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UNIVERSITY OF KANSAS
STUDENT SENATE
Rules and Regulations
Revised August 2014

As adopted by the Student Senate March 1, 1972, and as amended in accordance with Article V, Section 4 of the Senate CODE. Rewritten November 1983.

ARTICLE I. PREAMBLE

1.1 Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the Student Senate is empowered to formulate such rules and regulations that it shall deem wise and proper for the control and government of such affairs of the University to directly and primarily affect the students of the University and to take such steps as it shall deem necessary for their implementation and administration. (Senate CODE, Article V, Section 4)

1.2 The KU Student Senate shall work to enhance the learning experience of all KU students both in and out of the classroom.

The Student Senate shall work to further the cultural, social, and political growth of KU students.

The Student Senate shall work to ensure that the learning opportunities at KU are open to all students without exception. This includes but is not limited to: race, religion, sex, gender identity and expression, color, disability, national origin, ancestry, sexual orientation, political affiliation, marital or parental status, socio-economic status and to the extent specified by law, age or veteran status.

The Student Senate shall work to protect and enhance students’ right to free speech.

The Student Senate shall work to increase access and input in University policy decisions and the educational process at KU.

The Student Senate shall work to build a vital and thriving University community encompassing students, faculty, staff, and administration. The Student Senate shall work to strengthen ties between the University community and all the residents of Lawrence and the State of Kansas.

The Student Senate shall work to represent students at all levels as a part of University governance.

The Student Senate shall work to represent students on university, local, state, national, and international levels to further these goals.

Members of Student Senate and standing committees shall use cultural sensitivity. This includes allowing for full discussion, questions, and answers to ensure that the voting body adequately understands the heritage, event, and unique needs of a student organization.

1.3 Nothing in Student Senate Rules and Regulations shall be construed contrary to the Senate CODE or to the Code of Student Rights and Responsibilities.
1.4 These rules and regulations shall become effective upon the approval of the majority of the Student Senate, present and voting as provided by Article V, Section 4 of the Senate CODE. “Rules and Regulations so formulated may be enacted, amended or repealed by a 2/3 vote of the members present and voting at a regular or special meeting when the notice of the meeting states the substance of the enactment, amendment, or repeal to be considered.”

1.4.1 Upon a two-thirds (2/3) vote of the members present and voting, the Student Senate may give, in bill form, final approval for an exemption [8.1.8.19] from a specific rule or regulation to any corporation, organization, or group.

1.5 Where in conflict with prior legislation, Student Senate Rules and Regulations shall supersede and take precedent consistent with Article I, Section 3.

1.6 Reference to days, school days, or instructional days within Student Senate Rules and Regulations shall be considered as weekdays in which the University holds regularly scheduled classes.

1.7 All appendices to these rules and regulations shall be treated as part of said document and shall be treated accordingly.

ARTICLE II. MEMBERSHIP

Section 1. MEMBERSHIP

2.1.1 Student Senate Rules and Regulations shall be effective as they pertain to the Student Senate, members of the Student Senate, and all committees and appointees of any of the above.

2.1.2 The Student Senate shall consist of:

A. Student Body President elected by the student body (non-voting);
B. Student Body Vice President elected by the student body (voting in the event of a tie);
C. 63 representatives of the student body of each school of the University. The representatives from the College of the Liberal Arts and Sciences shall be broken down into two categories “Junior/Senior Liberal Arts and Sciences” and “Freshman/Sophomore Liberal Arts and Sciences.” Junior/Senior Liberal Arts and Sciences shall refer to students who have completed 60 or more hours in the College of Liberal Arts and Sciences at the time of election or appointment. Freshman/Sophomore Liberal Arts and Sciences shall refer to students who have completed less than 60 hours in the College of Liberal Arts and Sciences at the time of election or appointment. Apportionment of Student Senate seats to the various schools shall be made on the basis of the official 20th day headcount enrollment figures as determined by the Student Senate Elections Commission with the two-thirds (2/3) approval of the Student Senate. No school shall receive less than two (2) representatives;
D. One (1) representative elected by the students living in any building operated under the Department of Student Housing who must be living in an on-campus building during his/her term. (On-Campus);
E. Five (5) representatives from the off-campus community elected by the students who live off campus;
F. Two (2) non-traditional representatives elected by non-traditional students. “Non-traditional student” shall be defined as a student who commutes 10 or more miles to
campus (from home OR work), or is a parent of dependent children, or is married, or is a veteran, or student who has had their academic career interrupted for a period of at least six months by compulsory military service, or is three or more years older than classmates (e.g., a 21+ year-old freshman, a 24+ year-old senior), or is a 25 years or older undergraduate student;

G. Three (3) holdover senators shall be elected from the Student Senate at the last meeting of the outgoing Student Senate. These senators shall be special representatives to University Senate (Senate CODE, Article VI, Section 3). These senators shall also represent their enrollment status (undergraduate/graduate) at the time of election, in such cases where a senator must vote based on his/her enrollment status. To be eligible to be voted in as a holdover senator, a senator must have served at least one (1) full semester in the outgoing Student Senate OR be an outgoing executive staff member;

H. Four (4) International representatives elected by International students. There will be three (3) undergraduate international senators and one (1) graduate international senator. “International student” shall be defined as a student who is not a US citizen, currently in any non-immigrant status, application for US permanent residence is pending, do not have approved US permanent residence, do not have approved refugee status, do not have approved political asylum;

I. Representatives from the following groups:
   1. One (1) representative from the All-Scholarship Hall Council (ASHC) elected or appointed by ASHC;
   2. One (1) representative from the Association of University Residence Halls (AURH) elected or appointed by AURH;
   3. One (1) representative from the Stouffer Place Association (SPA) elected or appointed by SPA;
   4. One (1) representative from the Jayhawker Towers Tenants Association (JTTA) elected or appointed by JTTA;
   5. One (1) representative from the Interfraternity Council (IFC) elected or appointed by IFC;
   6. One (1) representative from the Panhellenic Association elected or appointed by the Panhellenic Association;
   7. One (1) representative from the National Pan-Hellenic Council elected or appointed by the National Pan-Hellenic Council;
   8. One (1) representative from Black Student Union (BSU) elected or appointed by BSU;
   9. One (1) representative from Hispanic American Leadership Organization (HALO) elected or appointed by HALO;
   10. One (1) representative from First Nations Student Association (FNSA) elected or appointed by FNSA;
   11. One (1) representative from Asian American Student Union (AASU) elected or appointed by AASU;
   12. One (1) representative from Spectrum KU elected or appointed by Spectrum KU;
   13. One (1) representative from the Student Athlete Advisory Committee (SAAC) elected or appointed by SAAC;
   14. One (1) representative from the Multicultural Greek Council (MGC) elected or appointed by MGC;
   15. One (1) representative from the Graduate Student Advisory Board (GSAB) elected or appointed by GSAB;
17. An associate Senator shall be elected from each of the Finance, Multicultural Affairs, Student Rights, and University Affairs Committees at the second committee meeting of the Fall semester in order to represent the concerns of the committee;

18. One (1) representative from KU Able Hawks, elected or appointed by Able Hawks.

2.1.2.1 Five (5) First Year Student Senators, who must be newly enrolled in the fall semester, according to Student Senate Rules and Regulations Article 7, Section 5.

2.1.2.2 All appointed seats shall be appointed by their respective organizations prior to Joint Senate.

2.1.3 Each representative must be a member of the identified constituent body at time of his/her election, and remain enrolled in at least one (1) hour of course work at the University of Kansas during each semester of his/her term of office, excluding the summer. Student Senators not enrolled in at least one (1) hour of course work at the University of Kansas shall be automatically removed from their positions.

Section 2. EX OFFICIO

2.2.1 Ex officio members of the Student Senate will hold all rights, privileges, and responsibilities as prescribed by the University of Kansas Student Senate Rules and Regulations, and the Senate CODE, except that they shall not vote and shall not be counted for the determination of quorum.

2.2.2 The Student Body President, Student Senate Chief of Staff, Student Senate Treasurer, Assistant Treasurer, Student Senate Outreach Director, Graduate Affairs Director, Student Senate Executive Secretary, Center for Community Outreach Co-Directors, Transportation Coordinator, the Government Relations Director, and Student Senate Development Director shall serve as ex officio, non-voting members of the Student Senate.

2.2.3 The Vice Provost for Student Affairs and the Associate Vice Provost may attend Student Senate meetings as ex officio, non-voting members of the Student Senate.

2.2.4 Student Senate standing committee chairs and vice-chairs, who are not currently serving as elected Senators, shall serve as ex-officio, non-voting members of the Student Senate.

2.2.5 The Student Body President, Student Body Vice President and Student Senate Chief of Staff of the Student Senate shall be ex-officio, non-voting members of the Student Senate standing committees.

ARTICLE III. STUDENT SENATE

Section 1. RESPONSIBILITIES OF A STUDENT SENATOR

3.1.1 All student senators are to attend all Student Senate meetings and all respective Student Senate committee meetings with the following exceptions: Graduate, Law, Non-traditional, and Pharmacy
students are required to attend at least two (2) committee meetings per semester to fulfill their committee meeting requirements.

3.1.1.1 If a senator is not able to attend a Student Senate meeting, s/he must notify the Student Senate Executive Secretary prior to that meeting. If a senator is not able to attend a committee meeting, s/he must notify the Committee Secretary as well as the Student Senate Executive Secretary prior to that meeting. Absences shall be recorded in the minutes of every meeting.

3.1.1.2 An absence will be excused for the following reasons: family emergencies, religious holidays, substantial illness, job interviews or tests. All other reasons will be considered during Student Executive Committee Meeting appeals process.

3.1.2 Attendance will be recorded on a semester basis. Missing either the beginning or the ending roll call shall be counted as one-half (1/2) absence. If the Student Senate Executive Committee deems appropriate, the Student Senate Chief of Staff shall remove any senator who has received two (2) unexcused absences or three (3) absences of any kind per semester from the Student Senate. The Chief of Staff shall present all attendance issues at each cycle's Student Executive Committee meeting. At this time, the Student Executive Committee shall determine whether extenuating circumstances allow for an excused absence, even if Article III Section 1.1.2 calls for it to be listed as unexcused. The Student Senate Chief of Staff shall be responsible for enacting the decisions of the Student Executive Committee. The Executive Secretary will notify all delinquent senators by e-mail and by written notification in their mailbox at least one week prior to the next Student Executive Committee meeting. Absences will not be carried over from the fall semester to the spring semester.

3.1.2.1 Student Senators shall serve at least one (1) hour per legislative cycle in the Student Senate office. Graduate, Non-Traditional, Law and Pharmacy Senators, and University Senate and University Senate Executive Committee Members shall be exempt from serving office hours. The Student Senate Executive Secretary shall monitor attendance.

3.1.2.1.1 Any Senator who misses more than three (3) office hours during a given semester will be referred by the Executive Secretary to the Student Senate Chief of Staff for suspension.

3.1.2.1.2 Student Senators will be responsible for fulfilling their specified office hour responsibilities, as assigned by the Executive Secretary and as outlined in Appendix O: Student Senator Office Hour Responsibility Plan. These tasks will come after any other legislative duties that the Senators need to complete.

3.1.2.2 A suspended senator may appeal the suspension in writing for a period up to one (1) week following suspension to the Student Senate Court of Appeals, and may appeal the suspension by appearing before the Student Senate Court of Appeals at the next scheduled meeting.

3.1.2.3 The appeal, in writing or by appearance, must state the reasons for each of the roll call absences. If no appeal is made, the suspended senator will be automatically dismissed.

3.1.2.4 Any senator receiving two unexcused absences, either semester, following a successful appeal will be immediately dismissed without a second appeal. Any senator receiving
any other combination of two (2) absences, either semester, following a successful appeal will be immediately suspended. The Executive Secretary will notify all delinquent senators by e-mail and by written notification in their mailbox within twenty-four hours (24) of suspension.

3.1.2.5 Any senator who resigns must notify the Student Senate Chief of Staff and the Executive Secretary in writing prior to his/her resignation.

3.1.3 All Student Senators named in Article II, Section 1.2 H, shall follow the same attendance and appeals procedure as outlined in Article III, Section 1. However, if an appointed senator from Student Senate is removed from his/her position, his/her organization shall appoint a new member to represent the organization as a Student Senator.

3.1.3.1 All Associate Senators shall follow the same attendance and appeals procedure as outlined in Article III, Section 1. However, if an Associate Senator is removed from his or her position due to excessive absences or s/he becomes a Senator through the replacement procedure, the respective committee shall elect a new Associate Senator from their committee.

3.1.4 UNIVERSITY COMMITTEES AND BOARDS. The Student Senate Chief of Staff, when informed by the chair of the board or committee, shall immediately suspend any representative who misses two (2) University committee or board meetings in one (1) semester from the committee or board (University Boards or Committees will refer to all committees and boards listed in Appendix B.3, B.4 and B.5). The Student Senate Executive Secretary shall notify both the representative and the chair of the committee in question of the suspension by email and written notification in their mailbox. If the representative does not show cause for his/her absences to the Student Senate Court of Appeals, the Student Senate Court of Appeals will recommend to the Student Senate that the representative be immediately removed from the committee and that a replacement be appointed by the Student Body President and approved by a simple majority of the Student Senate. The Student Senate Executive Secretary shall communicate the removal to the representative by email and by written notification in their mailbox.

3.1.5 OUTREACH: Student Senators are expected to perform outreach as defined in Appendix M. Outreach duties shall include, but are not limited to organization visits, meetings of their respective constituencies, and any other outreach programs laid out in Appendix M and directed by the Outreach Director.

3.1.5.1 Each Student Senator shall be responsible for performing outreach assignments as defined in Appendix M.

3.1.5.2 The Student Senate Outreach Director shall update the outreach deadlines for the year, subject to approval by the Student Executive Committee. The Student Senate Communications Director shall report regularly to the Student Executive Committee and the Student Senate on outreach efforts.

3.1.5.3 Any senator, who fails to meet the outreach criteria set forth by the Student Senate Outreach Director and approved by the Student Senate, will be referred to the Student Senate Chief of Staff by the Student Senate Outreach Director for suspension.
3.1.5.4 The appeals procedure for failing to meet outreach criteria will be as stated in Section 3.1.2.

3.1.6 All student senators are required to follow all policies set forth in the office policy manual (Appendix L) or face disciplinary actions as stated in the manual.

3.1.7 Student Senate will provide childcare for Student Senators or standing committee members during Student Senate and standing committee meetings, upon request to the Student Senate Executive Secretary with seventy-two (72) hours’ advance notice by the Senator or committee member.

3.1.7.1 Childcare privileges can be revoked at the discretion of the Student Senate Executive Secretary if childcare is reserved but not used more than twice (2) in a given semester.

3.1.8 The primary sponsor of a Senate resolution or petition with a list of designated recipients is responsible for working with the Executive Secretary to mail out approved legislation to the list of designated recipients.

Section 2. STUDENT SENATOR CODE OF ETHICS

3.2.1 Members of the Student Senate are empowered by the Student Body to responsibly and ethically represent student interests. In order to guide Senators’ expectations about conduct, the following Code of Ethics will apply:

3.2.1.1 Senators will faithfully and honestly represent their constituency and the student body.

3.2.1.2 Senators will present all legislation with complete and accurate information.

3.2.1.3 Senators will consistently and regularly vote on matters before the Senate. Each member has only one (1) vote.

3.2.1.4 Senators will receive all bills with fair and rigorous discussion.

3.2.1.5 Senators will actively participate in Senate meetings and show respect to all guests and speakers.

3.2.2 This Code of Ethics will apply exclusively to matters related to the Student Senate. A Senator’s ethical standing outside of Senate shall not be affected or measured by this Code of Ethics.

3.2.3 Discipline and Enforcement – If a Senator feels that another member has breached this Code of Ethics, he/she should approach a member of the Student Executive Committee.

3.2.4

A. Any grievances under the Code of Ethics shall be submitted in writing or via e-mail to the Chief of Staff. No anonymous grievances shall be accepted, as per University policy.

B. The Chief of Staff shall put submitted grievances on the agenda of the next regularly-scheduled Student Executive Committee meeting. The Chief of Staff must notify the senator at issue within three (3) academic days via e-mail and in writing.
C. It is the right of the senator at issue to be afforded proper due process. A critical StudEx staffing will be held to provide the opportunity to appear in person and defend against all proposed allegations.

D. If the student executive committee makes a finding of fault or violation, proposed recommendations may include censure. Any disciplinary recommendation must be approved by a majority vote of the full Student Senate.

E. The Student Executive Committee may refer the complaint to the Court of Appeals if it feels that the offense warrants loss of voting rights, suspension or removal from office.

F. Any disciplinary action made by the Student Executive Committee must be reported to the Student Senate in the next regularly-scheduled meeting during the officer report of the Chief of Staff or Vice President.

G. All disciplinary decisions made by the Senate are final. Appeals may be made to the Court of Appeals on procedural grounds.

Section 3. STUDENT SENATOR REPLACEMENT PROCEDURE

3.3.1 Should for any reason or at any time a student senator representing one of the schools of the University, non-traditional students, the off-campus community, or the residence hall community resign or be removed from his/her Student Senate seat, the vacancy shall be filled according to the following procedure:

A. For the purpose of the Replacement Senator process, in the event a candidate for Graduate, Law or Pharmacy cannot be found they may be considered one constituency, such that a Graduate Student, a Pharmacy Student or Law Student is eligible to fill an empty seat, as long as a minimum of two (2) Graduate, two (2) Law and two (2) pharmacy seats are reserved for their constituencies.

3.3.2 The Student Senate Chief of Staff shall be responsible for formulating the “Replacement Senator Application”. Questions on the application should be general in nature and should not address specific issues. The application shall require enrollment verification. The application shall include a petition to be signed by at least 25 students in the constituency of the applicant, or 10 percent of said constituency, whichever is less. Exempt from this requirement will be Non-traditional, Graduate, and International Senator replacement candidates. Also exempt will be any student who appeared on the ballot of the previous Student Senate elections as a candidate in any constituency, or who has collected these signatures for a previous application in the current academic year. The same application shall be used throughout the Student Body President’s term. The application must receive the approval of the majority of the Student Executive Committee.

3.3.2.1 Within two (2) school days of the occurrence of a vacancy in one of the elected seats of the Student Senate, the Student Senate Executive Secretary shall notify the Student Senate Chief of Staff of such a vacancy.

3.3.2.2 When a minimum of four (4) seats become vacant or a seat has been vacant for more than two (2) months, the Student Senate Chief of Staff has ten (10) days to begin accepting applications.
3.3.2.3 Once the application process has begun, the Student Senate Chief of Staff shall contact all Student Senators from the school/constituency in which the vacancy has occurred and encourage them to contact those they feel would be interested in and qualified for the position of a replacement Senator.

3.3.2.4 Once the application process has begun, the Student Senate Chief of Staff shall make efforts to advertise the position to the student body and encourage interested individuals to apply for a replacement Student Senate seat. At a minimum, advertisement for the position shall be placed in the University Daily Kansan.

3.3.2.5 The Student Senate Chief of Staff shall accept applications for a replacement Student Senate seat for seven (7) school days.

3.3.2.6 Selection Process.

A. If there is more than one (1) applicant for a replacement Student Senate seat, the Student Senate Chief of Staff shall select five (5) Student Senators by lottery and direct the Senators to contact and interview the replacement Senator applicants within five (5) school days of the end of the acceptance period for applications. No more than one (1) representative from each category of Student Senator shall serve on the board. If anyone (1) of the five (5) Senators is unable to attend, they shall notify the Student Senate Chief of Staff immediately. The Student Senate Chief of Staff will find an eligible replacement by lottery. The Student Senate Chief of Staff shall conduct the lottery witnessed by a disinterested non-Senator. These five (5) Senators shall be in attendance during the entire interview process.

B. The first eligible Senator drawn from the lottery shall serve as voting chair.

   1. Duties of the chair:
      a. Shall notify members of the selection board of interview time and location at least two (2) days before the interviews occur;
      b. Shall notify all applicants of the interview time and locations at least two (2) days before the interviews occur;
      c. Shall attempt to contact and inform all applicants directly as to the outcome of the interview process. Results shall be posted the following school day in the Student Senate office.

C. Questions asked during this interview shall be general in nature and shall not address specific issues. The same set shall be used throughout the entire interview process.

D. If no applications are received for a seat during the replacement process, the seat will be held open until the next replacement committee is formed. In the interim, any eligible student may apply for the seat. The first student eligible for the seat who submits a valid application with the appropriate signatures (if necessary) will be nominated for the seat, as per the normal procedure. Seats that are held open in this manner should be advertised in the Student Senate office and the Student Senate website as best as possible. As per the following procedure:
1. The appointment for the above-mentioned replacements shall be conducted at the next Student Executive Committee and full Senate meetings. All students that apply shall appear before Student Executive Committee and be interviewed. Student Executive Committee shall vote on the applicants if more people apply than there are seats available and recommend accordingly to Senate. If not filled, these seats shall be included in the next replacement process.

3.3.2.7 The nominee or nominees shall appear at the next regularly scheduled Student Senate meeting to answer questions. This shall be the first business heard at the meeting. If a nominee is approved, s/he shall take his/her seat immediately.

3.3.2.8 If no nominee received majority approval by the Student Senate, the aforementioned committee shall submit new nominees to the Student Senate. These new nominees shall be voted on at the next Student Senate meeting. This procedure shall continue until the Student Senate seat has been filled.

3.3.3 Should for any reason a holdover Senator resign or be removed from her or his Student Senate seat after the 4th meeting of the fall semester, the seat shall remain vacant. If the resignation or removal occurs prior to the 4th meeting, the Student Senate Chief of Staff shall fill the vacancy as soon as possible in the following manner:

A. The Student Senate Chief of Staff shall contact the Holdover Senator nominee who received the next highest number of votes. This nominee shall be offered the replacement holdover seat. If the nominee declines to accept the seat, the person who received the next highest number of votes shall be offered the replacement seat, and so on. In the event that there are no further nominees, the holdover seat shall be declared vacant for that term of office.

1. In the event that a holdover seat is declared vacant, the presiding Student Senate shall elect one (1) of its members to fill the University Senate seat left vacant.

Section 4. MEETINGS (matters in this section shall be regulated by Article V, Section 3 of the Senate CODE).

3.4.1 PARLIAMENTARY PROCEDURE. The rules contained in Roberts’ Rules of Order (Newly Revised) shall govern unless otherwise contradicted by Student Senate Rules and Regulations.

3.4.2 All official business of Student Senate, its committees, and boards shall be restricted to the officially held public meetings of said groups. This shall not limit online voting for the purpose of Student elections.

3.4.3 Voting by Electronic Voting Device

3.4.3.1 Use.

3.4.3.1.1 Electronic Voting Devices (EVD’s) shall be used in the case of final passage of any bill, resolution or petition by the full assembly of the Student Senate.
3.4.3.1.2 EVD’s shall be used in the case of a Presidential Veto override vote.

3.4.3.1.3 EVD’s shall be used on the demand of eight (8) members of the Student Senate, unless a roll call vote is already pending.

3.4.3.2 Procedure.

3.4.3.2.1 EVD’s will be used in accordance with parliamentary procedure. When a roll call vote is taken, the Student Body Vice President shall state the question and instruct Senators to proceed to vote. After all Senators who desire to vote or to change their votes have had reasonable opportunity to do so, the Vice President shall announce the vote.

3.4.3.3 Control and Use of Voting System.

3.4.3.3.1 The electronic voting system shall be under the control of and shall be operated by the Executive Secretary. The electronic voting system shall be used to record the vote whenever a roll call vote is taken on any question and may be used for ascertaining the vote upon any measure upon which a division of the assembly has been called. In the event that the system is not operating properly, roll call votes may be taken by voice vote unless division of the question is requested.

3.4.2 HIERARCHY OF CHAIRING THE STUDENT SENATE MEETING. The Student Body Vice President shall serve as the Presiding Officer of the Student Senate, except when s/he relinquishes that position for the purpose of speaking on a particular issue, or for any reason. The temporary Presiding Officer of the Student Senate shall assume all rights and privileges accompanying the position. The position of Presiding Officer of the Student Senate shall be relinquished in the following order:

A. Chief of Staff
B. Senior Senator
C. One of the three Holdover Senator
D. Student Body President

3.4.2.1 If all of the above members are unable or unwilling to assume the chair of Student Senate, the sitting chair has the right to choose any member, ex officio or otherwise, to assume the chair.

3.4.3 The Student Senate shall meet within two (2) weeks following the election of its new members. This meeting shall be a joint session of the outgoing and incoming members of the Student Senate. Neither the outgoing nor the incoming Student Senators shall consider legislation at this joint session. At this meeting, the three special representatives to the University Senate (Holdover Senators) shall be elected by the outgoing Student Senators [2.1.2.G]. The incoming Student Senators shall elect the Senior Senator from their ranks in a democratic and fair election.

3.4.4 The Student Senate must meet at least three times, at such time and place as shall be specified by the Student Executive Committee. Notice of a regularly scheduled meeting shall be mailed or otherwise distributed to each senator at least five (5) days prior to that meeting.
3.4.5 A meeting may be called by the Student Body President, the Student Executive Committee, or by a petition signed by twenty-five (25) members of the Student Senate and delivered to the Student Body President or the Student Executive Committee.

3.4.6 The Student Senate shall meet within ten (10) calendar days of the delivery of a valid petition at a time and place specified by the Student Executive Committee.

3.4.6.1 The prior provisions notwithstanding, a call of a special meeting shall be accomplished by a good faith, honest, and sincere attempt to provide notice in the fashion most reasonably calculated to accomplish notice of the meeting, considering the necessity of the meeting and circumstances surrounding the call. The means of achieving actual notice shall include, but not be limited to, an email sent to all Senators in addition to one of the following: written notice mailed to the senators, publication in the University Daily Kansan, telephoning all senators at their numbers they provided, or posting on the SENATE-L listserv. All notice must be given at least seventy-two (72) hours prior to the meeting.

3.4.6.2 Legislation to be considered at such a meeting shall be available in the Student Senate office before the meeting if possible, and the call for the meeting shall state the subject matter of any topic to be discussed.

3.4.7 QUORUM. One-half (1/2) of the current voting members of the Senate shall constitute a quorum needed to conduct business.

3.4.8 AGENDA. The agenda for the Senate meetings shall be:
A. Call to Order
B. Forum for Non-Senators [3.3.9.1]
C. Approval of the Minutes
D. Officers' Reports
E. Additional Reports
F. Issues Agenda
G. Old Business
H. New Business
   1. Consent Agenda
   2. Regular Agenda
I. Announcements
J. Adjourn

3.4.8.1 Legislation must follow the procedures stated in Article III, Section 4 to be placed on the agenda.

3.4.8.2 Consent Agenda. The Consent Agenda shall consist of all legislation allocating one thousand dollars ($1,000) or less which received at least a three-fourths (3/4) majority vote in the affirmative (as determined by the standing committee chair) in all committees to which it was referred. The Consent Agenda shall be approved as a whole. Objections to the placement of a given piece of legislation on the Consent Agenda shall move it to the top of the regular agenda.

3.4.8.3 Regular Agenda. The Regular Agenda shall consist of all legislation that did not receive a three-fourths (3/4) majority favorable vote (as determined by the committee chair), any
portion of the Consent Agenda needing further discussion/debate and any bill allocating $1,000.00 or more.

3.4.8.4 Issues Agenda. This agenda shall consist of issue(s) needing discussion/debate on matters of importance to the student body, campus, Lawrence community, administration, and the Student Senate.

3.4.8.4.1 The Government Relations Director shall present position statements to the Student Senate on the Issues Agenda. The position statements shall be presented as a series of stances that could be taken on an issue. The benefits and costs of each stance shall be presented. The Student Senate may vote to adopt one (1) of the positions as the official position of the student body, subject to veto by the Student Body President. Position statements shall be approved in the form of a resolution or a petition.

3.4.8.4.2 The Issues Agenda shall remain open to discussions/presentations from any person or group so long as the information is of importance to the student body and the presenters are in accordance with Article III, Section 3.8.4. Those who are not members of the Student Senate must also be in accordance with Article III, Section 3.9.1.

3.4.8.4.3 The Student Executive Committee shall decide the issue(s) to be placed on the Issues Agenda. Members of the Student Senate retain the right to amend the Issues Agenda for the purpose of placing other issues on the agenda.

3.4.9 DEBATE. A senator’s right to speak shall be limited to five-minute periods. Upon special request, and with two-thirds (2/3) vote of the members present and voting, longer periods may be allotted.

3.4.9.1 Anyone who is not a member of the Student Senate (as defined in Article II) may address the Student Senate only if a member gains recognition from the Presiding Officer of the Student Senate and requests to yield the floor to a non-member. This may be done without objection.

3.4.10 MINUTES. The Student Senate Executive Secretary shall compile minutes of each meeting, which shall be sent to members not later than thirty days after each meeting (Senate CODE, Article V, Section 3).

Section 5. LEGISLATION

3.5.1 Types. “Legislation” shall refer to:
A. Bills: covering matters that the Senate CODE empowers the Student Senate to regulate
B. Petitions: covering matters that require concurring approval from another authority.
C. Resolutions: of two types; non-binding resolutions that cover matters upon which the Student Senate may wish to make its opinion public, and binding resolutions, which establish guidelines, policies, or other criteria for the conduct of Student Senate business in committees or in the administrative offices of the Student Senate (i.e., the specific procedure for fulfillment of an already enumerated committee or administrative task). They are binding for the remainder of the legislative term in which they are passed, unless repealed by bill.
1. Senators, non-Senator committee members, or committees submitting a resolution or petition for consideration by the Student Senate should submit appended to the legislation an appropriate, comprehensive list of designated recipients, including names, titles, and mailing addresses, to which the legislation, if passed, should be sent.

2. Sponsors of petitions and resolutions should limit the number of recipients of said legislation to ten or fewer unless they can provide a significant reason to have more.

3.5.2 INTRODUCTION. Legislation shall be written or sponsored by members of the Student Senate (as defined in Article II), Student Senate standing committees [6.2.7.2], or of the Student Senate boards (as stated in Article V, Section 3) and shall be submitted to the Student Senate Staff Secretary. At least one of the authors or sponsors must be a member of the Student Senate. Authors of legislation shall have speaking privileges for the purpose of presenting the legislation during the consideration of his or her bill, petition or resolution by a standing committee and/or the Student Senate. Sponsorship of legislation is an official public endorsement by a member of the Student Senate, or Student Senate standing committee(s) or Student Senate board(s).

3.5.2.1 After introduction, the Student Senate Staff Secretary shall number legislation as follows:
A. Bills: Bill No. 20__ - (001-199)
B. Petitions: Petition No. 20__ - (200-299)
C. Resolutions: Resolution No. 20__ - (300-399)

3.5.2.2 The Student Body Vice President shall set the deadline for the submission of legislation for each Student Senate meeting. The deadline should be within ten (10) days of the Student Senate meeting for which the legislation is intended to be heard, and the date shall be announced at least twenty (20) days prior to such a meeting.

3.5.2.3 Format. After introduction, the Student Senate Staff Secretary shall format legislation as follows:
Date:
Author(s):
Sponsor(s):

3.5.3 REFERRAL. The Presiding Officer of the Student Senate shall refer legislation to an appropriate standing or designated ad hoc committee. No legislation shall be referred to more than two committees. Student Executive Committee members must be notified of the referrals at least 24 hours before committee action may be taken.

3.5.3.1 If two members of the Student Executive Committee object to the referral of any bill to any particular committee, a special meeting of the Student Executive Committee shall convene immediately before committees meet in order to resolve the discrepancy. Five members of the Student Executive Committee shall constitute a quorum at such special meetings.

3.5.3.2 Before any legislation requesting funding is referred to a standing or ad hoc committee the Vice President and the Treasurer shall meet and confirm that the senator making the funding request has the required paperwork turned into the Treasurer. In the event the senator making the request does not have the required paperwork turned in, the
Vice President shall contact the senator and notify them that the Legislation will not be placed on the agenda for the next cycle until the required paperwork has been turned into the treasurer.

3.5.4 REPORT. At the first Student Executive Committee meeting after the referral to committee has been made, the Presiding Officer of the Student Senate will report said referral to the Student Executive Committee, along with all other pieces of legislation that have been referred by that time. They will then be placed on the agenda of the next Student Senate meeting. Only legislation that is reported on at the Student Executive Committee meeting would be placed on the Student Senate agenda (For exceptions see Article III, Section 4.5.1).

3.5.4.1 All legislation slated for the agenda of a full Senate or a standing committee shall be made electronically available to all members of the committee at least 24 hours in advance of the meeting. Electronic copies of legislation on the full Senate agenda should be submitted with standing committee amendments and recommendations indicated. Said legislation should be made available exclusively electronically, and not be printed, with the following exceptions:

3.5.4.1.1 A member of the committee expressly requests a paper copy be made for their use throughout the year or for a particular meeting.

3.5.4.1.2 Ten copies shall be available in print for any guests to the meeting. More copies can be made if needed.

3.5.4.1.3 In circumstances where the presiding officer of a committee meeting or the author of a bill feel members of the body would more so benefit from a paper copy of the legislation at issue, such legislation may be printed.

3.5.4.2 The full text of legislation being discussed in full Senate be displayed for the entirety of the body.

3.5.4.3 Rule 3.5.4.1 does not affect the ability of guests at meetings to provide paper handouts with pertinent information.

3.5.4.4 If approved and placed on the Student Senate agenda, legislation considered only by the Student Senate Executive Committee shall be provided by the person who presented the legislation to the committee.

3.5.4.5 Legislation generated during a Student Senate meeting does not have to be available in print form until approved by the Senate, but efforts should be made to have print copies if possible.

3.5.5 ELIGIBILITY. Legislation will remain on the agenda only if all committees to which it was referred send it to the Student Senate. If any piece of legislation fails in any committee to which it was referred, it will automatically be struck from the agenda of the Student Senate meeting. Only legislation which has been placed on the agenda by the Student Executive Committee and which has been sent to the Student Senate by the committee to which it was referred will be eligible for consideration at a Student Senate meeting, except as outlined in Article III, Section 4.5.1.

3.5.5.1 Upon a two-thirds (2/3) vote of the Student Senate, the procedural rules of Student Senate may be suspended to allow a piece of legislation that has passed through the
committees to which it was referred but was not placed on the agenda by the Student Executive Committee to be considered at that meeting. This is to include any committee-generated legislation.

3.5.5.2 Committee-Generated Legislation. The following process should be exercised when handling committee-generated legislation [6.2.7.2]:
Legislation shall be submitted to the Student Executive Committee which shall consider whether the legislation is time sensitive.
1. If the legislation is deemed time sensitive by a simple majority of the Student Executive Committee, it shall be placed on the agenda of the next meeting of the Student Senate.
2. If the legislation is not deemed time sensitive, the Student Executive Committee shall assign the legislation to be heard by a second standing committee which cannot be the committee of origin.
   A. All Committee-Generated Legislation involving the allocation of funds shall be assigned to the Finance Committee for consideration, time sensitivity notwithstanding.

3.5.5.3 Committee-Generated Amendments. All amendments made to legislation by committees cannot be overturned by the authors or sponsors through a friendly amendment. If two committees amend the same section of a bill in different ways or amend parts of a bill that otherwise conflict, Student Executive Committee will serve as a compromise committee as detailed in Article VI, Section 1.4.6. Opposition to committee-generated amendments must be heard through a con speech and voted upon accordingly.

3.5.6 NOTIFICATION. The Student Senate shall post notice of any proposed legislation, except for committee-generated legislation, in the Student Senate office at least five (5) days prior to the date of its consideration. Such notice shall contain the final text of the legislation as it was submitted to the Student Executive Committee. Any amendments or changes made in committee shall be noted before the legislation is moved onto the floor of the Student Senate.

3.5.6.1 Notice shall include information as to which committee the Presiding Officer of the Student Senate had referred the proposed legislation or which committee originated the proposed legislation.

3.5.7 APPROVAL. Bills, petitions, and resolutions shall become effective after a passing vote, as defined in Student Senate Rules and Regulations, and upon the signature of the Student Body President, provided that the bills, petitions, and resolutions are signed within ten (10) days. If the bills, petitions, and resolutions are not signed within ten (10) days, they will automatically take effect. All bills, petitions, and resolutions passed by the Student Senate are subject to Presidential veto (Senate CODE, Article V, Section 4).

3.5.7.1 In the event that legislation is vetoed by the Student Body President, and the Student Senate Chief of Staff receives the written statement of disapproval as provided for in Article V, Section 4 of the University Senate CODE, such statement shall be distributed to the membership of the Student Senate by electronic mail and by posting the statement in the Student Senate office for its review no later than 72 hours after the Student Senate Chief of Staff receives the disapproval.
3.5.8 ROLL CALL VOTES. Immediately before a vote on a motion is to be taken, any senator may move for a roll call vote. If at least one-third (1/3) of the voting members vote in favor of a roll call vote, the Student Senate Executive Secretary shall proceed with a roll call vote.

3.5.9 Abstaining is not considered voting, and abstentions are not counted as either affirmative or negative votes.

3.6 Legislative Authority

3.6.1 No actions taken by an officer or member of the Student Senate shall have the authority to preempt any power reserved exclusively to the Executive, Legislative, and/or Judicial branches.

ARTICLE IV. STUDENT SENATE COURT OF APPEALS

Section 1. Jurisdiction and Powers

4.1 The Student Senate Court of Appeals will be the primary arbiter of all disputes arising under the application of Student Senate Rules and Regulations. This includes but is not limited to substantive and procedural appeals of decisions coming out of committees, fee boards, student executive committee, and general session. The court will have the following authorities within its role as the final arbiter of disputes.

4.1.1 JUDICIAL REVIEW - the court will have the authority to overrule Senate as to the interpretation of the text of the Student Senate Rules and Regulations. This authority will apply to procedural and substantive decisions made at any level of Senate. This includes but is not limited to general session, committees, fee boards, and the Student Senate Executive Committee.

4.1.1.1 The Court of Appeals shall define the terms "substantive" and "procedural" in ways consistent with legal terminology.

4.1.2 WRIT OF MANDAMUS - the court will have the authority to convene a hearing for the purpose of determining whether an executive officer of the Senate has failed to perform their responsibilities as laid out in Article V. If the court determines the officer has failed to perform their responsibilities the court will have the authority to issue an order to the officer to take specific action required by Article V. In the event the officer fails to perform the action specified in the order, it will create grounds for removal of the officer from their position.

4.1.2.1 The Court of Appeals will supply a copy of said writ to the Student Senate Executive Committee.

4.1.3 PUT GROUPS ON PROBATION FROM USING STUDENT SENATE RESOURCES - the court will have the authority to convene a hearing for the purpose of determining whether a student group has used Senate resources in a manner that violates Rules and Regulations. If the determination is made that the student group did misuse the resources then the court will then make the decision on whether to put the group on probation and the terms of the probation. The terms of the probation can include, but are not limited to, duration of probation and Senate resources that are prohibited to the group during the probation.
4.1.3.1 The Court of Appeals will supply a copy of said probation to the Associate Director of SILC and to the Student Senate Executive Committee.

4.1.4 THE EXPULSION OF SENATORS - the court will have the sole authority to expel senators. The court will have authority to convene a hearing for the purpose of determining whether grounds for expelling a senator exist under Rules and Regulations, upon the filing of a complaint by the student executive chairperson. If the determination is made that grounds for expulsion exist, the court will have the authority to expel the senator or place the senator on probation.

4.1.5 THE REMOVAL OF EXECUTIVE OFFICERS - the court will have the authority to convene a hearing for the purpose of determining whether the grounds for removing an executive officer (other than president or vice president) exists under Rules and Regulations, upon the filing of a complaint by any senator. If the determination is made that grounds for removal exist, the court will have the authority to remove the executive officer. At which point the president will nominate a replacement that will be approved by general session. The president will retain their authority to remove or suspend executive officers.

4.2 MEMBERSHIP AND STRUCTURE

4.2.1 The court will consist of five (5) justices

   4.2.1.1 The structure of the court will consist of four (4) associate justices and one (1) Chief Justice to be chosen amongst the justices by a majority vote of the five (5) justices.

   4.2.1.2 The Chief Justice will become a non-voting member in the event of a vacancy that leaves an even number of total justices and will act as the presiding officer in all meetings of the court.

   4.2.1.3 If the Chief Justice is absent, a Chief Justice Pro Tempore shall be chosen by the Court to serve until the Chief Justice returns or a new Chief Justice is seated.

   4.2.1.4 All justices will have an equal vote on the court.

4.2.2 MEMBERSHIP CRITERIA

   4.2.2.1 Anyone who is enrolled as a full time student during his or her tenure on the court shall be eligible for membership as a justice.

   4.2.2.2 Candidates from the previous Spring Student Senate General Elections shall not be eligible for membership on the Student Senate Court of Appeals.

   4.2.2.3 Students who served as Student Senators or executive officers on the previous year’s Student Senate shall not be eligible for membership on the Student Senate Court of Appeals.

   4.2.2.4 Justices shall not serve as part of any other branch of Student Senate while serving as a justice.

   4.2.2.5 Students applying to be and/or serving as a justice shall not be on academic or disciplinary probation at the University.
4.2.2.6 Standing members of the Court of Appeals are not allowed to serve simultaneously as members of the KU Student Senate Elections Commission.

4.3 TERM LIMIT. Judges will continue to serve on the court until they are no longer a student at the University of Kansas (by completion of degree or other circumstances), voluntarily step down, or are impeached. In the event that a justice completes a degree and then begins a new degree the justice will step down and then will be eligible to reapply for the vacant spot.

4.3.1 IMPEACHMENT - the general session can remove a justice from the court for committing an impeachable offense.

4.3.1.1 Impeachable offenses:

A. Breach of Duty of Loyalty to student body,

B. Academic Misconduct,

C. Reduction of Status to Part-time student,

D. Excessive Absences from court meetings,

E. Conviction for a felony or a misdemeanor crime against a person or property.

4.3.1.2 Impeachment process - takes place in general session, ("is presided over by the vice president" removed) and takes a two-thirds (2/3) vote by general session to impeach a justice.

4.3.1.3 Current justices shall not continue to serve on the Court of Appeals if s/he is a candidate in the upcoming Student Senate election.

4.3.2 Any conflict(s) of interest by those serving as justice(s) shall be disclosed at the onset of any hearing and they shall voluntarily remove themselves from any judicial responsibility in that matter and that matter alone. Failure to do so shall render said justice(s) open to impeachment under Article 4.3.1.1. (Breach of duty of loyalty to student body).

4.3.3 Unexcused absence to two scheduled court meetings during any given semester may result in removal of the member by a two-thirds (2/3) vote of Student Senate.

4.4 SELECTION OF JUSTICES - vacancies on the court shall be filled by a selection committee composed of the current president, three (3) senators chosen by lots, one of whom must be a graduate or law student, and a representative from each committee (chairperson of committee or elected rep). The committees will be responsible for sending their representatives once the president has called the meeting. The president will act as the presiding officer. The president will also be responsible for sending out advertising to encourage applicants.

4.4.1 In the case of a vacancy arising at the end of the Senate term the selection committee will meet immediately after the spring senate election and will present its nominations to a special meeting of the newly elected Senate, that shall convene ten (10) minutes following joint Senate, for two-thirds (2/3) approval. The sole purpose of this special meeting is to confirm court nominees.
4.4.2 In the event a vacancy occurs during the term a selection committee will be called immediately after a vacancy has occurred and present its nominations to Senate for two-thirds (2/3) approval within two (2) weeks of the vacancy.

4.4.3 These nominations will be presented to Senate along with the voting record of the selection committee and with full disclosure of the names of the approval committee members.

4.4.4 Each nominee to the court will be voted on individually by Student Senate.

4.4.5 Judicial nominees shall not be confirmed by a summer or break meeting of the Student Executive Committee.

4.4.6 The president will have the final decision as to which candidates will be nominated and be sent onto general session for approval. The committee will be non-voting and will act in an advisory role to the president during the selection process.

4.4.6.1 In the case that the president does not submit a candidate within thirty (30) days of a court vacancy, the Court of Appeals will have the right to submit candidate(s) to be approved by the Student Senate.

4.4.6.2 The Court of Appeals will send their nominations to the Student Senate Staff Secretary and the Student Senate Chief of Staff.

4.4.6.3 Such nominations will automatically be placed on the agenda of the next scheduled Student Senate meeting and do not require the Student Executive Committee to approve their inclusion in the agenda.

4.4.6.4 Justice nominations made by the Court will require a two-thirds (2/3) approval vote by the Student Senate.

4.4.6.5 Attached

4.4.6.6 Attached

4.5 HEARING PROCEDURE - the court will be responsible for creating and revising its own hearing procedures including but not limited to rules of evidence, standing, voting, notice, opinions, etc. The court will propose a new or revised set of procedures and rules by the second legislative cycle of every fall semester. Said proposal will be submitted as Appendix P with full authority of the Student Senate Rules and Regulations.

4.5.1 In order to hear a matter, the court must have at least two justices voting in favor of convening a hearing under 4.1.

4.5.2 In all complaints involving an executive staff member, three (3) justices must vote in favor of a hearing in order to commence a hearing.

4.5.3 The Court shall not convene any hearing without a formally submitted complaint from a student outside the Court of Appeals.
4.5.4 Three (3) justices will constitute a quorum at any hearing or meeting.

4.5.5 A voting justice who is not disqualified from voting may not abstain from voting in any hearing.

4.5.6 All decisions shall require a judicial hearing and a majority vote of the justices present at the hearing.

4.6 OPINIONS AND RULINGS

4.6.1 All opinions and rulings of the court must be publicized. For the purposes of this court, opinions and rulings of the court will be published on the Student Senate website.

4.6.2 After any hearing has concluded, the court has forty-eight (48) hours to issue a ruling or opinion on said hearing.

4.6.2.1 All parties involved, as well as the Student Senate Executive Secretary, must receive said opinion and/or decision.

4.6.2.2 In the matter of a hearing requiring an expedient ruling or opinion, any involved party in the hearing may request that the Court issue a ruling within twenty-four (24) hours of the conclusion of the hearing. The request must be made in writing at time of the initial hearing request.

4.6.3 A Chief Justice and/or any Associate Justice may dissent from the decision of the Court. This dissent shall be in writing, stating the basis for such disagreement.

4.7 ADDITIONAL REQUIREMENTS

4.7.1 Justices shall be required to attend one (1) Student Senate general session meeting per academic semester.

4.7.1.1 Attending justice(s) must inform the Executive Secretary of their attendance. The Executive Secretary will annotate the attending justice(s) in the official minutes of the meeting.

4.7.1.2 In the case that a justice is unable to attend due to a scheduling conflict, a written excuse must be submitted to the Chief Justice and the Executive Secretary.

ARTICLE V. STUDENT SENATE EXECUTIVE STAFF

Section 1. RESPONSIBILITIES OF THE STUDENT BODY PRESIDENT

5.1.1 The Student Body President shall execute no less than the following responsibilities:

5.1.2 The Student Body President shall execute and enforce the University Senate CODE where it does apply to a position.

5.1.3 The Student Body President may approve or veto bills, petitions, and resolutions. If legislation is not signed within ten (10) days, the legislation automatically takes effect. Student Senate may
override a Presidential veto by two-thirds (2/3) vote of the members present and voting. 
(Senate CODE, Article V, Section 4).

5.1.4 
STANDING COMMITTEES. The Student Body President may direct the attention of any 
standing committee as provided in Article VI, Section 2.2.1, to legislation or other matters.

5.1.5 
SPECIAL COMMITTEES. The Student Body President may appoint committees and 
commissions to study matters, make reports, and propose legislation.

5.1.6 
The Student Body President shall appoint student members to the boards of the Student Senate 
in accordance with Article VI, Section 3.1. These appointments are subject to the approval of 
the Student Senate by a two-thirds (2/3) vote of the members present and voting. After initial 
approval, the Student Body President may update and amend the membership of committees 
based on adequate attendance and participation and update the Student Senate on a semesterly 
basis.

5.1.7 
The Student Body President may augment the membership of any Student Senate board or 
committee with ex officio, non-voting members as s/he sees fit.

