

Senate of College Councils Bylaws

Fall 2026 Version

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Bylaw I: Purpose

1. The bylaws outline the operations of Senate of College Councils (SCC), the responsibilities and roles of SCC members, and how each individual member contributes to the advancement of the mission of Senate of College Councils. The constitution and bylaws of the Senate of College Councils are the official governing documents of SCC in accordance with the Constitution of the Senate of College Councils. The council and its members hold only the enumerated powers described in the governance documents.

Bylaw II: SCC Assembly Term and Meetings

1. The SCC assembly meets as a body biweekly during the fall and spring semesters of the academic year to conduct the legitimate business of the SCC. The functional and governance area of SCC is limited to representing the student voices expressed through individual college councils in matters pertaining to academic affairs. The president presides over all SCC assembly meetings. If the president is unable to preside, the vice president will preside. All meetings observe Robert's Rules of Order.
2. The president may call a special session of the SCC assembly. Legislation may be adopted by the SCC assembly during a regular biweekly session or a special session. Any legislative matters not completed and approved within the fall and spring term of the academic year term of the SCC assembly as a body are considered expired.
3. The SCC assembly passes bills only in matters pertaining to academic affairs within the functional and governance area of SCC. Bills may be passed to: (1) to amend official governing documents as provided in the SCC Constitution, (2) to remove members of the executive board and committee chairs from office, and (3) to approve the SCC budget for the current fiscal year as defined by the official university academic calendar, (4) to approve appointments, and (5) to nullify elections in which the election committee has violated the provisions of the election rules and procedures.
4. The SCC assembly may pass a resolution to recommend substantive changes to university policy or processes within the functional and governance area of SCC related to academic affairs. Resolutions voice the opinion and sentiment of students expressed through individual college councils in matters directly affecting academic affairs. Resolutions do not create obligations or rights for any individual, group, or entity.
5. All proposed legislation and other motions must be submitted to the president and the policy director and to the Office of the Dean of Students by 12 noon at least five days prior

to dissemination of the assembly meeting agenda in which the submitted item may be introduced and have its first reading. Before any proposed legislation can be introduced, the policy director shall verify to the president that that the proposed legislation follows university rules and regulations. The text of bills proposing amendments to the SCC governing documents must be approved by the Office of the Dean of Students prior to posting on the meeting agenda for introduction and first reading. No changes are permitted to be made to text of the legislation proposing amendments to the SCC governing documents as approved by the Office of the Dean of Students prior to adoption.

6. Legislation is introduced for first reading in the SCC Assembly by the authors. The authors may speak for a maximum of 10 minutes. This period may be extended by a simple majority vote of the voting members of the college councils present.
7. A 10-minute question-and-answer period follows the introduction of a piece of legislation. This period may be ended early or extended by a simple majority vote of the college councils present.
8. Legislation cannot be passed at the same meeting in which it is introduced. The bill may be introduced on second reading at the next regular meeting. On second reading, the SCC Assembly holds a twenty-minute period of discussion and debate before voting on each piece of legislation. This period may be ended early or extended by a simple majority vote of the college councils present.
9. If a quorum of the College Council delegations cannot physically convene for a special session of the SCC Assembly, business may be conducted by a quorum of the college council delegations via a virtual conference or conference call. All other voting procedures remain the same.
10. The policy director certifies and records the outcome of each vote. The voting records of the college council delegations for all SCC Assembly meetings must be published online and updated regularly.
11. The SCC Assembly shall have the authority to adopt legislation to authorize the president to conduct SCC initiated, authorized, or endorsed focus groups, student led forums, (such as town hall meetings), and joint meetings with student organizations (collectively “forums”) within their scope. Before a SCC led student forum can take place, a student led forum request must be submitted to the Office of the Dean of Students for consultation and review at least six weeks in advance.

12. The SCC Assembly shall have the authority to adopt legislation to authorize the president to conduct a SCC initiated, authorized, or endorsed student opinion survey, assessment, questionnaire, petition, or poll (collectively “survey”) to seek student perspective, input and feedback on specific academic affairs issues within the scope of SCC authority, in the manner provided in these governing documents. Surveys to seek student perspective, input, and feedback on issues within the scope of SCC authority must be conducted in collaboration with the Office of the Dean of Students. A survey is a structured series of questions that are addressed to a group of persons to understand patterns in that group’s attitudes or experiences. Surveys take the form of written or electronic questionnaires but do not include in person interviews or focus groups. A questionnaire or petition will be considered a survey based on the information it elicits, regardless of its length. Even one-question surveys are subject to review by the Office of the Dean of Students if they ask for information about university community members’ attitudes or experiences with the intent of analyzing the information to understand broader patterns.

Bylaw III: The College Councils

1. The college councils serve as voices of students on academic matters in their respective colleges and schools by (1) working to improve the academic experience of students in each college and school, (2) providing programming to promote academic excellence for students in each college and school, and (3) fostering interaction between students and faculty in each college and school.
2. The SCC Assembly may, by amendment to the governing documents as provided in the Constitution, approve a registered student organization or sponsored student organization as a new college council, provided that the respective college dean has officially recognized the status of the organization as a college council. A registered student organization or sponsored student organization must maintain its status as such to retain its status as a college council.
3. Each fall term, each college council sends a delegation of three delegate members to the SCC Assembly. Each delegation includes the college council president, financial director, and SCC representative. Each college council selects the SCC representative in accordance with the procedure outlined in its own constitution. Delegate members serve one fall and spring academic year terms beginning on the first full class day in the fall term following their selection. Each college council receives one vote in the SCC Assembly.

4. New official college councils immediately receive a vote in the SCC Assembly. New official college councils are eligible for funding from the SCC at the beginning of the following fiscal year as defined by the official university academic calendar.
5. The SCC Assembly may revoke the status of a registered student organization or sponsored student organization as a college council of the Senate of College Councils, if the respective college dean revokes or otherwise no longer officially recognizes the status of the student organization as a college council.
6. The officially recognized college councils of the Senate of College Councils are: (1) Austin Texas Nursing Students' Association, (2) Civic Leadership Council, (3) Communication Council, (4) Dell Medical School Student Senate, (5) Education Council, (6) Fine Arts Council, (7) Graduate Business Council, (8) Graduate Engineering Council, (9) Graduate Nursing Association, (10) Graduate Public Affairs Council, (11) iSchool Council, (12) Liberal Arts Council, (13) Natural Sciences Council, (14) Pharmacy Council, (15) Social Work Council, (16) Student Association for the School of Information, (17) Student Engineering Council, (18) Undergraduate Architecture Student Council, (19) Undergraduate Business Council, (20) Undergraduate Geological Society, (21) Undergraduate Public Affairs Council.
7. College councils that are not in "good standing" may face a removal of funds and recognition.
 - a. A council shall be considered in "good standing" if they are a registered student organization in the Dean of Students Office, have submitted a yearly budget, the council FD has come to at least one appropriation, and they have no outstanding reports or policy violations.
 - b. A council not in "good standing" may face a delayed or reduced budget, deliberation on status within the Senate of College Councils, and restrictions on special project funding.

Bylaw IV: Leadership Team

1. Composition and Specifications
 - a. The SCC leadership team is composed of the executive board, coordinators, and committee chairs.
 - b. Members of the leadership team must be a college council president, a college council financial director, or a college council representative.

- c. The SCC leadership team meets weekly at a time designated by the executive board. The SCC leadership team does not meet on university holidays or during the weeks of finals unless reasonable justification is provided by any leadership team member.

