



Student Government Association

Bylaws to the Constitution

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Article I. Election Code

As per the Student Government Association (SGA) of the Illinois Institute of Technology (Illinois Tech) Constitution, the SGA shall conduct regular elections governed by the following code:

Section 1. Established Committees and Terms

For the duration of this article, Election Committee shall refer to either the EEC or the SEC; Officer shall refer to any person who has been fully elected to their term of office including both Senators and Executive Officers; Office-elect shall refer to any person who has been elected to their respective office but has yet to be sworn in.

The Executive Board shall establish an Election Committee with the responsibility of carrying out the duties required for an election. The Executive Election Committee (EEC) shall administer the Executive Elections, whilst the Senate Election Committee (SEC) shall administer the Senate Elections.

Membership

1. Election Committees shall consist of five currently enrolled IIT students. Any person who would like to be considered shall apply for the position. This application shall consist of notifying the Executive Vice President that they wish to be considered. A roster of applicants shall then be presented to the Executive Board and they shall appoint the Election Committee members. The Executive Board may make a recommendation as to whom they would select as Chair, but the Chair shall be chosen by the members of the Election Committees. The Chair shall be selected within one week of the Election Committee's appointment. In the case there are not five members on any Election Committee, the current executive board is required to fill vacant positions.
2. The Chair shall conduct meetings of the Election Committee, facilitate communication between the committee and the SGA Advisor, and be responsible for other duties as assigned by the Senate.

3. The EEC shall be selected by the second regular Senate meeting of the spring semester. The SEC shall be selected by the third regular Senate meeting of the fall semester.
4. Any member of an Election Committee may not run for any of the positions for election or engage in campaign activities for any candidates running in the election.

General Duties

5. It is the responsibility of the Election Committees to enforce this code.
6. The EEC shall consult with the Office of Campus Life to verify academic eligibility of candidates in a timely manner, and shall notify candidates of their eligibility status.
7. The Election Committees shall establish the dates, times, and locations of all Candidate Orientation meetings.
8. The Election Committees shall prepare and distribute the candidate application and orientation packet entitled Candidate Packet.
9. The Election Committees shall post candidate biographies and pictures, two weeks before voting or when the information is received, whichever is later.
10. The Election Committees shall prepare an evaluation of this election code at the end of their service. The evaluation is to be presented to the Executive Board no later than the second regular Senate meeting after conclusion of an election.
11. The Election Committees shall be responsible for making decisions with regard to election questions and concerns not otherwise addressed by this code.

Section 2. Nominations and Election

Nominations shall open no later than two weeks after the establishment of the Election committee, and remain open for the duration of one week. Potential candidates who fail to complete all requisite documentation, as specified by the EEC, within five days after the closing of nominations shall be ineligible to run. Elections shall be held no later than two weeks after nominations close. Executive transitions shall take place over the two to four weeks following the conclusion of the election, with the swearing in of the new Executive Board occurring

shall be sworn in at the first regular senate meeting after the transitional meetings, or the last regular senate meeting of the semester, whichever happens first. Modifications to an Election schedule may be made by the Executive Vice President and must be approved by the Senate before the establishment of the Election Committees.

Section 3. Candidate Eligibility

1. Candidates for Executive Office shall have completed at least one academic year by the semester following their election.
2. Candidates wishing to run for the VP of Residence Life must be a campus resident during their term.
3. Candidates wishing to run for VP of Campus Life, VP of Engagement, and Executive Vice-President positions must have previously served as a member of the Student Government Association in a role defined as either a Senator, Committee Chair, or other informal position such as a member or volunteer.
4. Candidates for Executive Office shall have satisfactory academic standing according to the standards set forth by the Office of Campus Life before campaigning can begin.
5. All Candidates for any office shall have read and completed the Candidate Packet, which shall include the following : Questionnaire, Election calendar, SGA Constitution, SGA Bylaws, Executive Election Acknowledgement Statement, organizational posting policy, and candidate contact information.

Section 4. Candidate Orientations

1. All candidates shall be required to attend at least one Candidate Orientation meeting.
2. A member of the Election Committee shall conduct these meetings and shall review the information in the Candidate Packet and other information specific to the current election.
3. Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, they are still required to receive an orientation from the Election Committee Chair before engaging in any kind of publicity or campaigning.
4. All candidates are responsible for knowing and adhering to the provisions of the SGA Constitution and the Election Code. Lack of knowledge as to the

content of these documents is not a defense against Election Committee enforcement of the Election Code.

Section 5. Campaigning

1. Campaigning shall be free of elements that interfere with the education process, endanger persons, or damage property. Campaigning involving gatherings, meetings, rallies, and/or special stunts shall require prior approval from the SGA Advisor.
2. The use of money for campaigning from any fund related to IIT is strictly prohibited.
3. A candidate is limited to spending one hundred dollars on their campaign. A candidate shall submit a budget detailing campaign expenditure along with the Election Acknowledgement Statement to the Election Committee. Deviation from the original campaign budget shall be documented and approved by the Executive Election Committee before any deviant expenditure is made. A candidate shall provide documentation of spending to the SGA Advisor for review at a time determined by the Executive Election Committee. Failure to report expenditures shall be dealt with under the policies of §12 of this Article.
4. All election materials for posting and distribution shall conform to the Organizational Posting Policy.
5. Candidates are responsible for the removal and disposal of all election materials after the election as defined in the Organizational Posting Policy.
6. Slander, libel, and/or forms of negative campaigning that sacrifice the integrity of the election process by defacing campaign materials or any activity that is deemed disruptive by the Election Committee is prohibited. Violations shall be dealt with as outlined in §12 of this Article.

Section 6. Candidate Forums

The Executive Election Committee may organize an event on Main Campus before voting begins to promote the election and provide an opportunity for students to meet the candidates. The Executive Election Committee is responsible for publicity related to such an event.

