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S14RS SGB No. 2 (TGD Bylaws)

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A BILL
TO AMEND THE STUDENT GOVERNMENT BYLAWS

PARAGRAPH 1: WHEREAS, THE TEMPORARY STUDENT GOVERNMENT DOCUMENTS REVISION COMMITTEE WAS ESTABLISHED IN SPRING 2013 TO REVIEW AND IMPROVE ALL GOVERNING DOCUMENTS OF LSU STUDENT GOVERNMENT, AND;

PARAGRAPH 2: WHEREAS, THE TEMPORARY STUDENT GOVERNMENT DOCUMENT REVISION COMMITTEE HAS PROPOSED THE FOLLOWING CHANGES TO THE LSU STUDENT GOVERNMENT BYLAWS, AND;

PARAGRAPH 3: WHEREAS, THE STUDENT GOVERNMENT BYLAWS SHALL BE AMENDED AS FOLLOWS

ARTICLE I
The Code of Ethics

Section 1. Importance Purpose of a Code of Ethics

The importance purpose of the Code of Ethics is to establish a standard of conduct for members of the Student Government.

A. The result of adhering to this code will be an effective, efficient, and respected Student Government.

B. The Code will also encourage an ethical future for the members of Student Government when integrated into the community upon graduation.

C. All members of the Student Government, whether they are appointed or elected, should heed the Code of Ethics at the forefront of their affairs, and always be prepared to give account of their actions and words.

Section 1.2. Representation

A. The Student Government represents the Student Body in two ways; members represent not only their constituency within the University, but they and represent in their person the Student Body as a whole in the eyes of to those outside of the University.

B. Members of the Student Government should represent their constituencies, first, by expressing their constituent interests and concerns within the Student Government, and secondly, Members of Student Government should also represent their constituencies through propbe their example and conduct in the discharge of their duties; they should provide an example to the outside world of the best the LSU Student Body has to offer; serve as university representatives, seeking to positively promote the university through their actions.
Section 2. Accountability of the Code

Members of the Student Government should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while also striving to serve as examples to their fellow members. Members should ensure enforcement, while at the same time showing their commitment to the Code to the rest of the Student Body.

Section 3. THE CODE

A. No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government member.

B. No member of the Student Government shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.

C. No member of the Student Government shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government. Each member must be able to give a thorough account of all Student Government funds spent by him/her and a thorough inventory of all goods and/or services received.

D. Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

Section 4. Reading of the Code

The Code of Ethics shall be read once at the beginning of every regular session of the Student Senate, and directly following each installation.

ARTICLE II
Executive Branch Affairs

Section 1. President’s Cabinet

A. The President’s Cabinet shall act in an advisory capacity to the Student Body President in all matters affecting LSU students, and shall include the following persons:

1. The Vice President;
2. The Speaker of the Student Senate;
3. The Chief Justice of the University Court;
4. President of the Residence Halls Association;
5. President of the Union Governing Board;
6. President of the Black Student Union;
7. President of the International Student Association;
8. Cadet Corps Commander of LSU ROTC;
9. Editor-in-Chief of The Daily Reveille;
10. Station Manager of KLSU;
11. Station Manager of TigerTV;
12. President of Interfraternity Council;
13. President of Pan-Hellenic Council;
14. President of National Pan-Hellenic Council;
15. Chair of the College Council Presidents’ Commission;
16. A minimum of Six (6) Presidents of a campus cultural organizations, as recognized by Campus Life, as appointed by the Student Body President;
17. President of a campus service organization, as recognized by Campus Life, as appointed by the Student Body President;
18. President of a campus leadership organization, as recognized by Campus Life, as appointed by the Student Body President;
19. President of a campus recreation organization, as recognized by Campus Life, as appointed by the Student Body President;
20. President of a campus professional organization, as recognized by Campus Life, as appointed by the Student Body President;
21. President of a special interest organization, as recognized by Campus Life, as appointed by the Student Body President.

B. The Cabinet shall hold meetings at regular intervals throughout the Fall and Spring semesters, and at least once each semester.
C. All appointed members of the President’s Cabinet are subject to confirmation by a majority vote (1/2) of the Student Senate present and voting.

Section 2. Notification of Presidential Appointments

A. By the first Student Senate meeting of each month, the President shall transmit to the Speaker of the Student Senate a written list of all persons appointed by the President during the preceding month and the offices or positions to which they were appointed.
B. Appointments subject to the approval of the Student Senate are exempt from inclusion on this list.
C. All appointments made by the President that are listed as Presidential Appointments in these Bylaws and other Governing Documents must be approved by the Student Senate by a simple majority (1/2) vote, with the exception of any Judicial Appointments, which require a two-thirds (2/3) vote.

Section 3. Vacancy and Succession of Student Body President and Vice President

A. If there is a vacancy in the office of the Student Body President, the Student Body Vice President shall become President immediately, and shall serve out the remainder of the term.
B. If there is a vacancy in the office of the Student Body Vice President, the Student Body President shall appoint a successor to finish out the term, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.
C. In the event both the offices of the Student Body and Vice President become vacant simultaneously, the Speaker of the Student Senate shall assume the presidency, and shall appoint a Vice President, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

Section 4. Executive Branch Charter

Except as otherwise provided for in the Bylaws, the Executive Branch shall be organized by Executive Charter, subject to approval by a majority (1/2) vote of the Student Senate present and voting.

A. This Executive Charter shall list the various Executive Departments and the positions under them, including any positions which are to receive salary under the Student Government Budget.
B. This Executive Charter must be passed before any Executive Branch office appointments can be approved.
C. A chief financial officer and a Commissioner of Elections must be included in the Executive Branch Charter.

Section 5. Executive Department Appointments

All non-elected members of the Executive Branch shall be appointed by the President, subject to the majority (1/2) approval of the Student Senate present and voting.
Section 6. Executive Staff Meetings

A. The President shall schedule and hold meetings of all Executive Staff no less than once per month during the regular session of the Student Senate.

B. All staff outlined in the Executive Branch Charter is required to attend these meetings, unless sufficient reason for absence is supplied to the President or Vice President.

C. Failure to comply with the provisions of this Section shall be sufficient reason for removal from office.

Section 6.7. Executive Staff Office Hours

All staff who receives salary under the authority of the Executive Branch Charter shall be required to post and maintain office hours.

Section 7.8. Dismissal of Executive Branch Employees

All Executive Staff positions appointed through the Executive Branch Charter may be dismissed by the President only for due cause at his/her discretion.

Section 8. Executive Department Reports to Student Senate

All Executive Branch Departments shall orally report to the Student Senate on their activities at least three (3) times per semester.

Section 9. Executive Staff Term Limits

All Executive Office Staff shall serve a term concurrent with that of the Student Body President who appointed them, by whom they were appointed.

ARTICLE III
Legislative Branch Affairs

Section 1. Student Senator Duties

A. The primary duty of a Student Senator is to represent the constituency of his/her Academic Area elected college.

B. Senators must attend meetings of the Student Senate, meetings of his or her standing committee, and meetings of his or her College Council.