2. The Executive Board

- a. The executive board is composed of (1) the president, (2) the vice president, (3) the financial director, (4) the internal director, (5) the policy director, (6) the membership director, and (7) the community relations director; they shall receive a stipend, coordinated by the Office of the Dean of the Students.
- b. The president is considered a full-time student as certified by the Office of the Dean of Students and may register for less than 12 credit hours of class per term but must register for at least six credit hours if an undergraduate and three credit hours if a graduate student each academic term they serve as president. The president's duties shall consist of:
 - i. Serve as the chief executive officer of SCC.
 - ii. Coordinate with the Office of the Dean of Students to provide collaboration and compliance with that office's practices and policies.
 - iii. Preside over SCC assembly meetings, executive board meetings, and presidents committee meetings.
 - iv. Represent the sentiment and positions of the college councils on academic matters to the university.
 - v. Attend regular meetings with student governance organization advisors, and with university administrators and deans when requested or required.
 - vi. Appoint representatives to represent the college councils on the President's Student Advisory Committee (PSAC) when requested or required.
 - vii. Represent SCC on PSAC and the Title IX Coalition when requested or required.
 - viii. Biannually assemble the College Tuition and Budget Advisory Committee composed of the college councils.
 - ix. Propose the SCC budget in collaboration with the SCC vice president and SCC financial director.

- x. Biannually participate in the planning and execution of Progress for Education Policy.
 - xi. Preside over SCC president and vice president nominations and elections.
 - xii. Form the legislative agenda approved by the college councils along with the vice president and policy director.
 - xiii. Meet individually with each member of the executive board to discuss goals, areas of improvement, and SCC at large at least once each fall and spring term.
 - xiv. Help build overarching college council member recruitment strategy to ensure wide recruitment from the college councils.
 - xv. Alongside vice president, meet frequently with the Provost's Office, Office of Information & Technology, and other University administrators as necessary.
 - xvi. Serve as the primary liaison to university administration and senior external stakeholders.
 - xvii. Oversee executive board coordination and long-term strategic planning for SCC.
 - xviii. Supervise and work directly with the Internal Director to ensure effective internal operations and execution.
- c. The vice president is considered a full-time student as certified by the Office of the Dean of Students and may register for less than 12 credit hours of class per term but must register for at least six credit hours if an undergraduate and three credit hours if a graduate student each academic term they serve as vice president. The vice president's duties shall consist of:
- xix. Support the activities of the college councils.
 - xx. Foster collaboration between the college councils and the leadership team.
 - xxi. Chair the SCC representatives committee.
 - xxii. In conjunction with the SCC president and policy director, formulate the annual legislative agenda as approved by the college councils.
 - xxiii. Propose the SCC budget alongside of the SCC president and SCC financial director.
 - xxiv. Help build overarching college council member recruitment strategy to ensure wide recruitment from the college councils.

- xxv. Attend regular meetings with student governance organization advisors, and with university administrators and deans when requested or required, and in doing so, serve as an official conduit between the college councils and university administrators alongside the SCC President.
 - xxvi. In the absence of the president, represent SCC to the university and assume presidential duties including but not limited to presiding over SCC assembly meetings, executive board meetings, presidents committee meetings, and SCC president and vice president nominations and elections.
 - xxvii. Alongside president, meet frequently with the Provost's Office, Office of Information & Technology, and other University administrators as necessary.
 - xxviii. Oversee coordinators as assigned.
 - xxix. Lead the SCC Alumni Newsletter in collaboration with the appropriate director or coordinator.
- d. The financial director's duties shall consist of:
- i. Serve as the chief budget officer of SCC.
 - ii. Assist members of the executive board and the rest of the leadership team with respect to the preparation of their budget request(s).
 - iii. Act as official liaison between the executive board and the college council financial directors.
 - iv. Act as official liaison between SCC and the Student Services Budget Committee as requested or required.
 - v. Chair the financial directors committee.
 - vi. Propose the SCC budget alongside of the SCC president and SCC vice president.
 - vii. Approve or deny request(s) submitted to the SCC emergency fund.
 - viii. Consult regularly with the student governance organization financial advisor on all proposed or pending financial matters related to the Senate of College Councils
 - ix. Manage the appropriations process.
 - x. Serve as co-chair, alongside the SCC internal director, of the William Powers Jr. Endowed Scholarship Board.

- xi. Serve as a permanent voting member on the selection committee of all scholarships conducted by SCC.
 - xii. Oversee the full SCC budget, appropriations process, and financial compliance.
 - xiii. Supervise the Financial Accessibility Committee Chair, who shall serve as assistant to the Financial Director.
- e. The internal director's duties shall consist of:
- i. Serve as the chief operating officer of SCC.
 - ii. Support the activities of the special committees.
 - iii. Foster collaboration between leadership team members and the executive board.
 - iv. Preside over and set programming for committees.
 - v. Facilitate meetings between committee chairs and assistant directors.
 - vi. Communicate regularly on upcoming initiatives to committees.
 - vii. Coordinate Academics Week to increase visibility of the college councils to the larger UT community.
 - viii. Meet individually with the leadership team to discuss goals, areas of improvement, and SCC at large.
 - ix. Serve as co-chair, alongside the SCC financial director, of the William Powers Jr. Endowed Scholarship Board.
 - x. Oversee internal operations, logistics, and execution of SCC programming and initiatives.
 - xi. Work closely and directly with the President to implement executive priorities.
 - xii. Supervise the Operations Coordinator (OC), who assists with event planning, logistics, and outreach.
- f. The policy director's duties shall consist of:
- i. Preparing the SCC's academic affairs legislative agenda with the president and vice president with approval from the college councils.
 - ii. Researching university academic policy.
 - iii. Liaison between executive board and the leadership team policy positions through meetings with SCC president.
 - iv. Establishing the workflow for SCC assembly legislation.

- v. Verifies all proposed legislation for compliance with university rules and regulations.
 - vi. Consults regularly with the legislative student organization advisor on all proposed and pending legislation to assure compliance with the rules and regulations of The University of Texas at Austin and The University of Texas System.
 - vii. Oversee SCC governing documents, archives, and participation in External General Assembly (ExGA) as required.
 - viii. Supervise the Policy Development Coordinator (PDC) and Academic Policy Committee (APC) Co-Chair.
 - ix. Coordinate committee support for special projects including but not limited to College Tuition Budget Advisory Committee (CTBAC) Survey and Progress for Education Policy (PEP).
- g. The community relations director's duties shall consist of:
- i. Implement practices with college councils and student organizations to advance effective representation and organizational engagement across SCC.
 - ii. Support student advocacy for equal access to academic resources, campus spaces, and opportunities that promote student success and belonging.
 - iii. Lead the Student Organization Assembly and coordinate outreach, event execution, and engagement initiatives through delegation to Community Advocacy Committee (CAC), Engagement and Outreach Committee (EOC), and Digital Resource Coordinator (DRC) teams.
 - iv. Serve as primary media and communications liaison, ensuring alignment with university communications and accessibility standards.
 - v. Oversee SCC visual branding and graphics strategy through EOC, including accessibility standards, photoshoots, and recruitment merchandise collaboration across SCC.
 - vi. Support development and expansion of the SCC alumni network through VP and DRC, including oversight of digital presence and alumni engagement initiatives.

- vii. Manage EOC-related budget requests and resource coordination to support engagement and communications priorities.
- viii. Collaborate with university leadership through regular coordination meetings and administrative engagement related to academic climate and student experience.
- ix. Maintain awareness of relevant compliance and policy requirements and provide oversight to ensure initiatives meet institutional and regulatory expectations.
- h. The membership director's duties shall consist of:
 - i. Working with the other executive board members to outline roles and responsibilities for each general member special committee position for assignment during that year.
 - ii. Working with college councils to coordinate their at large member designation process which includes but is not limited to outreach, promotion, and informational sessions with all college councils.
 - iii. Working with incoming at large members to foster leadership development and cohesion among general members, encourage a sense of community, and oversee their involvement in the SCC.
 - iv. Oversee recruitment strategy, new member pipeline, and year-long leadership development programming.
 - v. Implement a structured New Member Workshop (NMW) model to guide development of new member projects throughout the academic year.
 - vi. Supervise recruitment initiatives, including temporary or ad-hoc recruitment committees and volunteer recruitment leads.
- i. Executive Board Selection Process
 - i. The president and vice president are elected by the voting college council delegations in the SCC assembly, in accordance with the provisions of the SCC Bylaws. Their term of office begins upon election at the first SCC assembly meeting in April and expires when a successor is elected the following year, but not later than the beginning of the fall term after which they were elected.

