



Code of Student Governance of George Mason University Korea

Last Amended on November 13th, 2023.

Table of Contents

Title I: General Provisions	6
Chapter 1: Code of Student Governance	6
§ 101 Contents and Designation of the Code	6
§ 102 Effective Date of the Code	6
Chapter 2: Rules of Construction	6
§ 201 Rules of Construction	6
§ 202 Duties Assigned to an Agency	6
§ 203 Errors Not to Invalidate Statute	6
§ 204 Gender	6
§ 205 Number	6
§ 206 Severability	6
§ 207 Tense	7
§ 208 Korean Standard Time	7
§ 209 Weekends and Holidays	7
§ 210 Words and Phrases	7
Chapter 3: Statutory Construction	7
§ 301 Arrangement	7
§ 302 Nomenclature	7
§ 303 Adding Subdivisions	8
§ 304 Section Headings	8
§ 305 Citation of Code of Student Governance	8
§ 306 Re-Use of Section Numbers	8
Chapter 4: Amending the Code of Student Governance	8
§ 401 Calendar of Amendments to the Code of Student Governance	8
§ 402 Process to Amend the Code of Student Governance	8
§ 403 Bills to Amend the Code of Student Governance	9
§ 404 Emergency Amendments to the Code of Student Governance	9
§ 405 Singular Amendments to the Code of Student Governance	9
Title II: The Legislative Branch	10
Chapter 1: Commencement of the Student Senate	10
§ 101 Membership of the Student Senate	10
§ 102 Early Organization of the Student Senate	10
§ 103 Roll of Senators-elect	10
§ 104 Commencement of the Student Senate	10
§ 105 Election of Speaker of the Student Senate	10
§ 106 Election of Speaker Pro-Tempore of the Student Senate	10
§ 107 Conference of Titles	10
§ 108 Appointment of New Senators	11
§ 109 Appointment of New Senators Prior to Spring Elections	11
Chapter 2: Legislative Sessions	11
§ 201 Sessions of the Student Senate	11
§ 202 Special Sessions	12
Chapter 3: Attendance Policy	12
§ 301 The Establishment of Strikes	12
§ 302 Attendance Policy	12
§ 303 Notification of Absences	12
§ 304 Grounds for Strikes	12
§ 305 Rules of the Student Senate	13

Chapter 4: Legislative Process	13
§ 401 Process for Introduction of Legislation.....	13
§ 402 First Reading and Committee Referral.....	13
§ 403 Bills or Resolutions in Committee	14
§ 404 Second Reading.....	14
§ 405 Voting Procedures in Committee and Senate on Bills and Resolutions	14
§ 406 Parliamentary Authority.....	14
§ 407 Legislative Archives.....	15
Chapter 5: Officers of the Student Senate.....	15
§ 501 Duties of Officers of the Student Senate.....	15
§ 502 Vacancy in Office.....	15
§ 503 Removal from Office	15
§ 504 Officer Election Procedures	15
§ 505 Established Offices.....	15
§ 506 Officer Election Procedures	15
Chapter 6: Speaker of the Student Senate	16
§ 601 Duties of the Speaker	16
Chapter 7: Speaker Pro-Tempore of the Student Senate	16
§ 701 Duties of the Speaker Pro-Tempore	16
Chapter 8: Clerk of the Student Senate.....	17
§ 801 Duties of the Clerk	17
§ 802 Correction of Errors in Legislation	17
Chapter 9: Administration of Committees.....	18
§ 901 Committee Membership	18
§ 902 Chairs of Committees.....	18
§ 903 Oath of Office.....	18
Chapter 10: Ad Hoc Committees	18
§ 1001 Ad Hoc Committee.....	18
§ 1002 Ad Hoc Committee Establishment.....	18
§ 1003 Changing the Ad Hoc Committee	18
§ 1004 Ad Hoc Committee Membership	19
Chapter 11: Succession.....	19
§ 1101 Senate Succession	19
<i>Title III: The Executive Branch</i>	<i>20</i>
Chapter 1: The President and Vice President.....	20
§ 101 Order of Succession	20
§ 102 Presidential Succession and Resignation	20
§ 103 Presidential Powers and Duties	20
§ 104 Vice Presidential Powers and Duties	21
<i>Title IV: Elections and Disputes Commission</i>	<i>22</i>
Chapter 1: Establishment and Membership	22
§ 101 Authoritative Standing	22
§ 102 Number of Commissioners and Quorum	22
§ 103 Appointment and Term of Commissioners	22
§ 104 Precedence of Associate Commissioners.....	22
§ 105 Selection of the Chair of the Elections & Disputes Commission	22
§ 106 Duties and Powers of the Chair of the Elections & Disputes Commission	22
§ 107 Vacancy or Disability in the Office of the Chair of the Elections & Disputes Commission	22
§ 108 Attendance.....	23

§ 109 General Restrictions	23
§ 110 Conflicts of Interest	23
§ 111 Removal from Office	23
§ 112 Oath of Office.....	23
Chapter 2: Election Judicial Board.....	23
§ 201 Establishment of Election Judicial Board	23
§ 202 Membership.....	23
§ 203 Original Jurisdiction.....	24
§ 204 Hearings of the Election Judicial Board.....	24
Chapter 3: Disputes Board	24
§ 301 Establishment of Election Judicial Board	24
§ 302 Membership.....	24
§ 303 Original Jurisdiction.....	24
§ 304 Hearings of the Election Judicial Board.....	24
Chapter 4: Appealing an Agency Decision.....	24
§ 401 Grounds for a First Appeal.....	24
§ 402 First Appeal	25
§ 403 Grounds for a Second Appeal	25
§ 404 Second Appeal.....	25
§ 405 Results of Second Appeal	26
Chapter 5: Election Code.....	26
§ 501 Establishment of an Election Code	26
§ 502 Establishment Process	26
§ 503 Prohibited Space & Behavior	26
Chapter 6: Transparency.....	26
§ 601 Publication of Rulings and Other Records	26
§ 602 Public Access to Commission	27
§ 603 Reporting.....	27
<i>Title V: Departments of Student Government</i>	<i>27</i>
Chapter 1: Establishment of Departments.....	27
§ 101 Establishment	27
§ 102 Collaboration.....	27
§ 103 Executive Appointment and Term	27
Chapter 2: Department of Administrative and Financial Affairs.....	27
§ 201 Purpose	27
§ 202 Committee	28
§ 203 Chair of the Administrative and Financial Affairs Committee	28
§ 204 Secretary of Administrative and Financial Affairs	28
Chapter 3: Department of Diversity and Multicultural Affairs.....	29
§ 301 Purpose	29
§ 302 Committee	29
§ 303 Chair of the Administrative and Financial Affairs Committee	29
§ 304 Secretary of Diversity and Multicultural Affairs	29
Chapter 4: Department of University Life	29
§ 401 Purpose	29
§ 402 Committee	30
§ 403 Chair of the University Life Committee	30
§ 404 Secretary of University Life.....	30
Chapter 5: Department of University Academics.....	30

§ 501 Purpose	30
§ 502 Committee	30
§ 503 Chair of the University Academics Committee	30
§ 504 Secretary of University Academics	31
Chapter 6: Department of Public Relations.....	31
§ 601 Purpose	31
§ 602 Secretary of Public Relations	31
<i>Title VI: Boards and Other Agencies.....</i>	<i>31</i>
Chapter 1: The Board of Major Representatives	31
§ 101 Establishment	32
§ 102 Authority	32
§ 103 Responsibilities of the Board	32
§ 104 Membership.....	32
§ 105 Appointment and Term	32
§ 106 Powers of the Chair	33
§ 107 Vacancy in the Office of the Chair of the Board.....	33
§ 108 Qualifications for Office	33
§ 109 Vacancies	33
<i>Title VII: Budget and Finance.....</i>	<i>33</i>
Chapter 1: Spending Procedure	33
§ 101 Appropriations from the Student Government Fund.....	33
§ 102 Discretionary Allocation for Use by the President.....	33
§ 102.1 Budgeting	34
§ 103 Procedure for the Allocation of Funds	34
§ 104 Time Limitation for Appropriations.....	34
§ 105 Required Expense Detail.....	34
<i>Title VIII: Administration of Government.....</i>	<i>35</i>
Chapter 1: Nondiscrimination Act.....	35
§ 101 Declaration of Policy	35
§ 102 Referral of Complaints	35
<i>Title IX: Code of Professional Responsibility.....</i>	<i>35</i>
Chapter 1: Establishment	35
§ 101 Establishment of Title IX.....	35
§ 102 Precedence.....	35
§ 103 Purpose and Intention.....	35
Chapter 2: Expectations of Student Government Members	35
§ 201 Servant Leadership	35
§ 202 Role Modeling	36
§ 203 Academic Achievement	36
§ 204 Work Ethic	36
§ 205 Teamwork and Cooperative Attitude	36
§ 206 Professionalism	36
§ 207 Upholding this Code.....	36

Title I: General Provisions

Chapter 1: Code of Student Governance

§ 101 Contents and Designation of the Code

The statutes embraced in this, and the following titles, chapters, and sections of this act shall constitute, and be designated and cited as the “Code of Student Governance,” hereinafter referred to as “the Code” or “this code.”

