

The University of Texas at Austin

Student Government Code of Rules and Procedures

September 2025

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Title I - Code of Rules

Article I: General Provisions

Chapter I. Code Overview

Sec. 1.1 **Purpose of the Code.** The purpose of this code is to establish the rules and procedures for The University of Texas at Austin Student Government. The rules are meant to facilitate Student Government efforts to serve students and improve campus life.

Sec. 1.2 **Jurisdiction of the Code.** This code of rules and procedures governs all three branches of Student Government. All members of Student Government will be responsible for following the rules laid out in this code.

- a. All elected or duly confirmed Student Government officers will be responsible for enforcing the rules laid out in the UTSG Governing Documents.

Sec. 1.3 **Approval of Changes to the Code.** Any changes to the code of rules and procedures require amendment to the governing documents in the form of a bill; or as conducted by the Office of the Dean of Students.

Sec. 1.4 **Open Records.** All Student Government documents, legislation, minutes, committee reports, opinions, and records, (including assembly attendance and voting records), must be publicly accessible on the official Student Government website.

- a. Documents with information protected under state or federal privacy laws are exempt from public disclosure.

Chapter II. Definitions

Sec. 2.1 “Day” shall refer to any calendar day during the fall and spring academic terms of the university, as published in the official university academic calendar.

Sec 2.2 “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.

Sec. 2.3 “University” or “UT” is defined as The University of Texas at Austin.

Sec. 2.4 “UTSG,” or “SG” is defined as The University of Texas at Austin Student Government.

Sec. 2.5 “SCC” or “Senate” is defined as the Senate of College Councils.

Sec. 2.6 “GSA” is defined as the Graduate Student Assembly.

Sec. 2.7 “SGO” is defined as the Student Governance Organizations.

Sec. 2.8 An “organization” is defined as any student organization officially registered, approved, and in good standing with the Office of the Dean of Students.

Sec. 2.9 “UTSG Governing Documents” shall refer to the UTSG constitution and UTSG code of rules and procedures.

Sec. 2.10 “UTSG Election Regulations” shall refer to the election related provisions in the UTSG governing documents, the Campus-Wide Election Code and the Student Government specific election code.

Sec. 2.11 “School Year” shall refer to the fall and spring academic terms of the university, as published in the official university academic calendar.

Sec. 2.12 “Cabinet of Policy Directors” shall refer collectively to the policy directors appointed by the student body president.

Sec 2.13 “Material Failure” means gross negligence or other willful conduct that is a substantial failure to perform specific required duties and responsibilities of the office mandated in the Student Government Constitution to the detriment of the student body or the Student Government.

Sec. 2.14 “Good Cause Shown” and “Good Cause” means an adequate or substantial grounds or reason to take a certain action, or to fail to take an action. For purposes of a denial of an appointment, or a removal proceeding, good cause requires a compelling statement of objective facts which provide a substantive reason that a person is either ineligible or unqualified to serve. Before taking action, organization leaders shall confer with the Office of the Dean of Students to confirm the basis meets the substantive standard.

Sec 2.15 “Official Student Government website” means an accessible website maintained and controlled by the Office of the Dean of Students and SG leaders.

Sec. 2.16 **Voting Definitions.** The following regulations shall apply to votes.

- a. “Total” or “total sitting” shall be defined as the available seats minus specified unfilled vacancies.
- b. Simple favorable majority shall be defined as a favorable vote by 50 percent of members present, rounded down, plus one.
- c. Super favorable majority shall be defined as a favorable vote by two-thirds of the total members present, rounded down, plus one.
- d. Total favorable majority shall be defined as a favorable vote by two-thirds of total members, rounded down, plus one.
- e. Three fourths majority shall be defined as a favorable vote by three-fourths total sitting members, rounded down, plus one.

Article II. Rules of the Legislative Branch

Chapter I. General Rules Governing the Assembly

Sec. 1.1 **The Student Government Assembly** shall have all legislative powers and authority enumerated in the Student Government Constitution vested in the duly constituted assembly of Student

Government each year.

a. Duties and Powers.

- i. The assembly only holds powers expressly provided to them by the university, as enumerated in the Student Government Constitution.

b. Membership.

- i. All representatives elected or duly confirmed shall be considered sitting members of the assembly.
- ii. The Speaker of the Assembly, elected by the Assembly from the Assembly's sitting membership, shall be the presiding officer of the assembly.
- iii. Ex-officio members shall include all elected or appointed officers of the executive branch and judicial branch, the president of the Senate of College Councils, the president of the Graduate Student Assembly, and the president of Campus Events and Entertainment in accordance with UTSG constitution.
 1. The presiding officer of the assembly may, with the approval of the assembly, name additional ex-officio members of the assembly outside of those listed in accordance with the UTSG constitution.
- iv. The Clerk of the Assembly and Parliamentarian as legislative staff shall serve as members of the assembly who shall not be afforded speaking or voting privileges outside of their impartial responsibilities outlined within the UTSG governing documents.

Chapter II. Rules of Assembly Membership and Leadership

Sec. 2.1 Representatives. Each representative duly elected or appointed shall serve a term in the assembly as defined in the UTSG constitution. In addition to the duties outlined within the UTSG Constitution, the representatives of the assembly shall adhere to the following rights and responsibilities:

- a. Each representative of the assembly shall faithfully represent the interests of their constituents rather than their own personal interests.
- b. Only representatives shall possess voting rights during assembly and their assigned standing committee meetings.
- c. All representatives shall be required to attend assembly meetings and their respective committee meetings.
- d. All representatives shall serve on at least one standing assembly committee.
 - i. Appointed committee members who seek to exchange standing committee assignments with one another shall make such requests to the speaker of the assembly, who will refer this matter to the assembly board.
- e. Representatives may serve on up to two standing committees for a single term and as many sub-committees and sub-entities as desired.

- f. All representatives shall attend a Spending Workshop hosted by the SGO Financial Advisor
- g. All representatives shall attend the New Member Orientation, a standing event of the New Member Organizers sub-entity.
- h. College and school representatives shall maintain monthly communications with college council.
 - i. At-large Graduate representatives shall fulfill this responsibility with monthly communications with the Graduate Student Assembly.
 - ii. International, Transfer, First-Year, and University-Wide representatives shall fulfill this responsibility through proof of monthly general outreach to their respective constituencies.
 - iii. Written proof of communications shall be submitted to the Ethics and Oversight Committee by the end of each month.
- i. Representatives shall not serve as the duly confirmed Clerk of the Assembly, parliamentarian, or member in the Executive or Judicial Branches.

Sec. 2.2 Standing Committee Vice Chairs. The elected vice chairs of the standing committees of the assembly shall have all the following rights and responsibilities:

- a. Standing committee vice chairs shall be a duly elected or an appointed representative assigned to that respective standing committee.
- b. Standing Committee vice chairs shall keep the minutes at their respective committee meetings.
- c. Standing Committee vice chairs shall publish a copy of any approved minutes from their respective committee meeting after its approval but before the following assembly meeting by submitting them to the Clerk of Assembly and the Communications Director.
- d. In the temporary absence of or at the request of the chair, the vice chair shall preside over the committee meetings.
 - i. While presiding, the vice chair shall not vote during their respective committee meetings unless that vote may change the outcome.
 - ii. While presiding, the vice chair shall be responsible for keeping the attendance of the committee meeting and shall forward it to the chair at the end of the meeting.
 - 1. The chair shall continue to be responsible for sending the attendance to the Ethics and Oversight Committee.
 - 2. The vice chair shall not have the authority to determine whether any absence within the respective committee meeting in which they presided is valid, and the chair shall continue to be responsible for that duty.

Sec. 2.3 Standing Committee Chairs. The elected chairs of the standing committees of the assembly shall have all the following rights and responsibilities:

- a. Standing committee chairs shall be a duly elected or an appointed representative.

- b. Standing committees chairs shall be the presiding officer of their respective standing committees.
- c. Standing Committee chairs shall not vote while presiding during their respective committee meetings unless that vote may change the outcome.
- d. Standing Committee chairs shall set the agenda and have the authority to convene and set meeting times for their respective committee meetings.
- e. Standing Committee chairs are responsible for keeping attendance of committee meetings and shall forward the attendance at the end of each meeting to the Ethics and Oversight Committee.
- f. Standing Committee chairs shall be responsible for determining whether any absence within their respective committee, outside of the list of excusable absences, is valid.
 - i. Representatives listed as absent with a valid excuse may appeal this decision to the Ethics and Oversight Committee, and only then may review these decisions and amend them by a simple majority vote.
- g. Standing committee chairs shall serve as sitting members of the assembly board and shall be required to attend assembly board meetings as called by the Speaker of the Assembly.
 - i. Failure to be in attendance for assembly board meetings will result in one absence point.
- h. Standing Committee chairs shall regularly update the assembly board and the assembly during their respective reports of progress in their respective committees.
- i. For any general legislation recommended by a committee for assembly approval, the chairs of the assigned committees shall deliver to the clerk of the assembly a written committee report of the committee review, investigation, hearings, and findings at least 24 hours before the start of the assembly meeting.
 - i. For general resolutions and bills that are to be recommended for approval by the Assembly on second reading, the chairs of assigned committees shall deliver to the clerk of the Assembly the committee recommended text and committee report at least 24 hours prior to the start of the Assembly meeting at which it will be proposed on second reading.
 - ii. For bills amending the Student Government Governing Documents that are to be recommended for approval on second reading, the rules and procedures chair shall deliver to the clerk of the Assembly the committee recommended text and committee report before Friday at 12 noon not less than one week prior to the start of the Assembly meeting at which it will be proposed on second reading.
- j. Standing committee chairs shall provide programmatic oversight to and be responsible for all sub-committees and sub-entities listed under their standing committee and shall provide regular updates to the assembly and assembly board when their presiding officer cannot.

- k. The Chair of the Rules and Procedures Committee shall also have the following duties:
 - i. The Chair of the Rules and Procedures Committee shall serve as and have the rights and responsibility as listed within the UTSG governing documents of the speaker pro-tempore.
- l. The Chair of the Ethics and Oversight Committee shall also have the following duties:
 - i. The Chair of the Ethics and Oversight Committee shall, or appoint a member of the Ethics and Oversight Committee to with the approval of the Speaker of the Assembly, preside over the Appointment Oversight Sub-Committee.
- m. The Chair of the Financial Affairs Committee shall also have the following duties:
 - i. Upon their request, or at the request of the Financial Director or Speaker of the Assembly, the Summer Budget Sub-Committee shall be made active and the Chair of the Financial Affairs Committee shall, or appoint a member of the Financial Affairs Committee to, preside over the Summer Budget Sub-Committee.
 - ii. The Chair of the Financial Affairs Committee shall also serve on the Endowment Governing Board, a sub-entity of the Executive Board.
- n. The Chair of the Academic Affairs Committee shall also have the following duties:
 - i. The Chair of the Academic Affairs Committee shall, or appoint a member of the Academic Affairs Committee with the approval of the Speaker of the Assembly to, preside over the Student Governance Organization Joint Resolution Sub-Committee.

Sec. 2.4 Speaker Pro-Tempore. The chair of the rules and procedures committee shall serve as the speaker pro-tempore of the assembly and have all the following rights and responsibilities:

- a. The Speaker Pro-Tempore shall consult regularly with the student governance organization advisor on all proposed and pending legislation to ensure compliance with the rules and regulations of The University of Texas at Austin and The University of Texas System
- b. In the temporary absence of or at the request of the speaker of the assembly, the speaker pro-tempore shall preside over the assembly or assembly board meetings.
 - i. While presiding, the speaker pro-tempore shall not vote during the assembly or assembly board meetings unless that vote may change the outcome.
- c. The Speaker Pro-Tempore shall serve, or appoint a sitting representative with the Speaker of the Assembly's approval or supreme court justice, as Student Government's representative in the Campus-Wide Election Code Reform Process.
- d. The Speaker Pro-Tempore shall serve, or appoint a sitting representative with the approval from either the Speaker of the Assembly or a supreme court justice, as one of Student Government's representatives on the Campus-Wide Election Code Review Committee.
- e. The Speaker Pro-Tempore shall serve as an ex-officio member on the SGO Joint Resolution

Sub-Committee.

- f. In the temporary absence of the parliamentarian, the speaker pro-tempore shall also serve as parliamentarian.

Sec. 2.5 The Speaker of the Assembly. This representative shall serve as the highest-ranking member of the legislative branch, will seek to ensure accountability and order amongst the members of the assembly, and shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the speaker of the assembly shall have all the following rights and responsibilities:

- a. The speaker of the assembly shall be a duly elected or an appointed representative.
- b. The speaker of the assembly shall be the presiding officer of the assembly and assembly board.
- c. The speaker of the assembly shall not vote while presiding during assembly board or assembly meetings unless that vote may change the outcome.
- d. The speaker of the assembly shall have the authority to convene and set meeting times and set the agenda for the Student Government general assembly meetings.
- e. The speaker of the assembly shall serve as an ex-officio member of the Student Government executive board.
- f. The speaker of the assembly shall meet at least once every two weeks with the assembly board and may call additional, required meetings.
- g. The Speaker of the Assembly and the Ethics and Oversight Committee Chair are responsible for keeping attendance of assembly board meetings and shall forward the attendance at the end of each meeting to the Ethics and Oversight Committee.
- h. The Speaker of the Assembly shall be responsible for determining whether any absence within the assembly board, outside of the list of excusable absences, is valid.
 - i. Chairs listed as absent with a valid excuse may appeal this decision to the Ethics and Oversight Committee, and only then may review these decisions and amend them by a simple majority vote.
- i. The speaker of the assembly shall be responsible for ensuring assembly officers, committees, and sitting members cooperate and coordinate with the Office of the Dean of Students in all actions requiring advice, input, reviews, and approvals by the Office of the Dean of Students.
- j. The speaker of the assembly shall make a conscious effort to maintain an awareness of all proceedings of the standing committees, their sub-committees, and sub-entities.
- k. 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.