Section 7. Election Timeline

1. Nominations shall open within 2 weeks of the establishment of the Election committee
2. Campaigning shall begin the day after nominations close, and shall endure for 1-3 weeks.
3. Campaigning shall end the same day as the election.
4. In order for results to be announced the same day, the election must fall on the same day as a Senate Meeting.

Section 8. Ballot

The Executive Election Committee shall prepare ballots with names appearing in a random sequence and shall exclude the use of titles including the title “incumbent.” b. After elections have been held and before tabulation begins, all remaining ballots must be destroyed or disabled.

Section 9. Voting

1. Every currently enrolled Illinois Tech student is entitled to one ballot and one vote. Students from VanderCook College of Music may not vote for the Vice President of Academic Affairs. Non-residential students may not vote for the Vice President of Residence Life.
2. No person shall vote in place of a currently enrolled student.
3. The SGA Advisor shall order an acceptable ballot to be released within the predetermined timeline to students through Suitable.
4. Voting shall be administered according to the following procedure:
 - a. Voter shall produce their own unique login to the Suitable platform, and their own unique identification number in order to vote.
 - b. Voter shall mark the ballot according to the directions and submit the ballot as directed.
 - c. After the predetermined voting time has expired the ballot shall be closed and no further voting accepted.

Section 10. Tabulation

1. Tabulation shall proceed automatically as the voting process continues, any part of the ballot left blank shall count as an abstention from that portion of the ballot.
2. The SGA Advisor and the Chair shall supervise the tabulation process.
3. Tabulation shall be officially endorsed by all of the following: the SGA Advisor, the Chair, and a majority of the Election Committee.
4. The winner shall be the candidate receiving more votes than any other candidate on the ballot for the same office. The winner shall assume their respective office according to the SGA Constitution.
5. After nominations close and before the day of elections, the Election Committee shall work with the SGA Advisor to establish procedure to fairly resolve any ties.
6. In case of a tie, the Executive Election Committee shall present their options for resolving the tie in ranking order at the Senate meeting immediately following tabulation. The Senate may approve an option (beginning voting at the Executive Election Committee's first option) with a two-thirds vote. In the case that no option is ratified, the SGA Advisor shall decide on a course of action.
7. Public notice of election results shall be given at the Senate meeting immediately following the end of the voting process.
8. The Election Committee shall certify the elections after all ballots are tabulated.
9. Upon the certification of the election and completion of all general duties, the Election Committee shall be dissolved unless ordered to remain intact by a majority of the Senate for a specified amount of time.
10. Write-in votes make the ballot void for that specific office voted upon.

Section 11. Due Process

Candidates who feel that they have been the victim of severe and/or repeated violations of any part of the Election Code shall have their complaint reviewed by the Election Committee and the SGA Advisor in a timely manner (within twenty-four hours on the day of elections or within forty-eight hours otherwise).

All complaints shall be filed in writing and shall be signed by the candidate. The burden of proof is on the complainant.

Any election complaints must be appealed to the SGA Judicial Board.

The SGA Judicial Board or the SGA Advisor may impose any one, or a combination of, the following penalties to individuals or groups found guilty of violations:

1. Suspension of campaigning for a duration determined by the Election Committee.
2. Disqualification as a candidate for office.
3. Recommendation to the Dean of Students for disciplinary action.

Section 12. Determination of Results - Senate Elections

Within the Senate Results will be determined by the Approval Voting method which allows voters to vote for as many candidates as they wish. Senate results will be determined by the following criteria

1. The 5 Senate seats representing each of the 5 colleges shall be designated first.
 - a. Each candidate with the most votes from each of the 5 colleges shall win that respective seat and shall become Senator-Elect.
2. The 2 Diversity, Equity, and Inclusion seats shall be designated next.
 - a. The 2 candidates with the most votes who opted in for the DEI seats, who did not already win a seat, shall win a DEI seat and shall become Senator-Elect.
3. The 12 seats split by year shall be designated next.
 - a. The 2 candidates with the most votes, who did not already win a seat, among first, second, third or fourth years shall win those respective seats and become Senator-Elect.
 - b. The candidate with the most votes, who did not already win a seat, among fifth years will win that respective seat and become Senator-Elect.
 - c. The 3 candidates with the most votes, who did not already win a seat, among graduate students shall win the graduate respective seats and become Senator-Elect.
4. Finally, the last 5 candidates with the most votes who did not already win a seat, shall win one of the 5 open seats and become senator elect.

Section 13. Assumption of Office

Office-elects shall have two opportunities to be sworn-in to their office. Should an Office-elect fail to be present at either opportunity they shall not be sworn-in as Officer and

their seat shall become vacant. The first swearing-in shall be announced jointly by the current Executive Board during a regular Senate meeting. The second swearing-in shall occur at the next regular Senate meeting. Both sessions will be conducted in accordance with the SGA Constitution.

Section 14. Dissolution of the Committee

The Election Committee shall be dissolved once the results are announced the day of voting. Any complaints of conduct by the Election Committee must be appealed to SGA Judicial Board.

Section 14. Amendment of the Election Code

The Election Code cannot be amended without a two-thirds vote after the first day of the formation of an Election Committee. Once elections have begun, Election Code amendments cannot be put into effect without express approval from the SGA Judicial Board.

