

# **BYLAWS OF THE PURDUE STUDENT GOVERNMENT**

**Current Revision Date: 11/30/2016**

**Last Bill Revision: 16-38**

## **ARTICLE I. GENERAL PROVISIONS**

### **SECTION 1. USE OF PURDUE STUDENT GOVERNMENT LOGOS, SYMBOLS, LETTERHEAD**

1. No logo or symbol of the Purdue Student Government may be altered or incorporated into a larger symbol without the express written permission of the Student Body President.
2. Use of the Purdue Student Government Seal shall be restricted to those documents that have been ratified by the Student Senate and approved by the Student Body President.
3. Any official, non--electronic, correspondence on behalf of Purdue Student Government must be contained within the formal approved letterhead of the Purdue Student Government.

### **SECTION 2. CONFLICTS OF INTEREST**

1. A conflict of interest is defined as a situation where an officer's personal interests interfere, conflict, or adversely affect the interest of Purdue Student Government.

#### *Part A. Prohibited Activities*

1. No officer shall use Purdue Student Government property or equipment or divulge proprietary information, such as mailing lists, business information, or computer data, in activities conflicting with Purdue Student Government interests. The Purdue Student Supreme Court has sole discretion in determining if a conflict of interest exists according to the above criteria. It retains at will authority to resolve any such conflicts.
2. No Purdue Student Government Officer or Appointee may vote on a request for funds from any student organization that they hold an appointed or elected leadership position in. A violation of this shall constitute malfeasance of office and be grounds for removal from all offices and positions held in the Purdue Student Government.

#### *Part B. Disclosure*

In any transaction where conflict of interest is believed to exist, the material facts of the transaction and the interest or relationship of any officer shall be disclosed to the Court. The Court must approve or ratify the transactions by the affirmative votes of a majority of disinterested officers, even when the amount of disinterested officers equals less than quorum.

### SECTION 3. PROPERTY

1. The Student Body Secretary shall be the final authority and chief officer responsible for governing the use, maintenance, procurement, and disposal of Purdue Student Government facilities and properties.

#### *Part A. Parliamentary Authority*

A current copy of Robert's Rules of Parliamentary Procedure shall be available and maintained in the Purdue Student Government Office.

#### *Part B. Office Facilities*

1. The Purdue Student Government Office is located in Krach 270 and shall be open to the public during Krach's business hours. Krach business hours are defined and set by the building management of Krach.
2. "Open access" shall be defined as the use unto such degree as members can meet with, enlist support from, or otherwise conduct business with an officer of Purdue Student Government.

#### *Part C. Consumables*

Any property of Purdue Student Government whose value is diminished through its normal use shall be deemed consumable.

#### *Part D. Equipment*

Any property of Purdue Student Government that is not consumable in nature shall be deemed equipment. Equipment that by nature uses consumables other than electricity shall fall under the policy of consumables.

### SECTION 5. USAGE OF PROPERTY

1. Consumables and equipment of Purdue Student Government shall be used only by the officers of Purdue Student Government for the furtherance of Purdue Student Government efforts.
2. Use of Purdue Student Government property shall be limited to the officers of Purdue Student Government.

3. No Purdue Student Government property may be used in any manner that violates the laws or regulations of the United States of America, the State of Indiana, or Purdue University.
4. Use of any Purdue Student Government property by an officer for any activity not relating to Student Government shall constitute a malfeasance in office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government. In addition, all property shall not be used for:
  - a. Any use for which that piece of equipment is not designed;
  - b. Any use that may cause damage to the equipment;
  - c. Any use that may cause harm to an individual;
  - d. Any use that requires the equipment leaving the property of Purdue University;
  - e. Any use that will in any way reduce, beyond normal wear and tear, the ability for Purdue Student Government to use that piece of equipment in the future.

## **ARTICLE II. LEGISLATIVE BRANCH**

### **SECTION 1. STUDENT SENATE COMMITTEES**

#### *Part A. Structure and Leadership*

1. Attendance to all Student Senate Committee meetings shall be open to any member of the Purdue Student Government, with the business of each Student Senate Committee conducted only by the officers serving as a voting member of said committee.
2. Each committee shall elect a Chair with a majority vote of its regular membership during the first meeting of said committee's members. Each Chair shall, in addition to the requirements set by the Constitution of the Purdue Student Government, be required to:
  - a. Convene and preside over regular meetings of the committee;
  - b. Set an agenda for each meeting of the committee, and submit said agenda to the Student Body Secretary for permanent retention;

- c. Take attendance and official minutes during committee meetings, or assign another member to do so, and submit said documentation to the Student Body Secretary for permanent retention;
  - d. Report the actions of the committee to the Student Body Vice President and President Pro-Tempore on a regular basis.
3. Quorum must be met in order for a Student Senate Committee to conduct business. Quorum shall be defined as a one-half attendance of the active membership of said committee.