- ii. The incoming internal director, policy director, membership director, and community relations director are appointed in April each year by the incoming president and vice president directly following their election. Additionally, the financial director will be appointed with collaboration between the incoming president, vice president, and SCC financial directors committee as detailed below. All director appointments must be confirmed by the SCC assembly. The incoming directors' term of office begins upon confirmation and expires the first Thursday in April the following year.
- iii. The financial director of the SCC shall be appointed with the following steps:
 - (1) Incoming president, vice president, and three financial directors selected by the SCC financial directors committee will interview applicants for the SCC financial director position,
 - (2) The incoming president and vice president will select three applicants to be sent to the SCC financial directors committee to be voted upon. If the three candidates are unsatisfactory to the SCC financial directors committee, the committee reserves the right to request replacement applicant(s),
 - (3) The SCC financial directors committee will vote upon the three suggestions via a simple majority vote. If no candidate receives a simple majority, a runoff between the top two candidates will occur,
 - (4) Following the candidate's selection, the financial director will be subject to the same confirmation process as all other appointed positions.
- iv. If a member of the SCC financial directors committee applies for the SCC financial director position, a SCC representative from said college council shall replace the applicant on the SCC financial directors committee. All applicant interviews shall be recorded and transcribed with the intention of distributing to all members of the SCC financial directors committee, as well as the incoming president and vice president.
- v. Appointed members of the executive board must be confirmed individually by the SCC assembly. Each appointment shall have up to two minutes to present their vision for their position and up to three minutes of question and answer from the SCC assembly. The SCC assembly shall then vote individually on each appointment and the appointee must receive a two-thirds majority of the college council delegations to be confirmed.

j. Responsibilities

- i. The executive board meets every week during the fall and spring terms unless reasonable justification is provided by any executive board member.
- ii. The executive board votes to make important, non-routine decisions. Each member of the executive board receives one vote, and a simple majority is needed to take action. The president breaks any ties.
- iii. Each member of the executive board attends SCC assembly meetings, leadership team meetings, and any other relevant meetings. Each member holds at least two office hours per week.
- iv. Each member of the executive board shall ensure the enforcement of the SCC governing documents and collaboration and coordination with the Office of the Dean of Students to ensure compliance with its required practices over its sponsored student organization.

k. Resignation/Removal

- i. Members of the executive board may be removed from office by the SCC assembly, for material failure to perform the responsibilities of their positions. "Material failure" means willful substantial failure to perform specific required duties and responsibilities of the office mandated in the governing documents to the detriment of the college councils or the SCC.
- ii. Members of the executive board may resign from office by submitting a signed letter to the president. The president may resign by submitting a signed letter to the dean of students and the vice president for student affairs.
- iii. Vacant non-elected executive board positions may be filled by the president and vice president. Appointments must be confirmed by the SCC assembly.
- iv. If the incoming president-elect or vice president-elect are unable or unwilling to serve, they may decline their elect positions by submitting a signed letter to the president.

3. Coordinators

- I. Coordinators are Leadership Team positions that have specific duties and areas of expertise which they operate in. Their primary goal is to bolster the Leadership Team in carrying out their duties, assist in the maintenance of the Senate of College

Councils' records and management systems, and create an organizational culture rooted in personal growth and leadership development.

m. Selection Process

- i. The incoming executive board selects coordinators by majority vote after the executive board has been selected. Coordinator terms expire the first Thursday in April of the following year.

n. Responsibilities

- i. Coordinators attend SCC assembly meetings, leadership team meetings, and any other relevant meetings. Each coordinator holds at least one office hour per week.

o. Resignation/Removal

- i. Coordinators may be removed with the approval of two-thirds of the executive board for material failure to perform the responsibilities of their positions. "Material failure" means willful substantial failure to perform specific required duties and responsibilities of the office mandated in the governing documents to the detriment of the college councils or the SCC.
- ii. Coordinators may resign from office by submitting a signed letter to the SCC president and vice president and the president of their respective college council.
- iii. Vacant coordinator positions may be filled by the president and vice president, with executive board confirmation.

p. Coordinator Positions

- i. The education and development coordinator's duties shall consist of:
 1. Facilitate Advocacy Subcommittee meetings to connect students and key stakeholders within the advocacy ecosystem on campus.
 2. Work alongside the Community Relations Director and Membership Director to ensure that the organization adequately represents the student body, and that the SCC and its members have the knowledge and support to effectively advocate for the academic needs of all students.
 3. The position is inward-facing and intended to deal with the education, leadership development, and well-being of SCC's membership.

4. Support recruitment and new member programming in coordination with the Membership Director, including participation in New Member Workshops and project development initiatives.
 5. Serve as a member of the Recruitment Committee and assist in visibility and outreach efforts as needed.
- ii. The policy drafting coordinator's duties shall consist of:
1. Assist the Policy Director in establishing the legislative agenda.
 2. Serve as the point of contact between Senate and other organizations in policy-related matters.
 3. Assist members of Senate Internal, Senate External, and all other students in drafting and presenting policy.
 4. Oversee policy implementation at the administrative level by chairing the Implementation Ad-Hoc.
 5. Host Policy Workshops for New Members, Councils, or any other interested organizations.
 6. Appoints/coordinates advisory ad-hoc committees.
 7. Oversee archival maintenance of SCC legislation and governing documents in coordination with the Policy Director.
- iii. The digital resources coordinator's duties shall consist of:
1. Oversee the maintenance of Senate's technical infrastructure, including regular updates to the website, and overseeing digital accounts alongside the Administrative Director.
 2. Execute Senate's digital outreach efforts, working with the Executive Board and Leadership Team
 3. Consult with the Executive Board and Leadership Team to evolve Senate's technology and data management needs to increase organizational efficiency.
 4. Work with the Membership Director in New Member recruitment and application processing
 5. Implement Senate's data collection goals, analyze the collected data, and prepare reports for the organization to gain insights into student needs and preferences.

6. Work closely with the Policy Director to analyze data, inform policy development, and enhance decision-making processes.
7. Work closely with various stakeholders, including student leaders, faculty, and administration, to co-create initiatives that utilize Senate's data findings.
8. Oversee alumni network digital infrastructure, including website presence, LinkTree, LinkedIn, in coordination with relevant directors.
9. Assist with university-wide communication efforts, including newsletters and digital visibility initiatives.

iv. The operations coordinator's duties shall consist of:

1. Support cross-council programming at least once per semester to foster inter-college collaboration and social events
2. Assist leadership team with coordinating activities related to building a cohesive social environment within their committees and between the chairs, coordinators, and executive board.
3. Plan and coordinate regular meetings with the Internal Director to improve programming and internal social events.
4. Establish a relationship between SCC and UT RecSports in order to coordinate intramural activities.
5. Be continually involved in the recruitment and new member activities.
6. Provide opportunities for new members and general members to develop their ideas for events.
7. Assist the Internal Director with logistics, room reservations, and operational planning for SCC events and initiatives.

4. Committee Chairs

q. Special Committee Co-Chairs

- i. Committee chairs co-chair the special committees listed in bylaw V(A). There are two co- chairs for each special committee, consisting of one delegation member and one general member, not both representing the same college council. Committee chairs report to the internal director.

r. Selection Process

- i. The incoming executive board select committee chairs by majority vote after the executive board has been selected. Committee chairs terms expire the first Thursday in April the following year.
- s. Responsibilities
 - i. Committee chairs attend SCC assembly meetings, leadership team meetings, special committee meetings, and any other relevant meetings. Each chair holds at least one office hour per week.
- t. Resignation/Removal
 - i. Committee chairs may be removed with the approval of two-thirds of the executive board for material failure to perform the responsibilities of their positions. "Material failure" means willful substantial failure to perform specific required duties and responsibilities of the office mandated in the governing documents to the detriment of the college councils or the SCC.
 - ii. Committee chairs may resign from office by submitting a signed letter to the SCC president and vice president and the president of their respective college council.
 - iii. Vacant committee chair positions may be filled by the president and vice president, with the executive board confirmation.