- i. 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 weeks prior to the filing deadline for Campus-Wide Elections.
- l. The speaker may establish temporary advisory ad-hoc committees of the speaker as they see fit.
 - i. The term of all ad-hoc advisory committees established by the speaker shall expire the first Tuesday in April.
- m. The speaker of the assembly shall retain all rights and restrictions of a representative of the assembly.
 - i. Except the Speaker of the Assembly shall not serve on any standing committees of the assembly as required for all representatives, unless the assembly board votes to assign the speaker of the assembly to a standing committee for it to be considered active.
- n. The speaker of the assembly shall make all application forms for vacant legislative positions publicly available including access through the Student Government Website.
- o. 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 48 hours in advance of the applicant's respective confirmation hearing.
- p. The speaker of the assembly shall serve on the New Member Organizers, a sub-entity of the Executive Board.

Sec. 2.6 The Clerk of the Assembly. This legislative staff shall 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. In addition to these duties and responsibilities, the clerk of the assembly shall have all the following rights and responsibilities:

- a. The clerk of the assembly shall not be an assembly representative, a supreme court justice, or member of the executive board but may hold other positions in Student Government.
- b. They shall remain impartial on all questions that come before the assembly.
- c. The clerk of the assembly shall attend all meetings of the assembly and assembly board.
 - i. Notification of absence must be sent to the Speaker of the Assembly and the Ethics and Oversight Committee.
- d. The clerk of the assembly shall receive all appointment applications, legislation and assign them numbers, and be responsible for the organization and publication of all of these documents on the official Student Government Website as directed by UTSG governing documents.
- e. The clerk of the assembly shall make available a digital version of the agenda and committee reports on the official Student Government website by 12 noon CT, on the Friday not less than 48 hours prior to the start of the assembly meeting.

- i. The text of bills amending the Student Government governing documents must be made publicly available with the assembly agenda on the official Student Government website by 12 noon CT, on the Friday not less than one week prior to its introduction on first reading or its proposal and approval on second reading at an assembly meeting.
- f. The clerk of the assembly shall keep the minutes at assembly board meetings.
 - i. The clerk of the assembly shall publish a copy of the minutes of assembly board meetings before the following assembly meeting.
- g. The clerk of the assembly shall create an event on the official Student Government website and official social media for each standing meeting of the assembly to inform the public of the time, location, agenda, and other business of the meeting in-question.
- h. The clerk of the assembly shall be sure all pending, failed, and approved legislation for that academic year is always available to all representatives and the communications director.
 - i. The clerk of the assembly shall also send all approved legislation to both the student governance organization advisor and the administrative director.
- i. The clerk of the assembly shall upload all names, applications, and interview questions for appointment nominees for the executive, legislative, and judicial branch to the appointment online folder.

Sec. 2.7 The Parliamentarian. This legislative staff shall advise all members of student government upon their requests on matters of parliamentary procedure and in regard to compliance with the constitution of Student Government, the code of rules and procedures, and any pertinent rules or regulations of The University of Texas at Austin and The University of Texas System. In addition to these duties and responsibilities, the parliamentarian shall have all the following rights and responsibilities:

- a. The parliamentarian shall not be an assembly representative, a supreme court justice, or member of the executive board but may hold other positions in Student Government.
- b. They shall remain impartial on all questions that come before the assembly.
- c. The parliamentarian shall attend all meetings of the assembly.
 - i. Notification of absence must be sent to the Speaker of the Assembly and the Ethics and Oversight Committee.
- d. The parliamentarian shall be well versed in parliamentary procedure.
- e. The parliamentarian shall offer no opinion on legislation unless the matter is related to procedure.
- f. The parliamentarian shall help with legislative drafting and research to any member of student government upon request.
- g. The parliamentarian shall have no formal authority.
- h. The parliamentarian shall serve as ex-officio of the Rules and Procedure Committee.

Sec. 2.8 Ex-officio Members of the Assembly shall have all the following rights and responsibilities:

- a. Ex-officio members of the assembly shall be afforded speaking rights on the floor of the assembly.
- b. Ex-officio members of the assembly may not make main or subsidiary motions, second motions, or vote on motions brought before the assembly; however, ex-officio members of the assembly may make incidental and privileged motions.
- c. Any ex-officio member of the assembly may not initiate but join either side of a debate.
 - i. Executive board members are considered ex-officio members of the assembly but may initiate debate.
- d. Ex-officio members of the Assembly shall be notified of all meetings and actions of the assembly in accordance with UTSG governing documents.
- e. The term of all ex-officio assembly members named by the speaker expires the first Tuesday in April.

Chapter III. Rules Governing Assembly Meetings

Sec. 3.1 First Meeting of the Assembly. The first meeting of the new assembly shall be on the first Tuesday in April each year. The incoming student body vice president shall preside over this meeting until a speaker is elected.

Sec. 3.2 Standing Meetings of the Assembly. In accordance with the SG Constitution, the assembly shall meet at least every two weeks during the fall and spring semesters, on a specific day and time to be set by the speaker of the assembly.

- a. The speaker of the assembly shall be responsible for publishing a list of meeting dates and times of the assembly no later than the first meeting of the fall term, allowing for officially declared holidays by the university.

Sec. 3.3 Special Sessions of the Assembly. The student body president or speaker of the assembly may call special sessions of the assembly if prior notice is given to each member of the assembly and public notice of the meeting time, place and agenda is made on the official Student Government website at least 48 hours in advance of the meeting.

- a. The assembly may override the call of the student body president or the speaker of the assembly by submitting written proof to the Clerk of the Assembly that a total favorable majority of the assembly wishes to not meet in special session or compel attendance.
 - i. Whomever called the special session shall also set the agenda.

Sec. 3.4 Public Meetings of the Assembly and Standing Committees. All meetings of the assembly and its standing committees shall be open to the public and shall be announced by 12 noon at least 48 hours in advance.

- a. This requirement is satisfied if the speaker of the assembly or a standing committee chair sets a regular meeting time and reminds the representatives during standing assembly meetings.

Sec. 3.5 Executive Sessions During Meetings. Executive sessions are closed items that provide an opportunity for members to convene privately to handle sensitive and confidential issues. The only exception to the section above shall be executive sessions conducted during committee or assembly board meetings.

Sec. 3.6 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 of the assembly, presiding officer, and parliamentarian shall strictly enforce this policy.

Sec. 3.7 Accommodations Policy at Public Meetings. Persons with disabilities may request accommodations for any public assembly or committee meeting by contacting the presiding officer at least 48 hours before the meeting.

- a. 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 to fully participate are requested to contact [PRESIDING OFFICER] at [EMAIL ADDRESS], 48 hours prior to the meeting, to determine if appropriate arrangements can be made.

Sec. 3.8 Parliamentary Authority. In accordance with the SG Constitution, the assembly may determine the rules of its proceedings and parliamentary procedure (e.g., Robert's Rules of Order).

Chapter IV. Rules Governing the Assembly Board

Sec. 4.1 The Assembly Board shall be the leadership committee of the assembly as stated in the UTSG constitution and is charged with dealing with the internal affairs of the legislative branch.

- a. Duties and Powers.
 - i. This consists of, but is not limited to, certain representative vacancies, meeting agendas, guest speakers at meetings, representative committee assignments, representative mentoring, facilitating the appointment process, and ensuring the assembly receives all information or documents relevant to pending motions.
 - ii. The assembly board shall appoint both the parliamentarian and the clerk of the assembly before the third week of the fall term.
 - 1. This appointment shall require a simple, favorable majority by the assembly.
 - iii. The assembly board shall meet at least once per two weeks that the assembly is in session.
 - iv. The speaker of the assembly shall only vote in case of a tie or if their vote changes the outcome of the vote.
- b. Membership.
 - i. The Speaker of the Assembly, elected by the Assembly, shall be the presiding officer of this committee.

- ii. Voting members of this committee shall be the Chairs of the Standing Committees of the Assembly as elected by the Assembly.
 - 1. Chair of the Rules and Procedures Committee, who shall also serve as the Speaker Pro-Tempore of the Assembly
 - 2. Chair of the Ethics and Oversight Committee
 - 3. Chair of the Financial Affairs Committee
 - 4. Chair of the Academic Affairs Committee
 - 5. Chair of the Governmental Affairs Committee
 - 6. Chair of the Student Affairs Committee
- iii. Ex-Officio members of this committee shall be comprised of the Student Body President, Student Body Vice President, the Communications Director, the Clerk of the Assembly, and the Parliamentarian.
 - 1. The presiding officer may, with a simple favorable majority approval of the committee, name additional ex-officio members of this committee.

Chapter V. Rules Governing Standing Assembly Committees

Sec. 5.1 Duties and Powers of Standing Assembly Committees. The assembly shall have the six standing committees specified in this chapter to handle its duties and responsibilities.

- a. The first meeting of each standing committee shall happen before the third assembly meeting.
- b. At the first meeting or in the case of a vacancy of the vice chair, committees shall be required to meet and elect the vice chair as the first order of business.
- c. Standing committees shall be responsible for reviewing, researching, editing, and modifying legislation after its assignment by the speaker of the assembly.
- d. Upon being referred any piece of legislation by the speaker of the assembly, a standing committee shall have 10 class days to meet to take that legislation under initial consideration.
 - i. After 10 class days if the standing committee does not report the legislation back to the speaker of the assembly, the assembly may place the legislation on the agenda for a second reading by “discharge petition” by a super favorable majority.
 - 1. Legislation amending the Student Government governing documents cannot be placed on the assembly agenda for second reading by discharge petition.
 - 2. If the assembly does not place the legislation on the agenda for a second reading by “discharge petition” after 10 class days since its referral, the standing committee may still meet to consider the legislation.
- e. Standing committees shall provide the assembly with written proof of effort to solicit testimony from appropriate campus and community stakeholders.

- f. Quorum of standing committees for voting shall be defined as 50 percent plus one of total membership of said committee rounded down.
- g. The assembly shall specify, direct, and guide the standing committees generally in all approved legislation that requires that final action be taken by the committees as agents of the assembly.

Sec. 5.2 **Academic Affairs Committee** is the standing committee which shall review and revise legislation concerning academic issues that would be handled by The University of Texas at Austin or University of Texas System.

- a. Duties and powers.
 - i. This committee shall be responsible for researching all issues that pertain to the educational policies of all students.
 - ii. The committee shall review academic issues of concern to any groups of students.
 - iii. This committee shall jointly review academic issues that would not be handled by The University of Texas at Austin or University of Texas System with the Governmental Affairs Committee.
- b. Membership.
 - i. The Chair of the Academic Affairs Committee, elected by the Assembly, shall be the presiding officer of this committee.
 - ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.
 - 1. The vice chair shall be elected from the voting members by the committee.
 - iii. Ex-Officio members of this committee shall be comprised of the Advocacy Director and the Administrative Director.
 - 1. The chair may, with the approval of the Speaker, name additional ex-officio members of this committee.
- c. Sub-Committees and Sub-Entities
 - i. Student Governance Organization Joint Resolution Sub-Committee

Sec. 5.3 **Financial Affairs Committee** is the standing committee which shall review and revise legislation concerning the operating budgets and expenses from student fee accounts; and shall assist fundraising efforts.

- a. Duties and Powers.
 - i. This committee shall author, in conjunction with the financial director, legislation introducing the operating budget on the floor of the assembly for approval.
 - ii. This committee shall review decisions made by the financial director to either suspend or recall into the general allocation fund from entities that fail to adhere to the specified conditions on their allocated funds.

1. The committee may vote to alter these decisions by a vote of super favorable majority.
- iii. This committee shall review decisions made by the financial director to reallocate from the general allocation fund to the appropriations line item in the budget.
 1. The committee may vote to alter these decisions by a vote of super favorable majority.
- iv. This committee shall review requests for internal funding through the general allocation fund for UTSG initiatives.
 1. The committee shall confer with the financial director on these requests before allocating funds.
- b. Membership.
 - i. The Chair of the Financial Affairs Committee, elected by the Assembly, shall be the presiding officer of this committee.
 - ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.
 1. The vice chair shall be elected from the voting members by the committee.
 - iii. Ex-Officio members of this committee shall be comprised of the Financial Director, the Administrative Director, and the SGO Financial Advisor.
 1. The chair may, with the approval of the Speaker, name additional ex-officio members of this committee.
- c. Sub-Committees and Sub-Entities
 - i. Summer Budget Sub-Committee

Sec. 5.4 **Governmental Affairs Committee** is the standing committee which 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.

- a. Duties and Powers.
 - i. This committee shall review the actions of the United States Congress, Texas State Legislature, Austin City Council, and other governmental bodies that affect UT Austin students. The committee shall make recommendations to the Assembly regarding a course of action the SG and its members or other students may take.
 - ii. This committee shall assist the Student Government Invest in Texas Co-Director in coordinating legislative advocacy efforts and encouraging student involvement in the legislative process.
- b. Membership.
 - i. The Chair of the Governmental Affairs Committee, elected by the Assembly, shall be the

presiding officer of this committee.

- ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.
 - 1. The vice chair shall be elected from the voting members by the committee.
- iii. Ex-Officio members of this committee shall be comprised of the Civic Engagement Policy Director, the Advocacy Director and the Administrative Director.
 - 1. The chair may, with the approval of the Speaker, name additional ex-officio members of this committee.

Sec. 5.5 **Ethics and Oversight Committee** is the standing committee which shall review and revise bills calling for the impeachment of officers of Student Government for material failure of the position duties as listed in the Student Government constitution.

a. Duties and Powers.