§ 102 Effective Date of the Code

All the provisions of this Code shall be in force upon their enactment.

Chapter 2: Rules of Construction

§ 201 Rules of Construction

In the construction of this Code and of all statutes, the rules shall be observed as set forth in this title, unless the construction would be inconsistent with the manifest intention of the Student Senate.

§ 202 Duties Assigned to an Agency

Whenever a duty or responsibility is imposed upon an agency, department, or office of the Student Government in this Code, the duty or responsibility is imposed upon the chief executive officer of that agency.

§ 203 Errors Not to Invalidate Statute

Spelling, grammatical, typographical, or punctuation errors shall not invalidate a statute.

§ 204 Gender

All nouns and pronouns referring to a person are to be gender neutral (they/them, chair, member, et cetera).

§ 205 Number

The singular includes the plural, and the plural includes the singular.

§ 206 Severability

Any provision of this Code, or the application thereof, which is held invalid by a court of Student Government, or the governing or administrative authority of the University, shall not affect the validity of other statutes, provisions or applications of this Code that can be executed without the invalid provisions or applications. The provisions of all statutes are severable unless:

- A. The statute specifically provides that its provisions are not severable; or
- B. It is apparent that two or more statutes or provisions must operate in accordance with one another.

§ 207 Tense

Words used in the past or present tense shall include the future.

§ 208 Korean Standard Time

In all statutes, orders, decrees, rules, and regulations relating to the time of performance of any act by any officer or agency of the Student Government or relating to the time in which any rights shall accrue, it shall be understood and intended that the time applicable thereto, or referred to, or implied therein, shall be Korean Standard Time.

§ 209 Weekends and Holidays

When a Student Government proceeding is directed by statute to be held on a particular day of a month, if that day be Saturday, Sunday, or any legal holiday within the meaning of the Act on Public Holidays (Act No. 18291) of the Republic of Korea, the proceeding shall be held, or the proceeding shall take place on the next day that is neither Saturday, Sunday nor a legal holiday;

§ 210 Words and Phrases

Words and phrases shall be construed according to rules of grammar and according to their common and approved usage, but technical words and phrases and such others as have acquired a peculiar and appropriate meaning or are defined in this title, shall be construed according to such peculiar and appropriate meaning or definition.

Chapter 3: Statutory Construction

§ 301 Arrangement

- A. This Code consists of titles subdivided into subtitles, chapters, subchapters, and such other subdivisions as may be required for clarity of expression and uniformity of style;
- B. The principal subdivisions of a subtitle, or of a title that is not divided into subtitles, of this Code are chapters, comprising the sections relating to the subtitle or title, respectively, embraced in the heading of the chapter. Chapters shall consist of not more than 99 sections;
- C. Sections of this code are identified sequentially by Arabic numerals. The last two digits in the section number indicate the sequence of sections within a chapter, and the digit or digits preceding such digits indicates the number of the chapter. A section of this Code is subdivided into subsections, paragraphs, subparagraphs, clauses, sub-clauses, and such other minor subdivisions as may be required for clarity of expression and uniformity of style.

§ 302 Nomenclature

- A. In this Code, titles will be identified sequentially by Arabic numerals;
- B. In this Code, subdivisions of sections will be identified in the following order:
subsections are identified sequentially by Arabic numerals in parentheses, paragraphs are identified sequentially by capital letters in parentheses, subparagraphs are identified sequentially by Arabic numerals, clauses are identified sequentially by capital letters, and sub-clauses are identified sequentially by lower case letters. Lowercase Roman numerals in parentheses will be reserved for numbering within paragraphs.

§ 303 Adding Subdivisions

If it becomes necessary to introduce a new chapter between existing chapters, the new chapter is designated by the addition of a period and a number suffix to the preceding chapter number; If it becomes necessary to introduce a new section between existing sections, the new section is designated by the addition of a period and number suffix to the preceding section number.

§ 304 Section Headings

Each section of this Code shall be given a brief descriptive heading immediately preceding the body of the section. The headings of the sections may be referred to as catch lines. In printing this Code and its amendments, the symbol “§” shall be substituted for the word “Section” preceding the digits of a section number in each catch line. Subsections may also have headings for convenience, but subsection headings shall not be set out on separate lines.

§ 305 Citation of Code of Student Governance

Without prejudice to any other form of citation, a citation of any section of this Code in the following form shall, except as provided for in §306 of this Title, be adequate for all purposes: “1 CSG §101.”

§ 306 Re-Use of Section Numbers

A section number shall not be re-used for a different subject, except in a bill to revise a subtitle, chapter, subchapter, or other major subdivision of this Code.

Chapter 4: Amending the Code of Student Governance

§ 401 Calendar of Amendments to the Code of Student Governance

At the beginning of the academic year, the Speaker of the Senate shall identify six (6) General Body meetings as Amendment Meetings, at which time the Code of Student Governance can be amended. These times shall be the only times in the Academic Year that the Code of Student Governance can be amended, with the exception of cases that apply to §404 and §405.

§ 402 Process to Amend the Code of Student Governance

The process for amending the Code of Student Governance shall go as follows:

- A. Three weeks before any of the dates established as an Amendment Meeting, the Speaker shall announce that the submission period is open, at which point any Senator may submit a bill to amend the Code to the Chair of the Administrative and Financial Affairs Committee. The Chair of the Administrative and Financial Affairs Committee must include all bill amendments submitted.

- B. Senators shall have until 12:00 p.m. on Tuesday of the second week before the upcoming Amendment Meeting to submit any changes and amendments to the Code to the Chair of the Administrative and Financial Affairs Committee.
- C. The Chair of the Administrative and Financial Affairs Committee, on behalf of the Administrative and Financial Affairs Committee shall submit the Bills for First Reading to the Clerk of the Student Senate by 12:00pm on Wednesday of the second week before the upcoming Amendment Meeting.
- D. Any Bills shall then, be sent to the Administrative and Financial Affairs Committee to be considered for Second Reading.
- E. Upon passage of the Bill in the Administrative and Financial Affairs Committee by a 2/3, the Student Senate shall vote on the Bill at the next Senate meeting.
- F. All Code Bill Amendments will become effective immediately upon signage of the Student Body President, unless otherwise stated in the Code Bill.

§ 403 Bills to Amend the Code of Student Governance

Bills to amend the Code of Student Governance shall be drafted to conform to the structure of the Code of Student Governance of George Mason University Korea, as provided in chapter 3. Such Bill shall require a two-thirds vote of the Senate.

§ 404 Emergency Amendments to the Code of Student Governance

If an emergency, which shall be determined at the discretion of the Speaker, arises, then the Speaker shall write a bill to address the emergency amendment. The bill will then be submitted to the Clerk of the Student Senate at the next opportunity to do so, for First Reading. The Bill, at the discretion of the Speaker, shall then be sent to the Administrative and Financial Affairs Committee to be approved for Second Reading. If approved by the Administrative and Financial Affairs Committee, the Bill shall be reported back to the Senate at the following Senate meeting to be voted on by the entire Senate.

§ 405 Singular Amendments to the Code of Student Governance

If a member of the Senate sees the need for an emergency amendment to a single Chapter of the Code of Student Governance, the bill may be submitted to the Clerk of the Student Senate for First Reading. The Bill shall then be sent to the Administrative and Financial Affairs Committee. Code Bill Amendments submitted using this procedure will require 4/5 vote affirmation to pass. If passed unanimously by the Administrative and Financial Affairs Committee, the bill shall be reported back to the Senate at the following Senate meeting to be voted on by the entire Senate.

Title II: The Legislative Branch

Chapter 1: Commencement of the Student Senate

§ 101 Membership of the Student Senate

There shall be no more than 9 Senators in the Student Senate, and no more than 9 individuals shall be Senators, not including the Office of the Speaker, Speaker Pro-Tempore, and Clerk. No more than 6 Senators shall be elected during the annual Student Government Elections. The remaining positions shall be unfilled by fall elections and reserved for the following spring elections of incoming freshmen and transfer students.