Article II. The Senate

Section 1. Composition

1. There shall be 27 permanent seats, and up to 4 temporary seats for senators in the SGA Senate.
2. 22 or the 27 permanent seats shall be filled by a single Senatorial Election that shall take place on a regular, yearly basis.
 - a. Of these 27 seats, during the course of the election, 5 shall be open seats.
 - b. Of these 27 seats, during the course of the election, 2 shall be Diversity, Equity, and Inclusion (DEI) seats.
 - c. Of these 27 seats, during the course of the election 5 shall be reserved for each of the major colleges. Those colleges being the Armour College of Engineering, College of Architecture, College of Computing, Lewis College of Science and Letters, and Stuart School of Business.
 - i. If during the course of the Senatorial Election there exists no candidate originating from one or more of the 5 colleges, then the seat(s) designated to said college(s) shall become open, and may

- be filled by any Illinois Tech student who is eligible to be a Senator.
- ii. Should any seat reserved for a specific college be filled as an open seat and not by a student from that specific college, and should a student from that specific college come forward partway through the Senate term setting a Senate seat, and should the senate be filled to capacity with all 27 seats being occupied , then should the Senate with to appoint such a student as Senator, a temporary seat shall be created for the student for the remainder of the Senate term.
- d. Of these 27 seats, during the course of the election 12 shall be for candidates split on a yearly basis.
 - i. First, Second, Third, and Fourth Years shall have 2 seats each.
 - ii. Fifth years shall have 1 seat
 - iii. Graduate Students shall have 3 seats.
 - iv. If any seat is not filled by the election it may act as an open seat for the term.
 - e. The 3 other seats not filled by the election shall be reserved, with each seat being filled through appointment. Greek Council, Residence Hall Association, and the Student Athletic Advisory Committee shall each have 1 senator that they should choose through a responsible and democratic method. All such appointees shall be subject to confirmation by the Senate.
 - i. Should any such party fail to fill their appointment by the time they have laid out for themselves, the seat reserved for such an appointment shall become open, and may be filled by any IIT student who is eligible to be a Senator.
 - ii. The same system as for a late appointment to the college seat may be used here.
 - f. Any seat that is open at the beginning of the Senatorial Election shall be filled by said election.
 - g. Any open seat not filled by the Senatorial Election may be filled by an IIT student who is eligible to be Senator through appointment by any members of SGA. All such appointees shall be subject to confirmation by the Senate.
 - h. The Senate terms of all Senators who fill open seats or seats reserved for a specific college, organization, year or otherwise shall conclude at

the end of the next Senatorial Election, regardless of when such senators filled their seat.

- i. Intentionally choosing not to participate in the Senatorial Election for the express purpose of creating a temporary seat is prohibited, and any person found guilty of such action or conspiracy shall be expelled from SGA and prohibited from all future participation in SGA.

Section 2. Senate Attendance

1. A Voting Member shall have no more than three unexcused absences from regular Senate or committee meetings in any one term of office.
 - a. The Executive Vice President, at their discretion, may excuse a Voting Member from any meeting, given that the Voting Member provides at least one day's notice. In cases of emergency or extreme circumstances, the Executive Vice President may excuse a Senator's absence at any time.
 - b. Upon exceeding the allowed number of unexcused absences, the offending Voting Member shall be automatically dismissed from the Senate.
 - c. Upon a Voting Member exceeding two unexcused absences from regular Senate meetings in any one term of office, the Executive Vice President shall give a notice of delinquency to the offending Voting Member no later than four hours before the next regular Senate meeting.

Section 3. Active Committee Membership

1. A Senator shall request membership on a standing committee of the SGA, excluding an election committee, no later than the second regular Senate meeting of their term.
2. A Senator shall maintain active membership on at least one standing committee, excluding an election committee.
3. Upon failing to meet the requirements of active committee membership for the first time within a term of office, a notice of delinquency shall be issued to the offending Senator. The offending Senator shall have ten working days to correct their delinquency. If the offending Senator does not correct this delinquency after the time period, the Senator shall be automatically dismissed from the Senate.

Section 4. Duty to Constituency

1. In the case of a seat representing an academic college, the Senator's constituency shall consist of all students within their academic college. In the case of a special seat, the Senator's constituency shall consist of the respective student organization. An ex-officio member of the Senate (i.e. an Associate Vice President) shall serve their constituency, consisting of the entire student body.
2. A Senator shall always offer legislation, debate, vote, and act according to the interests, concerns, and requests of their constituency. A Senator shall make every effort to represent their constituency and never only himself.
3. Voting records shall be maintained for every voting member of the Senate. These records shall be made available to the student body via the SGA website within 7 days. No votes shall be recorded if the Senate has entered an executive/closed session.
4. A Senator shall determine and act upon a method of gathering constituents' opinions and concerns on a regular basis (eg. Tabling on behalf of SGA).
5. A new Senator representing an academic college shall meet with the Dean of their college at least once before the second regular Senate meeting of their first term of office.

Article III. Judicial Board

Section 1. Duties and Powers

The Judicial Board shall rule upon the constitutionality of legislation and official actions of SGA members or any other body of the Student Government Association upon the request of any member of the student body.

1. Four justices shall constitute a quorum.
2. The Judicial Board shall hear all appeals and special hearing requests of the Finance Board.
3. The Judicial Board shall hear all impeachment proceedings.
4. The Judicial Board shall hear other matters brought to the SGA Judicial Board.

Section 2. Appointment

The Justices shall be appointed by the SGA President and approved by a two-thirds vote of the Senate.

Three Justices shall be appointed to serve at the beginning of the fall semester. This appointment shall be made after the transitional meeting outlined in Article III §3 of the Constitution.

Four Justices shall be appointed to serve at the beginning of the spring semester.

In the event that a Justice resigns, graduates, or is otherwise removed from office, the President shall appoint an Alternate Justice to finish the Justice's term.

Section 3. Qualifications

Students eligible for Chief Justice shall have completed a minimum of thirty credit hours at IIT and shall have held an office or appointed position within SGA for at least two semesters prior to his/her effective term.

Students eligible for Administrative Justice shall have completed a minimum of thirty credit hours at IIT and shall have held an office or appointed position within SGA for at least one semester prior to his/her effective term.