Bylaw V: SCC Committees

1. SCC Special Committees

- a. Special committees conduct research, write legislation, and implement programming initiatives. General members can only be assigned to special committees and all general members serve on at least one special committee. Special committees consist of two committee co-chairs: one delegation member and one general member, not both representing the same college council. Committee co-chairs share all responsibilities assigned to their respective committees.
 - i. The Academic Enrichment Committee shall:
 - 1. Explore, uplift, and host new and/or existing programs at The University of Texas at Austin that specialize in academic subsidization, opportunities, and experiences,

2. Advocate for the betterment and utmost quality of education for students at The University of Texas at Austin through SCC legislative initiatives,
 3. Proportionate, advertise, review, and help select recipients for the established SCC Study Abroad Scholarship,
 4. Collaborate with the schools and colleges to host events to provide mentorship and resources for exploratory and transfer students, typically named at the Academic Enrichment Week,
 5. Coordinate major-based resource matching initiatives and collaborate on first-generation or identity-based programming in partnership with relevant committees.
- ii. The Academic Policy Committee shall:
1. Work with the president, vice president, and policy director in establishing the academic legislative agenda with approval of the individual college councils,
 2. Assist and collaborate with special committees and other SCC members on SCC academic legislative/advocacy projects through the Policy Outreach Program and other means; and,
 3. Collaborate with the Engagement and Outreach Committee to disseminate information about SCC academic initiatives.
 4. Host town halls or forums with college councils to gather feedback on academic policy priorities.
 5. Support special policy projects as designated by the Policy Director
- iii. The Engagement and Outreach Committee shall:
1. Manage the SCC's social media platforms,
 2. Work closely with other special committees to promote their academic initiatives and help them with outreach initiatives,
 3. Keep the college councils and university administration up to date on SCC initiatives and accomplishments while clearly articulating its mission,

4. Inform students about recent college council and SCC news, such as academic legislation implementation updates, petitions, and ways to be involved through their college councils,
5. Create dialogue with college council students,
6. Attend SCC assembly's and biweekly committee meetings,
7. Ensure SCC's branding is consistent with university brand requirements in all media,
8. Work closely with membership director and the college councils to recruit college council members as needed through outreach and promotion; and,
9. Work on specific academic initiatives to engage the college council's student interests and transparency.
10. Oversee visual branding, graphics production, and communications coordination in alignment with university standards.
11. Support alumni engagement initiatives and assist in coordinating newsletters and digital visibility efforts.

iv. The Community Advocacy Committee shall:

1. Be responsible for promoting accessibility, integrity, and belonging in academic matters within the schools and colleges by advocating for an enriching campus academic climate for all students.
2. Host UT community-based events such as academic roundtable discussions and panels as well as projects and legislation related to student experiences and advocacy regarding academic issues.
3. Pursue initiatives and collaborate with student leaders and UT community members on academic matters regarding accessibility, belonging, and well-being.
4. Work with the community advocacy director to promote academic changes related to enriching the student experience on campus.
5. Organize large-scale advocacy initiatives and collaborative assemblies involving student organizations.

v. The Faculty Affairs Committee shall:

1. Work to strengthen faculty-student relationships,

2. Host various events which provide space for meaningful dialogue regarding academic matters between both faculty and students,
 3. Organize College Council Faculty Appreciation Week and the College Council Professor, Teaching Assistant and Undergraduate Teaching Assistant of the Year awards; and,
 4. Research faculty-student relations at peer institutions to inspire new academic affairs initiatives.
- vi. The Fundraising Committee shall:
1. Raise money to sustain the scholarships the SCC offers to the UT students,
 2. Foster academic community outreach and professional development through fundraising and event planning,
 3. Work closely with the SCC financial director and the committee co-chairs in assisting with scholarship selections,
 4. Advise the SCC financial director on allocating fundraising money to specific SCC scholarships,
 5. Work with the Engagement and Outreach Committee to promote fundraising initiatives; and,
 6. Serves as a permanent voting member on the selection committee of all scholarships conducted by SCC.
 7. Support the Financial Director with appropriations-related administrative tasks as assigned.
- vii. The Recruitment and Retention Committee shall:
1. Attend SCC assembly meetings, leadership team meetings, special committee meetings, and any other relevant meetings,
 2. Participate in the college council member recruitment process,
 3. Organize the Non-Traditional Student and Academic Improvement Scholarships, including advertisement, application reading, selecting finalists, and interview facilitation,
 4. Collaborate with relevant offices and college councils to host Ready, Set, Go!, a college readiness event for students from under-resourced high schools,

5. Collaborate with relevant offices and college councils to help with the recruitment of underserved populations and the retention of students at UT.

viii. The Undergraduate Research Committee shall:

1. Promote statewide interdisciplinary undergraduate research involvement through the Capital of Texas Undergraduate Research Conference,
2. Expand undergraduate research opportunities and accessibility outside of the University,
3. Work to expand interdisciplinary research opportunities on campus; and,
4. Promote scholarship in research engagement through funding opportunities.
5. Coordinate research-focused panels, symposium collaboration, and scholarship initiatives in partnership with relevant campus entities.

- ix. Special committees meet every two weeks during the fall and spring semesters, opposite SCC assembly meetings. These committees do not meet on university holidays or during the weeks of finals unless reasonable justification is provided.

2. SCC Assembly Standing Committees

- b. The presidents committee, the SCC representatives committee, and the financial directors committee meet every two weeks during the spring and fall terms, opposite SCC assembly meetings. These committees do not meet on university holidays or during the weeks of finals.

c. Presidents Committee

- i. Members of the presidents committee include: (1) all the college council presidents, and (2) the president of SCC, who chairs the committee. The presidents committee discusses (1) university-wide academic issues, (2) current SCC legislation, and (3) university-wide appointments, and (4) any other topics deemed relevant by the committee. The SCC presidents committee performs additional duties and responsibilities in accordance with

the rules contained in bylaw XI, section II (Committee and College Council Responsibilities).

d. SCC Representatives Committee

- i. Members of the SCC representatives committee include: (1) all college council representatives, and (2) the vice president of SCC, who chairs the committee. The SCC representatives committee discusses (1) current SCC legislation, (2) college council events, (3) the work of the special committees, and (4) any other topics deemed relevant by the committee. The SCC representatives committee performs additional duties and responsibilities in accordance with the rules contained in bylaw XI, section II (Committee and College Council Responsibilities).

e. Financial Directors Committee

- i. Members of the financial directors committee include: (1) all college council financial directors, and (2) the financial director of SCC, who chairs the committee. The financial directors committee (1) administers appropriations to registered student organizations in accordance with the rules and limitations contained in bylaw XI, (2) discusses the budget of SCC, and (3) discusses any other topics deemed relevant by the committee. The SCC financial directors committee performs additional duties and responsibilities in accordance with the rules contained in bylaw XI, section II (Committee and College Council Responsibilities).
- ii. The financial directors committee has the discretion to appropriate funds to registered student organizations, in accordance with the rules and limitations contained in bylaw XI. The college council financial directors vote on all appropriations decisions. The financial director of SCC breaks any ties.
- iii. If a college council financial director is unable or unwilling to attend an appropriations meeting, the respective college council president may vote on behalf of the financial director with the approval of the financial director of SCC.

3. Ad Hoc Advisory Committees

- f. The executive board may create temporary ad hoc advisory committees to address specific issues within SCC authority. All members of SCC are eligible to be

appointed to temporary ad hoc university-wide advisory committees. An ad hoc advisory committee must be chaired by a SCC member.

- g. Any SCC member may propose an ad hoc advisory committee idea to the executive board for approval. All executive board members must approve before the creation of an ad hoc advisory committee.
- h. At the first meeting of an ad hoc advisory committee meeting, a SCC member of the committee is to be elected as the chair of the advisory committee.
- i. The chair of the ad hoc advisory committee must have regular checkups with a designated member of the executive board throughout the year.
- j. Ad hoc advisory committees expire at the end of an executive board's term in April but can be renewed by the succeeding executive board's administration.