5.1.8 
The Student Body President shall appoint executive officers of the Student Senate (Student 
Senate Chief of Staff, Student Senate Outreach Director, Student Senate Graduate Affairs 
Director, Student Senate Executive Secretary, Student Senate Treasurer, Student Senate 
Assistant Treasurer and the Government Relations Director, and Student Senate Development 
Director) with a majority vote of the Student Senate members, present and voting. Appointed 
executive officers must be approved individually by the Student Senate members. The Student 
Body President will, in conjunction with the Finance Committee and the Student Executive 
Committee, determine the hours and pay scale for the appointed employees.

5.1.8.1 
The Student Body President is responsible for direct oversight of the executive officers 
and the Staff Secretary. This oversight shall include, but not be limited to: reviewing job 
descriptions, direction of employees, enforcement of the office policy manual (Appendix 
L) and disciplinary procedures, including removal by appropriate means if necessary in 
accordance with Article V, Section 15.

5.1.8.2 
The Student Body President shall have oversight of the Transportation Coordinator. 
The oversight by the Student Body President shall be advisory in nature. Any other type 
of oversight shall be the reserved power of the Transit Commission unless Transit has 
defered such powers to the Student Body President.

5.1.8.3 
The Student Body President and the Center for Community Outreach Advisory Board 
shall have joint oversight of the CCO Co-Directors. The oversight by the Student Body 
President shall be advisory in nature. Any other type of oversight shall be the reserved 
power of the Center for Community Outreach Advisory Board.

5.1.8.4 
The Student Body President and the Center for Community Outreach Board of 
Directors shall have joint oversight of the CCO Executive Director and Managing 
Director. The oversight by the Student Body President shall be advisory in nature. Any 
other type of oversight shall be the reserved power of the Center for Community 
Outreach Board of Directors.
5.1.9 The Student Body President or his/her designee shall serve as an ex officio member on the following boards and committees:
A. Emily Taylor Women’s Resource Center Advisory Board,
B. Kansas Board of Regents Students’ Advisory Committee,
C. Memorial Corporation Board,
D. University Senate (non-voting)
E. Student Executive Committee (voting),
F. Campus Fee Review Subcommittee (non-voting),
G. Legal Services for Students Advisory Board (non-voting), may instead provide a designee,
H. Center for Community Outreach Advisory Board (voting),
I. Student Legislative Awareness Board (voting),
J. Student Survey Board, may instead provide a designee,
K. University of Kansas Athletic Corporation Board of Directors,
L. Educational Opportunity Fund (Chair).

5.1.10 The Student Body President is responsible for making student appointments to the following boards and committees:
A. Chancellor’s Awards Committee,
B. Parking Commission,
C. University Events Committee,
D. Tuition Advisory Board (10),
E. Memorial Corporation Board (4),
F. KJHK Advisory Board (2),
G. Student Health Advisory Board (10) [6.3.2.1],
H. Status of Minorities Subcommittee (2),
I. Legal Services for Students Advisory Board, one of which must be the Vice President or Chief of Staff if he or she doesn’t designate him or herself (1) [6.3.4.1],
J. Recreation Advisory Board [6.3.5.1],
K. Center for Community Outreach Advisory Board [6.3.7.1],
L. Student Safety Advisory Board [6.3.8.1],
M. Student Environmental Advisory Board (2),
N. Any other board, committee or task force created by the university administration,
University Governance or Student Senate that mandates appointments by the Student Body President,
O. Student Retention Advisory Board,
P. Between three (3) and six (6) to the Educational Opportunity Fund Board [6.3.14.2.E],
Q. Three (3) to the Women’s And Non-Revenue Intercollegiate Sports Advisory Board [6.3.15.2],
R. Seven (7) to the Transit Commission (1 representative from Daisy Hill and Able Hawks, the Student Senate Treasurer, and four additional students),
S. One (1) Friends of the Lied Center Board of Directors representative,
T. Four (4) to the KU Retail Dining Concepts Advisory Committee,
U. One (1) to the University Daily Kansan Board,
V. One (1) to the Optional Campus Fees Committee,
W. One (1) to the Student Survey Board, which shall prioritize the Vice President if he or she doesn’t designate him or herself
X. Newspaper Readership Program Advisory Board (3).
5.1.10.1 Chairs of the following boards shall be appointed for the following academic year no later than the joint session of Student Senate immediately after the Student Senate elections.

A. Student Retention Advisory Board,
B. Student Safety Advisory Board,
C. Newspaper Readership Program Advisory Board,
D. Student Health Advisory Board,
E. Student Recreation Advisory Board,
F. Women's and Non-Revenue Intercollegiate Sports Advisory Board,
G. Student Environmental Advisory Board,
H. Legal Services for Students Advisory Board.

5.1.10.1.A The ratification of these appointees shall be exempt from the prohibition of considering legislation found in Section 3.3.3.

5.1.10.1.B Upon ratification this amendment shall take effect on July 1, 2008.

5.1.10.1.C Appointments of Chairpersons is subject to 6.3.1 of Student Senate Rules and Regulations.

5.1.11 The Student Body President shall, at the end of his or her term, compile a comprehensive year-end report. This report shall include all legislation passed by the Student Senate, a copy of the original committee charges, and a report on how those and all other subsequent charges were acted upon.

Section 2. RESPONSIBILITIES OF THE STUDENT BODY VICE PRESIDENT

5.2.1 The Student Body Vice President shall serve as the Student Senate Presiding Officer (“President”) of the Student Senate (Senate CODE, Article V, Section 2). In the absence of the Student Body Vice President, the Student Senate Chief of Staff shall preside (Senate CODE, Article V, Section 2).

5.2.2 The Student Body Vice President shall assume the responsibilities of the Student Body President if the office becomes vacant.

5.2.3 The Student Body Vice President shall be responsible for supervision of the Chief of Staff who will be responsible for carrying out the Student Body President’s accountability system for the executive staff. The Chief of Staff, under supervision of the Student Body Vice President, shall be responsible for the day to day operations and execution of responsibilities of the Student Senate Executive Staff.

5.2.4 The Student Body Vice President will refer proposed legislation to standing or ad hoc committees in accordance with Article III, Section 4.3.

5.2.5 The Student Body Vice President shall serve on the following boards and committees:
A. Memorial Corporation Board,
B. Student Executive Committee (ex officio, voting),
C. University Senate Executive Committee (ex officio, non-voting).
D. Legal Services for Students Advisory Board, if designated by the Student Body President (non-voting).
E. Student Survey Board, if designated by the Student Body President (non-voting).
F. KU – Coca-Cola University Program Support subcommittee,
G. KU – Coca-Cola Partnership Council,
H. Student Involvement & Leadership Office & Cubicle Space Committee (ex officio, voting),
I. Status of Minorities Subcommittee (ex officio, non-voting).

5.2.6 The Student Body Vice President is responsible for making student appointments to the following boards and committees:
A. University Judicial Board,
B. University Senate Calendar Committee,
C. University Senate International Affairs Committee,
D. The Revolving Green Loan Fund,
E. University Senate Libraries Committee,
F. University Senate Academic Computing and Telecommunications Committee.

5.2.7 The Student Body Vice President, as the Student Senate Presiding Officer, shall be responsible for orientation of new senators in the following manner.

5.2.7.1 New senators elected in regular spring elections. Orientation shall be before the first Student Senate meeting of the fall semester.

5.2.7.2 Replacement senators appointed during the Student Senate term, Associate Senators, Freshman Senators elected during the Fall Freshman Elections. The Student Body Vice President shall instruct the Senior Senator to provide orientation as soon as possible after the first meeting of the Student Senate at which the new senators are approved or are required to attend. The orientation shall be in the form, individually or group, as seen fit by the Senior Senator.

5.2.7.3 The orientation shall include but is not limited to: providing copies of Student Senate Rules and Regulations, providing copies of any pending legislation, providing a description of Student Senate procedures, providing a description of senator responsibilities, and providing any other information considered necessary.

5.2.8 The Student Body Vice President shall oversee programs related to Student Senate outreach. These programs shall include, but not be limited to: Senate meetings on campus, Senators’ office hours and constituency outreach, the student organization outreach program, and involving non-senators within the auspices of Student Senate.

5.2.9 The Student Body Vice President shall implement and oversee the Senate Orientation and Kickoff, to be conducted before the first Student Senate meeting of the academic year.

5.2.10 The Student Body Vice President may oversee campus initiatives that further the goals of the Student Senate and the University of Kansas student body.

Section 3. TERM OF OFFICE AND VACANCIES
5.3.1 In the event of a vacancy in the office of the Student Body President, the Student Body Vice President shall assume the presidency. The resulting vacancy, or any other vacancy, in the office of Student Body Vice President shall be filled by the Student Senate by election of a new Student Body Vice President from among its members at the first meeting subsequent to the occurrence of such a vacancy (Senate CODE, Article V, Section 7).

Section 4. RESPONSIBILITIES OF THE STUDENT SENATE CHIEF OF STAFF

5.4.1 The Student Senate Chief of Staff shall be appointed by the Student Body President, with the consent of two-thirds (2/3) of the Student Senate, and shall be currently, or have been, a voting member of the Student Senate.

5.4.2 The Student Senate Chief of Staff shall serve as the chair of the Student Executive Committee. This officer will only vote in the case of or to make a tie vote.

5.4.3 The Student Senate Chief of Staff shall serve on the following boards and committees:
   A. Student Executive Committee (chair, voting in case of or to make a tie vote),
   B. Legal Services for Students Advisory Board, if designated by the Student Body President (non-voting),
   C. Status of Minorities Subcommittee (voting).

5.4.4 The Student Senate Chief of Staff has the following job responsibilities:
   A. Act as a liaison between the Student Senate Executive Staff and the standing or ad hoc committees of the Student Senate and shall be responsible for monitoring these committees;
   B. Be responsible for carrying out the Executive Staff accountability system, as proposed by the Student Body President in consultation with the Student Body Vice President and Chief of Staff, to be supervised by the Student Body Vice President.
   C. Directly oversee the accomplishment of the job descriptions and goals of the members of the Executive Staff.
   D. Oversee the identification of each piece of legislation by number as provided in Article III, Section 5.2.1. The Student Senate Chief of Staff shall be responsible for codification of legislation pertinent to the Student Senate;
   E. Chair all meetings of the Student Executive Committee;
   F. Work closely with Student Senate Committees by helping them to carry out their charges and any additional projects;
   G. Aid senators in writing legislation and direct senators to appropriate offices and people in the University who could help them research their legislation;
   H. Monitor the attendance of the Student Senate standing committees and enforce the attendance policy as set forth in Article III, Section 1;
   I. Monitor all student members of the various University Boards and Committees, ensure that all positions are filled with active participants, and remove representatives from their positions if they are not fulfilling their attendance responsibilities outlined in Article III, Section 1.4;
   J. Monitor and report to the Student Senate about the attendance of representatives to University Senate. Non-attendance by the representatives is to be recorded in the minutes of the Student Senate;
   K. Oversee the Staff Secretary in updating and revising all sections of the Student Senate Rules and Regulations (to be done as legislation is passed and becomes law) and maintenance of copies of other University Governance documents and regulations. This
shall include working with the Staff Secretary to provide for online updates to the Student Senate Rules and Regulations with two (2) weeks of the passing of all alterations to said Rules and Regulations. The Student Senate staff secretary shall have the ability to update the Student Senate Rules and Regulations with non-substantive editorial changes to keep the document up-to-date with the current terminology used by the University of Kansas, proper spelling, and appropriate formatting. All substantive or editorial changes shall be recorded and presented in the consent agenda at the next regularly scheduled Student Senate meeting.

L. Nominate five (5) students to the Elections Commission no later than the second to last Student Senate meeting of the fall semester by the procedures outlined in Article VII, Section 4.3.4.

M. Oversee and coordinate a replacement committee to fill Student Senate vacancies in accordance with Article III, Section 2.

Section 5. RESPONSIBILITIES OF THE STUDENT SENATE TREASURER

5.5.1 The Student Senate Treasurer shall be appointed by the Student Body President with the consent of two-thirds (2/3) of the Student Senate.

5.5.2 The Student Senate Treasurer serves as an ex officio member on the following boards and committees:
A. Finance Committee (ex officio, non-voting),
B. Student Executive Committee (non-voting),
C. Campus Fee Review Subcommittee (non-voting),
D. Student Health Advisory Board (voting),
E. Educational Opportunity Fund Board (non-voting),
F. Legal Services for Students Advisory Board (non-voting)
G. Recreation Advisory Board (non-voting)
H. The Women’s And Non-Revenue Intercollegiate Sports Advisory Board (non-voting),
I. Student Safety Advisory Board (voting).

5.5.3 The responsibilities of the Student Senate Treasurer shall include the following:
A. Enforcing provisions of the Budget Process of the Student Senate Rules and Regulations (Article VIII):
   1. During the first regular Student Executive Committee meeting of the fall semester, the Student Senate Treasurer shall present complete budget information for the upcoming fiscal year so that the Committee may set a spending cap, as outlined in Article VIII, for that year.
B. Having ultimate authority and responsibility for maintenance of all accounts, books and records of the Student Senate and all activity-fee funded student organizations, including clear demonstration of where all funds have been received and to whom and for what all expenditures have been made;
C. Preparing and making available to the proper persons any and all forms deemed necessary and proper for the administration of funds;
D. Overseeing the Assistant Treasurer in his or her mechanical bookkeeping procedures and other duties;
E. Overseeing the expenditure of any funds necessary from the Unallocated Account up to the balance of the Unallocated Account to perform proper fiscal year-end closing procedures.
The functions of the Student Senate Treasurer shall include the following:

A. Approving and signing forms for any and all expenditures;
B. Working with Student Senate-funded groups to aid them in spending their funds through the correct university and state procedures and channels;
C. Training all organizations’ treasurers in the administrative procedures using the Student Senate’s Business Procedures Guide;
D. Working with personnel in the Comptroller’s office to submit forms in correct order;
E. Working with the Vice Provost for Finance, under whose auspices and budgets Student Senate funds fall;
F. Working with the officers and staff of the Student Senate in any and all financial matters;
G. Working with various administrators, faculty, staff, and students as the link for administering student activity-fee funds, and to help solve any problems associated with the administration of such funds.

Section 6.

RESPONSIBILITIES OF THE ASSISTANT TREASURER

5.6.1 The Assistant Treasurer shall be appointed by the Student Body President with the consent of two-thirds (2/3) of the Student Senate, and shall serve as an ex officio, non-voting member of the Student Senate and as an ex officio, voting member of the Student Senate Finance Committee.

5.6.2 The Assistant Treasurer will manage the various accounts of Student Senate and of organizations funded by the Student Senate. Specific duties include processing vouchers, state contracts, and lease agreements, and administering the appropriate payments. In addition, the Assistant Treasurer will handle all personnel records and perform fiscal year closing procedures on all accounts.

5.6.3 The Assistant Treasurer will work with, and will be directly responsible to, the Student Senate Treasurer in maintaining correspondence, record summaries, and reports as needed or requested by the Student Senate. The Assistant Treasurer will help conduct training sessions for student organization treasurers, design and prepare any forms necessary for use in the Treasurer’s Office, and assist the Student Senate Executive Secretary in overseeing inventory control.

a. One required form of correspondence shall be an email sent to each group for which a funding bill is submitted and failed or amended, providing a concise, easily understood explanation of why the bill was failed or amended. Such emails shall be sent at the end of the legislative cycle in which the bill is seen.

5.6.4 The Assistant Treasurer will work closely with the Center for Community Outreach, Inc. and serve as their Chief Financial Officer and Treasurer. The Assistant Treasurer will also serve on the Center for Community Outreach Advisory Board as an ex-officio, non-voting member.

5.6.5 The Assistant Treasurer will support the Campus Fee Review Subcommittee.
5.6.6 The Assistant Treasurer shall assume the responsibilities of the Student Senate Treasurer if the office becomes vacant.

Section 7. RESPONSIBILITIES OF THE STUDENT SENATE OUTREACH DIRECTOR

5.7.1 The Student Senate Outreach Director shall be appointed by the Student Body President with the consent of two-thirds (2/3) of the Student Senate and shall serve as an ex officio, non-voting member of the Student Senate and of the Student Executive Committee.

5.7.2 The Outreach Director of the Student Executive Committee shall serve also as the Student Senate Outreach Director (Senate CODE, Article V, Section 2).

5.7.3 The Student Senate Outreach Director shall formulate an outreach plan during the summer break period and present the plan before the Student Executive Committee for approval.

5.7.4 The Student Senate Outreach Director shall report regularly to the Student Executive Committee and the Student Senate on outreach efforts.

5.7.5 The Student Senate Outreach Director shall work with the Student Body Vice President to determine an organizational visit schedule for the school year.

5.7.6 The Student Senate Outreach Director shall be responsible for distributing weekly press releases to local media sources with pertinent Student Senate news, as well as monitoring coverage of senate in local media sources.

5.7.6.1 The Student Senate Outreach Director shall be responsible for publishing press releases outlining the decisions of the line-item, block, and fee review subcommittees to the Student Senate website and Student Senate social media accounts, as well as to local media outlets at their discretion, within 72 hours of the conclusion of line-item, block, and fee-review subcommittees.

5.7.7 The Student Senate Outreach Director shall be responsible for sending and correspondence, on behalf of Senate, to individuals, organizations, and businesses.

5.7.8 The Student Senate Outreach Director shall be responsible for such other tasks as may be assigned by the Student Body President or Student Body Vice President, the Chief of Staff, or the Student Senate.

5.7.9 The Student Senate Outreach Director shall be responsible for planning the Spring Banquet in conjunction with the Chief of Staff.

5.7.10 The Student Senate Outreach Director shall be responsible for planning the Fall and Spring Outreach Weeks and the Fall and Spring Committee Orientations in conjunction with the Chief of Staff.

5.7.11 The Student Senate Outreach Director shall be responsible for managing the Student Advertising Program.
5.7.11.1 The Outreach Director will be responsible for writing a contract with representatives of the University Daily Kansan, following the Line-Item budget.

5.7.11.2 The Outreach Director will coordinate and approve advertising for SILC-registered student groups in the UDK, KJHK, the KU bus routes, and any other sources of advertising. Events can only receive advertising if they are free and open to all students. Advertising cannot go to recruitment events for student groups that are not open to all students, nor can advertising go toward partisan activities.

5.7.11.3 The Outreach Director will work with the Student Senate Treasurer to create the budget for the next year’s Student Advertising Program Line-Item Funding application.

5.7.11.4 Any applicant may appeal the decision of the Outreach Director to the Student Executive Committee.

5.7.12 The Outreach Director shall serve on the Student Survey Board (ex officio, voting).

5.7.13 The Outreach Director shall serve on the Student Retention Advisory Board (ex officio, non-voting).

Section 8. RESPONSIBILITIES OF THE EXECUTIVE SECRETARY.

5.8.1 The Student Senate Executive Secretary shall be appointed by the Student Body President with the majority consent of the Student Senate and shall serve as an ex officio, non-voting member of the Student Senate and of the Student Executive Committee.

5.8.2 The Executive Secretary of the Student Senate shall also serve as the Executive Secretary of the Student Senate Executive Committee (Senate CODE, Article V, Section 2).

5.8.3 Meetings. The Student Senate Executive Secretary shall compile and distribute minutes from each Student Senate meeting as provided in Article III, Section 4.10. These minutes shall also be distributed on the Student Senate listserv. These minutes shall be compiled and edited into the Student Senate Record that will be sent to interested parties. The Student Senate Executive Secretary shall be responsible for making the minutes of this body available on the Student Senate website prior to the next scheduled regular meeting of this body.

5.8.4 Student Executive Committee. As the Executive Secretary of the Student Executive Committee, the Executive Secretary shall record and make public the minutes of the Student Executive Committee meetings.

5.8.5 The Student Senate Executive Secretary shall be responsible for compiling and updating an index of the Student Senate files and notebooks, which are to be available for inspection during regular business hours. This index of all legislation shall include information from both full Senate and the Committees requesting method of voting (and any irregularities thereof) and results of that vote, and proposed amendments (and their fate), and questions of the chair (and their decision), and any actions of the chair including rationale (including citations of rules and regulations). Additional area shall be provided for the inclusion of commentary by interested parties. Parties shall have two (2) weeks to submit letter commentary to the Student Senate Executive Secretary’s mailbox.
5.8.6  The Student Senate Executive Secretary shall be responsible for making records available to the public. Records may be examined in the office and should be made available as soon as possible upon request. In any case, records must be made available for examination within two (2) days upon any request.

5.8.6.1  Documents and letters sent to the Student Senate or to any of its officers by another body of the University governance system, the Chancellor or any other member of the Administration, the Board of Regents, or the State of Kansas, with a specific request that such material not be made public, are not subject to this open records provision.

5.8.7  The Student Senate Executive Secretary shall be responsible for aiding sponsors of legislation in forwarding all legislation to the parties listed on the legislation and to other appropriate parties within one week of the passage of legislation.

5.8.8  The Student Senate Executive Secretary shall oversee the office hours that must be served by all senators as provided in Article III, Section 1.2.1.

5.8.8.1  The Student Senate Executive Secretary shall work with the Chief of Staff and Senior Senator to revise Appendix P: Student Senator Office Hour Responsibility Plan over the summer break period and present the plan before the Summer Student Executive Committee and the Full Student Senate for a simple majority approval. The Executive Secretary shall request preferences from Student Senators for their weekly office hour tasks, and shall be responsible for assigning each Senator who is required to do office hours to a specific task.

5.8.9  The Student Senate Executive Secretary shall oversee committee secretaries and compile a notebook in the fall for each committee secretary, and correspond with them throughout the year.

5.8.9.1  The Student Senate Executive Secretary shall be responsible for keeping a notebook of committee chair and secretary reports and making copies of committee minutes for the Student Senate Chief of Staff.

5.8.10  The Student Senate Executive Secretary shall be responsible for such other tasks as may be assigned by the Student Body President or Student Body Vice President, the Student Senate Chief of Staff, or the Student Senate.

5.8.11  The Student Senate Executive Secretary shall be responsible for creating and managing the accounts of the Electronic Voting Devices (EVD’s) used in Student Senate meetings. The managing of the Student Senator EVD accounts includes creating a voting record and attendance record of each Senator and submitting said records to the Student Senate Outreach Director to be published on the Student Senate Web Page at the conclusion of each semester. The records shall be created in accordance to the parliamentary procedure set forth in *Roberts Rules of Order*.

5.8.12  The Student Executive Secretary shall be responsible for creating a summary of absence rules and placing it in each senator’s box at the beginning of each semester. The summary shall contain information regarding meeting absences, office hour absences, outreach, exemptions and proceedings. The summary will also be handed out at the senator orientation as in Article V, Section 2.5.
5.8.13 The Student Senate Executive Secretary shall be responsible for managing the Jayhawk Leadership Education and Development (JayL.E.A.D.) program in partnership with the Student Body President and Vice President. The Executive Secretary will redraft and update the curriculum for the JayL.E.A.D. program each year in August and ensure that applications are available for JayL.E.A.D. at the same time that Freshman elections are occurring. The announcement of JayL.E.A.D.ers shall occur at the Full Senate meeting after JayLEADers have been selected. This will be given in the Executive Secretary’s officer report.

5.8.14 The Student Senate Executive Secretary shall be responsible for monitoring the attendance of the Court of Appeals Justices at full Senate meetings.

5.8.15 The Student Senate Executive Secretary shall be responsible for making the rulings and opinions of the Student Senate Court of Appeals available on the Student Senate website no less than ten (10) academic days after receiving such rulings and opinions.

Section 9 RESPONSIBILITIES OF THE STUDENT SENATE GRADUATE AFFAIRS DIRECTOR

5.9.1 The Graduate Affairs Director shall be appointed by the Student Body President, in consultation with current graduate student leaders, with the consent of two-thirds (2/3) of the Student Senate and shall be an accepted and enrolled member of a Graduate or Law program and have completed one semester of graduate coursework at the University of Kansas.

5.9.2 The Graduate Affairs Director shall serve as an ex officio member on the following boards and committees:
A. Student Senate (non-voting)
B. Student Senate Executive Committee (voting)
C. Campus Fee Review (voting)
D. Women’s and Non-Revenue Intercollegiate Sports Advisory Board (voting)
E. Graduate Advisory Board (Chair, non-voting except to make/break tie)

5.9.3 The responsibilities of the Student Senate Graduate Affairs Director shall include the following:
A. Advocating on behalf of needs and interests of graduate and professional students of the university,
B. Finding mechanisms for receiving and disseminating information regarding events and opportunities of general interest to graduate and professional students,
C. Professional development skills and opportunities (e.g., interviewing, net-working, research and publishing, teaching).
D. Advocating on behalf of the needs of graduate and professional employees of the university, including graduate teachers, researchers, assistants, and others who have dual status as both employees and students.
E. The Graduate Affairs Director shall report regularly to the Student Executive Committee and the Student Senate on the state of graduate affairs on campus.
F. The Graduate Affairs Director shall be responsible for formulating an outreach plan to communicate with Graduate Student Organizations and Law groups about Student Senate during the summer break period and present the plan before the Student Senate Executive Committee for approval.
G. The Graduate Affairs Director shall be responsible for gathering, compiling, and presenting to the Student Executive Committee and Student Senate a report on student concerns and their suggestions to improve student life.
H. The Graduate Affairs Director shall monitor the effectiveness of legal, health, childcare, support and/or financial services relevant to graduate and professional students at The University of Kansas.

I. The Graduate Affairs Director shall work with Student Senate members, committees, and/or boards to help represent graduate and professional students’ needs at the University and state levels.

J. The Graduate Affairs Director shall be in charge of establishing and soliciting members for the Graduate Student Advisory Board.

K. The Graduate Affairs Director shall be responsible for scheduling and holding regular meetings of the Graduate Student Advisory Board.

L. The Graduate Affairs Director shall be responsible for providing up-to-date information for the Graduate Student Advisory Board page on the Student Senate website.

M. The Graduate Affairs Director shall be responsible for fostering a relationship between Student Senate and the Office of Research and Graduate Studies in order to better serve graduate students.

N. The Graduate Affairs Director shall, in coordination with the Office of Research and Graduate Studies, help coordinate the annual Graduate Research Competition.

Section 10. RESPONSIBILITIES OF THE CENTER FOR COMMUNITY OUTREACH EXECUTIVE DIRECTOR

5.10.1 The Center for Community Outreach, Inc. (CCO) Executive Director shall be hired by the Center for Community Outreach Board of Directors.

5.10.2 Duties of the Center for Community Outreach Executive Director (hereinafter referred to as the CCO Executive Director) shall be to act as liaison between the student body and community service programs existing in the Lawrence and campus communities. The Executive Director shall be the officer in charge of all external communications of the CCO.

5.10.3 The Executive Director shall serve as an ex officio, non-voting member of the Board of Directors.

5.10.4 The Executive Director shall serve as an ex officio, non-voting member of the Student Senate and of the Student Executive Committee.

5.10.5 The Executive Director shall act as a liaison between the Center for Community Outreach programs in the University of Kansas and greater Lawrence community.

5.10.6 The Executive Director shall coordinate collaborative events with outside organizations and student groups.

5.10.7 The Executive Director shall organize a bi-annual service project in conjunction with a volunteer training session facilitated by the CCO development director.

5.10.8 The Executive Director shall ensure that the vision and directives of the Board of Directors are executed.

5.10.9 The Executive Director shall be responsible for the direct oversight of the CCO Executive Staff and shall be the ultimate authority on issues concerning the Center for Community Outreach,
The Managing Director, Development Director, and Communications Director shall report to the Executive Director.

5.10.10 The Executive Director shall oversee any grants the CCO pursues and obtains, respectively.

5.10.11 The CCO Executive Director shall be responsible for such other tasks as may be assigned by the Student Body President or Student Body Vice President, the Student Senate Chief of Staff, the Student Senate, or the CCO Board of Directors.

Section 11. RESPONSIBILITIES OF THE CENTER FOR COMMUNITY OUTREACH MANAGING DIRECTOR

5.11.1 The Center for Community Outreach, Inc. (CCO) Managing Director shall be hired by the Center for Community Outreach Board of Directors.

5.11.2 Duties of the Center for Community Outreach Managing Director (hereinafter referred to as the CCO Managing Director) shall be to act as the management officer for all internal programs and functions of the CCO. The Managing Director shall be the officer in charge of all internal communications of the CCO.

5.11.3 The Managing Director shall serve as an ex officio, non-voting member of the CCO Board of Directors.

5.11.4 The Managing Director shall serve as an ex officio, non-voting member of the Student Senate.

5.11.5 The Managing Director shall supervise each of the CCO program coordinators and ensure the successful completion of their duties and goals.

5.11.6 The Managing Director shall monitor each CCO program’s yearly accomplishments and establish a long term plan, updated annually, for the growth of the programs of the CCO.

5.11.7 The Managing Director shall manage and track the fiscal year budget and ensure, in conjunction with the Student Senate Assistant Treasurer, that the CCO remains in good financial standing.

5.11.8 The Managing Director shall encourage and facilitate collaboration within the CCO by organizing an annual retreat or event with all CCO program coordinators and executive staff members as well as hold regular meetings with each program coordinator.

5.11.9 The Managing Director shall facilitate semesterly volunteer check-ups for the many volunteers in CCO programs.

5.11.10 The Managing Director shall organize CCO coordinator orientation after the coordinator selection has occurred.

Section 12 RESPONSIBILITIES OF THE GOVERNMENT RELATIONS DIRECTOR
5.12.1 The Government Relations Director shall be appointed by the Student Body President under terms outlined in 5.3.11.3.1 with the consent of two-thirds (2/3) of the Student Senate.

5.12.2 The Government Relations Director shall have the following job responsibilities:

A. Serve as a political liaison to the Student Body President, the Student Executive Committee, and the Student Senate on community, state, and national issues.

B. Act as Chair of the Student Legislative Awareness Board (SLAB) and oversee the membership of the Board and appoint at minimum, five (5), and no more than nine (9) student members as outlined in Article V, Section 3.11.1.

C. Attend legislative and policy-making functions of the following bodies, including, but not limited to, the Board of Regents, Governor of Kansas, the Kansas Legislature, the United States Congress, the Lawrence City Commission meetings, community and campus activist groups gatherings and any others as directed by the Student Body President, the Student Executive Committee, or the Student Senate for the purpose of gathering information.

D. Direct and organize nonpartisan political education of the student body, by means including, but not limited to, candidate debates, voter registration efforts, get-out-the-vote drives, voter guides, policy forums, and any other functions as directed by the Student Body President, the Student Executive Committee, or the Student Senate.

E. Relay relevant information obtained from legislative and policy-making functions, that is of importance to students to Student Senate by placing such items on the Issues Agenda of a Student Senate meeting. This information shall also be relayed to the membership of the Presidents Roundtable.

F. Make legislative research readily available to any student or student organization and offer advice on legislative advocacy to any student or student organization.

G. Plan the Kansas Board of Regents Higher Education Day in conjunction with the Student Advisory Committee; Plan the Big XII on the Hill in Washington, D.C.

H. Serve as an ex-officio, nonvoting member, of the Student Senate and of the Student Executive Committee.

I. Be responsible for other tasks as may be assigned by the Student Body President, the Student Executive Committee, or the Student Senate.

Section 13 RESPONSIBILITIES OF THE STUDENT SENATE DEVELOPMENT DIRECTOR

5.13.1 The Student Senate Development Director shall be appointed by the Student Body President under terms outlined in Article V, Section 3.11.3.1 with the consent of two-thirds (2/3) of the Student Senate and shall serve as an ex officio, non-voting member of the Student Senate and of the Student Executive Committee.

5.13.2 The Development Director shall have the following job responsibilities:

A. Work to develop and maintain a Student Senate alumni databank to update our former alums on the progress being made in Student Senate on a biannual basis.

B. Plan at least one major alumni event each academic year for the purposes of networking and fundraising.

C. Work with the Student Body President on external platform issue execution.

D. Plan and execute a High School Leadership Conference at least once each academic year.

E. Work to expand the role of Student Senate throughout the University by developing programs to this end.
F. Will be in charge of any work with other Big XII student governments and conferences or events planning therein.

G. Act as a liaison to the Alumni Association.

H. Be responsible for other tasks as may be assigned by the Student Body President, the Student Executive Committee, or the Student Senate.

I. Chair The Student Survey Board.

Section 14. RESPONSIBILITIES OF THE TRANSPORTATION COORDINATOR

5.14.1 The Transportation Commission shall appoint the Transportation Coordinator.

5.14.2 The Transportation Coordinator serves as an ex officio member on the following boards and committees:

A. Student Safety Advisory Board

5.14.3 The Responsibilities of the Transportation Coordinator shall include the following:

A. Shall act in accordance with Transportation Commission directives, Student Senate policies, and Student Senate Rules and Regulations.

B. Shall facilitate the day-to-day operations of the transportation system.

C. Shall report to the Transportation Commission on issues, including, but not limited to, budget, ridership, routes, bus pass sales, bus pass replacement procedures, and long-term planning.

D. Shall facilitate open and direct communications between the bus company and the Transit Commission.

E. Shall negotiate all contracts entered into by the Transportation Commission, including presenting to the Transportation Commission a finalized bus service contract no later than March 1 and presenting to the full Student Senate the Transportation Commission’s contract for the bus service no later than April 1.

F. Shall report to Student Senate and the Student Body President on a regular basis.

G. Shall be responsible for such other tasks as may be assigned by the Student Body President or Student Body Vice President, by the Student Senate Chief of Staff, or by the direction of Student Senate.

5.14.4 The Transportation Coordinator can be removed from office by a majority vote of the Transportation Commission given that such action is recorded in a public notice to the Student Senate and members of the Transportation Commission one (1) week in advance of final action on a motion to remove the Transportation Coordinator from office.

5.14.45 The Requirements of the Transportation Coordinator for SafeRide and SafeBus.

A. Ensure that any vehicle that has a maximum capacity of 10 or more passengers has both an active camera and recording device on board.

Section 15. REMUNERATION

5.15.1 The Student Body President, the Student Body Vice President, the Student Senate Outreach Director, Graduate Affairs Director, the Student Senate Executive Secretary, the Student Senate Treasurer, the Assistant Treasurer, the Student Senate Chief of Staff, the Center for Community Outreach Co-Directors, the Government Relations Director, and the Student
Senate Development Director, shall receive a salary as shall be provided for in the Student Senate budget.

5.15.2 Only currently enrolled students at the University of Kansas may be members of the Student Senate Executive Staff and their salaries shall be paid bi-weekly.

5.15.3 The Student Senate Treasurer and Student Senate Staff Assistant shall be required to record whether Executive Staff members, that receive salaries, will be attending to the job responsibilities of their position during summer break. If an Executive Staff member shall not be present in the Student Senate office during those months, the Student Senate Treasurer shall temporarily shift the officer in question from a salaried employee to an hourly employee of the Student Senate. Once the officer in question has returned to their job responsibilities in the Student Senate office, the Student Senate Treasurer shall reinstate the officer in question as a salaried employee. In the event that the Student Senate Treasurer is the officer in question, the Student Senate Staff Assistant shall ensure the Treasurer is moved temporarily from status as a salaried employee to temporary status as an hourly employee.

5.15.3.1 Collection of a salary while not attending to the job responsibilities of the officer position during summer break shall be grounds for impeachment and removal from the position.

5.15.4 A student cannot simultaneously hold both an executive staff position and hold the office of a Student Senator.

Section 16. DISCIPLINE AND REMOVAL PROCEDURES

5.16.1 The Student Senate shall have the power to discipline all of its members, including student ex officio members, as the membership is listed in Article II. Discipline shall consist of, but shall not be limited to: censure, limit of privileges and/or entitlements, suspension, and removal from office. Judgment in cases of impeachment shall not extend further than removal from that position in Student Senate.

5.16.1.1 Any student found guilty of an egregious offense by the elections commission shall be prohibited from participation in elected or appointed positions within Student Senate for twelve (12) calendar months, and allowing for a probation period starting with the following fall term for one academic year. If the person in question violates his or her probation, said person is banned from any further Student Senate activity for the remainder of his or her academic career.

5.16.1.1.1 Probation is defined in this case as not being involved in the Student Executive Committee or Executive leadership positions.

5.16.1.2 Any student found guilty of an egregious offense by the elections commission shall be prohibited from receiving any monetary compensation for Student Senate positions for the rest of his or her academic career.

5.16.1.3 Any student found guilty by the court of violating the Student Senate Office Policy in a manner determined to be of major consequence to the reputation of Student Senate shall be prohibited from participation in elected or appointed positions within Student Senate for twelve calendar months, and allowing for a probation period starting with the following fall term for one academic year.
academic year. If the person in question violates his or her probation, said person is banned from any further Student Senate activity for the remainder of his or her academic career.

5.16.1.3.1 A violation of 'major consequence' shall include, but not be limited to violation of the laws of the State of Kansas while in the Student Senate office or while on assignment for Student Senate.

5.16.1.3.2 Violation of Article II, Sections 3, 4, and 5 and Article 3 shall not constitute 'major consequence.'

5.16.1.3.3 An appeal of such decisions by the Student Senate Executive Committee shall be automatically placed on the agenda of the next regularly scheduled Student Senate meeting.

5.16.2 The Student Body President shall have the power to suspend or remove from office the following members of the Student Senate Executive Staff if they are not meeting the job descriptions or as described in the office policy manual (Appendix L) set by the Student Body President and Student Senate Rules and Regulations: the Government Relations Director, the Student Senate Development Director, the Student Senate Outreach Director, The Graduate Affairs Director, the Student Senate Executive Secretary, the Assistant Treasurer, and the Student Senate Treasurer.

5.16.2.1 The Student Body President’s decision to suspend or to remove from office can be appealed to the court within a week after the decision has been made. The Student Body President will notify the said executive staff member of his or her option to appeal the decision. The executive staff member may either orally or in writing request an appeal from the court.

5.16.2.2 If there is no appeal, the action of the Student Body President will stand. If the executive staff member chooses to appeal the decision of the Student Body President, the appeal will be filed in the specified procedure outlined in Article 5.1.8.

5.16.3 The Student Senate may act on a bill of impeachment, which shall include the specific allegations of misconduct. Misconduct shall include, but not be limited to: incompetent or negligent performance, willful disregard for the authority of the Student Senate or the Student Executive Committee, violation of the Student Senate Rules and Regulations, violation of the Senate CODE, violation of the Code of Student Rights and Responsibilities, injury to the integrity of the Student Senate or any of its boards or committees, intentional mismanagement of student funds, misconduct prior to holding office that has effect on the current term in office, and/or conspiracy to commit any of the above.

5.16.3.1 Grounds for impeachment shall not rest on conduct protected by the University Equal Opportunity and Non-Discrimination Policies.

5.16.4 A bill of impeachment must be signed by one-fourth (1/4) of the voting members of the Student Senate and must be received by the Student Body Vice President, who shall make proper and prompt written notification to both the accused and to the entire Student Senate within two (2) school days.
5.16.4.1 In the event that the Student Body Vice President is a principle of the case, the Student Senate Chief of Staff shall fulfill the duties of the Student Body Vice President. If both the Student Body Vice President and the Student Senate Chief of Staff are principles, the Senior Senator shall fulfill the duties of the Student Body Vice President.

5.16.4.2 Within three (3) class days after receipt of the bill, a committee consisting of the chairs of the Student Senate standing committees and five (5) senators chosen by lottery, shall be assembled. None of the four chairs will be eligible for this lottery. Advance notice will be given for this lottery and all senators who wish to attend shall be allowed to do so.

5.16.4.3 One (1) of this committee's members shall be elected by the committee members to be the chair. The committee will also elect a secretary who will document all the actions of the committee and produce an official report for the Student Senate. Both the chair and the secretary retain full voting rights.

5.16.4.4 Upon compilation of the fact of the investigation, the committee shall produce a report to be issued to Student Senate that shall include a formal recommendation for action. Copies of this report shall be available for all senators within five (5) class days of the appointment of the committee. If a minority of the committee also wishes to submit a report, it may do so.

5.16.4.5 The chair of the committee shall present the report and be available to answer questions at the next scheduled meeting or special session of the Student Senate.

5.16.4.6 After the chair has concluded his or her presentation, the accused or his or her representative may also introduce their case, after which time the Student Senate shall, without debate, decide by a simple majority vote of those present and voting, whether or not to hear the case. This will be done by secret ballot.

5.16.4.7 If the Student Senate votes to hear the case, a special session shall be called within ten (10) class days, yet no sooner than five (5) class days, by the Student Body Vice President. The accused, at his or her discretion, may respond and take questions. The Student Senate shall then be open to debate over the charges against the individual(s) is question. It shall require two-thirds (2/3) vote of the members present and voting to discipline the accused. The Student Senate may impose the discipline or no discipline at all, as it sees fit, even if it disagrees with the recommendation of the committee. This vote will be done by roll call. Unanimous consent is required to change the manner of this vote to anything other than roll call. Upon this vote, the decision shall be final and disciplinary measures shall take effect immediately. The decision may be appealed on procedural grounds only to the University Judicial Board.

ARTICLE VI. COMMITTEES, BOARDS, AND PROGRAMS OF STUDENT SENATE

Section 1. STUDENT EXECUTIVE COMMITTEE

6.1.1 DEFINITION. The Student Executive Committee is the executive committee of the Student Senate and shall function as specified in Student Senate Rules and Regulations, consistent with the Senate CODE. Its functions shall include the handling of the mechanical functioning of the Student Senate and service to the Student Senate as an informative and organizational source.
MEMBERSHIP. The Student Executive Committee shall consist of members as follows with corresponding voting privileges:

A. Student Body President (ex officio, voting),
B. Student Body Vice President (ex officio, voting),
C. Student Senate Treasurer (ex officio, non-voting),
D. Student Senate Assistant Treasurer (ex officio, non-voting),
E. Student Senate Outreach Director (ex officio, non-voting),
F. Student Senate Executive Secretary (ex officio, non-voting),
G. Government Relations Director (ex-officio, non-voting),
H. Student Senate Development Director (ex officio, non-voting),
I. Graduate Affairs Director (ex officio, voting),
J. The chair of each standing committee or the committee’s elected Student Executive Committee delegate (voting),
K. Student Senate Chief of Staff (voting in case of or to make a tie vote),
L. The three (3) student members of the University Senate Executive Committee, membership as defined by the University of Kansas Senate CODE Article IX, Section 1 (each voting).

ATTENDANCE. Attendance shall be taken at each Student Executive Committee meeting. Any member who incurs four absences of any kind within one (1) term shall be suspended from the Student Executive Committee.

1. The Student Executive Committee may, on its own initiative, reinstate a member of the committee if it feels that the absences were caused by extremely extenuating circumstances. In addition, specifications regarding future attendance of the reinstated person(s) shall rest with the discretion of the Student Executive Committee.

Vacancies in the membership of the Student Executive Committee will be filled at the next meeting of the appropriate committee.

FUNCTION. The Student Executive Committee shall ensure that all functions of the Student Senate are carried out expeditiously and in conformity with the provisions of the Senate CODE, the Student Senate Office Policy Manual, and Student Senate Rules and Regulations and shall bring before the Student Senate all matters that should be the concern of the entire Student Senate.

1. Student Senate meetings. The Student Executive Committee shall schedule meetings of the Student Senate and shall establish and rigorously review the agenda for such meetings as provided in Article III, Section 4 of Student Senate Rules and Regulations.

2. Consultations. The Student Executive Committee shall consult with the Chancellor and/or other administrators when necessary and shall transmit recommendations or requests to said officials when deemed necessary, with Student Senate approval.

3. Student Executive Committee Attendance Review. The Student Executive Committee shall be responsible for periodically reviewing the attendance of student members of the University Senate Executive Committee. If the Student Senate determines by majority vote that a student member of the committee has an excessive number of unjustifiable absences, it may recommend that the student member be removed from the
committee. A two-thirds (2/3) vote of the Student Senate is required to remove a student member from the University Senate Executive Committee. A vacancy within the student membership of the committee shall be filled by the Student Senate from among those who are Student Senators serving on the University Senate. The newly elected members of University Senate Executive Committee shall also assume the vacated Student Executive Committee seat.

6.1.4.4 The Student Executive Committee shall monitor attendance of student representatives on all University boards and committees, and the boards of the Student Senate.

6.1.4.5 The Student Executive Committee shall be responsible for the enforcement, approval and revision of the Student Senate Office Policy Manual as stated in Article V of said manual.

6.1.4.6 Compromise Committee. The Student Executive Committee shall serve as a compromise committee when two committees pass bills where both of their amendments conflict with one another.

6.1.4.6.1 Process. The chair of each committee that amended the bill will present the reasons behind that committee’s decision. After both sides are heard, the Student Executive Committee shall do one of the following:
   a. vote upon which amendment(s) to keep,
   b. decides upon a compromise between the amendments by discussion and vote.

6.1.4.6.2 If one committee amends a bill and another does not amend the bill, or amends a different, non-conflicting section, those amendments shall not be heard by the compromise committee, and will go straight to Student Senate.

6.1.5 BREAK PROCEDURES. During those periods when school is not in a regular fall or spring session (summer, spring break, or winter break), the Student Executive Committee may act in place of the Student Senate with the following stipulations:

6.1.5.1 During the break periods, the membership and privileges of the members of the Student Executive Committee shall be maintained in accordance with the provisions of Student Senate Rules and Regulations.

6.1.5.1.1 If a Standing Committee Chair and Vice Chair are unable to attend these meetings, the chair shall designate a voting representative from their respective Committee (who is a voting member of the respective Committee at the time of the appointment) to attend the Student Executive Committee meetings.

6.1.5.1.2 If a member of the University Senate Executive Committee is unable to attend a meeting he/she shall designate a student member of the University Senate to represent him/her at that meeting. The University Senate Executive Committee member who will be absent shall appoint the same designee from the University Senate for each absence during a given break period.

6.1.5.2 All regular Student Executive Committee meetings during any break, especially summer, shall be announced either through the previous Student Senate Record or by specific mailing to those who indicate desire for notification, or both.
6.1.5.3 The Student Executive Committee shall draft charges for all standing committees and boards during the summer break period.

6.1.5.4 If immediate action is required of the Student Executive Committee acting on behalf of the Student Senate during break periods, the Student Senate shall recognize the good judgment of the Student Executive Committee and shall allow such decisions without notification to senators. “Immediate action” shall refer to situations requiring action within one (1) month.

6.1.5.5 All bills, resolutions and petitions enacted by the Student Executive Committee over a break period shall only be effective until the first scheduled meeting of the Student Senate following the aforementioned break period unless legislation vital to Student Senate must be acted upon during the break period.

6.1.5.6 Interim Agenda. The interim agenda shall consist of all legislation that was enacted by the Student Executive Committee during the break period and will be considered at the first scheduled meeting of the Student Senate following the aforementioned break period. The interim agenda shall be approved as a whole by a majority favorable vote. An objection to legislation on the Interim Agenda shall move it to the Regular Agenda.

6.1.6 THE STUDENT EXECUTIVE COMMITTEE MAY ACT AS A STANDING COMMITTEE.

6.1.6.1 The Student Executive Committee may not amend legislation while acting as a standing committee due to conflicts of interest of it possibly acting as a compromise committee as detailed in 6.1.4.6. Any requests for amendments may be made to Student Senate.

6.1.7 HIERARCHY OF CHAIRING THE STUDENT EXECUTIVE COMMITTEE MEETING. In the case of the Student Executive Chair relinquishing the chair, the temporary chair shall assume all rights and privileges accompanying the chair. The chair shall be relinquished in the following order:
A. Student Body Vice President,
B. Finance Chair,
C. Multicultural Affairs Chair,
D. Student Rights Chair,
E. University Affairs Chair.

6.1.8 APPEAL OF A STANDING COMMITTEE, FEE BOARD, EXECUTIVE COMMITTEE, OR GENERAL SESSION DECISION. Any corporation, organization, group, or Senator may appeal [8.1.8.8] any decision of any standing committee of the Student Senate through the following process.

6.1.8.1 Notification by Appellant. If any corporation, organization, group or Senator that chooses to appeal a decision of any standing committee of the Student Senate appellant must provide notice to the Student Senate Chief of Staff. The Student Senate Chief of Staff is then responsible for filing the appeal with the court and with the party whose decision is being appealed.

6.1.8.2 Judicial Hearing by the Court of Appeals. The court will examine the facts, determine whether the correct action according to these rules and regulations
was taken by the standing committee and render one of the following decisions based solely upon whether or not the rules and regulations were correctly applied according to the facts as presented:

A. To affirm the decision of the standing committee; or
B. To overturn the decision of the standing committee and remand the measure back to committee; or
C. To overturn the decision of the standing committee and send the measure directly to the Student Senate.

