THE CODE OF RULES AND PROCEDURES
FOR THE UNIVERSITY OF TEXAS AT AUSTIN STUDENT GOVERNMENT

TITLE I

Chapter 1
ASSEMBLY MEETING RULES

Article I
ASSEMBLY AGENDA
Sec 1.1 The agenda for the Assembly meeting shall have the following format:
(a) Call to Order;
(b) First Roll Call;
(c) Approval of the Minutes from the Previous Assembly Meeting;
(d) Guests;
(e) Open Forum;
(f) Appointments:
   (i) Assembly Appointments;
   (ii) Internal Appointments;
   (iii) External Appointments;
   (iv) All appointments shall be sworn-in by the Chief Justice or a Justice of the Supreme Court;
(g) Unfinished Business;
(h) New Business;
(i) Ex-Officio Member Reports:
   (i) Senate of College Councils;
   (ii) Graduate Student Assembly;
   (iii) Campus Events and Entertainment;
(j) Deputy Advisor Report;
(k) Executive Board Reports;
(l) Cabinet of Policy Director Reports;
(m) Agency Director Reports;
(n) External Appointment Reports;
(o) Executive Staff Reports;
(p) Standing Assembly Committee Reports;
(q) Representative Reports;
(r) Judicial Report;
(s) Ad hoc Reports;
(t) Speaker of the Assembly Report
(u) General Announcements;
(v) Second Roll Call;
(w) Recess/Adjournment.

Article II
INTRODUCTORY PORTION
Sec 2.1 CALL TO ORDER. The Speaker of the Assembly shall call the meeting to order at the time and place previously publicized at least seventy-two (72) hours in advance of the meeting.
Sec 2.2 FIRST ROLL CALL. The Speaker of the Assembly shall instruct the Clerk of the Assembly to call the roll of standing Assembly membership.
   (a) The Clerk of the Assembly shall make the records of each roll call publicly available within seventy-two (72) hours of the roll being taken.
Sec 2.3 APPROVAL OF THE MINUTES FROM THE PREVIOUS ASSEMBLY
MEETING. The Speaker of the Assembly shall call for amendments to the published minutes from the previous Assembly meeting and call for formal approval of the minutes by standing Assembly membership.

(a) If amendments are presented, the presenting representative must provide the amendment in writing to the Speaker of the Assembly, who shall notify the Assembly of the amendment.

(b) If disagreement arises over the amendment’s accuracy by standing members of the Assembly, the Speaker of the Assembly shall instruct the Clerk of the Assembly to review the recording of the meeting in-question and the Clerk shall determine the accuracy of the amendment and whether or not to advise the Speaker to accept it.

(c) Should the Speaker of the Assembly choose to accept the amendment, the official minutes shall be revised to reflect the amendment.

Sec. 2.4 GUESTS. The Speaker of the Assembly may arrange to invite special guest speakers to advise, inform, and present information to the Assembly at his/her discretion.

(a) Each guest presentation shall be limited to fifteen (15) minutes with five (5) minutes additional time for questions and answers.

(b) The deadline for placing guests on the agenda is Sunday at 9:00PM before the meeting in-question.

Sec. 2.5 OPEN FORUM. Any guest at an Assembly meeting shall be allowed to speak for up to two (2) minutes each during Open Forum.

(a) Open Forum shall not exceed twenty (20) minutes total.

(b) At least fifteen (15) minutes prior to the meeting in-question, the Speaker of the Assembly shall display the web address for a digital sign-up sheet for guests who wish to speak during Open Forum.

(c) Order of speaking shall be determined on a first-come first-serve basis.

Sec. 2.6 APPOINTMENTS. The Assembly shall provide advice and consent for all executive, judicial, and legislative nominations in accordance with UTSG governing documents.

(a) Each nominee and the question and answer session related to him/her shall not exceed more than three (3) minutes total.

Article III
ASSEMBLY BUSINESS

Sec. 3.1 UNFINISHED BUSINESS. During the period of unfinished business, all legislation that received a favorable recommendation from its respective committee shall be discussed, debated, and voted upon.

(a) Legislation shall be re-introduced for its second reading by the authors and chair of the committee that gave it a favorable recommendation.

(b) Re-introduction of legislation shall not exceed five (5) minutes, with an additional three (3) minutes allotted for questions and answers.

(c) If a member of the Assembly wishes to speak in opposition of the legislation, they may take the podium opposite of the authors and sponsors. If any member takes such action, the Assembly shall enter debate on the question of approving the legislation. The following rules shall apply for debate on this question:

i. During this time, members of the Assembly, including ex-officio members may participate in debate on the question. The Speaker of the Assembly shall designate a microphone for the opposition and proposition.

ii. The Speaker of the Assembly shall allot equal time to both the opposition and proposition. The author(s) of legislation will have control of the proposition and can decide on how time is allotted to different proponents of their legislation.

iii. The opposition will divide its time equally for the different members seeking to speak.

iv. For amendments, each member is allowed to speak once on any single amendment for up to three (3) minutes each time at the microphone.
v. Any member wishing to yield the floor to any other member or non-member may do so. If the non-member yields the floor back to the member, the member shall be allowed the remaining time germane to the discussion.

vi. No personal attacks shall be made by any person during the Assembly meeting. If an attack is made by one person to another, that person shall lose debate privileges regarding the main and secondary motion on that topic.

vii. During the meeting and debate, no member shall engage in offensive remarks, profane language, personal attacks, or any disrespectful action announced by the Speaker of the Assembly. Upon objection by another member, the Speaker of the Assembly shall decide if a remark or conduct constitutes offense and issue a warning.

(d) Amendments to legislation presented on the floor of the Assembly during the second reading shall be presented to the Speaker of the Assembly. The presenting representative must provide the amendment in writing to the Speaker of the Assembly, who shall notify the Assembly of the amendment.

Sec. 3.2 NEW BUSINESS. During the period of new business, the authors and sponsors of the legislation shall introduce the legislation to the Assembly for a period of three (3) minutes. The authors and sponsors shall then answer questions regarding the legislation for up to five (5) minutes.

(a) Following the referral of all new business to an Assembly committee, the Speaker shall announce the meeting time and location of the assigned committee.

Article IV
EX-OFFICIO AND EXECUTIVE REPORTS

Sec. 4.1 EX-OFFICIO MEMBER REPORTS. Any ex-officio member, as stipulated by UTSG governing documents, shall present a report if they would like to inform the Assembly of their progress in their professional capacities.

Sec. 4.2 DEPUTY ADVISOR REPORT. The Deputy Advisor to the Dean of Students or a representative from their office shall present a report to discuss any pertinent issues related to the Office of the Dean of Students.

Sec. 4.3 EXECUTIVE BOARD REPORTS. Members of the Executive Board, as stipulated by UTSG governing documents, shall deliver reports discussing their progress related to the daily operations of Student Government at each Assembly meeting. These reports shall not exceed five (5) minutes per report.

Sec. 4.4 CABINET OF POLICY DIRECTOR REPORTS. Policy Directors shall deliver reports discussing their progress in managing the different agencies that they oversee.

(a) These reports shall not exceed five (5) minutes per report.

(b) Policy Directors shall regularly attend meetings to discuss the progress of their respective agencies and gain feedback from the Assembly.

Sec. 4.5 AGENCY DIRECTOR REPORTS. Agency Directors shall deliver reports discussing the progress of their agency and any special projects they are organizing.

(a) These reports shall not exceed five (5) minutes per agency report.

(b) Agency Directors shall regularly attend meetings to discuss the progress of their agencies and gain feedback from the Assembly.

Sec. 4.6 EXTERNAL APPOINTMENT REPORTS. External Appointees shall deliver a report discussing their progress in their respective appointment. This report shall not exceed five (5) minutes and will serve as an opportunity for appointees to discuss their progress with the Assembly.

Sec. 4.7 EXECUTIVE STAFF REPORTS. Members of the Executive Staff shall deliver report discussing their progress in assisting Executive Board members to complete tasks dealing with the daily operations of Student Government. These reports shall not exceed five (5) minutes per report.

Article V
ASSEMBLY REPORTS
Sec. 5.1 STANDING ASSEMBLY COMMITTEE REPORTS. The Chairs of the Standing Assembly Committees shall discuss their progress in their weekly committee meetings and any other legislative matters during their report for up to five (5) minutes.
(a) Academic Affairs
(b) Financial Affairs
(c) Governmental Affairs
(d) Ethics and Oversight
(e) Rules and Regulations
(f) Student Affairs
(g) Legislative Policy Committee

Sec. 5.2 REPRESENTATIVE REPORTS. Representatives shall present a report to discuss their progress in drafting pieces of legislation or meeting with members of their constituency. Representatives shall be limited to speak for up to five (5) minutes during this report and their time shall include any possible questions from the Assembly.

Article VI
ADDITIONAL REPORTS
Sec. 6.1 JUDICIAL REPORT. The Chief Justice or a Justice of the Supreme Court shall deliver the Judicial Report to discuss any pending judicial matters for up to five (5) minutes.
(a) The Chief Justice or a Justice of the Supreme Court shall discuss any advisory opinions they deliver or any resolved petitions.

Sec. 6.2 AD HOC REPORTS. Ad hoc Appointees shall deliver reports discussing their progress and will gain feedback from the Assembly. These reports shall not exceed five (5) minutes per report.

Sec. 6.3 SPEAKER OF THE ASSEMBLY REPORT. The Speaker of the Assembly shall present a report discussing the progress of legislation or any issues related to the governance of the Assembly.
(a) The Speaker of the Assembly shall discuss the progress of the Assembly Board during this report, and he/she shall detail the issues discussed during Assembly Board meetings.
(b) The Speaker of the Assembly shall discuss any and all meetings with the Executive Board in order to ensure that the Assembly understands the progress of the Speaker of the Assembly in working and developing a relationship with the Executive Board.

Article VII
ANNOUNCEMENTS AND ADJOURNMENT
Sec. 7.1 GENERAL ANNOUNCEMENTS. During this period, individuals can make announcements for the Assembly and the general audience. Announcements shall not be required to relate to Student Government and can provide insight into different campus events and organizations.

Sec. 7.2 SECOND ROLL CALL. The Speaker of the Assembly shall instruct the Clerk of the Assembly to call the roll of standing Assembly membership for the second time. The Clerk of the Assembly shall make the records of each roll call publicly available within seventy-two (72) hours of the roll being taken.

Sec. 7.3 RECESS/ADJOURNMENT. Representatives will move to recess the meeting, and the Speaker of the Assembly will recess until the next general meeting with a simple favorable majority vote of the Assembly.

TITLE II
Chapter 1
ORGANIZATIONAL STRUCTURE
Article I
GENERAL PROVISIONS
Sec. 1.1 DEFINITIONS.
(a) "University" or "UT" is defined as The University of Texas at Austin.
(b) "UTSG," or "SG" is defined as The University of Texas Student Government or the Student Government of the University of Texas.
(c) The Student Government Online Folder shall refer to a public cloud storage folder for storing Student Government documents online.
(d) The Appointment Online Folder shall refer to a cloud storage folder for storing Student Government appointment documents online that shall only be available to the Assembly.

Article II
THE ASSEMBLY
Sec. 2.1 VESTMENT OF LEGISLATIVE AUTHORITY. All legislative powers and authority shall be vested in the Assembly of Student Government in accordance with UTSG governing documents.
Sec. 2.2 DUTIES AND POWERS OF THE ASSEMBLY.
(a) The Assembly shall pass legislation to represent the official voice of the student body and define official Student Government policies, positions, and stances per the UTSG Constitution.
(b) The Assembly, as a whole, shall represent and advocate on behalf of all students at the University before any and all audiences including, but not limited to, the administration of The University of Texas at Austin, the Board of Regents of The University of Texas System, the City of Austin, and the Texas Legislature per the UTSG Constitution.
(c) The budget of the Student Government must be presented to and approved by the Assembly per the UTSG Constitution.
(d) The Assembly shall have the power to create special agencies to conduct the business of Student Government.
(e) The Assembly shall have the power to create any appointive office or committee deemed necessary and proper.
(f) No formal action can be taken by the Assembly without a quorum present, which shall consist of two-thirds (2/3) of the total sitting representatives.
(g) The Assembly shall specify, direct, and guide the committees generally in all approved legislation that requires that final action be taken by the committees as agents of the Assembly.
Sec. 2.3 DEFINITIONS. Unless otherwise specified in this document, members shall be defined as Representatives, ex-officio and external appointees.
(e) Quorum of committee shall be defined as majority (1/2) plus one of total membership.
(f) Total Representatives shall be defined as the available representative positions stipulated by the Constitution minus vacancies.
(g) A person is in "good standing" if that person is enrolled at the University, as defined by the Office of the Registrar or the Office of the Dean of Students, and is not on scholastic or disciplinary probation as so recorded by the Office of the Registrar, unless otherwise specified in the governing documents. The Student Body President and Student Body Vice-President must adhere to these qualifiers as well as maintain a grade point average of a 2.5 or above.
(h) Simple favorable majority shall be defined as a favorable vote by fifty (50) percent of Representatives present, rounded up, plus one. This applies to committee and Assembly votes.
(i) Super favorable majority shall be defined as a favorable vote by two-thirds (2/3) of Representatives present, rounded up, plus one. This applies to committee and Assembly votes.
(j) Total favorable majority shall be defined as a favorable vote by two-thirds (2/3) of Total Representatives, rounded up, plus one. This applies to committee and
Sec. 2.4 SITTING MEMBERSHIP OF THE ASSEMBLY. All Representatives elected or duly confirmed shall be considered sitting members of the Assembly.

Sec. 2.5 EX-OFFICIO MEMBERSHIP OF THE ASSEMBLY. All duly confirmed officers of the Executive Board, Cabinet of Policy Directors, agencies, executive staff, Supreme Court, external appointments, the President of the Senate of College Councils, the President of the Graduate Student Assembly, and the President of Campus Events and Entertainment shall be ex-officio members of the Assembly in accordance with UTSG governing documents.

(a) The Assembly may formally amend this section to include other ex-officio members as deemed necessary and expedient with a simple favorable majority.

(b) Ex-officio members of the Assembly shall be afforded speaking rights on the floor of the Assembly.

(c) Ex-officio members may not make main or subsidiary motions, second motions, or vote on motions brought before the Assembly; however, ex-officio members may make incidental and privileged motions.

(d) Ex-officio members of the Assembly shall be notified of all meetings and actions of the Assembly, in writing, in accordance with UTSG governing documents.

Sec. 2.6 PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with any UTSG governing document or any special rules of the order the Assembly may adopt.

Sec. 2.7 STANDING MEETINGS OF THE ASSEMBLY. Assembly meetings shall be held weekly during the fall and spring academic semesters of the University, as published in the official University Academic Calendar. The Speaker of the Assembly shall be responsible for publishing a list of meeting dates and times of the Assembly no later than the second meeting of each respective Assembly – allowing for official declared holidays by the University. The Speaker of the Assembly shall create an event on social media for each standing meeting of the Assembly to inform the public of the time, location, and business of the meeting in question.

Sec. 2.8 FIRST MEETING OF THE ASSEMBLY. During the first meeting of the Assembly, the Student Body Vice-President shall preside over the meeting.

(a) The Student Body Vice-President shall call the meeting to order and immediately call the roll.

(b) Election of the Speaker:

(i) Upon calling the roll, the Vice-President shall call for nominations for the Speaker of the Assembly. Members of the Assembly shall nominate candidates for Speaker of the Assembly.

(ii) Once the floor has been closed for nominations, the Vice-President shall allot each of the candidates speaking time. Once each candidate has spoken, the Vice-President shall conduct a roll call vote for Speaker. Each Representative shall say the name of who they wish to elect when their name is called.

(iii) The Speaker of the Assembly shall be elected by a simple favorable majority of the Assembly.

(iv) If no candidate receives a simple favorable majority of the Assembly, the Vice-President shall call another roll-call vote among the two candidates with the highest votes in the previous ballot until a Speaker of the Assembly is elected.

(v) Following the election of the Speaker of the Assembly, the Assembly will enter a five minute recess period to transition between the Vice-President and the Speaker of the Assembly.

(c) Election of the Assembly Board:

(i) When the Speaker of the Assembly calls the meeting back to order, they shall call conduct elections for the chairs of the Assembly committees in the following order: Rules and Regulations, Academic Affairs, Financial Affairs, Governmental Affairs, Legislative Policy Committee, and Student Affairs.

(ii) Members of the Assembly shall nominate candidates for chairs of the Assembly
committees.

(iii) Once the floor has been closed for nominations, the Speaker shall allot each of the candidates speaking time. Once each candidate has spoken, the Speaker shall conduct a roll call vote for each standing committee’s chair. Each Representative shall say the name of who they wish to elect when their name is called.

(iv) The chairs of each Assembly committee shall be elected by a simple favorable majority of the Assembly.

(v) If no candidate receives a simple favorable majority of the Assembly, the Speaker of the Assembly shall call another roll-call vote among the two candidates with the highest votes in the previous ballot until a chair is elected for each Assembly committee.

(vi) This procedure shall also apply if the chairship of any committee becomes vacant during an Assembly’s session. The election of said chair shall be the first order of business at the next standing Assembly meeting.

(d) The Representatives shall submit, prior to the adjournment of the first regular meeting of the Assembly, their top three (3) committee assignment requests to the Speaker of the Assembly. Assignments shall be completed by the Speaker of the Assembly, in consultation with the Assembly Board, before the second regular meeting of the Assembly.

Sec. 2.9 SPECIAL SESSIONS OF THE ASSEMBLY. The President or Speaker of the Assembly may call special sessions of the Assembly if written notice is given to each member of the Assembly and public notice is made at least twenty-four (24) hours in advance of the meeting.