Students eligible for any Justice position shall have completed a minimum of twelve credit hours at IIT and shall have and maintain satisfactory academic performance according to the Office of Student Life.

If these qualifications are not met, the appointment of the respective Justice can still be approved, with a three-fourths vote of the Senate.

In the case of a special committee due to a conflict of interest, these qualifications need not be met.

Section 4. Conduct

Justices may discuss cases in progress outside of Judicial Board hearings and meetings, but only among other Justices and the SGA Advisor. Otherwise, all proceedings of the Justice Board shall be confidential while in progress. The Chief Justice may release such information to the campus media and to affected parties as they deem appropriate.

Justices shall excuse themselves immediately when necessary in cases of conflicting interests. Another Justice shall fill any seat in the case of a conflict of interest. Quorum shall be met as specified in part. 2, §11.

If any Justice questions the impartiality of another Justice, the Judicial Board shall immediately move into an executive session to resolve the issue of impartiality.

Justices shall maintain satisfactory attendance. Three unexcused absences for a Justice in any semester shall result in automatic dismissal, and the President shall appoint an alternate to fill the vacancy.

Only the Chief Justice may issue excused absences. The Chief Justice may be excused with the approval of three other Justices.

If the Judicial Board violates the constitution, concerned parties can appeal to the Judicial Board advisor and decisions can only be made by the Judicial Board advisor.

Provisions

1. Should more than half the justices serving at the hearing be affected by a conflict of interest, or in a case involving the Chief Justice, the case shall be reviewed and decided upon by a special committee co-chaired by all Associate Vice Presidents without a conflict of interest and seated by at least five senators.
2. In the event that the formation of the special committee fails, the SGA Advisor shall appoint individual(s) to preside over the aforementioned special committee until the matter has been resolved.

Section 5. Removal from Office

Any Justice may be recommended for removal from office after a review from a special committee for any violations of conduct. The recommendation for removal from office shall be approved by a three-fourths vote of the Senate at a regular meeting.

Section 6. Petitions

Cases shall be initiated only when a "Petition for Hearing" has been received by the Chief Justice in writing. Petitions shall be available on the website.

The Administrative Justice shall make copies of the Petition and distribute them to the other Justices, the SGA Advisor, and the respondent and file one for the official record within that week of petition.

The Petition shall explain all charges and contentions, refer to all vital evidence, cite the rule, principle or the constitutional clause at issue, and state the remedy sought.

Any petition or appeal should be brought to the Judicial Board's notification no later than 7 days after the petitioning party was notified of the decision.

A brief in opposition to the Petition may be filed by the respondent in any case but is not mandatory except when ordered by the Judicial Board.

Section 7. Preliminary Sessions

Upon receiving a Petition, the Chief Justice shall convene an executive session of the Judicial Board where a determination to grant the Petition shall be made.

Two Justices in the affirmative are required to grant a Petition. In this case, the Chief Justice may vote.

Whenever the Judicial Board grants a Petition, the Chief Justice shall prepare, sign, and enter an order to that effect and shall notify the petitioner and respondent. The case shall then be scheduled for hearing.

Whenever the Judicial Board denies a Petition, the Chief Justice shall prepare, sign, and enter an order to that effect, including an explanation of the decision, and shall notify the petitioner and respondent.

Section 8. Notification

The Chief Justice shall advise the parties if they are required to appear for a hearing no less than seventy-two hours before the hearing and may post a list of concerned parties in advance of each hearing for the convenience of the parties and the information of the public.

Concerned parties must notify any witnesses no less than twenty-four hours before a hearing.

Section 9. Participants

Only members of the student body, faculty, or administration shall participate as petitioners, respondents, or counselors of the student body.

In questions of constitutionality or legality of an official action or in cases involving impeachment, the respective officer shall be the respondent party. In questions resolving a committee, the Chair of that committee shall serve as the respondent or shall appoint a representative. In questions of constitutionality or legality of legislation, the SGA President shall serve as the respondent or shall appoint a representative.

The Judicial Board will respond to an appeal within seven business days, which starts from the day it has been filed. The hearing should be held between seven to twenty-one

days from the day the petition has been filed. The concerned parties will be notified of the Judicial Board's decision within forty-eight hours of the hearing.

Section 10. Witnesses

The right to be a witness and offer testimony before the Judicial Board shall be limited to the members of the student body, the faculty, and the university administration as called by the Judicial Board, respondent, or petitioner.

All witnesses shall be informed of their obligation to tell the truth, the whole truth, and nothing but the truth while presenting testimony before the Judicial Board.

All witnesses called by either the petitioner or the respondent may be Cross examined by the representatives of the opposing side as deemed appropriate by the Chief Justice.

Justices may question witnesses at any time with the consent of the Chief Justice.

Justices may call other witnesses at any time with the consent of the Chief Justice.

All witnesses must be notified in accordance with §8 of this Article.

Section 11. Hearing Format

The duties of the hearing participants are as follows:

1. The Chief Justice shall control the floor, and yield when appropriate
2. Justices may question the petitioner or respondent at any time with the consent of the Chief Justice.
3. All other involved parties may only speak when the floor is yielded by the Chief Justice.

Hearings shall be conducted as follows:

1. To begin proceedings, every individual in the room must introduce themselves with their name, office/title, and responsibility and/or reason for attending the hearing.
2. The Chief Justice shall ask the petitioner(s), respondent(s), or Advisors of the former, if there is any additional evidence not contained in the Petition to make the Judicial Board reconsider its decision to grant the Petition. The new evidence shall address jurisdiction, standing, timeliness, or justifiability and may not address the merits of the case. A Justice may, at this time, request that the Judicial Board move into a Preliminary Session to reevaluate granting the Petition.