Section 2. STANDING COMMITTEES OF STUDENT SENATE

6.2.1 THE STANDING COMMITTEES. The Student Senate Standing Committees shall be filled in accordance with Article VI, Section 2 and shall consist of the Finance, Multicultural Affairs, Student Rights, and University Affairs Committees.

6.2.1.1 Membership in Standing Committees:
A. Any student at the University of Kansas is eligible to be a voting member of a standing committee;
B. Any student wishing to become a member of a committee after the first committee meeting of each semester shall have only speaking privileges at the first meeting s/he attends. Voting privileges shall not be extended until the second meeting s/he attends.
C. All senators are required to be a member of a standing committee.
D. Executive Staff members, excluding the Student Body President, Student Body Vice President, Student Senate Chief of Staff, and Student Senate Treasurer (Article II Section 2.5 and Article VI Section 2.8.1.2) will have voting privileges in Standing Committees as determined by 6.2.1.1(B).

6.2.1.2 One half (1/2) of the current voting members of a standing committee shall constitute a quorum needed to conduct business.

6.2.1.2.1 A member of the committee loses current voting status if the member has two consecutive unexcused absences or attends a different committee as a new, official member of that different committee.

6.2.1.2.1.1 A non-voting member of the committee may regain voting rights in accordance with 6.2.1.1B.

6.2.2 GENERAL RESPONSIBILITIES OF THE STANDING COMMITTEES. The standing committees are to take a direct and active role in the legislative process as outlined in Article VI, Section 2.7. They are to research areas of concern to the student body of the University of Kansas and advise the Student Senate on action it should take. The standing committees shall receive direction from the Student Body President, the Student Executive Committee, and from the Student Senate through legislation, as provided for in Student Senate Rules and Regulations. The Student Executive Committee shall object to a committee’s action only if they feel the standing committee is infringing upon the jurisdiction of another standing committee or of Student Senate.

6.2.2.1 The responsibilities of all standing committees shall specifically include:
A. Election of a chair, vice chair, and secretary at the last committee meeting of the spring semester. This meeting shall be held the week prior to the Joint Student Senate meeting. No legislation shall be considered at this meeting.
   1. Election participants shall have been members of the committees in which they vote for at least four (4) meetings immediately prior to the elections.
   2. Executive Staff members shall not be elected to standing committee chair.
      a. Out-going Student Senate executive officers will be allowed to run in end-of-the-year elections for committee officer positions.
      b. If at any time a committee chair becomes a member of the Student Senate Executive staff, the chair will be vacated and an election will be held at the next scheduled meeting of the affected committee.
   3. Subcommittee chairs shall be elected at the first meeting of the fall semester.

B. Prompt consideration of all legislation referred to it by the Student Body Vice President in accordance with Article III, Section 5.3.

C. Receive and act upon charges from the Student Body President in accordance with Article V, Section 1.4.

D. If the Chair or Vice Chair cannot sit on one of the committees assigned to them under 6.2.8 INDIVIDUAL RESPONSIBILITIES OF STANDING COMMITTEES, then the Student Body President shall select a temporary proxy to serve in their place. The standing committee will then hold an election at their next scheduled meeting to select a member of their committee to fill the role permanently.

6.2.2.2 Associate Senators.
   A. One (1) elected representative from each of the Student Senate Standing Committees shall serve as the committee’s Associate Senator with full voting privileges in the Student Senate. These Associate Senators will attend and vote in Student Senate meetings and report to their committees.
   B. Associate Senators shall be elected at the second committee meeting of the fall semester. Any vacancy during the year should be filled by election at the next committee meeting.
   C. Executive Staff members shall not hold the Associate Senator office of any standing committee.

6.2.3 RESPONSIBILITIES OF THE SECRETARY. The Secretary of each standing committee shall make a copy of the minutes, attendance and actions and changes made regarding legislation from the committee meetings available to the Student Senate Executive Secretary no later than 12:00 p.m. the Thursday following the meeting date.

6.2.4 GENERAL RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS. The chair of each standing committee shall be responsible for the following:
   A. Establishing subcommittees made up of members of the committee, in addition to those already outlined, based on recommendations by the Student Body President, the Student Executive Committee, legislation from Student Senate, or the standing committee’s own determination.
   B. Developing, with consideration to the committee’s wishes, of the internal structure of the committee. This should be done as soon as possible after formation, and notice of the structure should be given to the Student Senate Chief of Staff.
   C. Communicating the committee’s actions to the Student Senate. The chair of each standing committee shall strive to maintain open communication with all committees,
officers of the Student Senate, and the Administrative Offices of the University of Kansas.

D. Compiling a year-end report of the standing committee’s action during the term. These reports shall be included in the final issue of the Student Senate Record for that term.

E. Facilitating the participation of non-senators by granting them priority-speaking rights. This shall be accomplished by calling upon non-senators first for both speeches and questions. This shall not pertain to speeches for candidates in committee elections.

F. Presenting an attendance policy at the first committee meeting of the year for the consideration and approval of the committee. The chair shall be responsible for enforcing the attendance policy and removing from the roll any members in violation of the policy.

G. Notifying and communicating with non-Senator committee members the opportunity for them to become involved in drafting and co-sponsoring legislation. The chair and vice chair shall pair non-Senators with Senators in order to foster relationships that will enable non-Senators to work with Senators in co-sponsoring legislation.

6.2.5 GENERAL RESPONSIBILITIES OF THE STANDING COMMITTEE VICE CHAIRS. The standing committee vice chairs shall be responsible for the following:

A. In the event of the removal or absence of the standing committee chair, the vice chair shall assume the responsibilities of the chair.

B. The vice chair shall establish, maintain, and monitor a committee listserv, on which s/he shall post announcements and the full-text of legislation for the upcoming meeting by noon on the Monday before committee meetings.

C. The vice chair shall establish a mentorship program the first meeting of the year. S/he shall facilitate and monitor this program throughout the year. See Appendix D.1.A for more details.

D. Notifying and communicating with non-Senator committee members the opportunity for them to become involved in drafting and co-sponsoring legislation. The chair and vice chair shall pair non-Senators with Senators in order to foster relationships that will enable non-Senators to work with Senators in co-sponsoring legislation.

6.2.6 REMOVAL OF THE COMMITTEE OFFICERS. The officers of a standing committee may be removed if one (1) or more of the following conditions are present:

A. The committee chair, or the designated representative from the committee as described in Article VI, Section 1.5.1.1, misses four (4) meetings of the Student Executive Committee during the year. The Student Executive Committee shall recommend to Student Senate that removal is appropriate as described in subsection C of this section.

B. A standing committee, by a margin of two-thirds (2/3), votes to remove its officer. This vote shall be held only upon request from one-third (1/3) of the standing committee membership.

C. The Student Executive Committee may ask for the Student Senate to remove a committee officer of a standing committee by a margin of two-thirds (2/3) if, in the eyes of the Student Executive Committee, the officer is not fulfilling his/her responsibilities.

6.2.6.1 Appropriate notice of at least ten (10) days before the proceedings must be given to all parties involved in the event that any of the above proceedings are considered.

6.2.6.2 The removal of a standing committee officer may be appealed to the Court of Appeals on procedural grounds only.
6.2.6.3 If the chair of a standing committee is vacated during the course of the term, and an election for a new chair has not taken place because a regularly schedule meeting of the standing committee has not yet occurred, or during a break period, and the Vice Chair is not able to attend, the vice chair may appoint a representative to represent the committee at Student Executive Committee meetings from the appropriate standing committee until a new election can be held in accordance with Article VI, Section 2.2.1.

6.2.6.4 If a standing committee officer position is vacated, the committee shall hold a new election to fill that position in accordance Article VI Section 2.2.1.

6.2.6.5 “Committee officers” shall refer to the committee chair, vice-chair, and secretary.

6.2.7 LEGISLATIVE RESPONSIBILITIES.

6.2.7.1 When legislation is referred to a standing committee for consideration, the committee may take one or more of the following actions regarding it.

A. Acclimate: the committee may acclimate legislation if it is strongly in favor of the legislation. If a motion is made and seconded to acclimate a piece of legislation and no objection is heard, the legislation shall be considered acclimated.

B. Pass: the committee may pass legislation on to Student Senate; if it feels that the legislation is worthy of the Student Senate’s consideration. Legislation must be passed before the committee considers whether to recommend favorably unfavorably or make no recommendation to the Student Senate.

C. Fail: the committee may fail legislation that it does not feel, after thoroughly debating and researching the legislation, it is fit for the Student Senate’s consideration.

D. Amend: the committee may amend a piece of legislation if it feels that changing a particular portion of the text, adding or omitting portions of the text, or refining the form or syntax of text could enhance the legislation. The committee should attempt to amend the legislation if, in its original form, it is objectionable to the committee.

E. Pass with favorable recommendation: the committee may recommend legislation favorably if it feels that the legislation, in its corrected form, is worthwhile and the Student Senate should adopt it.

F. Pass with unfavorable recommendation: the committee may recommend legislation unfavorably if it feels that the legislation is worth Student Senate’s attention but the committee cannot recommend its adoption. The committee should recommend legislation unfavorably if it cannot be amended properly to gain the support of the committee.

G. Table: the committee may table legislation if it needs more time to discuss, research, or obtain better information from the author/sponsor of the legislation to properly consider it. A simple majority of the committee may move to table legislation. A bill shall remain on the table until a simple majority votes to remove the legislation from the table and to resume debate on the legislation, or the end of the legislative year.

H. Postpone: the committee may postpone legislation if it needs more time to discuss, research, or obtain better information from the author/sponsor of the legislation to properly consider it, but wants to ensure the bill is automatically considered at the next meeting of the standing committee.
Generating legislation. The process for generating legislation in committee should be as follows:

A. Define an issue: the committee, if presented with an idea by one of its members, directed by the Student Executive Committee, Student Senate or the Student Body President should decide by a majority vote to consider generating legislation to address a certain issue.

B. Move to committee of the whole: the committee, if it decides to consider generating legislation, should move into committee of the whole to decide how the legislation should read. At this point, if a sample form for the legislation has been made by a member or given to the chair, copies should be distributed. The group should then informally discuss the merits of the proposed format or offer how the legislation should be written. It is best to discuss what should be in the body of the legislation and then refer it to a few members to draft it in the form of a bill or petition.

C. Ratify legislation generated by committee: the committee should move out of committee of the whole. If the committee still feels that the legislation could be improved at this point, they should feel free to offer amendments. The body should then approve the proposed legislation.

D. Favorable and unfavorable recommendations are inappropriate for committee-generated legislation.

E. If the legislation passes, the committee shall send the legislation to the Student Executive Committee in accordance with Article VI Section 1.6.1.

F. The chair of the committee or a designee assigned by the committee members should speak as the author for committee-generated legislation when it is brought before the Student Senate Executive Committee and before the Student Senate.

INDIVIDUAL RESPONSIBILITIES OF STANDING COMMITTEES. The following descriptions and limitations shall define the powers of the standing committees to carry out their various responsibilities.

FINANCE COMMITTEE. The Finance Committee shall review all legislation authorizing expenditures from the Student Senate Activity Fund, all legislation regarding Article VIII, and all legislation regarding financial matters.

Responsibilities of the Finance Committee Chair. The Finance Committee Chair shall be responsible for the following:

A. Reporting and submitting in writing any Finance Committee approved funding guidelines, or changes and amendments to the funding guidelines, at the subsequent meeting of the Student Senate.

The Student Senate Treasurer shall serve as an ex officio, non-voting member of the Finance Committee, and the Assistant Treasurer shall serve as an ex officio, voting member of the Finance Committee.

The Associate Director of the Student Involvement and Leadership Center shall serve as an ex-officio, non-voting member of the Finance Committee.

Subcommittees of the Finance Committee shall include:

A. Campus Fee Review Subcommittee.
1. **Membership.** The Campus Fee Review Subcommittee shall consist of four (4) members of the Finance Committee, one (1) of which must be the Finance Chair, one (1) of which must be a graduate student; two (2) members of the Multicultural Affairs Committee; two (2) members of the Student Rights Committee, two (2) members of the University Affairs Committee, the Graduate Affairs Director, the Student Senate Treasurer, the Student Senate Assistant Treasurer and the Student Body President. The Student Senate Treasurer and the Student Body President shall serve as ex officio, non-voting members. The Finance Committee Chair or his/her designee shall serve as chair of the Fee Review Subcommittee.

2. **Function.** The Campus Fee Review Subcommittee shall review and perform a needs assessment on all student fees annually.

3. **Preparation.** The Subcommittee shall collect the following information from the trustee of each of the fees: full financial reports from the previous four (4) fiscal years as well as anticipated budget for the following four (4) fiscal years. The committee shall also collect information regarding price indexes that may apply to any of the annual fluctuation fees including but not limited to the Consumer Price Index and the Higher Education Price Index. This information shall be presented to the subcommittee in order for the subcommittee to identify problems with the funding, prepare questions, prepare research, and plan the hearings.

4. **Recommendations.** The subcommittee may recommend the increase or decrease of a fee. The subcommittee shall have the power to recommend a multi-year fee schedule. The final recommendation must be approved by a two-thirds (2/3) vote of the subcommittee. The Chair of the Fee Review Subcommittee shall provide a trustee written notification of the Fee Review’s decisions at least 48 hours prior to the recommendations being considered by the Finance Committee.

5. The grounds for recommended reduction or repeal of the fee shall be:
   a. Non-compliance with Article VIII,
   b. Funds not being used for the sole purpose of supporting student services,
   c. Expenditure of funds that the subcommittee deems as an inefficient means of supporting student services,
   d. The financial cost of the service to students is greater than the mean benefit of the service accrued by students, and
   e. Change in the situation that reduces the need of Student Senate funds.
6. Recommendation Schedule: The subcommittee shall meet the following deadlines:
   a. Collect pertinent financial information and schedule the hearing date no later than November 15th.
   b. Complete hearings and submit a bill, for consideration by the Finance Committee, prior to February 15th.

7. Submission by the Finance Committee. The Finance Committee, upon a two-thirds (2/3) vote of the members present and voting, shall immediately upon the conclusion of Fee Review Hearings, based on the recommendations from the subcommittee, submit a single bill with the fee changes to the Student Senate.

8. Approval by Student Senate. The Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall either approve the submitted bill without amendment or shall send the bill with recommendations back to the Finance Committee for amendment and resubmission to the Student Senate. Final approval must occur at or before the last regularly scheduled meeting of the Student Senate of the Spring Semester. If the bill has not been approved by Student Senate before the last regularly scheduled Student Senate meeting of the Spring Semester, Student Senate shall have the power to amend the bill.

9. Forecasting. During the phase one hearings, the subcommittee shall determine anticipated increases for the next four years based on the financial knowledge obtained from the fee trustees and the financial information gathered regarding expected price increases. The subcommittee shall review the forecasts from the previous year's hearing, make changes where necessary, and predict the fee for the fourth year. The forecasts shall be used only as a guide during the hearings.

6.2.8.1.5 The Finance Committee shall elect, from among its members, student representatives to the following boards and committees:
A. Legal Services for Students Advisory Board (1),
B. Student Safety Advisory Board (1),
C. Campus Fee Review (3, one must be the Chair of Finance),
D. Newspaper Readership Program Advisory Board (1),
E. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1),
F. Multicultural Education Fund Board (1),
G. Student Environmental Advisory Board (1),
H. Educational Opportunity Fund (1, which must be the Finance Committee Vice Chair),
I. Student Survey Board (1),
J. Status of Minorities Subcommittee (1).
6.2.8.1.5.1 These student representatives shall report to the Finance Committee. The Finance Committee Chair shall be responsible for relaying these reports to the Student Senate. It will be understood that members of the committee may be elected to more than one representative position, if they have the time and ability to meet the added responsibilities.

6.2.8.2 MULTICULTURAL AFFAIRS COMMITTEE. The Multicultural Affairs Committee shall carry out the multicultural concerns emphasis of the Student Senate. The Multicultural Affairs Committee shall deal with issues including, but not be limited to:

A. Discrimination,
B. Multicultural relations,
C. Student Senate’s servicing of multicultural concerns of those students who are not in the majority at the University of Kansas and in the surrounding community.
D. University policies and action plans for the recruitment, retention and services provided for multicultural student populations.

6.2.8.2.1 The Multicultural Affairs Committee shall elect, from its members, student representatives to the following boards and committees:

A. Campus Fee Review (2),
B. Status of Minorities Subcommittee (3, one of which must also serve on the Student Retention Advisory Board and one of which must be the Chair of the Multicultural Affairs Committee who shall serve as Chair of the Status of Minorities Subcommittee),
C. Student Survey Board (1),
D. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1),
E. Multicultural Education Fund Board (2, one of which must be the Vice-Chair of the Multicultural Affairs Committee who shall serve as the Chair of the Multicultural Education Fund Board),
F. Student Safety Advisory Board (1),
G. Student Environmental Advisory Board (1),
H. Student Senate Retention Advisory Board (1).

6.2.8.2.1.1 These student representatives shall report to the Multicultural Affairs Committee. The Multicultural Affairs Committee Chair shall be responsible for relaying these reports to the Student Senate. It will be understood that members of the committee may be elected to more than one representative position, if they have the time and ability to meet the added responsibilities.

6.2.8.2.2 Subcommittees of the Multicultural Affairs Committee shall include:

6.2.8.2.2.1 The Status of Minorities Subcommittee

6.2.8.2.2.1.1 Purpose. The Status of Minorities Subcommittee challenges the University of Kansas’ level of commitment to the recruitment and retention of minority students, including but not limited to students of color and first-generation students. The task force creates an inclusive atmosphere to improve the college
experience of students by monitoring University policies including implementation of admission requirements and retention initiatives.

6.2.8.2.1.2 Membership.

A) The Multicultural Affairs Committee chair shall serve as the chair of the subcommittee and shall vote only in the case to make or break a tie vote;
B) The Student Body Vice President shall serve as the vice chair of the taskforce (voting);
C) Two members elected by the Multicultural Affairs Committee at the first committee meeting of the fall semester, one of which must be an elected member of the Student Retention Advisory Board;
D) One member elected by the Student Rights Committee at the first committee meeting of the fall semester;
E) One member elected by the Finance Committee at the first committee meeting of the fall semester;
F) One member elected by the University Affairs Committee at the first committee meeting of the fall semester;
G) Two Senators appointed by the Student Body President;
H) The Student Senate Chief of Staff;
I) Three students appointed by the Office of Multicultural Affairs (OMA);
J) The Vice Provost for Diversity and Equity, or his/her designee, who shall be ex-officio and non-voting; and
K) The Director of the Office of Multicultural Affairs, or his/her designee, who shall be ex-officio and non-voting.

6.2.8.2.1.3 Charges:

1. The committee chair, or an appropriate designee, shall be the liaison between the subcommittee and
   a) the Office of Undergraduate Admissions
   b) the Vice Provost for Diversity & Equity
   c) the Vice Provost & Dean of Undergraduate Studies, and
   d) the Dean of Graduate Studies
   e) to build relationships with administration, provide oversight on the direction of the Offices, and monitor their recruitment and admission initiatives;

2. Monitor University of Kansas financial aid and scholarships for minority students, specifically the total number of scholarships available for minority students and the percentage of dollars from scholarships allocated to minority students;

3. Monitor levels of minority recruitment, enrollment, retention, and graduation rates at the University of Kansas, as compared
to average state, regional, and national minority population statistics;

4. Identify peer universities’ effective initiatives and their possible implementation at the University of Kansas;

5. Compile a report of these findings by the end of the Fall semester to be presented at the last regularly scheduled Full Senate meeting of the Fall semester. If any Student Senate member suggests revisions to the report, the Subcommittee shall convene over Winter break and shall present the revised report at the first regularly scheduled Full Senate meeting of the Spring semester;

6. After the Full Senate presentation, the Subcommittee shall present the report to
   a) the Office of Undergraduate Admissions
   b) the Vice Provost for Diversity & Equity
   c) the Vice Provost & Dean of Undergraduate Studies, and
   d) the Dean of Graduate Studies,
   e) all of which must be completed by the third Monday of February;

7. The subcommittee, in conjunction with the Multicultural Affairs Committee, shall have the authority to draft legislation to advocate policy changes based off the findings of the report;

8. Assist in University initiatives geared towards first-generation students, students of color, and other typically underrepresented students to continue relationship-building with administration.

6.2.8.2.1.4 The subcommittee shall convene for the entirety of the academic year and shall give a year-end report to the Student Senate by the final regularly scheduled Student Senate meeting in the spring.

6.2.8.2.1.5 Any legislative recommendations developed by the subcommittee shall be referred to the Multicultural Affairs Committee. If the legislation is approved by the Multicultural Affairs Committee, the legislation shall be referred to the full Student Senate body.

6.2.8.2 In actions where the Multicultural Affairs Committee investigates possible violations within the Student Senate of the University Affirmative Action guidelines, the committee shall not act as a court or tribunal, but shall make recommendations to the Student Senate to correct possible violations.
6.2.8.2.3 The Multicultural Affairs Committee Chair shall sit on the University Senate’s Committee of International Students to ensure that all international students have an opportunity for cultural expression.

6.2.8.2.4 The Multicultural Affairs Committee shall be responsible for reviewing the charges of the Multicultural Education Fund on a bi-annual basis, or as needed at the discretion of the Chair.

6.2.8.2.5 The Multicultural Affairs Committee Chair and Vice-Chair shall be responsible for coordination, in conjunction with the Office for Multicultural Affairs and the Student Body Vice President, a diversity-training curriculum as part of the Legislative Training Session at the beginning of each school year.

6.2.8.3 STUDENT RIGHTS COMMITTEE. The Student Rights Committee shall have the following responsibilities:

A. Receive all complaints and provide information relevant to the protections of the Code of Student Rights and Responsibilities,
B. Serve as the guardian of such protections within the limits defined by Student Senate Rules and Regulations,
C. Monitor any proposed changes in the University Code, Senate CODE, the Code of Student Rights and Responsibilities or any of the boards and committees as provided for in these documents,
D. Receive and review all proposed changes to the Student Senate Rules and Regulations. Any proposed changes to financial regulations shall also be received by the Finance Committee
E. Convene a public subcommittee every two (2) years for the purpose of reviewing and receiving any proposed changes to the Code of Student Rights and Responsibilities. Any proposed changes from said subcommittee must receive a two-thirds (2/3) approval vote from the Student Rights Committee before being referred to full Senate.
F. Coordinate legislative concerns and facilitate communication between all levels of elected representation.

6.2.8.3.1 The Student Rights Committee shall elect, from among its members, student representatives to the following boards and committees:

A. Campus Fee Review Subcommittee (2),
B. Legal Services for Students Advisory Board (1),
C. Student Survey Board (1),
D. Student Senate Academic Services Board (1),
E. Status of Minorities Subcommittee (1),
F. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1),
G. Multicultural Education Fund Board (1),
H. Student Environmental Advisory Board (1).

6.2.8.3.1.1 These student representatives shall report to the Student Rights Committee. The Student Rights Committee Chair shall be responsible for relaying these reports to the Student Senate. It will be understood that members of the committee may be elected to more than one representative position, if they have the time and ability to meet the added responsibilities.
6.2.8.3.2 The Director of Legal Services for Students, or his/her designee, shall be an ex-officio, non-voting member of the Student Rights Committee.

6.2.8.3.3 Other subcommittees may be formed to conduct hearings on and investigate issues related to the Student Rights Committee’s responsibilities in Article VI, Section 2.8.4. Action of this sort shall be limited to reports of findings presented to the Student Senate, Student Executive Committee, or the Student Body President.

6.2.8.3.4 Review all legislation that involves expressing education about or defending student rights. This includes events, funding, and all other methods of spreading information or opinions throughout campus that require the support of the Student Senate.

6.2.8.4 UNIVERSITY AFFAIRS COMMITTEE. The University Affairs Committee may deal with issues that directly involve some aspect of student life at the University. The committee may review questions of academic freedoms and policy, and may advise University authorities, student representatives to policy-making bodies on such matters, and the Student Senate. In addition, the committee may review questions regarding the policy, organization, and functions of student services at the University and may advise and make recommendations to the appropriate decision-making bodies.

6.2.8.4.1 The University Affairs Committee shall elect, from among its members, student representatives to the following University Boards and Committees:

A. Campus Fee Review Subcommittee (2),
B. Legal Services for Students Advisory Board (1),
C. Recreation Advisory Board (1),
D. Student Safety Advisory Board (1),
E. University of Kansas Athletic Corporation Board (1),
F. Friends of the Lied Series Executive Committee (1),
G. Friends of the Lied Series Board (2 representatives, serving two-year overlapping terms),
H. Student Survey Board (1),
I. Newspaper Readership Program Advisory Board (1),
J. Memorial Corporation Board (1, which must be the University Affairs Chair),
K. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1),
L. Multicultural Education Fund Board (1),
M. Student Environmental Advisory Board (1),
N. Status of Minorities Subcommittee (1).

6.2.8.4.1.1 These student representatives shall report to the University Affairs Committee. The University Affairs Committee Chair shall be responsible for relaying these reports to the Student Senate. It will be understood that members of the committee may be elected to more than one representative position, if they have the time and ability to meet the added responsibilities.
The University Affairs Committee Vice Chair shall serve as chair of the KU Retail Dining Concepts Advisory Committee.

Section 3. BOARDS OF STUDENT SENATE

6.3.1 THE BOARDS OF GENERAL. The following are common rules among all Student Senate boards unless provided for uniquely in this section.

A. Membership. All student members of the Student Senate boards are appointed by the Student Body President, and subject to the approval of the Student Senate by a two-thirds (2/3) vote of the members present and voting, unless otherwise provided for in this section. These appointments are to be filled by the Student Body President no later than the first Student Senate meeting of the fall where regular legislation is presented. These appointments are one year in duration unless otherwise stated. It is also recommended that some of the student appointees be Student Senate members so that effective communication and recognition is reinforced and strengthened.

B. The Chair. The chairs of the Student Senate boards shall be appointed by the Student Body President and subject to the approval of two thirds (2/3) of the Student Senate members present and voting, except if specified otherwise in these Rules and Regulations.

C. The Secretary. The secretaries of the Student Senate boards shall be selected from the members of the board by their respective chairs and will be responsible for keeping an accurate account of the minutes of their board meetings. They will also be responsible for making these minutes available in the Student Senate office no later than two weeks after the meeting.

D. Monthly Reports. The Chairs of the Boards of the Student Senate or their designee will be responsible for submitting a report at least once each month to the Student Senate Chief of Staff.

E. Year End Report. The chairs of the boards must submit to the Student Senate: a) the approved minutes of each meeting, b) recommendations for action as they are approved by the committee, and c) a mid-year and final report. The final report should make clear what was done (or not done) about each of the board charges to the Senate and make recommendations to the Senate for action. The report should also provide the names of the committee members and include suggestions for charges to, and chair of, the following year’s board.

6.3.2 STUDENT HEALTH ADVISORY BOARD

6.3.2.1 Student Health Advisory Board shall monitor student health insurance plans and provide input into program design.

6.3.2.2 Membership. The Student Health Advisory Board shall consist of the following members:

A. The Student Health Advisory Board Chair, who shall be appointed by the Student Body President.

B. Ten (10) student members appointed by the Student Body President. Of those, at least one (1) must be a graduate student, one (1) must be an international student, two (2) must be minority students, one (1) must be a freshman student, and one (1) must be a non-traditional student. It is recommended that a diverse group of students make up the Student Health Advisory Board so that Student Health Services will know the needs and concerns of all segments of the student
population. It is further recommended that for at least two (2) seats that some preference is given to those who have served on the board before or have relevant institutional memory.

C. The Student Senate Treasurer (ex officio, voting).
E. The Director of Student Health Services (ex officio, non-voting).
D. The Administrative Officer of Student Health Services (ex officio, non-voting).

6.3.2.3 Functions of the Student Health Advisory Board. The Student Health Advisory Board shall monitor, advice, and submit recommendations to the Student Health Services Director in the following areas:

A. The review and creation of the annual budget for Student Health Services and submission of the fee request to the Student Senate,
B. Monitor students’ health insurance plans and provide input into program design,
C. All areas of operation within the hospital that involve public policy, public administration, or public relations.

6.3.2.4 Responsibilities of the Student Health Advisory Board.

A. Meetings of the Student Health Advisory Board may be called by either the Student Health Services Director or the Student Health Advisory Board Chair.
B. The year-end report from the Student Health Advisory Board shall include a summary of the past year’s accomplishments and new programming demands on the Student Health Fee. An analysis of new programs’ impact on the Student Health Fee should be included as part of a five-year projection on the demands on the fee. This should be done to allow Student Senate the opportunity to review projected increases in the Fee in relation to additional programming.
C. The responsibilities of the Student Health Advisory Board shall not extend to any area that is properly a technical or medical decision, or that deals with the methods, personnel, or nature of medical care.

6.3.4 LEGAL SERVICES FOR STUDENTS ADVISORY BOARD.

6.3.4.1 Membership.

A. Five (5) voting student members appointed by the Student Body President, as follows: one (1) law student, one (1) graduate student, one (1) student Senator, and two (2) at-large members,
B. One (1) elected representative from the Finance Committee,
C. One (1) elected representative from the Student Rights Committee,
D. One (1) elected representative from the University Affairs Committee,
E. The Director of Legal Services for Students (ex officio, non-voting),
F. The Student Body President, Student Body Vice President, or the Student Senate Chief of Staff as designated by the Student Body President (ex officio, non-voting),
G. The Student Senate Treasurer (ex officio, non-voting).

6.3.4.1.1 All voting members shall serve one-year terms.

6.3.4.2 Functions of the Legal Services for Students Advisory Board.

A. The Board shall oversee the operation and implementation of the prepaid Legal Services for Students program in all policy matters.
B. If hiring a new staff position, one (1) student member of the Advisory Board, preferably the chair, shall sit on the selection committee.

C. The Board shall, upon conference with the Student Body President and the advice of the Director of Legal Services for Students, prepare the budget for the office.

D. The Board shall work with the Student Senate and the Douglas County Bar Association to assure the most cost-efficient prepaid legal service to the student body.

E. The Board shall ensure that LSS have on its staff at least one (1) attorney to specialize in litigation on behalf of students when such cases arise. This position exists as a result of the 2005 fee increase from $7.00 to $8.50.

6.3.4.3 Responsibilities of the Legal Services for Students Advisory Board:
A. The Board shall meet at least quarterly,
B. The Board shall abide by the policies set forth in the Legal Services for Students Program Operational Guidelines.

6.3.5 RECREATION ADVISORY BOARD.

6.3.5.1 Membership. The Recreation Advisory Board shall consist of the following members:
A. Five (5) student members appointed by the Student Body President with the majority consent of the Student Senate. These members shall serve two-year (2) overlapping terms.
B. One (1) elected representative from the University Affairs Committee;
C. The Student Senate Treasurer (ex officio, non-voting),
D. The Director of Recreation Services or his/her designee (ex officio, non-voting),
E. The Director of the Student Involvement and Leadership Center or his/her designee (ex officio, non-voting),
F. Two (2) representatives elected from the Sport Club Council.

6.3.5.1.1 The Recreation Advisory Board Chair shall be appointed by the Student Body President from among the five (5) student representatives appointed by the Student Body President and shall serve a term of one (1) year.

6.3.5.2 Functions of the Recreation Advisory Board:
A. The Recreation Advisory Board will be responsible for administrative, budgetary, and appellate procedures for Recreation Services and all Sports Clubs. These responsibilities shall be limited to recreation programs and facility use for students, faculty, staff, and their immediate families,
B. The Recreation Advisory Board shall ensure that all funding for sports clubs, recreational facilities, or recreational services follows all funding regulations enacted in Article VIII, Section 2,
C. The Recreation Advisory Board shall re-evaluate financial need/inflationary increases in accordance with the Student Senate Fee Review Process.

6.3.5.3 Responsibilities of the Recreation Advisory Board:
A. The distinction between recreational sports organizations and all other organizations shall be determined by the Director of the Student Involvement and Leadership Center when an application for registration as a student
organization is made. All groups requesting and granted the status of a sport club shall be under the jurisdiction of the Recreation Advisory Board.

6.3.7 CENTER FOR COMMUNITY OUTREACH ADVISORY BOARD.

6.3.7.1 Membership. The Center for Community Outreach (CCO) Advisory Board shall consist of the following members:

A. Four (4) members of the student body, at least two (2) of whom have previous experience in community service, appointed by the Student Body President to terms of two (2) years. The terms will be staggered so that the Student Body President will appoint two (2) students by September of each year,

B. One (1) other member who has previously served on the CCO Executive Board appointed by the Student Body President. If past members are unavailable, one (1) member from the student body,

C. The Director of the Center for Civic & Social Responsibility (ex-officio, non-voting),

D. The Student Body President (ex officio, voting),

E. One (1) University Administrator or Faculty Member (ex officio, voting),

F. The Director of the Roger Hill Volunteer Center (ex officio, voting),

G. One (1) representative from a local community service organization (ex officio, voting),

H. The CCO Executive Director shall serve as the Chair, only voting in the case of a tie,

I. One (1) faculty/staff advisor (ex officio, voting),

J. One (1) faculty/staff advisor (ex officio, non-voting),

K. The CCO Managing Director (ex officio, non-voting),

L. The CCO Communications Director (ex officio, non-voting),

M. The CCO Creative Director (ex officio, non-voting),

N. The CCO Development Director (ex officio, non-voting),

O. The Student Senate Assistant Treasurer (ex officio, non-voting).

6.3.7.1.1 Each student member of the Advisory Board shall volunteer through CCO each semester they serve on the Board.

6.3.7.1.2 All appointed members shall be appointed by the Student Body President before the end of the spring semester.

6.3.7.2 Functions of the Center for Community Outreach Advisory Board. The Center for Community Outreach Advisory Board shall:

A. Oversee the actions of the CCO Executive Board as well as the activities and programs of CCO, including the addition, deletion, or suspension of any CCO Programs,

B. Ensure that the mission and purpose of the Center for Community Outreach are being consistently and earnestly maintained.

C. Oversee financial, legal, and ethical compliance within the CCO. The Board shall seek experienced guidance on such issues, where appropriate.

D. Ensure that all programs, staff, and volunteers are held accountable.

E. Support and enhance the standing of CCO on campus, in the community, and elsewhere.
F. Assist CCO staff in long-term planning and goal-setting for the organization.

6.3.7.3 Responsibilities of the Center for Community Outreach Advisory Board.
A. Meet as a board a minimum of two times each academic semester.
B. Responsibilities of the CCO Advisory Board Chair.
   1. Schedule and oversee board meetings.
   2. Maintain close contact with the Co-Directors to ensure that all relevant business is being attended to.
   3. Prepare an annual report that explains the past year's board activity for the incoming board chair.
   4. Serve as the CCO Advisory Board's liaison to the CCO Corporate Board.
   5. Coordinate the CCO Co-Director selection process each spring.

C. CCO Co-Director Application and Selection.
   1. Each spring, the CCO Board shall review the job description of the CCO Co-Director and make it available to all applicants no later than April 1. The position will be open to any student enrolled in six (6) credit hours or more on an equal opportunity basis.
   2. The CCO Board Chair shall solicit applications from among members of the student body for the position of CCO Co-Director. The CCO Board shall review all applications and select from among the applicants two (2) CCO Co-Directors.
   3. The CCO Board must select the Co-Directors before the Student Senate's annual joint meeting so that they may be approved along with the executive staff by the new Senate.

6.3.7.4 Removal of CCO Co-Director. One or both CCO Co-Directors can be removed from office by a two-thirds majority vote of the full CCO Advisory Board given that such action is recorded in a public notice to the Student Senate and members of the CCO Advisory Board one week in advance of final action on a motion to remove the Co-Director from office. Should one or both Co-Directors be relieved of their position, the CCO Advisory Board Chair may initiate and oversee the process of selecting a replacement as prescribed above.

6.3.8 STUDENT SAFETY ADVISORY BOARD.

6.3.8.1 Membership.
A. Five (5) students appointed by the Student Body President with two-thirds (2/3) consent of the Student Senate, consisting of at least one (1) graduate or professional student,
B. One (1) members elected by the Finance Committee
C. One (1) members elected by the Student Rights Committee
D. One (1) member elected by the University Affairs Committee
E. One (1) member elected by the Multicultural Affairs Committee
F. The Student Senate Treasurer (ex-officio, voting)
G. The Transportation Coordinator or his/her designee (ex officio, non-voting),
H. One (1) member of the faculty appointed by the University Senate Executive Committee (non-voting),
I. The Vice Provost for Student Affairs or his/her designee (ex officio, non-voting),
J. The Assistant Provost for Facilities Planning & Management (ex officio, non-voting),
K. The Director of Student Housing or his/her designee (ex officio, non-voting),
L. The Director of Public Safety or his/her designee (ex officio, non-voting),
M. The Director of Design and Construction Management or his/her designee (ex officio, non-voting)
N. The Director of the Parking Department or his/her designee (ex officio, non-voting),
O. The Director of the Emily Taylor Women’s Resource Center or his/her designee (ex officio, non-voting)
P. One (1) member from the Panhellenic Association (ex officio, non-voting),
Q. One (1) member from the Association of University Residence Halls (ex officio, non-voting),
R. One (1) member from the All Scholarship Hall Council (ex officio, non-voting),
S. Two (2) students appointed by the Emily Taylor Women’s Resource Center (ex officio, non-voting).

6.3.8.2 Functions of the Student Safety Advisory Board. The Board shall:
A. Convene two (2) times a month during the regular academic session to review all issues concerning the Campus Safety and Supportive Services Fee. This shall include but not be limited to: blue phones, lighting, building security, parking security, the KU police force, SafeRide, SafeBus, and health and safety support services funded through the Supportive Services Fee,
B. Review all data concerning campus safety and report to the Student Senate on a periodic basis,
C. Investigate any and all programs that could enhance campus safety,
D. Respond to any additional charges as assigned by the Student Body President or the Student Senate,
E. Make recommendations to all university entities concerning the improvement of campus safety. This shall include but not be limited to: Student Senate, the University administration, the Department of Student Housing, the Campus Police force and the Office of Public Safety.
F. Ensure the provision of necessary health and safety support services not provided by university entities.

6.3.8.3 Responsibilities of the Student Safety Advisory Board.

6.3.8.3.1 Oversee the Campus Safety Fee
A. Authority: The Student Safety Advisory Board shall have the authority to distribute funds generated by the Campus Safety Fee and make recommendations for physical plant improvements to the Provost
B. Guidelines for distribution:
   I. Funds are to be used primarily for physical plant improvements, which are based on safety concerns. These projects may include, but are not limited to: campus lighting (excluding parking lots), blue emergency phones, dual usage phones, and security cameras. Excess funds may be used for other programs,
lectures, workshops, or services designed to promote a safe environment on campus.

2. The Board shall seek matching funds from the University Administration for all physical plant improvement projects.

3. Funds will not be used for any operating costs associated with any capital improvements by the Board.

4. Funds generated by the Campus Safety Fee and Reserves shall not be allocated to groups listed in Appendix F.2.

6.3.8.3.2 Oversee the Supportive Services Fee

A. Authority: The Student Safety Advisory Board shall have the authority to distribute funds generated by the Supportive Services Fee

B. Guidelines for distribution:
   1. Only groups listed in Appendix F.2 shall be eligible to receive funds from the Supportive Services Fee.
   2. Funds from the Supportive Services Fee shall be used to ensure provision of necessary health and safety support services not provided by university entities.
   3. Funds shall be allocated before joint senate in the spring for the following year.
   4. Groups listed in Appendix F.2 shall report to the Board on a quarterly basis regarding the status of services provided to students.

6.3.9 STUDENT LEGISLATIVE AWARENESS BOARD.

6.3.9.1 Membership. The Student Legislative Awareness Board (SLAB) shall consist of the following members:

   A. The Government Relations Director shall serve as SLAB Chair;
   B. At minimum, five (5), and no more than nine (9), student members selected by the Government Relations Director and approved by the Student Senate for one-year terms. The Government Relations Director shall determine the composition of positions and shall determine the responsibilities of those positions.
   C. The Student Body President (ex officio, voting);
   D. The SLAB faculty/staff advisor(s) (ex officio, non-voting);

6.3.9.2 Purpose of the Student Legislative Awareness Board.

The Student Legislative Awareness Board exists as an extension of the Student Body President’s authority to conduct relations with governmental entities on behalf of students, and to work on all areas and aspects of student political awareness and advocacy at the city, county, state, and national levels.

6.3.9.3 Responsibilities of the Student Legislative Awareness Board.

   A. Organize educational events including, but not limited to, candidate issue and policy forums, the goal of which should be to promote active citizenship by informing students about important legislative and community issues, as well as committee and board openings within city and university governance.
Accordingly, educating students and promoting student participation in local politics and statewide legislative efforts shall be a top priority.

B. Organize voter registration and participation efforts.

C. Lobby appropriate federal, state, and local governmental bodies as directed by the Student Body President or Student Senate as well as engage in regular discussions and activities with our community partners, including, but not limited to, the City Commission, Chamber of Commerce, Haskell Indian Nations University, community organizations and locally owned businesses. SLAB shall not engage in the lobbying of any body without the approval of the Student Body President or the Student Senate.

D. Organize one meeting per semester of all contributors/members to solicit input, comments, questions and help.

E. Publish a newsletter once a semester, concerning issues of membership opportunities, Board events, and Board policy. This newsletter shall be mailed directly to contributors, the media, and governmental officials.

F. Publish a voter’s guide containing information about issues and candidates not less than two (2) weeks prior to a general election, to be mailed directly to contributors and the local media.

G. Create and maintain a policy manual describing in detail the specific obligations of the Board and its members.

H. Budget Matters. The budget matters of the Board shall fall into two (2) distinct categories:
   1. Optional student fees, donations, and other fundraising monies may be used for all aspects of the Board within the budget constraints of the Board, but shall primarily be used for off-campus activities. The Government Relations Director and the Treasurer of the Board shall provide a summary of expenditures of optional fee funds to the Student Senate at the final meeting of the fall and spring semesters.
      a. The Student Body President, Fundraising Coordinator, and the Government Relations Director shall actively seek private funds to augment the Board’s optional fee funds and to compensate the Government Relations Director for lobbying federal and state legislative bodies.

   2. Funds received from the Student Senate budget process shall be used only for the on-campus aspects of the Board. These Student Senate funds shall not be used for any off-campus or lobbying efforts of the Board.

I. Selection of Government Relations Director. The position shall be advertised, applications accepted, and the Student Body President-elect shall interview the applicants after Student Senate elections when s/he makes Executive appointments.
   1. The Board will give the Student Body President-elect and Joint Senate two (2) written recommendations for the position of Government Relations Director.

   2. The Student Body President-elect may accept the recommendation, or make his/her appointments from the remaining applicants. These appointments are subject to the approval of the Student Senate.

6.3.10 STUDENT ENVIRONMENTAL ADVISORY BOARD
6.3.10.1 Membership. The Student Environmental Advisory Board shall consist of the following members:
A. Three (3) student members appointed by the Student Body President to one-year terms, one of whom shall be designated as the Chair of the board by the Student Body President.
B. One (1) representative from the Finance Committee.
C. One (1) representative from the University Affairs Committee
D. One (1) representative from the Student Rights Committee
E. One (1) representative from the Multicultural Affairs Committee
F. KU Energy Manager (ex-officio, non-voting)
H. The Director of the Center for Sustainability (ex-officio, non-voting)
J. One representative from Design and Construction Management (ex-officio, non-voting)

6.3.10.2 Function. The Student Environmental Advisory Board shall:
A. Make recommendations and provide assistance to the Department of Environmental Stewardship (DES) and the Center for Sustainability (CS) for developing policies and formulating strategies to improve the campus environment and to initiate and/or enhance campus environmental programs,
B. Make recommendations and provide assistance to DES and CS for improving campus recycling, pollution prevention, waste minimization/reduction and resource conservation efforts, especially those oriented around or towards students,
C. Make recommendations and provide assistance to DES and CS for seeking student input and ensuring that student environmental interests are represented,
D. Make recommendations and provide assistance to DES and CS for disseminating information on and raising student awareness of environmental issues and campus environmental programs,
E. Respond to any additional charges assigned to the Board by the Student Body President, and
F. Establish and maintain communication with the City of Lawrence regarding the student's and the University's interest in city environmental policy.

6.3.10.3 The Board shall have the power to work with the Student Legislative Awareness Board Issue Research Coordinator to produce position statements regarding campus environmental issues to be discussed on the Issue Agenda at Student Senate meetings.

6.3.10.4 The Board shall recommend to the Student Senate any actions the Board feels students should take in order to supplement the university's efforts to improve its environment.

6.3.11 NEWSPAPER READERSHIP PROGRAM ADVISORY BOARD.

6.3.11.1 Membership. The Newspaper Readership Program Advisory Board shall consist of the following members:
A. The Student Body President, or her/his designee, who shall serve as chair.
B. Three (3) students appointed by the Student Body President with two-thirds (2/3) approval of the Student Senate.
C. One (1) member of the University Affairs Committee, elected at the first meeting of the fall semester.
D. One (1) member of the Finance Committee, elected at the first meeting of the fall semester.
E. One (1) representative from each of the newspaper companies participating in the program (ex officio, non-voting).

6.3.11.2 Functions and Responsibilities. The Newspaper Readership Program Advisory Board shall have the following functions and responsibilities:

A. Monitor and elicit feedback from the student body concerning the Newspaper Readership Program. Feedback should be elicited and monitoring should occur specifically concerning the availability of the newspapers throughout the day, the proper functioning of the lock-box machines, and the continuing appropriateness and usefulness of each distribution location and brand of newspaper provided.
B. Make recommendations to the newspaper companies involved in the program concerning potential changes to the services provided.
C. Make recommendations concerning maintenance, elimination, reduction, or enhancement of the Newspaper Readership Program Fee to the Campus Fee Review Subcommittee, Finance Committee, and Student Senate during the fee review process every third year.

6.3.12 EDUCATIONAL OPPORTUNITY FUND BOARD

6.3.12.1 Purpose. The Educational Opportunity Fund (EOF) Board shall allocate the Educational Opportunity Fee in one-year block allocations. The EOF Board shall also allocate the Ad Astra Per Aspera First Generation Student Scholarship each spring, which shall be awarded from an endowed account separate from the student fee monies collected for the EOF.

6.3.12.2 Membership. The EOF Board shall consist of the following members:
A. The Student Body President (Chair);
B. The Vice Provost for Student Affairs;
C. One (1) representative from the Office of Student Financial Aid;
D. The Finance Committee Vice-Chair;
E. The Student Senate Treasurer (ex-officio, non-voting)
F. Between three (3) and six (6) students appointed by the Student Body President. Appointments should represent diverse backgrounds and life experiences.

6.3.12.3 Eligibility. Groups that request funding from the EOF Board must use the allocations for students enrolled on the Lawrence campus, be administered by a University department, unit, or organization, and follow the guidelines of the University of Kansas Policy on Diversity of the Student Body. In addition, allocations must meet at least one (1) of the following criteria:
A. Academic scholarships and fellowships for both graduate and undergraduate students.
B. Need-based grants, including assistance in the areas of special expenses, such as childcare, or for students who have been historically underrepresented in higher education.
C. Salaries, grants, or scholarships for students participating in public and community service programs.
D. Salaries for students employed in campus student service programs such as tutoring, daycare, and peer counseling.

6.3.12.4 Ineligible Use. EOF grants shall not be used for the following purposes:
A. Replacement of existing University support for financial aid or student services.
B. Attempts to fund already-existing services and programs at existing levels that are currently funded by other sources.

6.3.12.5 Process. The EOF Board shall allocate funds in the following manner:
A. The EOF Board shall submit a copy of the application to all University departments, units, and organizations no later than the first day of the Spring semester.
B. The applications shall be due no later than February 15
C. Allocations must be decided no later than March 31.
D. The Student Body President must notify the Student Senate of the Board's allocations no later than the last full Senate meeting prior to Joint Senate.