(a) The Speaker of the Assembly, when he/she deems necessary and appropriate, may compel representative attendance at any function (other than a special session of the Assembly) if notice is given to each member of the Assembly at least seven (7) days in advance.

(b) The Assembly, with a total favorable majority, may not meet in special session or compel attendance at an event – overriding the call of the President or the Speaker of the Assembly in the process.

(c) A special session of the Assembly shall only include the components of UTSG governing documents that are deemed emergency items by the President or Speaker of the Assembly – whichever called the special session.

(a) The voting totals for Assembly Resolutions, Assembly Bills, Assembly Declarations, and Joint Resolutions shall be strictly enforced.

(b) All votes shall be taken publicly and the results publicly and immediately announced in accordance with UTSG governing documents.

Sec. 2.10 THE ASSEMBLY BOARD. The Assembly Board shall be the leadership committee of the Assembly. The Assembly Board is charged with dealing with the internal affairs of the Assembly. This consists of, but is not limited to, absences of assembly members, certain representative vacancies, meeting agendas, guest speakers at meetings, representative committee assignments, representative mentoring, and ensuring the Assembly receives all applications for appointment nominees in a timely fashion and other information or documents relevant to pending motions.

(a) Membership: The chair of each of the assembly’s standing committees and the Speaker of the Assembly shall comprise the voting members of the Assembly Board.

   i. The Student Body President, the Administrative Director, the Parliamentarian of the Assembly, and the Clerk of the Assembly shall be ex-officio non-voting members of the Assembly Board.

   ii. The Speaker of the Assembly shall only vote in case of a tie or if his/her vote changes the outcome of the vote as stipulated in UTSG governing documents.

(b) Meetings: The Assembly Board shall meet at least once per two weeks that the Assembly is in session.

   i. The Speaker of the Assembly is responsible for scheduling Assembly Board
Meetings.

ii. An unexcused absence, as determined by the Speaker of the Assembly, to an Assembly Board meeting shall count as one half (1/2) an absence.

Sec. 2.11 COMMITTEES. The Assembly shall have six (6) standing committees to handle its duties and responsibilities.

(a) The following standing committees shall be established:

i. **Academic Affairs Committee** shall review and revise legislation concerning academic issues that would be handled by the University of Texas at Austin or University of Texas System.

ii. **Financial Affairs Committee** shall review and revise legislation concerning appropriations, budgets, and expenses from student fee accounts; and shall assist fundraising efforts. The Financial Affairs Committee shall author, in conjunction with the Internal Financial Director, legislation introducing the operating budget on the floor of the Assembly.

iii. **Governmental Affairs Committee** shall review and revise legislation concerning any student or academic issue that would not be handled by the University of Texas at Austin or University of Texas System.

iv. **Ethics and Oversight Committee** shall monitor weekly attendance of Representatives; shall enforce the Assembly's absence policy and address excessive absences by Representatives; shall investigate conduct of members of Student Government, independently or in conjunction with the Attorney General to ensure ethical practices; shall keep a record of investigations and interviews conducted by this committee and the Attorney General; and shall review and revise resolutions calling for the impeachment of members of Student Government.

v. **Rules and Regulations Committee** shall review and revise the Code of Rules and Procedures each year, and the Constitution if necessary; shall review and revise legislation pertaining to the aforementioned governing documents of Student Government.

vi. **Student Affairs Committee** shall review and revise legislation concerning student life issues that would be handled by the University of Texas at Austin or University of Texas System.

(b) Election of Vice-Chairs:

i. Committees shall be required to meet and elect their Vice Chair before the third Assembly Meeting.

ii. Vice Chairs are selected by the members of the committee.

iii. Candidates shall be elected by a simple favorable majority.

(c) Duties and Powers of Standing Assembly Committees:

i. Upon being assigned any piece of legislation by the Speaker of the Assembly, a standing committee shall have ten (10) class days to meet to take that legislation under initial consideration. For purposes of this Subsection, a “class day” shall be defined as any normal day on which classes are held during the Fall and Spring academic semesters, but shall not be a day which has been reserved by the University for final examinations.

ii. Members of the standing committees shall determine and write rules that shall govern the conduct of their respective committees.

iii. Standing Committees shall be responsible for researching, editing and modifying legislation after its assignment by the Speaker of the Assembly. Committees shall make a conscious effort to solicit testimony from appropriate campus and community leaders.

(d) Each standing committee shall consist of at least five (5) Representatives except for the Ethics and Oversight committee.

(e) Students interested in serving as non-voting members of standing committees may submit requests for committee assignments to the Speaker of the Assembly.

(f) The following operational committees shall be established:

i. The Legislative Policy Committee shall be responsible for assisting
Representatives in properly drafting and citing their legislation; shall be chaired by a Representative elected by the Assembly and shall consist of 2 additional Representatives selected through the assembly committee process.

(g) Duties and Powers of Operational Assembly Committees:
   i. Upon being delegated any task that serves the needs and purposes of the Assembly by the Speaker, an operational committees shall be responsible for researching and acting on said task in a timely manner.
   ii. Members of the operational committees shall determine and write rules that shall govern the conduct of their respective committees.

(h) Each operational committee shall consist of at least two (2) Representatives.

Sec. 2.12 FILING LEGISLATION. All legislation shall be filed by emailing the 1) Clerk of the Assembly, 2) Speaker of the Assembly, and 3) Chair of the Legislative Policy Committee and filling out a digital submission form by 11:59 PM on the Saturday prior to introduction at an Assembly meeting. Authors shall be allowed to make changes to their legislation after this deadline, but they are required to submit an updated copy by 5:00 P.M on Monday prior to its first reading. The Legislative Policy Committee will have until this time to review and suggest edits to the authors of the legislation.

(a) All legislation shall include the name and title of all authors to be listed in order of contribution, and all sponsors to be listed in alphabetical order by last name.

(b) All legislation shall include AB or AR ___, with a title briefly summarizing the purpose of the legislation.

(c) All legislation shall include a one-page Executive Summary that consists of a paragraph not to exceed 200 words that concisely explains the proposed legislation. The summary may also include, but is not limited to including, frequently asked questions, graphs, models, and anything else that might be relevant in understanding the legislation. The Executive Summary shall be filed at the same time as the legislation itself.

(d) Each resolution shall include the following:
   i. As many factual “Whereas” statements as needed.
   ii. “BE IT RESOLVED” statements, which shall state the Assembly’s position on the issue.
   iii. “BE IT FURTHER RESOLVED” statements, which shall state the anticipated Assembly action for implementation.

Sec. 2.13 ELIGIBILITY FOR FIRST-READING. Legislation shall be eligible for a first reading if the author properly files said legislation per the requirements of Sec. 4.1.

Sec. 2.14 COMMITTEE REFERRAL. Following the first reading of legislation, the Speaker of the Assembly shall refer said legislation to a Standing Assembly committee for review.

(a) All legislation allocating money shall be referred to the Financial Affairs Committee by a pre-approved deadline determined by the Financial Affairs committee, with the advice of the Internal Financial Director.

Sec. 2.15 ELIGIBILITY FOR SECOND-READING. No changes are permitted to be made to legislation between the vote of favorable recommendation from its respective committee and the second reading at the Assembly meeting. Legislation shall be eligible for a second reading if:

(a) A simple favorable majority of said committee gives the legislation a favorable recommendation, said legislation shall be eligible for a second reading or a super favorable majority of the Assembly approves discharging said committee of said legislation if it has been tabled or postponed.

(b) A favorably-recommended version of the legislation is uploaded to the Student Government online folder by 7:00PM on Sunday.

Sec. 2.16 REQUEST TO ABRIDGE THE LEGISLATIVE PROCESS. In order to go outside the normal requirements of legislation, such as, but not limited to fast-tracking, legislation deadlines, and sponsor requirements, all of the following requirements must be met:

(a) A paragraph showing justification for abridging the rules must be submitted to the
Speaker of the Assembly and the Clerk of the Assembly with the legislation.

(b) The Speaker of the Assembly shall recommend to the Assembly the appropriate course of action.

(c) If the Speaker of the Assembly gives a favorable recommendation, the author must email the Assembly with the legislation and the justification for abridging the rules.

(d) If the Speaker of the Assembly gives a favorable recommendation and time permits, the Clerk of the Assembly shall place on the agenda under new business: “Fast Track Vote on AR/AB ____.”

(e) If the Speaker of the Assembly gives a favorable recommendation, the author(s) shall bring sufficient copies of the legislation and justification to the Assembly meeting for representatives and members of the general public.

(f) If the Speaker of the Assembly gives a favorable recommendation, abridgement of the normal procedure is debated and voted on by the Assembly and is approved with a super favorable majority of the Assembly.

Sec. 2.17 VOTING REQUIREMENTS. For legislation to be approved or favorably recommended, the following vote totals shall be enforced:

(a) Resolutions – a simple favorable majority.

(b) Bills – a super favorable majority.

Sec. 2.18 POST-VOTE LEGISLATIVE PROCESS. After approval of legislation, no later than four (4) business days following the vote, the Associate Director of New Media shall update the legislation on the Student Government website.

(a) No later than four (4) business days following the vote on legislation, the Administrative Director shall prepare a copy for each of the following: the President of The University of Texas at Austin, Vice President for Student Affairs, Dean of Students, Advisor to the Student Government, the appropriate enacting body, and campus media outlets.

(b) No later than three (3) business days following the vote, the Clerk of the Assembly shall send an enrolled copy of the legislation to the Communications Director, Administrative Director, and Senior Administrative Associate.

Sec. 2.19 VETO POWER. The Student Body President is given veto power over resolutions and bills. The President must veto the resolution/bill within one week (7 days) of passage or the resolution/bill becomes active. The President's veto can be overridden with a super favorable majority of the Assembly. The override must happen within 2 weeks (14 days) of the veto.

(a) If the President fails to take action after the final meeting, any legislation passed by the Assembly shall be deemed approved.

(b) Should the Assembly pass any legislation during the final meeting of the Assembly session, the President shall have one day to veto that legislation.

Sec. 2.20 PUBLIC MEETINGS OF THE ASSEMBLY AND COMMITTEES. All meetings of the Assembly and its committees shall be open to the public and shall be announced to the Assembly at least seventy-two (72) hours in advance. This advance notice is satisfied if the Speaker of the Assembly and a committee chair sets a regular meeting time and reminds the Representatives during standing Assembly meetings.

Sec. 2.21 EXECUTIVE SESSIONS DURING MEETINGS. The only exception to Sec. 10.1 shall be executive sessions conducted during committee or Assembly Board meetings.

Sec. 2.22 SPEAKING DURING ASSEMBLY MEETINGS. Any person wishing to take the floor must use a microphone or other audio-amplifying device when made available during an Assembly meeting. The Speaker shall strictly enforce this policy.

Sec. 2.23 ACCOMMODATIONS POLICY AT PUBLIC MEETINGS. Persons with disabilities may request accommodations for any public Assembly or committee meeting by contacting the Speaker or Committee Chair 72 hours prior to the meeting.

Sec. 2.24 NOTICE OF ACCOMMODATIONS AT PUBLIC MEETINGS. The following policy shall be included at the bottom of all Assembly and Committee agendas:

NOTICE OF ACCOMMODATIONS AT PUBLIC MEETINGS:
Persons with disabilities who plan to attend this meeting and who may need accommodations in order to fully participate, such as a sign language interpreter, are requested to contact [PRESIDING OFFICER] at [EMAIL ADDRESS], 72 hours prior to the meeting, so that appropriate arrangements can be made.

**Article III**

**EXECUTIVE BRANCH**

Sec. 3.1 **DEFINITION OF THE CABINET OF POLICY DIRECTORS** The Cabinet of Policy Directors directors that monitor the progress and manage the operations of the agencies, which fall under their respective portfolio, which are outlined in this Code. Policy Directors report to the Chief of Staff of Student Government and serve as advisors to the President on matters relating to their position.

Sec. 3.2 **PORTFOLIOS OF POLICY DIRECTORATE**

(a) Civic Engagement
(b) Advocacy
(c) Leadership and Service
(d) Health and Wellness

Sec. 3.3 **MISSION OF THE POLICY DIRECTORATE** The Mission of the Policy Directorate is to assist and guide each Agency Director in their goals of serving students by creating an accessible relationship through an open and collaborative environment. As policy directors we promote innovation and engagement amongst students of the University of Texas at Austin.

Sec. 3.4 **ALIGNMENT WITH EXECUTIVE BRANCH** Each Policy Director shall serve at the pleasure of the President. The Cabinet of Policy Directors shall assist the Chief of Staff in overseeing their subsidiary Agencies and assist in planning and promoting agency events, initiatives, and policies.

Sec. 3.5 **CABINET OF POLICY DIRECTORS**

(a) The Cabinet of Policy Directors shall consist of the Civic Engagement Policy Director, the Advocacy Policy Director, the Leadership and Service Policy Director, the Health and Wellness Policy Director:
(b) Each Policy Director shall monitor the progress of and manage the operations of their subsidiary Agencies.
(c) Each Cabinet member shall be chosen by the Student Body President, confirmed by the Assembly, and sworn in by the Chief Justice of the Judicial Branch and shall serve until their replacement is appointed.
(d) Policy Directors shall report to the Chief of Staff of Student Government
(e) Cabinet members shall serve as advisors to the President on matters relating to their position.

Sec. 3.6 **DEFINITION OF AN AGENCY.** An agency is an entity within Student Government Executive Branch and is defined as an organization in which the primary mission is to perform services that are of direct immediate benefit to the student body and to the community of the University of Texas at Austin by promoting the mission of Student Government.

Sec. 3.7 **QUALIFIERS OF AN AGENCY.** Agencies should meet at least one of the following four qualifiers:

(a) Develop service and leadership potential
(b) Serve and advocate on behalf student interests
(c) Promote University of Texas Spirit, Tradition, and Core Values
(d) Provide Service to Campus and Community

Sec. 3.8 **LISTING OF CURRENT AGENCIES**

(a) City Relations Agency
(b) State Relations Agency
(c) Federal Relations Agency
(d) Hook the Vote Agency
(e) Queer & Trans Students Alliance
(f) Disabilities Inclusion Agency
(g) Women’s Resource Agency
(h) Diversity and Inclusion Agency
(i) Non-Traditional Students Agency
(j) Out of State, International, and Transfer Student Agency
(k) Longhorn Legislative Aide Agency
(l) First-Year Leadership Organization
(m) Longhorn Entrepreneurship Agency
(n) Orange Outreach
(o) Campus Safety Agency
(p) Students United For Rape Elimination (SURE) Walk Agency
(q) Longhorn EMS
(r) The Office of General Counsel

Sec. 3.9 AGENCY ALIGNMENT WITHIN THE EXECUTIVE BRANCH. Each Agency will be aligned with one of the Policy Directorates that is outlined in chapter three of this code.

Sec. 3.10 MEMBERSHIP OF AGENCY.
(a) The Agency shall add members with majority approval of the Agency Director(s).
(b) All members must be in good standing with the university and the same guidelines that apply to officer selection in UTSG governing documents also apply to member selection.

Sec. 3.11 STRATEGIC PARTNERS. Many agencies have Strategic Partners, or stakeholders, who assist the agency in their mission throughout the year. Agency director shall meet regularly and coordinate event with these partners.

Sec. 3.12 STANDING EVENTS Each Agency shall host an event at least 2 times each semester. These events shall allow an opportunity for students to voice their opinions and may include a guest speaker or guided discussion by a member of the Agency.

Sec. 3.13 AGENCY MEETINGS
(a) If an Executive Committee exists then a meeting shall occur at least once per week during each long semester at a time and place designated by the Executive Committee unless otherwise noted by the Agency Director. These meetings shall be required of all Agency officers. These meetings are preferred to be at the same time each week.
(b) If the Agency has active members, regular meetings among officers and members shall occur at least once a month during each long semester at a time and place designated by the Executive Committee. These meetings shall be open to all students, faculty, and staff and are preferred to be at the same time each week.

Sec. 3.14 CITY RELATIONS AGENCY.
(a) NOMENCLATURE. The name of this organization shall be the City Relations Agency.
(b) PURPOSE. The purpose of the City Relations Agency shall be to raise student awareness and involvement in government within the City of Austin through programming, while the purpose of the City Relations Agency shall be to interact with city entities and policy groups.
(c) AGENCY STRUCTURE. The City Relations Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
(i) The City Relations Agency shall fall within the portfolio of the Civic Engagement Policy.
(ii) The Agency Director shall chair the Executive Committee, which is outlined in Sec. 2.3.
(d) AGENCY EXECUTIVE COMMITTEE. The Executive Committee of the City Relations Agency shall be known as the City Relations Executive Committee.
(i) The City Relations Executive Committee is to include the following Student Government affiliated members:
   (1) City Relations Agency Directors
   (2) Associate Communications Director
   (3) Associate City Government Director

(ii) The required members of the City Relations Executive Committee are subject to change at the discretion of the City Relations Agency Director as is needed for city obligations and changing issue areas

(iii) The City Relations Agency Director and Assistant Director shall provide a formal channel of communication between students, city government, neighborhood organizations, Capital Metropolitan Transportation Authority, county officials, and The University of Texas at Austin Parking and Transportation Services

(iv) The City Relations Executive Committee shall serve the following functions
   (1) Serve as the students’ voice in representing the University of Texas at Austin Student Government at the Mayor’s Office and at the City Council
   (2) Create a strong bond between neighborhoods and the student communities that live there
   (3) Represent the student voice when considering changes made on a city-level
   (4) Ensure that the missions, goals, and strategies of each city-level group are in sync with students
   (5) Combine the various municipal authorities, organizations, and groups under one cohesive, united body in order to improve communication

(e) MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

   (i) Within the City Relations Agency, the Agency Director and the Assistant Director, in conjunction with the Associate City Departments Director, will recommend the future UTSG Central Austin Neighborhood Planning Advisory Committee representatives, UTSG UAP representatives, and the UT Pease Park representative to the Student Body President, and these positions will serve underneath the Associate City Departments Director

   (ii) The Agency Director and the Assistant Director, in conjunction with the Associate Directors, may add positions underneath the Associate Directors in order to fulfill the goals of the agency and to better represent the UT Student Government and the student body

(f) STRATEGIC PARTNERS The Associate Vice President of Governmental Relations Office shall serve as the Strategic Partner for the City Relations Agency.