- i. This committee shall monitor the attendance of representatives at assembly and standing committee meetings; shall enforce the assembly's absence policy and address excessive absences by representatives in consultation with the Assembly Board.
- ii. This committee shall monitor representatives' written proof of communications with their constituencies per month; representative attendance at university community events per month; and contributions of representatives at Student government events per term, and shall update the attendance point system accordingly.
- iii. This committee shall monitor attendance of supreme court justices; shall enforce the court's absence policy and address excessive absences by justices in consultation with the Assembly Board.
- iv. This committee shall monitor the monthly attendance of external appointments by reviewing submitted written reports, and shall notify the Assembly Board and Executive Board of any excessive absences to those external campus committees and/or boards who shall address them accordingly.
- v. This committee shall investigate conduct of members of Student Government accused of a material violation of the Student Government constitution and code of rules and procedures to ensure proper practices.
 - 1. Other than cases where there is good cause to believe there has been a material failure to fulfill the duties and responsibilities mandated in the Student Government constitution, the assembly has no authority to investigate or take any form of action against a student accused of any violation of any rule or regulation of The University of Texas at Austin or The University of Texas System.
- vi. This committee shall keep a record of investigations and interviews conducted by this

committee.

b. Membership.

- i. The Chair of the Ethics and Oversight Committee, elected by the Assembly, shall be the presiding officer of this committee.
- ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.

1. The vice chair shall be elected from the voting members by the committee.

- iii. Ex-Officio members of this committee shall be comprised of the Chief of Staff, the Administrative Director, and a representative of the Office of the Dean of Students.

1. The chair may name additional ex-officio members of this committee.

c. Sub-Committees and Sub-Entities

- i. Appointment Oversight Sub-Committee
- ii. Agency Evaluation Panel Sub-Entity

Sec. 5.6 **Rules and Procedures Committee** is the standing committee which shall review and propose revisions to legislation pertaining to the Student Government governing documents.

a. Duties and Powers.

- i. This committee shall be responsible for reviewing legislation proposing amendments to the campus-wide election code authored by the campus-wide election code reform committee.
- ii. This committee shall be responsible for reviewing legislation proposing amendments to the SG Code of Rules and Procedures and the SG Constitution.
- iii. This committee shall be responsible for assisting representatives in properly drafting and citing their legislation.
- iv. This committee shall be responsible for reviewing any referred legislation that falls under the jurisdiction of another standing committee should the Speaker of the Assembly determine that the appropriate standing committee is unable to meet.

1. This committee shall be responsible for reviewing bills calling for the impeachment of the Chair of the Ethics and Oversight committee.

b. Membership.

- i. The Chair of the Rules and Procedures Committee, elected by the Assembly, shall be the presiding officer of this committee.
- ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.

1. The vice chair shall be elected from the voting members by the committee.

- iii. Ex-Officio members of this committee shall be comprised of the Parliamentarian and the Administrative Director.

1. The chair may name additional ex-officio members of this committee.

Sec. 5.7 **Student Affairs Committee** is the standing committee which 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.

a. Duties and Powers.

- i. This committee shall be responsible for researching all issues that pertain to the quality of life of students.
- ii. The committee shall review student issues of concern to any groups of students.
- iii. This committee shall jointly review student life issues that would not be handled by The University of Texas at Austin or University of Texas System with the Governmental Affairs Committee.

b. Membership.

- i. The Chair of the Student Affairs Committee, elected by the Assembly, shall preside over this committee.
- ii. Voting members of this committee shall be sitting representatives assigned to this committee by the Assembly Board.
 1. The vice chair shall be elected from the voting members by the committee.
- iii. Ex-Officio members of this committee shall be comprised of the Advocacy Policy Director, the Leadership and Service Standing Policy Director, the Health and Wellness Standing Policy Director, the Advocacy Director and the Administrative Director.

1. The chair may name additional ex-officio members of this committee.

Chapter VI. Rules of Sub-Committees and Sub-Entities of the Assembly

Sec. 6.1 **Duties and Powers of Sub-Committees and Sub-Entities of the Assembly.** The assembly shall have the following Sub-Committees and Sub-Entities specified in this chapter to handle the specified duties and responsibilities.

- a. Upon being delegated any task that serves the needs and purposes of the sub-committee or sub-entity, the presiding officer shall be responsible for ensuring the sub-committee or sub-entity is researching and acting on said task in a timely manner.
- b. Members of sub-committees shall determine and write rules that shall govern the conduct of their respective committees so long as it does not violate any section of the UTSG governing documents.
- c. All appointments made for membership or for the presiding officer are effective immediately upon written notice to the Assembly through the Clerk of the Assembly and the Administrative Director.
 - i. Appointments made for sub-committees and sub-entities of the assembly are not required to have an application or interview process.

Sec 6.2 **Student Governance Organization Joint Resolution Sub-Committee**

a. Duties and Powers.

- i. This committee shall review all proposed resolutions and provide recommendations for implementation as a joint resolution.
- ii. The representatives on the joint resolution committee are responsible for transcribing legislation proposed as a joint resolution in the legislative format that their SGO's assembly uses, and for submitting it through their SGO's designated legislation submission channels.
- iii. This committee shall review all proposed joint resolutions to ensure they fit within the scope of the specified SGOs prior to its introduction to the SG assembly.
- iv. This committee shall not require a quorum to conduct business, but the chair shall compel the attendance of SGO representatives of proposed or pending joint resolutions.

b. Membership.

- i. The Chair of the Academic Affairs Committee, elected by the Assembly, shall preside over this sub-committee.
 1. The Chair of the Academic Affairs Committee may also appoint a representative from the Academic Affairs Standing Committee voting membership, with the approval of the Speaker of the Assembly, to preside over this sub-committee.
- ii. Two sitting representatives of the SG Assembly will be appointed by the Chair of the Academic Affairs Committee.
- iii. Three voting representatives of the SCC Assembly will be appointed by the SCC in the manner provided in the SCC governing documents and serve as voting members of this sub-committee.
- iv. Three elected representatives that compose the GSA will be appointed by the GSA in the manner provided in the GSA governing documents and serve as voting members of this sub-committee.
- v. Ex-Officio members of this committee shall be comprised of the Chair of the Rules and Procedures Committee, the SCC Policy Director, the GSA Internal Policy Director, and the SG Administrative Director.
 1. Should the Chair of the Rules and Procedures Committee be appointed as a voting member of this sub-committee, they will not serve as an ex-officio member.

Sec. 6.3 **Summer Finance Sub-Committee** shall handle all summer finances, should the members of the financial affairs committee not be present during the summer.

a. Duties and Powers.

- i. This sub-committee shall only be considered active at the request of the Chair of the Financial Affairs Committee, the Financial Director, or the Speaker of the Assembly.

1. This criteria is met upon a written notification to the Assembly through the Clerk of the Assembly and to the Administrative Director by any of the parties listed above.
 - ii. This sub-committee once active shall have the powers listed in this section during the period starting with the last day of spring term finals and ending no later than the first day of fall term classes, as determined by the academic calendar.
 - iii. The legislative power of the assembly over the budget shall be considered delegated to this sub-committee upon appointment of the members to said sub-committee and until the first general assembly meeting of the fall semester.
 - iv. This sub-committee will follow the budgetary process outlined within the UTSG governing documents but will not require approval through the Assembly.
 - v. Quorum of this sub-committee for voting shall be defined as 50 percent plus one of total membership rounded down.
- b. Membership.
- i. The Chair of the Financial Affairs Committee, elected by the Assembly, shall preside over this sub-committee.
 1. The Chair of the Financial Affairs Committee or Speaker of the Assembly may also appoint a representative from the Financial Affairs Standing Committee voting membership to preside over this sub-committee.
 - ii. The voting membership shall consist of the Financial Director and sitting representatives of the Assembly appointed by the presiding officer of the Summer Finance Sub-Committee.
 1. All members of this sub-committee shall be required to have attended a Spending Workshop prior to their appointment to this sub-committee.
 - iii. Ex-Officio members of this committee shall be comprised of the SGO Financial Advisor.
 1. The chair may name additional ex-officio members of this committee.

Sec. 6.4 **Appointment Oversight Sub-Committee** shall seek to fairly monitor the quality of all Student Government appointment processes.

- a. Duties and Powers.
- i. This sub-committee shall provide a written report on the quality of the appointment process for all appointments made in Student Government, which shall be delivered to the assembly through the Clerk of the Assembly.
 1. This report shall also be provided to the Administrative Director, the Ethics and Oversight Committee, and the Communications Director who shall make them available on the SG website.
 - ii. This sub-committee shall provide the general assembly a verbal report on the quality of the appointment process prior to an appointment that requires assembly confirmation being

voted on by the assembly.

b. Membership.

- i. The Chair of the Ethics and Oversight Committee, elected by the Assembly, shall preside over this sub-committee.
 1. The Chair of the Ethics and Oversight Committee may also appoint a representative from the Ethics and Oversight Standing Committee voting membership, with the approval of the Speaker of the Assembly, to preside over this sub-committee.
- ii. The membership of this sub-committee shall consist of sitting representatives of the SG Assembly who will be appointed by the Chair of the Ethics and Oversight Committee.

Chapter VII. Rules Regarding Legislation

Sec. 7.1 Requirements for Legislation.

- a. Each piece of legislation must include one author and one representative sponsor, each of whom are not the same person.
 - i. The student body president's or the student body vice president's sponsorship by right of office shall fulfill the same requirement for a representative sponsorship.
- b. Only staff, faculty, students, and alumni of the university may author legislation, and at least one student author is required.
 - i. Registered student organizations may be listed as an author so long as an authorized representative of the registered student organization contacts the speaker of the assembly.
- c. Only assembly representatives, executive board members, cabinet of policy directors, cabinet of agency directors, and justices of the supreme court of Student Government may sponsor legislation.
- d. Stakeholders may express support by adding their name as a written endorsement, in a similar manner to sponsorship, so long as they contact the speaker of the assembly.

Sec. 7.2 Formatting for Legislation.

- a. All legislation shall include the name and title of all authors to be listed in order of contribution or alphabetically, and all sponsors to be listed by title then in alphabetical order by last name.
- b. All legislation shall include the legislation number, with a title briefly summarizing the purpose of the legislation.
- c. All legislation shall include, on one-page front and back, an executive summary that consists of a paragraph not to exceed 350 words that concisely explains the proposed legislation.
 - i. The summary may also include, but is not limited to, frequently asked questions, graphs, models, and anything else that might be relevant in understanding the legislation.

Sec 7.3 Formatting and Requirements for Assembly Bills. Bills are used to address all matters over which the Student Government has direct control.

- a. Each bill will be made up of as many “Sections” as needed.
- b. Specific bill types shall include the following:
 - i. Budget bills shall include the establishment of the initial annual budget as required within the UTSG constitution, any legislation that itemizes budget line items, and any legislation amending the approved annual budget.
 1. These bills must originate from the Financial Affairs Committee in conjunction with the Financial Director, with the approval of the SGO Financial Advisor, and may only be referred to the Financial Affairs Committee.
 2. These bills must follow budgetary procedure to ensure compliance with University policy and may not violate any of the rules regarding budgetary procedure.
 3. These bills will not require referral to a standing committee and may be voted on during first reading.
 4. Proposed floor amendments to these bills must be presented in writing to the clerk and speaker of the assembly. The speaker of the assembly, prior to its introduction to the assembly, shall confer with the financial director and financial affairs committee chair and verify the proposed amendment follows budgetary procedures. Should the speaker of the assembly choose to accept the amendment, the speaker shall refer any proposed amendments back to the financial affairs committee for a committee review and to the SGO Financial Advisor for approval.
 5. These bills shall be approved by a simple favorable majority.
 6. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly per the rights of the Assembly within the UTSG Constitution.
 7. These bills shall not require the student body president’s signature of endorsement or be vetoed per the rights of the Assembly within the UTSG Constitution.
 - ii. Assembly Advisory Ad Hoc bills are legislation creating, terminating, or guiding ad hoc advisory offices or committees of the assembly as stated within the UTSG constitution.
 1. These bills will not require referral to a standing committee and may be voted on during first reading.
 2. These bills shall be approved by a simple favorable majority as stated within the UTSG constitution.

3. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly per the rights of the Assembly within the UTSG Constitution.
 4. These bills shall not require the student body president's signature of endorsement or be vetoed per the rights of the Assembly within the UTSG Constitution.
- iii. Survey bills are legislation authorizing the Student Government to conduct a student opinion survey.
1. These bills are not eligible for second reading until they have been approved by the Office of the Dean of students as described in the UTSG Constitution.
 2. Proposed floor amendments to these bills must be presented in writing to the clerk and speaker of the assembly. The speaker shall refer any proposed amendments back to the assigned standing committee for a committee review and to the Office of the Dean of Students for approval.
 3. These bills shall be approved by a simple favorable majority.
 4. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly per the rights of the Assembly within the UTSG Constitution.
 5. These bills shall not require the student body president's signature of endorsement or be vetoed per the rights of the Assembly within the UTSG Constitution.
- iv. Student Opinion Referendum bills are legislation calling for a poll of the student body at large at a general or special election to officially assess student opinion.
1. These bills shall undergo the process as outlined in Article VIII of the UTSG constitution.
 2. These bills shall be approved by a simple favorable majority as stated in the UTSG constitution.
- v. Governing Document Amendment bills are legislation amending any of the student government governing documents.
1. These bills shall undergo the process in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System as outlined in Article IX of the UTSG constitution.
 2. These bills shall only be referred to the Rules and Procedures committee.
 3. These bills shall be approved by a two-thirds majority vote of total sitting representatives as stated in the UTSG constitution.