Bylaw VI: SCC Membership

1. General Members

- a. Each college council may send members from their council to become SCC general members in addition to their three SCC delegate members. General members are designated by the individual college councils in accordance with the procedure outlined in its own constitution. Each general member serves on one special committee.
- b. General members can only be appointed to special committees. At the end of each semester, general members will be given the option to switch committees with the approval of the internal director and the respective committee chairs.
- c. General members may be removed with the approval of two-thirds of the executive board for material failure to perform the responsibilities of their positions. "Material failure" means willful substantial failure to perform specific required duties and responsibilities of the office mandated in the governing documents to the detriment of the college councils or the SCC.

Bylaw VII: University-Wide Committee Appointments

1. Selection Process

- a. The president and internal director may select SCC members to fill positions on certain university-wide committees that require or request a SCC representative.
- b. All current members of SCC are eligible to be appointed to university-wide committees.

- c. All university wide appointments expire at the end of the spring term but can be renewed in the fall by the succeeding executive board administration.

2. Appointments

- d. The president, vice president, and internal director may select student members of SCC to fill positions on certain university-wide committees.
- e. All SCC members of, are eligible to be appointed to university-wide committees.
- f. SCC may appoint one or more students to university-wide committees that require or request a SCC representative including but not limited to the following committees:
(1) Faculty Council, (2) Education Policy Committee, (3) Research Policy Committee, (4) Student Life and Activities Committee, (5) University Academic Calendar Committee, (6) University of Texas Libraries Committee, (7) Information Technology Committee, (8) International Education Fee Scholarship Committee, (9) Student Library Council, (10) Student Health Center Advisory Committee, (11) Student Endowed Centennial Leadership Committee, (12) Student Conduct Advisory Committee, (13) Counseling and Mental Health Center Student Advisory Committee, (14) ITS Advisory Committee, (15) Research and Education Technology Committee, (16) UT Library Steering Committee, (17) Research Student Advisory Council, (18) UGS Flag Committees (Writing, Ethics, Independent Inquiry, and Quantitative Reasoning), (19) President's Student Advisory Council, (20) Tuition Policy Advisory Council, and (21) Student Advisory Council to the Provost.

Bylaw VIII: Sponsored Events

- 1. The Senate of College Councils may designate an official university-sponsored event as a SCC sponsored event. Sponsored events are chosen based on their ability to represent students and/or the outside community in relation to academics.
- 2. Sponsored events may be voted upon by the members of the assembly.

Bylaw IX: College Tuition and Budget Advisory Committee & Progress for Education Policy

- 1. College Tuition and Budget Advisory Committees
 - a. SCC may sponsor the creation of college tuition and budget advisory committees (CTBACs) in each of the colleges and schools at The University of Texas at Austin.
 - b. CTBACs serves as forums for students to discuss college-wide academic budgetary decisions and make academic budgetary recommendations to the deans of their respective colleges and schools.

- c. The members of each CTBAC are selected according to a procedure approved by the relevant college council(s).
- 2. Progress for Education Policy
 - d. Progress for Education Policy is a coalition between each of the three student governance organizations at The University of Texas at Austin with the purpose of coordinating legislative advocacy efforts and encouraging student involvement in the legislative process.
 - e. Direction of Progress for Education Policy is shared between three co-directors: one co-director to be appointed by the president of Student Government, one co-director to be appointed by the president of the Senate of College Councils (SCC), and one co-director to be appointed by the president of the Graduate Student Assembly (GSA).
 - f. The co-directors of Progress for Education Policy may invite other registered student organizations to become members of the coalition as they deem appropriate and necessary. They will also partner with the Texas Exes office to participate in Orange and Maroon Legislative Day.
 - g. By appointing a co-director, the SCC agrees to adhere to the Memorandum of Understanding Regarding Progress for Education Policy.

Bylaw X: SGO Joint Resolution Committee

- 1. Legislation
 - a. The purpose of a joint resolution is for multiple student governance organizations with an overlapping scope of authority and functional governance area to make a statement to express the opinion and sentiment of the student governance organization on a university-wide issue of primary importance and concern to the specific group of students they represent. To be considered a joint resolution the legislation must first originate and be adopted by Student Government (SG), followed by at least one other limited SGO. To be considered passed, the joint resolution must be first approved by Student Government and then by either or both the Senate of College Councils (SCC) and the Graduate Student Assembly (GSA) with identical text in the resolution.
- 2. Composition.

- b. The SGO joint resolution committee is a nine-member committee within SG composed of three representatives from Student Government and three ex-officio representatives from each of the SCC and GSA. Each of the SGO members on this committee will have one vote. Legislation that multiple SGOs want to jointly support, originates in this committee.
- c. The SG legislative policy committee chair shall chair and the SGO joint resolution committee.
- d. The two additional representatives of the SG will be appointed by the SG in the manner provided in the SG governing documents. These representatives can be any of the elected representatives that compose the SG assembly.
- e. The ex-officio representatives of the GSA will be appointed by the GSA in the manner provided in the GSA governing documents. These GSA representatives can be any of the representatives that compose the GSA.
- f. The ex-officio representatives of the SCC will be appointed by the SCC policy director with the approval of the SCC assembly. These representatives can be any of the voting members of the SCC assembly.
- g. Each of these SGO representatives will have one vote on the committee.
- h. Legislation is considered a proposed joint resolution if the legislation is first introduced through the SG assembly legislation submission channels, and at least one of the other SGOs introduce the same legislation in their assemblies.
- i. Legislation is implemented as a joint resolution if legislation is first adopted by SG through its legislation adoption channels and at least one other SGO passes it in their assembly.
- j. SCC may only act on issues wholly within its limited student governance organization scope, including when acting on joint resolutions.
- k. If a proposed joint resolution does not pass in the SG assembly, the legislation is no longer considered a joint resolution and is to be renamed and implemented according to the SGO which passes it.
- l. The representatives on the joint resolution committee are responsible for transcribing legislation proposed as a joint resolution into the legislative format that their SGO uses and for submitting it through their SGO's designated legislation submission channels.

Bylaw XI: Budget and Spending Rules

Section I. Annual Operating Budget and Spending Procedures

1. Approval of The Annual Operating Budget

- a. The annual operating budget for the SCC shall be prepared by the financial director, in consultation with the president, vice president, and the student governance organization financial advisor, and presented to the SCC assembly for a vote no later than the second SCC assembly meeting of the fiscal year as defined by the official university academic calendar.
- b. Should the annual operating budget bill not be passed by a two-thirds majority vote by the SCC assembly, the financial director will have a revision period before presenting a revised budget bill no later than the third SCC assembly meeting of the fiscal year as defined by the official university academic calendar.
- c. During the revision period, SCC entities with questions, comments, and suggestions may submit them through a standardized form process available through the SCC official website. The financial director will use this feedback to re-examine the annual operating budget during the revision period.

2. Budget Requests

- d. Representatives of each college council are eligible to submit a budget request/proposal via an application to the SCC financial director. Requests must be submitted before the fall deadline which is set by the financial director in consultation with the SGO financial advisor.
- e. The financial director of SCC is strongly encouraged to meet with each individual college council before the fall deadline set by the financial director of SCC. College councils are permitted to schedule a meeting with the financial director to discuss potential budget requests but are required to schedule a mandatory meeting with the student governance organization financial advisor to discuss their budget requests/proposals before submitting a budget application.
- f. The financial director will hold the budget-setting meeting with the president, the vice president, and the student governance organization financial advisor to determine proposed allocations. The financial director shall evaluate the submitted proposals in consultation with the student governance organization financial advisor. This meeting will be open to all SCC Assembly members to attend and listen to. Only the SCC financial director, president, vice president, and the student governance

organization financial advisor will be permitted to provide commentary in the budget-setting meeting. It is the obligation of the SCC financial director to conduct any additional meetings with the requesting college councils. Meeting minutes will be distributed after the budget-setting meeting to requesting college councils.