Sec. 3.15

STATE RELATIONS AGENCY

(a) NOMENCLATURE. The name of this organization shall be the State Relations Agency

(b) PURPOSE. The purpose of the State Relations Agency shall be to raise student awareness and involvement in government at the state level.

(c) AGENCY STRUCTURE. The State Relations Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

   (i) The State Relations Agency shall fall within the portfolio of the Civic Engagement Policy.

   (ii) The Agency shall serve as a liaison between the student body and the Texas State Legislature.

   (iii) The Agency has the right to create an Executive Committee as stated in UTSG governing documents. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.
MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

STRATEGIC PARTNERS The Associate Vice President of Governmental Relations shall serve as the Strategic Partner for the State Relations Agency.

STANDING EVENTS The Agency shall coordinate with state legislative initiatives including, but not limited to, Invest in Texas.

FEDERAL RELATIONS AGENCY

NOMENCLATURE. The name of this organization shall be the Federal Relations Agency.

PURPOSE. The purpose of the Federal Relations Agency shall be to raise student awareness and involvement in government at the federal level, and to work in conjunction with the Executive and Legislative branches to represent students to government entities.

AGENCY STRUCTURE. The Federal Relations Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

The Federal Relations Agency shall fall within the portfolio of the Civic Engagement Policy.

The Agency shall serve as a liaison between the student body and the Federal Government.

The Agency has the right to create an Executive Committee as stated in UTSG governing documents. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

STRATEGIC PARTNERS The Associate Vice President for Research (Federal Relations Program Development) shall serve as the Strategic Partner for the Federal Relations Agency.

STANDING EVENTS The Agency shall coordinate with federal legislative initiatives including, but not limited to, Big XII on the Hill and/or Texas on the Hill.

HOOK THE VOTE AGENCY

NOMENCLATURE. The name of this organization shall be the Hook the Vote Agency.

PURPOSE. The purpose of the Hook the Vote Agency shall be to inform and engage students at The University of Texas in democratic process through events, projects, and programs for voter registration, student mobilization, and political education at the University, local, state, and federal level.

AGENCY STRUCTURE. The Hook the Vote Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

The Hook the Vote Agency Director shall report directly to the Civic Engagement Policy Director.

The Agency Director shall chair the Hook the Vote Task Force, which is outlined in UTSG governing documents.

EXECUTIVE COMMITTEE

(i) The Executive Committee of the Hook the Vote Agency shall be known as the Hook the Vote Task Force.

(ii) The Hook the Vote Agency Director shall organize an application process for the membership of the Hook the Vote Task Force.

(iii) The Hook the Vote Task Force may also include the President or representative of the following organizations:

1. UT Votes
2. University Democrats
The Hook the Vote Task Force shall serve the following functions:

1. Represent the student voice when considering participation in the civic process at the University, local, state and federal level.
2. Create a coalition of the various university institutions, student organizations, and groups to improve communication.
3. Promote accessibility, nonpartisanship, and civic participation of students.

MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

STRATEGIC PARTNERS The Associate Vice President of Governmental Relations Office, the Annette Strauss Institute for Civic Life, and the LBJ School of Public Affairs Center for Politics and Governance shall as Strategic Partners for the Hook the Vote Agency.

STANDING EVENTS
(i) The Agency shall organize events such as, but not limited to, Registration Round-Up, Midnight Madness Concert and Rally, Trick or Vote, candidate debates, conversations of issues, as well as debate and election night watch parties.
(ii) The Agency shall work with the Division of Housing and Food Services and the University Residence Hall Association to provide voter registration information and resources to students in the University residence halls.

Sec. 3.18 QUEER & TRANS STUDENTS ALLIANCE AGENCY
(a) NOMENCLATURE. The name of this organization shall be the Queer & Trans Students Alliance (QTSA).
(b) PURPOSE. The purpose of the Queer & Trans Students Alliance (QTSA) is to give the Queer & Trans community on campus a strong voice to enable them to pursue leadership and equality on campus and in Student Government. QTSA seeks to foster a supportive and welcoming environment for people of all identities in order to open up the door for communication and a safe educational atmosphere.
(c) AGENCY STRUCTURE
(i) The Queer & Trans Students Alliance Agency shall fall within the portfolio of the Advocacy Policy Directorate.
(ii) The Queer & Trans Students Alliance Agency Director shall report directly to the Advocacy Policy Director.
(d) EXECUTIVE COMMITTEE
(i) The Queer & Trans Students Alliance Executive Committee shall be led by the Director(s) and consist of the following Officers: Vice Director, Secretary, Treasurer, Public Relations Officer, Legislative Officer, and Queer & Trans Outreach Liaison.
(1) The Vice Director shall aid in the facilitating and structuring of the agency and act as the second in command to the Agency Director(s).
(2) The Secretary shall be responsible for the weekly emails, meeting notes and minutes, and meeting slideshows and recording activities.
(3) The Treasurer shall be responsible for maintaining an updated report on the budget, addressing the monetary needs of the Agency, and reporting to the Director(s) in order to keep information flowing smoothly.
(4) The Public Relations Officer shall be responsible for maintaining all social media sites, promoting QTSA events and meetings, and creating all graphics such as flyers and slides related to promotion. This may include an extended committee to facilitate and enable the Officer to maintain a regulated schedule of promotion.
(5) The Legislative Officer shall be responsible for facilitating research related to resolutions or bills QTSA intends to endorse and attempt to pass through Student Government. This position may also include an extended committee to aid with research and legislation-writing.
(6) The Queer Outreach Liaison shall be responsible for the contact between both internal and external organizations related to the queer community. This includes both on and off-campus organizations and will be largely facilitated by the Director(s), who will also maintain extensive contact with organizations and agencies outside of QTSA.

(ii) The Director of the Agency has the right to delegate the selection of Executive Committee Officers to the membership of the Alliance if the Director desires.

(e) MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

(f) STRATEGIC PARTNERS The Gender and Sexuality Center (GSC) shall serve as the Strategic Partners for the Queer & Trans Students Alliance Agency.

(g) STANDING EVENTS Annual events of the Queer & Trans Students Alliance shall include but not limited to:

(i) Summer orientation programming for LGBTQ students
(ii) Welcome event for LGBTQ students (early fall)
(iii) Queer & Trans Carnival
(iv) Bloq Party
(v) Queer & Trans Texas Conference (fall)
(vi) Follow-up to State of LGBTQ Affairs report (fall, typically in October)
(vii) Coming Out Week (centered around National Coming Out Day, Oct. 11)
(viii) National Transgender Day of Remembrance (typically in November)
(ix) Delegation trip to Creating Change (early spring, typically in February)
(x) Pride Week (spring)
(xi) Day of Silence (set nationally by GLSEN, typically in late April)

Sec. 3.19 DISABILITIES INCLUSION AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Disabilities Inclusion Agency

(b) PURPOSE. The purpose of the Disabilities Inclusion Agency is to serve as advocates to promote an inclusive, accessible campus for students and staff with disabilities.

(c) AGENCY STRUCTURE

(i) The Disabilities Inclusion Agency Director shall:

   (1) Represent the organization and maintain contacts with the university administration, other campus organizations, and off-campus persons, organizations, and institutions, particularly the Offices of Services for Students with Disabilities (SSD); and

   (2) Maintain a beneficial relationship with the Office of Services for Students with Disabilities, including meeting with a member of the Offices of Services for Students with Disabilities at least every other week to discuss the Students with Disabilities Agency agenda; and

   (3) Delegate all information, tasks, and plans to the appropriate agency members or officers and oversee all duties of the officers; and

   (4) Co-chair all general meetings with the Vice-Director and chair all Executive Board meetings unless otherwise delegated; and

   (5) Assist in maintaining the Lee H. Bagan Endowment. The purpose of the Lee H. Bagan Endowment is to assist economically disadvantaged students in getting psycho-educational testing so that finances are not a barrier to them receiving services at The University of Texas at Austin

   (6) The Students with Disabilities Agency Director shall assist SSD in the Spring Town Hall, as it is outlined in item B of section 7.5 of this article.

(ii) The Disabilities Inclusion Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

(iii) The Disabilities Inclusion Agency Director shall report directly to the Advocacy Policy Director.

(iv) The Agency has the right to create an Executive Committee as stated in
Section 1.6 of this chapter. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

(d) MEMBERS The Agency may add members with the approval of the Advocacy Policy Director and Chief of Staff.

(e) STRATEGIC PARTNERS
   (i) The Office of Services for Students with Disabilities (SSD) shall serve as the Strategic Partner for the Students with Disabilities Agency.
   (ii) The Agency shall work in partnership with such entities as the Division for Diversity and Community Engagement, Diversity Student Advisory and Action Committee, Campus Diversity and Strategic Initiatives, University Health Services, the Student Events Center, the Senate of College councils and other university offices and organizations to advance efforts to create an inclusive and accessible campus.

(f) STANDING EVENTS
   (i) The Disabilities Inclusion Agency shall assist with the production and promotion of SSD events and will promote and support Disability Advocacy Student Coalition events. The Agency shall hold events to promote agency goals
   (ii) The Disabilities Inclusion Agency shall write a survey in November to be submitted for approvals by SSD in December. The survey shall be released to students with disabilities in January and a presentation of the survey results and town hall will be held in March. The Disabilities Inclusion Agency shall produce a report, with oversight from SSD, to submit to Student Government, the Senate of College Councils, the Faculty Council, the Office of the Dean of Students and other relevant entities.

Sec. 3.20 WOMEN’S RESOURCE AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Women’s Resource Agency

(b) PURPOSE. The purpose of the Women’s Resource Agency is to serve as a centralized referral base of resources, develop outreach programs, and provide services that shall promote the success of women and educate all students on the importance of women’s issues.

(c) AGENCY STRUCTURE
   (i) The Women’s Resource Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
   (ii) The Women’s Resource Agency Director shall report directly to the Advocacy Policy Director.
   (iii) The Agency has the right to create an Executive Committee as stated in Section 1.6 of this chapter. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

(d) MEMBERS. The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

(e) STRATEGIC PARTNERS The Gender and Sexuality Center (GSC) shall serve as the Strategic Partner for the Women’s Resource Agency.

(f) STANDING EVENTS
   (i) An effort much be made every month of every semester to connect to UT students and access need of Women on campus. This may be done in various ways as is seen fit by members of WRA.
   (iii) The Women’s Resource Agency must actively seek out partnerships with organizations on campus, uniting groups with the common cause of striving for
equality across ‘boundaries.’ Examples of partnerships include QSA, Women in Computer Science, etc.

Sec. 3.21 DIVERSITY AND INCLUSION AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Diversity and Inclusion Agency.

(b) PURPOSE. The purpose of the Diversity and Inclusion Agency shall be to educate Student Government, campus, and student communities about the value of diversity and to promote diversity initiatives.

(c) AGENCY STRUCTURE

(i) The Diversity and Inclusion Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

(ii) The Diversity and Inclusion Agency Director shall report directly to the Advocacy Policy Director.

(iii) The Agency has the right to create an Executive Committee as stated in UTSG governing documents. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

(d) MEMBERS. The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

(e) STRATEGIC PARTNERS The Division of Diversity and Community Engagement shall serve as the Strategic Partner for the Diversity and Inclusion Agency. The Directors may also work with the Agencies within the Multicultural Engagement Center (MEC).

(f) STANDING EVENTS

(i) An effort much be made every month of every semester to connect to UT students and access need of underrepresented students on campus. This may be done in various ways as is seen fit by the Agency Director.

(ii) The Diversity and Inclusion Agency must actively seek out partnerships with agencies within the Multicultural Engagement Center (MEC).

Sec. 3.22 OUT OF STATE, INTERNATIONAL TRANSFER STUDENT AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Out of State, International, and Transfer Students Agency (OSIT).

(b) PURPOSE. The purpose of the Out-of-State and Transfer Students Agency shall be to advocate and provide support for students from other states, international students, and students who have transferred from other universities.

(c) AGENCY STRUCTURE

(i) The OSIT Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

(ii) The OSIT Agency Director shall report directly to the Advocacy Policy Director.

(d) EXECUTIVE COMMITTEE The Out of State, International, and Transfer Students Executive Committee shall be led by the Director and two assistant directors.

(i) The Director of the Out of State, International, and Transfer Students Agency shall: oversee the agency as a whole, and work with his respective committee on at least 2 initiatives per semester while coordinating with the appropriate campus institutions.

(ii) The Assistant Director of the Out of State, International, and Transfer Students Agency shall: work with his respective committee on at least 2 initiatives per semester while coordinating with the appropriate campus institutions.

(iii) The Assistant Director of the Out of State, International, and Transfer Students Agency shall: work with his respective committee on at least 2 initiatives per semester while coordinating with the appropriate campus institutions.

(iv) The agency will consist of three subcommittees (out-of-state, international,
transfer), to allow more student involvement, chaired by the director and assistant-directors and shall consist of but not by limited to representatives of the following student groups on campus:

1. Out-of-State students
2. Transfer students
3. International students

(v) The transfer student representative, either agency director or assistant director, shall coordinate with the Transfer Student Advisory Board whose goal is to assess the current programs and services that the university offers for transfer students and advocate on behalf of their needs and wants.

(vi) The out-of-state subcommittee will represent out-of-state students, by monitoring the Out-of-State Student Association, a registered Student Organization that targets Students who are from Out-of-State.

(e) MEMBERS. The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

(f) STRATEGIC PARTNERS New Student Services shall serve as the Strategic Partner for OSIT Agency. The Directors may also work with departments such as Office of Admissions and the International Students Office.

(g) STANDING EVENTS

(i) An effort much be made every month of every semester to connect to UT students and access need of out of state, international, and transfer students on campus. This may be done in various ways as is seen fit by the Agency Director.

(ii) Out of State, International, and Transfer Students Agency shall organize events such as, but not limited to, orientation information panels, mentorship program and reveal, and first semester kick off fair.

Sec. 3.23 NON-TRADITIONAL STUDENTS AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Non-Traditional Students Agency

(b) PURPOSE. The purpose of the Non-Traditional Students Agency is to serve as an intermediate between students with of different backgrounds and student government, by raising the awareness of their issues on campus.

(c) AGENCY STRUCTURE

(i) The Non-Traditional Students Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

(ii) The Non-Traditional Students Agency Director shall report directly to the Advocacy Policy Director.

(iii) The Agency has the right to create an Executive Committee as stated in Section 1.6 of this chapter. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

(d) STRATEGIC PARTNERS The Office of Student Veteran Services shall serve as the Strategic Partner for the Non-Traditional Students Agency.

(e) STANDING EVENT An effort much be made every month of every semester to connect to UT students and access need of Non-Traditional students on campus. This may be done in various ways as is seen fit by the Agency Director.

Sec. 3.24 LONGHORN LEGISLATIVE AIDE AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Longhorn Legislative Aide Agency.

(b) PURPOSE. The purpose of the Longhorn Legislative Aide Program is to provide undergraduate first-year students at The University of Texas at Austin with the opportunity to participate in an intern program within the Student Government. The program shall act as a means for first-year students to become more involved with the Student Government.
(c) AGENCY STRUCTURE
   (i) There shall be no more than two Longhorn Legislative Aide Co-Directors appointed by the Student Body President, confirmed by the Assembly, and sworn in by the Chief Justice of the Judicial Branch.
   (ii) The Longhorn Legislative Aide Agency Director(s) shall report directly to the Leadership and Service Policy Director.
   (iii) The Longhorn Legislative Aide Program shall have the option to be a certified member of the 360 Connection Groups sponsored by the Office of the Dean of Students.

(d) MEMBERS
   (i) The Longhorn Legislative Aide Program shall consist of first-year students selected through an application and interview process facilitated by a selection committee comprised of the following: Representatives from the Executive Board of the Student Government, the Leadership and Service Policy Director, and two members of the Student Government to be selected by the Longhorn Legislative Aide Director(s).
   (ii) The application shall be open to all first-year students at the University
   (iii) The Longhorn Legislative Aide Co-Directors shall determine the number of participants in the Longhorn Legislative Aide Program. All members must be in good standing with the university.

(e) STRATEGIC PARTNERS The Office of the Dean of Students shall serve as the Strategic Partner for the Longhorn Legislative Aide Agency. The Advisor to the Legislative Student Organizations, as well as, the Chief of Staff shall serve as the primary partners.

(f) STANDING EVENTS The Longhorn Legislative Aide Agency shall not only provide interns with a full understanding of the “nuts and bolts” of Student Government, but it should also provide a sense of community and friendship between the interns. This atmosphere is built through events such as but not limited too: Fall/Spring Retreat, Community Service initiatives through Orange Outreach Agency, Field Trips to Austin venues, etc.

Sec. 3.25 FIRST-YEAR LEADERSHIP ORGANIZATION

(a) NOMENCLATURE. The name of this organization shall be the First-Year Leadership Organization (FLO) and it shall be an Agency of Student Government.