- vi. Special Election bills are legislation calling for a special election in April if the Student Body President has not already called for one.
 - 1. A special election may be called once each year by either the student body president or by a three-fourths majority vote of the assembly through this type of legislation as stated in the UTSG constitution.
 - 2. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly per the rights of the Assembly within the UTSG Constitution.
 - 3. These bills shall not require the student body president's signature of endorsement or be vetoed per the rights of the Assembly within the UTSG Constitution.
- vii. Conduct bills are legislation authorizing the recommendation of actions for representatives, other student government officers and external appointments confirmed by the assembly up to the enforcement of removal, unless that officer is only removable by impeachment.
 - 1. These bills must originate from the Assembly Board and may only be referred to the Ethics and Oversight committee.
 - 2. These bills shall be approved by a super favorable majority of the total sitting representatives in the assembly.
 - 3. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly.
 - 4. These bills shall not require the student body president's signature of endorsement.
 - 5. Officers who are only removable by impeachment may only be the subject of a conduct bill if the recommendation is not removal.
 - a. In this case, a recommendation of impeachment would be required resulting in a new impeachment bill and its respective procedure.
- viii. Impeachment bills are legislation authorizing the initiation of the impeachment and removal process of impeachable officers as specified in the UTSG constitution for a material failure to fulfill the duties and responsibilities as mandated by the governing documents.
 - 1. These bills may only be referred to the Ethics and Oversight committee, except when the subject of the impeachment bill is the Chair of the Ethics and Oversight committee in which case it shall be referred to the Rules and Procedures committee.

2. These bills shall be approved by a three-fourths majority vote of total sitting representatives.
 3. These bills shall be considered active upon approval by the assembly and certification by the Clerk of the Assembly.
 4. These bills shall not require the student body president's signature of endorsement.
- c. Bills addressing matters over which Student Government has control that are not specified in the types above shall go through the regular order with appropriate committee referral, review, and report.
- i. These bills shall be approved by a super favorable majority of the assembly.
 - ii. These bills shall require the student body president's signature of endorsement and may also be expressly vetoed.

Sec 7.4 Formatting and Requirements for Assembly Resolutions. Resolutions are used to address matters directly affecting students over which Student Government does not have direct control, to express the opinion and sentiment of the Student Government and, thereby, of the student body.

- a. The deadline for passage of all assembly resolutions is the start of the university's spring break as reflected by the official university academic calendar.
- b. Each resolution shall include the following:
 - i. As many factual "WHEREASS" 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.
- c. Resolutions shall be approved by a simple favorable majority of the assembly.

Sec 7.5 Requirements for Joint Resolutions. 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 organizations on a university-wide issue of primary importance and concern to the specific group of students they represent.

- a. Joint resolutions shall follow the same requirements as assembly resolutions.
- b. GSA and SCC are SGOs eligible to join a joint resolution covering a topic within their respective areas of authority.
- c. SGOs other than Student Government may only act on issues within their limited scope including on joint resolutions.
 - i. Joint resolution legislation may not be used by SGOs to take positions on non-university related issues.

- d. To be considered a joint resolution, the legislation must be formatted in the same manners as assembly resolutions then be filed and approved through the Chair of the SGO Joint Resolution Sub-Committee. This shall constitute originating in this sub-committee.
- e. After filing, the legislation must first be introduced through the Student Government assembly legislation submission channels and followed by at least one of the other SGOs introducing the same legislation to their assembly.
 - i. Graduate Student Assembly and Senate of College Councils are SGOs eligible to join a joint resolution covering a topic within their respective areas of authority.
- f. Legislation is implemented as a joint resolution if legislation is first adopted by Student Government through its legislative adoption channels, and at least one of the other SGOs passes it in their assembly.
- g. If a proposed joint resolution does not pass in the Student Government assembly, the legislation is no longer considered a joint resolution and is to be renamed and implemented according to the SGO assembly which passed it.

Article III. Rules of the Executive Branch

Chapter I. General Rules Governing the Executive Branch

Sec. 1.1 Vestment of Executive Power. All executive powers shall be vested in the executive branch of Student Government.

- a. The governing structure of the executive branch of Student Government shall consist of the student body president and student body vice president, who together form the executive alliance, the members of the executive board, the executive staff, and the cabinet of policy directors.

Chapter II. Rules of Executive Alliance and Executive Board Membership

Sec. 2.1 Student Body President. The student body president shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the student body president shall have all the following rights and responsibilities:

- a. The student body president shall serve as the presiding officer of the executive alliance and executive board.
- b. The student body president shall be an ex-officio member of the assembly board.

Sec. 2.2 Student Body Vice President. The student body vice president shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the student body vice president shall have all the following rights and responsibilities:

- a. The student body vice president shall serve as a member of the executive alliance and executive board.
- b. The student body vice president shall be an ex-officio member of the assembly board.

- c. The student body vice president shall preside over the Student Government Assembly during its first meeting until a speaker is elected or in cases where the speaker pro-tempore accepts a nomination for the Speaker of the Assembly.

- i. The student body vice president while presiding shall not have the ability to vote.

- d. The student body vice president shall preside over the Supreme Court in cases where the longest serving justice accepts a nomination for chief justice or there are fewer than four justices on the court, and three other justices agree that one justice should recuse themselves.

- i. The student body vice president while presiding shall not have the ability to vote.

Sec. 2.3 **Chief of Staff.** The chief of staff shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the chief of staff shall have all the following rights and responsibilities:

- a. The chief of staff shall serve as a member of the executive board.
- b. The chief of staff shall be an ex-officio member of the Ethics and Oversight committees.
- c. The chief of staff shall recruit and train new officers of the executive branch.
- d. The Chief of Staff shall serve on the New Member Organizers, a sub-entity of the Executive Board.
- e. The chief of staff shall provide continuity during the transition of Student Government administrations.
- f. The chief of staff shall oversee the agency directors and all Student Government appointments to external campus committees and boards.
- g. The chief of staff shall form positions for, appoint, and oversee the chief of staff executive staff:

Sec. 2.4 **Financial Director.** The financial director shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the financial director shall have all the following rights and responsibilities:

- a. The financial director shall serve as a member of the executive board.
- b. The financial director shall be an ex-officio member of the financial affairs committee.
- c. The financial director shall oversee the budget creation, appropriations process, and the Student Government fundraising accounts.
- d. The financial director shall primarily oversee the Student Government endowments and any other funds from external sources.
- e. The financial director must convene with the endowment governing board when allocations from the SG endowments are necessary.
- f. The financial director shall monitor expenditures of Student Government and notify entities of the amount and conditions of their allocated funds.

- g. After notification of their allocation, an entity shall be responsible for expending its allocated funds as directed by the financial director and/or the financial affairs committee. If an entity fails to adhere to the conditions on their allocation, the financial director shall communicate that the entity has one week to adhere to the conditions.
- h. If an entity continues to fail to adhere to conditions on their allocated funds, the funds may be suspended by the financial director until an evaluation in consultation with the financial affairs committee and the SGO Financial Advisor has occurred.
- i. The financial director and the financial affairs committee, in consultation with the SGO financial advisor, shall set a deadline for all internal budgetary and appropriation requests. No later than the first general assembly meeting of the fall term, the financial affairs committee shall prepare a budget with the input of the financial director for consideration by the assembly.
- j. The financial director shall form positions, for, appoint, and oversee the financial executive staff.

Sec. 2.5 Administrative Director. The administrative director shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the administrative director shall have all the following rights and responsibilities:

- a. The administrative director shall serve as a member of the executive board.
- b. The administrative director shall be an ex-officio member of all assembly standing committees.
- c. The administrative director shall send all approved Student Government legislation to all the parties the legislation is addressed.
- d. The administrative director shall relay all pertinent information related to legislative and judicial branch acts to all policy directors, the executive board, and any other necessary party within Student Government.
- e. The administrative director shall relay all pertinent information related to executive branch acts to the assembly and assembly board, along with any necessary documentation to the clerk of the assembly and supreme court.
- f. The administrative director shall make all application forms for vacant executive positions publicly available.
- g. The administrative director shall forward the names, applications, and interview questions used to select each executive branch nominee to the clerk of the assembly at least 48 hours in advance of the applicant's respective confirmation hearing.
 - 1. For executive branch nominees that do not require confirmation by the assembly, the administrative director shall forward the names, applications, and interview questions used to the clerk of the assembly.
- h. The administrative director shall form positions for, appoint, and oversee the administrative executive staff:

Sec. 2.6 Communications Director. The communications director shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the communications director shall have all the following rights and responsibilities:

- a. The communications director shall serve as a member of the executive board.
- b. The communications director shall be an ex-officio member of the assembly board.
- c. 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.
- d. The communications director shall ensure that all pending, failed, and approved Student Government legislation for the given school year is always available on the official Student Government website.
 - i. The communications director may also select other means for students to access legislation, but this may not serve as a substitute for constant access through an official Student Government website.
- e. The communication director shall maintain a calendar of internal Student Government 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 official Student Government website.
 - ii. Events to be placed on the calendar shall be submitted to the communication director.
- f. 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.
- g. The communications director shall implement initiatives to improve communications with the student body.
- h. 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.
- i. The communications director shall form positions for, appoint, and oversee the communications executive staff.

Sec. 2.7 Advocacy Director. The advocacy director shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the advocacy director shall have all the following rights and responsibilities:

- a. The advocacy director shall serve as a member of the executive board.
- b. The advocacy director shall be an ex-officio member of the academic affairs committee, governmental affairs committee, and student affairs committee.
- c. The advocacy director shall oversee the policy directors and all Student Government appointments to external campus committees and boards.

- d. The advocacy director shall form positions for, appoint, and oversee the advocacy executive staff,

Chapter III. Rules Governing the Executive Staff

Sec. 3.1 Definition of the Executive Staff. The executive staff shall consist of the associate directors of the individual members of the executive board.

- a. Each executive board member may form associate director positions that shall assist them to carry out the duties and responsibilities of their office as directed.
- b. Each executive staff member shall be chosen by the executive board director in which they serve without assembly confirmation.
- c. Each associate director will serve and only be terminated with good cause at the pleasure of the executive board director in which they serve.

Chapter IV. Rules Governing the Cabinet of Policy Directors

Sec. 4.1 Definition of the Policy Directors. A policy director is an executive branch officer who will lead initiatives related to a particular policy focus under the direction of the advocacy director.

- a. Given that the policy priorities of Student Government change with each new Student Government administration, the student body president shall have authority to designate which policy directors shall be active during their administration.
- b. The student body president may appoint a policy director, with the approval of the assembly, for any of the policy area listed below:
 - i. Academic opportunities, accessibility, affordability, athletics, capitol hill advocacy, city hall advocacy, civic engagement, belonging, housing, interpersonal violence prevention, mental health, professional opportunities, service opportunities, state capitol advocacy, transportation, health and wellness.
 - ii. Upon approval of the assembly, the advocacy director and speaker of the assembly shall coordinate with the Chair of the Academic Affairs Committee, the Chair of the Governmental Affairs Committee, and the Chair of the Student Affairs Committee to assign ex-officio membership for these policy directors between these three standing assembly committees.
- c. The student body president shall appoint the standing policy directors who have programmatic oversight with the approval of the assembly, listed within this subchapter
- d. Policy directors shall be the official liaison to stakeholders related to their policy focus.
- e. Policy directors shall create policy proposals for decision-makers and recommend legislation related to their policy focus through the advocacy director.
- f. The student body president may appoint any policy director to serve on a committee related to their policy focus without a formal appointment.

Sec. 4.2 Advocacy Policy Director. This standing policy director shall actively support the voice of students, at The University of Texas at Austin.

- a. 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.

Sec. 4.3 Civic Engagement Policy Director. This standing policy director will 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 the university.

- a. The civic engagement policy director shall confer regularly with the Office of the Dean of Students to review all planned civic engagement activities in advance to confirm that planned civic engagement activities are in accord with the requirements of the rules and regulations of The University of Texas at Austin and the Board of Regents of the University of Texas System.
- b. 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 the governmental affairs committee.

Sec. 4.4 Health and Wellness Policy Director. This standing policy director 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.

- a. The health and wellness policy director will specialize in working with organizations that promote public health and safety by working with the assembly to author legislation and assist in planning and promoting events and initiatives on related issues.
- b. 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 the student affairs committee.
- c. The health and wellness policy director shall work with campus entities to support, promote, and implement campus-wide events that encourages the importance and awareness of health and safety towards the full-person: body, soul, and mind.

Sec. 4.5 Leadership and Service Policy Director. This standard policy director is to foster the current and future leaders of the university and encourage a unified sense of service to the university and surrounding areas.

- a. The leadership and service policy director will specialize in working with campus entities 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 assist in planning and promoting events and initiatives on related issues.
- b. 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 the student affairs committee.

Chapter V. Rules Governing the Executive Board and its Sub-Entities

Sec. 6.1 **The Executive Board** shall be the leadership committee of the executive branch as stated in the UTSG constitution.

- a. Duties and Powers.
 - i. The executive board shall be in charge of the operation and management of Student Government.
 - ii. The executive board shall also collectively work to guide and assist in implementing the platform points of the student body president and student body vice president.
- b. Membership.
 - i. The student body president shall be the presiding officer of this committee.
 - ii. Sitting members of this committee shall consist of the members as specified in the UTSG Constitution.
 - 1. Student Body Vice President
 - 2. Chief of Staff
 - 3. Financial Director
 - 4. Administrative Director
 - 5. Communications Director
 - 6. Advocacy Director
 - iii. Ex-Officio members of this committee shall be comprised of the Speaker of the Assembly as stated in the UTSG Constitution.
 - 1. The presiding officer may name additional ex-officio members of this committee.
- c. Sub-Entities.
 - i. One Texas
 - ii. Endowment Governing Board
 - iii. Student Government Leadership Board
 - iv. New Member Organizers

Sec. 6.2 **One Texas** is a sub-entity of the Executive Board which shall enhance communication between student communities of the university and to increase coordination on issues that impact the student body.

- a. Duties and Powers.
 - i. One Texas on behalf of Student Government 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 in the procedural manner outlined within the UTSG Governing Documents. The student body president shall call a meeting of One Texas before October 1 of each fall term to coordinate this task.