§ 102 Early Organization of the Student Senate

- A. Any member of the Student Senate after consultation with the Speaker may at any time call a caucus to be attended by all incumbent Senators who have been re-elected to the ensuing Student Senate and all other Senators-elect, for the purpose of taking all steps necessary to achieve the prompt organization of the Senators and Senators-elect of the ensuing Student Senate;
- B. If any member calls an organizational caucus or conference under Subsection 1 of this section, they shall file with the Clerk of the Student Senate a written notice designating the date and location upon which the caucus is to convene. As soon as possible after the election of Senators to the ensuing Student Senate, the Clerk shall furnish each Senator elect with appropriate written notification of the caucus.

§ 103 Roll of Senators-elect

Before the first meeting of each Student Senate, the Clerk of the next preceding Student Senate shall make a roll of the Senators-elect, and place thereon the names of those persons, and of such persons only, whose credentials show that they were regularly elected in accordance with the statutes of the Student Government.

§ 104 Commencement of the Student Senate

The first session of each Student Senate shall begin at 12:00 p.m. one Monday before Fall final examinations commence, at which time the new Student Senate shall convene for the primary purpose of swearing in all newly elected officials, as well as conducting any necessary business. The Clerk of the preceding Student Senate, regardless of re-election status, shall call the roll of Student Senators to verify a quorum and shall take and provide the full Senate minutes. If unable to perform said task, the body possesses the right to appoint a member as acting Clerk. This member shall serve as the Clerk until a new Clerk is elected.

§ 105 Election of Speaker of the Student Senate

The Student Body President shall preside as Speaker of the Student Senate.

§ 106 Election of Speaker Pro-Tempore of the Student Senate

The Student Body Vice President shall preside as Speaker Pro-Tempore of the Student Senate.

§ 107 Conference of Titles

No title of Student Government shall be bestowed as is not approved by a majority of the Student Senate, unless otherwise determined by the code.

§ 108 Appointment of New Senators

If after spring elections, the Senate does not have 9 members, the appointment of new senators will take effect.

- A. Applications for appointment may only be accepted by the Chair of the Administrative and Financial Affairs Committee from the first day of the Fall semester until 4:29pm on the first Monday in September;
- B. Before appearing before the full senate, the Administrative and Financial Affairs Committee shall administer an interview process, the specific contents of which are left to the sole discretion of the Chair of the Administrative and Financial Affairs Committee. The Senate Administrative and Financial Affairs committee may only interview one candidate per seat available for appointment, which shall be conducted on a first-come-first-serve basis. The voting process of such appointments shall be done by such a voting method as to allow the votes of each individual Senator to be accurately recorded and require a two-thirds vote in the affirmative of the committee;
- C. Should any candidate be unable to be present at the Administrative and Financial Affairs Committee, the Chair of the Administrative and Financial Affairs Committee shall have the sole authority to refer the candidate to another committee, with consent from the Chair of that committee, to be interviewed and voted on in accordance with the procedures stated above;
- D. Upon approval by the committee, the candidate shall appear before the full senate. A two-thirds majority of members voting in the affirmative shall be required for confirmation, and;
- E. Confirmed prospective Senators shall be immediately given the oath of office and shall be granted all the privileges and duties that pertain to the office of Senator.

§ 109 Appointment of New Senators Prior to Spring Elections

If prior to the spring elections, the Senate falls below the number of 6 Senators, it may begin the appointment process in order to fill vacancies up to 6 members. Those applying for appointment prior to the spring elections must be students who are neither freshmen nor first semester transfer students. The appointment procedures to fill these vacancies of office shall follow the procedures outlined in §108.

Chapter 2: Legislative Sessions

§ 201 Sessions of the Student Senate

- A. The term commencing one Monday before Fall final examinations commence and ending at 12:00pm one Monday before Spring final examinations commence is designated as the first session of the Student Senate;
- B. The term commencing one Monday before Spring final examinations commence and ending at 12:00pm one Monday before Fall final examinations commence is designated as the second session of the Student Senate.

§ 202 Special Sessions

- A. Whenever two-thirds of the members of the Student Senate shall, after their adjournment sine die, or during recess, desire to convene the Senate, they shall transmit a petition in writing to the Speaker of the Student Senate over their own signatures declaring the purpose for such assembly. The Speaker shall thereupon convene the Student Senate, at such time and place and for such purpose as shall be designated by the application;
- B. Furthermore, if extenuating circumstances call for a special session of the Senate to occur, the Speaker may call a special session at their discretion. To occur, a majority of the Senate must be in attendance, written notice of the time and place of the meeting must be transmitted to each member of the Senate no fewer than 24 hours prior to the meeting, and all votes must be passed with two-thirds of the members present at the special session.

Chapter 3: Attendance Policy

§ 301 The Establishment of Strikes

Disciplinary offences shall be measured in strikes. Strikes shall be issued and recorded by the Speaker of the Student Senate or by the Speaker Pro-Tempore if the Speaker is unable or unwilling to do so. If a member of Student Government believes, they received an inappropriate strike they may appeal through a vote of the Administrative and Financial Affairs Committee. The Senator in question has within three Administrative and Financial Affairs Committee meetings to appeal their strikes. A Senator with three or more strikes will temporarily have their senatorial privileges, as defined by the Code of Student Governance, the Rules of the Senate, and the Constitution, revoked. A Senator who fails to appear before this date shall be thereby dismissed from service to the Student Senate, and the Speaker of the Student Senate shall see to it that they are removed from the roll of Student Senators. No greater than one strike shall ever be administered for a single offence.

§ 302 Attendance Policy

No member shall be absent from or tardy to Service to the Senate, unless the member is sick or under extreme circumstances unable to attend. Extreme circumstances include but are not limited to the following reasons: academic commitment, illness, family emergency, religious observance, and personal emergency, any/all of which are determined at the discretion of the Speaker of the Student Senate, or the relevant Committee Chair. Class conflicts shall not be considered valid excuses for failure to attend weekly meetings of the Student Senate.

§ 303 Notification of Absences

No less than 24 hours prior to the start of a Senate or Committee meeting, the absent member shall inform the appropriate Senate Officer of their absence. Upon failure to do so, the absence will be considered unexcused. When the member has accrued an unexcused absence, the Speaker of the Student Senate shall notify the member of their status.

§ 304 Grounds for Strikes

Any member who shall be absent from a general Senate meeting without being excused shall be issued one strike. Any member who shall be absent from the meeting of a committee of which

they are a member without being excused shall receive one half of a strike. Any time a Senator receives a strike the Speaker or Speaker Pro-Tempore must notify the Senator in question by email within ten calendar days of the infraction. The Speaker and Speaker Pro-Tempore must both be notified of all potential offenses.

§ 305 Rules of the Student Senate

The Rules of the Student Senate is hereby established as a permanent governing document of the Student Senate of George Mason University Korea, detailing the responsibilities and expectations of all Senators. Should the Senate desire to adopt additional rules for the conduct and duties of the Student Senate, any Senator may introduce a Bill to amend the Rules of the Student Senate, such a Bill shall be procedurally handled identically to a resolution and shall require a majority vote to be adopted. The Rules of the Student Senate shall detail both the requirements of Senators and detail the appropriate strike penalty for violating a given provision not to exceed one strike.

Chapter 4: Legislative Process

§ 401 Process for Introduction of Legislation

Members having bills or resolutions shall present them to the Clerk via in accordance with the Legislative Drafting Manual of the Student Senate, at least 24 hours prior to the meeting at which they are to be read. If the Clerk wishes to submit legislation, they must present them to the Speaker and Speaker Pro Tempore at least 24 hours prior to the meeting at which they are to be read. At which point, the Clerk must send the legislation via the Senate mailing list, at least 12 hours prior to the meeting. Any bill or resolution introduced in the Senate must list the names of sponsors and any co-sponsors. All Bills and Resolutions submitted must have at least one sponsor and one co-sponsor. Should legislation be submitted prior to the first meeting of the first session, it shall be sent to the Clerk of the previous Senate, considered at the first meeting.

- A. The Clerk shall assign each Bill or Resolution a number in the order in which they are presented.
- B. Upon receipt of such legislation the Speaker shall schedule a reading for each Bill or Resolution at the next upcoming meeting of the Student Senate. It shall be distinctly announced or set out at each reading on the Agenda, whether it is the first or second reading.
- C. Senators shall have the ability to submit new legislation during New Business, at the discretion of the Speaker.
- D. All agendas, bills, and resolutions for meetings are to be sent through email prior to Senate meetings and are to be projected during the meetings. Hard copies are to be printed for all members who previously requested it from the clerk prior to the meeting with a few additional copies for those seated in the gallery.

§ 402 First Reading and Committee Referral

The sponsor shall, under the direction of the Speaker, read the title of each Bill or Resolution at the appropriate time. Subsequent to the reading, the Speaker may refer said legislation to a standing or ad hoc committee, which the Speaker has the power to create, as deemed appropriate. The Speaker may also assign a date by which said committee must report on the matter. The

Clerk shall enter the facts and the names of the aforementioned members, and committee, into the Journal.

