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UNIVERSITY OF KANSAS
STUDENT SENATE
Rules and Regulations
Revised May 2012

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

ARTICLE I.  PREAMBLE

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

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

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

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

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

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

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

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

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

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

1.3 Nothing in Student Senate Rules and Regulations shall be construed contrary to the Senate CODE or to the Code of Student Rights and Responsibilities.

1.4 These rules and regulations shall become effective upon the approval of the majority of the Student Senate, present and voting as provided by Article V, Section 4 of the Senate CODE. “Rules and Regulations so formulated may be enacted, amended or repealed by a 2/3 vote of the members present and voting at a regular or special meeting when the notice of the meeting states the substance of the enactment, amendment, or repeal to be considered.”

1.4.1 Upon a two-thirds (2/3) vote of the members present and voting, the Student Senate may give, in bill form, final approval for an exemption [8.1.8.19] from a specific rule or regulation to any corporation, organization, or group.
Where in conflict with prior legislation, Student Senate Rules and Regulations shall supersede and take precedent consistent with Article I, Section 3.

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

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

ARTICLE II. MEMBERSHIP

Section 1. MEMBERSHIP

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

The Student Senate shall consist of:
A. Student Body President elected by the student body (non-voting);
B. Student Body Vice President elected by the student body (voting in the event of a tie);
C. 57 representatives of the student body of each school of the University. The representatives from the College of the Liberal Arts and Sciences shall be broken down into two categories “Junior/Senior Liberal Arts and Sciences” and “Freshman/Sophomore Liberal Arts and Sciences.”
D. One (1) representative elected by the students living in any building operated under the Department of Student Housing who must be living in an on-campus building during his/her term. (On-Campus)
E. Five (5) representatives from the off-campus community elected by the students who live off campus.
F. Two (2) non-traditional representatives elected by non-traditional students. “Non-traditional student” shall be defined as a student who commutes 10 or more miles to campus (from home OR work), or is a parent of dependent children, or is married, or is a veteran, or student who has had their academic career interrupted for a period of at least six months by compulsory military service, or is three or more years older than classmates (e.g., a 21+ year-old freshman, a 24+ year-old senior), or is a 25 years or older undergraduate student.
G. Three (3) holdover senators shall be elected from the Student Senate at the last meeting of the outgoing Student Senate. These senators shall be special representatives to University Senate (Senate CODE, Article VI, Section 3). These senators shall also represent their enrollment status (undergraduate/graduate) at the time of election, in such cases where a senator must vote based on his/her enrollment status. To be eligible to be voted in as a holdover senator, a senator must have served at least one (1) full semester in the outgoing Student Senate OR be an outgoing executive staff member.
H. Representatives from the following groups:
   1. One (1) representative from the All-Scholarship Hall Council (ASHC) elected or appointed by ASHC,
   2. One (1) representative from the Association of University Residence Halls (AURH) elected or appointed by AURH,
   3. One (1) representative from the Stouffer Place Association (SPA) elected or appointed by SPA,
   4. One (1) representative from the Jayhawker Towers Tenants Association (JTTA) elected or appointed by JTTA.
5. One (1) representative from the Interfraternity Council (IFC) elected or appointed by IFC,
6. One (1) representative from the Panhellenic Association elected or appointed by the Panhellenic Association,
7. One (1) representative from the National Pan-Hellenic Council elected or appointed by the National Pan-Hellenic Council,
8. One (1) representative from the International Students Association (ISA) elected or appointed by ISA,
9. One (1) representative from Black Student Union (BSU) elected or appointed by BSU,
10. One (1) representative from Hispanic American Leadership Organization (HALO) elected or appointed by HALO,
11. One (1) representative from First Nations Student Association (FNSA) elected or appointed by FNSA,
12. One (1) representative from Asian American Student Union (AASU) elected or appointed by AASU,
13. One (1) representative from KU Queers & Allies (Q&A) elected or appointed by Q&A,
14. One (1) representative from the Student Athlete Advisory Committee (SAAC) elected or appointed by SAAC.
15. One (1) representative from the Multicultural Greek Council (MGC) elected or appointed by MGC.
16. One (1) representative from the Graduate Student Advisory Board (GSAB) elected or appointed by GSAB.
17. An associate Senator shall be elected from each of the Finance, Multicultural Affairs, Student Rights, and University Affairs Committees at the second committee meeting of the Fall semester in order to represent the concerns of the committee.
18. One (1) representative from KU Able Hawks, elected or appointed by Able Hawks.