3. At the direction of the Chief Justice, the petitioner shall present their case, and use their witnesses as supporting evidence.
4. At the direction of the Chief Justice, the respondent shall present their case, and use their witnesses as supporting evidence.
5. With the consent of the Chief Justice, the petitioner may present counter-arguments and cross-examine the respondent's witnesses.
6. With the consent of the Chief Justice, the respondent may present counter-arguments and cross-examine the petitioner's witnesses.
7. The petitioner presents a final summation.
8. The respondent presents a final summation.
9. Justices may question the petitioner or respondent at any time with the consent of the Chief Justice.

Hearings should emphasize and clarify the written arguments in the Petition and the brief in opposition. All justices shall read the briefs before a hearing.

There may only be one petitioner and respondent heard.

Each party shall present their case fairly and completely.

All questions raised during the hearing shall be assumed acceptable, unless ruled out of order by the Chief Justice. This ruling may be appealed by another Justice and overruled in an executive session by a majority of the Justices present.

If evidence or testimony is questioned on the grounds of relevance or admissibility, the Chief Justice shall determine whether or not it shall be admitted. The Chief Justice's decision may be appealed by another Justice and overruled in an executive session by a majority of the Justices present.

Section 12. Decisions

The Judicial Board, in executive session, shall discuss the case and reach a decision.

Votes of three Justices are required to find in favor of the petitioner.

The decision shall be recorded in writing, attached to the majority opinion, and made available within one week from the date of the executive session; dissenting opinions may also be attached.

If the Chief Justice is on the majority side, then the Chief Justice shall write, or assign the writing, of the majority opinion. Otherwise, an Associate Justice that is on the majority shall write the majority opinion.

In cases of appeals, the Judicial Board may overturn or uphold the decision of the originating committee or may refer the case back to the committee for reconsideration. In the

case of reconsideration, the committee shall review all judicial proceedings and consider any new evidence that may have been acquired.

In cases of constitutional challenges, the Judicial Board may uphold the legislation or action, invalidate the legislation or action in whole or part or state the effects of the legislation and direct the responsible body of the Student Government Association to take corrective actions.

All decisions regarding appeals (petitions and impeachments) are final.

Section 13. Finance Board Appeals

If an organization is unsatisfied with a Finance Board decision, the organization may file a petition to appeal the decision with the Judicial Board within one week from receiving the decision.

The Judicial Board shall approve or deny all of the line item(s) and/or stipulation(s) being appealed by the organization. The appealing organization and Finance Board shall be notified of the Judicial Board's decision prior to the upcoming regular Senate meeting.

In the event that no petitioner from the appealing party makes themselves present at the appeal, the Finance Board's original decision shall be upheld.

If the Judicial Board approves the appeal, the modified allocation shall be granted to the organization. If the Judicial Board denies the appeal, the original Finance Board allocation, if any, shall be upheld.

The Chair of the Finance Board or a Finance Board member designated by the Chair shall be present at the hearing. However, if a member of the Finance Board is unable to attend the hearing, the appeal can take place, and the Finance Board's voice shall be forfeited. The Judicial Board shall make every reasonable effort to accommodate the Finance Board in the scheduling of an appeal.

Upon the occurrence that the Judicial Board cannot facilitate a suitable appeal or if a quorum is not met, the original proposal shall go before the Senate, requiring a two thirds vote to pass.

Section 14. Judicial Board Liaisons

The Judicial Board appellate process can be a mystifying and arcane procedure for the uninitiated novitiate. To aid the average petitioner in their experience of the Judicial Board process, the Chief Justice may choose to appoint a Judicial Board Liaison to facilitate communications between the Judicial Board and the petitioners.

The appointed Liaison shall facilitate communication between the petitioners, the respondents, and the Board, as appropriate.

The appointed Liaison shall do their best to explain the process and ongoing procedures to the petitioner to the best of the Liaison's ability.

The appointed Liaison shall have no role during the actual Judicial Board hearing.

Petitioners may request specific individuals to serve as their Liaison, and the Chief Justice shall endeavor to honor the request.

Appointed Liaisons must:

1. Be a student, faculty, or staff member of the IIT community.
2. Not be a party to the proceedings.
3. Not be a member of the Judicial Board.
4. Have a strong understanding of the Judicial Board process, policies, and procedures.
5. Be empathetic, understanding, and clear in their explanations.

The Chief Justice may choose to keep a list of Senators with a strong grasp on SGA Constitution and Bylaws and the Finance Board Policies and Procedures to provide to petitioners should petitioners indicate an interest in having an appointed Liaison but not have a specific Liaison in mind.

Article IV. Finance Board

Section 1. Mission Statement

Finance Board shall allocate the Student Activity Fund (SAF) in a manner that is equitable in opportunity and benefit to the promotion of student life at the Illinois Institute of Technology

Section 2. Principles

The following principles shall be the prevailing and guiding doctrine governing decisions made and policies enacted by the Finance Board, and shall overrule any and all subordinating instruments in conflict with this Section, including, but not limited to, any policies enacted by the Finance Board itself. These principles shall be the prevailing doctrine when there is confusion, ambiguity, or inconsistency in the terms of this Article or any subordinating instruments.