- ii. The membership of One Texas participating in student regent selection shall be limited to those positions listed in this section on One Texas.
- iii. By October 15 of each fall term, provided that the position was not already held by a UT student the previous school year, One Texas on behalf of Student Government will begin to solicit applicants for the student regent position and/or the THECB student representative.
- iv. One Texas will establish the deadline for the application and the interview period for applicants for the student regent position and the THECB student representative.
- v. By January 1 the student body president on behalf of One Texas and Student Government shall forward up to five applicants confirmed by the assembly for the student regent position and/or the THECB student representative to the chancellor of The University of Texas System.
- vi. 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.
- vii. If any of the voting members are unavailable, a representative can be assigned to represent their organization.

b. Membership.

- i. The student body president shall serve as the presiding officer of this sub-entity by right of office.
- ii. The voting membership shall consist of the stated officers of the following entities:
 - 1. Student Body Vice President of Student Government
 - 2. President of Senate of College Councils
 - 3. President of Graduate Student Assembly
 - 4. President of University Residence Hall Association
 - 5. President of Campus Events and Entertainment
 - 6. Texas Roundtable
 - 7. Chair of the Student Leadership Committee
 - 8. A President of the Six Recognized Social Sorority and Fraternity Councils
 - i. They shall serve on a yearly rotating basis based on alphabetical order of the council names.
- iii. The presiding officer may invite other student members, with the approval of this sub-entity, except for activities concerning student regent and THECB representative selection.

Sec. 6.3 Endowment Governing Board. The endowment governing board is a sub-entity of the Executive Board which will supervise all Student Government endowments.

a. Duties and Powers.

- i. Selections for the distributions of all endowments will be made through the process prescribed by the SGO Financial Advisor in collaboration with this sub-entity.
- ii. All student government endowments and its components which include this sub-entity shall exclusively follow the process prescribed by the SGO Financial Advisor in order to ensure compliance with the rules and regulations of The University of Texas at Austin, and this shall supersede any rules and procedures within the UTSG governing documents.
- iii. In order to ensure compliance with the rules and regulations of The University of Texas at Austin, this sub-committee shall not require a quorum; however, the presiding officer shall work accordingly with the SGO Financial Advisor to have as many of the members present as possible when conducting business and may compel attendance.
- iv. All appointments made by the presiding officer of this sub-entity do not require an application or interview and are effective immediately upon written notice to the Assembly through the Clerk of the Assembly and to the Administrative Director.
- v. All appointments made by the presiding officer serve and may be terminated at their pleasure, with terminations being effective immediately upon written notice to the Assembly through the Clerk of the Assembly and to the Administrative Director.

b. Membership.

- i. The Financial Director shall serve as the presiding officer of this sub-entity by right of office as stated in the UTSG Constitution.
- ii. The Chair of the Financial Affairs Committee shall be a voting member of this sub-entity.
- iii. The voting membership shall consist of appointments made by the presiding officer of this sub-entity from the membership of the following entities:
 - i. One member of the Executive Board of Student Government, except for the Financial Director
 - ii. Two assembly representatives who are members of the Financial Affairs Committee, except for the Chair of the Financial Affairs Committee
 - iii. Two duly-confirmed members of Student Government's Executive, Legislative, or Judicial Branches
- iv. The voting membership shall also consist of representatives appointed by the following external entities:
 - i. No more than two representatives of the Office of the Dean of Students, appointed by the Dean of Students
 - ii. No more than two representatives of the Division of Student Affairs, appointed by the Vice President for Student Affairs

- iii. One representative of the Faculty Council, appointed by the Chair of the Faculty Council
- v. Ex-Officio membership shall include the SGO Financial Advisor.
- i. This sub-entity shall not include any other voting or ex-officio members.

Sec. 6.4 Student Government Leadership Board. This sub-entity is charged with dealing with the internal and external affairs of Student Government.

a. Duties and Powers.

- i. Selections for the distributions of all excellency awards will be made through the process prescribed by this sub-entity.
- ii. The presiding officers shall call meetings of this sub-entity as needed and may compel attendance.

b. Membership.

- i. The Speaker Pro-Tempore and Student Body Vice President shall be the presiding officers for this sub-entity.
- ii. The voting membership shall consist of the sitting members of the Executive Board and the Assembly Board:
 - 1. Student Body President
 - 2. Speaker of the Assembly
 - 3. Chief of Staff
 - 4. Chair of the Ethics and Oversight Committee
 - 5. Financial Director
 - 6. Chair of the Financial Affairs Committee
 - 7. Administrative Director
 - 8. Chair of the Academic Affairs Committee
 - 9. Communications Director
 - 10. Chair of the Governmental Affairs Committee
 - 11. Advocacy Director
 - 12. Chair of the Student Affairs Committee
- iii. The ex-officio membership shall consist of the Chief Justice.
 - 1. This sub-entity shall not include any other voting or ex-officio members.

Sec. 6.5 New Member Organizers. The sub-entity is responsible for the training and retention of new and current Student Government members.

a. Duties and Powers.

- i. The members of this sub-entity shall actively work to recruit and train new officers of their respective branch.

- ii. This sub-entity shall work to plan events to help actively recruit and train new members of the workings of Student Government.
 - iii. This sub-entity shall work to create collaboration between the different branches, both in duties and socially.
 - iv. Each sitting member of this sub-entity may appoint members of their respective branch who shall serve and be terminated at their discretion to assist them in their duties within this sub-entity.
 - 1. All appointments made by this sub-entity do not require an application or interview and are effective immediately upon written notice to the Assembly through the Clerk of the Assembly and to the Administrative Director.
 - 2. All appointments made by this sub-entity may only be terminated at the pleasure of the sitting member in which they serve, with terminations being effective immediately upon written notice to the Assembly through the Clerk of the Assembly and to the Administrative Director.
 - v. Member of this sub-entity can determine additional efforts related to first-year students.
- b. Membership.
- i. The Speaker of the Assembly as a sitting member and their appointees shall represent the Legislative Branch.
 - ii. The Chief of Staff as a sitting member and their appointees shall represent the Executive Branch.
 - iii. The Chief Justice as a sitting member and their appointees shall represent the Judicial Branch.
 - iv. Ex-Officio membership shall include a representative of the Office of the Dean of Students.
- c. Standing Events.
- i. New Member Retreat. A single event to train all new Student Government officers from all branches in skills necessary for operating Student Government.
 - ii. New Member Orientation. Specific events to train new Student Government officer's skills necessary for their specific role.
 - 1. The members of this sub-entity may plan separate orientation events for each role within their respective branch.

Article IV. Rules of The Judicial Branch

Chapter I. General Rules Governing the Judicial Branch

Sec. 1.1 Vestment of Judicial Power. All enumerated judicial powers and authority shall be vested in the Supreme Court of Student Government, in conjunction with the Office of the Dean of Students.

- a. Action outside of these enumerated powers, and authorities is void.

Sec. 1.2 **Membership of The Judicial Branch.** The judicial branch shall consist of the proper number of justices and clerks per Article 5 of the UTSG constitution.

Chapter II. Rules of Justices and Judicial Clerks

Sec. 2.1 **Judicial Clerks.** The clerks of the Judicial Branch shall be non-voting members of the Judicial Branch which will aid the court. In addition to the duties and responsibilities enumerated in the constitution of Student Government, the judicial clerks shall have all the following rights and responsibilities:

- a. Judicial clerks shall not be a supreme court justice, assembly representative, member of the executive board, or member of the cabinet of policy directors but may hold other positions in Student Government.
- b. They shall remain impartial on all questions that come before the court.

Sec. 2.2 **Supreme Court Justices.** The justices of the Supreme Court shall have all the duties and responsibilities as enumerated in the constitution of Student Government.

Sec. 2.3 **Chief Justice.** The chief justice shall serve as the highest-ranking member of the judicial branch and will seek to ensure accountability and order amongst the members of the judicial branch. The chief justice of the Supreme Court shall have all the duties and responsibilities as enumerated in the constitution of Student Government. In addition to these duties and responsibilities, the chief justice shall have all the following rights and responsibilities:

- a. The chief justice shall be a duly confirmed justice of the supreme court.
- b. The chief justice shall retain all rights and restrictions of a justice of the supreme court.
- c. The chief justice shall make publicly available all application forms for vacant judicial positions.
- d. The chief justice shall forward the names, applications, and interview questions, used to select each supreme court justice and judicial clerk nominee to the clerk of the assembly at least 48 hours in advance of the applicant's respective confirmation hearing.

Chapter III. Rules Governing the Supreme Court

Sec. 3.1 **The Supreme Court.** A meeting of the supreme court shall be considered official if there is a quorum of justices discussing any active petition or request for an advisory opinion or deliberating any appeals from decisions by the Elections Supervisory Board under the Campus-Wide or Student Government specific election code.

- a. Duties and Powers.
 - i. The justices may not make any official decisions without a quorum of justices.
 - ii. Quorum is defined as a meeting of three or more justices.
 1. To meet quorum, justices may have a digital presence, such as through a phone call.
 - iii. It is the responsibility of the chief justice to convene a supreme court meeting.

- iv. Supreme Court meetings shall be conducted in accordance with these rules and the governing practices for the court per the UTSG Constitution.
- b. Membership.
 - i. Voting members of the court shall be the 5 duly confirmed justices.
 - 1. The chief justice, elected from and among these members, shall serve as the presiding officer of the court.
 - ii. Ex-Officio members of the court shall be comprised of the 5 judicial clerks.

Chapter IV. Rules Governing Supreme Court Meetings

Sec. 4.1 First meeting of the Supreme Court. The first meeting of the Supreme Court each year shall convene on the first Tuesday in April at a time to be determined by the incoming student body president.

- a. During the first meeting, 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. 4.2 Recusal. Justices of the court shall recuse themselves if the justice feels that they cannot be fair, impartial, and/or objective on the matter at hand. Reasons for recusal may include but are not limited to the following conditions.

- a. If the question at hand concerns legislation authored or sponsored by the justice.
- 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 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 themselves.

Sec. 4.3 Forced Recusal.

- a. If four of the other justices agree that one justice should recuse themselves, that justice's vote and/or ruling on the matter shall be nullified.
- b. If two or three justices request that another justice recuse themselves, and the justice refuses, the justices requesting recusal may petition that the assembly, by a two-thirds majority 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.
 - i. 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.
 - ii. The most senior justice who is not petitioning for recusal shall preside over the hearing.
- c. If there are fewer than four justices on the court, and three other justices agree that one justice should recuse themselves, then the vice president, or someone selected by the vice president who is not a party to the matter, shall preside over the hearing.

- d. Absence by all the petitioning justices and/or the petitioned justice shall lead to a lack of defense for the absent parties, unless the assembly, by a two-thirds majority vote, agrees to table the question until its next meeting.
- e. Additionally, so long as it does not violate the section below, the assembly, by a three-fourths majority vote, may order the recusal of a justice on a question at hand.
 - i. Any representative may trigger this process through a motion of substitution (although no individual need be named as replacement).
 - ii. This motion shall require debate and discussion, per normal assembly rules, to bring to a vote.

Sec. 4.4 Limits to Recusals. No justice shall recuse themselves, or be recused, if their recusal would result in the court not having three or more justices to serve on the case.

- a. In the event where a justice otherwise would recuse themselves, and the recused justice's/justices' vote(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.
- b. The matter must have been sent to the clerk of the assembly at least 15 minutes before the start of the assembly meeting to be considered.

Sec. 4.5 Recusal Briefs. A justice who recuses themselves may file a brief with the court on the matter at hand.

- a. They may also participate in deliberations, so long as at least one of the other justices does not object to this participation.

Article V. External Members of Student Government

Sec. 5.1 Ex-Officio Membership. Any student may request ex-officio memberships of any committee, agency, board, or otherwise unspecified group of Student Government.

- a. For any committee, board, or otherwise specified group of student government that has already outlined the powers of their ex-officio members, that section shall supersede the rights and responsibilities outlined in this section.
- b. The presiding officer of that body may approve or deny said requests for ex-officio membership.
- c. Ex-officio members of any committee, board, or otherwise unspecified group of Student Government shall have the following rights and responsibilities:
 - i. They shall have speaking privileges during the meetings of which they are ex-officio members.
 - ii. They may not initiate formal debate during said meetings but may join either side of a debate after its initiation.
 - iii. They may yield their own speaking time to any student.

- iv. All privileges of ex-officio membership may be subject to the rules of the committee, board, or group, such as requiring recognition from the chair to speak.

Sec. 5.2 External Appointments. All appointees to external campus committee and board positions are responsible for attending all their respective committee/board meetings.

- a. 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.
- b. All external appointments shall present a verbal report at Student Government assembly meetings during months that they attended their respective meetings.
 - i. During months where there were no meetings of their external campus committee and/or board, the external appointments shall submit a written notice stating so to the Ethics and Oversight Committee.
- c. 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. They are not, however, to be considered members of the executive branch of Student Government.

Title II – Code of Procedures

Article I: Assembly Meeting Rules

Chapter I. Assembly Agenda

Sec. 1.1 The agenda for the assembly meeting shall have the following items:

- a. Call to Order;
- b. Special Guests;
- c. Open Forum;
- d. First Roll Call;
- e. Elections of the Assembly Board;
- f. Approval of the Minutes;
- g. Appointments:
 - i. Assembly Appointments,
 - ii. Executive and Judicial Appointments,
 - iii. External Appointments,
 - iv. Oath of Office;
- h. New Business;
- i. Unfinished Business;
- j. External Reports:
 - i. External Appointments,

- ii. Senate of College Councils,
- iii. Graduate Student Assembly,
- iv. Campus Events and Entertainment,
- v. Ex-Officio Members approved by the Assembly;
- k. Office of the Dean of Students Report;
- l. Executive Reports;
- m. Judicial Reports;
- n. Legislative Reports;
- o. General Announcements;
- p. Second Roll Call;
- q. Recess/Adjournment.