C. Senators must attend each Senate Orientation Session, as described in Article III, Section 8 of these Bylaws.

D. Each Senator must obtain a minimum of three (3) four (4) student outreach points per semester including but not limited to Organization Visits, Chats with the Chancellor, and Straight Talks in a minimum of two (2) events.

1. One (1) student outreach point is equal to thirty (30) minutes of Student Outreach service work or one organizational visit other than an organization that the senator is currently involved in.

2. Each Senator must obtain their first one (1) student outreach point by the fourth (4th) third (3rd) legislative week, the second by the eighth (8th) sixth (6th), and the third by the twelfth (12th) (9th), and the fourth by the twelfth (12th).
If appointed after the fourth (4th) legislative week, the senator must obtain two (2) student outreach points by the end of the semester.

If appointed before the fourth (4th) third (3rd) legislative week, the senator must only obtain two three student outreach points by the end of the semester.

If appointed before the eighth (8th) sixth (6th) legislative week, the senator must only obtain one student outreach point by the end of the semester.

If appointed before the ninth (9th) legislative week, the senator must only obtain one student outreach point by the end of the semester.

If appointed after the eighth (8th) ninth (9th) legislative week, the senator is not required to participate in any student outreach events.

The proposed event must be presented to the Chair and Vice-Chair of the Student Life, Diversity and Community Outreach Committee no later than two (2) days before event takes place.

Events other than specifically stated Student Outreach Events must be approved unanimously by the Chair and Vice-Chair of the Student Life, Diversity and Community Outreach Committee.

A Senator must notify an event coordinator that he or she can no longer attend the event with at least twenty-four (24) hours notice if he or she has made an express commitment to attend the event. If notification is not received and a Senator does not fulfill their commitment, the Senator will be required to obtain an additional Student Outreach point. Extreme medical, weather, and familial instances will be considered by the Speaker.

The coordinator of each event must send a list of all senators who participated in the event to the Student Life, Diversity and Community Outreach Committee Chair within forty-eight (48) hours following of the event.

Section 2. Student Senate Committee Reports to the Executive Branch

All Chairs of the Student Senate Standing Committees Chairs, or his or her their designee, shall orally report to the Executive Branch on their activities at least three (3) times per semester.

Section 3. Student Senator Code of Conduct

A. All members of the Student Senate should be held to the highest standard of moral conduct both inside and outside of Student Government duties.

B. Members of the Student Senate should at all times be attentive during meetings of the Student Senate in order to best represent the interests of their constituents.

C. Electronic media devices laptops may not be used while in the Senate chamber unless being used in regards to read legislation or to partake in scholarly activities and with the permission of the Speaker or Advisor.

D. Members of the Student Senate should at all times present themselves in a manner appropriate for the Student Senate.

E. During Student Government campaigns, no campaign paraphernalia is allowed on the chamber floor at any time.

E. No buttons, stickers, trinkets, or any campaign paraphernalia may be worn or distributed while a member of Student Government is wearing any article of Student Government apparel. Buttons, stickers, or trinkets may NOT be worn on your person during Student Government functions, including but not limited to any official Student Government meetings and while in Student Government offices.

F. The use of any Student Government media for campaigning or soliciting votes is strictly prohibited. These media include, but are not limited to, the Student Government social media or the Student Government email distribution list.
Any Senator who is not in keeping with the Code of Conduct for Student Senators may be removed from the Senate Chamber by the acting Speaker at the request of any Senator, the Advisor, or by his/her own accord.

**Section 4. Composition of the Student Senate**

A. The Student Senate shall be composed of students representing the following Academic Units and/or Divisions: Areas:

1. College of Agriculture
2. College of Art & Design
3. College of Humanities and Social Sciences
4. College of Science
5. E.J. Ourso College of Business
6. School of the Coast and Environment
7. College of Human Sciences and Education
8. College of Engineering
9. Graduate School
10. Manship School of Mass Communication
11. College of Music and Dramatic Arts
12. University College Center for Advising and Counseling
13. University College Center for Freshman Year
14. School of Veterinary Medicine

B. For the purposes of these Bylaws, any Academic Units or Divisions represented in this section shall hereafter be referred to as Academic Areas.

**Section 5. Student Senate Vacancies**

A. The Speaker of the Senate shall notify the respective College Council of the vacancy within two (2) academic days of the date that the vacancy occurs.

B. Per Article VI, Section 5 of these Bylaws, any vacancy must be properly advertised with the corresponding application for a minimum of five (5) class days. Proper advertisement shall include a posting on the SG website, include a broadcast email over SGV1, and at least one of the following:

1. Broadcast email over SGV1
2. A posting on the SG website
3. A posting outside the SG Office of the Student Government Executive Branch Office or Senate Office
4. A broadcast email to the entire University or advertisement in The Daily Reveille

C. After proper advertisement of the vacancy as listed above, the College Council of the respective Academic Area may appoint a student from that Academic Area to fill the vacancy by a majority vote of its voting members. The vacancy may be filled immediately by the respective College Council by a majority vote of its voting members.

D. The appointee shall subsequently be interviewed by the Senate Rules Committee.

1. The Rules Committee must take one of the following actions make one of the following:
   a. Refer-Pass favorably
      i. The appointment shall then undergo approval by the Student Senate at the next regularly scheduled meeting as outlined in the Rules of Order.
   b. Refer unfavorably
      i. The appointment shall then undergo approval by the Student Senate at the next regularly scheduled meeting as outlined in the Rules of Order.
   c. Refer-Defer back to College Council
      i. The Chair of the Rules Committee shall notify the College Council of the committee’s action and provide a majority opinion of the committee in writing within twenty-four (24) hours of the decision.
The majority opinion shall be written by a member of the committee who voted in the majority.

ii. A member of the committee who voted in the majority shall notify the College Council of the decision and provide a majority opinion of the committee, in writing, within twenty-four (24) hours of the decision.

iii. The College Council must reconvene to take further action within one week of the above notification. Further action shall consist of the following and only the following:

   a. A majority vote to appoint a new applicant
      i. This new appointee shall be interviewed by the Rules Committee following the procedure at the beginning of sub-section D.

   b. A majority vote to reconfirm the initial applicant
      i. The appointment shall be placed in unfinished business for the next regularly scheduled meeting and approved by the Student Senate as outlined in the Rules of Order.

E. The appointee shall be approved by a concurrent resolution and sufficient approval by the Student Senate.

1. Per Rule 6.4, D-4 of the Student Government Rules of Order, all concurrent resolutions pertaining to appointments shall be referred to the Senate Rules Committee.

   a. In the case that the Rules Committee takes No Action on the concurrent resolution, the following must occur:

      i. The Chair of the Rules Committee shall notify the College Council of the decision and provide the majority opinion of the committee within 24 hours of the decision.

      ii. The College Council must reconvene to take further action within one week of the above mentioned notification. Further action shall consist of the following:

         a. A majority vote to appoint a new applicant

            i. This new appointee shall be approved by a concurrent resolution and sufficient approval by the Student Senate.

         b. A majority vote to reconfirm the initial applicant

            i. If the College Council reconfirms the initial applicant, the original concurrent resolution is immediately placed into Unfinished Business at the next regularly scheduled Senate meeting.