*Part B. Standing Committees*

1. The Committee on University and Academic Affairs shall address academic concerns affecting the Purdue Student Body and work with existing University faculty and staff to address student driven issues, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.
2. The Committee on Internal Affairs shall address internal concerns of the Purdue Student Government, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro Tempore.
3. The Committee on Campus and Student Resource Affairs shall address everyday issues throughout campus affecting the Purdue Student Body, promote health and safety initiatives and other positive resources on campus, and evaluate University-wide resource concerns and research related-problem solutions as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.
4. The Committee on Financial Affairs shall work with the Student Body Treasurer, and their Financial Directors, in order to create a budget based on input by the Cabinet and Student Senate, and present it to the Student Senate for approval in a timely manner. The Financial Affairs Committee Chair is a SOGA Board Member and must be present for SOGA meetings. The Committee shall also be responsible for developing, modifying, and improving protocols for the processing of Joint Network applications, and creating a plan for spending while the Student Senate is out of session, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.
5. Purdue Student and Graduate Student Government Joint Committee: The Student Body President, Student Body Vice President, and one of their designees will comprise, with the President and Vice President of Purdue Graduate Student Government and one of their designees, a standing Purdue Joint Student Government Committee to address issues that affect the constituencies of both Purdue Student Government and Purdue Graduate Student Government.

*Part C. Ad-Hoc Committees*

1. Ad-Hoc Committees shall be restricted to issues designated upon their creation, or as amended by the convener, and shall report to the Student Senate on a regular basis, or as directed upon their creation.
2. Unless terminated by the convener, or extended by the incoming Student Senate, Student Body Vice President, or Senate President Pro Tempore, all Ad-Hoc Committees shall convene until May 1st of the following year. Ad-Hoc Committees can be dissolved at the discretion of the Student Senate, in accordance to the Constitution of the Purdue Student Government.
3. The convener of an Ad-Hoc Committee shall designate the members and duties of said Ad-Hoc Committee or establish a procedure for determining the members and duties of said Ad-Hoc Committee at the time the Committee is created. Such appointments, duties, and procedures may be amended at the discretion of the convener.

*Part D. Records of Committees*

1. All Student Senate Standing and Ad-Hoc Committees shall be required to record Committee minutes, to then be reported to the President Pro-Tempore and given to Student Body Secretary for permanent retention. Such minutes shall include:
  - a. A written report of all major subjects discussed at the meeting;
  - b. A written report on the attendance of the meeting;
  - c. The opinion of the Committee on assigned legislation, divided into those that are in favor, opposed, and abstain on the matter.

SECTION 2. ADMINISTRATIVE POSITIONS

1. Leadership of the Student Senate shall consist of the Student Body Vice President, President Pro-Tempore, and the Standing Committee Chairs.

*Part A. President Pro Tempore*

1. In the absence of the Student Body Vice President, the President Pro-Tempore shall perform the duties of the Presiding Officer.

2. The President Pro-Tempore shall be elected by the Student Senators at the first Student Senate of the new session. This election shall consist of nominations from the floor, all of which shall require a second. Following brief speeches on the part of all nominees, a confirmation vote shall be held by the Student Senators, as outlined in the Constitution of the Purdue Student Government.

*Part B. Chairs of Committees*

1. At the first committee meeting of a given session, or in the event of a vacancy, a Committee Chair shall be elected by a confirmation vote of the active committee membership, as outlined in the Constitution of the Purdue Student Government.
2. The Chairs of the Senate Standing Committees shall schedule and preside over their respective Committee meetings, and act on the findings of said committee.

*Part C. Parliamentarian*

1. The Parliamentarian shall be considered a non-voting member of the Student Senate, who shall ensure all Student Senate meetings are conducted according to Parliamentary procedure and advise the Student Body Vice President and Student Senators in Parliamentary matters.
2. The Parliamentarian shall be appointed by the President Pro-Tempore and confirmed by a majority of the Student Senate.
3. The Parliamentarian shall be required to attend all meetings of the Student Senate, unless otherwise excused by the President Pro-Tempore.

**SECTION 3. VOTING**

1. Any Senator who is directly or indirectly a party to any transaction of the Student Senate, or any Senator who is otherwise disinterested may abstain from voting. Abstentions shall not be counted in determining whether or not the action was passed by the necessary majority.
2. Standard voting entitles each Senator to one vote on each piece of legislation deliberated amongst the Student Senate, with the Student Body Vice President, as President of the Senate, having the opportunity, if obliged, to cast one vote whenever their vote will affect the result. Members of the Student Senate must be present in order to cast to vote.
3. Every Senator, and designated proxy in attendance, shall cast one vote on each piece of legislation deliberated on the floor. Conflicts of interest shall yield votes of abstention. Final vote

counts must include all Senators and/or proxies in attendance, as determined by the Student Body Secretary.