- g. No funding minimum is guaranteed. Allocations will be based on proposal strength, active status, financial need, and alignment with Senate values.
- h. Each college council that receives funding is obligated to report to the SCC financial director a close to accurate estimate of their expenditures after submitting requests to the student governance organization financial advisor. If expenditures do not align with their budget with regards to proposed dates or proposed amounts, each college council is obligated to inform the SCC financial director of their budget adjustment.
- i. A monthly review of all college councils receiving a budget allocation will be conducted by the SCC financial director. With relation to the dates on a college councils allocated fiscal year budget, if a college council is found to be delinquent in budget adjustments or expenditure reporting over the course of four weeks, the SCC financial director may propose a resolution to the SCC assembly requesting a sequestering of that college council's fiscal year allocation in total. This resolution requires a formal presentation by the SCC financial director of all attempts made to correct this college council's rollover and a majority vote to pass. Sequestered funds will be placed in an emergency fund available for all college councils to apply for.
- j. The college councils' budgets must be spent by 4:00 p.m. of the last class day of the spring term of the fiscal year as defined by the official university academic calendar.

3. Special Projects Fund

- k. The SCC financial director shall submit a request for an emergency fund pool in the overall SCC budget at the beginning of the fiscal year, as defined by the official university academic calendar, or via sequestered funds.
- l. The financial director will evaluate and approve all allocation requests, submitted through a standardized form process available on the SCC official website, on a first-come first-serve basis. Allocations will consider outside sources of funding, organizational need, UT student benefit, propensity to spend, and timeliness in the budget cycle. The financial director shall not be permitted to submit emergency fund requests on behalf of any college council.

- m. Entities who did not submit a request during the budgeting period in the Fall are not eligible for Special Projects requests. Extenuating circumstances for lack of submission will be discussed with the Senate Executive Board and Financial Advisor.
- 4. Invoices and Receipts
 - n. All invoices and receipts for goods and services received purchased using any SCC funding (including SSBC and fundraising accounts) must immediately be turned in to the student governance organization financial advisor.
- 5. Food Approval Requests
 - o. The food approval request form must be completed and submitted to the student governance organization financial advisor at least two weeks before the intended date of purchase.
- 6. Printed Material Purchases
 - p. Printed material requests require the submission of a digital copy of the design (preferably as a PDF or JPG file) and the PDF vendor estimate to the student governance organization financial advisor at least two weeks before the intended date of submission to the vendor.
- 7. Authorized Spenders
 - q. Only representatives of a college council who have completed a spending workshop and signed an up-to-date stipulation letter may authorize spending requests and design approvals.
- 8. Prohibited Spending
 - r. College councils shall not use money from the annual operating budget (student fee money allocated by the Student Services Budget Committee) for the purposes of:
 - i. Activities to raise money for charity
 - ii. Alcohol
 - iii. Flowers
 - iv. Gift cards
 - v. Expenses related to Parking and Transportation Services
- 9. Conference Registration Fees
 - s. College council allocations from the annual operating budget (SSBC account) may be used for conference registration fees.

- t. Individual fees shall be determined by the SCC financial director, based on an emergency fund request made by the representative of a college council. This application shall document the fact that conference registration fee was used for academic purposes. The SCC financial director will be responsible for overseeing the evaluation of this request and the distribution of funds.

10. Summer Budgets

- u. College councils may apply for funding during the summer of the fiscal year as defined by the official university academic calendar. Each college council shall submit a budget proposal and application to the SCC financial director before the summer deadline set by the SCC financial director in consultation with the student governance organization financial advisor.
- v. The summer spending deadline will be set by the SCC financial director with consult from the student governance organization financial advisor.
- w. The financial director of SCC is strongly encouraged to meet with each college council before the summer deadline set by the financial director of SCC. A college council may schedule a meeting with the financial director to discuss potential budget requests but are required to schedule a mandatory meeting with the student governance organization financial advisor to discuss their budget requests/proposals before submitting a budget application.

Section II. Committee and College Council Responsibilities

1. Committee Responsibilities

- a. Both co-chairs of a SCC committee are expected to attend the spending workshop and sign a stipulation letter to become an authorized financial representative for their committee or position regardless of whether they have submitted a request under the annual budget. Failure to attend a spending workshop and sign a stipulation letter will entail forfeiture of 1) designated allocations and/or 2) submittal of emergency fund request(s).
- b. Both co-chairs from each SCC committee must be present at all meetings of the SCC assembly, leadership team, and chairs over the course of the year for each SCC committee to remain eligible to continue receiving allocations from the annual operating budget.

- c. Exceptions to this rule may be granted by the SCC internal director at their discretion if a co-chair submits notice at least 48 hours in advance of the SCC assembly, leadership team, or chairs meeting in-question.
- d. Upon a second unexcused absence, the co-chair in question must meet with the SCC internal director, SCC financial director, and the SCC president to discuss their absenteeism.
- e. If a co-chair accrues three or more unexcused SCC assembly, leadership team, or chairs absences during the course of a single academic calendar year, as recorded by the SCC internal director, the committee's current SCC allocation will be automatically revoked excluding pending expenses.
- f. Appeals to penalties may be submitted by the co-chairs and reviewed by the SCC financial director, SCC president, and SCC internal director. Should the SCC financial director, SCC president, and SCC internal director all together find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

2. College Council Responsibilities

- g. At least one delegate from each college council must be present at all meetings of the SCC assembly over the course of the year for each college council to remain eligible to continue receiving allocations from the annual operating budget. Exceptions to this rule may be granted by the SCC administrative director at their discretion if the council delegation submits notice at least 48 hours in advance of the SCC assembly in- question.
- h. Upon a second unexcused absence, the college council delegation in question must meet with the SCC administrative director, financial director, vice president, and president to discuss their absenteeism.
- i. If the college council delegation in question accrues three or more unexcused SCC assembly absences during the course of a single academic calendar year, as recorded by the SCC administrative director, the council's current_SCC_allocation will be automatically revoked excluding pending expenses.
- j. Appeals to penalties may be submitted by the college council president, SCC representative, or financial director and reviewed by the SCC financial director, president, and vice president. Should the SCC financial director, president, and vice

president through majority find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

3. Financial Directors Committee Responsibilities

- k. Each college council financial director is expected to attend a spending workshop and sign a stipulation letter to become an authorized financial representative for their respective council regardless of whether or not they have submitted a request under the annual budget. Failure to attend a spending workshop and sign a stipulation letter will entail forfeiture of 1) designated allocations and/or 2) submittal of emergency fund request(s).
- l. The SCC financial director chairs the financial directors committee. The committee is comprised of the 1) SCC financial director and 2) college council financial directors.
- m. All college council financial directors must attend each meeting of the financial directors committee and designated college council financial directors must attend each appropriations interview/deliberation session.
- n. Exceptions to this rule may be granted by the SCC financial director at their discretion if the college council financial director submits notice at least 48 hours in advance of the financial directors committee meeting or appropriations interview session in-question.
- o. Upon a second unexcused absence, the college council financial director in question must meet with the SCC financial director to discuss their absenteeism.
- p. If the college council financial director in question accrues three or more unexcused financial directors committee meeting absences during a single academic year, as recorded by the SCC financial director, the college council's current SCC allocation will be automatically revoked excluding pending expenses.
- q. Appeals to penalties may be submitted by the college council financial director and reviewed by the SCC financial director, president, and vice president. Should the SCC financial director, president, and vice president through majority find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

4. Presidents Committee Responsibilities

- r. The SCC president is the chair of the presidents committee. The committee is comprised of the 1) SCC president and 2) college council presidents.