F. The appointee shall be interviewed by the Committee on Rules, and the committee shall have two (2) options:

1. Confirm the College Council’s appointment with a majority vote of Aye

   a. If the Committee on Rules approves the appointee then he/she will be inducted into Senate at the beginning of the next regularly scheduled meeting.

2. Reject the College Council’s appointment with a majority vote of Nay

   a. If the Committee on Rules rejects the College Council’s appointment then a member of the Committee who voted in the majority must present the College Council President with a typed reasoning.

   b. The College Council must revote on whether to reconfirm their appointment or appoint a different applicant.

      i. If the College Council reconfirms the initial appointment then the candidate will be sworn in at the end of unfinished business but before the Legislative Order appointing the Standing Committees of Senate unless a Concurrent Resolution stating the opposite passes with a two-thirds vote of the Senate.

      ii. If the College Council appoints a different applicant this process shall be repeated until the seat is filled.
G. The Speaker of the Senate shall draft and submit a Legislative Order recognizing the newly appointed senator towards the end of every meeting when a vacant seat has been filled.

   1. This order does not have to pass to allow the senator to be inducted.

H. If ten (10) academic days pass since the Speaker’s notification of the vacancy to the College Council and the vacancy has not been filled by the College Council, the Speaker may call a meeting of the current Senators of that Academic Area for the purpose of appointing a student to fill the vacancy.

I. In the event that the Academic Area in which the vacancy exists has fewer than two (2) remaining Senators, the Speaker may call a meeting of the Senate Committee on Rules and the remaining Senator of the respective Academic Area to appoint a student to fill the vacancy.

   1. If Sections E, F, or the College Council is not currently Active then the vacancy can only be filled with a concurrent resolution which shall be heard by the Committee on Rules, and voted on by the Senate.

J. The seat shall then be up for election during the next regularly scheduled campus-wide election, regardless of the duration of the originally elected term.

Section 6. Removal of Senators

A. A member of the Student Senate shall be removed from his/her position on the Student Senate once he/she has accumulated a total of three (3) unexcused absences from regular meetings of the Student Senate per session, three (3) unexcused absences from called meetings of his or her assigned standing committee per session, or three (3) unexcused, consecutive absences or four (4) total, unexcused absences throughout the semester from his/her respective College Council Meetings.

   1. If a senator cannot attend the College Council meeting at the set time for any reason, the senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.

B. If a Senator-elect or appointee to fill a vacancy fails to attend the first three (3) meetings of a regular legislative session or three (3) legislative meetings after an appointment is made and is never sworn in as a Student Senator, that seat shall be vacated and appointed by the process dictated by the Student Government Constitution.

C. If a senator cannot attend the College Council meeting at the set time for any reason, the senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.

C. The Minutes from Student Senate meetings and committee meeting reports shall be used in determining the number of unexcused absences.

D. A senator shall be removed from his/her position on the Student Senate should he/she fail to attend a Senator Orientation Session unless expressly excused by the Senate Speaker Adviser. Reasons for excusal shall be the same as for regularly scheduled meetings of the Student Senate.

E. If a Senator fails to obtain the required Student Outreach points per semester, the Senator shall be removed from his/her position on Senate unless excused unanimously by the Speaker of the Senate and the Speaker pro tempore.

F. These requirements do not apply to Senators representing the Graduate School or Vet School. Each individual senator representing the Graduate School or Vet School must meet with the Speaker to determine appropriate requirements for the semester based on their academic demand. These requirements must be approved by the Student Government Advisor.

G. Other reasons for removal can be found in Article VI, Section 3 of the Student Government Constitution.

Section 7. Student Senate Absences
For the purpose of this Article, absences from regular meetings of the Student Senate shall be determined by the following method:

A. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a regular meeting of the Student Senate, unless they are recognized as "present" by the Speaker before the end of Public Input.

B. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of the Student Senate if, and only if, the motion to adjourn passes.

C. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a scheduled meeting of his or her assigned committee.

D. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of his or her assigned committee if, and only if, the motion to adjourn passes.

E. Absences which fall under the University guidelines for excused absences (PS-22), or pertain to University classes, shall be submitted to the Speaker of the Senate a Student Government advisor for signature and approval before the next regular Senate meeting after the absence incurred. The excuse will be placed on file with the Senate Secretary and the absence will be noted in the Minutes as “excused.”

Section 8. Written Notification of Excessive Absences

When a member of the Student Senate has been assessed one and one half (1 ½) or more absences as defined in Section 7 of this Article, the Secretary of the Student Senate shall send written notification to said member of such fact. Such notification shall be sent within two (2) class days of adjournment of the meeting at which the third half (1/2) absence is assessed.

Section 9. Student Senate Proxies

A. Proxies for members of the Student Senate during any regular or special general Senate meeting shall not be allowed.

B. Proxies shall be allowed during any standing or temporary Senate committee meeting.
   1. The said proxy must be a current Senator who is not a full member of the committee being proxied for.

Section 10. Student Senate Regular, Organizational and Special Sessions

The sessions of the Student Senate shall be defined as follows:

A. The Student Senate shall be in Regular Session from the first regularly scheduled Student Senate Meeting in the Fall semester, as stated in the Senate Rules of Order, until no later than adjournment on the last regularly scheduled Student Senate Meeting of the Fall semester, and also from the first regularly scheduled Student Senate Meeting of the Spring Semester, as stated in the Senate Rules of Order, until no later than adjournment on the regularly scheduled Student Senate Meeting to be held three weeks prior to the end of classes in the spring semester; however, the Senate shall be in recess during any University holidays. During Regular Session, regular meetings of the Student Senate shall be held weekly. The time and place shall be determined in the Rules of Order of the Student Senate.

B. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the fall regular session until no later than adjournment of that meeting for the following purposes specifically and in the following order:
   1. Installation of newly elected senators
   2. Appointment of membership and leadership of standing committees.
   3. Approval of Presidential Appointments
4. Approval of Speaker’s Appointments
5. Approval of any other Executive or Legislative Orders
6. Resolutions creating temporary study or action groups and their membership
7. Any other legislation submitted that is deemed important and urgent by the Speaker of the Senate, or by subsequent appeal of the decision of the chair by a (1/2) majority vote of the members of the Senate

C. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the spring regular session until no later than adjournment of the second meeting of that session for the following purposes specifically and in the following order:
1. Installation of newly elected Senators
2. Installation of the newly elected President and Vice President
3. Election of the Speaker
4. Election of the Speaker Pro Tempore
5. Approval of the Executive Charter
6. Approval of the Student Government Budget
7. Approval of the Presidential Appointments
8. Approval of Speaker’s Appointments
9. Appointment of Members and Leadership of Standing Committees
10. Resolutions creating temporary study or action groups and their membership
11. Approval of any other Executive or Legislative Orders
12. Any other legislation submitted that is deemed important and urgent by the Speaker of the Senate, or by subsequent appeal of the decision of the chair by a (1/2) majority vote of the members of the Senate

D. Special meetings of the Student Senate may be held upon 24-hour notice during any Regular Session by:
1. A majority vote of the Senate at a duly constituted meeting; or
2. A petition signed by one third (1/3) of the Student Senate members.