2.1.2.1 Five (5) First Year Student Senators, who must be newly enrolled in the fall semester, will be elected in October via online election open only to newly enrolled undergraduate students.

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

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

Section 2. EX OFFICIO

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

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

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

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

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

Section 1. RESPONSIBILITIES OF A STUDENT SENATOR

3.1.1 All student senators are to attend all Student Senate meetings and all respective Student Senate committee meetings with the following exceptions: University Senate members and Non-traditional senators are not required to go to all committee meetings. Graduate and Law senators are required to attend at least two (2) committee meetings to fulfill their committee meeting requirements. Graduate, Law, Non-traditional, and Pharmacy students are required to attend at least two (2) committee meetings per semester to fulfill their committee meeting requirements.

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

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

3.1.2 Attendance will be recorded on a semester basis. Missing either the beginning or the ending roll call shall be counted as one-half (1/2) absence. The Student Senate Chief of Staff shall immediately suspend any senator who has received two (2) unexcused absences or three (3) absences of any kind per semester from the Student Senate. The Executive Secretary will notify all delinquent senators by e-mail and by written notification in their mailbox at least one week prior to the next Student Executive Committee meeting. Absences will not be carried over from the fall semester to the spring semester.

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

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

3.1.2.1.2 Senators will sign up for a specific office hour duty at the first full Senate meeting of each semester. A worksheet relating to each duty will need to be completed each week.

3.1.2.1.2 Senators will sign up for a specific office hour duty at the first full Senate meeting of each semester. A worksheet relating to each duty will need to be completed each week.

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

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

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

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

3.1.3 All Student Senators named in Article II, Section 1.2 H, shall follow the same attendance and appeals procedure as outlined in Article III, Section 1. However, if the Student Senate Court of Appeals removes an appointed senator from Student Senate, his/her organization’s seat shall be suspended for the remainder of that academic semester. This suspension can be appealed to the Student Senate Court of Appeals by the organization.

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

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

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

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

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

3.1.5.3 Any senator, who fails to meet the outreach criteria set forth by the Student Senate Outreach Director and approved by the Student Senate, will be referred to the Student Senate Chief of Staff by the Student Senate Outreach Director for suspension.

3.1.5.4 The appeals procedure for failing to meet outreach criteria will be as stated in Section 3.1.2

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

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

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

3.1.8 The primary sponsor of a Senate resolution or petition with a list of designated recipients is responsible for working with the Executive Secretary to mail out approved legislation to the list of designated recipients.
Section 2. STUDENT SENATOR CODE OF ETHICS

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

3.2.1.1 Senators will faithfully and honestly represent their constituency and the student body.
3.2.1.2 Senators will present all legislation with complete and accurate information.
3.2.1.3 Senators will consistently and regularly vote on matters before the Senate. Each member has only one (1) vote.
3.2.1.4 Senators will receive all bills with fair and rigorous discussion.
3.2.1.5 Senators will actively participate in Senate meetings and show respect to all guests and speakers.

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

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

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

3.2.4.b The Chief of Staff shall put submitted grievances on the agenda of the next regularly-scheduled Student Executive Committee meeting. The Chief of Staff must notify the senator at issue within three (3) academic days via e-mail and in writing.

3.2.4.c It is the right of the senator at issue to be afforded proper due process. A critical StudEx staffing will be held to provide the opportunity to appear in person and defend against all proposed allegations.