## SECTION 4. REQUIREMENTS OF MEMBERS

### *Part A. Senators*

1. Senators must complete all duties as outlined in the Constitution of the Purdue Student Government.
2. Every Senator shall be present at every meeting of the Committee(s) to which they have been assigned, unless the Chair excuses said Senator.
3. All Senators will be required to hold a minimum of three office hours per week. Two out of the three office hours must be completed in the Purdue Student Government Office.
  - a. The following are acceptable activities for office hours:
    - i. Any hour spent in the Purdue Student Government office;
    - ii. Senate Standing and Ad-Hoc Committee meetings;
    - iii. Meetings of the Senator's respective Student Council;
    - iv. Meetings taking place with the Dean of the Senator's respective School or College;
    - v. Any meeting taking place with a Senator's constituent discussing Purdue Student Government related issues.
  - b. All other hours must be approved by the Student Body Vice President or the President Pro-Tempore.
4. The President Pro-Tempore and the Senate Standing Committee Chairpersons shall be required to complete a total of five office hours per week.
5. Every Senator shall be present at every Student Senate meeting unless, after making a reasonable attempt to be replaced by a proxy, the Senator is excused by the President Pro-Tempore.
6. Missing two or more Student Senate meetings without sending a suitable proxy, or missing two committee meetings without proper exemption, within a given semester shall constitute a

malfeasance of office and be grounds for removal from all offices and positions held within the Purdue Student Government.

7. Each Senator shall be required to address the whole of their constituency by e-mail or letter at least once per semester, as outlined in the Constitution of the Purdue Student Government. Failure to comply shall be considered grounds for removal from office.

*Part B. Proxies*

1. A member of the Student Senate shall, in the event of their absence, send a proxy to attend a meeting of the Student Senate in their place.
2. Proxies shall have the full speaking and voting privileges granted to whom they are standing in place.
3. The Senator must send a Proxy Report to the President Pro-Tempore prior to the roll call of the meeting for which the proxy is requested.
4. The proxy shall be of the Senator's constituency and shall not be an officer of the Purdue Student Government unless they are a Senate Associate Member.

SECTION 5. AGENDA OF THE SENATE

1. The agenda of the Student Senate shall be prepared according to the procedures defined in the Constitution of the Purdue Student Government

SECTION 6. RECORDS OF THE STUDENT SENATE

*Part A. Minutes -*

1. The Student Body Secretary shall take and prepare the official minutes of the Student Senate, as outlined in the Constitution of the Purdue Student Government, and shall distribute them in a timely fashion to all officers of the Purdue Student Government.
2. Minutes shall include a complete record of how each individual Senator voted on all acts deliberated by the Student Senate.
3. All minutes and voting records of the Student Senate shall be made public via the Purdue Student Government website.



*Part B. Legislation -*

All formal, signed legislation of the Purdue Student Government shall be archived properly.

**SECTION 7. JOINT RESOLUTIONS WITH PURDUE GRADUATE STUDENT GOVERNMENT**

1. As stated in the Constitution of the Purdue Student Government, any resolution may be referred to Purdue Graduate Student Government for action as a joint resolution.
2. Upon passage by the Student Senate, all referred legislation shall be delivered to Purdue Graduate Student Government by the Student Body Vice President or President Pro-Tempore.
3. Should disagreement occur between Purdue Student Government and Purdue Graduate Student Government on referred legislation, the Student Body President, or appointed designees, and appropriate Purdue Graduate Student Government representatives shall meet to reconcile differences.
4. The Student Body President, or appointed designees, and appropriate Purdue Graduate Student Government representatives shall propose reconciled language for final action in Purdue Student Government and Purdue Graduate Student Government. The reconciled legislation is not amendable upon consideration.
5. Upon approval by both PSG and PGSG, the legislation shall be formatted into the joint resolution template by the originating sponsor and submitted to the respective presidents for signature and action.
6. This same procedure will be followed for legislation referred to PSG by PGSG. The Student Senate will be informed of all referred legislation.

**SECTION 8. CONSTITUENCY SERVICES**

1. Any member of the Student Senate shall have the right to use his or her office to assist constituents in matters germane to Purdue Student Government, provided that such assistance does not violate the Conflict of Interest policy.

*Part A. Confidentiality Agreement*

1. Business conducted on behalf of a constituent shall remain confidential unless unsealed by:
  - a. Consent of the Senator providing assistance;

- b. Order of the Student Body Vice President, acting as President of the Senate;
- c. Majority vote of the Student Senate assembled;
- d. Subpoena issued by the Purdue Student Supreme Court.

### **ARTICLE III. EXECUTIVE BRANCH**

#### **SECTION 1. BOARD OF DIRECTORS**

1. All positions within the Board of Directors may be split among more than one individual at the discretion of the Chief of Staff.
2. Records of the Board of Directors shall be kept by the Student Body Secretary.

#### **SECTION 2. EXECUTIVE DIRECTORS**

1. Executive Directors are expected to participate in selection process for subordinate Director and Associate Director positions, and shall oversee all Director and Associate Director positions in which they have been granted authority.
2. In order to complete the responsibilities of the Board of Directors, as outlined by the Constitution of the Purdue Student Government, the following committees have been set and shall be led by their respective Executive Director:
  - a. **Governmental Relations:** The Executive Director of Governmental Relations shall supervise the communication between Purdue Student Government and federal, state, and local governments and officials. This Executive Director is also responsible for supervising the voting and voter registration efforts of Purdue Student Government and creating a more politically knowledgeable Student Body. This Executive Director shall also work with the President Pro-Tempore and the Student Senate to aid their efforts to gather and research governmental issues, and to advise on legislation pertaining to the Student Senate's support or opposition of governmental action. The Executive Director of Governmental Relations shall lobby for local, state, or federal legislation if and only if the Purdue Student Government Student Senate approves of the effort through the passing of a resolution. The Executive Director of Government Relations shall supervise and be the primary mouthpiece for the communication between Purdue Student Government and federal, state, and local governments and officials.