6.3.12.5 Considerations. Factors that the EOF Board shall consider include, but are not limited to, the following:
A. Past use of allocated funds. Each group that has received past funding shall submit summaries of expenditures. Groups must provide explanations for the existence of unused or leftover funds.
B. Overall merit in meeting eligibility requirements.
C. Degree of actual need met by proposal.
D. Effectiveness of the program's level of impact.
E. Impact upon the University community.
F. Degree of efficiency of the proposal.

6.3.14 WOMEN'S AND NON-REVENUE INTERCOLLEGIATE SPORTS ADVISORY BOARD

6.3.14.1 Women's And Non-Revenue Intercollegiate Sports Advisory Board shall be the trustee of the Women's And Non-Revenue Intercollegiate Sports Fee as defined in Student Senate Rules and Regulations Article VIII Section 3.6 and shall control all funds generated therein.

6.3.14.2 Membership. Women's And Non-Revenue Intercollegiate Sports Advisory Board shall consist of the following members:
A. One (1) student member appointed from each Student Senate Standing Committee,
B. Four (4) student members appointed by the Student Body President, of those four one being the Chair of the Board,
C. The Student Senate Treasurer (ex officio, non-voting),
D. The Graduate Affairs Director of the Student Senate Executive Staff,
E. The Student Athlete Advisory Committee Senator (ex officio, non-voting),
F. The President of the Student Athlete Advisory Committee (ex officio, non-voting), and
G. The Athletic Director of the University of Kansas or his/her designee (ex officio, non-voting).

6.3.14.3 Functions of the Women’s And Non-Revenue Intercollegiate Sports Advisory Board. The Women’s And Non-Revenue Intercollegiate Sports Advisory Board shall monitor, advise, and submit recommendations to the Athletic Director of the University of Kansas in the following areas:
A. Review and approve the annual budget for women’s and non-revenue intercollegiate athletics relating to the funds collected under the Women’s and Non-Revenue Intercollegiate Sports Fee,
B. Authorization of any special projects, non-operational costs or capital costs including, but not limited to, new building construction or existing building maintenance, large scale equipment purchases or real estate acquisitions from funds collected under the Women’s and Non-Revenue Intercollegiate Sports Fee,
C. Submission of fee recommendations to the Student Senate.

6.3.14.4 Responsibilities of the Women’s And Non-Revenue Intercollegiate Sports Advisory Board.
A. Meetings of the Women’s And Non-Revenue Intercollegiate Sports Advisory Board may be called by either the Women’s And Non-Revenue Intercollegiate Sports Advisory Board Chair or the Athletic Director of the University of Kansas.
B. The year-end report from the Women’s And Non-Revenue Intercollegiate Sports Advisory Board shall include a summary of the past year’s accomplishments and new demands on the Women’s And Non-Revenue Intercollegiate Sports Fee. An analysis of new programs’ impact on the fee should be included as part of a five-year projection on the demands on the Fee. This should be done to allow Student Senate the opportunity to review projected increases in the Fee in relation to additional costs.
C. Conflict of Interest. No person serving as a voting member of the Women’s And Non-Revenue Intercollegiate Sports Advisory Board shall be compensated or employed by the University of Kansas Athletics Corporation.

6.3.15 THE STUDENT SURVEY BOARD

6.3.15.1 Membership. The Student Survey Board shall consist of the following members.
A. The Chair of the board, the Student Senate Development Director.
B. One (1) representative from each of the standing committees.
C. The Student Senate Outreach Director or their chosen representative.
D. The Student Body President, Vice President, or their chosen representative.
E. One (1) Representative from the University Daily Kansan (UDK)

6.3.15.2 Purpose of the Student Survey Board. The Student Survey Board serves to measure student opinion of the Student Senate, its initiatives, its use of student fees, and all programs or services related to the Student
Senate. The board shall accomplish this through the means of surveying, conducting focus groups, or any other sound means of measuring student opinion at their disposal.

6.3.15.3 Responsibilities of the Student Survey Board. Convene once a month during the academic year to discuss survey and focus group strategies and to evaluate data.

   A. Survey a sample of the student body, at least once a semester, about the Senate, its initiatives, and its use of student fees, including but not limited to, Watkins Health Center, Legal Services for Students, and KU Transit.
   B. Report to full Senate, at least once a semester, the results of the survey of the student body and recommend changes.
   C. Report to full Senate, at least once a Semester, polling results regarding Student Senate funded services including, but not limited to, Watkins Health Center, Legal Services for Students, and Transit.
   D. Implement and organize student focus groups.
   E. Gather data responsibly and encourage the greatest response rates and participation as possible.
   F. All research shall be conducted in compliance with Kansas Department of Health and Environment (KDHE) Institutional Review Board (IRB).
   G. Prior to the Student Senate engaging in lobbying efforts on behalf of the University of Kansas student body, it is suggested that the Student Survey Board conduct a poll of a sample of the student body in regards to their stance on the issues being represented.

6.3.16 STUDENT RETENTION ADVISORY BOARD

6.3.16.1 Purpose. The Student Retention Advisory Board shall monitor student retention statistics and provide outreach and input to increase the retention rate for all students at the University of Kansas.

6.3.16.2 Membership. The Student Retention Advisory Board shall consist of the following members:

   A. The Student Retention Advisory Board Chair, who shall be appointed by the Student Body President
   B. The Student Senate Outreach Director (ex-officio, non-voting)
   C. Eleven (11) members appointed by the Student Body President, who shall prioritize the five (5) Freshmen Senators and one member from the Multicultural Affairs Committee, one (1) Non-Traditional Senator, one (1) Graduate Senator, one (1) International Senator, one (1) On-Campus Residential Senator, one (1) Law Senator.
   D. The Student Retention Advisory Board will be open and inclusive to any student enrolled at the University of Kansas. Any student who attends either the first meeting of the year or two consecutive meetings shall obtain voting rights in the Student Retention Advisory Board.

6.3.16.3 Responsibilities of the Student Retention Advisory Board. The Board shall:

   A. Meet at least four (4) times per semester at the discretion of the Student Retention Advisory Board Chair
B. Monitor developments on campus that affect student retention rates
C. Brainstorm and propose ideas to better increase student retention rates
D. Communicate with the student body to discover policies that are effective or ineffective in retaining students
E. Work with the University, faculty, and administration to coordinate policies that better increase student retention rates.

Section 4. REPRESENTATIVES TO THE UNIVERSITY SENATE

6.4.1 PURPOSE. The Representatives of the Student Senate to the University Senate shall represent student interests and the Student Senate in all matters that come before the University Senate. The representatives shall be responsible for informing the Student Senate of all university governance matters pertaining to or affecting students of the University of Kansas.

6.4.2 MEMBERSHIP. Representatives of the Student Senate to the University Senate shall be elected in the manner prescribed by the Senate CODE, Article VI, Section 1.

6.4.3 Representatives are to attend all University Senate meetings. If any representative is not able to attend a scheduled assembly of the Senate, the representative shall notify the Student Senate Chief of Staff and the University Senate Secretary.

6.4.4 Any representative that misses more than two (2) Senate committee meetings in one (1) semester or more than three (3) in any one year shall be immediately suspended from the University Senate by the Student Senate Chief of Staff. The Executive Secretary of the Student Executive Committee shall notify the University Senate President and the member that has been suspended of the suspension. If the representative does not show cause for the absences at the next Student Executive Committee meeting, the Student Executive Committee will recommend to the Student Senate that the representative be removed from the University Senate. The Student Senate Executive Secretary shall communicate the removal to the representative.

6.4.5 The Student Senate Chief of Staff shall inform the Student Senate of all vacancies as they arise. All vacancies will be filled by a vote of the Student Senate at their next regularly scheduled meeting, subject to the restrictions of the Senate CODE, Article VI, Section 2.

Section 5. ANNOUNCEMENT REQUIREMENT

All meetings of the Student Senate committees and boards must be publicly announced at least 72 hours in advance. This shall consist of a posting in the Senate Office and a posting to the Senate webpage.

ARTICLE VII. ELECTIONS

Section 1 Purpose and Scope

7.1.1 Effective student government is dependent upon fair elections, free from improper influences, that are designed to acquaint the voters with the legitimate issues presented to them. Experience has shown that non-partisan supervision of elections is necessary to prevent political excesses from surrounding the electoral process and that safeguards must be put into place to ensure competitive elections that cannot be monopolized by a faction of the Student Body. In accordance with these considerations, Article VII is
enacted in order to ensure the most favorable possible atmosphere for the exercise of the students’ franchise.

7.1.2 The Student Senate Elections Code shall govern general, freshmen, special, and recall elections, referenda, and initiative. In all cases, the Code shall be subject to the provisions of the Student Senate Rules and Regulations, the University Code, and the Code of Student Rights and Responsibilities.

Section 2 Definitions

7.2.1 “Elections Commission Chair” shall refer to the chair of the Elections Commission who shall only vote in cases to make or break a tie.

7.2.2 “Elections Commission Member” refers to the four (4) voting members of the Elections Commission.

7.2.3 “Regularly Enrolled Student” refers to any registered student enrolled in at least one (1) credit hour of course work at the University Lawrence Campus. Coursework through the Office of Study Abroad or through a ‘for credit internship’ through a University of Kansas academic department or school shall count as coursework at the Lawrence Campus.

7.2.4 “On-Line” refers to access to the voting system by any IP address.

7.2.5 “First Year Undergraduate Student” refers to a student that has never attended any post-secondary educational institution beyond receiving university credit while attending high school or while attending summer school in the summer following high school graduation.

7.2.6 “Division” refers to each School of the University, the two components of the College of Liberal Arts and Sciences, and the following categories of students: on-campus residential students, off-campus residential students, non-traditional students, graduate students, and international students. Students will only be allowed to vote in and will only be eligible to run in the division in which they are currently officially enrolled. Acceptance in another division shall not constitute official enrollment.

7.2.7 Components of the College of Liberal Arts and Sciences. The College of Liberal Arts and Sciences consists of two divisions: Junior/Senior College of Liberal Arts and Sciences (Junior/Senior CLAS) and Freshman/Sophomore College of Liberal Arts and Sciences (Freshman/Sophomore CLAS). Junior/Senior CLAS shall include students who have completed sixty (60) or more hours and are enrolled in the College of Liberal Arts and Sciences. Freshman/Sophomore CLAS shall include students who have completed fifty-nine (59) or fewer hours and are enrolled in the College of Liberal Arts and Sciences.

7.2.8 “On-Campus Residential Students” refers to students living in the following residential areas operated under the auspices of the Department of Student Housing: residence
halls, scholarship halls, Stouffer Neighborhood, Sunflower Apartments, and Jayhawker Towers Apartments.

7.2.9 “Off-Campus Residential Students” refers to students who do not live in residential areas operated under the auspices of the Department of Student Housing.

7.2.10 “Non-Traditional Student” refers to any undergraduate student who is twenty-four (24) years of age or older or is one of the following: married, a parent, a veteran, active military students that can be called into service at any time or in such a way that can interrupt the student’s college career, commuting more than ten (10) miles to the University, or has had a break of at least two years in his or her college education.

7.2.11 “International Student” refers to any student who is not a United States citizen, currently in any non-immigrant status, application for United States permanent residence is pending, does not have approved United States permanent residency status, does not have approved refugee status, and/ or does not have approved political asylum status.

7.2.12 “Candidate” refers to any individual who has satisfied all of the requirements to run for office in a General Election, and has filed a declaration of candidacy with the Elections Commission.

7.2.13 “Polling Site” refers to any location in which students shall legally vote. There are three types of polling sites. If the Elections Code does not specify that a rule apply only to specific types of polling sites, then it applies to all types of polling sites.

7.2.13.1 “Central Polling Location” refers to the first type of polling site. It is any polling site that is established, monitored, and operated by the Elections Commission. These polling sites shall be open to all students and they shall be located in at least two (2) major campus thoroughfares.

7.2.13.2 “Campus, Organizational, or Campus Computers” refers to the second type of polling site. It is any polling site that, in its normal use, is a computer owned and maintained by the University, a University organization, or a University department that is open to use by any student with a valid username and password.

7.2.13.3 “Personal Computer” refers to the third type of polling site. It is any device that is owned, operated, and maintained by a student or campus employee. This shall also include any device not owned, operated, and maintained by a student or campus employee, but which is also used for online voting in an election overseen by the Elections Commission. A device shall be considered, but not be limited to: desktop computers, laptop computers, electronic tablets, cellular phones, and other portable devices with online access.
7.2.14 “Campaigning” refers to any activity that promotes or discourages the election of one or more candidates, or promotes or discourages the passage of one or more referenda. All campaigning shall be done in accordance with the Elections Code, the restrictions therein being exclusive. All campaign regulations within the Elections Code shall apply, regardless of whether the campaigning took place on University property or non-University property. The rules of the Elections Code apply both on and off campus. Campaigning shall not be allowed on dates and/or locations, other than those described in the Elections Code, without the express, written permission of the Elections Commission.

7.2.15 “Active Table Campaigning” refers to the process of promotion and distribution of campaign paraphernalia from people stationed at tables on campus that are approved by the University Events Committee (UEC) and/or an academic department or school, from individuals away from these tables, and individuals that are not associated with a table. This applies to any activity anywhere on the University of Kansas Lawrence campus, including, but not limited to, the outside and inside of any campus building. No one may actively campaign in any university operated or maintained building, on-campus housing, the Kansas Union, and the Burge Union. All campaigning within these buildings is subject to those buildings’ respective rules and regulations. This prohibition shall not apply to candidates visiting with student organizations meeting at their regular time and place. Active Table Campaigning shall only be allowed on the days of the election (Wednesday and Thursday) in the general election.

7.2.16 “Passive Table Campaigning” refers to the process of promotion and distribution of campaign paraphernalia only from people stationed at tables on campus that are approved by the University Events Committee (UEC) and/or an academic department or school. This applies to any activity anywhere on the University of Kansas Lawrence campus. All Passive Table Campaigning must be initiated by passerby and not by said candidates or representatives. This applies, but is not limited, to activity in front of and/or inside of Wescoe Hall, Stauffer-Flint Hall, Watson Library, University of Kansas Residence Halls, University of Kansas Dining locations, and the Kansas and Burge Unions. Passive Table Campaigning shall only be allowed one (1) week before the general election and the week of the general election.

7.2.16.1 “Representative” refers to any person promoting or discouraging the election of one or more candidates.

7.2.17 “Campaign Material” refers to any advertisement, document, or device intended to promote or oppose the election of any candidate or group of candidates to any Student Senate office. Campaign materials must include the sponsoring candidate or candidates’ name(s). A sample of each item of campaign material, or a detailed written description of a planned activity or promotion shall be submitted to the Elections Commission by 5:00pm the day before the item, or event/promotion, is displayed to the Student Body.

7.2.18 “Calendar Week” refers to a week, which begins at 12:00am on a Sunday.
7.2.19 “Coalitions” shall be defined as any group of students who temporarily unite to campaign for Student Senate positions as defined in Article II of Student Senate Rules and Regulations and are registered as a student organization with the Student Involvement and Leadership Center. Coalitions must hold a caucus with at least one (1) member of the Elections Commission present to elect their President and Vice President. Coalitions must also hold a caucus later in the elections process, with at least one (1) member of the Elections Commission present, to approve Senate candidates in a manner the coalition determines, with approval from the Elections Commission, so long as their procedure comports with the Student Senate Rules and Regulations.

Section 3 Elections Commission

7.3.1 In order to ensure a fair elections process, the operation of Student Senate elections and related activities shall rest with the Elections Commission, as defined and empowered in Article VII.

7.3.2 The Student Senate Elections Commission is subject to the Kansas Open Meetings Act. The Elections Commission shall be required to notify the Student Senate Staff Assistant and the University Daily Kansan (UDK) about any scheduled meetings.

7.3.3 Composition.

7.3.3.1 Membership of the Elections Commission shall be as follows: a total of five (5) students; including at least one (1) undergraduate student, one (1) graduate student, and one (1) law student. Commission members shall be regularly enrolled students at the University of Kansas Lawrence Campus.

7.3.3.1.1 One (1) of the five (5) members of the Elections Commission shall serve as the Chair of the Elections Commission. The Chair of the Elections Commission may only vote in order to make or break a tie.

7.3.3.1.2 One (1) of the five (5) members of the Elections Commission shall serve as the Outreach Chair of the Elections Commission. This person shall coordinate all Elections Commission outreach efforts. The Elections Commission Chair shall not hold the position of Elections Commission Outreach Chair concurrently. In the case that the Elections Commission Chair is incapacitated or unavailable, the Elections Commission Outreach Chair shall assume the duties of the Elections Commission Chair.

7.3.3.1.3 One (1) of the five (5) members of the Elections Commission shall serve as the Secretary of the Elections Commission. The Secretary shall be responsible for compiling meeting minutes for the Elections Commission. The Elections Commission shall
determine which member shall assume this role at their first meeting as a Commission.

7.3.3.2 Past and present officers, members, and employees of Student Senate shall not be eligible for membership on the Elections Commission.

7.3.3.3 Candidates from any Spring Student Senate General Elections or previous Fall Freshman Senator Elections shall not be eligible for membership on the Elections Commission.

7.3.4 Selection of Members.

7.3.4.1 The Student Senate Chief of Staff shall formulate and release an application form every August for students interested in applying to be members of the Elections Commission.

7.3.4.1.1 The application form must be made available for review in the Student Senate office, must be available on the Student Senate website, unless there are technical issues that prevent the Student Senate Outreach Director from doing so.

7.3.4.1.2 The Student Senate Chief of Staff shall provide each applicant the opportunity to indicate, on the application form, their preference to serve as the Elections Commission Chair and/or the Elections Commission Outreach Chair.

7.3.4.1. This application form must be approved by a two-thirds (2/3) vote of the Student Executive Committee.

7.3.4.2 At the first Full Senate Assembly meeting of the Fall Semester, the Student Senate Chief of Staff shall select, from a random lottery in front of the Full Senate, four (4) Student Senators to serve on the Elections Commission Nomination Committee. No more than one (1) representative from each division of Student Senator shall serve on the board. One (1) representative must be a Graduate or School of Law Senator.

7.3.4.2.1 The Student Senate Chief of Staff shall serve as the chair of the Elections Commission Nomination Committee. They shall vote only to make or break a tie.

7.3.4.2.2 A majority vote by the Elections Commission Nomination Committee shall determine the nominees that will be presented to the Full Senate. The Elections Commission Nomination Committee shall designate which nominee they recommend for the Elections Commission Chair and which nominee they recommend for the Elections Commission Outreach Chair.
7.3.4.2.3 Nominations from the Elections Commission Nomination Committee must be presented to the Full Senate before November 1st. Application deadlines will therefore be planned accordingly by the Student Senate Chief of Staff.

7.3.4.3 Candidates for the Elections Commission that are nominated by the Elections Commission Nomination Committee shall be presented to the Full Senate by the Student Senate Chief of Staff. A candidate shall be voted on individually and must be approved with at least two-thirds (2/3) of the Student Senate body voting in favor of the candidate serving on the Elections Commission.

7.3.5 Outreach

7.3.3.1 The Elections Commission shall be required to conduct outreach efforts to educate the Student Body about the elections process. The Elections Commission will be required to

A) Host, at minimum, three (3) informational meetings during January and February of each year. These meetings must be open to all KU Students enrolled on the Lawrence Campus. These meetings shall be held in order to educate students about the elections process, explain how to run as a candidate, and explain the process of starting and running a coalition.

B) Provide candidate biographical and platform information on the Student Senate Elections Commission website, if the candidate provides the information to the Elections Commission. The Elections Commission shall determine the word/character limit for each candidate and will provide this information at least five (5) weeks before the dates of the election.

C) Host a Presidential/Vice-President Debate open to all candidates that are running as candidates for President and Vice-President. Any failure to participate, unless for an acceptable reason, as determined by the Elections Commission, shall be grounds for a $250.00 fine assessed against the candidates. The debate is to be held the week before the week of the election, with the date of the debate announced at least two (2) weeks before the scheduled time for the debate. The debate will be moderated by the Elections Commission Chair.

D) Host a debate for each division, open to all candidates that are running for a Senator position within a specific division, if possible. A candidate’s refusal or inability to participate in said debates shall be permissible. These are to be held in the two weeks before and the two days before the dates of the election. A member of the Elections Commission shall moderate the debate.

E) The Elections Commission Outreach Chair shall advertise the above events by, including but not limited to, University Daily Kansan (UDK) advertisements, KJHK advertising/interviews, KUJH
advertising/interviews, informational videos/interviews through Media Crossroads, tabling, and/or flyers.

7.3.6 Powers and Responsibilities

7.3.6.1 The Elections Commission shall:

7.3.6.1.1 Ensure that fair and honest student elections are held;

7.3.6.1.2 Enforce all Rules and Regulations relating to Student Senate elections and election campaigns, including all regulations outlined in Article VII of Student Senate Rules and Regulations;

7.3.6.1.3 Have the power and authority to draft legislation to present directly to the full Student Senate Assembly in regards to rules changes to Student Senate Rules and Regulations Article VII;

7.3.6.1.4 Receive, hear, and rule on all allegations of violations of elections rules and regulations. The Elections Commission and the Elections Commission members have the authority to file violations against candidates, representatives, and coalitions if they deem necessary. The following is the procedure of conducting hearings regarding allegations of violations of elections rules and procedures:

7.3.6.1.4.1 The Elections Commission shall make violation complaint forms available to all KU students. Any KU student is permitted to file a complaint of a violation of election rules and procedures to the election rules and procedures.

7.3.6.1.4.2 Within forty-eight (48) hours of receiving a complaint form alleging a violation, the Elections Commission Chair shall contact all involved parties, including Coalition contacts and any individuals named in the allegation(s). A hearing will be called, with at least forty-eight (48) hours notice. The hearing must occur within one (1) calendar week of the allegation being filed.

7.3.6.1.4.3 The hearing shall be structured in the following manner:

A) The complainant shall be allocated fifteen (15) minutes to present each code violation to the Elections Commission and to answer questions from the Elections Commission. If the Elections Commission has filed the allegation of a code violation, no questions will be asked by Elections Commission members.
B) The defendant(s) shall each be allocated fifteen (15) minutes to present their case and to rebut any allegations of code violations, as well as to answer questions from the Elections Commission.

C) The Elections Commission may make the determination that they need more information or evidence before making a decision. They may schedule a follow-up hearing in order to request that such information is presented to the commission.

D) The Elections Commission may go into Executive Session to discuss the circumstances surrounding violations of election rules and procedures. In this case, only Elections Commission members and advisors will be permitted to remain in the room. Any binding decisions made by the Commission must be voted upon in a public setting.

E) The Elections Commission must notify all parties involved, and the University Daily Kansas (UDK), of the decision made by the Elections Commission within forty-eight (48) hours of the decision made by the Elections Commission members.

7.3.6.1.5 Actively promote the election with the goal of continuously increasing voter turnout;

7.3.6.1.6 Work in conjunction with the Student Involvement and Leadership Center (SILC) and the Office of Student Affairs to administer and facilitate the on-line election system to guarantee a secure and open election for all students, as well as to ensure that the on-line election system is free from partisan influence.

7.3.6.1.6.1 The Elections Commission shall utilize the “Rock Chalk Central” polling system for on-line voting.

7.3.6.1.7 The Elections Commission shall certify the elections results to ensure that the results are valid and free from material distortion.

7.3.6.2 Quorum. All actions of the Elections Commission shall be official only when a majority of the voting members are in attendance at a properly advertised public meeting.

7.3.6.3 The Elections Commission Chair must submit the following to the Student Senate Chief of Staff, the Student Senate Staff Assistant, and the advisors of Student Senate:
7.3.6.3.1 A year-end report containing the following, but not limited to:

a) Financial Status of the Elections Commission,

b) Recommendations for changes and revisions to Article VII of Student Senate Rules and Regulations;

c) Official elections results,

d) All allegations of violations and the Commission’s decision in regards to those allegations.

7.3.6.4 The Elections Commission Chair must work with the Student Chief of Staff and Student Senate Staff Assistant to ensure that all documents, decisions, and elections results are submitted to University Archives to be protected and retained for future reference for students.

7.3.7 Recall Procedure

7.3.7.1 Any regularly enrolled student may file a complaint with Student Senate Chief Justice of the Court of Appeals and the Student Senate Chief of Staff against any member(s) of the Elections Commission and faculty members of the Elections Commission.

7.3.7.1.1 Complaints may include: malfeasance of duty, nonfeasance of duty, failure to maintain status under which the member was appointed, acceptance of bribes, and/or inordinate exertion of power outside Elections Commission mandate.

7.3.7.2 The Chief Justice of the Court of Appeals shall inform the other justices and all involved parties of the complaint within forty-eight (48) hours of receipt of the complaint. The Court of Appeals shall schedule a hearing, within thirty-six (36) hours of all parties being notified, to determine the validity of the complaint.

7.3.7.3 The Court of Appeals may take any action they deem necessary, including removing an Elections Commission member from their position.

7.3.7.4 All decisions made by the Student Senate Court of Appeals are subject to appeal, within forty-eight (48) hours, to the University Judicial Board.

7.3.8 In the event that there are discrepancies or omissions in the Elections Code, in consultation with Robert’s Rules of Order, University policies, Student Code of Rights and Responsibilities, and Student Senate Rules and Regulations, the Elections Commission shall be authorized to use their best judgment to uphold the integrity of the elections.

Section 4 General Election
7.4.1 Definition. A General Election shall be held on the Wednesday and Thursday following the second Tuesday in April for the purpose of electing members to the Student Senate.

7.4.1.2 Should the dates of the election fall on a day in which the University Senate Rules and Regulations deem as “excused for mandated religious observances” the Elections Commission has the authority to change the date to within one week codified above. This decision of the date must be made by the Monday of the second week in February.

7.4.2 Coalitions.

7.4.2.1 The Elections Commission shall have the authority to interpret the definition of a coalition.

7.4.2.2 Coalition Formation and Caucusing

7.4.2.2.1 Students may create a Coalition by submitting a Coalition Formation document to the Elections Commission. The Elections Commission shall develop the Coalition Formation document each year. The formation document can be submitted no sooner than eight (8) weeks before the week of the elections.

7.4.2.2.2 Formation Caucus. Subsequent to submitting a Coalition Formation document to the Elections Commission and no sooner than six (6) weeks before the week of the election, the coalition will administer a Formation Caucus, where there will be a convention (according to the most current edition of Roberts Rules of Order) to determine coalition by-laws and/or constitution, coalition name, coalition statements of purpose, and any other administrative tasks that shall define the coalition and its structure. The coalition must designate one individual as the official liaison between the coalition and the Elections Commission to ensure efficient communication between the two organizations.

7.4.2.2.1 At least one member of the Elections Commission must be present to administer the Formation Caucus proceedings. The coalition shall coordinate the scheduling of the formation caucus with the Elections Commission.

7.4.2.2.2 Any student shall be eligible to participate in the Formation Caucus. No student can be denied membership to participate, but once they have signed up, with the Elections Commission member present, to participate, they cannot switch to another existing coalition during
that election year without consulting the Elections Commission through an appeals process.

7.4.2.2.3 Immediately after the caucus, the Elections Commission shall register the coalition name with the Student Involvement and Leadership Center (SILC) to be guardians of the coalition name before Article VII Section 4.2.2.3.4 can be implemented.

7.4.2.2.4 A coalition shall be comprised of no less than three (3) individuals.

7.4.2.3 Presidential and Vice Presidential Caucus. A Presidential/Vice Presidential caucus, that is separate from the Formation Caucus, (if the coalition will be fielding a Presidential/Vice Presidential ticket) shall be required, during which students of the coalition shall elect their President and Vice Presidential candidates. At least one member of the Elections Commission must be present to administer the Presidential/Vice Presidential caucus proceedings. The coalition shall coordinate the scheduling of the Presidential/Vice Presidential caucus with the Elections Commission. Any student that did not participate in a Formation Caucus may participate in any Presidential/Vice Presidential Caucus of their choice. However, they may participate in only one existing coalition’s caucus and cannot vote in more than one caucus’ Presidential and Vice Presidential caucus.

7.4.2.3.1 Individuals shall not be allowed to run as a joint ticket within the caucus environment. Presidential candidates shall be presented and voted upon separately from Vice Presidential candidates.

7.4.2.3.2 Any individual may run for either President or Vice President in the caucus. No requirements shall be instituted to prevent an individual from running as a candidate in the caucus. A candidate may also run for both President and Vice President, but shall not hold both positions simultaneously if elected to both.

7.4.2.3.3 A coalition shall not be required to have a Presidential/Vice Presidential ticket. If a coalition determines not to field a Presidential/Vice Presidential ticket, they must file this decision with the Elections Commission, in writing, before the coalition shall be authorized to being campaigning.
7.4.2.3.4 After selecting a Presidential and Vice-Presidential candidate, those two (2) candidates and a campaign manager, or an equivalent, selected by the President and Vice President, shall take over SILC registration for the coalition from the Elections Commission.

7.4.2.4 Senatorial Caucus. Each coalition must hold a caucus to determine the Senatorial slate for each coalition. This caucus must be held separately in date and time from the Presidential and Vice Presidential caucus. The coalition must have the process for the caucus approved by the Elections Commission at least one (1) calendar week in advance of the caucus. At least one member of the Elections Commission must be present at the caucus. The coalition may utilize either of the two following options:

A) The leadership (President, Vice President, the equivalent of a campaign manager, and any other coalition members that are asked by the President and Vice President of the coalition to help out with the process of compiling a slate) of the coalition may compile a proposed Senatorial slate with which the coalition shall vote to approve the slate in its entirety.

B) The coalition members may individually run for positions on the slate in a caucus format.

7.4.2.5 Once all requisite caucuses have been completed, a coalition must submit a Coalition Charter document to the Elections Commission. This document must be submitted according to Article VII Section 4.5: Filing Requirements and Deadlines.

7.4.2.6 Eligibility to Vote. All students eligible to vote in the General Election shall be allowed to vote in a caucus. Each student shall only be permitted to caucus with one (1) coalition. The Elections Commission member(s) present shall administer the caucus and shall have all students voting to sign a form and to give their University of Kansas Student Identification Number. This shall constitute membership in the coalition and shall prevent any student that voted in a coalition’s caucus to run as a candidate for a different existing coalition or to vote in another existing coalition’s caucus.

7.4.2.7 Time limits for candidate speeches and the specific balloting process to be utilized can be determined by the coalition prior to the caucus. The procedures must be approved by the Elections
Commission at least seventy-two (72) hours before the caucus will be held.

7.4.2.8 Coalition campaigning shall not be permitted without the formation caucus and Presidential/Vice Presidential (if a coalition is fielding a Presidential/Vice Presidential ticket) caucuses being completed.

7.4.2.9 Coalition caucuses must be announced to the Elections Commission 1 week before the proposed caucus.

7.4.2.3 Coalitions must have an elections commission member present at all public coalition meetings. The Elections Commission must be given at least forty-eight (48) hours' notice of a coalition meeting.

7.4.2.3.1 If a coalition contacts the Elections Commission and an Elections Commission member is unavailable to attend the Coalition meeting, the coalition shall not be barred from holding the meeting anyway.

7.4.2.4 The Elections Commission shall have the authority to further regulate coalitions as deemed appropriate and necessary.

7.4.2.5 Failure to follow the coalition regulations in this section and a failure to hold caucuses as outlined in this section shall constitute an egregious offense.

7.4.3 Candidates.

7.4.3.1 Membership of the Student Senate shall be determined by Article II of Student Senate Rules and Regulations.

7.4.3.2 President and Vice President. In the General Election, one presidential ticket, consisting of one (1) President and one (1) Vice President, shall be elected jointly by the Student Body.

7.4.3.3 Student Senators. In the General Election, seventy-five (75) Student Senators shall be elected in the following manner:

7.4.3.3.1 Sixty-three (63) academic Senators shall be elected by students enrolled in the following divisions:
   a. Architecture, Urban Design, and Planning,
   b. Business,
   c. Education,
   d. Engineering,
   e. Graduate,
   f. Journalism and Mass Communications,
g. Law
h. College of Liberal Arts and Sciences
i. Music
j. Pharmacy
k. Social Welfare

7.4.3.3.2 One (1) on-campus residential Senator shall be elected by students living in any residence under the auspices of the Department of Student Housing.

7.4.3.3.3 Five (5) off-campus Senators shall be elected by students not living in any residence under the auspices of the Department of Student Housing.

7.4.3.3.4 Two (2) non-traditional Senators shall be elected by non-traditional students.

7.4.3.3.5 Four (4) international Senators shall be elected by international students. There will be three (3) undergraduate international Senators and one (1) graduate international Senator.

7.4.3.3.6 Senators Not Elected in the General Elections. Additional Student Senators may be appointed according to the provisions of the Student Senate Rules and Regulations. These Senators are not elected in the General Elections.

7.4.3.3.7 Apportionment of Academic Senator Seats. The Elections Commission shall apportion the academic Senator seats to the various divisions on the basis of the official twentieth (20th) day headcount enrollment figures for the Fall semester, with the approval of the Student Senate. The College of Liberal Arts and Sciences shall be counted in its entirety during the apportionment process. The number of seats that are assigned to the College of Liberal Arts and Sciences will then be divided evenly between the two categories of Freshman/Sophomore and Junior/Senior. In the case that an odd number of seats are apportioned to the College of Liberal Arts and Sciences, the category of Junior/Senior College of Liberal Arts and Sciences will receive the odd-seat-out. Each division shall be apportioned at least two (2) seats.

7.4.3.3.7.1 The Elections Commission shall apportion seats according to the percentage of enrollment in each category in relation to the total Lawrence campus enrollment. The Elections Commission has the authority to request that additional seats be added to pool of academic Senator seats if they deem necessary to ensure proper
representation and to prevent a larger constituency from forfeiting seats to smaller constituencies.

7.4.3.3.7.2 The Elections Commission must present their recommendations for apportionment to the Student Senate by the third (3rd) week in February. Approval of the recommendation shall require a two-thirds (2/3) vote of the Full Student Senate body.

7.4.3.3.7.3 The recommendation shall be in bill format as an amendment to Student Senate Rules and Regulations, with the necessary changes to Article II and Article VII reflecting any changes in composition to the academic Senate seats that have been apportioned by the Elections Commission.

7.4.4 Qualifications for Office.

7.4.4.1 Enrollment. All candidates must be enrolled in at least six hours of coursework at the Lawrence Campus of the University of Kansas when they declare candidacy, throughout the period from declaration of candidacy to the election, and intend to remain so enrolled throughout the fall and spring semesters of their term of office.

7.4.4.2 Division Membership. Each candidate must currently be a member of the division that they seek to represent. Membership in a particular division shall be determined by the Elections Commission on the basis of official spring semester enrollment records and a Dean's stamp from the department. Candidates who intentionally enroll in a particular division for the sole purpose of obtaining a Student Senate office may be disqualified or removed from office by the Elections Commission. Acceptance in a division shall not constitute official enrollment.

7.4.5 Filing Requirements and Deadlines

7.4.5.1 Any person meeting the qualifications for office, outlined in Section 4.3, may become a candidate by complying with the following requirements:

7.4.5.1.1 Declaration of Candidacy. Each candidate shall file a declaration of candidacy with the Elections Commission and shall sign a statement affirming that he/she has read, understands, and will abide by the Elections Code.

7.4.5.1.2 Filing Requirements for Senatorial Candidates. Each candidate must submit, along with their declaration of candidacy form, a petition with twenty-five (25) signatures from students that are eligible to vote for said candidate in the General Election.
Students running in the non-traditional, international, and graduate divisions shall be allowed to pay a ten-dollar ($10.00) fee as an alternative option to gathering the signatures. All students running in divisions other than the non-traditional, international, and graduate divisions must gather the signatures and will not be afforded the option of paying a fee as an alternative to gathering signatures.

7.4.5.1.3 Filing Requirements for Presidential and Vice Presidential Candidates. Candidates for President and Vice President shall submit, along with their declaration of candidacy form, a petition with five hundred (500) signatures from students that are eligible to vote in the General Election.

7.4.5.1.4 Signatures are not to be gathered in academic buildings within classrooms. Signatures can be gathered in the hallways of academic buildings. Gathering signatures shall not be considered campaigning, so long as individuals gathering signatures are not promoting themselves as certified candidates that have been approved by the Elections Commission to run in the election.

7.4.5.1.5 Filing Deadline.

7.4.5.1.5.1 Students may begin filing with the Elections Commission no sooner than 8:00am on the Monday that is six (6) calendar weeks prior to the week of the General Election.

7.4.5.1.5.2 The filing deadline for Presidential/Vice Presidential tickets shall be 5:00pm on the Monday that is three (3) calendar weeks prior to the week of the General Election.

7.4.5.1.5.3 The filing deadline for Senatorial candidates running in a coalition shall be 5:00pm on the Monday that is two (2) calendar weeks prior to the week of the General Election.

7.4.5.1.5.4 Each coalition shall file a coalition charter, listing all candidates that will be running with the coalition, by 5:00pm on the Monday that is two (2) calendar weeks prior to the week of the General Election.

7.4.5.1.5.4.1 The charter must have the signature of each candidate, their KU Identification Number, and any other information deemed appropriate by the Elections Commission.
The filing deadline for all independent Senatorial candidates (candidates not running under a coalition name) shall be 5:00pm the Monday of the week before the General Election.

All candidates that filed with a coalition, but failed to meet the filing deadline, shall be automatically considered independent candidates and shall not be required to re-file to meet the deadline in Section 4.5.1.5.5.

The filing deadline for all write-in candidates shall be 5:00pm on the Monday of the week of the General Election.

Students may not begin campaigning until they have filed as a candidate with the Elections Commission. Campaigning before officially filing shall be deemed an egregious violation.

No member of the student body shall be allowed to run for more than one office of the Student Senate in a given General Election.

Candidate Workshops. All candidates are required to participate in a candidate workshop to be held at 7:00pm the day (Tuesday) after the filing deadline for those specific candidates. The workshop will be led by the Elections Commission members. The workshop shall address campaign regulations and any other issues deemed pertinent to the election. The workshop shall also address the function and purpose of the KU Student Senate, as well as any other issues deemed pertinent to serving as a Student Senator. The workshop shall be attended by the Associate Director of the Student Involvement and Leadership Center or their designee.

If a candidate is unable to attend the candidate workshop, they must attend a Student Senate Standing Committee meeting or a Full Senate meeting. Candidates shall obtain the signature of the appropriate body’s secretary as proof of attendance. Candidates shall not be required to stay longer than two (2) hours.

Presidential/Vice Presidential candidates shall not be permitted to utilize the alternative options. These candidates must be present at the candidate workshop,
7.4.6 Eligibility to Vote. To cast votes in a General Election, a student must be enrolled in one hour of coursework at the Lawrence Campus of the University of Kansas. A student may cast votes for President and Vice President, and for any Senate seat designated for each division of which the student is a member. Membership in a particular division shall be determined by the Elections Commission on the basis of official enrollment records, current as of two (2) calendar weeks prior to the opening of the polls.

7.4.7 Ballot and Polling Sites

7.4.7.1 Times of Operation. The election shall run from 6:00am on Wednesday until 4:00pm on Thursday.

7.4.7.1.1 These times may be adjusted by the Elections Commission if the online voting system cannot accommodate this timeframe for technical reasons.

7.4.7.2 Polling Procedures. The Elections Commission shall be responsible for developing polling procedures, and for administering such procedures to ensure that polling is carried out in an orderly and impartial manner.

7.4.7.3 Campaigning at polling sites will not be permitted. No one may stand so that they are able to view a computer's screen while a student is voting on that computer or device, or in any other way determine how an individual votes at a particular polling site. Voters shall be incommunicado while voting, except for the purpose of asking questions regarding voting procedures.

7.4.7.4 Central Polling Locations. Only Elections Commission members and their appointees shall assist in the operation of a Central Polling Location. One location shall be on Wescoe Beach, held both days of the election from 9:00am-4:00pm. Another location shall be at the Ekdahl Dining Commons (Mrs. E's) from 11:00am-7:00pm on the Wednesday of elections and from 11:00am-4:00pm on the Thursday of elections.

7.4.7.4.1 The Election Commission shall have the authority to increase or decrease the amount of time that Central Polling Locations will be open during the election. However, the Elections Commission must ensure that these polling sites be open for at least four (4) hours on each day.

7.4.7.5 Americans With Disabilities Act Compliance. Students who require special accommodations to cast their vote may make a request in writing to the Elections Commission by 5:00pm the Friday before the week of elections.
7.4.7.6 Ballot Forms.

7.4.7.6.1 The Elections Commission shall provide a ballot for each division or office to be filled and for each referendum proposal or initiative question to be voted upon in the General Election.

7.4.7.6.2 Candidates shall be listed on the ballot by seat in random order, and the name of the candidate shall be printed as requested (if it is deemed reasonable by the Elections Commission) upon the declaration of candidacy form. The randomization of candidate order shall occur on each ballot. If the candidate is officially filed as a candidate for a coalition, the coalition name shall appear next to the candidate’s name.

7.4.7.6.3 Appropriate blank spaces shall be provided on the ballots for the names of qualified write-in candidates to be entered.

7.4.7.6.4 An instructions page shall appear on the ballot before students are shown names of candidates to choose among when voting. These instructions, developed by the Elections Commission, shall make clear that voters do not have to vote for only one coalition and that voters may vote for candidates from many coalitions. These instructions should make it clear that candidates without coalition names next to the candidate names are running as independents. The voter shall be made aware that writing-in a name is an option. Lastly, these instructions should make clear that the voter has the option to vote for as many, or as few, candidates as they would like.

7.4.7.7 Inspection of Ballots. All official ballots shall be made available for public inspection by 5:00pm the Friday before the week of the election. Each candidate shall verify the accuracy of the ballots no later than 5:00pm the Monday of the week of the election.

7.4.7.8 Integrity of Data. Only Elections Commission members and authorized technical assistance personnel shall have access to stored electronic data prior to public notification, while the election is ongoing.

7.4.7.9 Tabulation of Ballots

7.4.7.9.1 Vote Required for Election. The vote required for election to any Student Senate office shall be a plurality of the votes cast for that office. Where more than one seat is to be filled within a single division, seats shall be awarded to candidates in descending order, according to the number of votes received.
7.4.7.9.2 Tie Votes. In the case of a tie, the tie shall be resolved through a run-off election, to be held the week following the election, on Wednesday and Thursday of that week. Only candidates with the number of votes making the tie will be eligible to be voted upon in the run-off election.

7.4.7.9.3 Requests for a recount must be made within twenty-four (24) hours of the public release of the election results. Requests must be filed with the Elections Commission.

7.4.7.9.4 Any individual who was eligible to vote in any electoral race may contest the results of that race by filing a written complaint with the Elections Commission no later than twenty-four (24) hours after the public release of the election results. If a race is contested, the Elections Commission shall conduct a hearing to determine whether the results are valid and free from material distortion. The Elections Commission shall not certify any contested electoral race until this determination has been made.

7.4.7.9.5 If a victorious senatorial candidate chooses to decline their office, the open seat shall be given to the senatorial candidate in the particular division that received the most votes while not awarded an office.

7.4.7.10 Certification of Results.

7.4.7.10.1 Procedure. Upon completing the tabulation of all votes cast in the General Election, the Elections Commission shall publish the unofficial results. Before the results may be considered official, the Elections Commission shall certify to the Student Executive Committee that the results are valid and free from any material distortion. The Elections Commission shall wait at least forty-eight (48) hours following the announcement of results before certifying an election.

7.4.7.10.2 Partial Certification. In appropriate circumstances, the Elections Commission may decide to certify some electoral races in a General Election, and not to certify other races.

7.4.7.10.3 Annulment. If the Elections Commission finds that the results of any electoral race have been materially altered by a violation of this Code, it shall declare the results of that race void and call for a new election for the affected office(s). The Elections Commission has the authority to annul the results of the General Election, if deemed necessary.
7.4.8 Elections Schedule. The Elections Commission shall annually prepare a schedule showing all events and deadlines under this Code. This schedule shall be published by the Monday of the second week in February. The schedule shall limit the following campaign activities to the prescribed timeline:

7.4.8.1 Organization Visits shall begin no earlier than five (5) calendar weeks prior to the week of the general election.

7.4.8.2 Distribution of Materials, including but not limited to handbills, tokens, signs, posters, etc., shall begin no earlier than five (5) calendar weeks prior to the week of the general election.

7.4.8.3 Chalking shall be allowed only in the following times:

7.4.8.3.1 Forty-eight (48) hours prior to a scheduled coalition caucus for the express purpose of publicizing the caucus. These caucuses include and are limited to the formation caucus, the Presidential and Vice Presidential Caucus and the Senatorial Caucus. (Outlined in 7.4.2.2) This chalking shall not contain any information other than the coalition name, purpose of the meeting, and the date, time, and location of the meeting.

7.4.8.3.2 No earlier than three (3) calendar weeks prior to the week of the general election.

7.4.8.4 Passive Tabling shall begin no earlier than one (1) calendar week prior to the week of the general election.

7.4.8.5 Active Tabling shall be permissible only on the two (2) days of the General Election (Wednesday and Thursday).

7.4.9 Campaign Regulations

7.4.9.1 General Limitations

7.4.9.1.1 All campaign activities shall conform to the laws of the State of Kansas, the ordinances of the City of Lawrence, and all rules and regulations of the University, including the “Guidelines for University Events and Registered Organizations”. All campus events must be in compliance with the regulations of the University Events Committee (UEC).

7.4.9.1.1.1 Coalitions and/or candidates shall not be permitted to request, through the UEC, to have a banner placed on Wescoe Hall. Only the Elections Commission and Student
Senate shall be permitted to request banners on Wescoe Hall that advertise the elections in general terms, without promoting or discouraging the election of a specific coalition(s) and/or candidate(s).

7.4.9.1.2 Coalitions and/or candidates shall not be permitted to submit a request to the UEC requesting to table on campus, except to table for the week before the elections and the week of the elections. Any tabling outside this two (2) week period is prohibited.

7.4.9.1.2 Campaigning inside university-operated or maintained buildings is prohibited, except for:
   a. Posters meeting the requirements of 4.9.1.3;
   b. Campaigning inside the Kansas Union and the Burge Union, subject to those buildings' respective rules and regulations and with approval of the University Events Committee;
   c. Candidates visiting with student organizations meeting at their regular time and place;
   d. Limited passive tabling during the period when active table campaigning is allowed. This limited passive tabling must meet the following restrictions:
      aa. Only the following buildings are eligible: Art and Design, Marvin Hall, Summerfield Hall, Joseph R. Pearson Hall, Learned Hall, Eaton Hall, Murphy Hall, Stauffer-Flint Hall, Green Hall, and Twente Hall,
      bb. This limited passive tabling shall only be allowed in common areas of the buildings listed in aa,
      cc. All activities are subject to the respective rules and regulations for the building in question, as well as all University and Elections Commission regulations.
      dd. Tables shall not be permitted to be in any classroom, library, help room, designated study room, elevator, or any area where it would substantially obstruct walkways or disrupt classroom environments,
      ee. The locations of tables must be approved in writing by the dean of the professional school occupying the building, or the building's authority. This must be turned into the Elections Commission at least
forty-eight (48) hours before the tabling is expected to begin.

ff. Only one (1) table per coalition or independent candidate is allowed per building.

7.4.9.1.3 Limitations on Distributing Materials and Campaigning

7.4.9.1.3.1 No campaign materials shall be permitted to be distributed within Student Housing properties, which include but shall not be limited to: all residence halls, all scholarship halls, Jayhawker Towers, Stouffer Place, Sunflower Apartments, as well as any student housing dining facilities.

7.4.9.1.3.1.1 The only exception to this regulation shall be flyers that a coalition or candidate submits to Student Housing to have placed on public bulletin boards within Student Housing properties. Each coalition or candidate must submit proof to the Elections Commission that they have approval from Student Housing to have flyers posted in the Student Housing properties by Student Housing employees.

7.4.9.1.3.2 No campaign materials may be distributed or posted on private properties without the written permission of the property-owner. This written permission must be filed with the Elections Commission at least forty-eight (48) hours before the distribution or posting of materials will occur. This includes, but shall not be limited to, all Fraternities, Sororities, and apartment complexes.

7.4.9.1.3.3 All campaign materials shall be removed from the campus proper by 5:00pm the Monday after the conclusion of the election. A candidate shall not be certified for office until the candidate and their coalition have met this requirement. The Elections Commission shall assess any fines and penalties as they deem appropriate to ensure that this requirement is met.