§ 403 Bills or Resolutions in Committee

After being referred to a committee by the Speaker, the Bill or Resolution shall be under consideration by said committee, at said committee's next meeting. At which time the committee shall determine the fate of said legislation, being defined by the question, "Does said legislation pass committee?"

- A. To make any amendment(s), other than clerical, to said legislation, a majority vote of said committee's members present is required;
- B. A majority vote of said committee's members present shall determine the fate of said legislation;
- C. After the fate of said legislation has been determined, the result shall be transmitted to the Clerk in accordance with §401, and;
- D. All amendments passed must be clear and distinguished from the original legislation.

§ 404 Second Reading

After said committee had dispensed with a Bill or Resolution, it shall report its findings on the matter to the Senate. Said committee's chairperson, if passed by committee, will then read the Bill or Resolution. If a date or report was set and the committee took no action, the second reading shall be made by the sponsor of the legislation as originally submitted, unless an extension of time is requested and subsequently approved by the Speaker. Subsequent to the second reading, the legislation shall be immediately before the Senate. In the case that the Speaker does not refer a bill or resolution to committee the second reading will be waived, and legislation shall be immediately before the Senate.

§ 405 Voting Procedures in Committee and Senate on Bills and Resolutions

After a bill or resolution has been moved into Second reading and recognized as such by the Speaker, when in Senate, or by the Chair, when in Committee, the bill or resolution shall be voted on in a manner which allows the vote of each individual member to be accurately recorded.

§ 406 Parliamentary Authority

The Student Senate shall conduct its meetings in accordance with parliamentary procedure as specified in Robert's Rules of Order, with the following exceptions:

- A. Members need not stand to speak or to be recognized;
- B. If a motion is made to adjourn, or to the previous question, the Senate or a Committee the presiding officer of said Senate/ Committee may at their discretion, refuse to recognize the motion, subject to appeal by the Senate/ Committee, and;
- C. At any time when no business is pending, a motion for a vote of no confidence in the leadership of any officer of Student Senate may be made. Such a motion shall be considered an original Main Motion, and therefore shall be in order only whilst no other business is pending. This motion must be seconded. Should this motion be approved by a 2/3rds majority of the total membership of the Student Senate, the officer in question is immediately removed from their position of leadership, and a new officer shall be immediately chosen in accordance with Code of Student Governance.

§ 407 Legislative Archives

After signed legislation has been transmitted to the Clerk of the Student Senate, the legislation, along with the most recent revision of the Code of Student Governance, the most recent version of the Student Body Constitution, and other miscellaneous documents of the Student Senate, shall be archived in a binder. A list detailing the final disposition of all introduced legislation shall accompany the binder.

Chapter 5: Officers of the Student Senate

§ 501 Duties of Officers of the Student Senate

In addition to the duties prescribed by this Code, the officers of the Student Senate shall perform such duties as required of them by the Rules of the Student Senate, or by order of the members thereof.

§ 502 Vacancy in Office

In the event of a vacancy in the office of any officer of the Student Senate during a recess of the Senate, a successor to fill said vacancy shall be appointed by the Speaker. Upon the reconvening of Senate, the members of the Senate shall confirm a new Officer to fill the vacancy in accordance with the election procedures prescribed by the Code of Student Governance for the office.

§ 503 Removal from Office

Any officer of the Student Senate may be removed from office by a motion of no confidence under points of privilege.

§ 504 Officer Election Procedures

All Candidates for an elected officer position within the Student Senate must excuse themselves from the meeting whilst the Student Senate is discussing and debating their qualifications, so as to ensure that the Student Senate is able to speak openly about the candidates. Candidates must obtain a majority vote of the total membership of the body in order to take office. If after each round of voting, no candidate shall have obtained the requisite number of votes, the Student Senate shall return to discussion and debate on the candidates. However, after the completion of two rounds of voting, it shall be in order for a member to make a motion to remove a candidate from consideration. Should a motion to remove a candidate from consideration be made, seconded, and approved by a majority of the members present, the candidate shall be no longer under consideration for the given officer position, and said candidate shall be invited to return to the meeting for the remainder of the deliberations. This shall continue until one member reaches the requisite vote count necessary to take office.

§ 505 Established Offices

The Offices of the Speaker, Speaker Pro-Tempore, and Clerk are established as offices of the Student Senate of George Mason University Korea.

§ 506 Officer Election Procedures

Before entering upon the discharge of their duties, the officers of the Student Senate shall take an oath to faithfully execute the duties of their office, as prescribed by Article VI of the Student Body Constitution.

Chapter 6: Speaker of the Student Senate

§ 601 Duties of the Speaker

It shall be the duty of the Speaker of the Senate:

- A. To schedule meetings of the Senate;
- B. To preside over the meetings of the Senate;
- C. To know and understand the rules of Parliamentary Procedure as specified in Robert's Rules of Order;
- D. To know and understand the Student Body Constitution, Code of Student Governance, and the Rules of Student Senate;
- E. To maintain order in the Senate chamber and to require proper decorum on the part of the members;
- F. To announce the business before the Senate in the order prescribed by the Rules;
- G. To receive all matters brought properly before the Senate and to submit them to the Senate;
- H. To assign matters brought before the Senate to committee;
- I. To consult with and to advise the committees of the Senate and to assist them in their work as an ex officio member without vote;
- J. To receive all communications from other branches of the Student Government, present them to the Senate, and direct committees of the Senate to consider the said communications if necessary;
- K. To sign all Bills, Resolutions, and Amendments to the Constitution passed by the Senate, all writs and summons issued by order of the Senate, which shall be attested by the Clerk;
- L. To issue subpoenas on order of the Senate requiring the attendance of witnesses or the production of evidence in any matter pending before the Senate or any committee;
- M. To perform other duties required by the Student Body Constitution, statute, or the Rules;
- N. To meet with the Advisor for Student Government;
- O. To appoint aides to the various liaisons as necessary;
- P. To attend regularly scheduled senate leadership meetings with the Speaker Pro Tempore, the Clerk, and the Chairs of each standing committee in which minutes shall be taken, and;
- Q. To create a detailed summary of the initiatives worked on by all Senators from the sessions serving as Speaker. This detailed summary shall be printed and filed for record keeping with the Clerk.

Chapter 7: Speaker Pro-Tempore of the Student Senate

§ 701 Duties of the Speaker Pro-Tempore

It shall be the duty of the Speaker Pro-Tempore of the Student Senate:

- A. To preside in the absence of the Speaker;
- B. To know and understand the rules of the Parliamentary procedure as specified in Robert's

Rules of Order;

- C. To know and understand the Rules of the Student Senate, Code of Student Governance, and the Student Body Constitution;
- D. To serve as the Sergeant-At-Arms and maintain order during session of Student Senate;
- E. To perform other duties required by the Student Body Constitution, statute, the Rules, or otherwise delegated by the Speaker;
- F. To consult with and to advise the committees of the Senate and to assist them in their work as an ex officio member without vote;
- G. To meet with the Advisor for Student Governance;
- H. To attend regularly scheduled senate leadership meetings with the Speaker, the Clerk, and the Chairs of each standing committee in which minutes shall be taken.

Chapter 8: Clerk of the Student Senate

§ 801 Duties of the Clerk

It shall be the duty of the Clerk of the Student Senate:

- A. The Clerk of the Student Senate shall be the Keeper of Rolls of the Student Government;
 - a. In this capacity, the Clerk shall cause all of the bills and resolutions of the Student Senate to be enrolled on substantial paper, of uniform size, by such permanent and substantial method or methods as the Clerk deems proper.
- B. After the Speaker of the Student Senate signs such legislation, the Clerk shall cause the same to be bound in durable style;
- C. The Clerk shall have custody of the acts, resolutions, records, and papers of the Student Senate, and, when required, shall furnish a copy of any or any part of any of them, which copy, being certified by the Clerk shall be evidence for any purpose for which the original would be received, and with as much effect;
- D. The Clerk is also responsible for posting all legislation, once it has been signed, on a webpage linked to by the Student Government website;
- E. Along with the posting of all passed legislation, the Clerk must also post the Senate minutes, including the official vote of the passed legislation;
- F. The Clerk shall consult with and advise the committees of the Senate and assist them in their work as an ex officio member without vote;
- G. The Clerk shall also attend regularly scheduled senate leadership meetings;
- H. Upon the completion of the Second Session the Clerk is also responsible for ensuring that the concluding year's legislation, minutes, roll calls, and other business is archived, and;
- I. Before the start of the First Legislative Session, the Clerk, or Deputy Officer(s), shall create a name placard for every standing member of the Student Senate.
 - a. For Senators appointed and confirmed to the Student Senate, a placard will be created before the General Body meeting immediately following their appointment;
 - b. The placards of each individual Senator shall include, but not be limited to; the Senator's preferred full name, title, and respective preferred pronouns.