- b. **Programming:** The Executive Director of Programming shall be responsible for providing support in event planning and implementation to the Board of Directors, Student Senate, and Student Supreme Court at their request as well as carrying out programming to benefit the effectiveness and morale of Purdue Student Government.
- c. **Communications:** The Executive Director of Communications shall be responsible for providing communication services to and on behalf of the Board of Directors, Student Senate, and Student Supreme Court at their request. The Executive Director of Communications shall maintain a presence on social media websites to communicate the actions of the Purdue Student Government with the Student Body and create promotional items for the continued recognition of Purdue Student Government, and shall maintain the Purdue Student Government website with recent and relevant material of interest to the Student Body. They will be responsible for ensuring a minimum of one member designated as the Director of Online Communications (Webmaster).
- d. **Student Engagement:** The Executive Director of Student Engagement shall be responsible for engaging the Purdue Student Body in the work of Purdue Student Government. The Executive Director of Student Engagement can implement programs and tools that facilitate communication of PSG efforts to students and student organizations as well as communication of the questions, ideas, and concerns of students and student organizations to the appropriate branches of Purdue Student Government. The Executive Director of Student Engagement shall collaborate with the Executive Directors of Communications, Programming, and Strategic Planning and Assessment, among others, in this effort.
- e. **Strategic Planning and Assessment:** The Executive Director of Strategic Planning and Assessment shall be responsible for developing initiatives that promote the long-term effectiveness and sustainability of Purdue Student Government. They shall act as the steering committee for the growth of Purdue Student Government towards the Strategic Plan. They shall also research the implementation, feasibility, and statistical analysis of policy proposals and current platform issues. In coordination with the Executive Director of Student Engagement, shall be responsible for assessing the opinions and concerns of the student body with regard to proposed policies and new ideas. This shall be accomplished through the completion of a survey open to all students each semester which asks about relevant issues on campus, and the results of this survey shall be distributed to all appropriate parties within PSG to take further action on. They shall be responsible for ensuring a minimum of one member designated as the Director of Sustainability.
- f. **Diversity & Inclusion:** The Executive Director of Diversity & Inclusion shall be responsible for overseeing of programs that raise awareness about inclusion, shall direct outreach of diverse student populations on behalf of the Purdue Student Government. The

Executive Director of Diversity & Inclusion shall be responsible for maintaining a platform of diversity and inclusion in the Cabinet of Purdue Student Government. Their goal is to collaborate with diverse student populations and organizations.

3. The Executive Directors will not attend cabinet meetings unless invited by a member of Cabinet

### SECTION 3. DIRECTORS AND ASSOCIATE DIRECTORS

1. Directors and Associate Directors shall be appointed to the Board of Directors by the Student Body President, with the aid of the Chief of Staff and Executive Directors, as outlined in the Constitution of the Purdue Student Government.
2. Directors shall work the Chief of Staff, and within a committee, to help aid their respective Executive Director in completing their responsibilities outlined herein.
3. Associate Directors shall work with the Student Body Secretary to help aid in completing the responsibilities of the Board of Directors and other bodies of the Purdue Student Government, as deemed necessary.
4. Directors and Associate Directors shall be required to attend all regularly scheduled Board of Directors meetings, as well as any meetings or events deemed mandatory by the Chief of Staff.
  - a. Directors and Associate Directors missing two or more meetings within a given semester, without a proper exemption, shall constitute a malfeasance of office and be grounds for removal from all offices and positions held within the Purdue Student Government.
5. Directors and Associate Directors shall be required to complete weekly office hours in the PSG office, as outlined in the Constitution of the Purdue Student Government, as determined throughout the semester by the Chief of Staff.

### SECTION 4. FINANCIAL DIRECTORS

1. Financial Directors shall be appointed to the Board of Directors by the Student Body President, with the aid of the Student Body Treasurer, as outlined in the Constitution of the Purdue Student Government.
2. Financial Directors shall work with the Student Body Treasurer to help aid in completing the responsibilities of the office of the Student Body Treasurer, as outlined in the Constitution of the Purdue Student Government.

3. Financial Directors shall be required to attend all regularly scheduled Board of Directors meetings, as well as any meetings or events deemed mandatory by the Student Body Treasurer.
  - a. Financial Directors missing two or more meetings within a given semester, without a proper exemption, shall constitute a malfeasance of office and be grounds for removal from all offices and positions held within the Purdue Student Government.
4. Financial Directors shall be required to complete weekly office hours in the PSG office, as outlined in the Constitution of the Purdue Student Government, equivalent to the standard amount set for Directors.

## **ARTICLE IV. JUDICIAL BRANCH**

### SECTION 1. THE STUDENT SUPREME COURT

#### *Part A. The Standing Rules of the Student Supreme Court*

Rules, practices and procedures of the Student Supreme Court shall be outlined in a separate document called the Standing Rules of the Purdue Student Supreme Court. Rulings and Records of the Student Supreme Court shall be subject to these Standing Rules.