7.4.9.1.3.4 Campaign materials with adhesive backing, such as stickers, shall not be posted to the campus proper.

7.4.9.1.3.5 All campaign material must have the link to the Elections Commission website prominently displayed. The link must
be present, as well as text clearly explaining that the link will take students to the Elections Commission website. The Elections Commission shall have the authority to determine if the link is not prominently displayed.

7.4.9.1.3.6 Coalitions and candidates shall be only permitted to purchase chalk, buttons, flyers, and posters. No other materials or items shall be permitted for distribution to the student body.

7.4.9.1.3.6.1 Coalitions and candidates shall be permitted to purchase shirts for candidates to wear during the election, but these shirts may not be distributed or worn by non-candidates.

7.4.9.1.3.7 Posters. The term “poster” shall mean any campaign material affixed to a wall or other stationary object.

7.4.9.1.3.7.1 Posters shall not exceed twenty-two (22) inches by fourteen (14) inches and shall only be permitted to be placed on University bulletin boards or other areas intended for general use. Posters shall not be placed upon glass enclosed or departmental boards. Posters shall be tacked or stapled to bulletin boards.

7.4.9.1.3.7.2 No candidate or coalition’s poster shall overlay or materially affect the readability of any other opponent’s poster.

7.4.9.1.3.8 Flyers and Buttons. The term “flyer” shall refer to any paper campaign material distributed to any individual. Flyers and buttons must be individually distributed to students. Any material left unattended, whether on University or non-university property, shall constitute a significant violation.

7.4.9.1.3.9 Chalking shall be permitted, with the following regulations:

7.4.9.1.3.9.1 All chalking must be on a horizontal surface exposed to the weather. No chalking shall be permitted on outdoor staircases.

7.4.9.1.3.9.2 Each chalk sign shall be limited to a seven (7) foot by seven (7) foot space. Each coalition or candidate must clearly outline
their chalk with a square lined out around the campaign message, that does not exceed the seven (7) foot by seven (7) foot limit.

7.4.9.1.3.9.3 Each chalking by a coalition and/or independent candidate must be at least twenty-eight (28) feet away from a chalking by the same coalition and/or independent candidate.

7.4.9.1.3.10 Electronic Campaigning

7.4.9.1.3.10.1 Coalitions may create and maintain their own website with any expenses towards it (e.g. domain name cost, etc.) going towards the spending cap according to 4.9.2.1. The Elections Commission should regulate and monitor the coalitions' websites for any rule violations, libel/slander of a coalition’s prospective candidates/members, or anything against the general welfare of the election.

7.4.9.1.3.10.2 Coalitions and candidates must register with the Elections Commission any online social media or other outreach sites, which shall include, but shall not be limited to: Facebook, Twitter, Instagram, Tumblr, and Pinterest.

7.4.9.1.3.10.3 Coalitions and candidates shall not be permitted to utilize emails not expressly obtained by the coalition. Any student that has not given express permission to be emailed by a coalition or candidate cannot be contacted. No academic, Student Senate, or organizational (besides coalition) email lists and collections of emails may be used. Violation of this section shall constitute an egregious violation.

7.4.9.1.3.10.4 Coalitions and candidates shall only be able to email messages once (1) a day to students.
7.4.9.1.3.10.5 Coalitions, candidates, and Student Senators shall not utilize the Student Senate Constituency Outreach Facebook pages/groups monitored by the Student Senate Outreach Director, Student Senate Chief of Staff, and Elections Commissioner for any sort of campaigning, or they shall be subjected to an egregious violation.

7.4.9.1.4 The Elections Commission has the authority to regulate any campaign material and activity not expressly outlined.

7.4.9.2 Expenditures

7.4.9.2.1 Coalitions shall not be allowed to spend more than one-thousand (1,000.00) dollars in a General Election. This includes all expenses incurred by all individual members of the coalition.

7.4.9.2.2 Independent and write-in candidates shall not be allowed to spend more than one-hundred (100.00) dollars in a General Election.

7.4.9.2.3 Any monetary sanctions levied against coalitions and/or candidates by the Elections Commission shall not be included in these spending cap levels. Filing fees shall not be included in these spending cap levels.

7.4.9.2.4 The Elections Commission reserves the right to audit any coalition and any candidate to ensure compliance with spending limitations. Failure to fully comply with an audit shall constitute an egregious offense.

7.4.9.2.5 No coalition and/or candidate shall accept non-monetary donations, which shall include but shall not be limited to: flyers, posters, clothing, banners, and buttons. Any violations of this section shall constitute an egregious offense.

7.4.9.2.6 All coalitions and/or candidates shall submit weekly financial reports to the Elections Commission. These reports will detail all revenue and expenses incurred. These reports are due every Monday at 5:00pm. A final, comprehensive report shall be submitted to the Elections Commission by 5:00pm the Friday of the week of elections. Failure to submit all financial reports or submission of incomplete, inaccurate, and or fraudulent reports shall constitute an egregious offense.
7.4.9.2.7 To ensure that all coalitions and candidates have equal opportunity provided to them at the beginning of each election season, all revenue in excess of the spending limit and penalty amounts, which must be paid due to fines, must be relinquished to the Elections Commission at the conclusion of the General Election. The Elections Commission shall set a deadline under which all funds must be relinquished. Failure to relinquish the excess funds shall constitute an egregious offense. The Elections Commission shall deposit the relinquished funds into the Elections Commission Student Senate financial account, to be used for future expenditures that the Elections Commission incurs in future elections.

7.4.9.3 Social Events

7.4.9.3.1 Any social event that is held to promote a coalition and/or candidate must be approved by the Elections Commission, prior to any advertisement of such an event.

7.4.9.3.2 In order to be approved by the Elections Commission, the coalition and/or candidates must provide the following, which shall not limit the Elections Commission from requiring additional information:
   a) Assurance that that the coalition and/or candidates will not be purchasing alcohol for the event, and
   b) A report of expected expenditures for the event. These expenditures shall be counted as part of the expenditures that count towards the spending cap.

7.4.9.3.3 The Elections Commission shall not approve any social event at which the coalition and/or candidates involved will be providing/purchasing alcohol for attendees. This does not prohibit the Elections Commission from approving a social event that will take place off-campus, at an establishment that provides alcohol.

7.4.10 Sanctions

7.4.10.1 There shall be three (3) levels of sanctions to address violations of elections rules and regulations: Minor, Significant, and Egregious. The Elections Commission shall determine which level a violation falls under, unless a violation is expressly listed with sanctions under a specific level in Article VII Section 4.10, in which case the Elections Commission must follow those mandatory sanctions to be levied for those specific violations.
The Elections Commission shall have the authority to classify violations not expressly outlined in Article VII according to the three (3) categories (Minor, Significant, and Egregious) and shall have the authority to impose any sanctions the Elections Commission deems appropriate.

The Elections Commission has the authority to sanction a coalition and/or candidate for violating University regulations and the Student Senate Elections Code, whether the violation occurred on University or on non-University property and whether the violation occurred before or after the coalition and/or candidate officially filed as a coalition and/or candidate with the Elections Commission. The Elections Code gives the Elections Commission the authority to supervise and sanction the coalitions and candidates in any manner not expressly outlined in Student Senate Rules and Regulations Article VII to ensure that the elections are fair and free from manipulation by coalition(s), candidate(s), and/or any other person(s) that actively involve them with the Student Senate Elections process. If a violation is not clearly outlined with sanctions in Article VII, the Elections Commission shall have the authority to classify any violation of this Elections Code as minor, significant, or egregious as they deem appropriate. All violations of Article VII shall incur penalties.

Minor Violation Sanctions

Minor violations of the Elections Code shall be infractions ruled, by the Elections Commission, to be of minor consequence and committed accidentally or not committed with malicious intent.

Each instance of a violation that is determined by the Elections Commission to be a minor violation shall incur a fine that is no less than fifteen ($15.00) dollars, but no more than one-hundred ($100.00). The Elections Commission shall also have the authority to levy non-monetary sanctions and penalties as they deem appropriate, in addition to the monetary fine that is mandatory.

Repeated violations of an infraction that was ruled to be of minor consequence shall be redefined as egregious and shall be open to sanctions from that level that the Elections Commission deems appropriate.

Failure to complete the mandatory candidate workshop(s), without an excuse being approved by the Elections Commission, shall incur a twenty-five dollar ($25.00) fine.

Significant Violation Sanctions
7.4.10.5.1 Significant violations of the Elections Code shall be infractions ruled by the Elections Commission to be of serious and significant consequence, regardless of whether intentionally or accidentally committed.

7.4.10.5.2 Each instance of a violation that is determined by the Elections Commission to be a significant violation shall incur a fine that is no less than one-hundred dollars ($100.00) but no more than two-hundred fifty dollars ($250.00).

7.4.10.5.3 Coalitions and candidates found to be making libelous and/or slanderous statement(s) regarding another coalition and/or candidate shall be fined at least one-hundred-fifty dollars ($150.00).

7.4.10.5.4 Campaign materials that are not individually distributed by a coalition and/or candidate, as outlined in Article VII Section 4.9.1.3.8, shall be regarded as a significant offense. For each instance of this violation, a coalition and/or candidate shall be fined one-hundred dollars ($100.00). The fine shall be imposed, regardless of whether the infraction was committed on or off campus, whether on public or private property.

7.4.10.5.5 Repeated violations of an infraction that was ruled to be of significant consequence shall be redefined as egregious and shall be open to sanctions from that level that the Elections Commission deems appropriate.

7.4.10.6 Egregious Violation Sanctions

7.4.10.6.1 Egregious violations of the Elections Code shall be infractions ruled by the Elections Commission to be of egregious consequence, without regard to whether the violation was committed intentionally or unintentionally.

7.4.10.6.2 Each instance of a violation that is determined by the Elections Commission to be an egregious violation shall incur a fine that is no less than two-hundred fifty dollars ($250.00) but no more than seven-hundred fifty ($750.00) dollars.

7.4.10.6.3 The Elections Commission shall have the authority to impose harsher penalties for violations that are deemed egregious, in addition to the mandatory penalties outlined below.

7.4.10.6.4 The Elections Commission shall have the authority to reclassify a minor or significant violation as an egregious violation if a coalition
and/or candidate has repeatedly violated the same regulation(s). In these cases, the Elections Commission shall have full authority to determine the appropriate sanctions for the violation(s).

7.4.10.6.5 Any intimidation by a coalition or candidate towards members of Student Senate, the Elections Commission, the student body, individual students, faculty, staff, or administration shall constitute an egregious offense. Any coalition(s) and/or candidate(s) found to be guilty of intimidation shall be disqualified from running in the election and shall be barred from joining Student Senate in any capacity for at least one (1) year.

7.4.10.6.6 Violation of Section 4.9.1.3.10.3 regarding communication by email, shall carry a punishment of three-hundred dollars ($300.00). If a second violation of this regulation occurs, the coalition(s) and/or candidate(s) in question shall be disqualified from the election.

7.4.10.6.7 Failure to follow the Coalition and Caucusing regulations in Section 4.2 in any regard shall constitute an egregious offense. A coalition and/or candidate found in violation of regulations in Section 4.2 shall be disqualified from the election.

7.4.10.6.8 A coalition and/or candidate that fails to comply with an audit ordered by the Elections Commission shall be in violation of Section 4.9.2.4 and shall be disqualified from the elections if found guilty of the violation by the Elections Commission.

7.4.10.6.9 If a coalition or candidate accepts non-monetary donations, the coalition and/or candidates shall be fined at least five-hundred dollars ($500.00) and shall be required to return the donations and shall be required to return or destroy the illegitimately purchased materials.

7.4.10.6.10 Failure to file any election financial report, or submission of an incomplete or fraudulent report shall be an egregious violation of the Elections Code. Coalitions and/or candidates found guilty by the Elections Commission of these violations shall be disqualified from the elections.

7.4.10.6.11 Spending above the mandatory spending caps shall constitute an egregious offense. Any coalition and/or candidate found spending in excess of the spending cap shall be immediately disqualified from the elections. If the violation of the spending cap regulations is not discovered until after the election has completed, the
coalition(s) and candidate(s) in question shall be removed from any seats that were won in the election.

7.4.10.6.12 Any coalition(s) and/or candidate(s) that begin campaigning before doing so is permitted (Elections Code Section 4.5.1.6 and Section 4.8) shall be disqualified from the elections.

Section 5 FRESHMAN ELECTIONS

7.5.1 No current or former Student Senate members (which includes, but is not limited to: Student Senate Executive Staff members, Student Senators, Court of Appeals Justices, Student Senate Standing Committee members, Student Executive Committee members, Elections Commission members, and JayLEADers) shall promote or discourage (including, but not limited to: private and public consultations, financial donations, non-monetary donations, and campaigning) the election of any student running for a Freshman Senator position. Outreach from the Student Senate Outreach Director and Student Senate members to the general freshman student population, encouraging involvement in Student Senate in general, shall not be prohibited, if the outreach is conducted in a non-partisan manner. If a current or former Student Senate member promotes or discourages the election of any candidate, the Student Senate member in question shall be removed from any position held within the Student Senate structure and shall be prevented from participating in any capacity with Student Senate for at least two (2) academic years from the date of the violation.

7.5.2 Candidates.

7.5.2.1 There shall be five (5) Freshman Senator seats that will be voted upon during the Freshman Elections.

7.5.2.2 Qualifications for Office.

7.5.2.2.1 Enrollment. All candidates must be enrolled in at least six (6) hours of coursework at the Lawrence Campus of the University of Kansas when they declare candidacy, throughout the period from declaration of candidacy to the election, and intend to remain so enrolled throughout their term of office.

7.5.2.2.2 Division Membership. Each candidate must be a first year undergraduate student, which has not previously attended a post-secondary institution, other than credit earned while enrolled at a high school. First year undergraduate students with more than forty-five (45) credit hours of high school transfer credit shall not be eligible to run as a candidate or vote in the Freshman Elections. First year undergraduate students with fewer than forty-five (45) credit hours of high school transfer credit shall be eligible to run as a candidate or to vote in the Freshman Elections.
7.5.2.2.2.1 The Elections Commission shall provide a form for any student to certify that they are a first year undergraduate student, even if high school transfer credit has upgraded their classification at the University of Kansas. This form must include a Dean’s stamp from the department in which the student is currently enrolled, certifying that this is the first post-secondary institution that the student has attended and that all transfer credit the student has credited to their transcript was earned during high school.

7.5.3 Eligibility to Vote. To cast votes in a General Election, a student must be enrolled in one (1) hour of coursework at the Lawrence Campus of the University of Kansas. Students that are not classified by the University of Kansas as a freshman because of high school transfer credit shall be eligible to vote in the Freshman Elections if they have less than forty-five (45) credit hours of high school transfer credit and they are attending a post-secondary institution for the first time with their enrollment at the University of Kansas. In order to do so, the student in question must file paperwork with the Elections Commission to certify that they are a first year undergraduate student with less than forty-five (45) credit hours of high school transfer credit. The paperwork, provided by the Elections Commission, must include a Dean’s stamp from the department in which the student is currently enrolled, certifying that this is the first post-secondary institution that the student has attended and that all transfer credit the student has credited to their transcript was earned during high school.

7.5.4 Election Schedule.

7.5.4.1 Freshman Elections shall be held on the Tuesday and Wednesday of the third full week of classes.

7.5.4.2 Candidates shall only be allowed to begin campaigning at 8:00am on the Monday the week of the election and campaigning shall not be permitted after 4:00pm on the Wednesday of the election. No chalking, distribution of materials, group visits, etc. shall be permitted before or after this timeframe.

7.5.4.3 Freshman Senator candidates may begin filing their declaration of candidacy no sooner than two (2) calendar weeks before the week of the Freshman Elections. The declaration of candidacy form must include a petition with twenty-five (25) signatures from students that are eligible to vote for said candidate in the Freshman Election. The filing deadline for all Freshman Senator candidates shall be 5:00pm the Thursday the week before the week of the election. The shall be an Election Rules meeting that shall be conducted by the Elections Commission that evening at 7:00pm that all candidates must attend. At the Election Rules meeting, all candidates must sign a form indicating that they have read and that they understand all campaign regulations.
7.5.5 Ballot and Polling Sites.

7.5.5.1 Times of Operation. The election shall run from 6:00am on Tuesday until 4:00pm Wednesday.

7.5.5.1.1 These times may be adjusted by the Elections Commission if the online voting system cannot accommodate this timeframe for technical reasons.

7.5.5.2 Polling Procedures. The Elections Commission shall be responsible for developing polling procedures and for administering such procedures to ensure that the polling is carried out in an orderly and impartial manner.

7.5.5.3 Campaigning at polling sites will not be permitted. No one may stand so that they are able to view a device's screen while a student is voting on that device, or in any other way determine how an individual votes at a particular polling site. Votes shall be incommunicado while voting.

7.5.5.4 Candidates shall not be permitted to provide devices to students for the purposes of voting.

7.5.5.5 Americans With Disabilities Act Compliance. Students who require special accommodations to cast their vote may make a request in writing to the Elections Commission by 5:00pm the Friday before the week of the election.

7.5.5.6 Ballot Forms.

7.5.5.6.1 Candidates shall be listed on the ballot in random order with only their name listed (e.g. no coalition names accompanying the candidate name, etc). The randomization of candidate order shall occur on each ballot.

7.5.5.6.2 An instructions page shall appear on the ballot before students are shown names of candidates to choose among when voting. These instructions, developed by the Elections Commission, shall make clear that voters may vote for as many as five (5) candidates or as few as zero (0) candidates for the Freshman Senator seats.

7.5.5.7 Inspection of Ballots. All official ballots shall be made available for public inspection by 5:00pm the Friday before the week of the election. Each candidate shall verify the accuracy of the ballots no later than 3:00pm the Monday of the week of the election.

7.5.5.8 Integrity of Data. Only Elections Commission members and authorized technical assistance personnel shall have access to stored electronic data prior to public notification, while the election is ongoing.
Tabulation of Ballots.

7.5.5.9.1 Vote Required for Election. The vote required for election to any Student Senate office shall be a plurality of the votes cast for that office. Where more than one seat is to be filled within a single division, seats shall be awarded to candidates in descending order, according to the number of votes received.

7.5.5.9.2 Tie Votes. In the case of a tie, the tie shall be resolved through a run-off election, to be held the week following the election, on Tuesday and Wednesday of that week. Only candidates with the number of votes making the tie will be eligible to be voted upon in the run-off election.

7.5.5.9.3 Requests for a recount must be made within twenty-four (24) hours of the public release of the election results. Requests must be filed with the Elections Commission.

7.5.5.9.4 Any student may contest the results of the election by filing a written complaint with the Elections Commission no later than twenty-four (24) hours after the public release of the election results. If a race is contested, the Elections Commission shall conduct a hearing to determine whether the results are valid and free from material distortion. The Elections Commission shall not certify any contested electoral race until this determination has been made.

Certification of Results.

7.5.5.10.1 Procedure. Upon completing the tabulation of all votes cast in the General Election, the Elections Commission shall publish the unofficial results. Before the results may be considered official, the Elections Commission shall certify to the Student Executive Committee that the results are valid and free from any material distortion. The Elections Commission shall wait at least forty-eight (48) hours following the announcement of results before certifying an election.

7.5.5.10.2 Annulment. If the Elections Commission finds that the results of any electoral race have been materially altered by a violation of this Code, it shall declare the results of that race void and call for a new election for the affected office(s). The Elections Commission has the authority to annul the results of the General Election, if deemed necessary.
7.5.6 Election Regulations.

7.5.6.1 All campaign activities shall conform to the laws of the State of Kansas, the ordinances of the City of Lawrence, and all rules and regulations of the University, including the “Guidelines for University Events and Registered Organizations”. All campus activities must be in compliance with the regulations of the University Events Committee (UEC).

7.5.6.2 No freshmen students will be permitted to run as a coalition in the freshman elections. Candidates for Freshman Senator seats shall only be allowed to run as individuals and will not be permitted to run together in any manner. Candidates that do not campaign as individuals shall be disqualified from the election. Campaign materials cannot promote or discourage the election of more than one (1) candidate.

7.5.6.3 To ensure a fair and impartial environment for the Freshman Elections, the Elections Commission, comprised of the members that served on the Commission the General Election in the spring immediately preceding the Fall semester in which Freshman Elections occur, shall oversee the Freshman Elections every Fall.

7.5.6.3.1 In the event that vacancies emerge between the end of the Spring General Election and the Fall Freshman Election on the Elections Commission, the Student Executive Committee shall appoint students to fill the vacancy, in accordance with regulations in Article VII governing membership on the Elections Commission. The Student Executive Committee must have at least two-thirds (2/3) of the committee voting in favor of the appointment of a student to fill the vacancy. The students approved to fill the vacancies shall be forwarded to the Student Senate Court of Appeals for review. Unless two (2) or more justices on the Court of Appeals object to the suggested appointment(s) by the Student Executive Committee within a period of five (5) calendar days, the appointment(s) shall be official.

7.5.6.4 General Limitations.

7.5.6.4.1 All candidates running in the Freshman Election shall be regulated by Article VII in its entirety, including regulations in Article VII Section 4 governing the Spring General Elections, with the following regulations that shall apply specifically and only to the Freshman Elections:

7.5.6.4.1.1 All candidates running in the Freshman Elections shall not be permitted to have campaign expenditures that exceed twenty dollars ($20.00). All purchases must be made through the Elections Commission. Freshman Senator Candidates shall only be
permitted to purchase flyers and posters. The Elections Commission shall provide a minimum campaign materials threshold consisting of fifty (50) flyers and ten (10) posters. This threshold shall not count towards the twenty dollar ($20.00) spending cap and shall be funded by the Elections Commission. The individual candidate shall determine what information and graphics are on the flyers and posters.

7.5.6.4.1.2 Freshman Election candidates shall not be permitted to operate a website. They may only advertise their candidacy digitally through email, Facebook, and Twitter.

7.5.6.4.1.3 All campaign materials must include the sponsoring candidate’s name.

7.5.6.4.1.4 Every candidate is allowed only one (1) poster, not exceeding eleven (11) inches by fourteen (14) inches per bulletin board.

7.5.6.4.1.5 All materials must be removed by the Friday after the election by 5:00pm. Failure to do so shall constitute a significant offense.

7.5.6.4.1.6 Violations to the code during Freshman Elections shall follow the minor, significant, and egregious level structure that exists for the general election. However, monetary fines for minor violations committed by Freshman Senator Candidates shall not exceed twenty-five (25) dollars, for significant violations shall not exceed seventy-five (75) dollars, and for egregious violations shall not exceed one hundred-fifty (150) dollars.

Section 6 Appeals

7.6.1 Any decision made by the Elections Commission may be appealed. All appeals must be made with the Student Senate Court of Appeals within forty-eight (48) hours of a decision made by the Elections Commission.

7.6.2 The decision of the Student Senate Court of Appeals may be appealed to the University Judicial Board. The appeal must be made within forty-eight hours of the official release of the Student Senate Court of Appeals’ decision.

ARTICLE VIII. BUDGET CODE

Section 1. ESTABLISHMENT AND DEFINITIONS

8.1.1 AUTHORITY: By the authority vested in the Student Senate by Article III, Section 5 of the University Senate Code, we hereby proclaim that all enactment of the Student Senate which has the effect of allocating funds from student fees under the control of the Student Senate shall
hereafter be referred to collectively as the Budget of the University of Kansas Student Senate and shall be governed by the procedures and/or process within the following rules and regulations.

8.1.2 PURPOSE: In order to compile all the various legislative acts concerning student campus fees into one complete document, and to centralize control and administration, and to make information concerning these fees readily accessible, and to ensure budgetary planning for the future, we hereby establish this Budget Code.

8.1.3 EFFECTIVE DATE: This Budget Code shall be interpreted in its entirety after the date of its final approval by the Student Senate and enactment by signature of the Student Body President. The Budget Code was modified on 04/04/2012.

8.1.4 PRE-EMPTOR OF OTHER RULES AND REGULATIONS: Nothing in this Budget Code shall be interpreted as repealing any other act of the Student Senate; however, this Budget Code shall pre-empt any act with which it is in direct conflict.

8.1.5 REPEAL OF BUDGET CODE: Repeal of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.6 AMENDMENT OF BUDGET CODE: Amendment of any section of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.7 SUSPENSION OF BUDGET CODE: Suspension of any section of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.8 DEFINITIONS: As used in this Budget Code or in the Budget of the University of Kansas Student Senate, the following terms shall have the designated meanings.

8.1.8.1 Instructional Day: any day Monday through Friday during which classes are held in regular session at the University.

8.1.8.2 Multicultural Purpose: an intent to explore or increase understanding of issues related to race, ethnicity, geographical origin, gender, sexual orientation, physical ability, religion, economic class and age

8.1.8.3 Non-profit organization: an organization with registered IRS 501(c) (3) status

8.1.8.4 Service Fee: A fee charged by a non-university affiliated corporation, organization, or group or any individual for any rental or service provided.

8.1.8.5 Student Senate Logo: the official logo of the Student Senate as approved by the Student Executive Committee.

8.1.8.6 Travel Expense: that cost that is incurred from or in any way related to travel including conference registration fees.
8.2.1 Contents: This Budget Code approves and authorizes the following listed student campus fees:

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<thead>
<tr>
<th>A. Student Senate Activity Fee</th>
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8.2.2 STUDENT SENATE ACTIVITY FEE

8.2.2.1 Purpose. In an effort to provide a more diverse and enriching experience to our students on campus: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Senate Activity Fee.

8.2.2.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Senate Activity Fee that is applicable as follows:
8.2.2.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a nineteen dollar and fifty cent ($19.50) Student Senate Activity Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Student Senate Activity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay an nine dollar and seventy-five cent ($9.75) Student Senate Activity Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Senate Activity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.2.3 Trustee. In order to fulfill the purpose of the Student Senate Activity Fee: We, the University of Kansas Student Senate, hereby appoint the Student Senate as trustee of the Student Senate Activity Fee.

8.2.3 STUDENT UNION FEE

8.2.3.1 Purpose. In an effort to continue the operation of the University of Kansas Memorial Corporation in their service to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Union Fee.

8.2.3.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Union Fee. The Fee shall be applied as follows:

8.2.3.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a forty-one dollar ($41.00) Student Union Building Fee and a thirteen dollar and eighty cent ($13.80). Every student enrolled in six (6) or fewer credit hours per semester shall pay a Student Union Building Fee and Student Union Renovation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.3.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a twenty dollar and fifty cent ($20.50) Student Union Building Fee and a six dollar and ninety cent ($6.90) Student Union Renovation Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Union Building Fee and Student Union Renovation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.3.3 Trustee. In order to fulfill the purpose of the Student Union Fee: we, the University of Kansas Student Senate, hereby appoint the University of Kansas Memorial Corporation Board as trustee of the Student Union Fee.
8.2.3.4 Stipulations:

8.2.3.4.1 No funds from the Student Union Renovation Fee shall be allocated to renovate or expand space for the use of University Administration. For the purpose of this fee, Administration Office Space refers to University Administration offices not directly connected with the operation and programming of the Union or Student Organizations’ office space.

8.2.3.4.2 Plans for additional facilities or renovations funded by the Student Union Renovation Fee shall be brought before the Student Senate for review and comments before the re-designation of the fee occurs.

8.2.3.4.3 Students shall make up more than 50% of voting members of any committees and boards pertaining to the operation and governance of the Kansas and Burge Unions, including, but not limited to Memorial Corporation Board and its committees.

8.2.3.4.4 The thirteen dollar and eighty cent ($13.80) Student Union Renovation Fee shall sunset after FY2020.

8.2.4 STUDENT HEALTH FEE

8.2.4.1 Purpose. Whereas continuation of services provided by a Student Health Center is necessary for the health, safety, and welfare of the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the office of the Comptroller to collect and administer a Student Health Fee.

8.2.4.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Health Fee that is applicable as follows:

8.2.4.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a one hundred and eighteen dollar and forty-four cent ($118.44) Operations Fee, a three dollar and fifty cent ($3.50) Facilities, Maintenance, and Equipment Fee, and an eighteen dollar and forty cent ($18.40) Counseling and Psychological Services Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay an Operations Fee and a Facilities, Maintenance, Equipment Fee, Counseling and Psychological Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.4.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a fifty nine dollar and twenty-two cent ($59.22) Operations Fee, one dollar and seventy-five cent ($1.75) Facilities, Maintenance, and Equipment Fee, and a nine dollar and twenty cent ($9.20) Counseling and Psychological Services Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay an Operations Fee and a Facilities, Maintenance,
and Equipment Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.4.3 Trustee. In order to fulfill the purpose of the Student Health Fee: We, the University of Kansas Student Senate, appoint the Student Health Advisory Board as trustee of the Student Health Fee.

8.2.4.4 Stipulations:

8.2.4.4.1 Counseling and Psychological Services shall ensure the provision of afterhours mental health services via a 24-hour phone line.

8.2.4.4.2 The Student Health Advisory Board shall ensure the provision of free and confidential HIV testing.

8.2.5 CHILD CARE FACILITY CONSTRUCTION FEE.

8.2.5.1 Purpose. In order to provide an affordable child care option for University of Kansas Students: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Child Care Facility Construction Fee.

8.2.5.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Child Care Facility Construction Fee. The fee shall be applied as follows:

8.2.5.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a four dollar ($4.00) Child Care Facility Construction Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Child Care Facility Construction Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.5.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a two dollar ($2.00) Child Care Facility Construction Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Child Care Facility Construction Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.5.3 Trustee. In order to fulfill the purpose of the Child Care Facility Construction Fee: We, the University of Kansas Student Senate, hereby appoint the Student Senate, in consultation with the University Director of Administration, as trustee of the Child Care Facility Construction Fee.
8.2.5.4 Stipulations. The Child Care Facility Construction Fee shall cease to exist at the end of FY2014 or immediately if any one of the following stipulations is not met by the Hilltop Board of Directors and the University of Kansas:

8.2.5.4.1 The enrollment of University of Kansas students’ children must not decrease to less than 143 Full-Time Equivalency (FTE) so long as there are students’ children on the Hilltop waiting list.

8.2.5.4.2 The University of Kansas pays equal to the difference of the bond coverage.

8.2.5.4.3 The University of Kansas shall continue to actively seek private donations for this project in order to reduce or eliminate the need of this student fee.

8.2.5.4.4 The University of Kansas shall not fund any proposed remodeling projects slated for the Wesley Building with money from the Child Care Facility Construction Fee.

8.2.6 WOMEN’S AND NON-REVENUE INTERCOLLEGIATE SPORTS FEE.

8.2.6.1 Purpose. Whereas continuation of funding for a balanced, well-rounded inter-collegiate program for both male and female students is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Women’s and Non-Revenue Intercollegiate Sports Fee.

8.2.6.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Women’s and Non-Revenue Intercollegiate Sports Fee that is applicable as follows:

8.2.6.2.1 FALL AND SPRING SEMESTER FEE. Before the Fall of 2011, every student enrolled in more than six (6) credit hours per semester shall pay a seven dollar ($7.00) Women’s and Non-Revenue intercollegiate Sports Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Women’s and non-Revenue Intercollegiate Sports Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.6.2.2 SUMMER SEMESTER FEE. Every student enrolled five (5) or more semester credit hours shall pay a three dollar and fifty cent ($3.50) Women’s and non-Revenue Intercollegiate Sports Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Women’s and Non-Revenue Intercollegiate Sports Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.6.3 Trustee. In order to fulfill the purpose of the Women’s and Non-Revenue Intercollegiate Sports Fee: We, the University of Kansas Student Senate, hereby appoint the Women’s And Non-Revenue Intercollegiate Sports Advisory Board as trustees of the Women’s and Non-Revenue Intercollegiate Sports Fee.
8.2.7 STUDENT RECREATION FEE

8.2.7.1 Purpose. Whereas continuation of funding for improvement and development of recreational facilities and grounds, for sports clubs, and for recreational opportunity among members of the Student Body is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Recreation Fee.

8.2.7.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Recreation Fee that is applicable as follows:

8.2.7.2.1 FALL AND SPRING SEMESTER FEE. Every student enrolled in more than six (6) credit hours per semester shall pay a ninety and fifty cent ($90.50) Student Recreation Fee. Every student enrolled six (6) or fewer credit hours per semester shall pay a Student Recreation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.7.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay a forty five dollar and twenty five cent ($45.25) Student Recreation Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Recreation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.7.3 Trustee. In order to fulfill the purpose of the Student Recreation Fee: We, the University of Kansas Student Senate, hereby appoint the Recreation Advisory Board as trustee of the Student Recreation Fee.

8.2.8 KJHK FEE

8.2.8.1 Purpose. Whereas continuation of funding for KJHK, limited of influence from student government, is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Media KJHK Fee.

8.2.8.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a KJHK Fee that is applicable as follows:

8.2.8.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a three dollar and fifty cent ($3.50) KJHK Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a KJHK Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.8.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay a one dollar and seventy-five cent KJHK Fee. ($1.75) Every student enrolled in fewer than five (5) semester credit hours shall pay a
KJHK Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.8.3 Trustee. In order to fulfill the purpose of the KJHK Fee: We, the University of Kansas Student Senate, hereby appoint the KJHK Advisory Board as trustee of the KJHK Fee.

8.2.9 CAMPUS SAFETY FEE

8.2.9.1 Purpose: Whereas a safe university environment is a priority to the student body of the University of Kansas: We, the University of Kansas Student Senate, hereby approve and authorize the office of the Comptroller to collect and administer a Campus Safety Fee.

8.2.9.2 Provisions: Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Campus Safety Fee as directed.

8.2.9.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay zero ($0) Campus Safety Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Campus Safety Fee for each hour in which they are enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.9.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a zero ($0) Campus Safety Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Campus Safety Fee for each hour in which he or she is enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.9.3 Trustee: In order to fulfill the purpose of the Campus Safety Fee: We, the University of Kansas Student Senate, hereby appoint the Campus Safety Advisory Board as trustee of the Campus Safety Fee.

8.2.9.4 Stipulation: Funds generated by the Campus Safety Fee shall not be allocated to groups listed in Appendix F.2.

8.2.10 EDUCATIONAL OPPORTUNITY FEE

8.2.10.1 Purpose. Whereas student contribution in funding educational opportunities at the University is desirable: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer an Education Opportunity Fee.

8.2.10.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay an Education Opportunity Fee that is applicable as follows:

8.2.10.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a five dollar and seventy-five cent ($5.75) Educational Opportunity Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay an Educational Opportunity Fee for each hour in
which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

### 8.2.10.2.2 SUMMER SEMESTER FEE
Every student enrolled in five (5) or more semester credit hours shall pay a two dollar and eighty-five cent ($2.85) Education Opportunity Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay an Educational Opportunity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

### 8.2.10.3 Trustee
In order to fulfill the purpose of the Educational Opportunity Fee: We, the University of Kansas Student Senate, hereby appoint the Educational Opportunity Fund Committee as trustee of the Educational Opportunity Fee.

### 8.2.11 CAMPUS TRANSPORTATION FEE

#### 8.2.11.1 Purpose
Whereas continuation of funding for campus transportation is important to the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Campus Transportation Fee.

#### 8.2.11.2 Provisions
Every student enrolled in any semester or summer session at the Lawrence Campus of the University of Kansas shall pay a Campus Transportation Fee that is applicable as follows:

1. **FALL AND SPRING SEMESTER:** Every student enrolled in more than six (6) credit hours per semester shall pay a fifty one dollar and ten cent ($51.10) Operations Fee, twenty two dollar and forty cent ($22.40) Bus Procurement Fee, and a sixteen dollar and thirty cent (16.30) SafeRide/SafeBus Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Campus Transportation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

2. **SUMMER SEMESTER:** Every student enrolled in more than five (5) semester hours shall pay a twenty five dollar and fifty five cent ($25.55) Operations Fee, an eleven dollar and twenty cent ($11.20) Bus Procurement Fee, and an eight dollar and fifteen cent ($8.15) SafeRide/SafeBus Fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Campus Transportation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

#### 8.2.11.3 Trustee
In order to fulfill the purpose of the Campus Transportation Fee: We, the University of Kansas Student Senate, hereby appoint the Transit Commission as trustee of the Campus Transportation Fee.

### 8.2.12 CAMPUS ENVIRONMENTAL IMPROVEMENT FEE

#### 8.2.12.1 Purpose
Whereas the implementation of environmentally sound practices and improvements on campus are important to the Student Body: We, the University of Kansas Student Senate
hereby approve and authorize the Office of the Comptroller to collect and administer a Campus Environmental Improvement Fee.

8.2.12.2 Provisions. Every student enrolled in any semester at the Lawrence campus of the University of Kansas shall pay a Campus Environmental Improvement Fee that is applicable as follows:

8.2.12.2.1 FALL AND SPRING SEMESTER: Every student enrolled in more than six (6) credit hours per semester shall pay a four dollar and thirty cent ($4.30) Recycling Fee and a one dollar and fifty cent ($1.50) Renewable Energy and Sustainability Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Campus Environmental Improvement Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.12.2.2 SUMMER SEMESTER: Every student enrolled in more than five (5) semester hours shall pay a two dollar and fifteen cent ($2.15) Recycling Fee and a seventy-five cent ($0.75) Renewable Energy and Sustainability Fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Campus Environmental Improvement Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.12.3 Trustee. In order to fulfill the purpose of the Campus Environmental Improvement Fee: We, the University of Kansas Student Senate, hereby appoint the Student Environmental Advisory Board as trustee of the Campus Environmental Improvement Fee.

8.2.12.4 Stipulations: The Recycling fee shall be bound by the following stipulations:

8.2.12.4.1 Funds shall only be spent by KU Recycling.

8.2.12.5 Stipulations: The Renewable Energy and Sustainability Fee shall be bound by the following restrictions:

8.2.12.5.1 Funds shall not be spent by any entity without the express consent of the Student Environmental Advisory Board.

8.2.12.5.2 Funds shall only be used for capital improvements that:

A. Reduce campus dependency on non-renewable energy resources.

B. Reduce campus pollution and/or waste.

C. Improve campus conservation.

8.2.12.5.3 The Student Environmental Advisory Board shall seek matching funds from the University Administration for all capital improvement projects.

8.2.12.5.4 Funds shall not be used for any operating costs associated with capital improvements by the Board.
8.2.13 LEGAL SERVICES FOR STUDENTS FEE.

8.2.13.1 Purpose. In order to provide affordable legal services to students: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Legal Services Fee.

8.2.13.2 Provision. Every student enrolled in any semester or summer session at the Lawrence Campus of the University of Kansas shall pay a Legal Services for Students Fee that is applicable as follows.

8.2.13.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a fourteen dollar and fifty cent ($14.50) Legal Services Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Legal Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.13.2.2 SUMMER SEMESTER FEE: Every student enrolled in more than five (5) semester hours shall pay a seven dollar and twenty-five cent ($7.25) Legal Services fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Legal Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.13.3 Trustee. In order to fulfill the purpose of the Legal Services for Students Fee: We, the University of Kansas Student Senate, hereby appoint the Student Legal Services Advisory Board as trustee of the Legal Services Fee.

8.2.14 NEWSPAPER READERSHIP FEE

8.2.14.1 Purpose. Whereas access to campus, local, regional, and national newspapers is important to the enhancement of students' academic experiences and civic responsibility: We, the University of Kansas Student Senate hereby approve and authorize the Office of the Comptroller to collect and administer a Newspaper Readership Fee.

8.2.14.2 Provision. Every student enrolled in any semester at the Lawrence Campus of the University of Kansas shall pay a Newspaper Readership Fee that is applicable as follows.

8.2.14.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a four dollar and seventy-five cent ($4.75) Newspaper Readership Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Newspaper Readership Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.14.2.2 SUMMER SEMESTER FEE: Every student enrolled in more than five (5) semester hours shall pay two dollars and thirty-eight cent ($2.38) Newspaper Readership fee. Every student enrolled in five (5) or fewer credit hours per semester shall
pay a Newspaper Readership Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.14.3 Trustee. In order to fulfill the purpose of the Newspaper Readership Fee: We the University of Kansas Student Senate hereby appoint the University of Kansas Student Senate as trustee of the Newspaper Readership Fee.

8.2.15 MULTICULTURAL RESOURCE CENTER FEE

8.2.15.1 Purpose. Whereas student contributions are necessary and desirable in funding the construction, maintenance, operations and services of a new multicultural resource center, which will help to foster and enhance diversity and multicultural awareness on campus and is of great benefit to the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Multicultural Resource Center Fee.

8.2.15.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Multicultural Resource Center Fee. The fee shall be applied as follows:

8.2.15.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay a two dollar and eighty-five cent ($2.85) Multicultural Resource Center Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Multicultural Resource Center Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.15.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a one dollar and forty-three cents ($1.43) Multicultural Resource Center Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Multicultural Resource Center Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.15.3 Trustee. In order to fulfill the purpose of the Multicultural Resource Center Construction Fee: We, the University of Kansas Student Senate, hereby appoint the director of Multicultural Affairs, in consultation with the University of Kansas Student Senate Multicultural Affairs Committee and the Chief Business and Financial Officer as trustees of the Multicultural Resource Center Construction Fee.

8.2.15.4 Stipulations:

8.2.15.4.1 Any surplus funds collected from the Multicultural Resource fund will be allocated to the long term Multicultural Maintenance fund.

8.2.15.4.2 As defined by the Office of Multicultural Affairs, “multiculturalism defines one’s culture as including and combining race, ethnicity, geographical origin, gender,
sexual orientation, physical ability, religion, economic class and age.” The Multicultural Education Fund shall be allocated by the Multicultural Education Fund Board to student groups primarily for the purposes of funding programs that embody the exploration of sex, race, color, national origin, ancestry, sexual orientation, or disability and following the guidelines set by Appendix N of Student Senate Rules and Regulations.

8.2.15.4.3 The University of Kansas Multicultural Affairs Committee will biannually review the allocations of the Multicultural Education Fund and shall annually review the use of the entire fee.

8.2.15.4.4 No more than sixty percent (60%) of the Multicultural Education Fund may be used for the funding of travel.

8.2.16 STUDENT UNION ACTIVITIES FEE

8.2.16.1 Purpose. Whereas continuation of funding for student programming is important for the social, intellectual, and cultural growth of the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Union Activities Fee.

8.2.16.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Union Activities Fee that is applicable as follows:

8.2.16.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a five dollar ($5.00) Student Union Activities Fee. Every student enrolled in six (6) or fewer credit hours a semester shall pay a Student Union Activities Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.16.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a two dollar and fifty cent ($2.50) Student Union Activities Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Union Activities Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.16.3 Trustee. In order to fulfill the purpose of the Student Union Activity Fee: We, the University of Kansas Student Senate, hereby appoint the University of Kansas Memorial Corporation Board as trustee of the Student Union Activities Fee.

8.2.16.4 Stipulations:

8.2.16.7.1 Students shall make up more than 50% of voting members of any committees and boards pertaining to operations of Student Union Activities.

8.2.17 SUPPORTIVE SERVICES FEE
8.2.17.1 Purpose: In order to ensure the provision of necessary health and safety support services not provided by University entities, We, the University of Kansas Student Senate, hereby approve and authorize the office of the Comptroller to collect and administer a Supportive Services Fee.

8.2.17.2 Provisions: Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Supportive Services Fee as directed.

8.2.17.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay a one dollar and ninety-five cent ($1.95) Supportive Services Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Supportive Services Fee for each hour in which they are enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.17.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a one dollar ($1.00) Supportive Services Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Supportive Services Fee for each hour in which he or she is enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.16.3 Trustee: In order to fulfill the purpose of the Supportive Services Fee: We, the University of Kansas Student Senate, hereby appoint the Student Safety Advisory Board as trustee of the Supportive Services Fee.

8.2.16.4 Stipulation: Funds generated by the Support Services Fee shall only be allocated to groups listed in Appendix F.2.

Section 3 REGULATIONS FOR ALL FEES

8.3.1 Purpose and Responsibility. Funds allocated by the Student Senate shall be used for the purpose of supporting student activities and services. The Student Senate shall be responsible for upholding the following regulations in the assessment of fees and/or the allocation of funds and/or the apportionment of funds for all corporations, organizations, or groups.

8.3.2 Mandatory Rule and Regulation Compliance. Any corporation, organization, or group for which funds from student fees are allocated and/or apportioned must comply with all rules and regulations in this Budget Code.

8.3.3 Investigation of Violations and Enforcement of Rules and Regulations. If any corporation, organization, or group fails to comply with the rules and regulations of this Budget Code, the corporation, organization, or group shall be subject to sanctions through the Court of Appeals [4.3].

8.3.4 Non Affiliation. The assessment of fees, allocation of funds, or the apportionment of funds for any corporation, organization, group, or activity does not in any way imply that the Student Senate agrees with the ideas or actions of the particular corporation, organization, group, or activity, unless otherwise specified by the Student Senate.
8.3.5 Open Books and Records Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group unless all books and records of any such corporation, organization, or group are open for inspection by the Student Senate Treasurer and/or his or her designee at any time during normal business hours. Additionally upon request by the Student Senate Treasurer, within 60 days after the close of each fiscal year each corporation, organization, or group for which funds from student fees have been allocated or apportioned must submit an annual report detailing all of the past year’s income and expenditures.

8.3.6 Open Meetings Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group which does not abide by the open meeting policy of the State of Kansas, Kansas Statue Act 75-4317-4320. Any program or activity funded with student fees shall be announced and open to the general public.

8.3.7 Authorization by the Treasurer. Authorization by the Treasurer shall not be required for disbursement of fees assessed through the power of Section 8.2 of this Budget Code. This provision shall not be construed to restrict the Treasurer from requiring proper and sufficient financial reports from any corporation, organization, or group.

8.3.8 Required Student Membership on Financially Governing Bodies. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group in which students do not constitute an equal or greater percentage of the voting seats on the financially governing body of that corporation, organization or group than the percentage of the allocation or apportioned amount by Student Senate to the corporation’s, organization’s, or group’s total budget.

8.3.9 Funds shall not be used for partisan activities. Funds shall not be used for any activities that:

8.3.9.1 Directly affect the electoral goals of a particular person or group relative to another; or

8.3.9.2 are in any way related to Student Senate Elections; or

8.3.9.3 are in any way related to any Student Senate Referendum or Student Initiative

8.3.10 Funds Cannot Be Used for Commercial Promotions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of advertising or promoting any brand name product or any profit-seeking group.

8.3.11 Funds will not be allocated to corporations, organizations, or groups that violate the university’s nondiscrimination policies.

Section 4 ACTIVITY FEE PROCESS

8.4.1 Revenue Available for Apportionment. The revenue available for apportionment shall be determined on the basis of the number of full time students using a formula developed by the Student Senate Treasurer and the Office of the Vice Provost for Student Success.

8.4.2 Legislation requesting allocation of funds must receive final approval from the Student Senate before any authorization is given by the Student Senate Treasurer to the group, organization, or corporation to spend the funds.
8.4.3 Block Allocation Process

8.4.3.1 One-Year Basis. Block allocations shall be made on a one-year basis to groups granted Block Allocation Status as listed in Appendix F.1.

8.4.3.2 Block Allocations shall be exempt from Student Senate Rules and Regulations Article VIII Section 5: Activity Fee Regulations.

8.4.3.3 Authorization by the Treasurer. Authorization by the Treasurer shall not be required for disbursement of block allocations. This provision shall not be construed to restrict the Treasurer from requiring proper and sufficient financial reports from any corporation, organization, or group.

8.4.3.4 Block Allocation Status Hearings.

8.4.3.4.1 The Finance Committee must conduct Block Allocation hearings to add or remove a group from Block Allocation Status as denoted in Appendix F.1.

8.4.3.4.2 Minimum Criteria. The minimum criteria for Block Allocation Status are:

8.4.3.4.2.1 The corporation, organization, or group seeking an allocation must provide a broad tangible benefit to the University Community; and

8.4.3.4.2.2 The corporation, organization, or group seeking an allocation must demonstrate continuing viability as a functioning corporation, organization, or group; and

8.4.3.4.2.3 The corporation, organization, or group seeking an allocation must have a paid staff member trained and approved by the Division of Student Success in the university accounting system; and

8.4.3.4.2.4 The corporation, organization, or group seeking an allocation must have been established and continuously funded by the Student Senate for at least three (3) years prior to application for Block Allocation Status or have yearly audits for the past three fiscal years; and

8.4.3.4.2.5 Upon completion of the Block Allocation Status Hearings and two-thirds (2/3) approval of the Finance Committee, a bill shall be submitted to Full Senate in order to amend Appendix F.1 to reflect the recommended changes.