E. Special Sessions and/or meetings of the Student Senate may be held upon 24-hour notice by the Student Body President or Speaker of the Senate.

F. If legislation is vetoed, but the Senate session that passed said legislation has adjourned sine die, the Senate may reconvene with the membership from that last meeting of the regular session once and only once for only the stated purpose of considering the override of said veto.

1. The agenda shall be:
   a. Roll Call
   b. Public Input
   c. Veto Consideration
   d. Petitions, Memorials, and Other Communications
   e. Adjournment

Section 11. Senate Orientation Session

A. An orientation session for all senators and legislative staff shall be held at the beginning of each semester. All senators and legislative staff shall be required to attend.

B. It shall be the purpose of this orientation session to instruct senators on such subjects as Rules of Order, Student Government Governing Documents, legislation, and any other matters deemed necessary.

C. This session shall also serve as a team-building session to encourage senators to work with their fellow senators in serving the students of Louisiana State University.

D. A senator shall be assigned one full absence for failure to attend the initial orientation session.

E. A make up orientation session shall be held two (2) weeks after the initial session. All senators that did not attend the initial session must attend.
ARTICLE IV
Judicial Branch Affairs

Section 1. Justice Duties

A. It shall be the duty of all members of the Judicial branch to faithfully and impartially interpret the Student Government documents to his/her best ability.
B. It shall be the duty of the University Court Justices, once a year, to review all documents of Student Government for the purpose of identifying discrepancies. They shall then suggest possible changes to the documents to either the Chief Justice or any member of the Legislative Branch.
C. It shall be the duty of the University Court to hold both the Executive and Legislative Branches accountable for their actions.

Section 2. Participation in Student Government Elections

No member of or candidate for position within the Judicial Branch shall help, assist, serve on, campaign for or advise any Fall or Spring Student Government Campaign or Ticket.

Section 3. Appointment of Judicial Branch Staff

All Judicial Branch staff as determined by the Rules of Court shall be appointed by the Chief Justice and subject to standard appointment approval by the Student Senate removal by the Chief Justice or by two-thirds (2/3) vote of the University Court.

ARTICLE V
College Council Affairs

Section 1. College Council Bylaws

A. Every College Council shall be required to keep an updated copy of their bylaws on file with the Vice President and Speaker pro tempore. Updated copies shall be submitted to the Vice President and Speaker pro tempore whenever changes are made.
B. The College Council shall review and update their respective bylaws by the third (3rd) academic week of each fall semester.
C. Bylaws for each College Council must exist on file in order for that College Council to be considered active, as outlined in Section 6 of this Article.

Section 2. Vacancy and Succession of College Council Officers

A. Unless otherwise provided for in the College Council constitution, should the office of President of the College Council become vacant, the Vice President of that College Council shall succeed to the office.
B. If the office of Vice President, or any member at-large of a College Council should become vacant, the College Council President shall interview and appoint a person from the Academic Area to fill the vacancy with a majority (1/2) vote of the members present and voting.
C. If the offices of the President and Vice President of a College Council become vacant simultaneously, the remaining members within the respective College Council will elect a new President and Vice President amongst themselves. Any remaining positions will be filled through the application process from their respective academic area. If there are no remaining members within that College Council, then the Election Board shall conduct an election to fill the vacancies within ten (10) class days.
1. If after the qualifying period for an election, no one sought candidacy for the offices of President and Vice President, the remaining members of the College Council shall be permitted to fill the offices by a majority vote of those present and voting. In the event of a tie vote of the remaining members, the Chair of the College Council Presidents’ Commission may break the tie.

2. The members selected under this provision shall hold the office until the next regularly scheduled election.

Section 3. College Council Presidents’ Commission

A. Each College Council President and the Student Body Vice President shall serve on the College Council Presidents’ Commission along with the Student Senate Speaker pro tempore sitting as an ex officio member.

B. The College Council Presidents’ Commission will meet for the following purposes:
   1. Reviewing and amending the college councils’ constitution;
   2. To discuss and propose ideas and initiatives;
   3. To facilitate communication among each of the academic areas;
   4. Any other matters deemed appropriate by the commission and/or the Student Body Vice-President.

C. The Student Body Vice President shall serve as the chair of the College Council Presidents’ Commission. The chair will be responsible for scheduling all meetings of the commission and for filing all amendments made to the College Councils’ Constitution in the appropriate offices.

D. A vice chair shall be elected by a majority vote of those present and voting from the membership of the Commission. The vice chair shall assist the Student Body Vice President with any and all logistics of the Commission, shall serve as the chair in the absence of the Student Body Vice President, and shall perform other duties as delegated by the Student Body Vice President.

E. Two-thirds (2/3) of the presidents shall constitute a quorum.

F. The chair of the commission may only vote in the event of a tie.

G. Each month the College Council Presidents’ Commission will meet at least two (2) times. One unexcused absence is allowed for each College Council President per semester. An excused absence will be determined by the university guidelines policy statement No. 22, which will be applied by the chair.

H. If a President has three (3) more than one (1) unexcused absences, he/she shall be removed from office by the chair of the College Council Presidents’ Commission. is subject to a mandatory impeachment investigation due to dereliction of duties.

I. A proxy may be used to substitute attendance of a president without consequence of an absence. Proxies must be the Vice President or any member-at-large any Executive Officer of that respective College Council.

Section 4. College Council Advisors

Each College Council must meet with their respective advisor(s) by the second (2nd) academic week of each semester in order to maintain active status per Section 6 of this Article.

Section 5. The Semester Plan

A. Each College Council shall prepare a Semester Plan, which shall consist of a basic outline of the programs, initiatives and objectives of the council for the academic semester. The Semester Plan shall serve as a guideline for initiatives, and shall not restrict any council from pursuing additional initiatives or programs.

B. The Semester Plan shall be submitted to the Student Body Vice President and the Student Government Financial Coordinator no later than the Third (3rd) Legislative Week and presented to the Student Senate by the Fifth (5th) Legislative Week.
The Student Body Vice President, with the counsel of the Directors of Student Outreach and Programming, may assist in the formation of the Semester Plan in order to ensure its success.

The Semester Plan may be amended and submitted to the Student Body Vice President at any time to reflect additional ideas.

Section 6. Active and Inactive Status

A. College Councils shall either be considered active or inactive under LSU Student Government.

B. In order to remain in active status and in good standing with LSU Student Government, College Councils must submit the Semester Plan to the Student Body Vice President and Student Government Financial Coordinator by the Third (3rd) Legislative Week and presented to the Student Senate by the Fifth (5th) Legislative Week of each semester, must meet with their respective advisor(s), must maintain an updated copy of their respective Bylaws, and must deliver post-event reports to the Student Senate, which shall consist all items delineated in Article VII Section 7:B:1-5 of these Bylaws.