(b) PURPOSE. The purpose of the First-Year Leadership Organization (FLO) is to familiarize first-year students to the City of Austin, The University of Texas at Austin, Student Government, organizations on campus, campus life and campus procedures. This shall be accomplished through weekly meetings, social events, and service activities.

(c) AGENCY STRUCTURE
   (i) The First-Year Leadership Organization Agency shall have one associate director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
   (ii) The First-Year Leadership Organization Director shall report directly to the Leadership and Service Policy Director.

(d) EXECUTIVE COMMITTEE The First-Year Leadership Organization Executive Committee shall be led by the Director and consist of the following Officers: Associate Director, Social Co-chairs (2), Outreach Co-chairs (2), Community Service Co-chairs (2), and Fundraising Co-chairs (2).
   (i) The executive board shall consist of ten members, all of who must have participated in First-Year Leadership Organization for at least one semester prior to holding office.
   (ii) The outgoing FLOfficers shall unanimously select The Director after completion of an application and interview. This selection shall be approved first by the Executive Board of Student Government, then the Assembly.
      (1) The Director shall represent the First-Year Leadership Organization and
serve as a liaison to Student Government operating as Agency Director for the First-Year Leadership Organization.

(2) The Director shall complete all the necessary paperwork and Student Government forms for FLO.

(3) The Director shall attend meetings throughout the year with the Leadership and Service Policy Director.

(4) The Director shall head the recruitment effort in soliciting members.

(5) The Director shall approve the weekly newsletter and FLO down.

(6) The Director shall assist in setting the budget.

(7) The Director shall conduct, reserve adequate space, and checkout equipment for general meetings.

(8) The Director shall conduct officer meetings at least once a week and set the agenda for officer meetings.

(9) The Director shall facilitate relationships between other officers.

(10) The Director shall head the planning and organization for FLanksgiving, FLtreat and FLamping.

(11) The Director shall promote cooperative efforts with the other Student Government Leadership and Service agencies.

(12) The Director shall be in charge of the interviews, applications, and the application process for the incoming FLOfficers.

(iii) The outgoing FLOfficers shall unanimously select The Associate Director after completion of an application and interview.

(1) The Associate Director shall assist the Director with any duties.

(2) The Associate Director shall create the PowerPoint and run the general Meetings.

(3) The Associate Director shall head the organization of the Mentorship Program and Mentor/Mentee Reveal.

(4) The Associate Director shall assist in the promotion and recruitment for FLO.

(iv) The outgoing FLOfficers shall unanimously select The Social Co-chairs after completion of an application and interview.

(1) The Social Co-chairs shall coordinate events such as Flinner, Intramural activities and the social events throughout the year.

(2) The Social Co-chairs shall assist the Director in planning FLtreat and FLamping.

(3) The Social Co-chairs shall assist in the promotion and recruitment for FLO.

(4) The Social Co-chairs shall facilitate committee meetings in general meetings.

(v) The outgoing FLOfficers shall unanimously select The Outreach Co-chairs after completion of an application and interview.

(1) The Outreach Co-chairs shall maintain and update the website and other social media outlets.

(2) The Outreach Co-chairs shall recruit and schedule speakers for the general meetings.

(3) The Outreach Co-chairs shall organize and facilitate icebreakers in general meetings.

(4) The Outreach Co-chairs shall write and distribute the FLO down weekly newsletter.

(5) The Outreach Co-chairs shall assist in the promotion and recruitment for FLO.

(6) The Outreach Co-chairs shall facilitate committee meetings in general meetings.

(vi) The outgoing FLOfficers shall unanimously select The Community Service Co-chairs after completion of an application and interview.

(1) The Community Service Co-chairs shall organize service events
throughout the year.
(2) The Community Service Co-chairs shall reach out and maintain relationships with other service organizations.
(3) The Community Service Co-chairs shall assist in the promotion and recruitment for FLO.
(4) The Community Service Co-chairs shall facilitate committee meetings in general meetings.
(vii) The outgoing FLOfficers shall unanimously select The Fundraising Co-chairs after completion of an application and interview.
(1) The Fundraising Co-chairs shall assist in setting, maintaining, and reviewing budget.
(2) The Fundraising Co-chairs shall organize profit shares and other fundraising events.
(3) The Fundraising Co-chairs shall be in charge of getting FLO T-shirts created and paid for before the second semester of the school year.
(4) The Fundraising Co-chairs shall assist in the promotion and recruitment for FLO. The Fundraising Co-chairs shall facilitate committee meetings in general meetings.
(e) MEMBERS
(i) The First-Year Leadership Organization shall be open to all first-year students enrolled at the University of Texas at Austin. FLO shall be free with no application to join.
(ii) All members must be in good standing with the university.
(f) STRATEGIC PARTNERS The Office of the Dean of Students shall serve as the Strategic Partner for the First-Year Leadership Organization. The Advisor to the Legislative Student Organizations, as well as, the Chief of Staff shall serve as the primary partners.
(g) STANDING EVENTS
(i) Mentor/Mentee Program: This event pairs FLOers up with upperclassman, past FLOers, leaders on campus etc. to act as their mentor for those FLOers that want one. We match mentors and mentees in the beginning of October.
(ii) FLetreat: This is essentially a 2-3 hour-long Camp Texas retreat. FLO goes to a nearby park to play games and do leadership activities. This typically happens the week after mentors and mentees are matched up so that mentors, who are encouraged to participate in FLetreat, can get to know one another.
(iii) FLanksgiving: Occurring in November, FLOffs prepare a Thanksgiving meal for all of FLO. However, FLOers are encouraged to make desserts with their mentors. Typically it is a competition where they will bring it to the event and then FLOffs will be the taste testers to determine the winner.
(iv) FLamping: FLO goes on a camping trip, and it is the most important event of the year. It should happen in November right around FLanksgiving. It is essentially the turning point of FLO where everyone gets to bond while braving the cold. This is open to just FLOers and FLOffs, not mentors.
(v) FLOject: The FLOers plan, organize, and execute their own community service project in the spring semester. This is the biggest leadership opportunity FLOers have in the year, so the FLOff step back a bit and let the FLOers lead this project.
Sec. 3.26 LONGHORN ENTREPRENEURSHIP AGENCY
(a) NOMENCLATURE. The name of this organization shall be the Longhorn Entrepreneurship Agency (LEA).
(b) PURPOSE. The purpose of the LEA is to serve as a source of connection, information and support for students and student groups practicing or expressing interest in all forms of entrepreneurship. The agency shall bring together and sustain the relationships between the different student entrepreneurial groups across campus.
(c) AGENCY STRUCTURE
The Longhorn Entrepreneurship Agency shall have one Assistant Director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

The Longhorn Entrepreneurship Agency Director shall report directly to the Leadership and Service Policy Director.

EXECUTIVE COMMITTEE
The Longhorn Entrepreneurship Agency Executive Committee shall be led by the Director and consist of the following Officers: Assistant Director, Vice President of Marketing, Vice President of Development, and Vice President of Production.

The Director of the Longhorn Entrepreneurship Agency shall: ensure the Longhorn Entrepreneurship Agency fulfills its goals of connecting, informing, and supporting student entrepreneurs by developing ideas for new events, helping to develop and implement a marketing strategy, and representing the wishes of student entrepreneurs to administrative officials. The Director must maintain constant communication with the Assistant Director and Vice Presidents in order to make sure they are fulfilling their duties on a regular basis.

The Assistant Director of the Longhorn Entrepreneurship Agency shall: assist the Director in any way possible, including general Agency oversight, while filling in for the Director at any function the Director is required, but not able, to attend. The Assistant Director shall be in charge of coordinating financial transactions for the agency and making sure the LEA abides by all Student Government rules.

The Vice President of Marketing of the Longhorn Entrepreneurship Agency shall: lead the efforts to create a marketing plan for the Agency for the entire school year. The Vice President of Marketing will work with the Director to assemble a team of LEA members who will be in charge of reaching the student body as a whole. This officer must work to grow the brand and reach of the LEA throughout the year while making sure as many students as possible hear about every event the LEA is involved in or in charge of putting on. The Vice President of Marketing must stay in constant contact with members of the marketing division and ensure that each is acting responsibly while attempting to reach students from all sections of the University. He or she assumes responsibility for all of the LEA’s marketing efforts, whether online or offline.

The Vice President of Development of the Longhorn Entrepreneurship Agency shall: be proactive in growing the student startup community at the University of Texas at Austin in any way possible. The Vice President of Development will work with the Director to assemble a team of LEA members who will be in charge of development duties listed hereafter as a whole. Duties of the development division of LEA include, but are not limited to: working with administration to develop startup co-working space on campus, suggesting any adjustments necessary to the University’s laws or procedures so as to benefit student entrepreneurs, planning and coordinating events that will benefit students interested in entrepreneurship, and overseeing the Freshman Founders Program.

The Vice President of Production of the Longhorn Entrepreneurship Agency shall: lead members of the LEA in creating valuable content for students at the University of Texas at Austin. The Vice President of Production will work with the Director to assemble a team of LEA members who will be in charge of creating meaningful videos, graphic design artwork, flyers, and logos, and taking pictures at any startup-related events at the University or in the Austin area. The production team will be responsible for maintaining an online library of all-content created or gathered by members of the LEA. The Vice President of Production must stay in constant contact with all members of the Production division and assumes responsibility for all content created by its members for
the LEA.

(e) MEMBERS
   (i) The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.
   (ii) Freshman Founders Program membership: All previous Sections in Article IV apply to the Freshman Founders Program application and acceptance process. Additionally, the Freshman Founders Program is limited strictly to those in their first year at the University of Texas at Austin. This is the only exception that allows for students other than freshmen at the University to be eligible for acceptance into the Program. This Program lasts for one semester, and upon the last class day of the designated semester, members of the Freshman Founders Program will cease to be members of the Program, and will have no affiliation with the LEA. Freshman Founders Program may serve as an official member of the 360 Connection Program sponsored by the Office of the Dean of Students.

(f) STRATEGIC PARTNERS Dr. Bob Metcalfe shall serve as the Strategic Partner for the Longhorn Entrepreneurship Agency.

(g) STANDING EVENTS
   (i) The Longhorn Entrepreneurship Agency shall plan and implement an annual week of entrepreneurial events for students. The week will highlight the entrepreneurial events on campus, showcase student entrepreneurs and their work, and connect students to opportunities. The Agency will partner with on- and off-campus supporters and/or entrepreneurs. LEA shall advocate for student entrepreneurs and address longstanding policy needs that affect said groups.
   (ii) Freshman Founders Program: Every Fall semester the LEA shall coordinate the Freshman Founders Program ("FFP") as a group within the 360 Connections initiative. The FFP will abide by all applicable rules of the 360 Connections initiative in regard to meeting and member quantity. The program will be led by the Vice President of Development and will be supported by an unlimited number of mentors with entrepreneurial experience chosen by majority vote of all LEA officers. The FFP will require applications to be sent to the LEA for students to become members, and interviews for membership will be held at the LEA's discretion. The Vice President of Development will be in charge of making sure all rules are followed while leading the FFP, maintaining relationships with the Freshman Founders Program mentors, and coordinating events for the program.
   (iii) The Longhorn Entrepreneurship Agency shall host events throughout the year with various focuses on different aspects of entrepreneurship. These may relate to any topic within the field of entrepreneurship and must be approved by the Director.

Sec. 3.27 ORANGE OUTREACH AGENCY
(a) NOMENCLATURE. The name of this organization shall be the Orange Outreach Agency.
(b) PURPOSE. The purpose of the Orange Outreach Agency shall be to connect the UT student body with service opportunities, unite students in a positive and common purpose, and serve the Austin community through Orange Outreach sponsored and promoted events.
(c) AGENCY STRUCTURE
   (i) The Orange Outreach Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
   (ii) The Orange Outreach Agency Director shall report directly to the Leadership and Service Policy Director.
(d) EXECUTIVE COMMITTEE The Orange Outreach Agency Executive Committee shall
be led by the Director and consist of the following Officers: Assistant Director, Communications Director, and any other office the Director sees necessary.

(i) The Director of the State Agency shall: Coordinate all Orange Outreach service events, promote and grow the Orange Outreach agency through increased philanthropic endeavors, and direct the Orange Outreach Executive Committee in carrying out all communications and philanthropy events.

(ii) The Assistant Director of the Orange Outreach Agency shall perform all duties and tasks as assigned by the Director.

(iii) Communication Director, in charge of managing social media, monthly newsletter, and any other means of communication utilized to inform the student body of service opportunities; Campus Outreach Director, responsible for reaching out to individual students and student groups in order to increase participation in service events; and Non-Profit Outreach Director, responsible for coordinating events with non-profits and managing the promotion of non-profits on Orange Outreach’s digital media.

(e) MEMBERS The Agency may add members with majority approval of the Executive Committee according to Chapter 4 Sec. 1.6 outlined above.

(f) STRATEGIC PARTNERS The Volunteer and Service Learning Center (VSLS) shall serve as the Strategic Partner for the Orange Outreach Agency. The Agency shall organize and promote events and work to recruit other student organizations to get involved.

(g) STANDING EVENTS Orange Outreach’s signature service event is the Orange Outreach Food Drive to Feed Texas, an event that should occur every year during the week before Thanksgiving Break. Additionally, as a strategic partner for the VSLS, Orange Outreach should continue to promote The Project, UT’s largest day of service. The Agency shall be the official community service event organizer of Student Government.

Sec. 3.28 STUDENTS UNITED FOR RAPE ELIMINATION (SURE) WALK AGENCY

(a) NOMENCLATURE. The name of this organization shall be the Students United for Rape Elimination (SURE) Walk Agency.

(b) PURPOSE. The purpose of the Students United for Rape Elimination (S.U.R.E.) Walk Agency is to organize and provide a safe journey for students traveling to and from campus at night, to decrease opportunity for violence on campus, and to increase awareness of safety issues.

(c) AGENCY STRUCTURE

(i) The SURE Walk Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.

(ii) The Sure Walk Agency Director shall report directly to the Health and Wellness Policy Director.

(iii) The Agency has the right to create an Executive Committee as stated in Section 1.6 of this chapter. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.

(d) MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.

(e) STRATEGIC PARTNERS

(i) The Agency shall be charged with seeking opportunities to increase campus safety and maintaining a productive relationship with relevant offices such as The University of Texas at Austin Police Department, University Health Services, and the Counseling and Mental Health Center.

(ii) The University of Texas Police Department shall serve as the Strategic Partner for the Campus Safety Agency.

(f) STANDING EVENTS
An effort much be made every month of every semester to connect to UT students and access the needs of students on campus. This may be done in various ways as is seen fit by the Agency Director.

The Agency shall promote campus safety through educational campaigns and awareness initiatives such as Campus Safety Week.

Sec. 3.29 CAMPUS SAFETY AGENCY
(a) NOMENCLATURE. The name of this organization shall be the Campus Safety Agency.
(b) PURPOSE. The purpose of the Agency is to work on issues regarding safety and wellness on campus and in student residential areas.
(c) AGENCY STRUCTURE
   (i) The Campus Safety Agency shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
   (ii) The Campus Safety Agency Director shall report directly to the Health and Wellness Policy Director.
   (iii) The Agency will promote all aspects of safety and wellness including, but not limited to physical, emotional, and sexual safety
   (iv) The Agency has the right to create an Executive Committee as stated in UTSG governing documents. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.
(d) MEMBERS The Agency may add members with majority approval of the Executive Committee according to UTSG governing documents.
(e) STRATEGIC PARTNERS
   (i) The Agency shall be charged with seeking opportunities to increase campus safety and maintaining a productive relationship with relevant offices such as The University of Texas at Austin Police Department, University Health Services, and the Counseling and Mental Health Center.
   (ii) The University of Texas Police Department shall serve as the Strategic Partner for the Campus Safety Agency.
(f) STANDING EVENTS
   (i) An effort much be made every month of every semester to connect to UT students and access the needs of students on campus. This may be done in various ways as is seen fit by the Agency Director.
   (ii) The Agency shall promote campus safety through educational campaigns and awareness initiatives such as Campus Safety Week.

Sec. 3.30 LONGHORN EMERGENCY MEDICAL SERVICES AGENCY
(a) NOMENCLATURE. The name of this organization shall be the Longhorn Emergency Medical Services (EMS) Agency.
(b) PURPOSE. The purpose of the Longhorn Emergency Medical Services Agency will provide stand-by basic EMS at University events and provide community education events when requested.
(c) AGENCY STRUCTURE
   (i) Longhorn EMS shall have one assistant director who is selected by the Student Body President at the same time as the Agency Director. The Assistant Director is not an official appointment, and therefore, does not need to be approved by the Assembly or sworn in.
   (ii) The Longhorn EMS Director shall report directly to the Health and Wellness Policy Director.
   (iii) The Agency has the right to create an Executive Committee as stated in UTSG governing documents. The Committee is at the discretion of the Agency Director, who will chair the Committee once formed. If formed, the Agency Director shall submit an outline to the Chief of Staff and Policy Director.
(d) MEMBERS The Agency may add members with majority approval of the Executive
Committee according to UTSG governing documents.

(e) STRATEGIC PARTNERS The Austin-Travis County Emergency Medical Services shall serve as the Strategic Partner for the Women’s Resource Agency.

(f) STANDING EVENTS An effort must be made every month of every semester to connect to UT students and access need of students on campus. This may be done in various ways as is seen fit.

Sec. 3.31 THE OFFICE OF GENERAL COUNSEL

(a) NOMENCLATURE. The name of this agency shall be The Office of General Counsel.