8.4.3.5 Block Allocation Hearings.

8.4.3.5.1 Occurrence. Applications for Block Allocations shall be made publically available by the Student Senate Treasurer by December 1st of each year. Hearings shall be held and completed by the Finance Committee prior to March 15th of each fiscal year.
8.4.3.5.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group with Block Allocation Status as listed in Appendix F.1 and consider each request.

8.4.3.5.3 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.3.5.4 Submission by the Finance Committee. The Finance Committee upon a two-thirds (2/3) vote of the members present and voting shall immediately upon the conclusion of Block Allocation Hearings submit a Block Allocation Bill to the Student Senate authorizing the allocations that were approved during Block Allocation Hearings or as amended by the Finance Committee.

8.4.3.5.5 Approval by Student Senate. The Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall either approve the Block Allocation Bill without amendment or shall send the Block Allocation Bill, with recommendations, back to the Finance Committee for amendment and resubmission to the Student Senate. Final approval must occur prior to April 1st of each fiscal year.

8.4.3.5.6 At the last scheduled Student Senate meeting prior to April 1st, should the Block Allocation Bill not have been approved by the Student Senate, Student Senate shall have the authority to amend the Block Allocation Bill upon a two-thirds (2/3) vote of the members present and voting.

8.4.4 Line Item Allocations

8.4.4.1 One-Year Basis. Line Item Allocations shall be made on a one year basis to groups with line item status.

8.4.4.2 Accounts Administered by the Student Senate Treasurer. The Student Senate Treasurer shall administer all funds allocated by Line Item. All vouchers must contain the signature of the Student Senate Treasurer, which stipulates that all items presented for payment on that voucher are bona fide requests which have been allocated to an account. Voucher forms submitted to the Treasurer’s office after June 1st or a date specified by the Student Senate Treasurer will not be processed in order to allow time for compliance with fiscal year end accounting procedures.

8.4.4.3 Line Item Status Minimum criteria. The minimum criteria for Line Item Allocation Status shall include the following:

8.4.4.3.1 If the corporation, organization, or group is requesting more than general funding, a standard allocation, funds for the Student Involvement and Leadership Center’s student interest survey, and/or funds for a banner, the corporation, organization, or group must have received funding from the Student Senate in the previous fiscal year.
8.4.4.3.2 All corporations, organizations, and groups must be registered student organizations with the Student Involvement and Leadership Center

8.4.4 Line Item Allocation Hearings.

8.4.4.1 Occurrence. Applications for Line-Item Allocations shall be made publically available by the Student Senate Treasurer by December 1st of each year. Hearings shall be held and completed by the Finance Committee prior to March 15th of each fiscal year.

8.4.4.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group that has Line Item Allocation Status and consider each request.

8.4.4.3 Amendments to Requests. The Finance committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.4.4 Submission by the Finance Committee. The Finance Committee, upon a two-thirds (2/3) vote of the members present and voting, shall immediately upon the conclusion of Line Item Allocation Hearings submit a Line Item Allocation Bill to the Student Senate authorizing line item allocations that were approved during Line Item Allocation Hearings or as amended by the Finance Committee.

8.4.4.5 Approval by Student Senate. The Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall either approve the Line Item Bill without amendment or shall send the Line Item Bill with recommendations back to the Finance Committee for amendment and resubmission to the Student Senate. Final approval must occur before April 1st of each fiscal year.

8.4.4.6 At the last scheduled meeting prior to April 1st, should the Line-Item Allocation Bill not have been approved by the Student Senate, Student Senate shall have the authority to amend the Line-Item Allocation Bill upon a two-thirds (2/3) majority vote of those present and voting.

8.4.5 Unallocated Allocations

8.4.5.1 One-Year Basis. Allocations from the Unallocated Account shall be made on a one-year basis.

8.4.5.2 Minimum Status: The corporation, organization, or group seeking funding must be a registered student organization with Student Involvement and Leadership Center.

8.4.5.3 Allocation Requests. All corporations, organizations, and groups which request an allocation from the Student Senate Unallocated Account shall submit an Allocation request on or before the legislative deadline for the meeting at which the request will be considered.
8.4.5.4 No bill from a previously approved purchase order will be paid and no request will be made for a check for any service fee or honoraria until ten (10) instructional days after final passage of the legislation.

8.4.5.5 Accounts Administered by the Student Senate Treasurer. The Student Senate Treasurer shall administer all funds allocated from the Unallocated Account. In order to be valid, all vouchers must contain the signature of the Student Senate Treasurer which stipulates that all items presented for payment on that voucher are bona fide requests which have been allocated to an account. Voucher forms submitted to the Student Senate Treasurer’s office after June 1st or a date specified by the Student Senate Treasurer will not be processed in order to allow time for compliance with fiscal year end accounting procedures.

8.4.5.6 Allocation Requests. All corporations, organizations, and groups which request an allocation from the Student Senate Unallocated Account shall submit an Allocation request on or before the legislative deadline for the meeting at which the request will be considered.

8.4.5.7 Occurrence. A request for allocation from Student Senate Unallocated Account may be heard at any regularly scheduled meeting of the Finance Committee.

8.4.5.8 Purpose. The Finance Committee shall hear the request of each corporation, organization or group and consider each request.

8.4.5.9 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organization’s, or group’s request by a simple majority vote of all members present and voting.

8.4.5.10 Referral to Student Senate. The Finance Committee, upon a majority vote of the members present and voting, shall send bills allocating less than $1,000.00 to Student Senate for final approval. Bills allocating $1,000.00 or more shall require two-thirds (2/3) vote of the Finance Committee members present and voting.

8.4.5.11 Approval by Student Senate. Student Senate, upon a majority vote of the members present and voting, shall grant final approval to a bill allocating less than $1,000.00. Bills allocating $1,000.00 or more shall require a two-thirds (2/3) vote of the Student Senate members present and voting.

8.4.6 Reserve Allocations

8.4.6.1 At the end of each fiscal year remaining funds, including excess revenue above the estimated revenue, from all allocations made by the Student Senate and those remaining in the Unallocated Account will be transferred into the Reserve Account and the Unallocated Account for the next fiscal year in the following proportions:

A. If the Reserve Account balance is below $100,000.00, 75% of the remaining funds will be transferred to the Reserve Account and remaining 25% will be transferred to the Unallocated Account for the next fiscal year.
B. If the Reserve Account balance is between $100,000.00 and $200,000.00, 50% of the remaining funds will be transferred to the Reserve Account and the remaining 50% will be transferred to the Unallocated Account for the next fiscal year.

C. If the Reserve Account balance is between $200,000.00 and $500,000.00, 25% of the remaining funds will be transferred to the Reserve Account and the remaining 75% will be transferred to the Unallocated Account for the next fiscal year.

D. If the Reserve Account balance is greater than $500,000.00, 100% of the remaining funds will be transferred to the Unallocated Account for the next fiscal year.

8.4.6.2 The balance of the Reserve Account shall not fall below $50,000.00 unless funds are needed to maintain vital functions of the Student Senate.

8.4.6.3 The Student Senate Treasurer shall administer all funds allocated from the Reserve Account.

8.4.6.4 Allocations from the Reserve Account will be made following the same process as allocations from the Unallocated Account. All requests for allocations from the Reserve Account must receive a two-thirds (2/3) favorable vote in the Student Senate for passage.

8.4.6.5 Reserve Allocation Hearings.

8.4.6.5.1 Occurrence. A request for allocation from the Student Senate Reserve Account may be heard at any regularly scheduled meeting of the Finance Committee.

8.4.6.5.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group, which is a registered student organization with the Division of Student Success’s Student Involvement and Leadership Center office, and consider such request within the context of the apportionment to the Student Senate Reserve Account.

8.4.6.5.3 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.6.5.4 Referral to Student Senate. The Finance Committee, upon a two-thirds (2/3) majority vote of those present and voting, shall send the bill to Student Senate for final approval.

8.4.6.5.5 Approval by Student Senate. Student Senate, upon a two-thirds (2/3) majority vote of those present and voting, shall grant final approval to an allocation request.

8.4.6.6 The following criteria will be used to allocate Reserve Account funds:

8.4.6.6.1 Allocations will not be made in amounts less than $1,000.00,
Allocations will not be made for normal operations or special events of student organizations, including augmentation of the Unallocated Account if and when it becomes depleted.

Allocations will be used for projects that benefit a substantial number of students or that leave a lasting mark on the university community.

8.4.7 Amendment to the Budget

8.4.7.1 Occurrence. A request for a substantive change to an allocation or apportionment previously approved by Student Senate shall be heard in bill form at a regularly scheduled meeting of the Finance Committee.

8.4.7.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group and consider such request within the context of the Budget of the University of Kansas Student Senate.

8.4.7.3 Amendments to a Request for Substantive Change. The Finance Committee may amend any portion of a corporation's, organizations, or group's request by a simple majority vote of all those present and voting.

8.4.7.4 Referral to Student Senate. The Finance Committee, upon two-thirds (2/3) vote of the members present and voting, shall send the request for amendment to Student Senate for final approval.

8.4.7.5 Approval by Student Senate. Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall grant final approval to a request for a substantive change to an allocation previously approved by Student Senate.

8.4.8 Line Item Change

8.4.8.1 Required applications. Applications for all line Item changes more than $200.00 in amount must be made by each corporation, organization, or group requesting such a change, and shall include the following:

8.4.8.1.1 The name of the organization or group seeking the transfer; and
8.4.8.1.2 The specific nature of the transfer requested and the existing line Item(s); and
8.4.8.1.3 A written statement from the corporation, organization, or group explaining the reasons for the necessity of the transfer; and
8.4.8.1.4 Any other information which the Student Senate Treasurer deems necessary.

8.4.8.2 Requests for line item changes less than or equal to $200.00 may be reviewed and decided upon by the Student Senate Treasurer.

8.4.8.2.1 The corporation, organization, or group may appeal the decision of the Student Senate Treasurer to the Student Executive Committee.
8.4.8.2.2 Occurrence. A request for a line Item change to an allocation previously approved by Student Senate shall be heard at a regularly scheduled meeting of the Student Executive Committee.

8.4.8.2.3 Purpose. The Student Executive Committee shall hear the request of each corporation, organization, or group and consider such request within the context of the Budget of the University of Kansas Student Senate.

8.4.8.2.4 Approval by the Student Executive Committee. The Student Executive Committee, upon a three-fourths (3/4) vote of the members present and voting, shall grant final approval to a request for a Line Item change to an allocation previously approved by Student Senate.

8.4.9 Expenses from Prior Fiscal Year

8.4.9.1 The Student Senate Treasurer shall hold the power to complete a special budget transfer in order to pay a bill from the prior fiscal year.

8.4.9.2 Requirements for transfer are as follows:

8.4.9.2.1 Must have evidence of approval dated in the prior fiscal year.

8.4.9.2.2 50% of the total transfer shall be from the Student Senate Unallocated Account and 50% of the total shall be from the Student Senate Reserve Account.

8.4.9.2.3 Any total transfer over $1,000 requires a (2/3) vote of the Student Senate Executive Committee members present and voting.

8.4.9.2.4 Student Senate Rules and Regulations 8.4.6.6 does not apply when executing this action.

Section 5 ACTIVITY FEE REGULATIONS

8.5.1 Any corporation, organization or group meeting the minimum requirements of these regulations shall be eligible to receive one hundred dollars ($100.00) in General Funding to be used for general office supplies, duplicating, printing, postage, and non-Kansan advertising. This rule shall not prevent, in special circumstances, the allocation of more than one hundred dollars ($100.00) to corporations, organizations, or groups who have a need for more General Funding.

8.5.2 Instead of General Funding, graduate and professional student organizations, corporations or groups who meet the minimum requirements of these regulations shall be eligible to receive a one hundred dollar ($100.00) Standard Allocation to be used for general office supplies, duplicating, printing, postage, non-Kansan advertising, books and presentation materials. This rule shall not prevent, in special circumstances, the allocation of more than one hundred dollars ($100.00) to corporations, organizations, or groups who have a need for a larger Standard Allocation.

8.5.3 Disbursement of Funds for Special Events or Projects.
8.5.3.1 Each request for special event funding must be accompanied by the event’s starting and ending dates.

8.5.3.2 If funds allocated for a special event are not spent by ten (10) days after the event’s ending date, the funds shall revert to the Student Senate Unallocated Account at the discretion of the Student Senate Treasurer.

8.5.3.3 With the written or electronic consent of an organization’s president, the Treasurer shall return any outstanding allocations of an organization’s account to the Student Senate Unallocated Account once all payments have been finalized from their account.

8.5.3.4 If excess funds allocated for a discrete purchase for an organization project are left over after the finalization of the purchase, the Treasurer shall revert all excess money to the Student Senate Unallocated Account.

8.5.3.5 Funds from the Student Senate Activity fee may fund a special event or project up to one thousand dollars ($1,000.00). Beyond this level a group may receive up to fifty percent (50%) of the remaining expenditures for the special event or project.

8.5.3.6 Required Information. For any allocation the group, organization, or corporation must provide a total budget for the special event or project that includes all anticipated expenses and income. The Finance Chair shall be responsible for contacting the legislation’s author prior to the Finance Committee Meeting to notify them of this requirement.

8.5.4 Contractual Services

8.5.4.1 Service Fees [8.1.8.4]. Any corporation, organization or group that requests funding for a service fee must provide a contractual services form with the name and signature of the person or entity who will provide the service. This contractual services form must also include the dollar amount and date that service will be provided. This form must be turned in to the Finance Chair before the bill is presented to the Committee. The Finance Chair shall be responsible for contacting the legislative author prior to the Finance Committee Meeting to notify them of this requirement.

8.5.4.2 If the group does not have a contractual services form completed at the Finance Committee meeting, they may present written correspondence with the person to provide the service that indicates the date, amount, and an agreement to provide the service subject to those terms. This correspondence must be directly from the person providing the services or that person’s authorized representative. If the normal contractual services form is not complete by the time of the regular Student Senate meeting, however, the service fee request shall be stricken from the legislation.

8.5.4.3 Consideration by the Finance Committee. No funds shall be allocated or apportioned to any corporation, organization, or group for a Service Fee [8.1.8.3] unless either the Finance committee approves the service fee request or Full Senate approves an amendment adding the service fee request to a bill by a two-thirds (2/3) vote.
8.5.5 Any corporation, organization, or group seeking funding, excluding general funding, must provide documentation of other fundraising efforts. Fundraising efforts shall include but not be limited to collection of donations, application for funding from the Multicultural Education Fund, academic departments, Coke Programming, and/or participation in activities to raise money for the group.

8.5.6 Required to Be Open to All KU Students. No funds shall be allocated to any corporation, organization, or group that is not open de facto to all University of Kansas students.

8.5.6.1 No funds shall be allocated to any corporation, organization, or group that precludes membership and/or ability to become an officer on the basis of membership dues and/or fees. This shall not restrict funds from being allocated to any corporation, organization, or group that organizes an event for which a fee is required, as long as no funds from Student Senate are used to promote and/or facilitate said event.

8.5.7 Academic Standards Cannot Be Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group which requires individuals to meet academic standards as a prerequisite for participation.

8.5.8 Officers of Organizations Must Be Students. Funds shall only be allocated or apportioned to corporation, organization, or groups in which all officers are KU students.

8.5.9 No Reimbursement Allowed. No funds shall be allocated from student fees for reimbursement to any corporation, organization, or group. Additionally no approvals will be made by Student Senate Treasurer or Assistant Treasurer for the purposes of reimbursement.

8.5.10 Funds Cannot Be Used for Travel. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for travel expenses [8.1.8.5].

8.5.11 No Academic Credit for Participation. No funds shall be allocated or apportioned to any corporation, organization, group or activity whose primary purpose is for members to give or receive academic credit.

8.5.12 Funds Cannot Be Used for Academic Projects. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for academic projects with the intent to publish in an academic journal or present at an academic conference.

8.5.13 Funds cannot be used for specific religious activities or materials. This includes, but is not limited to, religious texts, worship or devotional services, conversion efforts and salaries for religious officials. Funds can be allocated to organizations whose primary function is religious for traditionally secular activities that may have a religious perspective.

8.5.14 Funds Cannot Be Used for Social Functions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for any activity that does not have a primarily educational or multicultural purpose [8.1.8.2].

8.5.15 Funds Cannot Be Used for Duplication of Services. No funds shall be allocated or apportioned for projects, services, or materials which are by practical effect duplicated functions of other student fees.
8.5.16 No funds from student fees shall be allocated or apportioned to any corporation, organization or group to directly raise funds for another corporation, organization, or group.

8.5.17 Funds may be allocated from student fees to a student organization to indirectly raise funds for another non-profit organization [8.1.8.3].

8.5.17.1 No student organization may be allocated more for an indirect fundraising event than ten percent (10%) of the previous three (3) year fundraising average.

8.5.17.2 The fundraising average shall be determined by total yearly donations from the student organization made to the third-party non-profit organization which the event fundraises for.

8.5.17.3 If the event has not occurred in one or more of the last three (3) years, the income from that year in which the event does not occur will be assumed to be zero (0).

8.5.17.4 Allocations for indirect fundraising will comply with Article 8, Sections 4 and 5 of Student Senate Rules and Regulations.

8.5.18 Funds Cannot Be Used to Maintain Affiliations. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group.

8.5.19 This shall not restrict Student Senate from allocating funds toward affiliation dues if deemed vital to the primary purpose of that student group.

8.5.20 Funds Cannot Be Used for Recruiting Individuals to or from the University. No funds from student fees shall be allocated or apportioned for the purpose of recruiting students for post-graduation employment.

8.5.20.1 No funds from student fees shall be allocated or apportioned for the purpose of recruiting individuals to the University. No funds from student fees shall be allocated or apportioned to any costs, organization or group that has the primary purpose of recruiting student for post-graduation employment.

8.5.20.2 No funds from student fees shall be allocated or apportioned to any corporation, organization, or group that has the primary purpose of recruiting individuals to or from the University.

8.5.20.3 This shall not prevent funds from being allocated for the purpose of recruiting students to participate in activities that occur while the students are enrolled at the University.

8.5.20.4 Funds Cannot Be Used to Grant Scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of granting scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization or group that has the primary purpose of granting scholarships.

8.5.20.5 Notice of All Publicity Required. No funds shall be allocated to any corporation, organization, or group for any publication, advertisement, poster, flyer, promotion, etc. unless, upon request, a copy is made available to the Student Senate Treasurer prior to disbursement of funds for
publication or broadcast. For non-English publications an English translation may also be requested.

8.5.20.6 Use of Student Senate Logo Required. All advertisements and promotions for any corporation, organization, group, or activity funded in part or in full by student fees must display the Student Senate logo [8.1.8.4], unless display of the logo would be impossible, in which case such advertisements and promotions must credit the words “Funding contributed by the University of Kansas Student Senate.” The terms ‘advertising’ and ‘promotions’ as used in this subsection shall include, but not be limited to: newspaper advertisements, radio advertisements, flyers, posters, etc.

8.5.20.7 Verification of Compliance. No funds from student fees shall be allocated to any corporation, organization, or group which charges admission to any event said corporation, organization, or group is sponsoring unless, upon request by the Student Senate Treasurer, two (2) complimentary admission passes are granted for the event to the Student Senate for the purpose of verifying compliance with these rules and regulations.

8.5.20.8 Telephone and Internet Services: Funds shall not be used for telephone or internet expenses unless the services are provided through the University in a space in the Student Involvement and Leadership Center.

8.5.20.9 Walkable Items: Funds shall not be used to purchases items over the amount of fifty dollars ($50.00) with the potential to be transported to another location for personal use.

8.5.20.10 University Daily Kansan Advertising: Funds shall not be allocated to any corporation, organization, or group for University Daily Kansan (UDK) advertising. Student Senate, for the purpose of the Student Senate Advertising Program, shall be exempt from this rule.

8.5.20.11 Funds Cannot Be Used for Food: No funds from student fees shall be allocated or apportioned to any corporation, organization or group for food, refreshments, beverages, etc.

8.5.20.12 Awards and Give Aways: Funds shall not be used to purchase items with the intent to distribute them that do not have a primarily educational purpose. This shall include awards, prizes, trophies, certificates, presents, etc.

8.5.20.13 Decorations: Funds shall not be used to purchase decorations that do not have a primarily multicultural purpose [8.1.8.2].

ARTICLE IX. REFERENDUM AND INITIATIVE

Section 1. STUDENT BODY PREROGATIVE

9.1.1 All enactments, bills, petitions, and resolutions may be subject to the vote of the student body.

Section 2. GOVERNANCE

9.1.2 The Elections Commission shall have the responsibility to administer any referendum or initiative.
Section 3. DEFINITIONS

9.3.1 Referendum: the principle or practice of submitting to popular vote a measure passed upon or proposed by a legislative body or by popular initiative.

9.3.2 Initiative: a procedure enabling a specified number of voters, by petition, to propose legislation and secure its submission to the electorate or to a legislative body for approval.

9.3.3 Special election: an election ordered by a two-thirds (2/3) vote of Student Senate so that pressing legislation may be put to a direct vote of the student body not during the regularly scheduled Student Senate elections.

Section 4. PETITION FOR INITIATIVE

9.4.1 An initiative petition must contain the signature and student ID number of each student signing the petition.

9.4.2 No initiative may be sought by petition to deny or revoke Student Senate funding for any officially recognized student organization or group of student organizations through proposed legislation.

9.4.3 The petition must contain the exact wording of the legislation in question, as it is to appear on the ballot.

9.4.3.1 Before collecting signatures, students are encouraged to visit the Student Senate office for assistance in properly drafting the proposed legislation.

9.4.4 The petition must contain the signatures of at least six percent (6%) of the total number of students at the Lawrence campus according to the 20th day headcount of the fall semester in that academic year.

9.4.4.1 The Elections Commission Chair shall announce the exact number of signatures needed within forty-eight (48) hours of requests.

9.4.4.2 The Elections Commission Chair shall determine said number in consultation with the Student Senate Chief of Staff and the University Registrar.

Section 5. PROCEDURES FOR STUDENT INITIATIVE

9.5.1 The petition shall be directly turned in to the Student Senate Executive Secretary who shall immediately transmit a copy of the petition to the Elections Commission.

9.5.2 The Student Senate Executive Secretary shall properly codify the proposed legislation and inform the Student Senate of said action within seven (7) days of receipt of the petition.
9.5.3 The Elections Commission shall determine the validity of the students’ signatures on the petition and inform the Student Senate of said determination within fourteen (14) days of the receipt of the petition.

9.5.4 If the petition is determined to contain the required number of valid signatures, the proposed legislation shall be immediately referred to the appropriate standing committee, in accordance with Article III, Section 4.3.

9.5.5 The standing committees, Student Senate, and the Student Body President may approve the legislation, without amendments, in accordance with Article III, Section 4.7. This action is understood to take the place of a student referendum and is not subject to revision at any time, in any action, during the next six months.

9.5.6 The Student Senate may vote to directly send the proposed legislation to a referendum in either a Student Senate or a special election in accordance with Article IX, Section 6.

9.5.7 If the legislation fails, is not approved during the first or second legislative cycle within which it was introduced, or a Student Senate election is scheduled to be held within six (6) weeks, the legislation shall be automatically placed upon a referendum ballot during said Student Senate election in accordance with Article VIII, Section 7.

9.5.8 If the initiative is introduced within six (6) weeks of a Student Senate election:
A. The petition shall be directly turned in to the Elections Commissioner who shall immediately transmit a copy of the petition to Student Senate.
B. The procedures outlined in 9.5.2 and 9.5.3 shall be followed.
C. All procedural questions shall be addressed solely by the Elections Commission and must be considered before the elections can be certified.
D. The filing deadline for initiative petitions to be considered for the current Student Senate election shall be the Wednesday three (3) weeks prior to the first day of the election.

Section 6. PROCEDURES FOR STUDENT SENATE GENERATED REFERENDUM

9.6.1 The Student Senate may, by a two-thirds (2/3) vote, place any piece of legislation, including student-generated initiatives, upon a referendum ballot.

9.6.2 If a Student Senate election is not scheduled within six (6) weeks, the Student Senate may, by a two-thirds (2/3) vote, order the Elections Commission to hold a special election within six (6) weeks to vote on the referendum ballot.

9.6.3 If Student Senate does not order a special election or a Student Senate election is scheduled within six (6) weeks, but prior to the scheduled day of ballot printing, the legislation shall be placed upon a referendum ballot in the Student Senate election in accordance with Article VIII, Section 7.1.

Section 7. PROCEDURES FOR REFERENDUM

9.7.1 The normal procedure followed during a regular student senate election shall be in effect during a referendum.
9.7.2 Ten percent (10%) of the eligible student body must vote in the referendum election for the results to have any effect.

9.7.3 The Elections Commission shall tabulate the results.

9.7.4 If the proposed legislation receives over 50% of the vote, it shall be treated as a regular enactment of the Student Senate, but shall not be subject to the veto of the Student Body President or to revision by the Student Senate at any time, in any action, during the next 12 months.

9.7.5 If the proposed legislation receives less than fifty-percent (50%) of vote it shall be treated as a regular defeated motion.

9.7.6 If the proposed legislation receives less than ten-percent (10%) of the eligible student body votes, it shall be treated as a tabled motion only to be returned to referendum in the next regularly scheduled Student Senate election.

**Article X. Archival of Records and Documents**

10.1 All records and documents shall be preserved as historical record for future reference.

10.2 The Student Senate Chief of Staff shall be responsible for the proper archival of Student Senate records and documents at the conclusion of each Student Senate term at the end of April/beginning of May.

10.3 All records and documents of the University of Kansas Student Senate shall be archived, by the Chief of Staff, in the University of Kansas Archives at the Spencer Research Museum.

10.4 The records and documents that shall be archived by the Student Senate Chief of Staff shall include, but shall not be limited to, the following:

10.4.1 All agendas, minutes, attendance, and reports from any meetings, whether regularly scheduled or specially scheduled, of the standing committees of the Student Senate, the Multicultural Education Fund (MEF), the Student Executive Committee, and the Full Student Senate.

10.4.2 All reports filed by the boards and committees of the Student Senate.

10.4.3 All official legislation and the corresponding legislative action reports.

10.4.4 The voting records from all Full Student Senate meetings.

10.4.5 All contracts and agreements any member of the Student Senate has signed on the authority of their Student Senate position(s).

10.4.6 A final, year-end report from each Executive Staff member of the Student Senate.

10.4.7 In coordination with the Student Senate Elections Commission, all documents, decisions, election results, collected campaign materials, and the year-end report of the Student Senate Elections Commission and elections process (Article VII Section 3.6.4).
10.4.8 All Student Senate outreach materials (Example: brochures).

10.4.9 A complete roster of Student Senate members from the year, which shall include all appointments to Senate and University boards and committees.

10.4.10 All official Student Senate press releases.

10.4.11 The official Student Senate photograph.


10.4.13 All applications and documentation from the Fee Review, Block Allocation, and Line-Item hearings.

10.4.14 Documentation regarding the revision(s) or proposed revision(s) of the Student Code of Rights and Responsibilities.

10.4.15 All briefs filed with and decisions handed down by the Student Senate Court of Appeals.

10.4.16 Any reports compiled by Student Senate taskforces.

10.4.17 All records regarding office hour responsibility fulfillment.

10.4.18 All forms and applications.

10.5 Digital Archives

10.5.1 After an officer vacates their Executive Staff position at the conclusion of their term, their files on the Student Senate shared folder drive shall be locked and made to be read-only for all following students that fill the position. The Student Senate Staff Assistant shall be the only staff member with the ability to download documents from the folders of previous Executive Staff members.

10.5.2 Emails from official Student Senate email accounts shall not be retained.

10.5.3 A digital record of all legislation from the term must be preserved on the Student Senate shared folder drive.

10.5.4 All forms and applications shall be retained in digital, revisable format on the Student Senate shared folder drive.
APPENDIX A

A.1 This appendix explains the system of appendices used in Student Senate Rules and Regulations, their purpose, their enforcement, and the process of updating them.

A.2 The appendices of Student Senate Rules and Regulations include:

A. An explanation of the appendices,
B. A listing of the positions that Student Representatives are appointed to on the Boards of Student Senate, and University Committees and Boards,
C. Contracts under the scope of the Student Senate,
D. The latest information relating to the Committee Orientation Program,
E. Code of Student Rights and Responsibilities,
F. Block Allocation Status,
G. Exemptions from Student Senate Rules and Regulations,
H. University of Kansas Senate Code Articles I, III, VII, XVI, XIX, Kansas Open Meetings Act,
I. General Funding Guidelines,
J. Gender Identity and Expression Definition,
K. Standing Committee Charges,
L. Student Senate Office Policy Manual,
M. 2012-2013 Outreach Policy,
N. Multicultural Education Fund Board,
O. Student Senator Office Hour Responsibilities Plan, and
P. Student Senate Court of Appeals Rules and Procedures

A.3 Purpose. The purpose of these appendices as provided for in the Senate CODE is to provide a better understanding to various sections of Student Senate Rules and Regulations.

A.4 Enforcement. These appendices do not have the force of rules. Student Senate Rules and Regulations are the authority concerning such matters. The Appendices include important information and accepted procedures on how to carry out various sections of Student Senate Rules and Regulations. However, the exact procedure may vary as long as it is within the Rules.

A.5 Updating. The Summer Student Executive Committee is responsible for updating the appendices for inclusion in the next copy of Student Senate Rules and Regulations. Amendment of the appendices will be handled as any other Bill amending Student Senate Rules and Regulations or as specified within the different included documents.
APPENDIX B

B.1 This appendix lists the boards and committees that have Student Senate representation.

B.2 Committees (in addition to four standing committees) and boards within the Student Senate.
   1. Status of Minorities Subcommittee
   2. Campus Fee Review Subcommittee
   3. Student Safety Advisory Board
   4. Center for Community Outreach Advisory Board
   5. Elections Commission
   6. KJHK Advisory Board
   7. Legal Services for Students Advisory Board
   8. Newspaper Readership Program Advisory Board
   9. Recreation Advisory Board
  10. Student Environmental Advisory Board
  11. Student Health Advisory Board
  12. Student Legislative Awareness Board
  13. Educational Opportunity Fund
  14. Women's & Non-Revenue Sports Intercollegiate Athletics Advisory Board
  15. Student Retention Advisory Board
  16. Student Executive Committee (StudEx)
  17. The Student Survey Board
  18. Multicultural Education Fund Board

B.3 Committees and Boards within University Senate.
   1. Academic Computing/Telecommunications Committee
   2. Academic Procedures and Policies Committee
   3. Calendar Committee
   4. International Affairs Committee
   5. University Judicial Board
   6. Libraries Committee and Library Appeals Committee
   7. Organization and Administration Committee
   8. Planning and Resources Committee
   9. Senate Executive Committee (SenEx)
  10. Transit Commission
  11. University Senate
  12. Parking Commission
  13. University Events Committee

B.4 Committee within Student Involvement and Leadership Center
   1. Office & Cubicle Space Committee
   2. Optional Campus Fees

B.5 Committees and Boards within the University of Kansas
   1. Chancellor's Advisory Committee on Intercollegiate Athletics
   2. Chancellor's Awards Committee
   3. Center for Teaching Excellence Advisory Board
   4. Coke Committee
   5. Emily Taylor Center for Women and Gender Equity Advisory Board
   6. Friends of the Lied Center and Lied Series Board
   7. Memorial Corporation Board (Unions)
   8. Tuition Advisory Board
   9. University Daily Kansan Board
  10. University Core Curriculum Committee (UCCC)
  11. KU Retail Dining Concepts Advisory Committee
12. Title IX Roundtable Committee
13. Student Housing Advisory Board
14. University of Kansas Athletic Corporation Board
Registered Student Organization
Audio/Visual Equipment Usage Contract

The following is a contractual agreement between the University of Kansas Memorial Corporation dba the KU Memorial Unions (Unions) and the Student Senate at the University of Kansas for fiscal years 2014 and 2015.

The Student Senate of the University of Kansas will provide funds in the amount of $20,386 annually for fiscal years 2014 and 2015 year. In return for such funding, the Unions agree to waive charges to all registered student organizations at the University of Kansas for the use of the Union’s audio/visual equipment within KU Memorial Unions facilities. This contract for service does not apply to the rental of laptops or lighting equipment. This contract for service does not waive the Union audio/visual technician hourly service charge associated with more complex set up requirements.

The Student Senate at the University of Kansas will provide the total amount of funding for each year before the end of the first quarter (September 30th) of each fiscal year.

This contract is in effect from July 1, 2013 and will expire on June 30, 2015.

The two parties agree to this contract

Student Senate Treasurer [Signature] Date 12/5/12

KU Memorial Unions Representative [Signature] Date 12/5/12
LETTER OF AGREEMENT BETWEEN KU CENTER FOR COMMUNITY OUTREACH AND UNION PROGRAMS

This agreement is made between Student Senate, the KU Center for Community Outreach, and the KU Memorial Corporation (d.b.a. as Union Programs), effective July 1, 2013 and ending June 30, 2018.

This agreement is developed in response to the Center for Community Outreach (CCO) initiated request to the Union Programs Office for provision of advisory support to the organization. The CCO Advisory Board voted on 4/9/2012 to approve the request for a professional staff advisor from the Union Programs Office. A one year trial agreement was subsequently approved by StudEx on 6/14/2012, and the official one year agreement was signed on 7/2/2012 with the understanding that this partnership could be extended if both entities were satisfied with advising progress and organizational advancement. It has since been documented that the Executive Staff of CCO find this arrangement beneficial to the long-term goals of CCO, and wish to enter into a five year agreement with Union Programs to continue this partnership. This agreement outlines the advisory relationship between CCO and Union Programs for an extended five year term with bi-quarterly evaluation of progress and outcomes.

Student Senate/KU Memorial Union Terms:

- The current office space and funding relationship with Student Senate will remain constant.
- CCO will continue to serve on the Student Senate Executive Staff.
- The Union Programs Office agrees to provide a half-time advisor to CCO.
- The Program Advisor will serve as an ex-officio non-voting member of the CCO Advisory Board.
- The Program Advisor is part of the Union Programs Office, advising CCO half-time and fulfilling a half-time advising requirement for KJHK 90.7 FM.
- Union Programs and its programming areas (SUA, KJHK, Big Event, Jaybowl) will not seek or accept student fee dollars related to CCO related advising duties.

Specific Job Duties

- Provides advising support to CCO leaders and other related community/campus service programs and projects.
- Assists student leaders in the planning and implementation of student-initiated activities and larger program events while fostering inherent leadership opportunities. Support includes advising in: development, implementation, and maintenance of policies; determination and completion of program objectives; and the establishment of short and long-range plans needed to accomplish identified goals.
- Oversees the fiscal management of select accounts while advising students on proper procedures pertaining to processing appropriate financial documents.
- Reviews and prepares contractual event agreements for signature by the Assistant Director(s) or Director of Union Programs.
- Assists student leaders in communications strategies to further promote and grow organizational presence.
- Provides continuity to CCO internal operations, including but not limited to: assisting in production of CCO training materials; providing support to student-led volunteer recruitment, coordination, tracking, and retention; and providing historical context for CCO as time with the organization progresses.
- Provides continuity between CCO and its nonprofit/agency partners to ensure more service opportunities and exchanges between KU and local agencies.

This agreement is effective as of July 1, 2013, and renews automatically annually on the first of July, expiring on June 30, 2018. Should any of the parties wish to reexamine or redefine terms of this agreement, all parties must approve of such changes. Should any party wish to dissolve this agreement and association during this five year term, they must provide written notice to the other parties involved no later than 120 days prior to July 1 automatic renewal.

For KU Student Senate: For CCO: For KU Memorial Corporation:

Hannah Bolton, President Jill Wanderott, Executive Director David Mucci, Director

Date 2/7/13 Date 2/7/13 Date
APPENDIX D

D.1 The Committee Orientation Program will include the following but not be limited to:

A. Mentorship Program. The Vice-Chair at the first meeting of the year shall establish this. S/he shall ask for volunteers from the returning committee members to act as mentors. All other committee members shall be divided among the mentors. A mentor’s responsibilities shall include, but are not limited to, explaining parliamentary procedure and the rights and the responsibilities of committee and committee members, and answering any questions of the committee member being mentored.

B. Parliamentary Procedure Workshop. The Chair of each committee will lead a short and simple workshop about the parliamentary procedure that will be used in their committee. This may include, but is not limited to, explanations of motions, amendments, resolutions, bills, calling to question, and any other fundamental procedure.

C. Mock Committee Legislation. Summer Student Executive Committee will prepare two pieces of legislation. The committee will discuss and vote on this legislation. This procedure should be slow and simple, and the steps should be explained as they progress.

D. Overview of University Governance. The University governance system shall be explained with the standard flow-chart.

E. Overview of Legislation Process. The Process by which a bill or resolution is passed and implemented shall be explained with the standard flow-chart.

F. Student Senate Rules and Regulations. A copy of Student Senate Rules and Regulations shall be distributed to all members, the University Senate Code, the University Senate Rules and Regulations, and the Code of Student Rights and Responsibilities conduct will be made available at the second meeting of the year as a continuation of the orientation process.

G. Committee Specialization. Each standing committee can adapt its orientation to meet its specific needs.

H. Overview of Drafting a Bill. Each chair and vice chair shall explain the appropriate measures to be taken in drafting and writing a bill. In addition, they shall explain the process by which a non-Senator can draft a bill with a Senator.
APPENDIX E

POLICY LIBRARY
http://www.policy.ku.edu

STUDENT AFFAIRS POLICY

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES (STUDENT CODE)

PURPOSE:

The Code of Student Rights and Responsibilities outlines the rights of students and many of the standards of conduct expected within the University of Kansas community.

APPLIES TO:

All university students, administration, faculty and staff.

CAMPUS:

Lawrence

CONTENTS:

Introduction

Article 1 – Title
Article 2 – Bill of Rights
Article 3 – Definitions
Article 4 – Access to Higher Education
Articles 5, 6, 7 – Classroom Expression
Articles 8, 9 – Campus Expression
Articles 10, 11, 12, 13, 14 – Student and Campus Organizations
Articles 15, 16 – Publications
Article 17 – Freedom of Protest
Article 18 – Violation of Law and University Discipline
Articles 19, 20, 21 – Privacy
Article 22 – Conduct of Students and Organizations
Article 23, 24 – Authority

POLICY STATEMENT:

Introduction

As with any community, the University has established standards of conduct for its members. As members of the University community, students are expected to adhere to all published rules, regulations and policies. Students also are obligated to the laws of the city, county, state and nation. Students should be fully familiar with the University catalogues, the online Timetable of Classes and the KU Student Handbook. Additionally, students living in University-owned and operated housing units should be acquainted with the appropriate, published procedures and regulations of the Department of Student Housing. Failure to comply with University policies and regulations may subject a student to disciplinary action as described in the Code. Students living in University-owned and operated housing units found to be in violation of published Department of Student Housing regulations <Housing Handbook> may be subject to disciplinary procedures and sanctions...
separate from those described in *The Code of Student Rights and Responsibilities*. Failure to comply with University policies and regulations may subject a student to disciplinary action as described in the Code. The rights and privileges of the individual are also components of a community. These rights are protected with vigilance equal to the enforcement of rules and procedures. The following Code of Student Rights and Responsibilities outlines the rights of students and many of the standards of conduct expected within the University of Kansas community. The Code of Student Rights and Responsibilities was originally adopted by the Student Senate, approved by the Chancellor in 1970, and revised in 1986 and revised biannually thereafter for the University of Kansas, Lawrence campus. The Code, presented here in its entirety, is subject to amendment by the Student Senate with the approval of the Chancellor. Any activity, policy, rule or regulation for the implementation of this code is subject to the approval of the Chancellor and the Board of Regents as provided by law and the University Senate Code.

**Title**

**Art. 1.** These rules shall be known as the Code of Student Rights and Responsibilities.

**Bill of Rights**

**Art. 2.** The following enumeration of rights shall not be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large:

A. Free inquiry, expression, and assembly are guaranteed to all students.

B. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the University.

C. The right of students to be free from harassment or discrimination based on race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information shall not be abridged. University policies on Sexual Harassment, Racial and Ethnic Harassment, and the Equal Opportunity and Affirmative Action Grievance Procedures provide guidance and explain these rights. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, [IOA@ku.edu](mailto:IOA@ku.edu), 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.

D. The right of students to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

E. Students will be exempt from disciplinary action that affects their status as students except for academic failure or violation of a published Student Senate, University Senate, University or Regents rule or regulation. Rules and regulations shall be fully and clearly disclosed in advance of the supposed violations.

F. No disciplinary sanctions resulting from a violation of rules and regulations, under Article 2(E), may be imposed upon any student without prior written notice of the nature and cause of the charges, and an opportunity to be heard at a fair hearing. A fair hearing shall include confrontation of witnesses against him or her and the assistance of a person of his or her own assistance or with the prior approval of the Office of the Vice Provost for Student Success, up to three persons of the student’s choosing.
G. A student, a student organization, or a campus organization charged with violating University regulations is entitled to a hearing. A student or an organization may waive the right to a hearing when the party chooses to admit responsibility for misconduct and accept disciplinary sanctions from the University.

H. Students are held to the same level of research and publication integrity as are faculty and other University affiliated researchers. University Senate Rules and Regulations describe a policy remedy and procedures to students who may feel that scholarly misconduct has occurred.

I. Students may not be required to take examinations and tests, other than final examinations, which occur in conflict with mandated religious holidays, provided that the students notify their instructors at the beginning of the semester, as specified in University Senate Rules and Regulations.

Definitions

Art. 3. When used in the Code:

A. The term “University” means the University of Kansas, Lawrence campus, the Capitol Complex, and the Edwards Campus, and collectively, those responsible for its control and operation.

B. The term “student” includes all persons enrolled at the Lawrence campus, Capitol Complex and Edwards Campus, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degrees. This also includes individuals who confirm their intent to enroll in programs, those attending orientation sessions, and those that were enrolled at the date of an alleged incident. Persons who withdraw after allegedly violating the student code or who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered “students.”

C. The term “instructor” means any person hired by the institution to conduct classroom activities. In certain situations, a person may be both student and instructor. Determination of his or her status in a particular situation shall be by the attendant facts.

D. The term “student press” means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

E. The term “organization” refers to either

1. A registered student organization which is defined as a group of individuals of which at least 75% of the members are currently enrolled students. The officers of a student organization must be currently enrolled students; or

2. A registered campus organization which is defined as a group of individuals of which at least 75% of the members are from the University community, including currently enrolled students, faculty, staff or spouses of these persons. The officers of a campus organization must be members of the University community as defined in this paragraph.

F. The term “shall” is used in the imperative sense.

G. The term “may” is used in the permissive sense.

Access to Higher Education
Art. 4. Under no circumstances shall an applicant for admission to the University be denied admission because of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.

Classroom Expression
Art. 5. Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order.

A. Students are responsible for learning the content of any course for which they are enrolled.

B. Requirements of participation in classroom discussion and submission of written exercises are consistent with this section.

Art. 6. Academic evaluation of student performance shall not be prejudicial, capricious, arbitrary, or be based, in whole or in part, upon a student’s race, religion, sex, color, disability, national origin, ancestry, sexual orientation, political views or affiliations, marital or parental status, age, or veteran status.

Art. 7. Information about a student's views, beliefs, and political associations acquired in the course of instruction, advising, and counseling, by the University, is confidential and is not to be disclosed to others unless by written consent of the student.

Campus Expression
Art. 8. Discussion and expression of all views are permitted within the University, subject only to requirements for the maintenance of order. Support of any cause by orderly and peaceful means that does not disrupt the operation of the institution is permitted. This Article shall be construed in conjuncture with Articles 17 and 22(C)(1). This article shall include discussion and expression of all views that are communicated through, but not limited to, oral, written, and/or electronic means of communication.

Art. 9. Students, groups, and organizations may invite and hear any persons of their own choosing, subject only to the requirements for use of University facilities.

Student and Campus Organizations
Art. 10. Organizations may be established within the University for any legal purpose including, but not limited to religious, political, educational, economic, social, or recreational purposes.

A. Affiliation or disaffiliation with an extramural organization shall not disqualify the University-based branch or chapter from registering as a student or campus organization.

B. Membership in all University-related organizations shall follow the guidelines established in the Board of Regents Membership Statement and shall be open to any student. The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Nothing in this section shall be interpreted as imposing a requirement that would violate the principle of selection on the basis of individual merit.

C. A student may not be denied the rights of access to and participation in any University-sponsored or University-approved activity because of race, religion, sex, color, disability, national origin, ancestry, sexual orientation, political affiliation, marital or parental status, and to the extent specified by law, age, or veteran status.
Art. 11. For an organization to be eligible for student activity funds, the organization shall register annually as an organization with the Student Involvement & Leadership Center and file a list of officers and their addresses, and a declaration that the organization shall abide by the rules and regulations of the University, University Senate, Student Senate and the Board of Regents.

Art. 12. The Student Senate delegates to each organization or living group the authority and responsibility to establish its own rules concerning social conduct. Such rules shall be consistent with this code, rules of the Board of Regents, and state and federal law.

A. Rules of social conduct shall not be adopted that conflict with a contract entered into as a condition of residency in facilities operated by the Department of Student Housing. The signing of such a contract shall not operate as a waiver of constitutional rights. Such contracts contemplated by this section shall be reviewed annually by a body that shall have student representation at least equal to administrative representation. The living group whose contract is under review must be represented.

B. An organization or living group may discipline any member for violation of rules of social conduct, provided that any disciplinary action taken shall not affect a member’s rights and privileges as a student of this University.

Art. 13. University facilities shall be available to registered student and campus organizations for regular business meetings, social functions, recreational activities and for programs open to the public. Reasonable conditions, as outlined in approved University policy, may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, time of use, and to insure proper maintenance of the facilities. Subject to the same limitations, University facilities may be made available for assignment to individuals or groups composed of members of the University community, even though not formally registered. Preference may be given to programs designed for audiences consisting primarily of members of the University community.

Art. 14. The Student Senate has the authority to allocate University funds designated as the Student Senate Activity Fee subject to the approval of the Chancellor or the Chancellor’s designee. Only registered student organizations, campus organizations, or University sponsored or contracted activities may receive an allocation from the Student Senate Activity Fee. Approval of requests for such funds shall be conditioned upon submission of budgets to, and approval by, the Student Senate. Where such funds are allocated, financial accountability shall be required.

Publications

Art. 15. A student, group, or organization may hand out written material on campus without prior approval.

Art. 16. The student press must be free of censorship. Its editors, managers and contributors must be protected from arbitrary sanctions, including, but not limited to, those under Article 22(E), originating outside the student press.

Freedom of Protest

Art. 17. The right of orderly and peaceful protest within the University community must be preserved. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process including the maintenance of entrance to and egress from all University buildings and offices, conduct of regular class meetings and other University functions.

A. Orderly picketing and other forms of peaceful protest are protected activities on University premises in the absence of interference with free passage through areas where members of the University community have a right to be or the orderly conduct of University business.

B. Peaceful picketing and other orderly demonstrations are permitted in public areas of University buildings, including corridors, outside auditoriums and other places set aside for public meetings.
C. Every student enrolled in the University has the right to be interviewed on campus by any organization, employer, government agency, or educational entity that desires to recruit at the campus. Any student or group of students has the right to protest against the appearance on campus of any organization, employer, government agency, or educational entity provided that the protest does not interfere with any other student's rights or opportunity to have such an interview. For the purposes of Article 17, the term “organization” is not defined as stated under Article 3(E).

Violation of Law and University Discipline

Art. 18. If a violation of federal, state or local law occurs on campus and is also a violation of a published University regulation, the University may institute its own proceedings against an offender who may be subjected to criminal prosecution. Proceedings under the Code may be carried out prior to, simultaneously with or following civil or criminal proceedings without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

Privacy

Art. 19. Students have the same rights of privacy as any other person and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to those living in University housing. Nothing in the institutional relationship or University housing contract shall expressly or by implication give the institution or University officials authority to consent to a search of a student's room by police or other governmental officials. When the institution seeks access to a student's living quarters in any facility operated by the Department of Student Housing to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, or during academic breaks, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies when imminent danger to life, safety, health, or property is reasonably feared.