#### *Part B. Executive Officers*

1. The Chief Justice shall, pursuant to the Standing Rules of the Purdue Student Supreme Court, be responsible for the administration of the Purdue Student Supreme Court, be the chief spokesperson for the Purdue Student Supreme Court, and shall manage all staffers within the Branch Judiciary.
2. The Vice Chief Justice shall preside at Student Supreme Court hearings and meetings in the absence, incapacity, or sanction of the Chief Justice. The Vice Chief Justice shall be considered the second-highest ranked member of the Student Supreme Court.
3. The Administrative Justice shall perform all internal administrative tasks as well as keeping a record of Student Supreme Court activities.
4. The Promotions Justice shall be responsible for all public relations and publicity efforts of the Purdue Student Supreme Court.
5. The Justice of the Clerks shall train and recruit clerks which shall include supervising their activities.

6. The Marshal of the Court shall assure that all meetings and hearings are run smoothly and in accordance with the PSSC Standing Rules and Robert's Rules of Order. The Marshal shall also ensure that the Student Supreme Court meeting room is in proper order, that proper decorum is maintained at all meetings and that order is upheld.

*Part C. Authority*

1. In considering the legal basis for any claim, the Judiciary shall recognize and uphold the following laws:
  - a. The Constitution, Bylaws, and all other duly enacted legislation of the Purdue Student Government.
  - b. Previous precedent of the Purdue Student Supreme Court.
  - c. The laws of the United States, and the State of Indiana.
2. Where substantial injustice would result from following a previous decision or from failing to act because no rules of law listed here provide sufficient guidance, the Judiciary reserves the right to formulate new rules to guide its decision making, to interpret all sources of law available, and to distinguish, limit, or overrule previous decisions in accordance with the principles of justice.

*Part D. Constitutional Review*

1. Upon a constitutional challenge to a duly enacted statute of Purdue Student Government, the Chief Justice shall notify the Student Body President within seventy-two hours of the complaint's filing.
  - a. Upon the Court's review of the constitutionality of any statute, the Chief Justice shall be responsible for presenting a copy of all published opinions to the Purdue Student Senate for review.
2. The Purdue Student Supreme Court shall not issue advisory opinions on the Constitutionality of statutes prior to formal review.

*Part E. Restrictions*

1. No Justice shall submit evidence or testify as a witness.

2. Justices shall recuse themselves from an action if they feel they cannot hear the action fairly and impartially. No Justice shall hear an action in which they are a party or witness, or that raises significant conflict of interest.

*Part F. Student Rights*

1. Individual Rights

- a. No party shall be required to testify against himself or herself under threat of penalty.
  - b. Both parties shall have the right to a speedy and orderly hearing before an impartial panel, a prompt disposition of the action, may present evidence and question witnesses, hear all evidence presented, be given the opportunity to cross-examine witnesses called by the opposing party, a judgment based solely on the evidence and arguments presented in a hearing, and a written explanation of the decision.
  - c. The Defendant shall have the right not to be penalized except for violation of a rule that has been fully and clearly formulated, published, and generally made known to all concerned, to be presumed innocent until proven guilty, to be free from penalty until the Student Supreme Court has issued its decision, not to suffer from a cruel or unusual penalty, not to be twice tried for the same offense, and to be provided with an exact statement of the charges against him/her, the source of the charges, the maximum penalty assessable, the time and place of the hearing, in sufficient fullness and reasonable time to allow him/her to prepare a competent defense.
2. Parties may provide their own legal counsel, non-professional or professional, to represent them in Court. The Purdue Student Supreme Court shall not be responsible for providing counsel. Counsel to a party cannot be required to testify regarding his or her conversations with that party.
  3. Any non--party who wishes to raise questions or present evidence concerning the action may submit a written Amicus Curiae brief. Both parties shall be informed of the contents of the brief.

*Part G. Statutes of Limitation*

1. No request for relief shall be filed more than sixty days after the date on which the alleged violation occurred between the months of August and April.
2. No request for relief shall be filed more than one hundred and twenty days after the date on which the alleged violation occurred between the months of May and July.

3. The Student Supreme Court may hear an action in any month of the calendar year. The Judiciary may, at its discretion, hear an action during the spring or summer term where necessary to prevent substantial injustice.

*Part H. Restrictions to Membership*

1. No Purdue Student Supreme Court member shall hold any other office within Purdue Student Government and shall not be an employee or staff member of a non--university media outlet.
2. No Justice, while in office, shall be considered for election or appointment to any Purdue Student Government position.

*Part I. Clerks of the Court*

1. All subordinate members of the Purdue Student Supreme Court shall be considered Clerks of the Court.
2. The Purdue Student Supreme Court shall have the authority to recruit and train Clerks of the Court, who shall be responsible for the tasks assigned to them by the Justices. Clerks may serve at the pleasure of the Student Supreme Court at large, or an individual Justice may recruit their own Clerks.
3. Any Clerk may be relieved of their duty at the discretion of the Chief Justice.

**ARTICLE V. CABINET**

**SECTION 1. RECORDS OF THE CABINET**

1. The Student Body Secretary shall take minutes for Cabinet meetings to be distributed to all members of Cabinet.
2. Minutes of the Cabinet shall be considered public record and automatically distributed to all officers of Purdue Student Government.