1. **EQUITY.** All decisions made by the Board shall be to benefit the Student Body in an equitable manner. A decision shall never disproportionately fund the interests of an individual or a select group that is wholly unaligned with the aims of the University.
2. **COMMUNITY.** All decisions made by the Board shall aid in the long-term growth, development, and promotion of student life on campus. The involvement of outside communities shall be uplifted for the benefit and exposure to creative ideas, peoples, and experiences. Funding requests shall never be explicitly denied due to the involvement of outside peoples as this limits the full potential of outside involvement and its benefit to the Institute.
3. **COLLABORATION.** The Board shall encourage a collaborative environment with the University's Administration, Student Organizations, and Student Body. Without such collaboration, the interactions through the Board become encumbered due to lack of trust across teams and diminishes operational ability as a whole.
4. **TRANSPARENCY.** The rules, policies, and procedures of Finance Board shall be codified and made public to the Student Body. An up-to-date copy of these documents shall be publicly available and actively maintained.
5. **CONSISTENCY.** All decisions made by the Board shall be consistent and just in application of this Instrument. A budget reviewed by an outside party with strict adherence to this document and the same contextual information should have the same outcome as a Finance Board Member following this same Instrument.
6. **PROFESSIONALISM.** The Board shall conduct itself at all times with the utmost level of professionalism, respond to requests in a timely manner, and strive for continuous improvement.
7. **INTEGRITY.** All decisions made by the Board shall be in accordance with the principles and policies contained within the SGA Constitution, SGA Bylaws, and Finance Board Policy, in this order of overriding authority.

Section 3. Duties and Powers

The Finance Board shall,

1. Ensure that student organizations are receiving funding from the Student Activities Fund in a fair and consistent manner, for the maximum number of students possible, and for the enhancement of the IIT community.
2. Fairly and equally represent the student body.

3. Hear the petitions from student organizations for funding requests from the Student Activities Fund.
4. Monitor expenditures from the Student Activities Fund and report perceived violations to the necessary officials.
5. Ensure student awareness of the budgeting procedure and how the Student Activities Fund is being allocated through campus media, workshops, and any other means necessary.
6. Maintain accessibility to the student body and to establish a consistent time and place for hearings and publish the addition and cancellation of hearings.
7. Be available to mentor student groups throughout the process of budgeting and programming

Section 4. Structure of the Board

The Finance Board shall consist of at most twenty (20) members, including a non-voting chair and non-voting Executive Administrator, and up to nineteen voting members, of which includes a voting Vice Chair.

The Finance Board Vice Chair shall be appointed by the Finance Board Chair from the existing voting members of the Finance Board with the concurrence of a majority of the Finance Board, a quorum present.

The Finance board Executive Administrator shall be appointed by the Finance Board Chair and Vice Chair. The Executive Administrator is to streamline processes such as email management, meeting coordination, and ledger management.

All voting members of the Finance Board, notably with the exception of the non-voting Finance Board Chair and Executive Administrator, shall serve for one "academic term" and must be re-approved by the Senate by the second Senate meeting of each semester they wish to continue holding the privilege of being a voting member.

An "academic term" under this section shall be considered either,

1. The fall semester, beginning when the member was approved by the senate up until the last calendar day of class before spring break,
2. Or the spring semester, beginning when the member was approved by the senate up until the calendar day before the first day of the following fall semester.

A member who fails to either, (a) be present at a Senate meeting to propose that they be re-approved, or (b) request in writing to the Finance Board Chair to be re-approved, shall be considered to have forfeited their voting rights immediately after the adjournment of the last Senate meeting in which they may be re-approved.

Finance Board members may serve up to six semester terms.

Once an individual is made an official voting member of Finance Board within a given “academic term”, they shall be considered to have served for that term for the purposes of determining their term limits regardless of whether they were a voting member for the entire term or not.

Section 5. Membership

Finance Board vacancies shall be filled pursuant to Section 5 Article 1 of the Student Government Association bylaws, which follows:

1. Vacancies shall be publicly posted on the Student Government Association website within five (5) business days of the member resignation.
2. Candidates shall be in good academic and disciplinary standing upon their nomination;
3. Candidates shall be appointed by the Finance Board Chair and undergo an interview with a Finance Board Selection Committee consisting of the Chair and Vice-Chair of the Finance Board and two non-voting Senate liaisons within 14 days of the appointment. Interviews shall be subject to the following:
 - a. Full support of the Finance Board Chair and Finance Board Vice Chair is required for the candidate’s appointment to be moved to a senate vote;
 - b. Should a candidate be rejected by the Finance Board Selection Committee, the appointee and candidate have the right to petition a grievance with the Senate:
 - i. in this event, a candidate’s appointment shall be moved forward with a simple majority of the Senate.
 - ii. further, if the Senate finds misconduct, members of the Finance Board Selection Committee shall be subject to a judicial review;
4. Senate liaisons shall be appointed by the Executive Vice President of SGA and shall be approved by a simple majority vote of the Senate. Each liaison shall serve for two consecutive semesters;
5. Appointment interviews shall only be conducted with all Selection Committee members present.
 - a. Candidate approval shall be subject to a simple majority vote of the Senate:
 - i. should a candidate be rejected by the Senate, the appointee and candidate have the right to petition a grievance with the Judicial Board;

6. A candidate shall be subject to nomination and reapproval by the Senate after each term completion. However, the Finance Board Selection Committee has the right to forego an interview with reapproved candidates.
7. Following a candidate's approval, the candidate shall undergo an onboarding process with the Finance Board Chair. The Finance Board shall have discretion over the onboarding process, as outlined within the Finance Board Policy.
8. Notwithstanding the Finance Board Chair, Finance Board members may be removed or suspended under the following circumstances:
 - a. If a member of the Finance Board voluntarily resigns or forfeits— in writing to the Finance Board Chair— their position, voting rights, and access to Finance Board materials.
 - b. If a member of the Finance Board is absent for more than twenty percent of Hearings or other mandatory meetings, without extenuating circumstances:
 - i. the necessity or mandatoriness of a meeting is at the discretion of the Finance Board Chair;
 - c. If by a two-thirds majority vote of the other Finance Board members an individual has been found at least one of the following:
 - i. Be unruly, unprofessional, and/or instrumental in the violation of any Finance Board principles, policies, or procedures,
 - ii. Be instrumental in exhibiting unfair, unequitable, or preferential treatment to, including but not limited to, any other student, student organization, group, body of the Student Government Association, or university administrative body that interacts in any official capacity with the Finance Board,
 - iii. Be instrumental in any repeated and/or egregious failure to comply with § 10.1, or present a failure to record a meeting having been charged with the duty;
 - d. If a Finance Board member is found in violation of university policy at the conclusion of a disciplinary investigation, the member shall be removed immediately.