Chapter 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.

- a. This item must be included as the first item on the agenda for all general and special sessions of the assembly.

Sec. 2.2 First Roll Call. The speaker of the assembly shall instruct the clerk of the assembly to call the roll of sitting members of the assembly.

- a. This item must be included and precede all items of assembly business on the agenda for all general and special sessions of the assembly.
- b. The clerk of the assembly shall provide the records of each roll call to the communications director to be published.
- c. The assembly board may decide on a digital submission form or alternative method to record the roll call attendance of representatives.
 - i. The clerk of the assembly and speaker of the assembly must confirm the alternative method is recorded accurately before proceeding.
 - ii. Should the alternative method not be available, the clerk of the assembly will return to calling the roll of sitting members of the assembly.

Sec. 2.4 Special Guests. The assembly board may arrange to invite special guest speakers to advise, inform, and present information to the assembly at their discretion.

- a. This item shall only be included on the agenda for any general or special session of the assembly when there is a special guest as approved by the assembly board invited to present.
- b. Each special guest presentation shall be limited to 15 minutes with five minutes additional time for questions and answers.

Sec. 2.5 Open Forum. Any guest at an assembly meeting shall be allowed to speak during open forum.

- a. This item must be included and precede all items of assembly business on the agenda for all general and special sessions of the assembly,
- b. Open forum shall not exceed 20 minutes total.
- c. At least 15 minutes prior to the meeting in question, the speaker of the assembly shall set up a sign-up sheet for guests who wish to speak during open forum.
- d. Order of speaking shall be determined on a first-come, first-served basis.

Chapter III. Assembly Business

Sec. 3.1 Process for Electing the Assembly Board. The following procedure shall apply at the first meeting of the assembly or if the Speaker of the Assembly or standing committee chair becomes vacant. Election shall be the first order of business at the next assembly meeting.

- a. This item shall only and must be included when there is a vacancy for the Speaker of the Assembly or any standing committee chair on the agenda for the next general or special session of the assembly.
- b. If there is a vacancy for the Speaker of the Assembly, the Speaker Pro-Tempore or student body vice president shall preside until a new speaker of the assembly is elected.
 - i. The student body president shall set the agenda for the next general assembly meeting at its regular meeting time including the elections for the speaker of the assembly.
 - ii. If the Speaker Pro-Tempore accepts a nomination for the Speaker for the Assembly, the student body vice president shall preside.
- c. The presiding officer shall call for nominations individually for the following vacancies in this order: Speaker of the Assembly, Chair of the Rules and Procedures Committee, Chair of the Ethics and Oversight Committee, Chair of the Financial Affairs Committee, Chair of the Academic Affairs Committee, Chair of the Governmental Affairs Committee, and Chair of the Student Affairs Committee.
- d. Representatives shall nominate candidates for the currently considered vacancy until the floor closes for nominations.
- e. Once the floor has been closed for nominations for a single vacancy, the presiding officer shall allot each candidate for that vacancy equal speaking time.
- f. Once a candidate has spoken, the presiding officer shall open the floor for questions to the candidate for a period which shall not exceed three minutes.
- g. After each candidate has spoken and the period for questions to an individual candidate has expired, the presiding officer shall allot time and open the floor for questions to one or multiple candidates.
- h. Once the period for questions towards all candidates has expired, the presiding officer shall conduct a roll call vote.

- i. Each representative shall say the name of who they wish to elect when their name is called.
- i. The elections shall be decided by a simple favorable majority of the assembly
 - i. If no candidate receives a simple favorable majority of the assembly, the presiding officer shall call another roll call vote among the two candidates with the highest votes in the previous ballot until a simple favorable majority is reached.
- j. Following the elections of the speaker of the assembly, the assembly will enter a recess period to transition between the presiding officer and the speaker of the assembly.
- k. Following any elections, should there be any other vacancies, the Speaker of the Assembly shall repeat this procedure in this order of the vacancies as described above.

Sec. 3.2 Approval of the Minutes from the Previous Assembly Meeting. Having examined and approved the minutes of the last meeting's proceedings, the speaker shall announce to the assembly approval thereof.

- l. The speaker's approval of the minutes shall be deemed agreed to unless a representative demands a vote thereon or offers an amendment.
- m. All amendments to the minutes shall be given to the speaker in writing who will present them to the assembly.
 - i. Should the speaker choose to accept the amendment, the minutes shall be revised to reflect the amendment.

Sec. 3.3 Appointments. The assembly shall provide advice and consent for executive, judicial, and legislative nominations that require assembly approval in accordance with Student Government governing documents.

- a. The question-and-answer session related to each nominee shall not exceed more than three minutes total.

Sec. 3.4 New Business. During the period of new business, all legislation eligible for first reading shall be discussed and referred to a standing assembly committee.

- a. The authors and sponsors of the legislation shall introduce the legislation to the assembly for a period of three minutes.
- b. The authors and sponsors shall then answer questions regarding the legislation for up to five minutes.
- c. Following the question-and-answer period of legislation during its first reading, the presiding officer shall refer the legislation to the appropriate standing assembly committee for review,
 - i. Legislation that are exempt from being referred to a standing committee after first reading as specified within the UTSG governing documents shall have its question-and-answer period be permitted to be extended past five minutes, and shall follow the procedures in

the same manner as during unfinished business.

- d. Following the referral of all new business to an assembly committee for review the assigned committee chair shall announce the meeting time and location of the assigned committee.

Sec. 3.5 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 introduced for its second reading by a member of the standing assembly committee to which it was assigned.
- b. Legislation shall then be re-introduced by the authors and sponsors.
- c. Re-introduction of the legislation shall not exceed three minutes, with an additional five minutes allotted for questions and answers.
- d. If a representative or executive board member wishes to speak in opposition of the legislation, they may take the lectern 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. 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.
 - iii. 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.
 - iv. The opposition will divide its time equally for the different members seeking to speak.
 - v. For amendments, each member is allowed to speak once on any single amendment for up to three minutes each time at the microphone.
 - vi. Any ex-officio member of the assembly may join either side of the debate.
 - vii. Any student may be yielded time by the proposition or the opposition during the debate.
 - viii. 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.
 - 1. The presiding officer shall decide if a remark or conduct constitutes offense and issue a warning.
 - 2. Following a warning and upon objection by another member, the person responsible shall lose debate privileges regarding the main and secondary motion on that topic.

Chapter IV. Reports

Sec. 4.1 External Reports. Any ex-officio member of the assembly or external appointment of Student Government, as stipulated by The University of Texas at Austin Student Government governing

documents, may present a report if they would like to inform the assembly of their progress in their professional capacities.

- a. Ex-officio members may send an authorized agent to present a report in their place, but this agent shall not be considered an ex-officio member or have their rights or privileges.
- b. External appointments may be required in the manner as prescribed in the UTSG governing documents to present a report to inform the assembly of their progress in their professional capacities, in which their report shall be added to the agenda under this section.

Sec. 4.2 Office of the Dean of Students Reports. The student governance organization advisor, or representative from the Office of the Dean of Students shall present a report to discuss any pertinent issues related to the Office of the Dean of Students.

Sec. 4.3 Executive Reports.

- a. Cabinet Reports. Any policy director who serves in the executive branch may deliver a report discussing their progress in their respective area related to pending matters and any special projects they are working on.
 - i. Cabinet reports to the assembly must be first presented and approved by the chief of staff, student body president, or student body vice president prior to being delivered to the assembly.
- b. Executive Board Reports. Members of the executive board, as stipulated by Student Government governing documents, shall deliver reports discussing their progress related to the daily operations of Student Government at each assembly meeting.
 - i. These reports shall not exceed 15 minutes in total.

Sec. 4.4 Judicial Report. The chief justice or a justice of the supreme court shall deliver the judicial report to discuss any pending judicial matters. They shall discuss any advisory opinions they deliver or any resolved petitions concerning interpretations of the Student Government governing documents.

Sec. 4.5 Legislative Reports.

- a. Representative Reports. Assembly representatives shall present a report to discuss their progress in drafting pieces of legislation or meeting with members of their constituency.
 - i. Representatives shall be limited to speak for up to five minutes during this report and their time shall include any possible questions from the assembly.
 - ii. Representatives may volunteer to give a report by providing notice to the Speaker and Clerk of the Assembly at least 72 hours prior.
 1. Representatives may volunteer to give a report on the floor at the Speaker of the Assembly's discretion.
 - iii. The Speaker of the Assembly or Assembly Board may require a representative to give a report as long as notice is given to the representative at least 72 hours prior and the

representative's report is placed on the agenda.

- b. Standing Committee Reports. The chairs of standing assembly committees shall discuss their progress in their committee meetings and any other legislative matters during their report.
 - i. The vice chair of a standing assembly committee shall make this report in the absence of the chair.
 - 1. Otherwise, in the absence of both, either the chair or Speaker of the Assembly shall give notice to another sitting member of the committee to give the report.
- c. 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.
 - i. The speaker of the assembly shall discuss the progress of the assembly board during this report, and they shall detail the issues discussed during assembly board meetings.
 - ii. The speaker of the assembly shall discuss all meetings with the executive board to ensure that the assembly understands the progress of the speaker of the assembly in working and developing a relationship with the executive board.

Chapter V. Announcements and Adjournment

Sec. 6.1 General Announcements. During this period, members of the assembly can make announcements for the assembly and the general audience.

- a. Announcements shall not be required to relate to Student Government and can provide insight into different campus events and organizations.
- b. The speaker of the assembly may allow any member of the general audience to make an announcement.

Sec. 6.2 Second Roll Call. The speaker of the assembly shall instruct the clerk of the assembly to call the roll of sitting membership of the assembly for the second time.

- a. This item must be included as the second to last item on the agenda for all general and special sessions of the assembly.
- b. The clerk of the assembly shall provide the records of each roll call to the communications director.
- c. The assembly board may decide on a digital submission form or alternative method to record the roll call attendance of representatives.
 - i. The clerk of the assembly and speaker of the assembly must confirm the alternative method is recorded accurately before proceeding.
 - ii. Should the alternative method not be available, the clerk of the assembly will return to calling the roll of sitting members of the assembly.
- d. Should the assembly move to adjourn prior to reaching this item on the agenda, the clerk of the assembly shall immediately call the roll of sitting membership of the assembly.

Sec. 6.3 Adjournment. Representatives will move to adjourn the meeting, and the speaker of the assembly will adjourn until the next general meeting with a simple favorable majority vote of the assembly.

- a. This item must be included as the last item on the agenda for all general and special sessions of the assembly.
- b. Should the assembly move to adjourn prior to the second roll call on the agenda, the clerk of the assembly shall immediately call the roll of sitting membership of the assembly.

Sec. 6.4 Process for Determining Standing Assembly Committee Membership. All representatives shall be required to sit on at least one standing assembly committee as assigned by the assembly board.

- a. Representatives at the first regular meeting of the new assembly shall submit, prior to the adjournment, their top three committee assignment requests to the speaker of the assembly.
 - i. The Speaker of the Assembly shall be exempt from this requirement and shall not be required to serve on a standing committee.
 - ii. Chairs of Standing Committees shall be exempt from this requirement and are automatically serving within the committees in which they preside by right of office.
- b. Assignments shall be decided by the assembly board, before the second regular meeting of the assembly.
 - i. Each standing committee shall consist of at least five representatives, including the chair of the committee, except for the ethics and oversight committee which shall consist of at least three representatives including the chair, to be considered active.
 - ii. The assembly board shall ensure the Rules and Procedures Committee, the Financial Affairs Committee, and the Ethics and Oversight Committee in that priority order are always active in order to ensure the operations of Student Government.
 - iii. The Assembly Board may vote to assign the Speaker of the Assembly or Chair of another Standing Committee to serve on a standing committee to allow for a committee to be active.
- c. Representatives confirmed to the assembly after the first regular meeting of the new assembly shall submit prior to the adjournment of the meeting in which they are duly-confirmed and sworn-in their top three committee assignment requests to the speaker of the assembly.
 - i. Assignments for newly-confirmed representatives shall be determined before the next general meeting of the assembly.
 - ii. Representative-elects or representative-appointees under this subpoint may submit their top three committee assignment requests to the speaker of the assembly prior to the meeting in which they are duly-confirmed and sworn-in, and the assembly board may convene to officially vote and decide on their committee assignment; however, the

approved assignment shall not go into effect until the representative is duly confirmed and sworn-in.

- iii. Assignments of representatives to standing committees under this subpoint shall follow the same procedure as assignments after the first meeting of the new assembly.

Sec. 6.5 Process for Electing Committee Vice Chairs. Vice chairs shall be elected by members of their committee by a simple favorable majority vote.

Sec. 6.6 Process for Filing Legislation. All general legislation shall be filed by emailing the 1) clerk of the assembly, 2) speaker of the assembly, and 3) chair of the rules and procedures committee before 12 noon on Friday for consideration to be introduced at the next assembly meeting.

- a. The clerk of the assembly, in consultation with the speaker of the assembly, may decide on an alternative method for filing legislation in accordance with the process outlined above.
- b. Authors shall be allowed to make changes to their legislation, but they are required to submit an updated copy for posting on the official Student Government website by 12 noon on the Friday before its first reading.
- c. The rules and procedures committee will have until this time to review and suggest edits to the authors of the legislation and to verify to the clerk and the speaker of the assembly that the legislation complies with university rules and regulations.
 - i. The rules and procedures committee may suggest edits after this time to the standing committee in which the legislation is referred in regards to formatting and citing.
- d. The text of proposed legislation amending the Student Government governing documents must be approved by the Office of the Dean of Students prior to filing and introduction on first reading in the Student Government assembly.

Sec. 6.7 Eligibility for First Reading. Legislation shall be eligible for introduction and a first reading if the author properly files said legislation per the requirements in this chapter.