§ 802 Correction of Errors in Legislation

The Clerk of the Student Senate, as Keeper of the Rolls of the Student Government, is authorized

to correct spelling, grammar, punctuation, and typographical errors contained in bills and resolutions in the form that they are offered, printed, enrolled, or printed after passage, provided that the corrections do not in any way alter the legislation's meaning or effect. Should the legislation contain more than three (3) Clerical errors, the Clerk of the Student Senate may reject the legislation, to be re-submitted at the discretion of the Sponsor of the legislation. If legislation should be rejected, the Clerk must notify the Sponsor(s) of the error in writing, in no fewer than six (6) hours after the original submission of the legislation.

Chapter 9: Administration of Committees

§ 901 Committee Membership

Student Senators are expected to serve as standing members of no fewer than two Committees. Senators will officially declare their membership through a registration process administered by the Speaker of the Senate. Only standing members of committees may vote in their respective committees. Members may change their committee membership at the discretion of the Speaker.

§ 902 Chairs of Committees

The Senate shall elect by such a voting method as to allow the votes of each individual Senator to be accurately recorded, a Chair of each Committee of the Student Senate. The Chair shall hold office at the pleasure of the Senate for a term coincident with that of the Senate making the appointment, or until a successor shall be elected. Each Chair shall serve as the presiding officer of their respective committee.

§ 903 Oath of Office

Before entering upon the discharge of their duties, the Chair of each committee shall take an oath to faithfully execute the duties of said office, as prescribed by Article V of the Student Body Constitution.

Chapter 10: Ad Hoc Committees

§ 1001 Ad Hoc Committee

An Ad Hoc committee is a non-standing committee that is created with a specific purpose to complete a special task through the resolution establishing it.

§ 1002 Ad Hoc Committee Establishment

An Ad Hoc committee must be established by a resolution to establish it and with the approval of the Speaker of the Senate.

- (1) A written resolution to establish the Ad Hoc committee must include the purpose for its creation, rules the committee must conduct itself by, and the presiding officer(s);
- (2) Two committees must pass a resolution establishing an Ad Hoc committee before the full Senate can consider it: the standing committee in which it pertains to, as well as the Administrative and Financial Affairs Committee.

§ 1003 Changing the Ad Hoc Committee

If there is a need to change aspects of the committee, either the Speaker of the Student Senate

may announce the changes, or a new resolution may be made to change aspects of the committee.

§ 1004 Ad Hoc Committee Membership

Membership of an Ad Hoc committee will be determined by the Speaker of the Senate.

Chapter 11: Succession

§ 1101 Senate Succession

- A. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker of the Student Senate, the Speaker Pro-Tempore of the Senate shall inherit and will discharge the powers of the Speaker of the Student Senate until a Speaker is elected;
- B. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker Pro-Tempore of the Student Senate, the Student Senate will elect a new Speaker Pro-Tempore of the Student Senate;
- C. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Clerk of the Student Senate, the Secretary of the Senate shall inherit the duties and responsibilities until a Clerk of the Student Senate is elected, and;
- D. If, by reason of death, resignation, removal from office, inability, or failure to qualify, both the Speaker of the Student Senate and the Speaker Pro Tempore of the Student Senate are unable to discharge the duties of their offices, the order of succession shall be as follows: The Chair of the Administrative and Financial Affairs Committee, the Chair of the Diversity and Multicultural Affairs Committee, the Chair of the University Life Committee, and the Chair of the University Academics Committee.

Title III: The Executive Branch

Chapter 1: The President and Vice President

§ 101 Order of Succession

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a Student Body President nor Student Body Vice President to discharge the powers and duties of the office of Student Body President then, as per the Student Body Constitution of George Mason University Korea, the following officers shall be considered eligible to act as successor to the Office of Student Body President in the order here listed: the Chair of the Administrative and Financial Affairs Committee, the Chair of the Diversity and Multicultural Affairs Committee, the Chair of the University Life Committee, and the Chair of the University Academics Committee.

§ 102 Presidential Succession and Resignation

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a Student Body President nor Student Body Vice President to discharge the powers and duties of the office of Student Body President then, as per the Student Body Constitution of George Mason University Korea, the highest listed officer as per § 101 shall become the Acting Student Body President and shall uphold the powers, duties, and title of the Office of the President. Immediately prior to ascension to Acting Student Body President, their present offices shall be vacated. Should the Student Body President or Student Body Vice President wish to resign, they must transmit a signed letter of resignation to the Speaker of the Student Senate.

§ 103 Presidential Powers and Duties

The powers and duties of the Student Body President are:

- A. To appoint Secretaries and Deputy Secretaries to positions within the Executive Departments;
- B. To appoint members to University Committees as appropriate and available;
- C. To appoint a Chief of Staff and personal advisors. The Chief of Staff and advisors are internal advisors and may act within the Executive Branch;
- D. To meet with the advisor(s) for Student Governance;
- E. To perform other duties required by the Student Body Constitution or statute;
- F. To preside as Speaker of the Student Senate;
- G. To serve as the Student Representative to the George Mason University Board of Visitors and the Board of Managers of Mason Korea, LLC;
- H. To sign or veto all bills as passed by the Student Senate of George Mason University Korea, and veto line items with feedback when appropriate. The Student Senate of George Mason University Korea will consider items that are vetoed at a time designated by the Speaker. To override an Executive veto, the item must pass with two-thirds being in the affirmative. If after ten business days the Student Body President has failed to fulfill their duty, the bill will be enacted without further executive consideration;
- I. To be available to hear the concerns of students if not physically, then electronically;
- J. To collaborate with the Student Senate to complete initiatives;

- K. To attend committee meetings in the Student Senate whenever possible;
- L. To report weekly to the Student Senate on the activities of the Executive Branch;
- M. To mandate the attendance of members of the Executive Cabinet at one (1) Senate General Body meeting per academic semester.

§ 104 Vice Presidential Powers and Duties

- A. To serve with the President;
- B. To meet with the advisor for Student Governance;
- C. To perform other duties required by the Student Body Constitution or statute;
- D. To preside as Speaker Pro Tempore of the Student Senate;
- E. To be available to hear the concerns of students if not physically, then electronically, and;
- F. To attend committee meetings of the Student Senate whenever possible.

Title IV: Elections and Disputes Commission

Chapter 1: Establishment and Membership

§ 101 Authoritative Standing

The Elections & Disputes Commission shall have authority over matters pertinent to the Commission's constitutional purpose or as any other statute requires. The Elections & Disputes Commission shall have the power to craft all rules, or determined by statute, that are necessary to their operation, provided said rules do not contravene any provisions of this Title or this Code.

§ 102 Number of Commissioners and Quorum

The Elections & Disputes Commission of George Mason University Korea shall consist of a Chair of the Elections & Disputes Commission and Associate Commissioners.

§ 103 Appointment and Term of Commissioners

- A. The applicant must be chosen, by the Student Body President, from any student in good standing at George Mason University Korea;
- B. Once chosen the Student Body President must submit the name of the Applicant, in writing, to the Speaker of the Student Senate;
- C. The Student Senate, at its next meeting, must deliberate and may, by a two-thirds vote of the Senate, appoint the Applicant as a Commissioner of the Elections & Disputes Commission, and;
- D. The Commissioner shall serve until their date of graduation from the University, provided they remain in good academic standing with the University Registrar.

§ 104 Precedence of Associate Commissioners

Associate Commissioners shall have precedence according to the seniority of their commissions. Commissioners whose commissions bear the same date shall have precedence according to seniority in class standing.

§ 105 Selection of the Chair of the Elections & Disputes Commission

At the opening of each meeting, if the position of Chair is vacant, a quorum of the Commission shall elect from among their number a Chair of the Elections & Disputes Commission. The Chair shall serve until the end of their tenure or until a successor is elected.

§ 106 Duties and Powers of the Chair of the Elections & Disputes Commission

The Chair of the Elections & Disputes Commission shall have the responsibility:

- A. To preside over sessions of the Elections & Disputes Commission and to see to it that the rules and regulations of the Elections & Disputes Commission are properly executed;
- B. To see to it that all cases it hears are properly and thoroughly investigated;
- C. To see to it that all parties have counsel if so desired, and;
- D. To represent the Elections & Disputes Commission in an official capacity to the other branches of the Student Government, and to the public.

§ 107 Vacancy or Disability in the Office of the Chair of the Elections & Disputes

Commission

Whenever the Chair of the Elections & Disputes Commission is unable to perform the duties of office or the office is vacant, the powers and duties of the office shall devolve upon the associate commissioner next in precedence who is able to act, until such time as the disability is removed or the Commission elects another Chair of the Elections & Disputes Commission.