Section 6. Funding Eligibility

A body shall receive funding from the Student Activity Fund, if any only if, all of the following are true:

1. The requesting body is a student organization that;
 - a. Has been approved, and has since not been retracted by, the Senate.
 - b. Has been officially registered with the Office of Campus Life.
 - c. Is also currently in good standing with the Institute and Finance Board.
2. The requesting body must include one or more,
 - a. Active students attending the Institute, and/or
 - b. Official affiliates or alumni of the Institute, and/or
 - c. Faculty, or staff members of the Institute.
 - d. formally petitioned in writing to Finance Board and the Office of Campus Life; and
 - e. such a petition is appropriate in view of the mission of Finance Board and the Student Activity Fund; and
 - f. the requesting body must be in good standing of the Institute, and
 - g. the request must be affirmed by the Office of Campus Life that the request does not violate any Institute funding policies and has been found to be fit and proper in their view for the requested expenditure against the Student Activity Fund, and
 - h. such a petition does not violate any Finance Board Principles as defined in §2 of this Article, and
 - i. such a petition does not violate any policies enacted by Finance Board subordinate to this Instrument that are not conflict with the provisions of this Section, and
 - j. the requesting body presents a formal proposal to Finance Board,
 - k. such a petition passes a 2/3 vote of Finance Board voting members, a quorum present.

Funding Requests

The allocation of the Student Activities Fund shall be used in support of projects open to and for the benefit of the whole student body.

Finance Board shall provide a process for any eligible party, as defined in section 5, to request funds from the Student Activity Fund.

General Body Meetings & Operations

Finance Board, at the beginning of each “academic term”, as defined within this section, shall allocate to each eligible student organization, as defined in section 5,

\$500 for the purposes of holding general body meetings, of which must be open to any member of the Student Body to attend, and for the purposes of operational expenses incurred by the student organization, including but not limited to, printing and advertising costs and office supplies.

Capital

A capital expenditure is defined as a one-time expenditure whose useful life exceeds one year.

Such equipment is property of the Institute and shall remain in a monitored and secure location approved by Finance Board and the Office of Student Life.

Organizations shall be financially responsible for the equipment appropriated to them.

Organizations shall be charged with the duty of maintaining a chain-of-custody record when capital equipment must be temporarily transferred to be in the possession and/or physical access by another individual of that organization. .

Conferences & Competitions

An organization may receive funding for conferences and competitions. b. Organizations shall be expected to share the burden of funding their conference.

Procedure for Requesting Funds

The organization shall complete the appropriate Funding Request Form and submit it before the deadline announced by Finance Board.

Finance Board shall announce the deadline for a Hearing no later than 48 hours in advance of the scheduled start of a Hearing.

The first Hearing of each semester shall be held no later than three (3) calendar weeks from the first day of school that semester. Finance Board shall conduct hearings for Capital, Conference, and Competition requests as needed throughout the semester..

Finance Board reserves the right, at its discretion, to hold an Emergency Hearing due to extraordinary circumstances. Finance Board shall not be required to give advance notice for an Emergency Hearing.

Finance Board shall be exempt from these Bylaws with respect to proposing its operating budget as follows, Finance Board shall propose its operating budget to the Judicial Board at a hearing, which shall be held prior to an upcoming Senate meeting.

The budget can be allocated, rejected, or referred to the Senate at which it shall need a majority vote to pass.

If the Judicial Board rejects the budget, Finance Board may appeal to the Senate at which it shall need a two-thirds vote to pass.

Finance Board reserves the right to modify funding requests; this includes increasing, decreasing, rearranging, or eliminating any or all proposed funds before allocation.

If Finance Board does not approve the allocation of funds as originally proposed then the presenting organization may appeal the decision to the Judicial Board.

If any allocation of funds is approved and the organization does not wish to appeal, then the organization shall work with the Office of Student Life to process financial paperwork and obtain allocated funds.

The organization shall keep a detailed account of all expenditures and revenue.

Allocations

Funding or any request shall not be approved for, support of any groups which exclude from participation any student on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender,

or physical disability. Recognized social Fraternities and Sororities shall be exempt from the gender restriction.

Personal loans or expenditures for school, living expenses, or anything else for the benefit of a private individual or private purpose.

The purchase of alcohol, tobacco, nicotine, marijuana, or other age-restricted substances.

Direct donations to a charity, funding may be provided, however, for a charity event, activities that fall under the direct financial responsibility of any academic or athletic department, excluding club and intramural sports.

Finance Board shall clearly state any reasoning for the rejection or modification of any proposal, citing a specific clause of these Bylaws or any applicable subordinate instrument to these Bylaws.

If an organization deems that Finance Board has not upheld these Bylaws or any subordinate instrument to these Bylaws, an appeal may be made to the Judicial Board within one week of receiving Finance Board's decision.

In the event an organization properly appeals a Finance Board allocation decision, Judicial Board will hold a preliminary session as outlined in Art. III, §9.

Finance Board shall allocate a set amount of money to the Student Union Board at the beginning of each semester.

This amount shall be negotiated between the Chair of Finance Board and the President of the Student Union Board no later than the last hearing of the previous semester of the fund's allocation.

Funding policies and any respective subordinate instruments shall not conflict with this provision nor conflict with these Bylaws and shall remain in force from the previous semester, unless either Finance Board and the Student Union Board agree to such a change.