- a. The text of proposed legislation amending the Student Government governing documents must be approved by the Office of the Dean of Students prior to introduction on first reading in the Student Government assembly.

Sec. 6.8 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 financial director.
- b. Governing Document Amendments shall only be referred to the Rules and Procedures committee.
- c. Conduct bills shall only be referred to the Ethics and Oversight committee.

- d. Impeachment bills shall only be referred to the Ethics and Oversight committee, except when the subject of the impeachment bill is the Chair of the Ethics and Oversight committee in which case it shall be referred to the Rules and Procedures committee.

Sec. 6.9 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.

- a. Legislation shall be eligible for a second reading if a simple favorable majority of said committee gives the legislation a favorable recommendation.
- b. If said committee does not report the legislation back to the speaker after 10 class days as required, the legislation can be placed on the agenda for a second reading by “discharge petition” by a super favorable majority of the assembly discharging said committee of said legislation.
 - i. “Discharge petition” shall be defined as a motion made during the Unfinished Business period to place any legislation that has been referred to a standing committee for 10 class days or more back on the agenda for second reading.
 - ii. Any legislation placed on the agenda for a second reading by discharge petition shall be placed at the end of the Unfinished Reading period by order of the motions passed.
 - iii. Legislation amending the Student Government governing documents cannot be placed on the assembly agenda for second reading by discharge petition.

Sec. 6.10 Amending Unfinished Business.

- a. Proposed floor amendments to general legislation to be presented on the floor of the assembly during the second reading must be presented in writing to the clerk and speaker of the assembly.
 - i. The speaker shall, prior to its introduction to the assembly, 1) confer with the parliamentarian to review and verify that the proposed amendment to the pending legislation is within the subject matter of the legislation and does not materially change the substance of the legislation, and, 2) confer with the chair of the rules and procedures committee to review and verify that the proposed amendment to the pending legislation complies with university rules and regulations.
- b. Proposed floor amendments to a bill of amendment to the SG governing documents to be presented on the floor of the assembly during the second reading must be presented in writing to the clerk and speaker of the assembly.
 - i. The speaker of the assembly shall, prior to its introduction to the assembly, refer any proposed amendments to a pending bill of amendment to the SG governing documents back to the rules and procedures committee for a committee review and report in the manner provided in section Sec. 3.23 (d).

Sec. 6.11 Post-vote Legislative Process. After approval of legislation by the assembly, the SG president must sign the legislation within five business days, or the legislation is overruled by operation of law.

- a. During this same period, the SG president may also expressly veto the legislation.
- b. Upon timely signature to endorse legislation by the SG president, the legislation shall be updated on the official Student Government website.
- c. No later than eight days following the vote, legislation approved by the Assembly must be sent to all parties to which the legislation was addressed.

Sec. 6.12 Process for Student Body President's Veto Power. The student body president is given veto power over resolutions and bills.

- a. The veto period is five days from the passage of a resolution or bill.
- b. The president must sign to endorse a resolution or bill within five days of passage for it to become active.
- c. During the veto period, the president may (i) expressly sign or veto an initiative or bill, or (ii) refuse to sign to endorse it such that the initiative or bill is overruled by operation of law.
 - i. Operation of Law shall be defined as the failure to sign to endorse a resolution or bill which shall result in its automatic overrule in a similar manner to a veto.
- d. The president's veto can be overridden with a super favorable majority of the assembly. The override must happen within two weeks (14 days) of the veto's effective date. For express vetoes, this is calculated from the date of the president's action. For matters overruled by operation of law, this deadline is calculated from the end date of the five-day veto period.

Article II: Procedures of the Supreme Court

Chapter I. Selection of the Chief Justice

Sec. 1.1 Selection of the Chief Justice. During the first meeting, the chief justice will be selected and voted on by current acting justices. The following rules and procedure shall apply at the first meeting of the supreme court or if the office of the chief justice becomes vacant.

- a. The most senior justice shall preside over meetings in which the chief justice office is vacant.
 - i. Should the most senior justice accept a nomination for chief justice, the student body vice president shall preside.
- b. Justices shall nominate candidates until the floor closes for nominations.
 - i. Only supreme court justices may serve as the chief justice.
 - ii. The chief justice shall have served at least one year on the court prior to nomination.
 1. This requirement may be waived by a vote of simple favorable majority.
- c. Once the floor has been closed for nominations, each candidate shall be allotted speaking time.
- d. Once each candidate has spoken, the presiding officer shall conduct a vote.

- e. Each justice shall say vote for who they wish to elect.
- f. The election for the chief justice shall be elected by a simple favorable majority of the court.
- g. If no candidate receives a simple favorable majority of the court, the presiding officer shall call another vote among the two candidates with the highest votes in the previous ballot until a simple favorable majority is reached.
- h. The newly elected Chief Justice shall transition into presiding over the meeting.

Chapter II. Supreme Court Meeting Procedures

Sec. 2.1 Pre-hearing Procedures. Any university student, staff member, or faculty member may file a petition for review by the court except for campus wide election-related petitions, which must be first presented to the Election Supervisory Board under the Campus-Wide Election Code.

- a. Upon receipt of a petition, the court will review the documents to determine whether the petitioner has standing.
 - i. A petitioner has standing if the appeal concerns interpretations of the UTSG governing documents or a ruling by the Election Supervisory Board under the Campus-Wide Election Code or the UTSG specific election code and if the petitioner demonstrates that the remedy sought by is actionable.
 - ii. The court will have 72 hours to decide whether to accept or dismiss the petition.
- b. A simple majority, or three out of five justices, is needed for the court to accept a petition for hearing.
- c. 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. 2.2 Hearing Procedures.

- a. All justices must be present for a hearing of petition to convene unless a justice recuses himself.
- b. The petitioner or a representative of the petitioner must be present for a hearing to convene.
 - i. 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.
- 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.
 - i. The writ of mandamus shall remain effective until the hearing procedure is concluded.

- f. Supreme court proceedings shall be conducted in accordance with these rules and the governing practices for the court per Article 5 of the UTSG constitution.

Sec. 2.3 Post-Hearing Procedure.

- a. If the chief justice is in the majority on a case, they will deliver the opinion of the court or assign another justice in the majority to deliver the opinion of the court.
 - i. 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 right to concur, dissent, or join in part or in full any opinion authored by a justice of the court.
- c. Each opinion shall be made available for public viewing on the official Student Government website.

Sec. 2.4 Re-Hearing Procedures. If a hearing is found to be in violation of the procedural rules outlined in the UTSG governing documents or Student Government specific election code, any student, faculty member, or staff member of The University of Texas at Austin may petition for rehearing within three calendar days of the issuing of the opinion of the court.

Sec. 2.5 Advisory Opinions. Any Student Government representative or member of the executive board may request an advisory opinion from the court.

- a. An advisory opinion does not require a petitioner to assert standing before the court but must concern an interpretation of the UTSG governing documents or Student Government specific election code.

Article III. Appointments

Chapter I. Executive Appointments

Sec. 1.1 Transparency During the Appointment Process. The administrative director shall make all application forms for vacant executive positions publicly available. The speaker of the assembly shall make all application forms for vacant legislative positions publicly available. 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, and interview questions used to select each executive branch nominee for which confirmation is required to the clerk of the assembly at least 48 hours in advance of the applicant's respective confirmation hearing. Presidential appointments to executive board and executive staff positions do not need to be confirmed by the assembly.

- 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 48 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 48 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 appointment nominees for the executive, legislative, and judicial branch to the appointment online folder.

Sec. 1.2 Appointment Recommendations. Stakeholders may recommend individuals for the position and can send names to the administrative director.

Sec. 1.3 Executive Appointment Interviews. 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 appointment oversight sub-committee.

- a. Members of the appointment oversight sub-committee shall serve in an observatory role during the interview and shall not pose questions or comment during the interview without the discretion of the executive board members present.

Sec. 1.4 Approval of Appointments. Nominations and/or appointments made by the student body president, speaker of the assembly, and/or chief justice that require confirmation must be confirmed within 15 days of appointment unless a majority of the assembly votes against the appointment with good cause shown.

- a. In any case where the speaker determines that a majority of the assembly votes against an appointment, the speaker will immediately conduct a roll call vote on the record requiring that a statement of good cause shown from each member of the assembly voting against approval be given to the speaker in writing who will present them to the parliamentarian to determine the sufficiency of the good cause shown.
- b. Any vote against approval lacking sufficient good cause shown shall be deemed and recorded as a favorable vote.
- c. Any abstention shall be deemed and recorded as a favorable vote.
- d. At the request of an aggrieved party, the determination by the parliamentarian shall be referred to the chief justice of the supreme court for expedited review and final determination in accordance with the code of rules and procedures.
- e. If the assembly fails to conduct a vote on any nomination and/or appointment within 15 days of appointment, the nomination and/or appointment shall be deemed and recorded as approved.

- f. All appointments to the executive, legislative, or judicial branch must be sworn-in to office by a justice of the supreme court at a general assembly meeting or assembly standing committee meeting before they may assume their duties and powers of office.
 - i. This requirement does not apply to appointments to external campus committees and boards.

Sec. 1.5 Appointment Online Folder. 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. 1.6 Committee Referral of Appointments. The speaker of the assembly may refer appointment/nomination hearings to a standing assembly committee or to the assembly board.

- a. 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 48 hours of the committee's vote.

Sec. 1.7 Open Records for Appointments. A list of all appointments shall be available by a link from the official Student Government website.

- a. This list shall include all appointments to university committees and boards and non-elected, internal Student Government positions.
- b. The list shall include for each appointment the student's name, email address, position title, and job description.
- c. The list shall denote vacancies for all positions unfilled.
- d. Any changes to this list of appointments should be updated online within seven days of the appointment being approved by the assembly.

Sec. 1.8 Executive Staff Appointment. The executive staff consists of the associate directors to the executive board.

- a. Each executive staff member shall be chosen by the executive board member which they serve.
- b. Executive staff appointments are effective immediately and do not require assembly approval.

Chapter II. Judicial Appointments

Sec. 2.1 Supreme Court Justice Applicants. Each new supreme court justice appointment to the court shall be made by the student body president with approval of the assembly.

- a. The applications of potential appointees will be submitted to the student body president for appointment selection and presented to the Student Government general assembly for confirmation in the same manner as executive appointments that require confirmation.

Sec. 2.2 Judicial Clerk Applicants. Each new applicant to the position of judicial clerk shall be interviewed 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 select up to five non-voting clerks for the school year to aid the court.

- a. Each acting justice may appoint a single judicial clerk to aid them for the academic year.
- b. These appointments are effective upon taking the oath of office and do not require assembly confirmation.

Chapter III. The University of Texas System Student Regent and Texas Higher Education Coordinating Board (THECB) Student Representative Selection

Sec. 3.1 Nominations for the UT System Student Regent and THECB. Student Government is responsible for selecting five nominees for The University of Texas (UT) 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. 3.2 Applications for the UT System Student Regent and THECB. One Texas, a sub-entity of the executive board, 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.

- a. The student body president shall call a meeting of One Texas before October 1 of each fall term to coordinate this task.
- b. By October 15 of each fall term, provided that the position was not already held by a UT student the previous school year, Student Government and One Texas sub-entity will begin to solicit applicants for the student regent position or the THECB student representative.
- c. One Texas will establish the deadline for the application and the interview period for applicants.

Sec. 3.3 Selections for the UT System Student Regent and THECB.

- a. Members of One Texas applying to the student regent position and/or the THECB student representative shall not be included in the selection process.
 - i. The membership of One Texas participating in student regent and THECB student representative selection shall be limited to those positions listed in the article on One Texas.
 - ii. Organizations shall appoint a new representative to One Texas for the student regent and THECB student representative process selection process if the current member is applying.
- b. All applicants for the student regent position and/or the THECB student representative as selected by One Texas must be confirmed by the assembly before January 1.
- c. By January 1, the student body president on behalf of One Texas and Student Government shall forward up to five applicants for the student regent position and/or the THECB student representative to the chancellor of The University of Texas System.

Article IV. Standards of Conduct

Chapter I. Absences.

Sec. 1.1 **Representative Absences.** Representatives shall be required to attend assembly meetings and their respective committee meetings, and excessive, unexcused absence may be considered a cause for removal.

- a. The ethics and oversight committee shall be responsible for handling the assembly absence policy and shall make recommendations to the assembly board and assembly regarding absences.
- b. Representatives may be permitted to accrue up to six unexcused absences for the entirety of their term without a valid excuse.
- c. An excused absence shall include illness, academic requirements, religious observance, employment conflicts, or emergency.
 - i. To count as excused, representatives shall be required to send a valid form of proof to the ethics and oversight committee.
 - ii. The chair of the ethics and oversight committee will determine whether any other absence is excusable.
 1. The ethics and oversight committee may review these decisions and amend them by a simple majority vote.
- d. If absent, for any reason, excusable or not, representatives will notify the chair of the ethics and oversight committee at least 24 hours before the meeting.
 - i. If an emergency prohibits this, representatives will notify the chair of the ethics and oversight committee as soon as possible.
- e. After accruing three absences, the representative shall be notified and meet with the ethics and oversight committee.
- f. After accruing six absences, the representative shall be notified by the speaker of the assembly to meet with the assembly board.
 - i. The assembly board shall propose a formal recommendation of action, up to removal to the ethics and oversight committee.
 - ii. The ethics and oversight committee will approve or amend said recommendation and present it to the assembly.
 - iii. The recommendation will then be approved or amended by the assembly.
- g. Attendance and absences shall be recorded for an entire term and shall not reset at any point of a representative's term.
- h. One missed attendance roll call shall count as one-half of an absence.
- i. One missed standing committee meeting shall count as one-half of an absence.

- j. Representatives can make up for absences by attending office hours hosted by the assembly board and executive board.
 - i. 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.
 - ii. 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.
 - iii. 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 of an absence. Up to three half absences per semester may be earned back through office hours.