**SECTION 2. CABINET SPENDING**

1. Cabinet cannot spend more than \$1,000 from the co--sponsorship budget on one single project without the approval of the Student Senate. The Student Senate has the final decision of what constitutes a single project. Releasing of money by the Student Body Treasurer in excess of \$1,000 on a project not approved by the Student Senate is malfeasance of office and is grounds



for removal from office. Further requirements on co--sponsorships shall be outlined in the Purdue Student Government Co--Sponsorship Policy.

2. Cabinet can spend its discretionary budget however it sees fit up to \$2,500 on one single project. In order to exceed the \$2,500 limit, Cabinet must seek the approval of the Student Senate. Any money released by the Student Body Treasurer for one single project from the cabinet discretionary budget that exceeds \$2,500 will be grounds for removal of office.

### SECTION 3. COMPOSITION OF CABINET

#### *Part A. Student Body President*

1. The Student Body President shall be the Chief Executive Officer, head and official spokesperson, and representative of the Purdue Student Government.
2. The Student Body President shall have powers of internal appointment including, but not limited to:
  - a. Chief of Staff
  - b. Executive Director of Programming
  - c. Executive Director of Government Relations
  - d. Executive Director of Communications
  - e. Executive Director of Student Engagement
  - f. Executive Director of Strategic Planning and Assessment
  - g. Executive Director of Diversity and Inclusion
  - h. Student Body Secretary
  - i. Student Body Treasurer
  - j. Senior Policy Advisor
  - k. Chief Justice
  - l. Directors and Associate Directors
2. All appointments subject to Student Senate confirmation, as outlined in the Constitution of the Purdue Student Government, must be brought before the Student Senate as separate bills, allowing time for Senators to consider each proposed appointee individually.
3. The Student Body President shall have the authority to make interim appointments for any executive office requiring Student Senate confirmation, lasting no longer than until the next meeting of the Purdue Student Senate, and lasting no longer than two weeks for any single individual.

*Part B. Student Body Vice- President*

1. The Student Body Vice President shall be charged with, or appoint a designee, every other year, or as circumstances dictate, with the convening of a committee that will make a selection of finalists for the Student Trustee position on the Board of Trustees for Purdue University;
2. The Student Body Vice President shall work with the Senators to ensure accurate completion of their responsibilities outlined in the Constitution of the Purdue Student Government

*Part C. Student Body Treasurer*

1. The Student Body Treasurer shall be, subject to the Student Senate, the authority on all budgetary matters and expenditures that are not specifically reserved to the jurisdiction of the Student Senate.
2. The Student Body Treasurer shall keep correct and complete books and records of account that are consistent with the Business Office for Student Organizations, All books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time.
3. The Student Body Treasurer will oversee two Financial Directors responsible for budgetary tasks as deemed necessary by the Student Body Treasurer and described herein.

*Part D. Student Body Secretary*

1. The Purdue Student Body Secretary shall ~~also~~ keep minutes of the proceedings of its Senators, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time.
2. As Chief Records Officer, the Student Body Secretary shall be responsible for producing minutes for all PSG meetings, as outlined in the Constitution of the Purdue Student Government, as well as maintaining updated versions of all legislation, including amendments, when applicable.
3. Following each Student Senate meeting, the Student Body Secretary shall be responsible for directing all passed legislation to its stated destination.
4. The Student Body Secretary shall direct all relevant legislation to the Senate Standing Committee on Internal Affairs, which will update any relevant governing documents.

5. To ensure open access to the operations of Purdue Student Government, the Student Body Secretary shall make available all minutes, voting records, and agendas to the Student Body at large.
6. The Student Body Secretary shall be responsible for the maintenance of Student Government's physical assets, and other such duties as the Student Body President may direct.

Part E. *Remaining Cabinet Members*

1. For the roles of President Pro-Tempore, Senior Policy Advisor, Chief Justice and the Committee Chairs, refer to Article V, Part B, Sub-sections 1-10 of the Constitution..

## **ARTICLE VI. COMPENSATION**

### SECTION 1. PROCESS FOR DETERMINING COMPENSATION

1. The compensation stipend for the position of Student Body President and Student Body Vice President shall not exceed \$1,500.
2. The compensation stipend for the position Study Body Treasurer and Chief of Staff shall not exceed \$1,000.
3. All stipends will be divided equally per semester and all positions will be compensated based on a two--thirds approval vote by the Student Senate through secret ballot.
  - a. If the position up for approval earns two--thirds of the vote, they will earn their stipend for that semester.
  - b. If the position in question does not earn two--thirds of the vote, they will not receive their stipend for that semester.
  - c. If a failed attempt to earn a stipend has occurred, the person in question may appeal to the Student Supreme Court for a hearing on the outcome.
4. The Student Body Secretary shall be the one who tallies the votes and reports the outcome.

## **ARTICLE VII. FINANCES**

### **SECTION 1. FISCAL YEAR**

The fiscal year of the Purdue Student Government shall begin on the first day of July of each year and end on the last day of June as modeled from the fiscal policy of Purdue University.