- s. College council presidents must attend each meeting of the presidents committee.
- t. Exceptions to this rule may be granted by the SCC president at their discretion if the college council president submits notice at least 48 hours in advance of the presidents committee meeting in question.
- u. Upon a second unexcused absence, the college council president in question must meet with the SCC president to discuss their absenteeism.
- v. If the college council SCC representative in question accrues three or more unexcused SCC representatives committee meeting absences during a single academic year, as recorded by the SCC vice president, the college council's current SCC allocation will be automatically revoked excluding pending expenses.
- w. Appeals to penalties may be submitted by the college council SCC representative and reviewed by the SCC financial director, president, and vice president. Should the SCC financial director, president, and vice president through majority find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

Section III. SCC Appropriations to Registered Student Organizations

1. Appropriations Process

- a. Any registered student organization in good standing with the Office of the Dean of Students are eligible to apply for SCC appropriations.
- b. Appropriations applications shall be developed and published through a standardized form process on the SCC official website before the start of each fall and spring semester as reflected by the official university academic calendar.
- c. Properly completed and submitted applications shall be reviewed by the financial directors committee for compliance with SCC's fiscal policy and university policies.
- d. The student governance organization financial advisor will compile all submitted applications and forward them to the SCC financial director. The SCC financial director will then forward these applications to the financial directors committee.
- e. After the applications are submitted, the financial directors committee will meet to deliberate/interview each application/applicant.
- f. Members of the financial directors committee presently involved with a registered student organization shall abstain from interview/deliberation, discussion, and vote over the appropriation decision of that organization. Involvement shall be defined as

currently holding an officer/leadership position or currently serving as a new/general/active member in the organization.

- g. Once all the interviews/deliberations are complete, the SCC financial director shall lead a discussion of each application under consideration and members of the SCC financial directors committee shall vote to approve funding.
- h. The SCC financial director shall record and the send the results of the committee's deliberations to the student governance organization financial advisor.
- i. The SCC financial director shall, within 72 hours notify each applying organization of the committee's decision to award funding and shall notify each point of contact listed on the organization's application of the next opportunity to attend a spending workshop.
- j. Registered student organizations receiving funding are expected to have at least one representative in attendance for the spending workshop correlating to the application cycle in which they were awarded funding; or to make alternative arrangements with the SCC financial director and/or student governance organization financial advisor.
- k. Registered student organizations may only spend awarded funding after at least one authorized representative of their organization signs a stipulation letter upon successful completion of a spending workshop to become an authorized spending representative of the organization.
- l. Upon establishing at least one authorized spending representative, registered student organizations may spend their awarded funding in accordance with the provisions of this Section and SCC fiscal policy.

2. Invoices and Receipts

- m. All invoices and receipts for goods and services received purchased using SCC funding must immediately be turned into the student governance organization financial advisor.

3. Events May Only Be Applied for A Single Time in A Fiscal Year

- n. Registered student organizations may not apply for funding for a single event more than once in the same fiscal year as defined by the official university academic calendar (this does not include similar events which occur on different dates).

4. Compliance with University Rules

- o. All events for which registered student organizations request funding must follow all established university policies and SCC fiscal policy.

5. Prohibited Spending

- p. Registered student organizations shall not use money from the annual operating budget (student fee money allocated by the student services budget committee) for the purposes of:
 - i. Activities to raise money for charity – unless the proposed activity also offers a significant benefit to current UT students in-line with the mission of the SCC.
 - ii. Any perishable item (food, drinks, alcohol, flowers/plants, medicines, animals, etc.).
 - iii. Gift cards and prizes (including merchandize, prize money, scholarships, etc.).
 - iv. Travel expenses (including conference registration fees, airfare, lodging, etc.).
 - v. Expenses related to Parking and Transportation Services.
 - vi. Off-campus rentals (rentals from an off-campus vendor).
 - vii. RecSports personnel (referees, massage therapists, etc.).
 - viii. Credit card payments for accounts that student governance organizations do not have sole ownership to (Facebook ads, website fees, Snapchat filters, virtual meeting platform fees, etc.).
 - ix. Equipment (any re-usable item that exceeds a value of \$50; equipment purchases will only be approved for student organizations that have an on-campus advisor that will confirm oversight of the equipment once purchased).
 - x. Gasses (propane, etc.).
 - xi. Professional fees.
 - xii. The resale of items purchased by the registered student organization.

6. Responsibilities of Organizations Awarded Funding

- q. Each Registered Student Organization awarded funding by the Senate of College Councils must comply with all provisions of this section and SCC fiscal policy. If awarded funding, an organization must:
 - i. Have at least one representative attend a spending workshop, or set up alternative arrangements with the SCC financial director and/or student

governance organization financial advisor, in order to establish at least one authorized spending representative.

- ii. Publicize the support of the SCC with either the SCC official logo or a phrase thanking the SCC.
- iii. Follow the spending deadlines for their respective awards as set by the student governance organization financial advisor – but not to exceed past the last class day of the academic long semester in which the funds were awarded as reflected by the official university academic calendar.
- r. A registered student organization that does not spend any of its allocated funds, and does not notify SCC of non-use of funds, will be ineligible for funding next semester.

7. Failure to Comply with SCC Spending Rules

- s. Should an organization awarded funding from the SCC fail to comply with the provisions of this section or other SCC fiscal policies, the financial director, in consultation with the student governance organization financial advisor, may place the organization on probation for the following long semester.
- t. An organization placed on probation may not apply for SCC appropriations. An organization may be relieved of its probation status the following long semester.

Bylaw XII: Election Rules and Procedures

1. General Provisions

- a. The president and vice president of the Senate of College Councils will be elected according to the rules and procedures contained in this bylaw.
- b. Once an individual has accepted a nomination for an elected office, that individual is considered a candidate, and is expected to comply with all election rules and procedures in this bylaw.
- c. Candidates who violate the election rules and procedures are subject to any penalties imposed by the election committee. Ignorance of the election rules and procedures in this bylaw is not a defense for any violation of its provisions.
- d. A copy of the election rules and procedures will be distributed to all candidates participating in SCC elections.

2. The Election Committee

- e. The election committee will administer and supervise the elections of the Senate of College Councils president and vice president. No member of the election committee

is allowed to run for an elected position in an election of the Senate of College Councils. A member of the election committee who wishes to participate in an election will resign their position on the election committee.

- f. The election committee comprises five members. Five college councils, chosen at random, will appoint one member each to the election committee. If a college council cannot appoint a member, a different college council will be chosen at random until all five positions have been filled. A college council may not appoint its president, SCC representative, or financial director.
- g. The election committee will select a chair from among its members by majority vote. A minimum of three members must be present. The chair is a voting member of the election committee. The chair will make every effort to ensure the timely completion of all business before the committee and will preside over all meetings of the committee.
- h. The SCC president, vice president, and policy director are ex-officio, non-voting members of the election committee. If one of these individuals is a candidate in a SCC election, they will not participate in any activities of the election committee.

3. Jurisdiction

- i. The election committee has jurisdiction for all violations of this bylaw and may reasonably interpret the meaning of any provision of election rules and procedures. The election committee is responsible for performing all actions, completing all processes, and enforcing all rules described in this bylaw. The election committee may not undertake any activities not described in this bylaw.
- j. Any candidate may submit a question to the election committee to clarify how any provision of this bylaw should be interpreted. Any response from the election committee must stand for the remainder of the current election, but the interpretation of election rules and procedures by the election committee may change from election to election.
- k. Candidates in SCC elections are required to submit all campaign materials to the election committee for approval before those materials are distributed. The election committee will approve campaign materials by majority vote. A minimum of three members must participate in the decision. The election committee will make every effort to approve campaign materials within 48 hours of receiving them.

- l. The chair of the election committee and the Office of the Dean of Students will certify the fairness and accuracy of SCC elections after all votes are counted. Neither outstanding complaints to the election committee nor pending appeals of any ruling made by the election committee will prevent voting from taking place as scheduled, but the chair of the election committee may not certify an election until all outstanding complaints and pending appeals have been appropriately settled.
- m. The SCC assembly may adopt a bill to nullify any election in which the election committee has violated any provisions of this bylaw, in accordance with article 11 of the Constitution of the Senate of College Councils.