(b) PURPOSE. The purpose of The Office of General Counsel shall be:

(i) Providing counsel to students accused of violations of the rules and regulations of The University of Texas at Austin and The University of Texas System where permitted.

(ii) Providing counsel to student organizations with regards to compliance with pertinent rules and regulations of The University of Texas at Austin and The University of Texas System.

(iii) Providing counsel to candidates in Student Government elections relating to the Student Government Elections Code and violations thereof.

(iv) Providing assistance with legislative drafting and research to members of the General Assembly as requested.

(c) AGENCY STRUCTURE

(i) Notwithstanding Art. I, §§ 1.4 and 1.5 of this Chapter, the Attorney General shall serve as The Office of General Counsel’s director by right of office, pursuant to Ch. 2, Art. VII, § 7.5 of this Code.

(ii) Notwithstanding Ch. 3 of this Code, no policy director shall have any measure of administrative authority over The Office of General Counsel.

(iii) The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Organizations

(1) The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Defense

(2) The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Government Candidates

(d) BOARD OF STUDENT ADVOCATES

(i) The executive committee of The Office of General Counsel shall constitute the Board of Student Advocates, which shall be comprised of no more than ten (10) students, and from which the Attorney General and the Chief Counselors may appoint counsel to students, student organizations and candidates for elected office in the Student Government consistent with the purposes of The Office of General Counsel.

Sec. 3.32 ONE TEXAS. One Texas is a committee to enhance communication between student communities of the University and to increase coordination on issues that impact the student body.

(a) Standing membership is defined as follows: President of the Senate of College Councils, President of the Graduate Student Assembly, President of the University Residence Hall Association, President of Events and Entertainment, Texas Roundtable, Chair of the Student Leadership Committee, one representative from the Multicultural Engagement Center, Student Body President, and Student Body Vice-President. The Board shall also include one president of the five recognized Greek councils, who shall serve on a rotating basis. The President of the Texas Asian Pan-Hellenic Council shall serve in years ending in 0 and 5, The President of the University Panhellenic Council shall serve in years ending in 1 and 6, The President of the National Pan-Hellenic Council shall serve in years ending in 2 and 7, The President of the United Greek Council shall serve in years ending in 3 and 8, and The President of the Interfraternity Council shall serve in years ending in 4 and 9.

(b) In the event that the President is unavailable, one representative can be assigned to represent the organization.
(c) The Student Body President or One Texas may invite other student members as deemed appropriate with approval of the Board, except for activities concerning student regent selection.

(d) The Student Body President shall serve as chair of One Texas.

Article IV
THE SUPREME COURT

Sec. 4.1 An official Student Government Supreme Court meeting shall convene only when quorum is met. Quorum is defined as a meeting of three or more Justices. In order to meet quorum, Justices may have a digital presence, such as through a phone call. An official Student Government Supreme Court meeting is defined as a meeting in which any active petition or request for an advisory opinion is discussed.

Sec. 4.2 It is the responsibility of the Chief Justice to convene a Supreme Court meeting.

Sec. 4.3 Pre-hearing Procedures
(a) Any University of Texas at Austin student, staff member, or faculty member may file a petition for review by the Court.
(b) Upon receipt of a petition, the Court will review the documents to determine whether the petitioner has standing. A petitioner has standing if the appeal concerns interpretations of the UT Student Government Constitution, Code, or Elections and if the petitioner demonstrates that the remedy sought by him/her is actionable. The court will have 72 hours to decide to accept or dismiss the petition.
(c) A simple majority, or three out of five justices, is needed for the Court to accept a petition for hearing. Once a petition is accepted for hearing, the Court must notify the petitioner and any party implicated by the petition through email and schedule the hearing no more than 72 hours from the time of notification.

Sec. 4.4 Hearing Procedures
(a) All Justices must be present for a hearing of petition to convene unless a Justices recuses himself or herself.
(b) The petitioner or a representative of the petitioner must be present in order for a hearing to convene. Failure of the petitioner or of the petitioner’s representative to attend the hearing will result in dismissal of the case.
(c) Each hearing shall be made open to the public unless the UT administration requests a private hearing or the information to be discussed falls under HIPAA, FERPA, or UT system confidentiality regulations.
(d) Attendees of Court hearings are to remain non-disruptive and respectful or risk ejection from the hearing.
(e) After a hearing is initiated, the Court may issue a writ of mandamus ordering a party or parties implicated in the hearing to cease a certain behavior which has a bearing on the case. The writ of mandamus shall remain effective until the hearing procedure is concluded.

Sec. 4.5 Post-Hearing Procedures
(a) If the Chief Justice is in the majority on a case, he/she will deliver the opinion of the court or assign another Justice in the majority to deliver the opinion of the court. If the Chief Justice is not in the majority on a case, the longest-serving Justice in the majority will deliver the opinion of the Court.
(b) Each Justice has the freedom to concur, dissent, or join in part or in full any opinion authored by a member of the Court.
(c) Each opinion shall be made available for public viewing on the UT Student Government website.

Sec. 4.6 Re-Hearing Procedures. If a hearing is found to be in violation of the procedural rules outlined in the Student Government constitution, Code, or Election Code, any student, faculty member, or staff member of the University of Texas at Austin may petition for re-hearing within three calendar days of the issuing of the opinion of the court.

Sec. 4.7 ADVISORY OPINIONS. Any UT Student Government Representative or
member of the Executive Board may request an advisory opinion from the Court. An advisory opinion does not require a petitioner to assert standing before the court but must concern an interpretation of the UT Student Government Constitution, Code, or Election Code.

Chapter 2
RIGHTS AND RESPONSIBILITIES

Article I
ASSEMBLY LEADERSHIP AND MEMBERSHIP

Sec. 1.1  THE SPEAKER OF THE ASSEMBLY. The Speaker of the Assembly shall serve as the highest-ranking member of the legislative branch and will seek to ensure accountability and order amongst the members of the Assembly.

(a) The Speaker of the Assembly shall be a duly elected or an appointed Representative.

(b) Rights and Responsibilities of the Speaker of the Assembly

i. The Speaker of the Assembly shall preside over meetings of the Assembly, except during the initial election of the Speaker of the Assembly.

ii. The Speaker of the Assembly shall have the authority to convene and set meeting times, and set the agenda for the Student Government general meetings.

iii. The Speaker of the Assembly shall assign members of the Assembly to standing committees in coordination with the members of the Assembly Board.

iv. The Speaker of the Assembly shall regularly meet with the Assembly Board.

v. The Speaker of the Assembly shall serve as an ex-officio member of the Student Government Executive Board.

vi. The Speaker of the Assembly shall make a conscious effort to attend all standing committee meetings.

vii. Pursuant to the Constitution, the Speaker of the Assembly shall determine the number of electable seats for each college and school based upon enrollment data. The Speaker of the Assembly shall submit the number of electable seats within the Assembly to the editor of the Daily Texan and other parties at least four (4) weeks prior to the filing deadline for Campus-Wide Elections.

viii. The Speaker may establish ad-hoc committees of the Assembly as they see fit.

ix. The Speaker of the Assembly shall not vote during Assembly Board or Assembly meetings unless that vote may change the outcome.

x. The Speaker of the Assembly shall retain all rights and restrictions of a Representative of the Assembly.

xi. The Speaker of the Assembly and the Administrative Director shall be responsible for organizing and implementing a single event to train new Student Government officers in skills necessary for operating the Student Government. This retreat must occur in the weeks following the final election but preceding the end of the spring semester.

xii. The purpose of the New Member Retreat:

1. To establish a positive working relationship among Student Government officers.

2. To train Student Government officers in all aspects of the Student Government, especially by outlining their duties within the Student Government and the University community.

3. To provide a mentoring system by which successors personally interact and learn from their predecessors.

4. To educate new members on proper legislative and parliamentary procedure.
xiii. Diversity Component
1. The New Member Retreat must have a diversity component to enhance the Student Government officers' awareness and knowledge of diversity and how it affects The University.
2. Required topics include, but are not limited to, race, ethnicity, gender, sexual orientation, cognitive and physical disabilities, economic status, age, geographic origin, physical characteristics, religion, language, privilege, and information on how these relate to current student demographics at The University of Texas at Austin.

Sec. 1.2 SPEAKER PRO-TEMPORE
(a) The Rules and Regulations Chair shall also serve as the Speaker Pro-Tempore of the Assembly.
(b) In the absence of or at the request of the Speaker of the Assembly, the Speaker Pro-Tempore shall preside over the Assembly meetings.

Sec. 1.3 THE CLERK OF THE ASSEMBLY. The Speaker of the Assembly shall select, with approval of a simple favorable majority of the Assembly, a Clerk to work with the Speaker of the Assembly to set the agenda for the weekly general body meetings as well as take the official minutes of each general meeting of the Assembly.
(a) The Clerk of the Assembly shall receive all bills, resolutions and appointment applications and assign them numbers.
(b) The Clerk of the Assembly shall make available a digital version of the agenda in the Student Government Google Drive folder at least twenty-four (24) hours prior to the start of the Assembly Meeting.
(c) The Clerk of the Assembly shall not also be a Representative or member of the Executive Board and shall remain impartial on all questions that come before the Assembly.

Sec. 1.4 THE PARLIAMENTARIAN OF THE ASSEMBLY. The Speaker of the Assembly shall select, with approval of a simple favorable majority of the Assembly, a Parliamentarian to advise the Speaker of the Assembly, Committee Chairs, and members of the Assembly on matters of parliamentary procedure.
(a) The Parliamentarian shall attend all meetings of the Assembly.
(b) The Parliamentarian shall be well versed in parliamentary procedure.
(c) The Parliamentarian shall offer no opinion on legislation unless the matter is related to procedure.
(d) The Parliamentarian shall have no formal authority.
(e) The Parliamentarian shall not also be a Representative or member of the Executive Board and shall remain impartial on all questions that come before the Assembly.

Sec. 1.5 Rights and Responsibilities of Committee Chairs:
(i) Committee Chairs shall not vote during their respective committee meetings unless that vote may change the outcome.
(ii) Committee Chairs shall set the agenda for their respective committee meetings.
(iii) Committee Chairs shall regularly update the Speaker of the Assembly and the Assembly of progress in their respective committees.
(iv) Committee Chairs are responsible for keeping attendance of committee meetings.

(e) Rights and Responsibilities of Vice-Chairs:
(i) Keeping minutes at committee meetings.
(ii) Uploading a copy of the minutes to a committee’s folder in the Student Government Online Folder before the following assembly meeting.

Sec. 1.6 REPRESENTATIVES. Each Representative duly elected or appointed shall serve a term in the Assembly as defined in the UTSG Constitution.
(a) Rights and Responsibilities of Representatives:
(i) Only Representatives shall possess voting rights during Assembly, Assembly Board, and committee meetings.
(ii) Only Representatives may serve as chairs of standing committees.
All Representatives shall be required to attend Assembly meetings and their respective committee meetings.

All Representatives shall serve on at least one standing Assembly committee. Appointed committee members who seek to exchange committee assignments with one another shall make such requests to the Speaker of the Assembly.

All Representatives shall attend the New Member Orientation.

College and School Representatives shall be required to attend their College Council meetings.

Graduate Student Representatives will rotate attendance to the Graduate Student Assembly.

All Representatives shall be required to contribute three (3) hours in the Fall semester and two (2) hours in the Spring semester to a Student Government Event.

1. This Student Government event shall be defined by tabling, volunteering, hosting, attending, or contributing to a Student Government affiliated event. Other events may be counted towards this requirement at the discretion of the Chair of the Ethics and Oversight Committee.

2. The deadlines for Fall Semester hours shall be due by the last day of classes in the Fall by 11:59 p.m. and the Spring Semester hours shall be due by the first Friday of March by 11:59 p.m.

3. Representatives shall be required to provide proof of their involvement and submit this by the end of the month they participated for it to count as credit. The Chair of the Ethics and Oversight Committee shall decide what proof is acceptable and how this is to be submitted. Submissions must be made within one month of participation.

4. Failure to contribute to a Student Government event by the deadlines shall result in one half (0.5) of an absence per hour that a Representative fails to meet the minimum requirements.

Article II
THE EXECUTIVE BOARD
Sec. 2.1 CHIEF OF STAFF. The Chief of Staff shall monitor and oversee all operations of the Executive Branch of Student Government.
(a) The Chief of Staff shall be an ex-officio member of all Committees.
(b) The Chief of Staff shall recruit and train new officers of the Executive Branch.
(c) The Chief of Staff shall provide continuity during the transition of Student Government administrations.
(d) The Chief of Staff shall monitor and oversee all Policy Directors, all Agency Directors, and all Student Government appointments to External Campus Committees and Boards.
(e) The Chief of Staff shall relay all pertinent information related to Legislative Branch acts to all Policy Directors, all Agency Directors, and any other necessary party in the Executive Branch.

Sec. 2.2 EXTERNAL FINANCIAL DIRECTOR. The External Financial Director shall share responsibility with the Internal Financial Director for managing the finances of Student Government according to University rules, regulations, policies and procedures. The External Financial Director shall primarily oversee the Student Government endowments and shall convene the Student Government Governing Board when allocations from the SG Endowments are necessary.
(a) The External Financial Director shall be an ex-officio member of the Financial Affairs Committee.
(b) The External Financial Director shall oversee the External Financial Executive Staff and the Longhorn Run Agency Director:
   (i) The Associate Director for Development shall coordinate ongoing efforts to
raise awareness of the importance of development campaigns and financial
giving to the UT Student Government and the University.

(ii) The Associate Director for Philanthropy shall work to secure charitable gifts,
coordinate with non-profits, and facilitate emergency action for national or
international tragedies. The Associate Director for Philanthropy will assist in the
development and implementation of a strategic plan to increase philanthropic
support and volunteering opportunities.

(iii) The Associate Director of Alumni Relations shall foster better relationships with
the alumni of the University and the alumni of Student Government. The
Associate Director shall manage a Student Government alumni database,
update records and contact information of alumni, plan events for Student
Government alumni, and work with the Texas Exes and the Texas Exes
Student Leadership Committee when appropriate.

(iv) The Associate Director of Scholarship shall assist with distribution of materials
for the Rebecca H. Carreon Scholarship, as well as attend the Governing
Endowments Board meetings to help select the recipients. The Associate
Director shall assist with the distribution of materials and help select recipients
for the Transfer Student Scholarship, as well any related scholarships. The
Associate Director will work with the Co-op to ensure adequate fundraising
when appropriate.

Sec. 2.3 INTERNAL FINANCIAL DIRECTOR. The Internal Financial Director shall
share responsibility with the External Financial Director for managing the finances of the
Student Government according to University rules, regulations, policies and procedures.
The Internal Financial Director shall oversee the budget creation, appropriations process,
and the Student Government Fundraising accounts.

(a) The Internal Financial Director shall be an ex-officio member of the Financial Affairs
Committee.

(b) The Internal Financial Director shall monitor expenditures of Student Government
and notify entities of the amount and conditions of their allocated funds.

(i) After notification of their allocation, an entity shall be responsible for expending
its allocated funds as directed by the Internal Financial Director and/or the
Financial Affairs Committee. If an entity fails to adhere to the conditions on
their allocation, the Internal Financial Director shall communicate that the entity
has one (1) week to adhere to the conditions.

(ii) If an entity continues to fail to adhere to conditions on their allocated funds, the
funds may be recalled into a general allocation fund or suspended by the
Internal Financial Director.

(iii) The Financial Affairs committee may review these decisions and vote to alter
these decisions by a vote of simple favorable majority.

(c) The Internal Financial Director, with the input of the Financial Affairs Committee, shall
set a deadline for all internal budgetary and appropriation requests. No later than the
fourth week of the fall semester, the Internal Financial Director shall prepare a budget
with the input of the Financial Affairs Committee.

(d) The Internal Financial Director shall oversee the Internal Finance Executive Staff:

(i) The Associate Director of Viability shall work with the Internal Financial Director
to examine the financial impact of legislation considered by the Assembly,
including the identification of potential funding sources for proposed legislation
within and external to the university budget.

Sec. 2.4 COMMUNICATIONS DIRECTOR. The Communications Director shall
assist Student Government in the creation and dispersal of press releases to publicize
the activities, events, and projects of Student Government.

(a) The Communications Director shall be the primary media contact for Student
Government and shall manage its interaction with The Daily Texan and other media
outlets.

(b) The Communications Director shall implement initiatives to improve communications
with the student body including:
(i) Organizing a tabling schedule in which members of Student Government can explain its projects and policies on an individual basis to students.

(ii) Facilitating the University-wide publicity of each town hall meeting and making an effort to secure a guest speaker for each town hall meeting.

(c) The Communications Director shall oversee the Communications Executive Staff:
   (i) The Associate Director of Advertising shall work with the Communications Director to oversee brand development for Student Government and the creation of new media for the organization.
   (ii) The Associate Director of Web Development shall work with the Communications Director to update and maintain the Student Government website, and enhance its accessibility and accuracy.
   (iii) The Associate Director of Media Relations shall work with the Communications Director to manage the various social media platforms of Student Government, write and distribute press releases, and work with media outlets to raise awareness for Student Government initiatives and projects.
   (iv) The Associate Director of Outreach shall work with the Communications Director to schedule and plan events, serve on subcommittees for Student Government outreach campaigns and initiatives, and speak at student organization meetings, tabling, and partnerships.

(d) The Communication Director shall maintain a calendar of internal activities for all important dates, functions, and meetings of Student Government:
   (i) The calendar shall be maintained and located in the Student Government office, and/or on the Student Government website.
   (ii) Events to be placed on the calendar shall be submitted to the Communication Director.