§ 108 Attendance

Every Commissioner is responsible for attending general pre-scheduled Election and Disputes Commission meetings that are scheduled together by the Commission as a group. After two unexcused absences, a commissioner will receive a warning from the Commission. After three unexcused absences, a commissioner will be immediately removed from office. Meetings scheduled seventy-two hours or less in advance, such as grievance meetings, will not count in the attendance policy. The Commission will be required to keep track of attendance and immediately report to the Senate whether a commissioner received a warning or received 3 unexcused absences, which will result in removal from office.

§ 109 General Restrictions

No Commissioner shall assist any candidate for office or participate in any Student Government campaign, or have a vested interest in the outcome of any election administered by the Commission.

§ 110 Conflicts of Interest

Any Commissioner shall disqualify themselves in any proceeding in which their impartiality might reasonably be questioned. A petitioner or respondent shall have the right to make a motion to disqualify a commissioner, which shall require a 2/3 vote of the Commission or its Agencies to be adopted.

§ 111 Removal from Office

If any commissioner does not adhere to the Attendance policy or does not execute any other responsibilities outlined by the Election Code, the Code of Student Governance, and the Student Body Constitution, then they are immediately notified of their removal from office by the Chair of the Commission. The removed commissioner may appeal this decision to a meeting of the Elections and Disputes Commission within a week of notification.

§ 112 Oath of Office

Commissioners shall be bound by an oath of office, pursuant to Article V of the Student Body Constitution.

Chapter 2: Election Judicial Board

§ 201 Establishment of Election Judicial Board

The Election Judicial Board is established as an agency of the Elections and Disputes Commission.

§ 202 Membership

The Election Judicial Board shall consist only of Commissioners. It is led and moderated by the Chair of the Elections and Disputes Commission who shall be an ex-officio member of the Board with the power to debate but not vote.

§ 203 Original Jurisdiction

The Election Judicial Board shall have the power to investigate and rule on any grievances claiming violation of election regulations and administer any necessary remedies. The Election Judicial Board may decline to hear a grievance, if they determine that the grievance falls outside of the boundaries of their purpose. Should the Board decline to hear a grievance, they must provide written justification as to why the grievance was declined.

§ 204 Hearings of the Election Judicial Board

The Election Judicial Board shall keep a full and public record of their meetings and any hearings or rulings that they may make.

Chapter 3: Disputes Board

§ 301 Establishment of Election Judicial Board

The Disputes Board is established as an agency of the Elections and Disputes Commission.

§ 302 Membership

The Disputes Board shall consist only of Commissioners. It is led and moderated by a Chair who shall only vote in the case of a tie. The Chair of the Elections and Disputes Commission shall be an ex-officio member of the Board with the power to debate but not vote.

§ 303 Original Jurisdiction

The Disputes Board shall have the power to investigate and rule on any disputes between the Legislative and Executive Branches and to hear disputes that arise over matters of constitutionality of either branch in terms of the Code of Student Governance or the Student Body Constitution. The Disputes Board may decline to hear a dispute, if they determine that the dispute falls outside of the boundaries of their purpose. Should the Board decline to hear a dispute, they must provide written justification as to why the dispute was declined.

§ 304 Hearings of the Election Judicial Board

The Disputes Board shall keep a full and public record of their meetings and any hearings or rulings that they may make.

Chapter 4: Appealing an Agency Decision

§ 401 Grounds for a First Appeal

The losing party may appeal a first time if:

- A. Evidence that was not available at a previous hearing which, had it been available, would in all reasonable likelihood have produced a different finding. This evidence must have been completely unavailable at the initial hearing. It cannot simply be evidence that previously existed but was not presented at the initial hearing. The duty of thoroughly and

comprehensively presenting information during the initial hearing falls upon the parties, not the agency conducting the hearing.

- B. There is a substantial procedural irregularity in one of the hearings of the Elections and Disputes Commission or one of its agencies;
- C. There was bias, which can be proven, with the Elections and Disputes Commission or one of its agencies resulting in a violation of the standards of fairness used in hearings.
- D. If the argument of bias is accepted by the Election and Disputes Commission, then the commissioner(s) being accused of such bias must recuse themselves from the appeal hearing.

§ 402 First Appeal

After an agency of the Elections and Disputes Commission has ruled on a dispute or grievance, the losing party may appeal the decision to the entire Elections and Disputes Commission. The Elections and Disputes Commission shall then have a hearing and decide on sustaining or overruling the ruling of the agency. If the ruling is overruled, the Commission shall either reverse the ruling or determine a new sanction.

§ 403 Grounds for a Second Appeal

The losing party may appeal a first time if:

- A. Evidence that was not available at a previous hearing which, had it been available, would in all reasonable likelihood have produced a different finding. This evidence must have been completely unavailable at the initial hearing. It cannot simply be evidence that previously existed but was not presented at the initial hearing. The duty of thoroughly and comprehensively presenting information during the initial hearing falls upon the parties, not the agency conducting the hearing.
- B. There is a substantial procedural irregularity in one of the hearings of the Elections and Disputes Commission or one of its agencies; or
- C. There was bias, which can be proven, with the Elections and Disputes Commission or one of its agencies resulting in a violation of the standards of fairness used in hearings.

§ 404 Second Appeal

- A. After the Elections and Disputes Commission has ruled on a dispute or grievance, the losing party may appeal the decision to a Faculty Review Board consisting of the Assistant Dean of University Life and another Faculty member of the Office of University life. The Faculty Review Board must have all three members present in order to reach a ruling. This ruling must be solely based in fact and the Constitution of Student Government, and not the wisdom behind the rule;
- B. The Faculty Review Board must issue a written ruling within 48 hours;
- C. The filing of a second appeal must include at least one of the grounds listed in § 404 as the basis for the losing party's filing, and;
- D. During the Second Appeal Hearing, the Election and Disputes Commission along with the all involved parties shall both be allowed to present their arguments regarding the ruling on the dispute or grievance at issue. The Election and Disputes Commission shall be represented by the Chair of the Election and Disputes Commission, or the most senior Commissioner by tenure who sided with the majority.

§ 405 Results of Second Appeal

The Faculty Review Board must author an opinion which will then be sent to the Elections and Disputes Commission for reconsideration or a re-trial under fair conditions.

Chapter 5: Election Code

§ 501 Establishment of an Election Code

The Elections and Disputes Commission has the sole right and responsibility to annually produce and enforce the Election Code.

§ 502 Establishment Process

- A. The establishment of a new Election Code renders the new Code as valid for both the Spring and Fall elections immediately following its approval.
- B. At least 4 Thursdays before the official announcement of the Fall Elections by the Elections and Disputes Commission, the Elections and Disputes Commission will produce an Election Code that is submitted to the Senate.
- C. At any stage of approval by the Senate, the new Election Code has to be passed with at least a two-thirds vote.
- D. If the Election Code is not approved the first time, and time permits, members of the Senate are allowed to send suggestions to the Elections and Disputes Commission within 24 hours of the end of the Senate meeting. After that, the Elections and Disputes Commission may present a new copy of the Election Code to the Senate.
- E. If the Election Code is not approved the second time, and time permits, then the Senate may elect three of its members to advise the Elections and Disputes Commission in drafting a third proposal. The third proposed Election Code must be approved by the Student Body President in addition to the Senate.
- F. If the third proposal is not passed by the Senate or is not approved by the President, or no new Election Code is approved by the deadline imposed by (2), the Election Code used for the previous election cycle is used for the upcoming one.

§ 503 Prohibited Space & Behavior

- A. Under no circumstance shall there be campaigning or collection of signatures in the Office of University Life, with the exception of items that need to be delivered to a member or advisor of the Elections and Disputes Commission.
- B. The wearing or displaying of any campaign materials at any Student Government meeting, event, or gathering is prohibited.

Chapter 6: Transparency

§ 601 Publication of Rulings and Other Records

The decisions of the Elections & Disputes Commission under Student Government shall be printed and distributed as soon as practicable after rendition. This shall apply to all other Commission documents. Annually they shall be bound and published in the Reports of the Student Government. All decisions shall be posted to the Student Government website within 24

hours of a decision's rendering.

§ 602 Public Access to Commission

The Elections & Disputes Commission and its agencies conduct hearings openly, unless specifically restricted by statute. All deliberations of the Elections & Disputes Commission and its agencies shall be conducted in secret as per judicial tradition, but the decision and its justification shall be made public as soon as practical after the rendition of a decision. All commission hearings shall, upon request, provide public access to the Commission documents.