Art. 20. The University may not institute disciplinary proceedings unless the alleged violation(s) giving rise to the disciplinary action occurs on University premises or at University sponsored or supervised events, or as otherwise required by federal, state, or local law.

Art. 21. The University of Kansas provides for the protection of the educational records and privacy rights of students as required by law, Regents' regulations and University policies, rules and regulations. The following basic principles shall be evident in the University’s Student Records Policy:

A. A student shall be accorded the opportunity to inspect and review his or her educational records.

B. A student may challenge the content or request that the University amend his or her educational records.

C. The University must respond to a request to inspect and/or amend an educational record within a reasonable period of time.

D. If the University refuses to amend an educational record, a student will be afforded a hearing before a disinterested person or panel.

E. Except as provided by law, no one outside the University shall have access to the educational records of a student, nor shall the institution disclose personally identifiable information contained in these records without the written consent of the student.

F. The University may disclose directory information related to a student, as defined in the Student Records Policy.

G. The University may disclose personally identifiable information without the consent of the student to personnel within the institution determined to have legitimate educational interests and to others as defined in the Student Records Policy.
H. The University may disclose personally identifiable information without the consent of the student to other persons as provided by law, to comply with a judicial subpoena or a requirement of law or government regulation or to appropriate persons in a health or safety emergency.

I. Except to the extent allowed by law or when acting on behalf of the University, those parties to whom personally identifiable information is given are not permitted to disclose that information to others without the written consent of the student.

J. The University must maintain a record of each disclosure of personally identifiable information about the student, under subsection H.

K. Excluded from the category of educational records, and to which the law does not guarantee the right of student access, are medical and psychological records that are maintained only in connection with provision of treatment to the student and that are not available to persons other than those providing treatment, except that such records may be personally reviewed by a physician or other appropriate professional of the student’s choice and with the student’s written consent.

**Conduct of Students and Organizations**

**Art. 22. Non-Academic Misconduct**

Students and organizations are expected to conduct themselves as responsible members of the University community. While on University premises or at University sponsored or supervised events, students and organizations are subject to disciplinary action for violations of published policies, rules and regulations of the University and Regents, and for the following offenses:

A. Offenses Against Persons

An offense against a person is committed when a student:

1. Threatens the physical health, welfare, or safety of another person, places another person in serious bodily harm, or uses physical force in a manner that endangers the health, welfare or safety of another person; or willfully, maliciously and repeatedly follows or attempts to make unwanted contact, including but not limited to physical or electronic contact, with another person. This prohibition includes, but is not limited to, acts of sexual assault.

2. Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.

3. Demonstrates or indicated to another individual his or her possession or immediate control over a firearm, explosive, or weapon; or proclaims to another individual his or her possession or control over a firearm, explosive, or weapon as a method of intimidation, coercion, threat, distress, or extortion.
4. Uses electronic or other devices to make an audio or video record of any person while on university premises where there is a reasonable expectation of privacy without the person's prior knowledge or express consent, when such a recording is likely to cause injury, distress, or damage to reputation. Such University premises include, but are not limited to showers, locker rooms or restrooms.

5. Falsely reports a bomb, fire, or other emergency.

B. Offenses Against Property

An offense against property is committed when a student:

1. Knowingly and without proper consent or authorization has in his or her possession the property of another person or the University.

2. Knowingly and without proper consent or authorization removes, uses, misappropriates, or sells the property of another person or the University.

3. Willfully or maliciously damages or destroys property owned or in the possession of another person or the University.

4. Obtains the property of another person by misrepresentation or fraudulent means.

5. Misuses, damages or alters any fire fighting or other safety equipment.

6. Enters the facilities or uses the property of another person or the University without proper consent or authorization.

7. Knowingly, and without proper payment, utilizes the services of the University which require payment.

8. Commits a theft of electronic information, or gains or attempts to gain unauthorized access to computer and other electronic resources.

C. Offenses Against the Orderly Process of the University

An offense against the orderly process of the University is committed when:

1. A student intentionally causes or attempts to cause disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, or other authorized, permitted, or constitutionally protected activities on University premises, including employment, recruitment, and public service functions.

2. A student or applicant knowingly furnishes false or misleading information to the University.

3. A student, applicant or former student forges, alters, misrepresents or misuses documents, records or instruments of identification.

4. A student interferes with, attempts to or improperly influences the established student discipline procedures of the University.

5. Possesses or carries any firearm, weapon, or explosive on University premises.

D. Offenses by a Student Organization or Campus Organization.
Organizations, through their officers, and/or individual members may be held responsible for conduct in accordance with guidelines established for individual students under Article 22. Organizations, their officers, and/or individual members may be held responsible for their conduct determined to be a recognized group activity regardless of location (on or off University premises), University supervision or sponsorship, officer knowledge, or official membership approval. Organizations, their officers, and/or individual members may be sanctioned in a manner suitable to the circumstances, similar to those outlined for individual students, under Article 22(E), (F), and (G).

E. Sanctions Defined

Listed in order of increasing severity are the sanctions that may be applied to offenses defined in A, B, C, and D. When appropriate, more than one sanction may be imposed.

1. Warning: Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

2. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

3. Fine: A money payment to a designated University fund.

4. Disciplinary Probation: Disciplinary probation shall have as its purpose the rehabilitation of the student or organization and may include suspension of specified privileges for a definite period not to exceed two years. Disciplinary probation may also require the student or organization to participate in specified activities, including one counseling information session, or may prescribe any program which is deemed just and fair under the circumstances of the case. The authority imposing this sanction may assign any qualified person within the University community, other than an undergraduate student, to act as a probation supervisor. The probation supervisor shall report periodically to the appointing authority. If the probation supervisor should report that the student is not fulfilling probation requirements, the case will be reviewed by the appointing authority and remaining members of the original hearing panel, who may recommend additional sanctions.

5. Campus/Community Service: Students or organizations may be required to complete a specified number of service hours to an identified campus or community agency. The authority imposing this sanction may assign any qualified person to serve as the service supervisor. If the service supervisor should report that the student or organization has not fulfilled the service requirements, the case will be reviewed as in Article 22(E)(4).

6. Student Suspension: Exclusion from classes and other University privileges and activities as set out in the order after a hearing, for a definite period not to exceed two years. The conditions of re-admission shall be stated in the order of the suspension.

7. Organization Suspension: Exclusion from University privileges and activities as set out in the order after a hearing, for a definite period not to exceed two years. The conditions of reinstatement shall be stated in the order of suspension.

8. Student Expulsion: Termination of student status for a minimum of two years. The conditions of re-admission, if any, shall be stated in the order of expulsion.

9. Removal of Organization Registration: Termination of registered organization status for a minimum of two years. The conditions of re-admission, if any, shall be stated in the order of removal of registration.
F. Limitations

1. A student or organization alleged to have violated provisions of Article 22 is entitled to a hearing in accordance with procedures established by the Office of the Vice Provost for Student Success. Any appeal from such a hearing shall be directed to the University Judicial Board.

2. No sanctions or other disciplinary measures may be imposed against a student or organization by the University concerning non-academic conduct other than that (a) prescribed in this code, (b) prescribed in leases or contract terms willfully entered into by a student to obtain accommodations operated by the Department of Student Housing, or (c) prescribed in rules of non-academic conduct adopted by other University organizations pursuant to express authorization granted by the Student Senate.

3. No complaint may be filed with the Office of the Vice Provost for Student Success against a student or organization if more than six months has elapsed since the occurrence of the conduct in violation of University rules concerning non-academic misconduct, with the exception of Article 22(C)(2), which shall have no statute of limitations.

4. After a complaint of a violation of University rules concerning non-academic misconduct is received by an Office of the Vice Provost for Student Success official, written notice of the allegation must be sent to the student or organization within thirty (30) class days (including orientation and final examination weeks).

5. Students or applicants who gain admission to the University through false information may have their enrollment cancelled by the University Registrar in consultation with the academic dean and the Director of Admissions or their designees.

G. Interim Suspension

A student may be immediately excluded from classes and other University privileges or activities when the student's continued presence on the campus constitutes a danger, or threat of danger, to property, the student, or others. The student will receive a written notice stating the reasons for the interim suspension and the time and place of a hearing to be held within five (5) days at which the student has an opportunity to show why his or her continued presence on campus does not constitute a danger, or threat of danger, to others, the student, or property.

Authority

Art. 23. The Office of the Vice Provost for Student Success has the authority to administer this Code of Student Rights and Responsibilities.

Art. 24. Subject to the approval of the Chancellor, authority for the development of rules concerning student non-academic conduct resides in the Student Senate pursuant to Article V, Section 4, of the University of Kansas Senate Code. Nothing in this Code shall be construed to be inconsistent with the intent or purpose of the University of Kansas Senate Code.

CONTACT:
Jane Tuttle, Assistant Vice Provost for Student Affairs
133 Strong Hall
785.864.4060
jtuttle@ku.edu

APPROVED BY:
Chancellor

APPROVED ON:
The Code of Student Rights and Responsibilities was originally adopted by the Student Senate, approved by the Chancellor in 1970, and revised in 1986 and biannually thereafter for the University of Kansas, Lawrence campus. The Code, presented here in its entirety, is subject to amendment by the Student Senate with the approval of the Chancellor. Any activity, policy, rule or regulation for the implementation of this code is subject to the approval of the Chancellor and the Board of Regents as provided by law and the University Senate Code.

RELATED POLICIES:
Nondiscrimination, Equal Opportunity, and Affirmative Action Policies

RELATED PROCEDURES:
Student Non-Academic Conduct Procedures

DEFINITIONS:
See Definitions

KEYWORDS:
student code, student, rights, responsibilities, protest, university, discipline, conduct, code,

REVIEW, APPROVAL & CHANGE HISTORY:

APPENDIX F

F.1 Block Allocation Status is granted to the following organizations.

A. HILLTOP CHILD DEVELOPMENT CENTER
B. KU BANDS
C. KU FORENSICS
D. LIED CENTER
E. SPENCER MUSEUM OF ART
F. STUDENT INVOLVEMENT AND LEADERSHIP CENTER
G. STUDENT SENATE ADMINISTRATIVE BUDGET
H. UNIVERSITY DANCE COMPANY
I. UNIVERSITY THEATRE
J. KU INFO

F.2 Eligibility to receive funding from the Supportive Services Fee is granted to the following organizations.

A. GADUGI SAFECENTER
B. THE WILLOW DOMESTIC VIOLENCE CENTER
C. HEADQUARTERS COUNSELING CENTER
APPENDIX G

G.1 The following exemptions from Student Senate Rules and Regulations are granted to the named organizations:

A. All graduate and professional organizations shall be exempt from 8.5.10 (ONLY for the allocation for the Paper Presenter Fund as determined by the Block/Line Allocation Committee), 8.5.12 and 8.5.20.4. Further, because graduate and professional organizations often deal with confidential university issues, GSOs shall be exempt from 8.5.6.

B. Student Senate shall be exempt from 8.5.10.

C. KU Bands shall be exempt from 8.5.10.

D. KU Forensics shall be exempt from 8.5.10.

E. KU Legal Services shall be exempt from 8.5.10 only for the purpose of providing travel expenses related to continuing legal education (CLE) programs for employees who are members of the Kansas Bar.

F. Student Union Activities shall be exempt from 8.5.7.

G. The Elections Commission shall be exempt from 8.3.9.2 and 8.3.9.3.

H. KU Bands shall be exempt from 8.5.11.

I. KU Forensics shall be exempt from 8.5.11.

J. University Dance Company shall be exempt from 8.5.11.

K. University Theatre shall be exempt from 8.5.11.

L. Alternative Spring Break shall be exempt from 8.5.11.

M. KU Mock Trial Team shall be exempt from 8.5.10.

N. KU Model United Nations shall be exempt from 8.5.10.

O. Student Bar Association shall be exempt from 8.5.10.

P. The Line Item Allocation Bill and Block Allocation Bill shall be exempt from 8.5.4.2.
APPENDIX H

THE UNIVERSITY OF KANSAS

SENATE CODE

ARTICLE I. UNIVERSITY SENATE: STRUCTURE AND FUNCTIONS

Section 1. Membership

The University Senate shall consist of thirteen student members elected from the Student Senate, six members of the University Support Staff elected from the University Support Staff Senate, six members of the Unclassified Staff elected from the Unclassified Senate, and thirty-nine faculty members elected to the Faculty Senate. The Chancellor and the Provost shall be ex-officio, non-voting members. The presidents of the student, faculty, unclassified, and university support staff senates shall also be ex-officio, non-voting members of the University Senate if they are not among the elected members of the University Senate.

Section 2. Officers

The president of the University Senate (a faculty member) shall also serve as chair of the University Senate Executive Committee (“SenEx”). The vice president of the University Senate (a student) shall also serve as vice-chair of SenEx. In the absence of the president, the vice-president shall preside, as described in section 8.

Section 3. Faculty Members on University Senate: Nomination, Election, Term of Office and Vacancies

The 39 faculty elected to the Faculty Senate shall serve simultaneous terms on the University Senate (see Art. II).

Section 4. Student Members on University Senate: Nomination, Election, Term of Office and Vacancies

There are thirteen student members on the University Senate. At its regular joint meeting of the newly elected and outgoing Student Senates, outgoing Student Senate shall nominate and elect from among its members the three Special Representatives (Holdover Senators) to the University Senate. The method of election shall be in the descending order of most votes received. The thirteenth student member of the University Senate shall be the Student Body Vice President serving as an ex-officio, voting member.

At the Joint Student Senate meeting, the incoming undergraduate student members of the Student Senate shall nominate and elect seven undergraduate student members of the University Senate, and the graduate student members shall nominate and elect two graduate student members of the University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate. The method of both elections shall be in descending order of most votes received.

Members of the Student Senate elected as Special Representatives in accordance with the first paragraph of this section shall take office immediately upon election and shall serve until their successors have been elected. Other members of the Student Senate elected to the University Senate shall take office on the day after the University Commencement exercises of the year of their election and shall serve a one-year term. A member of the Student Senate who has served three successive terms on the University Senate shall be ineligible for re-election to the University Senate at the end of the third term but shall become eligible to serve again after one year has elapsed from the end of the last term.

Student members of the University Senate, of the University Senate Executive Committee, and of other bodies whose members are chosen by the Student Senate shall be subject to removal by the Student Senate according to Rules and Regulations duly promulgated by the Student Senate.

Vacancies in the undergraduate student membership on the University Senate shall be filled by election by and from the undergraduate student membership of the Student Senate. Vacancies in graduate student
Section 5. Unclassified Staff Members on University Senate: Nomination, Election, Term of Office and Vacancies

At the transition meeting of the Unclassified Senate in May, the new Unclassified Senate will elect four voting representatives from and by its members. The past president and the president-elect are voting members of the University Senate. The president serves as an ex-officio, non-voting member. They shall assume their University Senate responsibilities immediately upon election and shall serve until their successors have been elected. Vacancies in the Unclassified Senate membership on the University Senate shall be filled by appointments made by the president of the Unclassified Senate with the consent of a majority of the Unclassified Senate Executive Council.

Section 6. University Support Staff Members on University Senate: Nomination, Election, Term of Office and Vacancies

At the first full University Support Staff Senate meeting in April, members of the University Support Staff Senate shall elect six representatives to the University Senate to serve 1 year terms. One representative elected at-large from the Senate members by the Senate will serve on both the University Senate and its Executive Committee (SenEx). The remaining 5 representatives will be elected from each of the 5 EEO categories by the members of each EEO category. If an EEO category has no serving members at the time of the election, or no member is able to serve, the position will be selected by the Senate following the established procedures for at-large Senate seats. These representatives will also serve on the University Support Staff Senate Executive Committee (USSSenEx). They take office at the transition meeting of the University Senate.

Section 7. Meetings and Quorum

The University Senate shall normally meet at least once each month during the academic year. A meeting may be canceled if the University Senate Executive Committee declares that no pertinent business is at hand. Other meetings may be called by the Chancellor or the Provost, by the University Senate Executive Committee, or by petition from at least ten members of the University Senate to the University Senate Executive Committee. If the petition so requests, the University Senate shall meet within seven academic calendar days following delivery of the petition; otherwise, the Senate shall consider the issue described in the petition at its next monthly meeting or within sixty days. Within these limits the time and place of the meeting shall be specified by the University Senate Executive Committee.

The Senate President, in consultation with the Chancellor and the Provost, shall prepare the agenda for the meetings of the University Senate. The agenda shall be made available to all members before each regular or special meeting. The majority of those elected to Senate shall constitute a quorum to do business. Minutes of all meetings shall be made available to members not later than thirty days after their approval. Voting may take place by a show of hands or by voice vote. On rare occasions, voting by private ballot is permitted upon the approval of two-thirds of the members present and voting.

Meetings may be closed to non-members by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix.) In the absence of such closure, any member of Senate may move to permit a non-member of Senate to speak for a specified time on the issue under consideration, with a two-thirds majority of those present and voting required for approval.

The president shall preside at all meetings of the University Senate. In the president’s absence, the vice-president shall carry out the duties of the president. If the vice president should also be absent or unavailable, then the University Senate Executive Committee shall designate another member of the University Senate to act as presiding officer.
Section 8. Election of Officers

Election of officers shall be held at the annual organizational meeting, to be held at the last meeting of the year, before the last day of spring semester classes. Only those persons expected to serve as members of the University Senate during the next ensuing academic year shall be eligible to participate and to vote at this organizational meeting. A majority of those so eligible shall constitute a quorum to transact the business of the meeting. The meeting shall be closed to non-members of the University Senate except by consent of two-thirds of those eligible to attend who are present and voting.

This organizational meeting shall be limited in its agenda to the following items: (a) election of a president-elect (a faculty member), and vice president (a student), (b) if there is no president-elect able to serve as president, a president shall also be elected, (c) if a third-year faculty member is elected president-elect, that person shall serve as an ex-officio non-voting member of University Senate during the year that he/she serves as president.

The president-elect and the vice president of the University Senate shall be elected by ballot by and from among the members of the Senate and they shall hold office from the day after the University Commencement exercises next following their election until their duly elected successors shall assume office.

The Office of the Provost, Lawrence Campus, shall provide support to the Office of University Governance.

Section 9. Functions and Powers

1.9.1 The University Senate shall act in behalf of the University's faculty, staff, and students in the performance of its powers. Toward the effective execution of these responsibilities, the Senate shall elect from its membership the University Senate Executive Committee (“SenEx”).

1.9.2 Subject to and in accordance with the control of the Chancelior and the Board of Regents as provided by law, the University Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly affect the entire Lawrence campus, including the Edwards campus, and shall take such steps as it shall deem necessary for their implementation and administration. Affairs of the University which directly affect the entire Lawrence campus include, but are not limited to, academic procedures and policies (such as the requirements for graduation and degrees, the methods of evaluating academic work, and the standards of academic conduct of faculty and students) common to the College and all Schools, class and examination schedules, the calendar, the libraries, campus-wide activities and events, the role of the University in public affairs, participation in organization and administration, the framing and execution of long-range plans, decisions regarding existing or prospective resources, and fiscal affairs. The University Senate Rules and Regulations so formulated may be enacted, amended or repealed by majority of the University Senate members present at a regular or special meeting pursuant to the following procedure:

(a) The university community shall be notified of a proposed enactment, amendment or repeal, which shall be posted online or otherwise made available to the university community at least seven calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special meeting of the University Senate. The posting shall provide an explanation of the reasons for the proposed enactment, amendment, or repeal. It shall also indicate the time and place of the University Senate meeting at which the proposed changes will be considered.

(b) Faculty, staff, and students may submit written comments on the proposed enactment, amendment or repeal until noon on the date of the meeting at which the University Senate will vote on the matter. Comments shall be submitted to the Office of University Governance and shall be made available for viewing by interested persons.
Subject to the power of the presiding officer to provide for the orderly conduct of the meeting, spokespersons of constituencies from the university community with opposing views shall be permitted to make brief presentations to the University Senate before a vote is taken on a proposed enactment, amendment or repeal.

No enactment, amendment, or repeal shall be adopted upon initial consideration unless the University Senate, by a two-thirds majority of members present, shall vote to suspend this provision.

The requirements of subsections (a) through (d) shall not apply to technical amendments determined by the University Senate Executive Committee to be necessary to correct errors or clarify the original intent of provisions, which may be approved by simple majority vote of the University Senate Executive Committee.

It shall be the duty of the office of university governance to collect, compile and codify the rules and regulations, to make them available and, when necessary, to make appropriate changes to official statements of rules and policies.

No action of the University Senate to adopt or amend the rules and regulations of the University Senate, except for technical amendments under section 1.9.2(e), shall become effective until the following procedures for review have been exhausted:

(a) Senate’s action to adopt or amend the Rules and Regulations shall normally be distributed by special notice to the University Community.

(b) A review by the University Senate of its action to adopt or amend the rules and regulations of the University Senate may be requested by at least a majority vote of any of the four constituent senates. A review may also be requested by petition of 100 members of the university community, including faculty, staff, and students, as defined in their respective codes. Such request for review shall be forwarded to the University Senate president within twenty-one calendar days of the date of special notice (excluding spring break, summer session and break, fall and thanksgiving break, and winter break).

(c) If a request for review is received by the University Senate president, the review of the action of the Senate shall be placed on the agenda of the next scheduled meeting of the Senate. In this case, the action shall not be transmitted to the Provost and Chancellor unless the action is approved by a majority of members present at the meeting.

(d) The results of the review, together with a copy of the petition, shall be submitted to the Provost.

(e) If no request for review is received by the senate president, the action of the University Senate to create or amend rules and regulations of the University Senate shall be transmitted to the Provost and Chancellor for final approval.

The University Senate may also approve statements of University policy or procedure that are generally applicable to the University Community, except that, by vote of one-third of its members who are present and voting, the University Senate may cause notification of the opportunity to request a review to be sent to the members of the four constituent senate as provided above.

In those cases where recommendations approved by Senate and forwarded to the Chancellor for approval are rejected by the Chancellor, the University Senate President will invite the Chancellor, or a representative, to discuss with Senate the reasons for the rejection, in an effort to find some common ground of agreement on the recommendations involved.

Section 10. Privilege

It shall be the privilege of the University Senate to address itself to the faculty, students and staff, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.
ARTICLE III. STUDENT SENATE: STRUCTURE AND FUNCTIONS

Section 1. MEMBERSHIP

2.1.3 Student Senate Rules and Regulations shall be effective as they pertain to the Student Senate, members of the Student Senate, and all committees and appointees of any of the above.

2.1.4 The Student Senate shall consist of:

A. Student Body President elected by the student body (non-voting);
B. Student Body Vice President elected by the student body (voting in the event of a tie);
C. 63 representatives of the student body of each school of the University. The representatives from the College of the Liberal Arts and Sciences shall be broken down into two categories “Junior/Senior Liberal Arts and Sciences” and “Freshman/Sophomore Liberal Arts and Sciences.” Junior/Senior Liberal Arts and Sciences shall refer to students who have completed 60 or more hours in the College of Liberal Arts and Sciences at the time of election or appointment. Freshman/Sophomore Liberal Arts and Sciences shall refer to students who have completed less than 60 hours in the College of Liberal Arts and Sciences at the time of election or appointment. Apportionment of Student Senate seats to the various schools shall be made on the basis of the official 20th day headcount enrollment figures as determined by the Student Senate Elections Commission with the two-thirds (2/3) approval of the Student Senate. No school shall receive less than two (2) representatives;
D. One (1) representative elected by the students living in any building operated under the Department of Student Housing who must be living in an on-campus building during his/her term. (On-Campus);
E. Five (5) representatives from the off-campus community elected by the students who live off campus;
F. Two (2) non-traditional representatives elected by non-traditional students. “Non-traditional student” shall be defined as a student who commutes 10 or more miles to campus (from home OR work), or is a parent of dependent children, or is married, or is a veteran, or student who has had their academic career interrupted for a period of at least six months by compulsory military service, or is three or more years older than classmates (e.g., a 21+ year-old freshman, a 24+ year-old senior), or is a 25 years or older undergraduate student;
G. Three (3) holdover senators shall be elected from the Student Senate at the last meeting of the outgoing Student Senate. These senators shall be special representatives to University Senate (Senate CODE, Article VI, Section 3). These senators shall also represent their enrollment status (undergraduate/graduate) at the time of election, in such cases where a senator must vote based on his/her enrollment status. To be eligible to be voted in as a holdover senator, a senator must have served at least one (1) full semester in the outgoing Student Senate OR be an outgoing executive staff member;
H. Four (4) International representatives elected by International students. There will be three (3) undergraduate international senators and one (1) graduate international senator. “International student” shall be defined as a student who is not a US citizen, currently in any non-immigrant status, application for US permanent residence is pending, do not have approved US permanent residence, do not have approved refugee status, do not have approved political asylum;
I. Representatives from the following groups:
   1. One (1) representative from the All-Scholarship Hall Council (ASHC) elected or appointed by ASHC;
   2. One (1) representative from the Association of University Residence Halls (AURH) elected or appointed by AURH;
   3. One (1) representative from the Stouffer Place Association (SPA) elected or appointed by SPA;
   4. One (1) representative from the Jayhawker Towers Tenants Association (JTTA) elected or appointed by JTTA;
5. One (1) representative from the Interfraternity Council (IFC) elected or appointed by IFC;
6. One (1) representative from the Panhellenic Association elected or appointed by the Panhellenic Association;
7. One (1) representative from the National Pan-Hellenic Council elected or appointed by the National Pan-Hellenic Council;
8. One (1) representative from Black Student Union (BSU) elected or appointed by BSU;
9. One (1) representative from Hispanic American Leadership Organization (HALO) elected or appointed by HALO;
10. One (1) representative from First Nations Student Association (FNSA) elected or appointed by FNSA;
11. One (1) representative from Asian American Student Union (AASU) elected or appointed by AASU;
12. One (1) representative from Spectrum KU elected or appointed by Spectrum KU;
13. One (1) representative from the Student Athlete Advisory Committee (SAAC) elected or appointed by SAAC;
14. One (1) representative from the Multicultural Greek Council (MGC) elected or appointed by MGC;
15. One (1) representative from the Graduate Student Advisory Board (GSAB) elected or appointed by GSAB;
16. An associate Senator shall be elected from each of the Finance, Multicultural Affairs, Student Rights, and University Affairs Committees at the second committee meeting of the Fall semester in order to represent the concerns of the committee;
17. One (1) representative from KU Able Hawks, elected or appointed by Able Hawks.

The Vice Provost for Student Success and the Associate Vice Provost may attend Student Senate meetings as ex officio, non-voting members of the Student Senate.

Apportionment of Senate seats to the College and to the various schools shall be made on the basis of official 20th day headcount enrollment figures following procedures outlined in the Student Senate Elections Code.

Section 2. Student Senate Members: Nomination, Election, Term of Office and Vacancies
In order to ensure a fair election process, control of all Student Senate Elections and related activities shall rest with the Elections Commission as defined and empowered in the Student Senate Rules and Regulations. The Elections Commission will establish and enforce all rules relating to Student Senate elections and election campaigns; it is empowered to decide disputes arising from the Student Senate elections. Qualifications and procedures for becoming a candidate, including filing requirements and deadlines, for President, Vice President and Student Senator are published annually by the Elections Commission.

Members of the Student Senate shall take office within two weeks following the election and shall serve until the election of their successors, except that their term of service shall extend until and include the joint meeting of outgoing and incoming members of Student Senate following the election of new members. No legislation shall be considered by either the outgoing or incoming members at this joint session. At this meeting, the outgoing senators shall elect the three (3) Special Representatives (Holdover Senators) to University Senate. The incoming senators shall elect the Senate Executive Committee representatives and the other University Senate representatives (see Section 7.3). In the event of a vacancy in the office of the President of the student body, the Vice-President shall assume the presidency. The resulting vacancy, or any other vacancy, in the Office of Vice President shall immediately be filled by the Student Senate by election from among its members.

Procedures for filling a vacant student senate seat are outlined in the Student Senate Rules and Regulations.
Student Senate elections shall be held on the Wednesday and Thursday following the second Tuesday in April. Should the dates of the election fall on a day which University Senate Rules and Regulations 2.1.4 deems as “excused for mandated religious observances” the Elections Commission has the authority to change the date to within one week codified above. This decision of the date must be made when the Elections Commission approves the elections code for the Spring election. The Student Senate shall meet within two weeks following the election of its new members.

Section 3. Meetings and Quorum
The Student Senate shall meet prior to the end of the spring semester following the election of its new members, and at least three more times in each academic year at such times and places as shall be specified by the Student Executive Committee. The meeting following the election of new members shall be a joint meeting of the outgoing and in-coming members of the Student Senate. It shall also assemble upon the call of the President of the student body, upon the call of the Student Executive Committee, or upon the call of at least twenty-five members of the Student Senate by petition to the President of the Student Body or to the Student Executive Committee. In response to a petition for a special meeting, the Student Senate shall meet within ten days of the delivery of the petition.

The time and place of the meeting shall be specified by the Student Executive Committee. The agenda shall be sent to all members before each regular meeting or be made available to all members before each special meeting. One-half of the members shall constitute a quorum to do business. Meetings may be closed to non-members by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix.) Minutes of all meetings shall be sent to members not later than thirty days after each meeting.

One half of the current voting members of a standing committee who have been registered as attending the meeting shall constitute a quorum to conduct committee business.

Section 4. Election of Officers
(a) A General Election shall be held on Wednesday and Thursday following the second Tuesday in April for the purpose of electing officers of the Student Senate.
(b) President and Vice-President. In the General Election, one presidential ticket, consisting of one (1) President and one (1) Vice-President shall be elected jointly by the student body.
(c) Student Senators. In the General Election, seventy-five (75) Student Senators shall be elected in the following manner:
   1. Sixty-three (63) Academic Senators shall be elected by students enrolled in the following divisions:
      a. Architecture and Urban Planning
      b. Business
      c. Education
      d. Engineering
      e. Music
      f. Graduate
      g. Journalism and Mass Communications
      h. Law
      i. Liberal Arts and Sciences (+60)
      j. Liberal Arts and Sciences (-60)
      k. Pharmacy
      l. Social Welfare
   2. One (1) On-Campus Senator shall be elected by students from the student in any building operated under the Department of Student Housing.
   3. Five (5) Off-Campus Senators shall be elected by students from the Off-Campus Division.
   4. Two (2) Non-Traditional Senators shall be elected by students from the Non-Traditional Division.
5. Four (4) International representatives elected by International students. There will be three (3) undergraduate international senators and one (1) graduate international senator. “International student” shall be defined as a student who is not a US citizen, currently in any non-immigrant status, application for US permanent residence is pending, do not have approved US permanent residence, do not have approved refugee status, do not have approved political asylum;

(d) Senators Not Elected in General Elections. Additional Student Senators may be appointed according to the provisions of the Student Senate Rules and Regulations. These Senators are not elected in the General Elections.

(e) Apportionment of Academic Senator Seats. The Elections Commission shall apportion the sixty-three (63) Academic Senator Seats to the various divisions on the basis of official twentieth-day headcount enrollment figures for the fall semester with the approval of the Student Executive Committee. Each division shall be apportioned at least two (2) seats.

(f) Eligibility to Vote. To cast votes in a General Election, a student must be enrolled in one hour of course work at the Lawrence Campus of the University of Kansas. A student may cast votes for President and Vice-President, and for any Senate seat designated for each division of which the student is a member. Membership in a particular division shall be determined by the Elections Commissioner on the basis of official enrollment records, current as of one week prior to the opening of the polls.

The Vice President of the Student Body shall be the president of the Student Senate. In his or her absence, the chair shall be relinquished in the following order: a) Chief of Staff, b) Senior Holdover Senator, c) either remaining Holdover Senator, d) Student Body President. The Secretary of the Student Executive Committee shall be the Secretary of the Student Senate.

Section 5. Functions and Powers

Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the Student Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly and primarily affect the students of the University and to take such steps as it shall deem necessary for their implementation and administration. Affairs of the University include, but are not limited to, student rights, privileges, and responsibilities, non-academic conduct of students, student organizations and activities, student publications, and student housing and health. Rules and Regulations so formulated may be enacted, amended or repealed by a 2/3 vote of the members present and voting at a regular or special meeting when the notice of the meeting states the substance of the enactment, amendment, or repeal to be considered.

Bills, Petitions, and Resolutions adopted by the Student Senate shall be transmitted by the Secretary to the President of the Student Body within one (1) week of their passage by the Student Senate. The President of the Student Body shall either (1) indicate his or her approval by signature or (2) within ten (10) calendar days of receipt of the Bill, Petition, or Resolution in question indicate his or her disapproval by written statement to the Chairperson of the Student Executive Committee, including in this statement the reasons for said disapproval.

Upon receipt by its Chairperson of such statement of disapproval by the President of the Student Body, the Student Executive Committee shall place the disapproved measure on the agenda of the next regularly scheduled or special meeting of the Student Senate, with precedence over any and all items of new business. Unless the time limit is waived by unanimous consent, debate on the measure shall not exceed one hour, at the end of which time the presiding officer shall call for the yeas and nays on the questions: "Shall this measure pass, the disapproval of the President of the Student Body notwithstanding?" If two-thirds of the members of the Student Senate present and voting respond in the affirmative, the measure shall be considered duly enacted.
If the President of the Student Body should fail for a period of ten (10) calendar days to take any action on a Bill, Petition, or Resolution adopted by the Student Senate and duly transmitted to him/her by the secretary of the Student Senate, such measure shall be considered duly enacted.

It shall be the duty of the Executive committee Chair to collect, compile and codify the Rules and Regulations, and to keep the members currently supplied with copies of them.

**Section 6. Privilege**

It shall be the privilege of the Student Senate to address itself to the faculties, students and staff, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.

### ARTICLE VII. UNIVERSITY SENATE EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTIONS

**Section 1. Membership, Term of Office and Nomination**

Eleven members of the University Senate shall be elected to serve as the University Senate Executive Committee. The term will begin the day after Commencement of the election year and will continue until Commencement the following year.

The six members of the Faculty Senate Executive Committee shall serve on SenEx. Election of the FacEx members shall take place in accordance with the provisions of Article VIII, Section 1. One member representing the University Support Staff Senate and one member representing the Unclassified Senate shall be elected by their respective groups. At its regular joint meeting the undergraduate student members of the incoming Student Senate shall nominate and elect two undergraduate student members to SenEx from the undergraduate student membership of the University Senate, and the graduate student members of the incoming Student Senate shall nominate and elect one graduate student member to SenEx from the graduate student membership of University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate.

The President and the President-elect of the University Senate shall be ex-officio, non-voting members of SenEx if not elected to one of the six faculty positions on SenEx. Such ex officio membership shall not be counted toward the maximum of two consecutive years of membership on SenEx. The presidents of the Faculty, Student, University Support Staff, and Unclassified Senates shall serve as ex-officio, non-voting members of SenEx if they are not among the elected SenEx members. The single voting representative for Unclassified Senate will be the past president. If the past president is absent, the Unclassified voting representative shall be the president. If the voting representative for the University Support Staff Senate is absent, the voting representative shall be the president.

**Section 2. Officers**

The president (a faculty member) and vice president (a student member) of the University Senate shall serve as chair and vice chair of the Senate Executive Committee. In the chairperson’s absence, the vice-chair shall carry out the duties of the chair.

**Section 3. Functions and Quorum**

The University Senate Executive Committee shall ensure that all functions of the University Senate are carried out expeditiously and in conformity with the provisions of this Code. When necessary, it shall arrange for and call the meetings of the University Senate; it shall create such temporary committees as it deems necessary to the work of the University Senate and its standing committees; it shall ensure that all committees are active and make the proper reports to the University Senate. In addition, it shall bring before the University Senate all matters that should be of concern to them, shall consult with the Chancellor or the Provost on all matters involving University Senate business, and shall transmit the recommendations or the advice of the University Senate to the Chancellor or the Provost or other administrative officials. It may advise administrative officials on statements of University policy or procedure that are generally applicable to the University community, but such statements shall be considered approved by the University Senate only if submitted and approved in accordance with Article
1.9. Finally it shall act on behalf of the University Senate in all matters requiring expeditious action, and shall make appropriate reports of any such action.

To carry out its assigned duties the University Senate Executive Committee shall meet once a month or more often when summoned by its chairperson, six voting members constituting a quorum for the transaction of business.

ARTICLE XVI. STANDING COMMITTEES OF THE STUDENT SENATE

Section 1. Committees Identified
The Student Senate shall have the following four standing committees:
(1) Finance
(2) Multicultural Affairs
(3) Student Rights
(4) University Affairs
The responsibilities of each standing committee shall be fixed by the Student Senate.

Section 2. Membership
Any student at the University of Kansas is eligible to be a voting member of a standing committee. Any student wishing to become a member of a committee after the first committee meeting of each semester shall have only speaking privileges at the first meeting s/he attends. Voting privileges shall not be extended until the second meeting s/he attends. All senators are required to be a member of a standing committee with the exception of the Non-Traditional senators, and the University Senate members. Graduate and Law senators are required to attend at least two (2) committee meetings to fulfill their committee meeting requirements.

One half (1/2) of the current voting members of the standing committee who have been registered as attending the meeting shall constitute a quorum needed to conduct business.

Section 3. Functions
The standing committees of the Student Senate shall develop and recommend changes in procedures and policies within the areas of their responsibilities. Each standing committee shall, when requested by the Student Senate or Student Executive Committee, or by the University Senate Executive Committee, report to the requesting authority on matters within its charge. When deemed appropriate by the Student Senate, a report of a standing committee shall be distributed to all members of the University Senate.

ARTICLE XIX. STUDENT REPRESENTATION ON COMMITTEES

19.1 In this Article, the terms "faculty" or "faculties," shall be interpreted to mean both faculty members and those students who have been recognized as legitimate members of academic decision-making bodies of the College and the various schools, departments and programs.

19.2 The College and each school, department and program shall make provisions for the inclusion of a number of students as voting members on all policy-making committees and at all full College, school, program or departmental meetings. The number of students on each such committee shall be no less than 20 percent of the number of faculty members who hold the rank of instructor or above and who serve on the committee. The number of students included in full College, school, program or departmental meetings shall be no less than 20 percent of the number of faculty members who hold the rank of instructor or above and who constitute the body.

19.2.1 To be eligible for membership in such bodies, a student shall be regularly enrolled in the University. If an undergraduate he or she shall be in good academic standing as defined by the College or school the student is enrolled in. If a graduate student, he or she shall be enrolled for
a least six hours credit and maintain academic standing as defined by the graduate program the student is enrolled in.

19.2.2 The appropriate student constituency shall in each instance have an opportunity, at least annually, to elect qualified students to said positions, and should the appropriate student constituency fail to elect representatives to said positions, the College, school or department shall make reasonable and periodic efforts to secure qualified and interested students to serve until such time as an election can be held to fill said positions.

19.2.3 In this regulation, the term "policy-making" includes but is not limited to the discussion, initiation, adoption, revision, alteration, or elimination of policies, procedures, priorities, courses, curricula, prerequisites, programs, admissions criteria, degree requirements, and honors programs. In those committees which are concerned with the application of policies to specific individuals or situations, students are not necessarily included by Section 19.2.

19.2.4 The determination of what committees are "policy-making committees" under this regulation shall be made by the full College, school, department or program at a time when properly selected student representatives have been invited to be present and to vote.

19.3 The University Senate, the University Senate Executive Committee ("SenEx"), and the University Senate standing committees include students as voting members. The number of student members in these entities shall be no less than 20 percent of the number of faculty members in each body.

KANSAS OPEN MEETING ACT – Appendix to Senate Code
Kansas statutes Annotated
These statues are current through the 2010 Legislative Session
Chapter 75.—STATE DEPARTMENTS; PUBLIC OFFICERS AND EMPLOYEES
Article 43.—PUBLIC OFFICERS AND EMPLOYEES

75-4317. Open meetings declared policy of state; citation of act.

(a) In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the policy of this state that meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public.

(b) It is declared hereby to be against the public policy of this state for any such meeting to be adjourned to another time or place in order to subvert the policy of open public meetings as pronounced in subsection (a).

(c) K.S.A. 75-4317 through 75-4320a shall be known and may be cited as the open meetings act. History: L. 1972, ch. 319, § 1; L. 1975, ch. 455, § 1; L. 1999, ch. 96, § 1; July 1.

75-4317a. Meeting defined.

As used in the open meetings act, "meeting" means any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication by a majority of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency.

History: L. 1977, ch. 301, § 1; L. 1994, ch. 64, § 1; L. 2008, ch. 178, § 1; July 1.

75-4318 Meetings of state and subdivisions open to public; exceptions; secret ballots; notice; agenda, cameras, photographic lights, recording devices.
(a) Subject to the provisions of subsection (g), all meetings for the conduct of the affairs of, and the transaction of business by, all legislative and administrative bodies and agencies of the state and political and taxing subdivisions thereof, including boards, commissions, authorities, councils, committees, subcommittees and other subordinate groups thereof, receiving or expending and supported in whole or in part by public funds shall be open to the public and no binding action by such bodies shall be by secret ballot. Meetings of task forces, advisory committees or subcommittees of advisory committees created pursuant to a governor’s executive order shall be open to the public in accordance with this act.

(b) Notice of the date, time and place of any regular or special meeting of a public body designated hereinabove shall be furnished to any person requesting such notice, except that:

(1) If notice is requested by petition, the petition shall designate one person to receive notice on behalf of all persons named in the petition, and notice to such person shall constitute notice to all persons named in the petition;

(2) if notice is furnished to an executive officer of an employees' organization or trade association, such notice shall be deemed to have been furnished to the entire membership of such organization or association; and

(3) the public body may require that a request to receive notice must be submitted again to the body prior to the commencement of any subsequent fiscal year of the body during which the person wishes to continue receiving notice, but, prior to discontinuing notice to any person, the public body must notify the person that notice will be discontinued unless the person resubmits a request to receive notice.

(c) It shall be the duty of the presiding officer or other person calling the meeting, if the meeting is not called by the presiding officer, to furnish the notice required by subsection (b).

(d) Prior to any meeting hereinabove mentioned, any agenda relating to the business to be transacted at such meeting shall be made available to any person requesting the agenda.

(e) The use of cameras, photographic lights and recording devices shall not be prohibited at any meeting mentioned by subsection (a), but such use shall be subject to reasonable rules designed to insure the orderly conduct of the proceedings at such meeting.

(f) Except as provided by section 22 of article 2 of the constitution of the state of Kansas, interactive communications in a series shall be open if they collectively involve a majority of the membership of the body or agency, share a common topic of discussion concerning the business or affairs of the body or agency, and are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.

(g) The provisions of the open meetings law shall not apply:

(1) To any administrative body that is authorized by law to exercise quasi-judicial functions when such body is deliberating matters relating to a decision involving such quasi-judicial functions;

(2) to the parole board when conducting parole hearings or parole violation hearings held at a correctional institution;

(3) to any impeachment inquiry or other impeachment matter referred to any committee of the house of representatives prior to the report of such committee to the full house of representatives; and
(4) if otherwise provided by state or federal law or by rules of the Kansas senate or house of representatives.


Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure.

(a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

(b) No subjects shall be discussed at any closed or executive meeting, except the following:

(1) Personnel matters of nonelected personnel;
(2) consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
(3) matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
(4) confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
(5) matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
(6) preliminary discussions relating to the acquisition of real property;
(7) matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 74-8804 and amendments thereto;
(8) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (d)(1) of K.S.A. 38-1507 and amendments thereto or subsection (e) of K.S.A. 38-1508 and amendments thereto;
(9) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (j) of K.S.A. 22a-243 and amendments thereto;
(10) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (e) of K.S.A. 44-596 and amendments thereto;
(11) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (g) of K.S.A. 39-7,119 and amendments thereto;
(12) matters required to be discussed in a closed or executive meeting pursuant to a tribal-state gaming compact;
matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) public body or agency, public building or facility or the information system of a public body or agency; or (D) private property or persons, if the matter is submitted to the agency for purposes of this paragraph. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments;

matters permitted to be discussed in a closed or executive meeting pursuant to subsection (f) of K.S.A. 65-525, and amendments thereto;

matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2009 Supp. 75-7427, and amendments thereto; and

matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2009 Supp. 46-3801, and amendments thereto.

c) No binding action shall be taken during closed or executive recesses, and such recesses shall not be used as a subterfuge to defeat the purposes of this act.

d) (1) Any confidential records or information relating to security measures provided or received under the provisions of subsection (b)(13), shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.

(A) Except as otherwise provided by law, any confidential documents, records or reports relating to the parole board provided or received under the provisions of subsection (b)(16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.

(B) Notwithstanding any other provision of law to the contrary, any summary statement provided or received under the provisions of subsection (b) (16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.


75-4320 Penalties.

(a) Any member of a body or agency subject to this act who knowingly violates any of the provisions of this act or who intentionally fails to furnish information as required by subsection (b) of K.S.A. 75-4318, and amendments thereto, shall be liable for the payment of a civil penalty in an action brought by the attorney general or county or district attorney, in a sum set by the court of not to exceed $500 for each violation. In addition, any binding action which is taken at a meeting not in substantial compliance with the provisions of this act shall be voidable in any action brought by the attorney general or county or district attorney in the district court of the county in which the meeting was held within 21 days of the meeting, and the court shall have jurisdiction to issue injunctions or writs of mandamus to enforce the provisions of this act.
(b) Civil penalties sued for and recovered hereunder by the attorney general shall be paid into the state general fund. Civil penalties sued for and recovered hereunder by a county or district attorney shall be paid into the general fund of the county where the proceedings were instigated.

(c) No fine shall be imposed pursuant to subsection (a) for violations of subsection (f) of K.S.A. 75-4318, and amendments thereto, which occur prior to July 1, 2009.

APPENDIX I

Student Senate Activity Fee Summary

Any organization receiving funding from Student Senate must:

- Be open to ALL KU students,
- Have the officers of their organization be students,
- Have membership in addition to executive staff (i.e. president, vice president, treasurer),
- Have an executive staff constituted entirely by students,
- Not require membership fees and/or dues,
- Not hold academic standards or academic credit for members,
- Seek other sources of funding, such as a University department, a Lawrence business or organization, Coco-Cola grants, etc.,
- Include the Student Senate logo on advertisements and promotions, or the words “Funding contributed by the University of Kansas Student Senate” where display of the logo would be impossible, and
- Be registered in the Student Involvement and Leadership Center.

General Funding

- Each group that meets the qualification within Article VIII for funding eligibility may receive $100.00 in General Funding to be used for general office supplies, duplicating, printing, postage, and non-Kansan advertising.

Standard Allocation

- Instead of General Funding, any graduate or professional organization that meets the qualifications within Article VIII for funding eligibility may receive a standard allocation of $100.00 to be used for general office supplies, duplicating, printing, postage, non-Kansan advertising, books, and presentation materials.

Special Events

- Student Senate may fund a special event up to one thousand dollars ($1,000.00); beyond this level a group may receive up to fifty percent (50%) of the remaining expenditures for the special event. For example, if an event costs $4,000.00, Student Senate may fund the first $1,000.00 of costs and half of the remaining $3,000.00 of costs for a total of $2,500.00 in funding.
- For any event which involves paying a non-University entity or any individual, groups must submit a contractual services form and a W-9 to the Finance Committee Chair before the Finance Committee meeting.
- Funds for events must be spent no later than ten (10) days after the event’s ending date. Funds not spent after ten (10) days may be reabsorbed into the Student Senate Unallocated Account.
- For student groups that indirectly fundraise for a non-profit organization, Student Senate can fund no more than ten percent (10%) of the previous three (3) year fundraising average.