Sec. 2.5 ADMINISTRATIVE DIRECTOR. The Administrative Director shall plan and organize the New Member Retreat in conjunction with the Speaker of the Assembly and the respected DOS staff member.

(a) The Administrative Director shall be an ex-officio member of the Student Affairs Committee, the Academic Affairs Committee, the Legislative Policy Committee, and the Ethics and Oversight Committee, and shall be well versed on these issues.

(b) The Administrative Director shall oversee the Administrative Executive Staff:
   (i) The Associate Director for Social Activity shall oversee and plan periodic social activities for members of the Student Government. The events should foster a sense of friendship and community among officers of the Student Government. All events planned by the Associate Director of Social Activity shall comply with institutional rules, and the Director should consult with the Student Government Advisor when planning events.
   (ii) The Associate Director for External Appointments shall oversee the work of Student Government appointees to University boards and committees and correspond with appointees in order to report their activities and accomplishments to the Executive Board and the Assembly.
   (iii) The Associate Director for Student Government History shall keep a record of Student Government events in a given year. This could include, but is not limited to pictures, news clippings, and memorabilia that will reflect the work of Student Government officers. The Associate Director shall lead efforts to maintain and preserve the Student Government historical records.

Sec. 2.6 ATTORNEY GENERAL. The Attorney General shall serve as an ex-officio a member of the Executive Board, and shall advise the President, the Executive Board and all members of the Executive Branch upon their request in discharging their duties to ensure that Executive Branch officers conduct themselves in compliance with the Constitution of Student Government, this Code, and any pertinent rules or regulations of The University of Texas at Austin and The University of Texas System.

(a) The Attorney General shall provide counsel in regards to compliance with all pertinent rules and regulations of The University of Texas at Austin and The University of Texas system to any student organization that requests it.
(b) In any administrative, judicial or academic proceeding of any branch of the administration of The University of Texas at Austin or The University of Texas System at which a student who stands accused of any violation of any rule or regulation of The University of Texas at Austin or The University of Texas System, and to which The University of Texas at Austin or The University of Texas System permits the accused student to retain counsel, the Attorney General shall provide representation to said accused student upon that student’s request.

(c) In any proceeding before the Supreme Court to which the Student Government itself is a party, the Attorney General shall provide representation for the Student Government.

(d) The Attorney General shall provide assistance with legislative drafting and research to any member of the General Assembly upon that member’s request.

(e) The Attorney General shall, by right office, serve as the Office of General Counsel’s director.

(f) The Attorney General shall oversee an Executive Staff which shall be comprised of the following positions:
   (i) The Solicitor General, who shall be responsible for representing the Student Government in proceedings before the Supreme Court to which the Student Government is a party.
   (ii) The Inspector General, who shall be responsible for, when necessary, reviewing the actions of all members of the Executive Board, the Executive Staff, the Cabinet of Policy Directors, and all Student Government agencies to ensure the Executive Branch’s compliance with the Constitution of Student Government, this Code, and all pertinent rules and regulations of The University of Texas at Austin and The University of Texas System.

(g) The Attorney General shall be appointed by the Student Body President, subject to confirmation by a two-thirds (2/3) vote of the General Assembly. Only a current student of The University of Texas School of Law who has completed his or her first semester of law school may be nominated to serve as Attorney General.

**Article III**

**POLICY AND AGENCY DIRECTORS**

Sec. 3.1 CIVIC ENGAGEMENT POLICY DIRECTORATE

(a) The name of this Cabinet shall be the Civic Engagement Policy Directorate

(b) The purpose of the Civic Engagement Policy Directorate is to support The University of Texas at Austin in the pursuit of excellence in education, research and service by enhancing public and governmental support necessary to the operations of university.

(c) The Civic Engagement Policy Directorate shall have multiple Agencies that fall within its portfolio, and each agency shall help advance the mission of the Civic Engagement Policy Directorate.

(d) The Civic Engagement Policy Director will specialize in working with Agencies related to government and civic engagement to address problems that affect the University of Texas by working with the Assembly to author legislation and assist in planning and promoting events and initiatives on related issues.

(e) The Civic Engagement Policy Director shall advise the officers of Student Government on governmental affairs and civic engagement related issues. They shall serve as an ex-officio member of Governmental Affairs Committee.

(f) The Civic Engagement Policy Director shall work with the directorate to plan, promote, and implement campus-wide, cross-agency events such as Politipolooza, which emphasizes the importance of civic engagement during off-election years.

Sec. 3.2 ADVOCACY POLICY DIRECTORATE

(a) The name of this Cabinet shall be the Advocacy Policy Directorate

(b) The purpose of the Advocacy Policy Directorate is to actively support the voice of students of the University of Texas at Austin, with special consideration to the diverse
communities on campus, to ensure equality and fairness during each student’s time at the University of Texas at Austin.

(c) The Advocacy Policy Directorate shall have multiple Agencies that fall within its portfolio, and each agency shall help advance the mission of the Advocacy Policy Directorate.

(d) The Advocacy Policy Director will specialize in working with Agencies that serve to advocate for different, diverse communities on campus to address problems that affect students of the University of Texas at Austin by working with the Assembly to author legislation and assists in planning and promoting events and initiatives on related issues.

(e) The Advocacy Policy Director shall advise the officers of Student Government on related issues. They shall serve as an ex-officio member of Student Affairs Committee.

(f) The Advocacy Policy Director shall work with the directorate to plan, promote, and implement campus-wide, cross-agency events such as a Cultural/Diversity Showcase, or Texas Together, which in the past have highlighted the diversity of student life on campus.

Sec. 3.3 LEADERSHIP AND SERVICE POLICY DIRECTORATE

(a) The name of this Cabinet shall be the Leadership and Service Policy Directorate.

(b) The purpose of the Leadership and Service Policy Directorate is to foster the current and future leaders of the university and encourage a unified sense of service to the university and surrounding areas.

(c) The Leadership and Service Policy Directorate shall have multiple Agencies that fall within its portfolio, and each agency shall help advance the mission of the Advocacy Policy Directorate.

(d) The Leadership and Service Policy Director will specialize in working with Agencies that develop leadership training for students and stress the importance of service to one’s community by working with the Assembly to author legislation and assists in planning and promoting events and initiatives on related issues.

(e) The Leadership and Service Policy Director shall advise the officers of Student Government on related issues. They shall serve as an ex-officio member of Student Affairs Committee.

(f) The Leadership and Service Policy Director shall work with the directorate to plan, promote, and implement campus-wide, cross-agency events.

Sec. 3.4 HEALTH AND WELLNESS POLICY DIRECTORATE

(a) The name of this Cabinet shall be the Health and Wellness Policy Directorate.

(b) The purpose of Health and Wellness Policy Directorate is to promote public health and safety to support students in reaching their optimal health and wellness so they can achieve their full academic and personal potential.

(c) The Health and Wellness Policy Directorate shall have multiple Agencies that fall within its portfolio, and each agency shall help advance the mission of the Advocacy Policy Directorate.

(d) The Health and Wellness Policy Director will specialize in working with Agencies that promote public health and safety by working with the Assembly to author legislation and assists in planning and promoting events and initiatives on related issues.

(e) The Health and Wellness Policy Director shall advise the officers of Student Government on related issues. They shall serve as an ex-officio member of Student Affairs Committee.

(f) The Advocacy Policy Director shall work with the directorate to plan, promote, and implement campus-wide, cross-agency events.

Sec. 3.5 AGENCY DIRECTORS

(a) Each Agency shall have at least one director who is appointed by the Student Body...
President, confirmed by the Assembly, and sworn in by a Justice of the Judicial Branch
(b) Each Agency Director will serve at the pleasure of the President and report to their respective Policy Director, and in turn, the Chief of Staff
(c) Each Agency Director shall abide by all agreements listed in the Agency Director’s Rights and Responsibilities Document
(d) Upon finishing a term, an Agency Director may make a recommendation to the Student Body President for their successor; however, the Student Body President has the final authority on all nominations to the appointment process
Sec. 3.6 AGENCY EXECUTIVE COMMITTEES. Each Agency Director within Student Government has the right to create their own unique application for their Executive Committee and determine the process for officer selection so long as it abides by the following guidelines:
(a) A standard process must be applied and carried out for each applicant when considering his or her qualifications for the Executive Committee.
(b) No qualified applicant may be denied membership to a committee on the basis of race, gender, color, religion, national origin, age, or sexual orientation.
(c) Both the Chief of Staff and the respective Policy Director must pre-approve the application.
(d) The agency director will notify all applicants of their decisions within two weeks of the decision being made.
(e) The Director and Assistant Director, with the approval of the Policy Director and the Chief of Staff shall select members of the Executive Committee.

Article IV
THE OFFICE OF GENERAL COUNSEL
Sec. 4.1 CHIEF COUNSELOR FOR STUDENT ORGANIZATIONS. The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Organizations, who shall be responsible for reviewing all rules and regulations of The University of Texas at Austin and The University of Texas System pertaining to student organizations, advising student organizations in with respect to such rules and regulations upon request, and ensuring that The Office of General Counsel is at all times prepared to provide effective counsel to student organizations in this area.
Sec. 4.2 The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Defense, who shall be responsible for reviewing the process by which individual students of The University of Texas at Austin are held accountable for violations of University rules, including, but not limited to, academic, parking and conduct violations, providing representation to such students where permitted, and ensuring that The Office of General Counsel is at all times prepared to provide effective representation to students where permitted in this area.
Sec. 4.3 The Office of General Counsel shall have an assistant director known as the Chief Counselor for Student Government Candidates, who shall be responsible for reviewing the Student Government Election Code, providing counsel to candidates for elected Student Government offices with respect to the Election Code and violations thereof upon request, and ensuring that The Office of General Counsel is at all times prepared to provide counsel to such candidates in this area.
Sec. 4.4 The Attorney General shall retain discretion to direct members of the Board of Student Advocates to assist in carrying out the responsibilities of the Attorney General, the Inspector General, or the Solicitor General outlined in UTSG governing documents.

Article V
EXECUTIVE STAFF AND EXTERNAL APPOINTMENTS
Sec. 5.1 Each Executive Staff member shall have a mission or purpose stated in the Code of Rules and Procedures.
Sec. 5.2 Each Executive Staff member shall assist the Executive Board member under whom they serve.
Sec. 5.3 Executive Staff members shall serve as advisors to the Executive Board on matters correlating to their positions.
Sec. 5.4 All external campus committee and board appointees are responsible for attending all of their respective committee’s/ board’s meetings. Appointees must also provide a written report for the general Assembly after each committee and/or board meeting, which shall be submitted to the Administrative Director by Monday evening. Weekly attendance at Student Government Assembly meetings is also highly encouraged. All external campus committee and board appointments are considered under the purview and direction of the Student Body President, the Student Body Vice President, and the Chief of Staff. Appointments shall report to them and are considered members of the Executive Branch of Student Government and subject to follow all UTSG governing documents.

Article VI
THE STATE OF THE FORTY ACRES VIDEO ADDRESS
Sec. 6.1 The purpose of the State of the Forty Acres video address is to promote the transparency of the University of Texas at Austin Student Government.
Sec. 6.2 The video address shall be delivered with an accompanying transcript via a medium most consistent with previous administrations. The address shall be made to all students at the University of Texas at Austin. The address shall inform and update students regarding the platform of the Student Body President and Vice President, the many initiatives of Student Government, and any other news and events regarding Student Government that may be deemed relevant to students.
Sec. 6.3 The Student Body President and Vice President and all other members of Student Government shall make their best effort to publicize the video to fellow students. An effort to publicize the video shall include, but not be limited to, email and social networking outlets.
Sec. 6.4 The two (2) required addresses of the fall semester following the academic year in which the Student Body President and Vice President was elected shall not occur within thirty (30) days of each other.
Sec. 6.5 The Communications Director of the Executive Board shall work with his/her executive staff to film, disseminate, and promote the video address. The Communications Director shall make his/her best effort to be present at the time of filming. The Communications Director shall work with media groups, either on- or off-campus, to arrange for the filming of the video address.
Sec. 6.6 The Student Body President, Student Body Vice President, and Communications Director shall have the authority to choose the video service through which the address shall be distributed.
Sec. 6.7 The Communications Director shall archive all videos and transcripts in a physical form to be stored with previous administrations’ addresses.

Chapter 3
MEMBERSHIP AND ETHICS

Article I
APPOINTMENTS
Sec. 1.1 The Administrative Director shall make publicly available all application forms for vacant executive positions. The Speaker of the Assembly shall make publicly available all application forms for vacant legislative positions. The Chief Justice shall make publicly available all application forms for vacant judicial positions.
(a) The Communications Director shall assist the Administrative Director, Chief Justice, and Speaker of the Assembly in publicly advertising application forms for vacant positions (and their accompanying information).
(b) The Administrative Director shall forward the names, applications, interview questions used to select each executive branch nominee to the Clerk of the Assembly at least seventy-two (72) hours in advance of the applicant's respective confirmation hearing. Until confirmation of the Administrative Director, the Student Body Vice President shall adhere to this subsection.

(c) The Chief Justice shall forward the names, applications, and interview questions, used to select each judicial branch nominee to the Clerk of the Assembly at least seventy-two (72) hours in advance of the applicant's respective confirmation hearing.

(d) The Speaker of the Assembly shall forward the names, applications, and interview questions used to select each legislative branch nominee to the Clerk of the Assembly at least seventy-two (72) hours in advance of the applicant's respective confirmation hearing.

(e) The Clerk of the Assembly shall upload all names, applications, and interview questions for nominees for the executive, legislative, and judicial branch to the Appointment Online Folder.

Sec. 1.2 Nominations and/or appointments made by the Student Body President, Speaker of the Assembly, and/or Chief Justice must be confirmed by a total favorable majority of the Assembly before the nomination and/or appointment takes effect. The Assembly will vote on each appointment within fifteen (15) days of appointment. The Assembly may deny approval of an appointment for good cause shown. All appointments to the executive, legislative, or judicial branch must be sworn-in to office by a Justice of the Supreme Court before they may assume their duties and powers of office. This requirement does not apply to appointments to boards and committees external to Student Government.

Sec. 1.3 The Executive Appointment Oversight Committee will be comprised of the Speaker of the Assembly, one member from the Assembly Board and one at-large member from the Assembly who is not on the Assembly Board. This committee shall seek to fairly monitor the quality of all executive appointment interviews.

(a) The at-large member and the member of the Assembly Board will be selected at the Speaker’s discretion based upon availability and desire to participate.

(b) The Executive Appointment Oversight Committee will give the general assembly a report on the quality of the interview process prior to an appointment being voted on by the Assembly.

(c) The report must be delivered before the candidate’s introduction and shall not exceed five (5) minutes in duration.

Sec. 1.4 All appointment applications shall be made open to the members of the Assembly by the Administrative Director, the Speaker of the Assembly, or the Chief Justice and uploaded to the Appointment Online Folder prior to the confirmation hearing(s).

Sec. 1.5 The Speaker of the Assembly may refer appointment/nomination hearings to a standing Assembly committee or to the Assembly Board. A total favorable majority of the committee shall constitute approval of a nominee/appointee unless a Representative submits a request for an Assembly hearing to the Speaker of the Assembly within seventy-two (72) hours of the committee’s vote.

Sec. 1.6 The Assembly with a total favorable majority may remove an appointee from their his or her position. In the event that there is a vacancy in an appointed student position, another student must be appointed to fill that vacancy in a timely manner, and in the same manner as described in Section 1 and shall be subject to all rules governing appointed positions.

Sec. 1.7 A list of all appointments shall be available by a link from the Student Government homepage. This list shall include all appointments to University committees and boards and non-elected, internal Student Government positions. The list shall include for each appointment the student’s name, email address, position title, and job description. The list shall denote vacancies for all positions unfilled. Any changes to this list of appointments should be updated online within seven (7) days of the appointment being approved by the Assembly.
Sec. 1.8 Stakeholders may recommend individuals for the position and can send names to the Administrative Director.

Sec. 1.9 All prospective executive appointees shall be given an interview by at least two members of the Executive Board and at least one member from the Executive Appointment Oversight Committee, unless a member from this committee is not available. Members of the Executive Appointment Oversight Committee shall serve in an observatory role during the interview. Committee members shall note pose questions or comment during the interview.

Sec. 1.10 The Associate Director for External Appointments may substitute for only one of the two Executive Board members.

Sec. 1.11 JUDICIAL MEMBERSHIP. Each new applicant to the Court shall be interviewed and voted on by the current acting justices. The applications of successful potential appointees will be submitted to the Student Body President and presented to the Student Government General Assembly for confirmation.

Sec. 1.12 The Chief Justice will be selected and voted on by current acting justices. The Chief Justice shall have served at least one year on the court prior to nomination.

Sec. 1.13 Each new applicant to the position of Court Clerk shall be interviewed and voted on by the current acting justices. The applications of successful potential appointees will be submitted to the Student Body President and presented to the Student Government General Assembly for confirmation. The Court may accept 1-3 Clerks per year at the discretion of the Chief Justice.

Article II
STUDENT REGENT AND TEXAS HIGHER EDUCATION COORDINATING BOARD STUDENT REPRESENTATIVE SELECTION

Sec. 2.1 Student Government is responsible for selecting five (5) nominees for The University of Texas System Student Regent position as well as the Texas Higher Education Coordinating Board Representative (THECB) position from The University of Texas at Austin per Sec. 51.355 of the Texas Education Code.

Sec. 2.2 One Texas shall be responsible for the distribution and promotion of the application for the student regent position and the THECB student representative as provided by the chancellor of The University of Texas System. The chair shall call a meeting of One Texas before October 1 of each year to coordinate this task.