### **SECTION 2. CONTRACTS**

Only the Student Body Treasurer, with authorization from the Student Body President, the primary advisor, and the Business Office for Student Organizations, may enter into any contract, or executive, and deliver any instrument in the name of, and on behalf of, Purdue Student Government, and such authority may be general or confined to specific instances.

### **SECTION 3. PAYMENTS**

1. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Purdue Student Government shall be signed by the business office for Student Organizations and two of the following officers:
  - a. Student Body President
  - b. Student Body Treasurer
  - c. Student Government Primary Advisor

### **SECTION 4. DEPOSITS**

All funds of the Purdue Student Government, not otherwise employed, shall be deposited to the credit of the Purdue Student Government in the Business Office for Student Organizations.

### **SECTION 5. BUDGET**

1. The Senate Standing Committee on Financial Affairs, with direction from the Student Body President and Cabinet, shall prepare or have prepared the annual capital and operations budget for the Purdue Student Government. The budget shall be made binding by the process herein.

- a. The Student Body Treasurer shall distribute the finalized budget and a budget report from the previous session to the Student Senate at least one day prior to the first meeting of the Student Senate for the fall semester.
- b. The Student Senate shall, at their first regularly scheduled meeting of the fall semester, take a first reading on the proposed budget.
- c. Upon passage of a first reading by a majority vote of the regular membership of the Student Senate, the Student Senate shall take a second reading on the budget at their next regularly scheduled meeting.
- d. Upon passage of a second reading by a majority vote of the regular membership of the Student Senate, the budget shall become immediately effective and binding.
- e. If the budget process fails to gain a majority vote of the regular membership of the Student Senate at any Student Senate meeting, the Student Body Treasurer, with the assistance of the Senate Standing Committee on Financial Affairs, shall be authorized to re-submit a budget at the next regularly scheduled meeting. Re-submitted budgets shall require only one reading to become effective.
- f. Any reallocation or adjustment of budget line item funds must be brought before the Student Senate for approval. Such amendments to the budget shall require only one reading to become effective.
- g. Any and all line item overspending shall be deducted from the relevant executive discretionary fund unless a reallocation of funds is approved by the Student Senate.

## SECTION 6. JOINT NETWORKS

1. JNET Grants: A specific amount of money allotted to a Purdue Student Organization to assist in funding for a defined portion of an event.

### A. Guidelines

- a. Open after 1st SOGA deadline of the year.
- b. Will not be given to organizations that have received complete funding through SOGA or SFAB.
- c. Funds will be in a grant pool.
  - i. Organizations must apply for a specific grant.

- d. Organizations are only eligible for one grant per semester.
- e. All Grants except for Event Grants will be \$500 or less.
- f. The Financial Affairs Committee Chair will provide a report at each Senate meeting after approving the Grants.
- g. Grants will be allotted on a bi-semester basis.
- h. The senate standing committee with the responsibility of reviewing the financial affairs of the Purdue Student Government will be responsible for allocating grants. They will hold two meetings per semester, run by the Purdue Student Government Treasurer, which will be open for all senators to come and vote on the organizations applying for grants. The dates for these meetings will be set before the application is available.
- i. The Senators attending the meeting will have to successfully complete official viewing neutrality training.

#### B. A Event JNET

- a. This Grant will be for small events under 250 dollars that would happen within three weeks of submitting the application.
- b. PSG directs the funds to the support the event based on the need. If they secure additional funding for the event, the request will be denied.
- c. This is for events that would not take place unless given a JNET.

#### C. A Equipment JNET

- a. Will cover necessary products, apparel, advertising or additional items required to carry out the event.
- b. The items will need to have a fundamental use for the event.

#### D. A Food JNET

- a. We will not provide food for call outs.
- b. The maximum amount that we will provide for the meal per person is 10 dollars.
- c. We will not provide any sort of alcohol beverage.

#### E. A Travel JNET

a. Aim to supplement the undergrad students travel expenses including, but not limited to, transportation, lodging, conference registration fees and competition entrance fees for members of an RSO. This will cover members of an RSO to attend events including, but not limited to, conferences, conventions and competitions, which directly pertain to the purpose and goals of their RSO.

b. This does not include funding for a speaker's travel expenses.

#### F. A Space Grant

a. We will give consideration to any space inside the West Lafayette / Lafayette city limits.

b. It includes, but not limited to, the venue and seating arrangements.

### II. JNET Partnership

A. Purdue Student Government is a student-run and operated organization that represents the student body by advocating for student issues and concerns. PSG serves as the bridge between the student body and the greater Purdue community.

B. Purdue Student Government is charged with allocating funding in a rigorous, neutral, and fair manner. Student organizations are thus asked to submit a detailed application to allow PSG to accurately evaluate the financial circumstances of the organization and the qualifications of the request. In this application they will be required to submit a line item budget, an outline of what they seek for a PSG partnership and their organization to look like, and agree to have two PGS members be informed of the planning of the event.

C. The applications must be submitted by Wednesday two weeks before the Senate meeting they want the piece of legislation to be heard on, and at least one month before the event is to be taken place.