C. In the event that a College Council fails to accomplish any duties in the previous paragraph, the council shall be considered inactive, and shall relinquish all rights to funding from Student Government.

D. In the event a College Council is deemed inactive and wishes to become active, they must accomplish all duties required by these Bylaws, must meet with the Student Body Vice President, and present themselves to the Senate to be reactivated by a simple majority vote.

1. If these tasks are not completed within four (4) legislative weeks of receiving the notification of inactive status, all current elected members of the inactive College Council shall be removed from office. These members shall be replaced in the next regularly scheduled Fall or Spring election.

Section 7. Transitional Meetings

A. It is the first order of business of each incoming College Council President to hold a transitional meeting with their respective predecessor.

B. For the success of the newly elected College Council, transitional documents and a detailed list of successes and failures shall be provided to the new President.

C. This meeting must take place upon the conclusion of the former President’s term.

Section 8. Council Chats

A. The Council will make itself available once per semester at a time and location on campus chosen at the discretion of the Council.

B. The purpose of a Council Chat is to engage students of the college in order to receive feedback and ideas used to shape initiatives for the College.

C. These events will be publicized by a required broadcast email to all students of the College.

D. Failure to host one Council Chat per semester will result in inactive status for the Council.

ARTICLE VI

Community Involvement

All appointed and elected members of Student Government shall be required to participate in an annually selected community service project.

A. This service project shall be a single coordinated effort of the organization as a whole.
B. **The date and general details of the event shall be provided to members of Student Government by the Organizational Session immediately before the semester in which the event is held.**

C. **The event shall be selected by the Student Body President, Speaker of the Senate, and Chief Justice.**

D. **Approved events must benefit the Baton Rouge and/or surrounding community.**

E. **This event may be a self-generated SG event or a partnership with an existing event or student organization.**

F. **Example events include but are not limited to:**

   1. Geaux Big Baton Rouge
   2. Special Olympics
   3. Cancer Foundation Events

G. **If the member has a prior obligation to attend the same selected event through another organization, this is considered an excused absence.**

H. **Members are not allowed to make up, substitute, or be excused from the event by participating in similar service projects or similar projects mandated by another organization or organization obligation.**

I. **Members who do not attend the event without valid approval will be removed from their Student Government position.**

### ARTICLE VI

**Installation and Appointment Vacancies**

Section 1. **Due Installation and Oath of Office**

All persons elected or appointed under the authority of the Student Government Constitution or Bylaws shall take office after they have been duly installed as follows:

**Elected members and University Court Justices shall be considered installed upon swearing in by the Chief Justice of the University Court or his/her designee. All other members of the Student Government shall be considered installed upon approval by the Student Senate.**

A. **The Student Body President and Vice President shall be installed during the annual Student Senate Spring Organizational Session, held five (5) class days from the announcement of the final election results, but no more than ten (10) class days from the last Student Senate meeting of the Spring Semester. They shall be sworn in by the Chief Justice of the University Court or his/her designee.**

B. **Those members of the Student Senate elected in the Fall shall be installed during the annual Student Senate Fall Organizational Session, regardless of the time at which the Fall election was held. Those members elected in the Spring shall be installed during the annual Student Senate Spring Organizational Session just before the Student Body President and Vice President. Members shall be sworn in by the Chief Justice of the University Court or his/her designee Speaker of the Student Senate or his/her designee.**

C. **If not present at the Fall or Spring Organizational Session, all newly elected Senators must be installed within the next three (3) regularly scheduled Senate meetings, or his/her respective seat shall be deemed vacant.**

C. **The College Council Presidents, Vice Presidents, and Members at Large shall be installed during the annual Student Senate Spring Organizational Session, held five (5) class days from the announcement of the final election results, but no more than ten (10) class days from the last Student Senate meeting of the Spring Semester.**

D. **All legislative staff shall be installed in the Student Senate Spring Organizational Session by the Speaker of the Student Senate.**

E. **All executive staff positions appointed through the Executive Branch Charter shall be installed by the current Chief Justice at a time determined by him/her before or during the first legislative meeting of the Fall Regular Session.**
All elected University Court Justices shall be installed at the Fall or Spring Organizational Session by the University Court Chief Justice. All approved University Court Justice appointees shall be installed by the University Court Chief Justice at the Spring Organizational Session.

Any Student Government officer elected or appointed to serve out the remainder of the term of a vacated position shall be installed sworn in within the next three (3) regularly scheduled Student Senate meetings following his/her election or appointment.

The form for being installed sworn in shall be as follows:

"With the left hand of the person being sworn in on the Student Government Constitution and these Bylaws, and with his/her right upraised, he/she shall take the following oath:

I (state your full name) -- do solemnly swear (or affirm) -- that I will support the Constitution, Bylaws and all other governing documents-- of the Student Government of Louisiana State University -- and that I will faithfully -- impartially discharge and perform -- all of the duties incumbent upon me -- according to the best of my ability and understanding."

All elected or appointed members of Student Government previously stated to be sworn in shall sign a written agreement recognizing that they will uphold their oath and THE CODE (Article I, Section 4).

The Chief Justice shall be responsible for collecting and keeping all agreements.

Section 2. Special Circumstances

In the event that any of the meetings scheduled above cannot be held on their normal dates and times, the officers who would have been sworn in at those times shall be considered sworn in.

Section 3. Student Body President-elect and Vice President-elect Access

Once the results of the Spring election have been validated, the President-elect and Vice President-elect shall be allowed access to the Executive Office and any files therein for the purposes of developing the Student Government Budget and the Executive Branch Charter.

Section 4. Appointment Vacancies

All positions filled through appointment by a Student Government member shall require advertisement which must be accompanied by the corresponding application. Applications shall be accepted for a minimum of five (5) class days. Proper advertisement shall include a posting on the SG website a broadcast email over SG_V1 and at least one of the following:

- Broadcast email over SG_V1
- A posting on the SG website homepage
- Broadcast email over SGV1
- A posting outside of the SG Office
- A broadcast email to entire University or advertisement in The Daily Reveille

PARAGRAPH 4: WHEREAS, ARTICLES VIII VIIH FINANCIAL ORGANIZATION AND ARTICLE IX VIIIH FINANCIAL ACCOUNTS SHALL NOT BE AMENDED IN THIS BILL
ARTICLE IX  ARTICLE X
Public Records, Management and Meetings

Section 1.  Student Government Records

A.  All records of the Student Government are hereby declared to be public records.
B.  All written documentation must be made available to the public within three (3) class days. Written documentation includes, but is not limited to:
   1. Meeting minutes
   2. Voting records
   3. Legislation

Section 2.  Public Records

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall maintain open documentation and abide by Title 44 of the Louisiana Revised Statues in all matters pertaining to Public Records. Failure to abide by Title 44 will result in the nullification of allocated monies.

Section 3.  Review of Legislative, Executive, and Judicial Records

A.  Each year the Speaker, President, and Chief Justice shall review the records of each branch of the Student Government -- with each being responsible for the branch in which they serve -- to determine which of the records are no longer current.
B.  All records from the past five (5) years must be kept on file.