Funds from Student Senate cannot be used for:

- Travel (airfare, hotel, bus rental, conference registration etc.),
- Partisan activities (general supplies are fundable, but promotion of or opposition to specific candidates, ballot initiatives or legislation is not allowed),
- Reimbursements (expenses not paid directly by the Student Senate),
- Academic projects (activities with the intent to publish in an academic journal or present at an academic conference),
- Religious activities (general supplies are fundable, but religious texts, services, or supplies are not),
- Social functions (anything that does not have a primarily educational or multicultural purpose),
- Duplication of services (no funds will go towards providing services already provided by the University or other Student Fees),
- Direct fundraising for another corporation, organization, or group,
- Commercial promotions (no funds to promote products such as Coke, Visa, or otherwise),
- Maintaining affiliations, unless vital to the group's existence (some registration fees for national organizations may fall into this category).
• Recruiting individuals to or from the University,
• Granting scholarships,
• Any activities that violate the University’s anti-discrimination policy,
• Walkable items (items costing more than $50.00 that can be easily carried away, i.e. external computer disk drives),
• Phone or Internet expenses (unless organization is housed within the Student Involvement and Leadership Center),
• Awards or Give Aways that do not have a primarily educational purpose (trophies, certificates, presents, key chains, koozies, t-shirts etc.),
• Decorations that do not have a primarily multicultural purpose, and
• Food or drink.
APPENDIX J

J.1 Gender Identity and Expression

“Gender identity” refers to a person’s internal, deeply felt sense of being either male or female, or something other or in between. Because gender identity is internal and personally defined, it is not visible to others. In contrast, a person’s “gender expression” is external and socially perceived. Gender expression refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, mannerisms, speech patterns and social interactions.” (Transgender Equality: a Handbook for Activists and Policy Makers, p. 3, copyright 2000 by The Policy Institute of the National Gay and Lesbian Task Force. Reprinted with verbal permission from the National Gay and Lesbian Task Force.)
APPENDIX K

Standing Committee Charges

K.1 Multicultural Affairs Committee Charges

Standing Charges:

1. Address issues of discrimination, prejudice, and other concerns on campus from students, professors, administration, and other staff and faculty. These issues may include, but are not limited to, race, religion, ethnicity, culture, sexual orientation, disability, immigrant status and socioeconomic status.

2. Help maintain anti-discrimination on policies and affirmative action guidelines of The University of Kansas.

3. Support and work to progress programs and resources in place that help students overcome disadvantages that they may face as college students due to their backgrounds. Varying types of disadvantages students may face should be addressed and solutions should be sought out if not already available.

4. Promote inclusivity by ensuring that all multicultural groups and communities have a voice in University decisions and actions through Student Senate.

5. Act as a liaison between Senate and multicultural groups by visiting those groups at their regular meetings and staying informed about their activities and goals.

6. Work to enhance the relationship between the Multicultural Education Fund and the Student Senate body to provide consistency amongst Student Senate committees for both financial issues and elements of bills seen in Multicultural Education Fund.

7. Encourage more participation within Multicultural Affairs by students from multicultural groups and other students across campus.

8. Increase international student representation and participation in University Senate via the strengthening of the Committee of International Students.

9. Keep an ongoing relationship with the Office of Multicultural Affairs and continue to be a resource for them in their endeavors.

10. Submit to Student Senate a year-end report by the end of the Academic year. The final report should make clear what was done, or not done, about each of the charges to the committee and make recommendations to Senate for action. The report should also provide the names of the committee members and include suggestions for charges, and the chair of the next year’s committee.

11. Promote discussion of issues in the University in order to create committee legislated bills and/or address issues by other means in Multicultural Affairs Committee.

12. Form Ad hoc subcommittees to pursue new projects, carry out outreach, and ensure that the goals of the committee are being met as needed.

13. Regularly update Student Senate regarding events and issues surrounding the Multicultural Resource Center.
14. Build relations with the newly hired Vice Provost for Diversity & Equity to work with the Status of Minorities Subcommittee in their mission to better recruitment, retention, and graduation of typically underrepresented students.

K.2 Finance Committee Charges:

Standing Charges:

1. Review all legislation authorizing expenditures from the Student Senate Activity Fee Fund or reserve account.

2. Perform all duties as prescribed by Article VIII of the Student Senate Rules and Regulations.

3. Conduct budget hearings and deliberations (including those for the Line-Item and Block Accounts) in the Spring Semester and submit a recommended budget to the Student Senate.

4. Display fiscal responsibility through consistency in allocations and by allocating funds not in excess of the revenues generated by the Student Senate Activity Fee.

5. Employ Senators and committee members to maintain a high level of communication with all student organizations eligible for Student Senate funding. This will include publicizing Finance Committee rules, general funding guidelines, and how to prepare for a Finance Committee meeting.

6. Review existing funding guidelines, evaluate their efficacy and purpose, and add, change, or remove guidelines, as considered necessary, at or before the first Finance Committee meeting. Student Senate will receive these guidelines (through the list-serv) prior to the first Student Senate meeting.

7. Direct student groups that have previously received Student Senate funding to apply for funding through the Line-Item or Block Allocation processes. The Finance Committee Chair will ensure that groups apply for the appropriate process.

8. Explore new ideas/actions to improve committee’s internal affairs. This will include increasing involvement and development of members within the committee and attempts to increase attendance at committee meetings, hearings, deliberations, and board/subcommittee meetings.

9. Explore new ideas/actions to improve the committee’s external affairs. This will include maintaining and increasing the committee’s relationship, outreach and education with student groups and recruitment of new members.

10. Submit to Student Senate:
   A. Recommendations for actions as approved by the Finance Committee,
   B. A recommended budget as previously mentioned, and
   C. A final report. This report will include a summary of the Finance Committee’s actions with references to the aforementioned charges, action summaries of all Finance Committee boards and subcommittees, committee-generated charges for the Finance Committee of 2014-2015, and any additional information the Finance Committee Chair chooses to provide regarding the business of the Finance Committee.

K.3 University Affairs Committee Charges:

Standing Charges:
1. Inform Student Senate of and review any structural changes in Faculty Senate, Unclassified Senate, University Support Staff Senate, and University Senate.

2. Write, pass, and generate legislation pertaining to any matter of significance that impacts student life at the University, including amendments to Rules and Regulations that regard Faculty Senate, Unclassified Senate, University Support Staff Senate, and University Senate.

3. Pass and generate legislation pertaining to any matter regarding Student Senate Election Code as it pertains to the students, faculty, and administration.

4. Represent the student body’s thoughts and concerns regarding individual and collective student freedoms raised by existing policy and potential policy changes to University authorities, the Student Senate, and policy-making bodies. Freedoms of such relevance are listed here, but not limited to:
   A. Academic,
   B. Social; and
   C. Economic and commercial.

5. Review and discuss matters regarding policies enacted and implemented by
   A. The Student Involvement and Leadership Center (SILC) and the various organizations under its domain, and
   B. Student Union Activities organization, and
   C. KU Memorial Unions, Union programming, and KU retail dining, and
   D. Private Campus services including, but not limited to: Kansas Athletics and KU Alumni Association.

6. To encourage non-members of the Student Senate to sponsor legislation by emailing students and student organizations that are likely to have interest in a bill or resolution.

7. To serve as an open forum for the discussion of timely on-campus issues.

8. To communicate with students outside of meetings to allow for greater participation during the committee process.

9. Submit to Student Senate:
   A. Legislation approved by the committee.
   B. A final report. The final report should make clear what the committee has accomplished. They should recommend how to continue or improve the committee’s operation. The reports should also provide the names of the committee members, suggest how to better the charges, and recommend suitable candidates for the Chair of the University Affairs committee for the subsequent year.

K.4 Student Rights Committee Charges:

Standing Charges:

1. Receive all complaints and provide information relevant to the protections of the Code of Student Rights and Responsibilities and serve as the guardian of such protections within the limits defined by Student Senate Rules and Regulations.

2. Monitor any proposed changes in the University CODE, the Code of Student Rights and Responsibilities, or any of the boards and committees as provided for in these documents. This includes changes in Student Senate Rules and Regulations with the exception of Article VIII, which is under the jurisdiction of the Finance Committee.
3. Review matters and legislation regarding to student rights across campus, including but not limited to: student housing, student services, academic freedoms and policies, off-campus activities and living, and university-sponsored activities.

4. Continue efforts to ensure student rights in rental housing arrangements by examining local rental-housing regulations. This work should be coordinated with Student Senate, Legal Services for Students, the City of Lawrence, the Off-Campus Living Resource Center, the student body, and area landlords.

5. Monitor and research unfair labor practices on-campus including possibly inadequate pay and unfair work restrictions. The research should include, but not be limited to, Resident Assistants, Scholarship Hall Proctors, Graduate Teaching Assistants, and hourly student workers.

6. Examine student parking and accessibility policies for students with disabilities. Ensure that policies ensure equal opportunity.

7. Create and implement ways for new members to feel comfortable joining the Student Rights committee and create new opportunities for current members to take an active role in the committee. Ensure that each member of the Student Rights Committee has a clear understanding of Rules and Regulations as well as the Student Code of Conduct at the beginning of each semester through a simple tutorial in the first meeting.

8. Monitor other Big XII and peer institutions regarding Student Code of Conduct and Responsibility. This includes, but is not limited to, issues regarding: alcohol misuse, punishment jurisdiction, housing policies, and academic freedoms and policy.

9. Review all legislation that involves expressing education about or defending student rights. This includes events, funding, and all other methods of spreading information or opinions throughout campus that require the support of the Student Senate.

10. Submit to Student Senate:
   - A. Recommendations for action as they are approved by the committee, and
   - B. A final report. The final report will make clear what was done (or not done) about each of the charges to the committee and make recommendations to Student Senate for action. The report will also provide the names of the committee members and include suggestions for charges to, and chair of, next year’s committee. This report will be compiled with the other Student Senate committee reports and made easily accessible in the Student Senate office.
Appendix L

Office Policy Manual
Student Senate | University of Kansas
Revised August 2014

As approved by the Student Executive Committee

ARTICLE I. FOREWORD

1.1 This Policy Manual has been established for the members and the Executive Staff of the University of Kansas Student Senate. This manual shall not replace or override Student Senate Rules and Regulations but shall exist as a supplementary manual to aid in the clarification of office policy. This manual is empowered by the authority of the Student Executive Committee, as stated in Student Senate Rules and Regulations Article VI, Sections 1.4 and 1.4.5.

1.2 Each member of the Student Senate and its Executive Staff are to be held accountable to the expectations herein established. The Policy Manual shall be distributed to each member of the Senate body and the Executive Staff at the time they take their respective offices. The Policy Manual will be available upon request in the Student Senate Office.

1.3 In the case of the Executive Staff, the Policy Manual and aforementioned document shall be used in addition to the standard student appointment packet and student contract form which specifies that “students appointed to positions at the University of Kansas are subject to all provisions of the laws of Kansas and of the regulations, minutes and resolutions of the Board of Regents and of the University of Kansas.”

1.4 The members of the Student Senate shall include, but not necessarily be limited to: Student Senators, Standing Committee Chairs, Court of Appeals Justices, Elections Commission members, and Jay.L.E.A.D.ers.

1.5 The Executive Staff shall include the Student Body President, Student Body Vice President, Student Senate Chief of Staff, Student Senate Treasurer, Student Senate Assistant Treasurer, Student Senate Outreach Director, Student Senate Executive Secretary, Transportation Coordinator, Center for Community Outreach Co-Directors, Student Senate Government Relations Director, and Student Senate Development Director.

ARTICLE II. GENERAL OFFICE POLICY

Section 1. APPLIANCE

2.1.1 The following policies of Article II shall apply to both the members of the Student Senate and the Student Senate Executive Staff.

Section 2. OFFICE PROTOCOL

2.2.1 The function of the Student Senate Office is to act as a work place for members of the Student Senate and the Executive Staff.

2.2.2 The Student Senate Office is to be used primarily for Student Senate related work with all other matters being secondary.

2.2.3 In the absence of the Student Senate Staff Assistant, members of Student Senate shall politely and professionally offer their services to all people who enter the Student Senate office, assisting them as thoroughly as possible.
2.2.4 Any person found in violation of these policies as stated in Section 2 by the Executive Staff or the Student Senate Staff Assistant will be asked to cease such activity. Should said behavior continue, the person(s) will be asked to leave the office, and will be subject to disciplinary action found acceptable by the Student Senate Executive Committee.

Section 3. OFFICE SUPPLIES & RESOURCES

2.3.1 Telephones, computers, copying machine and fax machine are available for use by Student Senate Executive Staff. Other registered student organizations for Student Senate or organizational business may ask for usage of these machines upon request.

2.3.2 Personal use of telephones, computers, copying machine and fax machine are permitted as long as they do not interfere with normal business operations in the Student Senate Office and are kept to a minimum.

2.3.3 Responsible Purchasing: Any corporation, organization, or group using Student Campus Fees for the purpose of purchasing paper products as per purchasing contracts of the State of Kansas, may not be able to purchase paper marketed for the purpose of copier and printer use at a content of less than thirty percent (30%) post-consumer recycled. This includes organizations, corporations, or groups that receive funding raised through Student Campus fees that cannot differentiate whether their purchases is from Student Campus Fees or another funding source.

2.3.4 Energy Consumption: The Student Senate Staff Assistant and/or Student Senate Executive Staff members shall shut down all computers, printers, copiers and other electronic appliances and turn off the office lights when he or she leaves the Student Senate office for the day, excluding days of scheduled meetings of the Student Senate or its Standing Committees. If any electronic appliance is in use by a Student Senator or a member of a Student Senate funded group, he or she shall be responsible for shutting down the appliances in use upon completion of whatever task in which they are engaged.

2.3.4.1 On days of scheduled meetings of the Student Senate, the Student Senate Executive Secretary shall be responsible for shutting down all electronic appliances and lights in the Student Senate office once the Senate adjourns.

2.3.4.2 On days of scheduled meetings of the Standing Committees of the Student Senate, the Secretary of the last Standing Committee to adjourn shall be responsible for shutting down all electronic appliances and lights in the Student Senate office.

2.3.4.3 All Student Senate Executive Staff members shall be responsible for turning off the lights and electronic appliances in their offices before leaving each day.

Section 4. OFFICE CAMPAIGN POLICY

2.4.1 No campaigning shall be allowed within the Student Senate Office.

A. Campaigning shall include, but not be limited to, speeches, meetings, electronic communication (e-mail messages, fax messages, phone messaging, etc.), discussions, recruitment, and flyer, button, or poster distribution, use of Social Media (Facebook, Twitter, Instagram, Skype, Reddit, Tumblr, etc.).

2.4.2 No campaign materials shall be allowed within the Student Senate Office.

A. Campaign materials shall include, but not be limited to, buttons, flyers, posters, banners, T-Shirts, campaign giveaways, etc.
2.4.3 Campaign activities should not keep Executive Staff members from fulfilling their duties to the best of their abilities and must make the Student Senate Chief of Staff aware of their involvement in the upcoming election season.

Section 5. THE STUDENT SENATE LIST SERV

2.5.1 The Student Body Vice President shall oversee all maintenance of the Student Senate listserv.

2.5.1.1 The Student Body Vice President must ensure that the listserv is transitioned to the incoming Vice President before the joint session in the Spring.

2.5.2 Purposes.

A. The SENATE-L listserv shall exist to transmit information regarding Senate meetings, office hours, legislation, and Senator opportunities. This listserv shall also serve as a vehicle for discussion on Student Senate related issues.

B. The SENATE-L listserv shall not be used for any partisan act during elections. Emails gathered by Student Senate shall not be made available for any coalition and/or candidates participating in the election process.

2.5.3 Guidelines.

A. Messages that do not address the purpose of the mailing list are prohibited. The list administrator should be contacted to determine the appropriate content for any mailing list.

B. Messages regarding university, local, state or national campaigns are prohibited.

C. Personal attacks on subscribers are strictly prohibited. Such conduct will not be tolerated and can result in a loss of privileges. Excessive or unnecessary profanity is also prohibited and should always be avoided in any correspondence with another individual. One warning shall be issued before privileges are revoked.

D. Commercial postings and advertisements are not allowed. No individual is to use the mailing list in order to SPAM, or provide unsolicited, inappropriate, bulk e-mail to the subscribers.

2.5.4 Disciplinary Action. The Student Body Vice President reserves the right to unsubscribe any person who is deemed unfit to interact on the list (if their presence on the list is not healthy for the support of open discussion). If there has been an offensive remark made by some subscriber, the list administrator may remove the offender without warning. Any appeals can be made through writing or in person to the Student Senate Chief of Staff person, to be heard by the Student Executive Committee.

ARTICLE III. EXECUTIVE STAFF OFFICE HOUR POLICIES

Section 1. APPLIANCE

3.1.1 The following policies of Article III shall apply only to Executive Staff Members.

3.1.2 All policies as stated in Article I of the Policy Manual shall apply to Article III of the Policy Manual.

Section 2. ATTENDANCE

3.2.1 Regular attendance during all scheduled hours of work, reporting for work on time, and continuing to work to the end of the work period are expected of every Executive Staff member.
3.2.2 The Student Senate Staff Assistant shall be responsible for monitoring the attendance of Executive Staff office hours and informing the Student Senate Chief of Staff of any attendance problems.

Section 3. WORK ROUTINE.

3.3.1 Hours of work.

A. Executives Staff members shall be responsible for setting their own respective office hours with the Student Body Vice President and Student Senate Chief of Staff. Hours are to be given in writing to the Student Senate Staff Assistant at the beginning of each semester of their term.

B. Executives shall be held accountable for maintaining these specific office hours.

C. These hours may be modified at any time through the Executive Staff member’s term, provided that the Student Senate Staff Assistant is notified one (1) week in advance.

D. Office hours must be posted on the individual's office door.

ARTICLE IV. CONFERENCE ROOM USAGE

4.1 The conference room should be made primarily available for official Student Senate business.

4.2 Other organizations may utilize the conference room, but this privilege does not take precedent over Student Senate's use of the room. Student Senate reserves the right to deny any request, made by non-Senate personnel, to reserve the conference room. Reservations must be made with the Student Senate Staff Assistant at least 72 hours before the room will be needed. Use is subject to approval by the Student Senate Staff Assistant or the Student Senate Chief of Staff.

4.3 The conference room will not be reserved for more than 3 hours a day for non-Senate use, unless approved by the Student Senate Staff Assistant or the Student Senate Chief of Staff.

ARTICLE V. DISCIPLINARY ACTION

Section 1. Failure to comply with any Policy Manual may result in the following procedures:

5.1.1 Formal written warning by the Student Body President, Student Body Vice President, the Student Senate Chief of Staff, or the Student Executive Committee, shall be made to the individual in question.

5.1.2 Said individual and the sponsoring Executive Staff member will meet within one week of the formal complaint at which time both parties will review the expectations agreed upon at the beginning of the term. Upon the completion of this review, said individual is required to sign a statement that clarifies the expectations, and the potential consequences of noncompliance.

5.1.3 Additional failures to comply with aspects of the Policy Manual may result in the removal of the individual in violation of the Policy Manual. This removal may come from the Student Body President or the Student Executive Committee.

5.1.4 Failure to comply with aspects of the Policy Manual by the Student Body President or the Student Body Vice President may result in the execution of Article IV, Section 11 as stated in the Student Senate Rules and Regulations.

ARTICLE VI. POLICY MANUAL REVISION AND APPROVAL

Section 1. REVISION
6.1.1 The Policy Manual shall be revised as necessary by the Student Senate Executive Committee.

6.1.2 Revisions shall be made by a majority vote of the Student Senate Executive Committee.

Section 2. APPROVAL

6.2.1 The Student Executive Committee shall have the power to approve the Policy Manual.

6.2.2 Approval of the Policy Manual shall be made by a majority vote of the Student Senate Executive Committee.
Appendix M

2014-2015 Student Senate Outreach Policy

M. Minimum Standards (per semester), monitored by the Student Senate Outreach Director.

M.1.1 The following must be met to be in compliance with the Student Senate Outreach Policy. All Student Senators are encouraged to complete the activities in a higher frequency than suggested below, given that these are the minimum expected efforts to be made by Student Senators. Failure to comply with these minimum standards will result in possible suspension or expulsion from the Student Senate, as outlined in Student Senate Rules and Regulations Article III, Section 1.5 - Responsibilities of a Student Senator: Outreach.

A. Student Senators whose constituency is represented by two or more senators will meet once a month to discuss how to best reach out to their specific constituency and discuss pertinent information about how to best serve their constituency. The Student Senate Outreach Director must be notified of the meeting date, time, and location at least forty-eight (48) hours before it is to be held.

B. Hold a roundtable event for all assigned organizations at those organizations’ meetings to provide information on the Student Senate allocation process and Student Senate resources available to those organizations. The Student Senate Outreach Director must be notified of the roundtable event date, time, and location at least forty-eight (48) hours before the event is to be held. You must also provide a written statement outlining the event within three (3) academic days of the event’s completion.

C. Wear Student Senate buttons on backpack for the duration of the semester. The purpose of these buttons is to identify Student Senators as a member of the Student Senate, and it is imperative to conduct yourself in a way that reflects Student Senate positively. Be prepared to answer any questions about Student Senate that individuals on campus may have.

D. Contact all assigned organizations at the beginning of the semester to let them know that you will be their Student Senate contact for the year and to address any questions they may have about Student Senate, the funding process, campus issues, etc. Student Senators must provide documentation to the Student Senate Outreach Director that shows you have reached out to your assigned organizations.

E. Maintain an active, online Student Senate presence (including Facebook and Twitter). Student Senators are required to share, like, retweet, etc., any information concerning Student Senate (Kansan articles, Lawrence Journal World Articles, etc.), Student Senate initiatives, and campus news that concerns your constituency. The Student Senate Outreach Director will meet with Senators individually if the director feels that a Senator is not maintaining an active and positive online presence.

F. Maintain and monitor constituency specific Facebook pages/groups to enable effective communication between Senators and their constituents. These Facebook pages will be created by the Student Senate Outreach Director and run by Student Senators. The Student Senate Outreach Director will monitor these pages/groups to ensure they will not be used for Student Senate elections, in accordance to 7.4.9.1.3.10.5.

G. Attend a Student Senate funded event or a CCO/SLAB event and provide written documentation to the Student Senate Outreach Director within three (3) academic days after the event. Student Senators are strongly encouraged to take pictures of the event and to email those pictures to the Student Senate Outreach Director.
M.1.2 Student Senators progress will be consistently monitored by the Student Senate Outreach Director. If the Student Senator is not upholding the Student Senate Outreach Policy, the first time the Student Senators will be subjected to an evaluation with the Student Senate Outreach Director, and any according times afterward with the Student Senate Chief of Staff.

M.1.2.1 The Student Senate Outreach Director will evaluate Student Senators’ progress with the Student Senate Outreach Policy at least once a month.

Any questions concerning the Student Senate Outreach Policy should be directed to the Student Senate Outreach Director at senateoutreach@ku.edu.
APPENDIX N

N.1 MULTICULTURAL EDUCATION FUND BOARD

N.2 Purpose

N.2.1 To hear requests and determine allocations from the Multicultural Education Fund.

N.2.2 In order to qualify for such allocations, requests must satisfy the subsequent definition of diversity: a defining feature that contributes to the overall mission of the University of Kansas, refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include: abilities or disabilities; age; citizenship; cognitive style; culture; economic status; education; ethnicity; gender; gender identity; geographic background; language(s) spoken; marital/partnered status; national origin; physical appearance; political affiliation; race; religious perspective; sexual orientation.

Section 1. STRUCTURE

1.1 The Multicultural Education Fund Board shall be chaired by the Vice-Chair of the Multicultural Affairs Committee.

1.1.1 The chair of the Multicultural Education Fund Board shall be required to submit a board report to the Student Senate Chief of Staff, Student Senate Treasurer, and the Student Senate Staff Administrative Assistant after each meeting of the Multicultural Education Fund Board. This report shall include all details regarding funding approved by the board and all official actions taken by the board. The minutes shall also be included in the board report(s).

1.2 The Multicultural Education Fund Board shall be Vice-Chaired by any appointed or elected member of the board, as determined by popular vote within the board.

1.2.1 The Vice-Chair shall act as secretary of the board and record the minutes of the Multicultural Education Fund Board’s meetings.

1.3 The Board shall be comprised of eight voting members. Four members appointed by the director of the Office of Multicultural Affairs, and four members appointed by the Multicultural Affairs Committee, Finance Committee, Student Rights Committee, and University Affairs Committee. The director of the Multicultural Resource Center shall serve as an Ex-Officio member on the board.

1.4 Frequency. The Multicultural Education Board shall meet to hear financial requests with each senate cycle. Requests shall be due by the same legislative deadline as Senate legislation and the MEF Board shall meet before the Student Senate Standing Committee meetings.

1.5 The combined allocations of the Multicultural Education Fund and the Student Senate Unallocated Account may fund a special event up to one thousand dollars ($1,000.00), beyond this level a group may receive up to seventy-five percent (75%) of the remaining expenditures for the event from the two accounts combined.

1.6 Groups may seek funding from the Multicultural Education Fund, the Student Senate Unallocated Account or from both. Groups requesting funding from both accounts for an event must do so within the same Senate cycle, unless they received Senate funding through the Line Item process for an event and/or special project. In that case, they may seek funding from MEF without seeking Senate funding during that same cycle.

1.6.1 Groups requesting funding only from the Multicultural Education Fund for an event that could be funded by the Student Senate Unallocated Account shall not be allocated more than what the Multicultural Education Fund allocation would have been if the group had also applied for funding from the Student Senate Unallocated Account.
1.6.2 Groups requesting funding from both the Multicultural Education Fund and the Student Senate Unallocated Account who are denied funding by the Multicultural Education Fund Board shall be funded by Student Senate as if they had only requested funding from the Student Senate Unallocated Account.

1.6.3 Multicultural groups requesting funding for an event only from the Student Senate Unallocated Account should be treated the same as requests from non-multicultural groups, regardless of any Multicultural Education Fund funding history.

1.7 The Multicultural Education Fund shall operate as the primary funding source for groups seeking funding from both the Student Senate Unallocated account and the Multicultural Education Fund until the Multicultural Education Fund is reduced to less than thirty percent (30%) of its yearly allocated total, at which time the Student Senate Unallocated account will become the primary funding source.

1.7.1 The first one thousand dollars of the event budget may be funded by the primary funding source.

1.7.2 Up to fifty percent (50%) of the amount of the event budget exceeding one thousand dollars may also be funded by the primary funding source.

1.7.3 Up to twenty five percent (25%) of the amount of the event budget exceeding one thousand dollars may be funded by the secondary funding source.

1.7.4 In the event that a group has received Student Senate funding via the Line Item process, the group shall be eligible to apply for Multicultural Education Fund funding. For these applications, the Multicultural Education Fund shall act as the secondary funding source.

1.8 No more than sixty percent (60%) of the Multicultural Education Fund can be used to pay for travel expenses as defined under 8.1.8.6.

1.8.1 The following guidelines shall apply to the special circumstances of travel:

A. Each group’s travel request will be considered up to the most restrictive of these two maximums:
   1. Maximum of two-hundred seventy-five dollars ($275.00) travel per person for domestic events, four-hundred twenty-five dollars ($425.00) travel per person for international events.
   2. Maximum of five-thousand ($5,000.00) for travel per domestic event, ten thousand ($10,000.00) for travel per international event.

1.9 If Funds allocated are not spent by ten (10) days after the event’s ending date, the Funds will revert to the Multicultural Education Fund.

Section 2. FUNDING GUIDELINES

2.1 Membership.

2.1.1 Required To Be Open To All University of Kansas Students. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group that is not open de facto to all University of Kansas students.

2.1.2 Required Student Membership on Financially Governing Bodies. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group in which students do not constitute an equal or greater percentage of the seats on the financially governing body of that corporation, organization or group than the percentage of the allocation and/or apportioned amount by Multicultural Education Fund to the corporation’s, organization’s, or group’s total budget.
2.2 Purpose.

2.2.1 No Academic Credit for Participation. No funds shall be allocated or apportioned to any corporation, organization, group or activity whose primary purpose is for members to give or receive academic credit.

2.2.2 Funds cannot be used for specific religious activities or materials. This includes, but is not limited to, religious texts, worship or devotional services, and salaries for religious officials. Funds can be allocated to organizations whose primary function is religious for traditionally secular activities that may have a religious perspective.

2.2.3 Any corporations, organization, or group seeking funding must provide documentation of other fundraising efforts. Fundraising efforts shall include, but not be limited to, collection of dues, collection of donations, and/or participation in activities to raise money for the group.

2.3 Use of Funds.

2.3.1 Funds shall not be used for partisan activities. Funds shall not be used for any activities that:

2.3.1.1 Directly affect the electoral goals of a particular person or group relative to another; or

2.3.1.2 Are in any way related to Student Senate Elections; or

2.3.1.3 Are in any way related to any Student Senate Referendum or Student Initiative.

2.3.2 Funds Cannot Be Used for Social Functions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for any activity that does not have a primarily educational or multicultural purpose [8.1.8.2].

2.3.3 Funds Cannot Be Used for Commercial Promotions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of advertising or promoting any brand name product or any profit-seeking group.

2.3.4 Funds Cannot Be Used for Donation to a Third Party. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group to directly or indirectly raise funds for another corporation, organization, or group.

2.3.5 Funds Cannot Be Used to Maintain Affiliations. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group.

2.3.6 This shall not restrict Multicultural Education Fund Board from allocating funds toward affiliation dues if deemed vital to the primary purpose of that corporation, organization, or group.

2.3.7 Funds Cannot Be Used for Recruiting Individuals to the University.

2.3.7.1 No funds from student fees shall be allocated or apportioned for the purpose of recruiting individuals to the University.

2.3.7.2 No funds from student fees shall be allocated or apportioned to any corporation, organization, or group that has the primary purpose of recruiting individuals to the University.

2.3.8 Funds Cannot Be Used to Grant Scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of granting scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization or group that has the primary purpose of granting scholarships.
2.3.9 Funds will not be allocated to corporations, organizations, or groups that violate the university’s non-discrimination policies.

2.3.10 Funds Cannot Be Used for Academic Projects. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for academic projects with the intent to publish in an academic journal or present at an academic conference.

2.3.11 Notice of All Publicity Required. No funds shall be allocated to any corporation, organization, or group for any publication, advertisement, poster, flyer, promotion, etc. unless, upon request, a copy is made available to the Student Senate Treasurer prior to disbursement of funds for publication or broadcast. For non-English publications an English translation may also be requested.

2.3.12 Verification of Compliance. No funds from student fees shall be allocated to any corporation, organization, or group which charges admission to any event said corporation, organization, or group is sponsoring.

2.3.13 Disbursement of Funds for Special Events. Each request for special event funding must be accompanied by the event’s starting and ending dates.

2.3.14 Officers of Organizations Must Be Students. Funds shall only be allocated or apportioned to corporation, organization, or groups in which all officers are KU students.

2.3.15 Special Events, Service Fee [8.1.8.4], and Conference Registration.

2.3.15.1 Event Budget Statement Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group unless prior to consideration of Service Fee legislation by the Service Fee Subcommittee, a Student Senate Standard Event Budget Statement is submitted on or before the Meeting at which the Talent Fee is being considered.

2.3.15.2 Required Information. For any allocation of registration fees, talent fees, and special events, the group, organization, or corporation must provide a total budget for the event that includes all anticipated expenses and income. The Multicultural Education Fund Board Chair shall be responsible for contacting the legislation’s sponsor via email prior to the Multicultural Education Fund Board meeting to notify them of this requirement.

A. Service Fees. Any group, corporation, or organization that requests funding for a talent fee must provide a contractual services form with the name and signature of the person who will provide the service. This contractual services form must also include the dollar amount and date that service will be provided. This form must be turned in to the Multicultural Education Fund Board Chair before the bill is presented to the Committee. The Multicultural Education Fund Board Chair shall be responsible for contacting the legislative sponsor prior to the Multicultural Education Fund Board Meeting to notify them of this requirement.

B. Conference Registration Fees. Any group, corporation, or organization that requests funding for conference registration fees must provide a tentative list of members that will attend, proof of the registration cost per student, and proof of the event. The latter two shall be proven with any written or published information from the hosting group, organization, or corporation. This information must be turned in to the Multicultural Education Fund Board Chair before the bill is presented to the Committee. The Multicultural Education Fund Board Chair shall be responsible for contacting the legislative sponsor prior to the Multicultural Education Fund Board meeting to notify them of this requirement.
2.3.16  No Funds for items that can be purchased with Student Senate General Funding or Standard Allocations (8.5.1 and 8.5.2) shall be allocated by the Multicultural Education Fund.

2.3.17  Walkable Items: Funds shall not be used to purchase items over the amount of fifty dollars ($50.00) with the potential to be transported to another location for personal use.

2.3.18  Funds cannot be used for University Daily Kansan (UDK) Advertising.

2.3.19  Funds cannot be used for career advancement. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group to fund any of the following:

2.3.19.1  Attendance of any career fair.
2.3.19.2  Employment-related workshops.
2.3.19.3  Professional networking activities or events.
2.3.19.4  Any other such career advancement event, opportunity, workshop, or fair not enumerated here.
APPENDIX O

Office Hour Policy

1.1 All Student Senators (with the exception of Graduate, Non-Traditional, Law, Pharmacy, and University Senate Student Senators as outlined in Student Senate Rules and Regulations 3.1.2.1) are required to spend one hour per legislative cycle in the Student Senate office completing office hour tasks.

1.2 The office hour tasks are important for the function of Student Senate as a whole and are listed below in order of priority.

Listed in order of priority:

A. Bill writing: Ask the Chief of Staff if there are any bills that need to be written, or groups in need of outreach assistance;

B. Website evaluation: Thoroughly explore the Student Senate website, making sure that all information is up-to-date and links are functioning correctly and report this information to the Student Senate Outreach Director;

C. Office Assistance: Help the Student Senate Staff Assistant, Sabine Jones, with any task that needs to be completed around the office such as photocopying, mailings, et cetera;

D. Student Senate Executive Staff Assistance: Ask Student Senate Executive Staff members in the office if they need assistance doing positional research, making phone calls, et cetera;

E. Event Attendance: Attend a Student Senate-funded event and provide proper documentation verifying that Student Senate funding was used appropriately, all flyers funded featured the Student Senate logo, et cetera.

   i. Events held by organizations of which the Student Senator is already a member will not count for this requirement, and

F. Miscellaneous Tasks: Other duties as assigned by Student Senate Staff Assistant or Student Senate Executive Staff Member.
APPENDIX P

University of Kansas Student Senate Court of Appeals Rules and Procedures

PART I. THE COURT

Rule 1. Chief Justice
1. The Chief Justice shall be the presiding officer of the Court.
2. The Chief Justice shall be the official representative and chief executive officer of this Court.
3. The Chief Justice shall maintain representative attendance at all meetings of the Court.
4. The Chief Justice shall comply with the ABA model Code of Judicial Conduct.

Rule 2. Chief Justice Pro Tempore
1. The Chief Justice Pro Tempore shall be nominated by a Justice of the court and confirmed by order of the Court.
2. The Chief Justice Pro Tempore may be removed by order of the Court.
3. In the absence of the Chief Justice, the Chief Justice Pro Tempore shall act as the Chief Justice. The Chief Justice shall be considered absent if any of the following conditions have been met:
   a. The Chief Justice is hospitalized, severely ill or otherwise physically or mentally incapacitated, as declared by a majority of the Court.
   b. The Chief Justice is unreachable or has not made contact with the Office Manager for more than one day and there is a pressing judicial issue.
   c. The Court has received notification of absence from the Chief Justice.
   d. There is no Chief Justice confirmed by the Student Senate.
4. The Chief Justice Pro Tempore shall work in conjunction with Chief Justice to administer this Court.

Rule 3. Associate Justices
1. If an urgent judicial matter arises and both the Chief Justice and Chief Justice Pro Tempore are absent, under the qualifications listed in Rule 2.3, the Associate Justices shall choose among themselves a Presiding Justice who shall preside over meetings of the Court.
2. The Presiding Justice may exercise the authority of Chief Justice only as chair of the Court.
3. Associate Justices shall maintain representative attendance at all meetings of the Court.
4. Associate Justices shall comply with the ABA Model Code of Judicial conduct.

Rule 4. Term
1. The Court holds a continuous annual Term
2. The Term shall commence on the first day of summer classes and run until the final day of summer classes the following year.

Rule 5. Meetings and Quorum
1. Three members of the Court constitute a quorum.
2. In the absence of a quorum on any day appointed for holding a meeting of the Court, the Justices attending may announce that the Court will not meet until there is a quorum.

Rule 6. General Policy
1. The Chief Justice shall preside over general meetings of the Court. General meetings of the Court shall come to order, recess and adjourn at the behest of the Chief Justice. The Court may recess or adjourn at the behest of a majority of the Court.
2. The Court shall convene a general meeting no less than once per month to discuss general judicial matters.
3. The Chief Justice shall maintain order at all times.
4. All individuals present shall maintain decorum at all times.
5. During formal proceedings, the dress required for all members of the Court and parties shall be no more casual than business dress.

**Rule 7. Prohibition Against Practice**
1. No member of this Court shall make motions or applications to this Court; nor shall any person who is not a currently enrolled student at The University of Kansas.

**Rule 8. Disciplinary Procedures**
1. The Chief Justice shall have the authority to eject any disorderly individuals during proceedings, after issuing one verbal warning to the individuals.
   a. The ejection shall be for no fewer than twenty minutes.
   b. The Court will issue the following warning to the ejected individual upon the return of the individual: “You are hereby warned that further disorderly conduct may result in the Court barring you from further Court proceedings.”
2. If the ejected individual is a Party, the warning must include the following: “The Court shall consider further disorderly conduct a waiving of your rights in this proceeding.”
3. The Court may bar individuals who are continually disorderly.
4. Disorderly individuals may be barred from proceedings by a majority of the Court.
5. In the instance where the barred individual is a party, this Court shall select another individual to serve as the representative of the party.

**PART II. APPELLATE ACTIONS**

**Rule 9. Petition for Writ of Certiorari**
1. A student, group of students or campus organization may petition the Court for a writ of certiorari in matters of judicial review of actions including but not limited to substantive and procedural appeals of decisions coming out of committees, fee boards, student executive committee, and general session.
2. The submission of a petition for a writ of certiorari shall be considered the initiation of an appellate action.
3. A petition for a writ of certiorari, shall include, in the order indicated:
   a. The questions presented for review by the Court, expressed concisely in relation to the circumstances of the case. The questions should be short and should not be argumentative or repetitive.
   b. A concise statement of the case setting out the facts material to consideration of the questions presented.
   c. A direct and concise argument amplifying the reasons relied on for the allowance of the writ.
   d. The superior laws, constitutional and bylaw provisions, and other laws involved in the case, set out verbatim with appropriate citation.
   e. Any other material the petitioner believes essential to understand the petition, including copies of relevant documents or tangible evidence.
4. The petition for a writ of certiorari shall be delivered to the Chief Justice Pro Tempore. Petitions should be sent electronically to the designated Student Court of Appeals email account.
5. The Court shall meet within five days of the submission of the petition.
6. The Chief Justice or a majority of the Court may order oral arguments regarding the petition.
7. Oral arguments shall be limited to the merits of certiorari; discussion of the merits of the case shall not be allowed. Oral arguments shall be held within three days of the issuance of the order.
8. If the Court grants the petition for a writ of certiorari, it shall issue a writ of certiorari within ten days of the submission of the petition.

**Rule 10. Preliminary Conference**
1. The Chief Justice shall meet with the petitioner and respondent within three days of the issue of a writ of certiorari. The Chief Justice will try to meet as soon as possible when the pending issue is time-sensitive.
2. Each party shall be notified of its rights under the Law.
3. The requirements of the brief of arguments, both in content and format, shall be explained to all parties.
4. The timeline for submission of documents and a summary of the policies and procedures of the Court shall be explained to all parties.
2. All motions and applications shall be made based on the electronic template provided by the Court. All documents submitted to this Court shall be made on white, letter-sized paper, with 1.5 inch margins. All motions must be made in size 12, Times New Roman font.
3. A motion to the Court shall be filed with the Court, by submitting an electronic motion to the Court’s designated email account.
4. Oral argument on a motion will not be permitted unless the Court so directs.
5. Any response to a motion shall be filed as promptly as possible, and, in any event, within three days of receipt, unless the Court or the Chief Justice, orders otherwise.
6. A response to a motion shall be prepared and submitted as required for a motion in these rules. In an appropriate case, the Court may act on a motion without waiting for a response.
7. A Motion to Dismiss shall be based solely on one of two grounds: want of jurisdiction or filing of a frivolous case. The former shall not be considered if the Court has heard Oral Arguments on the matter of jurisdiction. A motion to dismiss shall be filed no later than two days before formal proceedings. The Court may consider a motion to dismiss after the submission deadline if weighty proof is brought to the attention of the Court.

Rule 11. Brief of Arguments
1. The brief of arguments shall comply in format with these Rules and shall delineate all legal arguments to be used.
2. The brief of arguments shall include an explanation of the legal arguments used for the review of the questions before the Court. The brief of arguments should include references to all appropriate law, appropriately cited.
3. The petitioner shall submit a brief of arguments no fewer than five days before the date of the trial.
4. The respondent shall submit a brief of arguments no fewer than three days before the date of the trial.
5. Under extraordinary circumstances, the Court may grant permission for the submission of a supplemental brief.

Rule 12. Amicus Briefs
1. The Court will accept the submission of briefs from amicus curiae, filed by interested non-parties.
2. Amicus briefs can be submitted by individuals or student organizations, and shall focus on a narrow issue before the court. They shall not be mere affirmations of the petitioner or respondent’s briefs, but shall focus on a narrow issue.
3. Amicus briefs may be considered by the Court, but the Court will not be bound to consider them in their deliberations.
4. Amicus briefs must be signed by the submitting party, and must declare which party they are being submitted in support of.
5. Amicus briefs shall be limited to five (5) pages in length; they shall be double spaced, size 12 Times New Roman Font, 1.5 inch margins.
6. All requests to submit a brief as amicus curiae shall be submitted more than two days before formal proceedings.
   a. The Court shall grant permission to file a brief as amicus curiae only to those individuals who have established the ability to provide the Court with sound legal advice or information of which the Court is not cognizant.
   b. The Student Government shall be granted permission to file a brief as amicus curiae.

Rule 13. Oral Arguments
1. The Court shall hear oral arguments no fewer than three days and no more than seven days after the preliminary conference.
2. Oral Arguments shall be limited to arguments presented in brief.
3. Arguments from the Petitioner shall be heard first.
4. After the arguments from the petitioner, arguments from the Respondent shall be heard.
5. Only one representative from each party shall be permitted to present arguments, unless the Court grants special permission.
6. Each party shall be allowed thirty minutes to present before the Court. The presentation time shall include all time required to answer questions from the Court. The Chief Justice or the Court may grant one extension of no more than twenty minutes. This extension shall be granted to both parties and may only be granted before commencement of oral arguments.
7. The Court may ask questions of the party presenting only during the presentation of the case by that party.
8. No witnesses shall be called during oral arguments.

PART III. MOTIONS AND APPLICATIONS

Rule 14. Motions to the Court
1. Every motion to the Court shall clearly state its purpose and the facts on which it is based and may present legal argument in support thereof. No separate brief may be filed.

Rule 15. Injunctions
1. The Chief Justice and the Court, separately or jointly, shall have the authority to issue injunctions to prohibit or require actions of an individual or group in the event that any of the following conditions are met:
   a. The integrity of the student body may be compromised.
   b. The integrity of the Student Government may be compromised.
   c. The integrity of a proceeding of this Court may be compromised.
   d. The actions or potential actions may be illegal.
2. All parties have the right to file with the Chief Justice or this Court an application for injunctive relief.
3. A Request for Injunctive Relief may be submitted by a student or group of students without an action pending before the Court. In this case, the relief sought shall be limited to prohibition of actions and the injunction shall be effective no more than three days.
4. The application shall contain the exact relief sought and an explanation of the harm that could come to the student body, Government, or this Court, specifically its proceedings.
5. All injunctions considered by the Chief Justice shall be done so in consultation of the Chief Justice Pro Tempore.
6. The Court shall review all injunctions issued by the Chief Justice within five days of enjoining.

Rule 16. Expedited Proceedings
1. A Request for Expeditious Proceedings may be filed concurrently with documents to initiate action in this Court.
2. A Request for Expeditious Proceedings shall be filed as an application to the Chief Justice. The Chief Justice shall rule on the request as soon as possible after receipt, but in no circumstances shall the ruling be made more than one day after receipt. If the Chief Justice grants the request, the Chief Justice shall immediately notify the Court. A Request for Expeditious Proceedings shall be granted only in extraordinary circumstances.
3. Upon the granting of the Request for Expeditious Proceedings, the Chief Justice shall be empowered to determine all submission deadlines, except the following:
   a. The initiating party shall submit a brief of arguments one day before the adverse party.
   b. The formal proceedings shall commence as soon as the Court can convene, but in no circumstances shall the formal proceedings commence more than five days after the granting of the request.
Rule 17. Advisory Opinions
1. This Court may issue strictly advisory opinions. Advisory opinions are not enforceable, but are merely the recommendation of the Court as to a particular matter. Advisory opinions are not binding on the future action of the Court.
2. The following parties may seek advisory opinions from the Student Court:
   a. Members of the Student Senate
   b. Members of the Executive branch of the Student Senate
   c. Members of Student Senate Committees
   d. Representatives of Student Organizations
   e. Members of the Elections Commission
3. Oral presentations for advisory opinions will only be held if the majority of the court chooses to hear them, and will follow the same procedure as oral arguments for appellate actions.
4. The Court, of its own accord, may choose to issue an advisory opinion.

PART IV. PRACTICE AND PROCEDURE

Rule 18. Codification
1. All documents submitted to this Court shall be assigned a unique document number. An individual submitting a document to this Court shall request a document number from the Clerk before submitting the document. The Clerk shall not accept documents that are not properly codified.
2. The document number shall contain three parts, separated by hyphens, in the order indicated:
   a. A four-digit term number, determined by the year of the beginning of the term of the Court during which the action was initiated.
   b. A two-digit consecutively determined case number.
   c. A two-digit consecutively determined document number.

Rule 19. Opinions of the Court
1. The process by which an opinion of the Court is drafted and adopted shall ensure the independence and preserve the integrity of this Court.
2. Opinions issued by the majority and minority shall include:
   a. The relevant facts presented in the case.
   b. A clear explanation of process by which the majority arrived at its decision.
   c. A plainly stated determination of the Court and any relief granted by the Court.
   d. The signatures of all members of the Court in the majority.
3. Minority, or dissenting, opinions may also be issued, and shall be published with the opinion of the Court.
4. Individual Justices are permitted to submit concurrent opinions.
5. Relief in all appellate actions shall be made in the form of an order of the Court.
6. Individual justices should refrain from issuing opinions that include portions of the Opinion of the Court unless those points are in contention.
7. The Court shall meet no more than two days after the adjournment of formal proceedings.
8. Those in the majority shall chose among themselves a Justice to draft the Opinion of the Court. The Justice writing for the majority shall submit to the Clerk a copy of the Opinion of the Court no more than eight days after the adjournment of formal proceedings.
9. Upon the publication of the opinion of the Court, the matter shall be considered closed.

Rule 20. Adoption and Amendment of the Rules
1. The vote required to adopt the final version of the Rules of the Court shall be an affirmative vote of two-thirds of the Court. The Court shall issue a special order of adoption, stating the effective date and ordering the public.
2. The vote required to adopt amendments of the Rules of the Court shall be an affirmative vote of two-thirds of the Court.
PART VIII. DEFINITIONS AND EFFECTIVE DATE

Rule 21. Definitions
1. “Representative Attendance” shall be defined as being unexcused from no more than one formal proceedings of the Court, or three general meetings of the Court per term.
2. “This Court” shall be defined as the institution of the University of Kansas Student Court of Appeals as defined in The University of Kansas Student Senate Rules and Regulations.
3. “The Court” shall be defined as the Chief Justice and Associate Justices of the Supreme Court of the Government of the Student Body.
4. “Government Law” shall defined as any of the following documents:
   a. The Student Senate Rules and Regulations
   b. The Student Senate Bylaws
   c. The Student Senate Election Code
   d. Any Senate Committee bylaws or rules
   e. All other laws properly adopted by the Senate and, if necessary, consented to by the President, which are in effect.
5. “Day” shall be defined as each day that classes are held at the University of Kansas during the fall and spring semesters. The Court may extend this definition to include class days during the summer semester, if a need for such an extension arises.
6. “Formal Proceedings” shall be defined as the trial or oral arguments.

Rule 22. Effective Date of the Rules
1. These Rules were adopted by the Court and submitted to Senate September 15th, 2011.
2. The Rules govern all proceedings after their effective date except to the extent that, in the opinion of the Court, their application to a pending matter would not be feasible or would work an injustice, in which event the former procedure applies.