought against the defendant. The majority of the vote shall be the deciding party.
    - ii. After a liability vote is held, the members of the court shall decide what the proposed punishment may be. Members of the Court shall vote on what they see fit. Whatever the majority vote may be, shall be the punishment proposed to Senate.
- ix. Write Court Opinion
  - a. Members of the Court will elect an individual from the majority to write the opinion
    - i. If the Justice Primus is in the majority, they shall be the default Justice to write the opinion, however, if the Justice Primus is in the minority the Court may vote on who shall write the opinion.
    - ii. Any member of the Court is permitted to write a concurring or dissenting opinion on the matter.
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  - a. Before the decision is presented to the Senate, it must be presented to the defendant
    - i. The defendant will have 48 hours to review the decision and, in this time, may elect to step down from their position.
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#### Subsection iii. Process

Upon receiving such an inquiry, the Judicial Board shall handle it via the same process outlined in Article IV Section 2.A. iv.

### Section 3: Amendment Process

- ii. The power to amend or alter these bylaws shall be vested by the Judicial Branch and approved by the Senate.

- iii. If the amendment passes within the Judicial Branch, it shall then be voted on by the greater USG Senate to be confirmed by a 2/3-majority vote through the process of a resolution.
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