Section 4.  Document Notation

A.  If the University Courts provides interpretations to any document in the Student Government pursuant to their power under Article IV, Section 4 of the Constitution, a notation shall be inserted within the applicable section of the document to say “See court case caption and Docket Number for interpretation of this provision.”
B.  The Chief Justice shall notify the Speaker of the Senate of such notation in writing within one (1) week of the final written majority opinion.

Section 5.  Public Meetings

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall abide by Title 42 of the Louisiana Revised Statutes in all matters pertaining to Public Meetings insofar as all meetings relating to that which is being funded or the funds themselves are considered. Failure to abide by Title 42 will result in the nullification of allocated monies.

Section 6.  Executive Session

A public body may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given twenty-four hours prior, of two-thirds of its constituent members present. An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by Louisiana Revised Statute R.S. 42:17; however, no final or binding action shall be taken during an executive session. The vote of each member on the
question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

ARTICLE X

ARTICLE XI

Composition of Miscellaneous Student Student Government Committees and University-wide Committees

Section 1. Changes cannot be made to Sections 3-10 due to superseding University documentation. Amendments regarding purpose, student membership or committee composition cannot be made to the external committees listed in Sections 3-9 unless those amendments are reflected in said external committee’s governing documents.

Section 2. Summer Planning Committee

A. The purpose of the Summer Planning Committee is to develop a Plan for Student Government for the upcoming year to address issues deemed pertinent to the chair, which will be presented to the Student Senate.

B. The Summer Planning Committee shall be made up of the Student Body President and Vice President, the Chief Justice, the Speaker of the Student Senate, the Speaker pro tempore, and three (3) Student Senators elected by the Student Senate in the Student Senate Spring Organizational Session.

C. The first order of business of the committee shall be to elect a chair from its membership.

Section 3. Media Board

A. The purpose of the Student Media Board is to support and project a vigorous, socially responsible student media, and to facilitate quality student media at LSU. This includes the approval of the editors of the Daily Reveille, Gumbo, and Legacy and station managers for KLSU and TigerTV. The board also possesses the final authority to reprimand, suspend, or dismiss these appointments if necessary. Finally, the board will hear content complaints and provide feedback to the various student media staffs as needed.

B-A. The Student Body President shall appoint one (1) student to the Media Board, and the Senate shall elect one (1) Senator to the Media Board.

C-B. Appointees must demonstrate an ability to remain objective on all decisions brought before Media Board.

Section 4. Committee to Evaluate Student Recommended Fees

A. The purpose of this committee shall be to evaluate student programming fees every semester, and to make recommendations based on said evaluations to the Student Senate.

B. The first order of business of the committee shall be to elect a chair from its membership.

C. The committee shall evaluate a minimum of three (3) student programming fees each semester. The chair shall determine the fees to be evaluated, based on the progress of previous committees.
D. The committee shall be comprised of the Executive Director of Finance, the Assistant Director of Finance, the Senate Chairman of the Committee on Finance, two (2) Senators elected by the membership of the Student Senate present and voting, one (1) University Court Justice appointed by the Chief Justice, and three (3) students unaffiliated with Student Government appointed by the Student Body President, with the Student Body President serving as an ex officio, non-voting member. The appointments will be made in the Spring Organizational Session and will last the duration of one (1) academic year.

Section 4.5. Student Required Fee Advisory Committee (SRFAC)

A. The purpose of this committee is to evaluate the student required fees for five key departments that provide services considered essential to the mission of the University. These departments include University Recreation, Student Health Center, Office of Parking and Transportation, Student Media, and the Student Union. The SRFAC is only authorized to recommend adjustments to student fees based on a review of a department’s current and future financial condition and not for capital outlay projects. The University President ultimately determines fee increases for each of the five departments included in this process with the appropriate approval from the LSU System Office following a recommendation from the SRFAC. The LSU Board of Supervisors may modify Student Required Fees at any time without advance notice.

B. The student members of the committee from Student Government shall be as follows: the Student Body President, the Speaker of the Senate, one Student Senator elected from the membership of the Senate, one undergraduate student appointed by the Student Body President, and one graduate student appointed by the Student Body President.

Section 5. Student Technology Fee Oversight Committee

A. The purpose of this committee is to review and approve the allocation of the Student Technology Fee across campus.

B. The Student Technology Fee Plan may be amended following a two-thirds (2/3) majority vote of the Student Senate present and voting.

C. The student members of the committee from Student Government shall be as follows: the Student Body President, the Speaker of the Senate, the Graduate School College Council President, and three (3) students appointed by the Student Body President.

Section 6. Courses and Curricula Committee

A. The purpose of this committee is review additions, alterations or eliminations of academic programs on campus.

B. The Student Body President shall appoint one (1) student to this committee.

Section 7. General Education Committee

A. The purpose of this committee is to review and approve any changes to the General Education requirements in all curricula.

B. The Student Body President shall appoint one (1) student to this committee.

Section 8. Programming Support and Initiatives Fund Committee

A. The purpose of this committee is to award money per the guidelines of the Programming Support and Initiatives Fund Bylaws.
B. The Student Body President shall appoint two (2) non-Senators within Student Government, four (4) students, and the Senate shall elect two (2) Senators from within the body.

Section 9 10. Organizational Relief Fund

A. The purpose of this committee is to award money on the basis of travel.
B. The Student Body President shall appoint three (3) students.

Section 10 11. Parking Appeals Board

A. The Parking Appeals Board shall hear all appeals to the Office of Parking, Transit and Transportation for tickets or tows. The Board shall be chaired by the Chief Justice of the University Court.
B. The Speaker of the Senate shall appoint eight (8) students to the Board and the Student Body President shall appoint eight (8) students to the Board.

ARTICLE XII
Temporary Committees/Commissions

Section 1. Creation by Student Body President or Student Senate

A. All temporary committees or commissions created by the Student Body President shall be established only by written Executive Order, subject to majority approval of the Student Senate.
B. All temporary committees or commissions created by the Student Senate shall be established by Resolution, passed by majority vote of the Student Senate.

Section 2. Required Contents of Executive Order or Resolution

The Executive Order or Resolution creating a temporary commission/committee shall contain the following:
A. Name of the commission/committee;
B. Number of members, including:
   1. If appointed by name, the name of the officers and members; or
   2. If not appointed by name, the method of selection of the officers and members;
C. Beginning date and length of existence of the commission/committee;
D. Goals and objectives; and
E. Powers, duties, and responsibilities of the commission/committee, and of the officers thereof.

Section 3. Length of Existence

Unless a definite length of existence of a commission/committee is stated in the Executive Order or the Resolution creating said commission/committee, it shall continue in existence only for one (1) year from the date that it was approved or passed.

ARTICLE XIII
Delegation
Section 1. The Definition and Purpose of a Delegation

A delegate shall be defined as a member of Student Government, appointed or elected, that will represent a specific group on campus in addition to their academic areas. The representation is currently broken up into Academic Areas within the Student Senate and the Executive Branch through College Council, however, the LSU student is not only defined by their Academic Area and their needs may not involve their Academic classification. The Student Government also represents the students in more facets then just their Academic Areas.