4. Complaints and Procedures

- n. Any student who is a member of a college council may file a complaint with the election committee against a candidate for allegedly violating any provision within this bylaw. Members of the election committee may not file a complaint.
- o. The election committee will make every effort to respond to all complaints within 48 hours. The election committee may (1) dismiss the complaint, or (2) hold a public hearing to resolve it. The election committee may dismiss a complaint only when (1) the complainant does not file their complaint within a reasonable amount of time of the alleged violation, (2) the complainant does not identify themselves, (3) the complainant does not specify which candidate allegedly violated this bylaw, (4) the complainant does not identify which provision of this bylaw was allegedly violated. In all other cases, the election committee will hold a public hearing, or (5) complaint is received from a student who is not a member of a college council.
- p. If the election committee decides to dismiss a complaint, the chair will notify the complainant and provide an explanation of its decision. If the election committee decides to hold a public hearing, the chair will notify all parties named in the complaint of the time and place of the hearing. In addition, the chair will notify the respondent of the nature of the complaint. The election committee will make every effort to hold a public hearing within 48 hours of notifying all parties. All parties named in the complaint are expected to attend the hearing of the election committee.
- q. The chair of the election committee, in consultation with all members of the committee, will (1) preside over the hearing, (2) follow the Election Supervisory

Board format of the hearing, (3) adjourn and reconvene the hearing, and (4) enforce reasonable time limits on all proceedings. The chair may not call a hearing to order unless a minimum of three members of the election committee are present.

- r. The complainant and defendant will have equal opportunity to present evidence to the election committee at the public hearing. The complainant bears the burden of proof, which will be the greater weight of credible evidence. The complainant and the defendant may summon witnesses to testify before the election committee at the public hearing. Witnesses may present material evidence during their testimony. If a complainant, respondent, or witness is unable to attend the hearing, the complainant, respondent, or witness may send a representative to submit their testimony in writing.

5. Rules and Appeals

- s. The election committee will make every effort to publicly issue a ruling within 24 hours of the public hearing. The election committee will decide by majority vote. A minimum of three members must be present. A ruling will discuss (1) whether the defendant violated this bylaw; (2) what provisions were violated, if any; (3) what penalties will be imposed, if any; and (4) why the decision of the election committee is justified.
- t. The election committee may impose one of two penalties: (1) prohibit the candidate from actively campaigning for a reasonable amount of time, based on the severity of the violation; and (2) disqualify the candidate. The election committee may also refrain from imposing a penalty.
- u. The complainant and defendant may appeal the dismissal of a complaint within 48 hours of being notified of the dismissal by notifying the chair of the election committee.

6. Nominations

- v. Nominations for elected positions, as defined in article III, sec. 3 of the Constitution of the Senate of College Councils, will occur during a SCC assembly meeting in February with the date announced at least one month prior to the meeting. Nominations may occur until the meeting is adjourned. Nominations must be seconded by a member of the SCC assembly.

- w. Nominees must be current members of a college council. However, the president of Student Government and the president of the Graduate Student Assembly may not run in SCC elections. Candidates may withdraw from an election at any time by notifying the chair of the election committee in writing unless voting has already begun.
- x. Candidates will submit position statements to the election committee to be posted on the official SCC website. A minimum of three members must participate in the decision. The election committee will make every effort to approve candidate statements within 48 hours.

7. Campaigning

- y. All candidates must campaign individually. Candidates may not endorse other candidates or solicit endorsements from any member of the SCC assembly. Members of the election committee may not endorse or campaign for any candidate.
- z. Candidates must remain in good academic standing with the university from the time of their nomination to the end of the election. Candidates must not have an official disciplinary record.
- aa. Candidates may not remove, obscure, or damage any campaign materials created by other candidates, nor may candidates knowingly deceive or mislead members of the SCC assembly or the members of individual college councils while actively campaigning. Campaign materials are defined as all written materials or presentation tools associated with a candidate.
- bb. Candidates may not exchange anything of value, excluding pre-approved campaign materials, in return for a vote, an endorsement, or any other form of support.
- cc. Candidates may not use university resources, SCC resources, college council resources, or resources of registered student organizations, including, but not limited to, electronic mailing lists and social media pages, to actively campaign, without written consent from the election committee.

8. Election Proceedings

- dd. Elections for all elected positions will be held during the first SCC assembly following the nominations SCC assembly in February. The incoming SCC president and SCC vice president will take office during the first SCC assembly meeting of April, subject to the provisions of bylaw XII (I).

- ee. The president will be elected first, followed by the vice president. Each candidate will be allowed five minutes to address the SCC assembly and an additional 20 minutes to answer questions. Following the last candidate's question-and-answer period, there will be a 20-minute period of discussion. The question-and-answer and discussion periods may be extended or closed early by motion.
- ff. Candidates must receive greater than 50 percent of the votes cast to win an election. The election committee, a designated representative from the Office of the Dean of Students, the SCC president, and the SCC administrative director will oversee tallying and determining the final vote. If no candidate receives greater than 50 percent, the top two candidates will participate in a run-off election to be held immediately after the original vote. In the event of a tie, another vote will immediately be held, in which abstentions will not count toward the final tally, and the candidate with the highest number of votes will win. In the event of a second tie, the current SCC president will decide the winner. Following the election, the election committee will reveal the numerical breakdown of votes for each position, without revealing the vote of any specific individual college council.
- gg. If a candidate loses, they may then participate in an election for a subsequent position. Thus, a candidate who loses in the race for president may participate in the race for vice president.
- hh. Elections will use the standard voting procedure described in article V, section 3 of the Constitution of the Senate of College Councils. A quorum, as defined in article V, section 4, must be achieved. If a college council abstains, their vote does not count towards any candidate, but does not have any effect on reaching quorum, because quorum is established by the initial roll call for the meeting.
- ii. At any point after the final candidate's question-and-answer period and before the result is announced, any college council may raise a motion of no confidence in the candidates for the election. If the motion is seconded by another college council, there will be an immediate 20- minute period of discussion and debate. After this, the election committee will take a secret- ballot vote of all present college councils, with each college council receiving one vote. If more than 50 percent of college councils cast a vote of no confidence, the election will be immediately nullified, and a new nomination period for the position will be opened following a ten-minute recess,

following the nomination procedure outlined in bylaw X (F). The election and any subsequent elections will therefore be rescheduled to take place at the following SCC assembly.

- jj. If no candidates in an election have dropped down from another race, the final vote of each college council in all elections is a function of the following four components. The votes of the college council president, financial director, and SCC representative each determine 20% of the final vote. The remaining 40% of the vote for each candidate is determined by the members of the college council in a manner determined by the college council in accordance with its governing documents. The three elected representatives are encouraged to negotiate until 60% of the final vote goes to one candidate. However, in the event of a tie, any ties will be broken by the college council president.
- kk. If a candidate in an election has dropped down from another race, or in the event of a run-off election, the final vote of each college council is determined by an alternate formula. The votes of the college council president, financial director, and SCC representative each determine 25% of the final vote. The remaining 25% of the vote for each candidate is determined by the members of the college council in a manner determined by the college council in accordance with its governing documents. The three elected representatives are encouraged to negotiate until 75% of the final vote goes to one candidate. However, in the event of a tie, the tie will be broken by the college council president. The vote with the highest percentage determines the overall college council's vote toward the final tally, including an "abstain" vote.

9. Special Elections

- II. If the president or vice president position becomes vacant because of the graduation or resignation of the president or vice president, the SCC president, or vice president in the absence of the president, or chair of the election committee in the absence of both the president and vice president, will schedule a special election within a reasonable amount of time in accordance with this bylaw. Nominations for the special election will occur at the SCC assembly meeting immediately before the special election. The winner of the election will take office immediately after the election is certified.

- mm. If the president-elect or vice president-elect resigns prior to assuming office, the SCC president will schedule a special election within a reasonable amount of time, but prior to the last SCC assembly meeting of the spring semester. Nominations for the position will occur at the SCC assembly meeting immediately before the special election. If only one individual is nominated for the position, the SCC assembly may make, and approve, a motion to hold the special election during the same SCC assembly meeting in which nominations occurred.
- nn. If a special election is held in response to the resignation of the president-elect or vice president-elect, the executive board may delay the date on which the incoming leadership team takes office, as described in Bylaw XII H (a), for a reasonable amount of time to facilitate a smooth transition. The incoming leadership team must take office prior to the last SCC assembly meeting of the spring term.