Sec. 2.3 The membership of One Texas participating in student regent selection shall be limited to those positions listed in the article on One Texas.

Sec. 2.4 By October 15 of every year, provided that the position was not already held by a UT student the previous year, Student Government and One Texas will begin to solicit applicants for the Student Regent position or the THECB student representative.

Sec. 2.5 One Texas will establish the deadline for the application and the interview period for applicants.

Sec. 2.6 By January 1 the Chair of One Texas shall forward up to five (5) applicants for the student regent position and/or the THECB student representative to the Chancellor of The University of Texas System.

Sec. 2.7 Members of One Texas applying to the Student Regent position and/or the THECB student representative shall not be included in the selection process. Organizations shall appoint a new representative to One Texas for the Student Regent Selection Process.

Article III
STANDARDS OF CONDUCT

Sec. 3.1 REPRESENTATIVE ABSENCES. The Ethics and Oversight Committee shall be responsible for handling the absence policy and shall make recommendations to the Assembly regarding absences.
Representatives will be permitted to miss up to two meetings per semester without a valid excuse.

An excused absence shall include illness academic requirements, religious observance, employment conflicts, or emergency. In order to count as excused, representatives shall be required to send a valid form of proof to the Ethics and Oversight Committee. The Ethics and Oversight Committee will determine whether or not any other absence is excusable.

If absent, representatives will notify the Ethics and Oversight Committee at least 24 hours before the meeting. If an emergency prohibits this, representatives will notify the Ethics and Oversight Committee as soon as possible.

After two (2) absences, the representative shall be notified and meet with the Ethics and Oversight Committee.

After four (4) absences, the representative shall be notified and meet first with the Assembly Board and then again with the Ethics and Oversight Committee. The Assembly Board will propose a formal recommendation of action to the Ethics and Oversight Committee. The Ethics and Oversight Committee will approve, amend, or reject said recommendation and present it to the Assembly. The recommendation will then be approved, amended, or rejected by the Assembly.

If the representative fails to respond or neglects to meet with the Ethics and Oversight Committee within two (2) weeks of their first notification, then they shall not receive any leniency at the final meeting after four (4) absences.

One missed attendance roll call shall count as one-half (½) of an absence.

One missed committee meeting shall count as one-half (½) of an absence.

Representatives can make up attendances by attending Office Hours hosted by the Assembly Board and Executive Board. Office Hours will be defined as simply spending a minimum of an hour in the Student Government Office accompanied by a member of the Assembly Board or the Executive Board. There are no requirements for how the representative shall spend this hour. These hours will be set at the discretion of the Assembly Board and Executive Board members. To receive credit for Office Hours, attendance must be verified by the Assembly Board or Executive Board member whose hours were attended by signing a form. Each hour spent in Office Hours will give the attendee credit for one-half (½) of an absence. Up to three (3) half absences per semester may be earned back through Office Hours.

Sec. 3.2 JUDICIAL ABSENCES. Three unexcused absences to mandatory Supreme Court activities and/or meetings by any Justice or Clerk shall result in notification of the Justice’s absence to the Dean of Students. At the Dean of Students’ discretion, the Justice may then be expelled from the Court.

Sec. 3.3 AGENCY EVALUATION REQUIREMENTS.

(a) Agencies are required to be evaluated based upon the four qualifiers listed in the Agency Outline a minimum of once every two years. The agencies being evaluated will be notified on or before the first General Assembly meeting of the fall Academic semester during which they will undergo the Agency evaluation process. The Agency evaluation may occur at any time during the year; however, it must occur before the second Tuesday of the following April.

(b) The panel that will conduct the evaluation shall be the Student Body President, Student Body Vice President, Speaker of the Assembly, Two Representatives from the Assembly chosen by the Speaker, the Agency’s Policy Director, and the ex-officio member being the Deputy to the Dean of Students. The Chief of Staff will serve as the Chair throughout the evaluation process and only vote in the case of a tie. At least 4 of the 7 panelists must be present to conduct the evaluation.

(c) The Agency Evaluation will be conducted in the following format:
   i. Agency presentation of materials
   ii. Question and answer
   iii. Agency comment time
   iv. Discussion conducted with the panel (without Agency present)
   v. Status decided upon by the panel
vi. Written evaluation/review of Agency completed by each panel member and submitted to Chief of Staff
vii. Compilation of evaluation by mediator
viii. Follow up meeting scheduled and conducted with Agency Director and Chief of Staff in order to review Agency Evaluation Results

Sec. 3.4 EVALUATION STATUSES Following the Agency Evaluation, the Agency will be placed under one of the following statuses:

(a) Agencies will be labeled “Approved” status by:
   i. Completing Agency evaluation in its entirety with all required materials and information
   ii. Being found to meet requirements set out by SG and
   iii. Performing at budget or under budget and
   iv. Accepting recommendations and suggestions of the panel

(b) Agencies will be labeled “Under Reviews” status by:
   i. Not completing Agency Evaluation process in its entirety with all required materials and information and/or
   ii. Not being found to meet requirements set out by SGA and/or
   iii. Not being willing to accept recommendations and suggestions of the panel and/or
   iv. If they are a new Agency

   v. This status will remain in effect for one year from the date the original Agency Evaluation was conducted. This will give an opportunity for Agencies to make adjustments and necessary measures to be put into place in order to meet requirements originally set out.
   vi. The Agency will undergo an Agency Evaluation again within 10 days of the one-year time span and will be reassessed. Should they fail to then meet the requirements set out for them or should the panel see fit, they will be placed on status III or left under status II for a designated period of time to be determined by the panel.

(c) Agencies will be labeled “Removal” status by:
   i. Following at least one year on “Under Review” status and
   ii. If found to be failing to meet requirements set out by Review Panel in their follow-up Agency Evaluation
   iii. The Review Panel has the authority to by-pass status, “Under Review.”

Sec. 3.5 RECUSALS. Justices of the Court shall recuse themselves under the any of the following conditions, unless the exceptions detailed in UTSG governing documents apply:

(a) If the question at hand concerns legislation authored or sponsored by the Justice, with the exception of amendments to the internal rules of the Judicial Branch.
(b) If the Justice has spoken publicly and partially about things impacted by the outcome of the ruling in a manner that was not required or expected of their his or her duties in Student Government, but occurred in Student Government.
(c) If the outcome of the Justice’s vote and/or ruling would affect something to which the Justice has committed extensive and partial work, and/or personal investment.
(d) If the Justice’s vote and/or ruling would personally benefit themself him or her.
(e) If the Justice feels that he or she cannot be fair, impartial, and/or objective on the matter at hand.
(f) If the Justice has extensive personal knowledge of the matter at hand, and this knowledge originated beyond their his or her role in Student Government.
(g) If the Justice’s impartiality may be reasonably questioned.

Sec. 3.6 Justices of the Court do not necessarily have to recuse themselves for the following reasons, unless one of the conditions in Sec. 5.1 is met.

(a) If the Justice has merely voiced a favorable or unfavorable opinion regarding the question at hand.
(b) If the Justice, in their his or her capacity as a Student Government officer, has
expressed a partial opinion on the question at hand. This includes a Justice’s role as a campus election official.

(c) If the Justice has a personal relationship with one of the parties in suit.

Sec. 3.7 If four of the other Justices agree that one Justice should recuse himself or herself, that Justice’s vote and/or ruling on the matter shall be nullified. If two or three Justices request that another Justice recuse himself or herself, and the Justice refuses, the Justices requesting recusal may petition that the Assembly, by a 2/3 vote of the representatives present, voting, and non-abstaining, to nullify any vote and/or ruling made by the Justice in question on the question at hand. The matter shall be treated like a hearing at the soonest meeting of the General Assembly, and be the first order of business after Guest presentations. The most senior Justice who is not petitioning for recusal shall preside over the hearing. If there are fewer than four (4) Justices on the Court, and 3 other Justices agree that one Justice should recuse himself or herself, then the Vice President, or someone selected by the Vice President who is not a party to the matter, shall preside over the hearing. Absence by all of the petitioning Justices and/or the petitioned Justice shall lead to a lack of defense for the absent parties, unless the Assembly, by 2/3 vote, agrees to table the question until its next meeting. Additionally, so long as sec. 5.4 is not triggered, the Assembly, by 3/4 vote, may order the recusal of a Justice on a question at hand. Any Representative may trigger this process through a motion of substitution (although no individual need be named as replacement). This motion shall require debate and discussion, per normal Assembly rules, to bring to a vote.

Sec. 3.8 No Justice shall recuse himself or herself, or be recused, if their his or her recusal would result in the Court not having three or more Justices to serve on the case. In the event where a Justice otherwise would recuse himself or herself, and the recused Justice's/Justices' vote(s) form(s) swing the majority, the resulting ruling and/or opinion must be adopted by a simple majority of the Assembly at the soonest Assembly meeting, with the issue being brought as new business. The matter must have been sent to the UTSG Clerk at least 15 minutes before the start of the Assembly meeting in order to be considered.

Sec. 3.9 A Justice who recuses himself or herself may file a brief with the Court on the matter at hand. He or she may also participate in deliberations, so long as at least one of the other Justices does not object to this participation.

**Article IV**

**RESIGNATION AND REMOVAL**

Sec. 4.1 REPRESENTATIVE RESIGNATIONS. Any member of the Assembly wishing to resign shall submit their resignation to the Speaker of the Assembly.

(a) Should the Speaker of the Assembly accept the resignation, they shall forward the resignation letter and their his/her acceptance to the Assembly within twenty-four (24) hours; and,

(b) The Assembly Board shall immediately take appropriate action to find a replacement in accordance with UTSG governing documents.

Sec. 4.2 REPRESENTATIVE REMOVAL. Representatives eligible for removal shall appear before the Assembly Board to explain their case.

Sec. 4.3 The Assembly Board shall then make a recommendation to the Assembly as to the action they see appropriate.

Sec. 4.4 The Assembly shall vote whether or not to approve the recommendation with a total favorable majority of the Assembly.

Sec. 4.5 EXECUTIVE STAFF REMOVAL. Each Executive Staff member shall be chosen by the Student Body President and approved by a majority vote of the total Representatives, and shall serve until their replacement is appointed.

Sec. 4.6 Each Executive Staff member may be terminated by the President with a two-thirds (2/3) vote of the total Representatives and a new staff member must be appointed within fifteen (15) days.

(a) Each Cabinet member may be terminated by the President with a two-thirds (2/3)
vote of the total representatives and a new Policy Director must be appointed within fifteen business (15) days.

Sec. 4.7 REMOVAL OF AN AGENCY
(a) Once an Agency has been placed on Removal Status by the evaluation panel, the Chief of Staff or panel member shall author a bill that recommends the removal of said Agency. The Speaker of the Assembly and two representatives from the Assembly shall sponsor the bill.
(b) The Speaker of the Assembly will then bring forth the bill addressing the removal of said Agency during the next Student Government Meeting
(c) An Agency may then be removed by a 2/3 vote of the Assembly.
(d) If the 2/3 vote fails, the Agency will be placed back on “Under Review” Status

Chapter 4
FINANCES

Article I
ENDOWMENTS
Sec. 1.1 The purpose of the Student Government Endowments is to have an outlet in which Student Government can provide funding to help students with a variety of needs, projects, and endeavors across campus. The money has been generated from different student and Student Government fundraising efforts.
Sec. 1.2 There will be three Student Government Endowments: the Student Government Excellence Fund, the University Co-op and Rebecca H. Carreon Scholarship Fund, and the Student Government Academic Endeavor Fund.
Sec. 1.3 The External Financial Director will solicit applications for the University Co-op and Rebecca Carreon Boot Scholarship at the end of the spring semester. The Internal Financial Director, External Financial Director, and the Student Government Assembly will work to publicize the application process to the student body at large, in hopes of receiving as many applications as possible. Information about the application is to be available online on the Student Government website. Current Student Government officers are not eligible recipients of the scholarship and therefore cannot apply. The submitted applications will be reviewed and properly organized by the External Financial Director for review by the Endowments Governing Board. The applications will be evaluated by the Endowments Governing Board on the basis of need and merit with specific emphasis on the following five components: overall financial need, contribution to the university, organizational involvement, job/work involvement and time commitment, and cumulative GPA.
Sec. 1.4 The Student Government Excellence Fund will be available to all student organizations to apply to receive funding for their respective projects, organization events or other undertakings. The Student Government Excellence Fund will be used primarily for events that promote social justice. The External Financial Director will release and solicit applications for the Excellence Fund once a semester during the long semesters. Information about the application is to be available online on the Student Government website. Any organization in good standing with the Office of the Dean of Students is eligible to receive appropriations, with the exception of Student Government entities. After the application has closed, the submitted applications will be reviewed and properly organized by the External Financial Director for review by the Endowments Governing Board. The applications will be evaluated by the Endowments Governing Board on the basis of the promotion of social justice and equality throughout the university and the larger community.
Sec. 1.5 The Student Government Endeavor Fund will exist to fund a transfer student scholarship at the end of every Fall semester. The Internal Financial Director, External Financial Director, and the Student Government Assembly will work to publicize
the application process to the student body at large, in hopes of receiving as many applications as possible. Information about the application is to be available online on the Student Government website. Current Student Government officers are not eligible recipients of the scholarship and therefore cannot apply. The submitted applications will be reviewed and properly organized by the External Financial Director for review by the Endowments Governing Board. The applications will be evaluated by the Endowments Governing Board on the basis of need and merit with specific emphasis on the following five components: overall financial need, contribution to the university, organizational involvement, job/work involvement and time commitment, and cumulative GPA.

Sec. 1.6 The Endowments Governing Board will supervise all Student Government Endowments. The Governing Board will consist of ten members and one non-voting ex-officio member. These include:
(a) President of Student Government
(b) External Financial Director of Student Government, Chair
(c) Internal Financial Director of Student Government
(d) Chair of the Finance Committee
(e) Two at-large appointments made by the chair of the Endowments Governing Board
(f) The Dean of Students (or appointee)
(g) The VPSA (or appointee)
(h) The Director of Financial Aide (or appointee)
(i) One member of Faculty Council

Sec. 1.7 For each fund, there will be an application process in which students will have to apply to receive money for their specific cause or need. The External Financial Director will have the responsibility of crafting the relevant application and determining the procedure by which it is reviewed. The Governing Board will accept the aforementioned applications, review them based on the criterion established, and allocate the money accordingly. This process will occur at least once each academic year for each of the three endowments.

Sec. 1.8 50% of the profits of the sales of the University Co-op Commemorative Ornaments be redirected to the Student Government Endeavor Fund. The remaining 50% of the profits of the sales, in addition to the profit earned from the Student Government Endeavor Fund, continue to be given out to students annually, as decided upon by the Governing Board.

Sec. 1.9 50% of the profits of the sales of the University of Texas Boot be redirected to the Rebecca Carreon Endowment Fund. The remaining 50% of the profits of the sales, in addition to the profit earned from the Rebecca Carreon Endowment Fund, continue to be given out to students annually, as decided upon by the Governing Board.

**Article II**

**STIPENDS**

Sec. 2.1 The Student Body President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars ($6,840.00) or five hundred seventy dollars ($570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars ($5,200).

Sec. 2.2 The Student Body Vice President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars ($6,840.00) or five hundred seventy dollars ($570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars ($5,200).

Sec. 2.3 For the purposes of this article, an "officer" is defined as any voting member in the Assembly as well as the Student Body President, Student Body Vice-President, and the Executive Board.

Sec. 2.4 Each Student Government officer is eligible to receive an annual stipend not to exceed one-half (1/2) of President’s.

Sec. 2.5 The Assembly may reduce, suspend, or eliminate the stipend of any officer at any time during the year should that officer fail to fulfill the responsibilities of the office in the form of a motion. The Assembly may also increase the stipend of any
officer. Any of these actions shall require a super favorable majority of the Assembly.

Sec. 2.6 The Student Body President and Internal Financial Director shall be responsible for proposing the amount of each stipend per year when preparing the budget, in conjunction with the budget approval process.

Sec. 2.7 Any officer wishing to receive a stipend must submit an agreement (See Appendix) to the Financial Affairs Committee prior to the issuance of any stipend (for the term lasting from May through February) by a deadline set by the Financial Affairs Committee Chair.

(a) Upon completed review of the agreement by the Financial Affairs Committee, stipends shall be incorporated into the operating budget according to the budgetary process.

(b) If the Financial Affairs Committee finds an applicant to be undeserving of the stipend due to false documentation and/or failure to fulfill duties, as prescribed in the UTSG governing documents, then the Financial Affairs Committee may recommend the Assembly to issue a probationary warning to the specific officer receiving a stipend. If the Financial Affairs committee finds an officer underserving of the stipend due to false documentation and/or failure to fulfill the duties as prescribed in the UTSG governing documents a second time, then the Assembly suspends the stipend via a motion requiring super favorable majority of the Assembly.

(c) Throughout the issuance of the stipend, proof of the fulfillment of duties as prescribed by the governing documents for the office in question shall be made available to the Financial Affairs Committee for review each month via a stipend report.

(d) Stipends allocated to officers shall be reviewed once a month by the Financial Affairs Committee in the form of a stipend report through Hornslink. Stipend reports are to be submitted to the Financial Affairs Committee Chair by a deadline set a month in advance. by the Financial Affairs Committee Chair. Failure to submit a stipend report by the determined deadline without prior approval will result in no stipend being issued for that month. Approval shall be defined as acknowledgement of the late submission via email to the Financial Affairs Committee Chair.

i. The Stipend Report form shall ask for officers to report meetings they attend and tasks they complete for their initiatives and events.