§ 603 Reporting

- A. The Commission shall report to the Senate or to the President upon request; Within two weeks following an election, the Commission shall submit a written report to the Senate assessing the operations of the election.
- B. The report shall include conclusions on the effectiveness of election regulations, and recommendations on ways to improve electoral administration.

Title V: Departments of Student Government

Chapter 1: Establishment of Departments

§ 101 Establishment

Administrative and Financial Affairs, Diversity and Multicultural Affairs, University Life, University Academics, and Public Relations are established as departments of the Student Government of George Mason University Korea.

§ 102 Collaboration

All members of departments will collaborate on all department-related projects with other members of their departments, and their respective Senate committee, if applicable. All departments shall establish working relations with relevant Registered Student Organizations.

§ 103 Executive Appointment and Term

The Student Body President is responsible for appointing the Secretaries and Undersecretaries outlined in this title. For every secretary and undersecretary position, the appointee must be voted on and approved by the Senate. This vote shall be taken in such a manner so as to allow votes of each individual Senator to be accurately recorded. The vote count, with senators' names attached, shall be considered public record. All secretaries and undersecretaries appointed by the President shall serve at the pleasure of the President for a term coincident with that of the Student Body President making the appointment, or until a successor shall be appointed and confirmed by the Student Senate.

Chapter 2: Department of Administrative and Financial Affairs

§ 201 Purpose

The purpose of the Department of Administrative and Financial Affairs is:

- A. To preside over all governmental affairs for the Student Senate with every department

institution, division, commission, board, bureau, agency, entity, official, court, or judge of Student Government;

- B. To disburse allocated funds for all agencies of Student Government;
- C. To record and archive the records of the fiscal transactions of Student Government;
- D. To issue a Statement and Account of the receipts and expenditures of all public money at the end of each semester and made available on the Student Government's website;
- E. To ensure strict adherence to university spending policies, and to ensure that copies of all fiscal transactions are retained by Student Government, and are transmitted to accounts payable and the Office of University Life, in concert with the direction of those offices, and;
- F. To establish working relationships with the Office of Finance and Planning and other offices on campus that deal with financial aspects of the University and those that affect student life.

§ 202 Committee

The Administrative and Financial Affairs Committee is established as a standing committee within the Senate and the Department of Administrative and Financial Affairs.

§ 203 Chair of the Administrative and Financial Affairs Committee

The duties of the Chair of the Administrative and Financial Affairs Committee include:

- A. To serve as the presiding officer for the Administrative and Financial Affairs committee;
- B. To compose an annotated summary of all expenses and their related projects spent and conducted over the course of the previous year to be presented to the Senate no later than the third Monday in November. Included in this summary must be a list of recommended changes to improve the conduct of next year's affairs;
- C. To inform the Senate concerning matters of financial responsibility in the administration of the university, management of the resources of Student Government, and to ensure the periodic publication of the statement and account of the Budget.

§ 204 Secretary of Administrative and Financial Affairs

The Secretary of the Department of Administrative and Financial Affairs is responsible for the proper execution and administration of all statutes and regulations administered by the Department of Administrative and Financial Affairs and for the control, direction, and management of the department.

Chapter 3: Department of Diversity and Multicultural Affairs

§ 301 Purpose

The purpose of the Department of Diversity and Multicultural Affairs is:

- A. To promote the diversification of the Student Body;
- B. To promote an understanding of equity, social action, and community engagement to create a culture of appreciation at Mason that accepts people of all backgrounds and identities;
- C. To promote and work with multicultural student organizations to further the celebration of and engagement with all identities, cultures, beliefs, backgrounds, and circumstances;
- D. To improve the management, efficiency, and coordination of university diversity programs, activities, and services;
- E. To ensure equity and accessibility in university programs, activities, services, facilities, and all other relevant affairs in coordination with other Departments, and;
- F. To establish working relations with other offices and entities on campus such as the Office of University Life and Diversity, Equity, and Inclusion (DEI) Task Force.

§ 302 Committee

The Diversity and Multicultural Affairs Committee is established as a standing committee within the Senate and the Department of Diversity and Multicultural Affairs.

§ 303 Chair of the Administrative and Financial Affairs Committee

The duties of the Chair of the Diversity and Multicultural Affairs Committee include:

- A. To serve as the presiding officer for the Diversity and Multicultural Affairs Committee, and;
- B. To promote the diversification of the Student Senate.

§ 304 Secretary of Diversity and Multicultural Affairs

The Secretary shall be responsible for discharging all duties pertaining to the promotion of diversity, multicultural interests and activities, ethics and social advocacy, and diversity-related university services. The Secretary shall be the primary liaison to the International Student Body, including the Fairfax Campus, and shall manage the Executive Department of Diversity and Multicultural Affairs.

Chapter 4: Department of University Life

§ 401 Purpose

The purpose of the Department of University Life is:

- A. To promote student interests and activities, and the services and support thereof to create an amicable and enjoyable campus life with consideration of safety and well-being of the student body;
- B. To promote university athletics and registered student organizations (with the exception of multicultural organizations, academic organizations, and all Honors Societies); and
- C. To establish working relations with other offices on campus such as the Patriot Activities

Council and the Office of University Life.

§ 402 Committee

The University Life Committee is established as a standing committee within the Senate and the Department of University Life.

§ 403 Chair of the University Life Committee

The duties of the Chair of the University Life Committee include:

- A. To serve as the presiding officer for the University Life Committee.

§ 404 Secretary of University Life

The Secretary of University Life is responsible for the proper execution and administration of all statutes and regulations administered by the Executive Department of University Life and for the control, direction, and management of the Executive Department.

Chapter 5: Department of University Academics

§ 501 Purpose

The purpose of the Department of University Academics is:

- A. To strengthen the Student Government's commitment to ensuring access to equal educational opportunity for every student at George Mason University Korea;
- B. To supplement and complement the efforts of the Korean Government, the Incheon Metropolitan City, the Board of Visitors, and Administration, the private sector, community-based organizations, parents, students, faculty, staff, and alumni to improve the quality of education at George Mason University Korea;
- C. To improve the management, efficiency, and coordination of University education programs, activities, and services;
- D. To encourage and provide for the appropriate management and operation of Incheon Global Campus services and facilities, particularly those designed and administered for students;
- E. To increase the accountability of University education programs to the student body, and to promote the academic interests of the Student Body, and;
- F. To establish working relations with other offices on campus such as the Office of University Life and Office of Academic Affairs.

§ 502 Committee

The University Academics Committee is established as a standing committee within the Senate and the Department of University Academics.

§ 503 Chair of the University Academics Committee

The duties of the Chair of the University Academics Committee include:

- A. To serve as the presiding officer on the University Academics Committee;
- B. To serve as a Co-Chair of the Board of Major Representatives, and;
- C. To act as the primary contact with the Office of Academic Affairs, the University's Colleges and Departments, University recognized Honors societies and Academic

organizations, and all other academic related divisions of George Mason University Korea.

§ 504 Secretary of University Academics

The Secretary of University Academics shall be responsible for serving as the Co-Chair of the Board of Major Representatives. The Secretary is also to act as the primary contact with the Office of Academic Affairs, the University's Colleges and Departments, University recognized Honors societies and Academic organizations, and all other academic related divisions of George Mason University Korea. The Secretary shall manage the Executive Department of University Academics.

Chapter 6: Department of Public Relations

§ 601 Purpose

The purpose of the Department of Public Relations is:

- A. To inform and report the activities of Student Government to the Student Body of George Mason University Korea through University media outlets, the Student Government website, and social media;
- B. To foster and promote the Student Government's commitment to advertising programs, activities, and services for the George Mason University Korea community;
- C. To promote participation and disseminate information about the events, programs, activities, and policies of the George Mason University Student Government;
- D. To prepare news releases, when necessary, outlining the activities and initiatives of Student Government;
- E. To maintain the Student Government website, ensuring that all up-to-date legislation, full senate and committee minutes, and other general information concerning Student Government is made available on the website within an appropriate timeframe;
- F. To establish working relations with other offices on campus, including but not limited to the Office of PR and Communications, and;
- G. To collaborate with all committees of the Student Senate and all Departments of the Executive Branch in order to stay informed on events, programs, and initiatives so that they may be able to accurately inform the Student Body and Mason community about Student Government affairs.

§ 602 Secretary of Public Relations

The Secretary of Public Relations is responsible for managing and directing the Executive Department of Public Relations and ensuring all members of the Department are actively promoting Student Government events, initiatives and activities for the George Mason University community, and working with related offices on campus. The Secretary will also be responsible for serving on the Board of Major Representatives.

Title VI: Boards and Other Agencies

Chapter 1: The Board of Major Representatives

§ 101 Establishment

The Board of Major Representatives is established as an administrative and advisory body of the Student Government of George Mason University Korea.