## **ARTICLE VIII. REMOVAL OF OFFICERS**

### SECTION 1. ELECTED OFFICERS AND JUSTICES

1. Elected Officers and Justices of the Purdue Student Government may only be removed with just cause.
2. Removal shall be determined by a two-thirds vote of the regular membership of the Student Senate, in a closed meeting.

3. A Petition for Removal, signed by at least two members of the Student Senate in addition to the originator of the Petition, must be provided. The Petition for Removal must state, with specific allegations, the reason(s) for removal.
4. The President Pro--Tempore shall serve an electronic copy of the Petition of Removal upon the individual in question via the Purdue email address publicly listed in the Purdue Directory. During the regular school term, not including the summer term, service shall be deemed complete seven days after mailing. At all other times, service shall be deemed complete fourteen days after mailing.
5. In not less than seven days nor more than forty days after service, the President Pro-Tempore, except where the removal of the President Pro-Tempore or the Student Body President is concerned, shall convene and preside over the Student Senate for the sole purpose of conducting a hearing on the Petition for Removal. If, and only if, the removal of the Student Body President or the President Pro-Tempore is being sought, the Chief Justice shall convene and preside over the Student Senate for the sole purpose of conducting the hearing.
6. During the hearing for removal, the Elected Officer or Justice under charge by the Petition of Removal shall have the right to participate in the hearing, including the right to testify, to cross-examine any person testifying, to produce witnesses, and to argue or have others argue, on their behalf.
7. Failure to obtain a two-thirds vote of the regular membership of the Student Senate, within the time provided, shall act as an acquittal of the Petition of Removal.

## SECTION 2. APPOINTED OFFICERS

1. The Student Body President may remove any appointed officer, other than a Justice or Chief Justice, with due cause. Removal shall be effective upon written notice of removal being filed with the Student Body Vice- President, as President of the Student Senate, by the Student Body President.
  - a. Should said appointed Officer feel that their removal was unjustified, they may file a written appeal with both the Student Body Vice- President and President Pro-Tempore within ten days of receiving notice of their removal.
  - b. An appellate hearing of the Purdue Student Supreme Court , chaired by the Chief Justice, shall be convened, and the decision of the Student Body President may be reversed by a two--thirds vote of the regular membership of the Purdue Student Supreme Court.



2. The Student Senate shall also maintain the power to remove appointed Officers with due cause, as defined before, with a two--thirds vote of the regular membership of the Student Senate. In such cases, the impeachment proceedings shall follow those laid out in Article VIII, Section 1 of these Bylaws.

## **ARTICLE IX. TRANSITION**

### SECTION 1. STUDENT SENATE TRANSITION

1. In accordance with the Constitution of the Purdue Student Government, the first meeting of the Student Senate following the Student Body Election shall be a joint session between the outgoing and incoming Senators.
  - a. All Senators shall convene at least one half hour before the meeting in order to informally introduce themselves and explain the particulars of the office.
  - b. The transition Student Senate meeting shall be considered the last official meeting of the current session. Both outgoing and incoming Senators may partake in debate, however only outgoing Senators may cast votes.
  - c. After all regular business has been conducted, the Senators--elect shall be sworn in and their term shall officially begin.

### SECTION 2. CABINET TRANSITION

Before officially leaving office, all Cabinet members shall be responsible for communicating the particulars of their office to their replacements in order to prepare the newly appointed Cabinet members for their duties and facilitate a smooth transition between administrations.

## **ARTICLE X. AMENDMENTS**

### SECTION 1. AMENDMENT OF THE BYLAWS OF THE PURDUE STUDENT GOVERNMENT

#### *Part A. Authority*

The Student Senate may amend these Bylaws in compliance with the terms herein.

#### *Part B. Amending Process*

1. **First Reading:** Any proposed amendment shall be introduced to the Student Senate at a regularly scheduled Student Senate meeting in the form of a bill. The amendment must pass its first reading by a two--thirds vote of the regular membership of the Student Senate.
2. **Committee:** An amendment that passes the first reading shall be reviewed further by any relevant Student Senate committee tasked with overseeing the governing documents. Such a committee shall determine the validity and effectiveness of the amendment and provide a report at the next regularly scheduled Student Senate meeting.
3. **Second Reading:** Following committee review, the amendment must pass a second reading under the same conditions as the first reading. The second reading shall not occur during the same Student Senate meeting as the first reading.
4. **Student Body President:** The Student Body President must either approve or veto any amendment that passed two readings within 10 days. If the Student Body President does not explicitly approve and affirm their signature unto an amendment within the given ten days, the act shall be considered immediately effective, pending approval by the Student Activities and Organizations Office. If the Student Body President vetoes an amendment, it shall be submitted for one additional reading before the Student Senate, during which the Student Body President must state their objections verbally or in writing. If the vetoed amendment passes this third reading by a three--fourths vote of the regular membership of the Student Senate, it shall become effective, pending approval by the Student Activities and Organizations Office.
5. **Student Activities and Organizations Office:** Once signed by the Student Body President, or approved by a three--fourths vote of the regular membership of the Student Senate in response to a Presidential veto, amendments shall be submitted to the Student Activities and Organizations Office. Upon approval of the Student Activities and Organizations Office, amendments shall become immediately effective and binding within the Bylaws of the Purdue Student Government.