(e) Within one business day after review of the stipend reports by the Financial Affairs Committee, the Financial Affairs Committee Chair shall send the reports to the Associate Director of New Media to be posted on the Student Government website no later than (5) business days after the review.

Article III
SUMMER FINANCES

Sec. 3.1 Over the Summer Break, the Speaker of the Assembly, with the advice and consent of the Financial Affairs Committee, shall appoint a select-Finance committee to handle all summer finances, should the members of the Financial Affairs committee not be present during the summer.

Sec. 3.2 The legislative power of the assembly over the budget shall be considered delegated to this committee upon appointment of the members to said committee and until the first general Assembly meeting of the fall semester. The committee shall consist of two members of each of the standing committees, unless there are not sufficient members for the summer.

Sec. 3.3 The Speaker of the Assembly will appoint the Chair of the committee, who must be a member of the Financial Affairs Committee unless no Financial Affairs Committee member is on the select-Finance committee.

Sec. 3.4 The committee shall have the powers listed in this article during the period starting with the last day of spring semester finals and ending with the first day of fall semester classes, as determined by the academic calendar.

Sec. 3.5 The Internal Financial Director and the Financial Affairs Committee will follow the budgetary process outlined in the UTSG governing documents during summer
Article IV
APPROPRIATIONS
Sec. 4.1 For the purposes of this article, an “organization” is defined as any organization officially registered and approved by the Office of the Dean of Students.
Sec. 4.2 Student Government shall be prohibited from funding or supporting appropriations that violate any University policy regarding distribution of funds to student groups.
Sec. 4.3 Any organization is eligible to receive appropriations, with the exception of Student Government.
Sec. 4.4 Organizations requesting appropriations shall fill out an application provided by the Internal Financial Director and Financial Affairs Committee Chair and submit said application by a deadline prescribed by the Internal Financial Director with the agreement of the Financial Affairs Committee Chair to be considered for incorporation into the budget.
Sec. 4.5 All organizations requesting an appropriation will interview with the Financial Affairs Committee and Internal Financial Director before a final decision is made. To be considered an interview, the majority of the Financial Affairs Committee must be present as well as at least one member of the organization requesting an appropriation.
Sec. 4.6 Once all interviews have finished, the Financial Affairs Committee will meet and deliberate, with the advice of the Internal Financial Director, whether to recommend allocation or no allocation to the Assembly within a designated period.
Sec. 4.7 The Internal Financial Director, or their designee, shall notify organizations within two (2) business days of allocation, as well as the amount, or no allocation. The Internal Financial Director, or their designee, shall also notify all organizations receiving an appropriation of the requirement to attend an Appropriations Spending Workshop at a designated time.
Sec. 4.8 All groups receiving appropriations shall be obligated to recognize and acknowledge Student Government as a supporter, or the equivalent. Should any Student Government Officer see a group failing to comply with this requirement, the officer should report the violation to the Internal Financial Director or Financial Affairs Committee Chair immediately.

Article V
BUDGET
Sec. 5.1 The budget shall be presented to the Assembly no later than the fourth week of the fall semester.
Sec. 5.2 When the budget is introduced as New Business, all Representatives shall be sent internal budgetary applications electronically from the Internal Financial Director and/or the Financial Affairs Committee Chair.
Sec. 5.3 Those receiving funds from Student Government shall be required to attend a spending workshop.
(a) The Executive Board shall be required to attend the spending workshop whether they receive funds from Student Government or not.
(b) There is no limit to the number of representatives from organizations or agencies receiving funds that can attend the spending workshop.
(c) All attendees of the spending workshop must sign a form agreeing to abide by all rules listed.

Chapter 5
AMENDMENTS
Article I
AMENDMENTS TO THE CODE OF RULES AND PROCEDURES
Sec. 1.1 These standing rules may be amended at any regular meeting of the Assembly by a two-thirds (2/3) vote of the total representatives. Amendments to the Code of Rules and Procedures shall become effective unless they receive an objection by the Deputy Advisor to the Dean of Students, Vice President for Student Affairs and/or Dean of Students.

Article II
AMENDMENTS TO AGENCY DESCRIPTIONS
Sec. 2.1 Individual Agency Directors may make revisions of the information pertaining to their specific Agency's articles that are outlined above. Changes must be presented and approved by the Policy Director and Chief of Staff prior to being changed or edited. Changes can under no circumstances contradict the Constitution of Student Government. As a sign of their his/her approval, The Chief of Staff shall submit the approved changes to the Rules and Regulations Committee, who will first update the Code, and then inform the Assembly of any changes. A bill is needed to make changes to the list of standing agencies, agency director's rights and responsibilities, or the structure of any agency.

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Amended by the Assembly 2/9/95--A.B. 19 revised
Amended by the Assembly 2/21/95--A.B. 22
Amended by the Assembly 3/21/95--A.B. 24
Amended by the Assembly 4/18/95--A.B. 1
Amended by the Assembly on 4/18/95--A.B. 2
Amended by the Assembly on 9/12/95--A.B. 2 (section 7)
Amended by the Assembly on 11/7/95--AB 14
Amended by the Assembly on 11/24/95 --A.B. 13
Amended by the Assembly on 11/14/95--A.B. 15
Approved by the Vice President for Student Affairs 1/1996 with changes agreed by the Executive Branch

Amended by the Assembly on 10/21/97 -- A.B. 2
Amended by the Assembly on 10/21/97 -- A.B. 3
Amended by the Assembly on 10/21/97 -- A.B. 4
Amended by the Assembly on 10/21/97 -- A.B. 6
Amended by the Assembly on 10/21/97 -- A.B. 8
Approved by the Vice President for Student Affairs on 3/5/98

Amended by the Assembly on 3/10/98 -- A.B. 10
Amended by the Assembly on 4/21/98 -- A.B. 1
Approved by the Vice President for Student Affairs 5/1/99

Amended by the Assembly on 5/5/98 -- A.B.4 Establish Freshman Leadership Organization
Amended by the Assembly 11/17/99 A.B. 7 To Remove Agencies that are no longer a part of SG
Amended by the Assembly 12/1/98 A.B. 17 To Make Assembly Meetings Weekly
Amended by the Assembly 2/2/99 A.B. 18 To Create a Retreat for New Assembly Members
Amended by the Assembly 1/16/99 A.B. 19 To Modify the Internal Rules Concerning Appropriations Procedures.
Amended by the Assembly 3/30/99 A.B. 22 To Change the duties of the Communications Agency
Amended by the Assembly 3/30/99 A.B. 23 To Modify Duties of the Representatives
Approved by VP for Student Affairs and University President 3/2/2000
Amended by the Assembly 05/04/99 A.B. 1 Establishing Summer Coordinating Committee
Amended by the Assembly 05/04/99 A.B. 5 Amending the Duties of Assembly Committee Co-Chairs
Amended by the Assembly 05/04/99 A.B. 6 Amending the Duties of the Legislative Relations Agency
Amended by the Assembly 05/04/99 A.B. 7 Adding a Report of the Attorney General and Secretary to the Agenda
Amended by the Assembly 05/04/99 A.B. 8 Appointees to university Committees and Boards
Amended by the Assembly 01/18/00 A.B. 18 Providing for the Obligations of Committee and Agency Heads
Amended by the Assembly 02/15/00 A.B. 26 Codifying Quorum Precedent
Amended by the Assembly 04/11/00 A.B. 33 to Alter the Timing Requirements of the New Member Retreat
Amended by the Assembly 09/12/00 A.B. 5 Establish Membership Coordinating Committee
Amended by the Assembly 09/26/00 A.B. 9 To Create an Agency to focus on issues pertaining to Gay, Lesbian, Bisexual, Transgender, and Ally students
Amended by the Assembly 01/30/01 AB 17 Changing the Name of S.U.R.E. Education to Students Acting Against Sexual Assault
Amended by the Assembly 09/18/01 A.B. 7 To remove provisions in the Internal Rules of Procedure referencing the Calendar Clerk to the Assembly
Amended by the Assembly 09/18/01 A.B. 8 To amend the Internal Rules of Procedure to provide for a Legislative Process
Amended by the Assembly 11/27/02 A. B. 10 Establishing the Underrepresented Student Recruitment and Retention Agency
Amended by the Assembly 03/05/02 A.B. 15 Creating the Community Messages Agency
Approved by the President of the University of Texas at Austin 01/27/2003
Amended by the Assembly 04/23/02 Amending the Gay, Lesbian, Bisexual, Transgender and Ally Affairs Agency to create Co-Director and affect Director-election
Amended by the Assembly 09/10/2002 A.B. 4 To create an International Student Affairs Agency
Amended by the Assembly 09/24/02 A.B. 10 To create a committee within Student Government to work with the University Residence Hall Association, Division of Housing and Food and Student Government.
Amended by the Assembly 11/12/02 A.B. 12 To amend the Internal Rules of Procedure to provide for a legislative process through the website.
Amended by the Assembly 12/03/02 A.B. 16 To create an Environmental Center.
Amended by the Assembly 01/14/03 A.B. 14 To amend the Internal Rules of Procedure, Section 8 to accurately state theSections inclusions.
Amended by the Assembly 01/14/03 A.B. 15 To amend the Internal Rules of Procedure to provide for an accountable process for legislation after it has been passed by the Assembly
Amended by the Assembly 01/14/03 A.B. 17 To amend the Internal Rules of Procedure to provide for accountability with the Student Government Bylaws and monetary expenditures.
Amended by the Assembly 02/18/03 A.B. 19 Creating a Presidential appointment to the University of Texas Volunteer and Service Learning Center to work with UT Students Enriching Education through Service
Amended by the Assembly 09/23/03 A.B. 8 To Provide Representatives Adequate time to Review Appointments, Resolutions and all other Information on Meeting Agendas
Amended by the Assembly 04/29/03 A.B. 2 To create a program entitled “Longhorn Legislative Aides” (LLA) within the Student Government of The University of Texas at Austin
Amended by the Assembly 10/07/03 A.B. 9 Creating a Student Run Recycling Agency
Amended by the Assembly 11/04/03 Creating an E-Officio Members’ Report on the Agenda
Amended by the Assembly 11/04/03 Amend the Internal Rules of Procedure for the Student Government of The University of Texas at Austin by amending Article VIII to read as follows:

Article VIII Student Advocates for Non-Violence

Amended by the Assembly 4/06/2004 A.B. 23 Measure to Increase Student Government Committee and Agency Head Appointees Accountability by Requiring Written Reports of Activity

Amended by the Assembly 9/12/2004 A. B. 10 To Rename and Restructure the Environmental Center

Amended by the Assembly 11/09/2004 A.B. 12 Diversity Symposium Committee Bill

Amended by the Assembly 11/30/2004 A.B. 14 Changes to the Internal Rules

Amended by the Assembly 2/2/2005 AB 15 Creating the Historical Research Agency

Amended by the Assembly /08/2005 AB 16 To Allow For Agency Director Membership on Standing Committees

Amended by the Assembly 4/19/2005 AB 3 Improving Student Government Operations

Amended by the Assembly 4/26/2005 AB 4 Internal Rules

Amended by the Assembly 5/10/2005 A.B. 7 Creating the Constituent Services Agency

Amended by the Assembly 9/13/2005 A.B. 8 Ensuring Efficient Use of Time for Agency Directors

Amended by the Assembly 11/1/2005 A.B. 14 Granting Broader Warning Authority to the Vice President

Amended by the Assembly 11/1/2005 A. B 16 Granting Resolution Veto to the President

Amended by the Assembly 11/08/2005 A.B. 17 Revision to Fast-Track Process

Amended by the Assembly 11/15/2005 A.B. 22Improving the Submission and Amendment Process of Legislation

Amended by the Assembly 11/29/2005 A.B. 25 Strengthening the University of Texas at Austin: Establishing an Agency and an Ex-Officio position to handle the issues of Out-of-State Students

Amended by the Assembly 12/06/2005 AB 23 UT System Student Regent Selection

Amended by the Assembly 12/06/2005 AB 24 Student Community Coordinating Board

Amended by the Assembly 12/06/2005 AB 26 Student Government Philanthropy Agency

Approved by the Vice President for Student Affairs 2/14/2006

Amended by the Assembly 05/02/2006 AB 3 2006-2007 Internal Rules

Amended by the Assembly 10/03/2006 AB 16 Establishing a Student Government Agency and Ex-officio position to Handle the Concerns of Students who are Veterans

Amended by the Assembly 05/01/2007 AB 3 Internal Rules 2007.2008

Approved by VPSA Dr. Juan González on 11/17/2007

Amended by the Assembly 9/18/2007 A.B. 5 Adjustments to Representatives Responsibilities

Amended by the Assembly 10/02/2007 A.B. 13 Student Regent Selection Process

Amended by the Assembly 11/13/2007 A.B. 17 Changing Internal Rules Agenda Deadline

Approved by VPSA Dr. Juan González on 2/28/2008

Amended by the Assembly 3/18/2008, AB 20 Amending Agenda-Deputy Advisor Report

Amended by the Assembly 3/18/2008, AB 21 Changing Internal Rules-Secretary to the Assembly Title

Amended by the Assembly 4/1/2008, AB 23 Changing Internal Rules-Requirements for Passing Legislation

Amended by the Assembly 4/22/2008, AB 1 Assembly Rules 2008-2009

Amended by the Assembly 4/29/2008, AB3 Creation of the Global Leadership Center in the Internal Rules

Approved by VPSA, Dr. Juan González on 8/7/2008.

Amended by the Assembly 4/14/2009 AB 1 2009-2010 Assembly Rules

Approved by VPSA, Dr. Juan González on 06/03/2009.

Amended by the Assembly, 9/15/2009, AB. 3 Creation of a Financial Aid Agency
Amended by the Assembly, 10/6/2009, AB 5 Changes to Internal Rules
Amended by the Assembly, 10/13/2009, AB 7 Changes to the IR repurposing the SAN Agency
Amended by the Assembly, 11/17/2009, AB 11 Communications and SHoT
Amended by the Assembly 12/01/2009, AB. 12 Changes to the Internal Rules-Absence Policies
Amended by the Assembly 02.02.2009 A.B. 13 Redefining the SG Endowments

Amended by the Assembly 01/25/2011 AB 17 Student Government Reform passed 01/25/2011, passed by Referendum 02/10/2011
Amended by the Assembly 02/15/2011 AB 20 Student Government Town Halls passed 02/15/2011

Amended by the Assembly 04/26/2011 AB 1 Internal Rules of Procedure
Amended by the Assembly 09/20/2011 AB 2 Representative Outreach Initiative
Amended by the Assembly 11/01/2011 AB 3 Legislation and Agenda Date Changes
Amended by the Assembly 03/27/2011 AB 6 Addition of the Assembly Board

Amended by the Assembly, 9/04/2012, AB 1 Creation of an Associate Clerk
Amended by the Assembly 9/18/2012, AB 2 Creation of the Longhorn Entrepreneurship Agency
Amended by the Assembly 3/26/2013, AB 17 Edits to the Internal Rules of Procedure
Amended by the Assembly 12/2/2014 AB 2 Establishing the University of Texas Student Government Code of Rules and Procedures

Approved by the University of Texas System 4/14/2015
Amended by the Assembly 02/10/2015 AB 5 Redirecting the Profits of the Ornament Sales
Amended by the Assembly 02/10/2015 AB 6 Redefining the Student Government Endowments

Amended by the Assembly 04/21/2015 AB 1 Establishing the Executive Appointment Oversight Committee
Amended by the Assembly 04/28/2015 AB 3 Amending and Clarifying the University of Texas Student Government Code of Rules and Procedure
Amended by the Assembly 02/02/2016 AB 8 Establishing the Associate Director of Scholarship Position
Amended by the Assembly 03/08/2016 AB 12 Amending Student Government Code of Rules and Procedures to Define Conditions and Procedures for Judicial Recusal

Amended by the Assembly 04/26/2016 AB 1 Amending Student Government Code of Rules and Procedures Ex-Officio Member Privileges
Amended by the Assembly 09/06/2016 AB 5 Amending the Code of Rules and Procedure to Create Communications Positions in the Executive Branch
Amended by the Assembly 09/13/2016 AB 6 Amending the Code of Rules and Procedure to Create a Position under the Internal Financial Director in the Executive Branch
Amended by the Assembly 09/20/2016 AB 7 Amending the Code of Rules and Procedure to Rename the Queer Students Alliance
Amended by the Assembly 10/18/2016 AB 10 Amending the Code of Rules and Procedure to Change Committee Meeting Requirements
Amended by the Assembly 10/25/2016 AB 11 Amending the Code of Rules and Procedure to Rename the Freshman Leadership Organization
Amended by the Assembly 02/07/2017 AB 14 Amending the Code of Rules to Restructure the City Relations Agency

Amended by the Assembly 02/07/2017 AB 15 Amending The Code of Rules and Procedures to Replace the Stipend Report System with a form on Hornslink
Amended by the Assembly 02/21/2017 AB 9 Amending The Code of Rules and Procedures to Create the Position of Student Government Attorney General & The Office of General Counsel
Amended by the Assembly 03/07/2017 AB 17 Amending The Code of Rules and Procedures to Advance the Swearing-In of Appointments
Amended by the Assembly 03/28/2017 AB 20 Amending the Code of Rules and Procedures to Modernize Internal Proceedings
Amended by the Assembly 03/28/2017 AB 21 Amending the Code of Rules and Procedures to
Reduce the Amount of Printed Materials for Meetings
Amended by the Assembly 03/28/2017 AB 22 Amending the Code of Rules and Procedure to Ensure Open and Accessible Meetings
Amended by the Assembly 03/28/2017 AB 23 Amending Code of Rules and Procedures to Create the Ethics and Oversight Committee and Dissolve the Legislative Policy Council