Section 2. Requirements in Order to Receive a Delegate

A. Any standing group of students may apply for representation from Student Government.
   1. A standing group of students is defined as an organization recognized by Campus Life, a minority on campus, students of a similar religion, or a group of students with a common cause.
B. The standing group must submit a request for a delegate to either the President, Speaker or Chief Justice any of the 3 branch heads or sg@lsu.edu with:
   1. Name of Group
   2. Reason for a delegate
   3. Size of group including roster with signatures
   4. Suggested potential delegates
C. This request must be done at least once a year
D. The amount of delegates a group of students can be assigned will be proportional to decided by the size of the group.
   1. There shall be a maximum of one (1) delegate per fifty (50) members of the group.

Section 3. Assigning SG Members as a Delegate and their Responsibilities

A. When a standing group requests a delegate (or delegates) the President, Speaker, and Chief Justice shall select members of SG to be their delegate, subject to approval of the group seeking delegation, based on:
   1. Similar affiliations or backgrounds
   2. Requests made by the group of students
   3. Willingness to volunteer by the member.
   4. If no delegate can be found base on the previous statements, the group can choose a single member amongst themselves to represent the group during delegate reports.
B. The Delegate’s duties shall include, but not be limited to:
   1. Attending at least one meeting per month of their group of students.
   2. Communicating with their group on a biweekly basis.
   3. Reporting their constituents’ issues at the weekly Senate meetings.
   4. Informing the standing group of resources within SG and the current issues being discussed in Senate.

Caucus Affairs

Section 1. The Definition and Purpose of a Caucus

A caucus is defined as a body that meets to pursue common legislative objectives, generally representing a group that shares some common ideology, religion, race, ethnicity, culture,
Section 2.——Defining the Membership of Caucuses

Any full or part-time students who attend meetings and participate in caucus activities may be considered members, in accordance with the caucus’ legislative framework and mission statement.

Section 3.——Leadership of Caucuses and Their Duties

A. The formal leadership of all caucuses shall be made up of a Chairperson and Vice Chairperson. Candidates for both positions must be approved through concurrent resolutions, passed by a two thirds (2/3) vote of the LSU Student Government Senate; nominees for Chair and Vice Chair positions must be selected from within the caucus according to the qualifications required by the governing documents of said caucus and its amendments.

B. Both Chair and Vice Chair positions term limits shall be determined by the caucus and are subject to Article VI, Section 2.A of the LSU Student Government Constitution, concerning the process of impeachment.

C. Neither of these presiding officers may hold these positions while seeking the office of LSU Student Government President or Vice President.

D. Duties of the Chair:

1. The Chair must act as the presiding officer of caucus meetings; they shall facilitate the order of meetings.
2. He or she shall establish the meeting agenda through consultation with the Vice Chair.
3. He or she shall maintain communication with all Branch Heads and other Student Government members as deemed necessary and important to carry out the work of the caucus.
4. He or she shall be responsible for the Caucus Report (see Section 7).

E. Duties of the Vice Chair:

1. The Vice Chair shall act as the presiding officer in the absence of the Chair, fulfilling all of the duties of the Chair during the course of the meeting.
2. The Vice Chair shall serve as a liaison for the Caucus and the Student Government Senate and Executive and Judicial Branches.
3. The Vice Chair shall be responsible for recording minutes of the caucus meetings and making these minutes available to the public via the caucus website and to the LSU Student Government via email.

Section 4.——Determining Active and Inactive Statuses of Caucuses

A. Caucuses must have at least five (5) members to maintain an active status; a caucus that does not meet this requirement will be considered inactive. A caucus can be reactivated once this membership requirement is once again met.

B. Caucuses shall submit rolls to the senate secretary of the number and names of active and associate members each semester by the fourth (4th) Legislative Week so as to determine active or inactive status.

C. A caucus in inactive status cannot select a Chair or Vice Chair and cannot hold regular meetings as recognized by the LSU Student Government.

Section 5.——Regular Caucus Meetings

Each LSU Student Government caucus shall hold regularly scheduled meetings. Time and place of the meeting are to be announced at least two (2) class days in advance during the Caucus Reports, sent in an email via the Student Government listserv, or posted on the LSU Student Government website. These meetings must be open to the public.
Section 6. Meetings Prohibited during regularly scheduled LSU Student Government Branch Meetings

No caucus may hold regularly scheduled meetings at the same time and date on which an official branch meeting (Senate meeting, Executive Branch meeting, Judicial Branch meeting) holds its regularly scheduled meetings.

Section 7. Caucus Report

A. All caucuses shall submit a written report to the Senate Secretary as soon as possible after each caucus meeting. The report must list:
   1. The name of the caucus;
   2. The date, time, and place of the caucus meeting;
   3. Names of attending members;
   4. Minutes of what was discussed during the course of the meetings in detail, as supplied by the Vice Chair.

B. The caucus chairperson shall sign the caucus report and he or she shall be responsible for the accuracy of the report.

C. The caucus chairperson, or their designated representative, may report at Senate meetings during its allotted time in the Senate Order of Business unless no meeting was conducted.

Section 8. Restrictions on Caucuses

A. Caucuses are not governing bodies, and therefore, cannot issue orders or pass legislation. Caucuses may, however, act as vehicles for solidarity and roundtables for discussion among caucus members, as well as being groups that may disseminate information relevant to issues concerning constituents represented by the members of the Caucus to members of the LSU Student Government and their constituents.

B. A caucus may formally endorse specific pieces of legislation; a caucus may not endorse specific members of LSU Student Government for committee or leadership positions, nor may they endorse candidates in LSU Student government Elections as a caucus. Individuals within the caucus are not subject to this restriction.

Section 9. Founding and Ratification of Caucuses

A. In order to found a caucus, there must be at least five (5) current members of LSU Student Government to found the caucus. Caucuses shall be formed through Concurrent Resolutions.

B. The caucus must establish a mission statement defining the general purpose of the caucus and the students on campus that the caucus wishes to formally represent in the LSU student government.

C. The caucus must establish a platform defining the aims of the caucus as a whole and its membership; this includes goals for legislation, projects, programs, and other objectives that the caucus shall be affiliated with.

D. When the Concurrent Resolution is presented to the Student Government Senate, the author shall move to have the legislation be referred to Joint Committee; this Joint Committee shall be made up of the Student Outreach Committee and the Committee on Rules.

Section 10. Caucus Governing Documents

A. Governing documents must include the qualifications necessary to serve as a chairperson and vice chairperson of the caucus, which may include, but are not limited to, membership in the Student Government or related student organizations associated with the caucus.

B. These requirements and qualifications shall be originally established by the founding members and their initial documents.
ARTICLE XIV

ARTICLE XIII
Websites

Section 1. Name and Location

The LSU A&M Student Government shall have one official website. Its web address shall be www.sg.lsu.edu or consistent with an address as provided by the administration of the university.