Any dispute of a subordinate instrument of which Finance Board and Union Board are included in the parties to such instrument shall be

arbitrated through the Senate with a simple majority vote, a quorum present.

Finance Board, at their discretion, may appeal such a decision from arbitration to Judicial Board, who shall make the final decision.

Records & Transparency

Violations within Finance Board, including bias or unreported conflicts, lead to suspension of the member(s) involved and referral to the SGA Judicial Board for possible expulsion.

The Office of Student Life retains final authority over all allocations, **overriding** Finance Board decisions as needed.

The Finance Board Chair, Finance Board Executive Administrator, or a member of the Finance Board designated by the Finance Board Chair, shall present an allocation summary of the Student Activity Fund in a regular manner at least once a calendar month, at the first regular Senate meeting of every calendar month. This summary is also to be shared with IIT student org leaders as soon as readily available within the semester.

Subordinate Instruments

The Policies & Procedures of the Finance Board, a separate and subordinate Instrument to these Bylaws, shall serve as the standing rules which establish the basis for decisions in the evaluation of proposals.

The Policies & Procedures shall be amended at any time by the passage of a majority vote of Finance Board voting members, a quorum present.

The amended Policies & Procedures shall take effect at the next Hearing, unless the next Hearing is within five (5) calendar days from the amendment was passed.

No previous notice is required in order for the Finance Board to amend the Policies & Procedures.

Announcements of amendments to the Guidelines shall be made public, no later than five (5) business days or at the next Senate meeting, whichever is earlier, after the meeting in which they are established.

The Policies & Procedures, and any other subordinate instrument, shall not be in conflict with these Bylaws.

Article V. General Conduct

Section 1. Ethical Conduct

Representing the interests of the student population of IIT requires high standards of behavior. In order to effectively serve students, and function in general, there must be a culture of trust within SGA. In short, members of SGA are expected to perform their duties with integrity. Ethical Conduct shall be expected from members of all branches of SGA: Executive Board, Senate, Finance Board, Judicial Board, all regular committees, election committees, and special committees. Violations of Ethical Conduct are defined as, though not limited to, the following:

1. Knowingly furnishing false information to a member or branch of SGA; intentional falsification, misuse, fraud, or forgery of SGA documents.
2. Additionally, when deemed relevant to SGA by the Senate, any act which violates the "Code of Conduct," as stated in the IIT Student Handbook, will be considered a violation of Ethical Conduct.

Disciplinary actions shall be conducted in a manner consistent with the Bylaws of the relevant branch(s). Violations of Ethical Conduct will be reviewed on a case-by-case basis by the Senate, via a special committee, to determine whether disciplinary actions are appropriate and may include, but are not limited to, censure, ineligibility to run for any SGA office in the future, and/or removal from any currently held SGA position.

Article VI. The Executive Board

Section 1. Executive Attendance

1. For the purposes of attendance, an Executive will be defined as a person occupying the role of President, Executive Vice President, Vice President, Chief Justice, Executive Assistant, or Executive Secretary.
2. An Executive shall have no more than three unexcused absences from regular Executive Board meetings in any one term of office.
 - a. The Executive Vice President, at their discretion, may excuse an Executive from any meeting, given that the Executive provides at least one day's notice. In cases of emergency or extreme circumstances, the Executive Vice President may excuse an Executive's absence at any time.
 - b. Upon their third unexcused absence, the offending Executive shall be served a notice of termination by the Office of the Executive Vice President and automatically dismissed from their position.
 - c. Upon the recording of an Executive's unexcused absence from an Executive Board meeting, the Office of the Executive Vice President shall give a notice of delinquency to the offending Executive no later than four hours before the next regular Executive Board meeting.

GENERAL DEFINITIONS

Conflict of Interest Legislation

October the 26th of 2019

1. Should such a question with regards to some person arise in a branch of Student Government Association, the existence of a conflict of interest may be decided by:
 - a. The chair of said branch; or
 - b. The branch by simple majority vote.
2. If a conflict of interest is found, the person in question shall be barred from voting and discussion and be asked to leave the room in the relevant instance, and in all future instances in which the same conflict of interest might arise.
3. Voting and advocating for oneself in debate or voting and advocating for something in debate that would directly affect the member in question, is hereby and expressly deemed as a conflict of interest, and shall not be allowed. This includes, but is not limited to:
 - a. Voting for oneself to be elected to an executive position
 - b. Voting for oneself to be granted special permission or immunities
 - c. Voting for an organization to be approved in the Senate that the individual is a part of or would chiefly be gaining from
4. The presiding chair shall not be exempt from the determination of any conflict of interest. In such a case, the chair becomes (in descending order of preference):
 - a. The next unconflicted member designated by law to be the acting chair;
 - b. The next unconflicted member designated by precedent to be the acting chair;
 - c. The next highest ranking unconflicted officer of said branch; and
 - d. Any unconflicted member the organ designates to be the acting chair by simple majority vote.
5. If, after a vote takes place, it is evident that a conflict of interest existed but was not addressed, or was addressed when it did not exist, an appeal may be made to the Judicial Board for the vote to be overturned in the case that the additional vote and discussion or lack thereof would have decided the vote.

No Clear Majority Legislation

October the 2nd of 2019

1. In a vote conducted in the Senate where no option or candidate receives a simple majority vote, there shall be an additional vote where the least-popular option is struck from the ballot.

- a. If, in the additional vote, no option or candidate receives a majority vote, there will be another additional vote where the least-popular option is again struck from the ballot -- and additional votes shall continue in this way until an option or candidate is decided upon.
2. Abstainment shall be regarded the same as any other option or candidate in cases where only two other options remain on the ballot.
3. In the case of in-Senate elections, candidates previously stricken from the ballot for being the least-popular option cannot vote in additional votes.