Sec. 1.2 Judicial Absences. Only three unexcused absences to mandatory Supreme Court activities and/or meetings by any justice are allowed.

- a. After two unexcused absences, the justice shall be notified and meet with the ethics and oversight committee.
- b. After three unexcused absences, the justice shall be notified and meet with the assembly board and then will propose a formal recommendation of action, up to and including impeachment and removal, to the ethics and oversight committee.
- c. The ethics and oversight committee will approve or amend said recommendation and present it to the assembly for action consistent with the governing documents.

Chapter II. Resignation and Removal

Sec. 2.1 Executive Staff Removal. Each executive staff member serves at the discretion of and may only be terminated with good cause by the executive board member which they serve.

Sec. 2.2 Removal of Policy Director.

- a. Each cabinet of policy director's member may be removed for good cause by two-thirds majority vote of the total sitting representatives and a new policy director must be appointed within 15 business days.

Sec. 2.3 Appointee Removal. The assembly may, with a total favorable majority, remove an appointee that requires confirmation from their position for good cause shown, provided this provision does not apply to: a) removal of an elected or appointed officer of the executive, legislative and judicial branches, who may only be impeached and removed for material failure with three-fourths majority vote of total sitting representatives in the assembly, or (b) removal of an executive staff member or (c) removal of any other executive branch appointee that serves at the pleasure of and may be terminated by the president at any time. If there is a vacancy in an appointed student position due to a resignation or removal under

this provision, another student must be appointed to fill that vacancy in a timely manner, and in the same manner as described above and shall be subject to all rules governing appointed positions.

Sec. 2.4 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 acceptance to the assembly within 24 hours; and,
- b. The assembly board shall immediately take appropriate action to find a replacement in accordance with UTSG governing documents.

Sec. 2.5 Representative Removal.

- a. Representatives eligible for removal shall appear before the assembly board to explain their case.
- b. The assembly board shall then make a recommendation to the assembly as to the action they see appropriate in the form of a bill which shall be referred to the Ethics and Oversight committee in the regular committee review and referral process.
- c. The assembly shall vote whether to approve the recommendation with a favorable majority of the total sitting representatives in the assembly.

Article V: Finances

Chapter I. Summer Finances

Sec. 1.1 Summer Budgetary Process. The financial director and the financial affairs committee will follow the budgetary process outlined in the UTSG governing documents during summer finances.

Chapter II. Budget

Sec 2.1 Procedure for Authoring the Annual Operating Budget.

- a. The financial affairs committee chair, financial director, and SGO Financial Advisor shall meet to jointly set a time for the financial affairs committee to meet to author the budget bill for the annual operating budget before the start of the fall term.
- b. The financial affairs committee shall meet with both the financial director and SGO Financial Advisor at the previously prescribed time to review budget requests and write the budget bill with their recommendations.
 - i. This shall be a special session of the financial affairs committee which shall be open to the public.
 - ii. All guests are subject to the rules of the committee.

Sec. 2.2 Procedure for Budget Requests.

- a. Only assembly representatives, supreme court justices, executive board members, and cabinet of policy director members are eligible to submit a budget request.
- b. All are required to schedule a mandatory meeting with the SGO Financial Advisor to discuss their

budget requests/proposals before submitting a budget application.

- c. All requests must be submitted before the deadline jointly set by the financial director, financial affairs committee chair, and the SGO Financial Advisor.
- d. All requests shall be submitted through an application process set by the SGO Financial Advisor in order to be valid.
- e. The financial director shall put in a request for the following items before the meeting to author the budget:
 - i. Operating Expenses, which are defined as, funds required for general upkeep for the Student Government office and items essential for general function.
 - 1. The SGO Financial Advisor shall advise which expenses fall within this funding.
 - 2. The financial director shall request for a specific amount after consulting with the SGO Financial Advisor.
 - ii. Appropriations, which are defined as, funds allocated once per term by the Financial Affairs Committee to registered, external student organizations.
 - 1. The financial director shall request for a specific amount.
 - iii. Internal Discretionary, which are defined as, funds allocated on behalf of the Executive and Assembly Boards for items needed for general function such as items for standing events.
 - 1. The financial director shall request a specific amount for this item after discussion with the SGO Financial Advisor.
 - iv. Special Projects, which are defined as, a general allocation fund to be available and allocated by the Financial Affairs Committee for internal Student Government bodies to request from throughout the academic year.
 - 1. All rollover funding from the deliberations for the current operating budget and any rollover from the operating budget of the previous fiscal year shall automatically be moved to this item.

- v. Stipends, the sponsoring department of Student Government shall pre-allocate stipends.

Sec. 2.3 Annual Operating Budget Timeline. The budget, in the form of a budget bill, shall be presented to the assembly at the first general assembly meeting of the fall term and passed by the third general assembly meeting of the fall term per the UTSG constitution.

Sec. 2.4 Published Applications. When the budget is introduced as new business, all representatives shall be sent internal budgetary applications electronically from the financial director and/or the financial affairs committee chair.

Sec. 2.5 Spending Workshops. Those receiving funds from Student Government shall be required to attend a spending workshop hosted by the SGO Financial Advisor to learn the rules and regulations

regarding funding through Student Government.

- a. All representatives and members of the Executive Board shall be required to attend an internal spending workshop whether they request funds from Student Government or not.
- b. All organizations who receive funding through appropriations from Student Government shall be required to attend an external spending workshop, which is customized for requests for external organizations, prior to accessing their funds.
- c. All attendees of a spending workshop must sign a form agreeing to abide by all rules listed.

Sec. 2.6 Procedure for Special Projects Requests. A fund may be requested in the form of a Special Projects request throughout the fiscal year to fund internal funding requests for UTSG initiatives.

- a. The special projects fund shall be allocated during specific times of the year as jointly determined by the financial director, chair of the financial affairs committee, and the SGO Financial Advisor.
- b. Assembly representatives, supreme court justices, executive board members, and cabinet of policy director members who have attended a spending workshop are eligible to submit a request.
 - i. Student Government members not specified above who have attended a spending workshop may submit a request with the consent of the SGO Financial Advisor.
- c. All are required to send their budget requests/proposals to the SGO Financial Advisor for consultation before submitting an application.
- d. All requests shall be submitted through an application process set by the SGO Financial Advisor in order to be valid.
- e. The financial affairs committee chair shall convene the financial affairs committee to review any request upon receiving a valid application.

Sec. 2.7 Requesting Funds for Appropriations. Funds may be requested from the special projects fund to supplement the appropriations line item in the budget.

Sec. 2.8 Rollover Funds. Any rollover funds from a previous fiscal year will automatically be reallocated to the special projects fund by the financial director once the true rollover balance has been determined by the SGO Financial Advisor in the fall.

Sec. 2.9 Budget Revision. The assembly shall be notified of any recommended revisions to the budget. The revised budget shall be presented to and approved by the assembly within two weeks of the recommended revision.

Chapter III. Appropriations

Sec. 3.1 Prohibited Appropriations. Student Government shall be prohibited from funding or supporting appropriations that violate any university policy regarding the distribution of funds to registered student organizations.

Sec. 3.2 Eligibility for Appropriations. Any registered student organization is eligible to receive

appropriations, except for internal Student Government entities.

Sec. 3.3 Appropriations Application. Registered student organizations requesting appropriations shall fill out an application provided by the financial director and financial affairs committee chair and submit said application by a deadline prescribed by the financial director with the agreement of the financial affairs committee chair, in consultation with the SGO Financial Advisor, to be considered for incorporation into the budget.

Sec. 3.4 Appropriations Application Deadline. The appropriations application deadline will be at the beginning of the fall and spring terms under the discretion of the financial director, the financial affairs committee chair, and the SGO Financial Advisor. Following the deadlines, the SGO Financial Advisor will review all applications to ensure all applying organizations are eligible.

Sec. 3.5 Appropriations Deliberations. All eligible organizations will be subject to deliberation by the financial affairs committee regarding the request before a recommendation is made.

Sec. 3.6 Allocation Recommendations. Once all interviews have finished, the financial affairs committee will meet and deliberate, in consultation with the financial director, whether to recommend allocation or no allocation to the assembly within a designated period.

Sec. 3.7 Notification of Allocations. The financial director shall notify organizations within three business days of allocation or no allocation. The financial director shall also notify all organizations receiving an appropriation of the requirement to attend a spending workshop at a designated time.

Chapter IV. Endowments

Sec. 4.1 Purpose of Endowments. The purpose of the Student Government endowments is to be 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 fundraising efforts.

Sec. 4.2 Publicizing Endowment Applications. The financial director will begin publicizing for all endowed awards and scholarship two weeks prior to release date of the application.

- a. The financial director and communication director will work to publicize the application.
- b. Information about the application is to be available online on the Student Government website.

Sec. 4.3 The Student Government Excellence Fund is an endowment distributed as an appropriation which will be available to all registered student organizations to apply to receive funding for projects, events or initiatives that promote philanthropy.

- a. The financial director will release and solicit applications for the Excellence Fund once a term each fall and spring term at a time decided in consultation with the SGO Financial Advisor.
- b. Any organization in good standing with the Office of the Dean of Students is eligible to receive the allocation, except for internal Student Government entities.
- c. Selections will be made through the process prescribed by the endowment governing board in consultation with SGO Financial Advisor.

- d. Proceeds, as determined by the current MOU with recreational sports, from the annual Longhorn Run will benefit the Student Government Excellence Fund.

Sec. 4.4 The UT Student Government and University Co-op Rebecca H. Carreon Scholarship Fund

is an endowment distributed as a scholarship which will be available to all currently enrolled undergraduate and graduate students who have contributed to the university community, organization involvement, job/work involvement, cumulative GPA, and have financial need.

- a. The financial director will release and solicit applications for the scholarship once per academic year during the fall term at a time decided in consultation with the student governance organization financial advisor.
- b. Students who are currently serving in an elected or appointed Student Government position and those serving on the endowments governing board are not eligible to apply.
- c. Selections will be made through the process prescribed by the endowment governing board in consultation with the SGO Financial Advisor.

Proceeds from the University Co-Op merchandise sales will benefit the UT Student Government and University Co-op Rebecca H. Carreon Scholarship Fund.

Sec. 4.5 The Student Government Endeavor Fund is an endowment distributed as a scholarship which will exist to fund a transfer student scholarship once per academic year during the spring term at a time decided in consultation with the SGO Financial Advisor.

- a. The scholarship will be available to transfer students who have completed at least one but no more than three terms.
- b. Applications will be evaluated based on need and merit with specific emphasis on contribution to the university, organizational involvement, job/work involvement and time commitment, and cumulative GPA.
- c. Students who are currently serving in an elected or appointed Student Government position and those serving on the endowments governing board are not eligible to apply.
- d. Selections will be made through the process prescribed by the endowment governing board in consultation with the SGO Financial Advisor.

Sec. 4.6 Jessica Michelle Fertitta Excellence Fund for Student Advocacy and Civic Engagement is

an endowment distributed as an appropriation which will be available to all registered student organizations to apply to receive funding for projects, events, or initiatives that promote student involvement and create awareness of the impact made by national, state, and local politics on their life as a student.

- a. Any registered student organization in good standing with the Office of the Dean of Students is eligible to receive the allocation, except for internal Student Government entities.
- b. Selections will be made through the process prescribed by the endowment governing board in

consultation with the SGO Financial Advisor.

Article VI. Student Government Excellency Awards

Sec. 1.1 Definition of Excellency Awards. Student Government Excellency Awards are to recognize the support or contributions made to Student Government by various members of the community.

- a. The selection committee for all Student Government Excellency Awards shall be the Student Government Leadership Board, a sub-entity of the Executive Board.
- b. Nominations for all Student Government Awards should be submitted to the student body vice president or speaker pro-tempore of the assembly throughout the month of February.
 - i. Every nomination formally received by the either the student body vice president or speaker pro-tempore must be given due consideration by the committee.
- c. The Student Government Leadership Board shall meet throughout the month of March each school year to determine the winner of each Student Government Excellency Award, which will be announced and presented at the last standing meeting of each assembly.

Sec. 1.2 Soncia Reagins-Lilly Award for Administrative Excellence. To recognize the support Student Government receives in achieving the mission of representing and advocating for the needs of students, this award recognizes one faculty or staff member each term who has made a significant contribution(s) to the success of Student Government initiatives.

Sec. 1.3 Student Government Excellency Award for Outstanding Leadership. To recognize outstanding members of Student Government who contribute to achieving the mission of representing and advocating for the needs of students, this award recognizes one member, who was not a member of the assembly board or the executive board, each term who has made significant contribution(s) to the success of Student Government initiatives.

Sec. 1.4 Student Government Excellency Award for Community Impact. To recognize outstanding students who contribute to achieving the mission of representing and advocating for the needs of students, this award recognizes one student, who was not a formal member of Student Government, each term who has made a significant contribution(s) to the success of Student Government initiatives.

- a. The selection committee for this award will be composed of the Student Government president, the Student Government vice president, the speaker of the assembly, the student governance organization advisor, and one other staff advisor from the Office of the Dean of Students.
- b. Nominations for this award should be submitted to the speaker of the assembly throughout the month of February. Every nomination formally received by the speaker must be given due consideration by the committee.
- c. The selection committee will meet throughout the month of March each school year to determine the winner of the Student Government Excellency Award for Community Impact which will be announced and presented at the last standing meeting of each assembly.

Article VII: Amendments

Chapter I. Amendments to the Governing Documents

Sec. 1.1 **Amendments to the Governing Documents.** Elements of the governing documents may not be suspended. The process for approval of proposed Amendments to the governing documents (constitution, code of rules and procedures, and specific election code) is enumerated in the constitution of The University of Texas at Austin Student Government, and in consultation with the Office of the Dean of Students.