Section 2. Content

A. The host site, www.studentgovernment.lsu.edu, www.sg.lsu.edu shall be a portal to each branch of Student Government.

B. This site shall be used as the host site for all public access computers purchased through the Student Tech Fee contingency.

C. This site shall include the following information:
   1. General Information & Announcements
   2. Current editions of the Student Government Constitution, Bylaws and Election Code
   3. Pages for the: Executive Branch, Legislative Branch, Judicial Branch, College Councils, and Election Board
   4. An updated calendar of events, including times and locations of said events

D. Each of the pages listed in Article XIII Section C3 must contain the following information:
   1. A listing of all elected officials, staff members, or appointees specific to the branch or area in which they serve and the colleges they represent (if applicable)
   2. The email addresses for each elected or appointed official and his/her office hours (if applicable)

E. The Executive Branch Page must contain:
   1. An electronic copy of the Executive Charter
   2. An electronic copy of communication(s) in the form of press release, memorandum, permanent memorandum, policy statement, or advertisement to any LSU Administrator or any member of the LSU Student Body on behalf of Student Government or the Executive Branch.
   3. An electronic copy of minutes taken from any executive meeting.
   4. Information on how to apply for PSIF and ORF.

F. The Legislative Branch Page must contain:
   1. An electronic copy of the Rules of Order
   2. An electronic copy of each piece of legislation filed with the Senate office
   3. An electronic copy of the approved minutes
   4. An electronic copy of each vote percentage corresponding with each piece of legislation filed with the Senate office
   5. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.
   6. Information on how to receive funding through the Student Government Senate Contingency.

G. The Judicial Branch Page must contain:
   1. An electronic copy of all judicial documents including, but not limited to, opinions, injunctions, complaints, evidence and minutes of Court proceedings.
   3. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.

H. The College Councils Page must contain:
   1. An electronic copy of any minutes taken from a council meeting.
   2. An electronic copy of the College Council Constitution
3. The College Council bylaws from each Academic Area

G. The Election Board page must contain:

1. An electronic copy of all Election Board returns, complaints, judgments, evidence and minutes of Election Board Hearings.

2. Notices of upcoming elections and important dates relevant to Student Government elections.

3. When fee referenda are being considered for increase, a complete electronic copy of the current campus entity’s budget for the previous three years.

4. When the fee referenda being considered is for a new fee, an electronic copy detailing the proposed use of the fee.

5. When Constitutional amendments are being considered, an electronic copy of the complete language for said amendment.

Section 3. Approval

A. The General Student Government Website must be approved by the President, Speaker of the Student Senate or Chief Justice prior to any changes of content being published for public view other than general information and announcements.

Section 4. Branch Websites

A. The Branch Websites shall be defined and listed as follows

1. Legislative
2. Executive
3. Judicial
4. College Councils
5. Election Board

B. Each branch of Student Government shall employ a staff member to be the website liaison for their respective branch. The Chair of the College Council President’s Commission shall employ a single employee to perform functions on behalf of all of the College Council’s. Each branch’s site must contain, but not limited to containing the following information:

1. A listing of all elected officials, staff members, or appointees specific to the branch in which they serve, their classification and college in which they are enrolled.

2. An email address for each elected or appointed official and office hours for said official if they are required to keep them.

3. A link to each respective branch and the General SG Website

4. An updated weekly calendar of events and meeting with time, and location.

C. Executive Website must contain:

1. An electronic copy of the Executive Charter

2. An electronic copy of communication(s) in the form of press release, memorandum, permanent memorandum, policy statement, or advertisement to any LSU Administrator or any member of the LSU Student Body on behalf of Student Government or the Executive Branch.

3. An electronic copy of minutes taken from any executive meeting.

4. Information on how to apply for PSIF and ORF.

D. Legislative Website must contain:

1. An electronic copy of the Rules of Order

2. An electronic copy of each piece of legislation filed with the Senate office

3. An electronic copy of the approved minutes

4. An electronic copy of each vote percentage corresponding with each piece of legislation filed with the Senate office

5. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill, PSIF allocations containing the amount of the allocation, the Student Organization(s) receiving the allocation, the name and date for said allocation, and a link to the Student Technology Fee Oversight Committee’s Website.

E. Legislative Website must contain:

1. An electronic copy of the Rules of Order

2. An electronic copy of each piece of legislation filed with the Senate office

3. An electronic copy of the approved minutes

4. An electronic copy of each vote percentage corresponding with each piece of legislation filed with the Senate office

5. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.

6. Information on how to receive funding through the Student Government Senate Contingency.
E. Judicial Website must contain:
   1. An electronic copy of all judicial documents including, but not limited to, opinions, injunctions, complaints, evidence and minutes of Court proceedings.
   3. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.

F. College Council(s) website must contain:
   1. An electronic copy of a quarterly breakdown of expenditures itemized under the General Appropriations Bill.
   2. An electronic copy of any minutes taken from a council meeting.

G. Election Board website must contain:
   1. An electronic copy of all election board returns, complaints, judgments, evidence and minutes of Election Board Hearings.
   2. Notices of upcoming elections and important dates relevant to Student Government Elections.
   3. When fee referenda are being considered for increase, a complete electronic copy of the current campus entity's budget for the previous three years.
   4. When the fee referenda being considered is for a new fee, an electronic copy detailing the proposed use of the fee.
   5. When Constitutional amendments are being considered, an electronic copy of the complete language for said amendment.

Section 4. Time Provisions

A. Any announcement of meeting times and location, listed here and above, must be posted two (2) class days before their occurrence.

B. Any documents listed here and above resulting from said meetings must be posted five (5) class days after their creation.

Section 5. Compliance

Each site shall comply with the rules and regulations set forth by Louisiana State University and these Bylaws.

ARTICLE XV

Words and Phrases

Section 1. Interpretation

Words and phrases in the Student Government Constitution, the Bylaws, the Rules of Order of the Student Senate, legislation, or any other document of the Student Government shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these Bylaws. Final interpretation of all Student Government governing documents shall be the duty of the University Court.

Section 2. Clerical and Typographical Errors

Clerical and typographical errors as pertaining to this document shall be disregarded when the meaning is clear.
ARTICLE XV

Amendments

Section 1. Student Senate Approval

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Student Senate present and voting at a regular meeting by means of legislation detailing the amendment.

PARAGRAPH 5: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE STUDENT SENATE THAT THE ABOVE AMENDMENTS ARE ADOPTED INTO THE STUDENT GOVERNMENT BYLAWS.

PARAGRAPH 6: THIS BILL SHALL BECOME ENROLLED UPON PASSAGE BY A TWO-THIRDS (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

PARAGRAPH 7: THE AMENDMENTS REFLECTED IN THIS BILL SHALL TAKE EFFECT IMMEDIATELY AFTER SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT, SUBSEQUENT APPROVAL BY THE SENATE.

APPROVED:

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ALEX W. GRASHOFF  JOHN S. WOODARD
SPEAKER OF THE SENATE  STUDENT BODY PRESIDENT

DATE:____________________  DATE:____________________