§ 102 Authority

The Board shall derive its administrative authority from the Student Government of George Mason University Korea.

§ 103 Responsibilities of the Board

Responsibilities of Major Representatives are:

- A. To serve as the primary liaison between George Mason University Korea Majors in accordance with the official George Mason University Korea Major Catalog through the extension of Student Government, and the Student Body;
- B. To attend regular meetings to disseminate information regarding the issues of their respective Majors and the students within;
- C. After each meeting, the Board shall be responsible for formulating and providing a public report for the Student Senate and Executive Cabinet on the greatest issues and concerns facing each of the Majors of the Board. The Chairs of the Board will then be responsible for providing the report in a professional manner;
- D. Provide pertinent information and request to the Student Government Public Relations Department within one week of the last meeting.

Responsibilities of the Secretary of Public Relations are:

- A. To provide the Board with information regarding Student Government's social media and public presence;
- B. To take notes on and bring back pertinent info regarding the Board to the Public Relations department.

§ 104 Membership

The Board shall consist of elected Senators during Fall elections as Representatives from George Mason University Korea Majors, the Secretary of Public Relations, the Chair of the Academics Committee, and the Secretary of Academics.

§ 105 Appointment and Term

- A. The Secretary of Academics and Chair of the Academics Committee shall serve as Co-Chairs of the Board;
- B. If for some reason either one or both are unable to attend the Board meetings, then they shall have the power to appoint a Representative to take their place in leading the meeting.
- C. Representatives from each of George Mason University Korea Majors in accordance with the official George Mason University Korea Majors;
- D. Elected senators from each Major during Fall elections shall preside as Ambassadors of the Board.
- E. The Secretary of Public Relations shall serve on the Board;
- F. All the Representatives of the Board shall hold office for a term period of one academic year beginning upon appointment and ending upon the conclusion of the 2nd session of

the Student Senate.

- G. The Chairs of the Board, Representatives, and the Secretary of Public Relations will decide the meeting time. Meeting times will be sent to the Representatives sitting on the Board, and once the meeting time is set it will be sent to Representatives of the Board in a timely fashion.

§ 106 Powers of the Chair

The Chairs of the Board shall have the following duties and powers;

- A. To preside over the meetings of the Board of Major Representatives;
- B. To maintain order in the Board of Major Representatives meetings, and to require proper decorum on the part of the members, and;
- C. To make known the Rules of the Board of Major Representatives upon request, and to decide all questions to order, subject to the appeal of the Board.

§ 107 Vacancy in the Office of the Chair of the Board

- A. Whenever one of the Chairs of the Board is unable to perform their duties of office, or the office is vacant, the powers of the office shall devolve upon the remaining Chair;
- B. Whenever the Chairs of the Board are unable to perform the duties of office, or both offices are vacant, the powers of the office shall devolve upon a Major Representative appointed by the Student Body President.

§ 108 Qualifications for Office

All members of the Board must be students enrolled at George Mason University Korea and must remain in good academic standing with the University. A Representative may only represent a major of their own and may not represent more than one major at a time. If a member of the Board were to change their major to a different major, they would be ineligible to serve and should appoint a temporary proxy until the appointment of a new Representative.

§ 109 Vacancies

If a Representative of the Board, appointed by the Student Government of George Mason University Korea shall have resigned, graduated, or been removed from office prior to the completion of their term the position shall be filled in accordance with whichever seat was vacant.

Title VII: Budget and Finance

Chapter 1: Spending Procedure

§ 101 Appropriations from the Student Government Fund

The Chair of the Senate Administrative and Financial Affairs Committee is authorized to disburse from the Treasury of the Student Government in such amounts as shall be determined by statute.

§ 102 Discretionary Allocation for Use by the President

The Student Body President shall have power to allocate not greater than five percent of the

Student Government Budget.

§ 102.1 Budgeting

- A. Before the beginning of each quarter, the Senate Administrative and Financial Affairs Committee must submit a report to the full Senate;
- B. The Chair of the Administrative and Financial Affairs Committee shall submit a budget resolution to be considered by the Student Senate during the 3rd week of the 1st Session.

§ 103 Procedure for the Allocation of Funds

Any requests for funds must be submitted in bill form to the Student Senate and will subsequently be sent to the chair of the Senate Administrative and Financial Affairs Committee, who must present it to the Senate Administrative and Financial Affairs Committee, unless sent into second reading. The Senate Administrative and Financial Affairs Committee will review the bill of financial allocation to be resubmitted to the floor of the Senate.

- A. No funds shall be allocated to any external organization or event unless there is a co-sponsorship opportunity;
- B. An external organization is an organization, group, faculty or staff member(s) affiliated with George Mason University Korea, which is separate from the Student Government of George Mason University Korea.

§ 104 Time Limitation for Appropriations

Any funds allocated to a non-event by the Student Senate of George Mason University Korea will be subject to a limitation of time in which the allocated funds are available. All money allocated to an event that remains unspent at the completion of the event shall be recouped at the completion of the event. Funds allocated will need to be used three weeks after being allocated, upon which funds that are not used for their original purposes will be reabsorbed back into the Student Government Account, unless otherwise specified by statute within legislation.

§ 105 Required Expense Detail

Any requests for the allocation of funds shall be accompanied by a line-item description of all expenses thereunto pertaining. No blanket or general allocations shall be made, and allocations shall only be made for concrete and specific costs.

Title VIII: Administration of Government

Chapter 1: Nondiscrimination Act

§ 101 Declaration of Policy

Membership in the George Mason University Korea Student Government shall not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual or romantic orientation, gender identity or expression, age, marital status, pregnancy status, or genetic information.

§ 102 Referral of Complaints

Complaints under this chapter shall be referred to the Office of University Life.

Title IX: Code of Professional Responsibility

Chapter 1: Establishment

§ 101 Establishment of Title IX

This Code of Professional Responsibility is a document designed to guide the behavior and character of members of this Organization. It will set forth the procedures to be used in specific ethical situations and delineate the procedures to determine whether a violation of this title occurred and, if so, what remedies should be imposed.

§ 102 Precedence

The Constitution of George Mason University Korea's Student Government and the Code of Student Government take precedence over this Code of Professional Responsibility.

§ 103 Purpose and Intention

The Code of Professional Responsibility establishes the expectations of Student Senate members in regard to leadership, academia, and behavior.

Chapter 2: Expectations of Student Government Members

§ 201 Servant Leadership

Members of Student Senate will dedicate themselves to serving the needs of the Student Body and the University.

- A. Members of Student Senate will make decisions that will enhance the entire organization, the university, and their community rather than themselves.
- B. Members of Student Senate will practice fairness, integrity, and dependability in their roles within this organization.
- C. Members of Student Senate will remain unbiased when addressing the needs, feedback, and suggestions from members of the organization and members of the university.

§ 202 Role Modeling

- A. Members of Student Senate will demonstrate appropriate behavior as outlined in the University Judicial Code, The Student Code of Conduct and other University Policies.
- B. Members of Student Senate will strive to set an example of appropriate behavior while interacting with students and other members of the University.

§ 203 Academic Achievement

- A. Members of Student Senate will follow all academic rules outlined by the university, their respected colleges, and their professors.
- B. To ensure the academic success of our members, no Senator shall register for a class that conflicts with the general meetings of the Student Senate.
- C. If a Student Senator registers for a class that conflicts with the general meetings of the Student Senate, then by unanimous decision of the Speaker, Speaker Pro-Tempore, Clerk, and Senate committee chairs, a resolution will be submitted with articles of impeachment against said Senator in violation.

§ 204 Work Ethic

- A. Members of Student Senate are willing to devote their time and energy to ensure a well working organization.
- B. Members of Student Senate must attend all events deemed mandatory by the Speaker of the Senate.
- C. Members of Student Senate must report once a month on an initiative that they are participating in and how they are contributing to the initiative.

§ 205 Teamwork and Cooperative Attitude

- A. Members of Student Senate are mindful that they cannot be successful without the work, support, and dedication of all members of the organization.
- B. Members of Student Senate will acknowledge the contributions of student Government as a whole and will not take sole credit for any personal initiative.
- C. As a team and not individuals we will focus on using the word “we” not “I” when addressing the media about Student Government events.

§ 206 Professionalism

- A. Members of Student Senate will always demonstrate a respectful attitude towards others.
- B. Members of Student Senate will be mindful of their use of language while at a Student Government event and during Student Government meetings.
- C. Members of Student Senate will dress in business casual attire, which is defined by the speaker, when attending Monday Senate Meetings, unless otherwise specified by the Speaker of the Senate. Failure to do so will lead to the Speaker asking you to leave, which will count as an unexcused absence.

§ 207 Upholding this Code

Members of Student Senate will uphold this code of professional responsibility. Each responsibility is of equal precedence.