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

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

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

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

Section 3. STUDENT SENATOR REPLACEMENT PROCEDURE

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

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

3.3.2 The Student Senate Chief of Staff shall be responsible for formulating the “Replacement Senator Application”. Questions on the application should be general in nature and should not address specific issues. The application shall require enrollment verification. The application shall include a petition to be signed by at least 50 students in the constituency of the applicant, or 10% of said constituency, whichever is less. Exempt from this requirement will be Non-traditional, Graduate, and Law Senator replacement candidates. Also exempt will be any student who
appeared on the ballot of the previous Student Senate elections as a candidate in any constituency, or who has collected these signatures for a previous application in the current academic year. The same application shall be used throughout the Student Body President’s term. The application must receive the approval of the majority of the Student Executive Committee.

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

3.3.1.3 When a minimum of four (4) seats become vacant or a seat has been vacant for more than two (2) months, the Student Senate Chief of Staff has ten (10) days to begin accepting applications.

3.3.1.4 Once the application process has begun, the Student Senate Chief of Staff shall contact all Student Senators from the school/constituency in which the vacancy has occurred and encourage them to contact those they feel would be interested in and qualified for the position of a replacement Senator.

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

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

3.3.1.7 Selection Process.

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

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

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

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

D. If no applications are received for a seat during the replacement process, the seat will be held open until the next replacement committee is formed. In the interim, any eligible student may apply for the seat. The first student eligible for the seat who submits a valid application with the appropriate signatures (if necessary) will be nominated for the seat, as per the normal procedure. Seats that are held open in this manner should be advertised in the Student Senate office and the Student Senate website as best as possible. As per the following procedure:

1. The appointment for the above-mentioned replacements shall be conducted at the next Student Executive Committee and full Senate meetings. All students that apply shall appear before Student Executive Committee and be interviewed. Student Executive Committee shall vote on the applicants if more people apply
than there are seats available and recommend accordingly to Senate. If not filled, these seats shall be included in the next replacement process.

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

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

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

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

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

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

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

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

3.4.1.2 Voting by Electronic Voting Device

3.4.1.2.1 Use

3.4.1.2.2 Electronic Voting Devices (EVD’s) shall be used in the case of final passage of any bill, resolution or petition by the full assembly of the Student Senate.

3.4.1.2.3 EVD’s shall be used in the case of a Presidential Veto override vote.

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

3.4.1.3 Procedure

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

3.4.1.4 Control and Use of Voting System

3.4.1.4.1 The electronic voting system shall be under the control of and shall be operated by the Executive Secretary. The electronic voting system shall be used to record the vote whenever a roll call vote is taken on any question and may be used for ascertaining the vote upon any measure upon which a division of the assembly has been called. In the event that the system is not operating properly, roll call votes may be taken by voice vote unless division of the question is requested.
HIERARCHY OF CHAIRING THE STUDENT SENATE MEETING. The Student Body Vice President shall serve as the Presiding Officer of the Student Senate, except when s/he relinquishes that position for the purpose of speaking on a particular issue, or for any reason. The temporary Presiding Officer of the Student Senate shall assume all rights and privileges accompanying the position. The position of Presiding Officer of the Student Senate shall be relinquished in the following order:

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

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

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

The Student Senate must meet at least three times, at such time and place as shall be specified by the Student Executive Committee. Notice of a regularly scheduled meeting shall be mailed or otherwise distributed to each senator at least five (5) days prior to that meeting.

A meeting may be called by the Student Body President, the Student Executive Committee, or by a petition signed by twenty-five (25) members of the Student Senate and delivered to the Student Body President or the Student Executive Committee.

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

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

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

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

AGENDA. The agenda for the Senate meetings shall be:

A. Call to Order
B. Forum for Non-Senators [3.3.9.1]
C. Approval of the Minutes
D. Officers’ Reports
E. Additional Reports
F. Issues Agenda
G. Old Business
H. New Business
   1. Consent Agenda
2. Regular Agenda

I. Announcements
J. Adjourn

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

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

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

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

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

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

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

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

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

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

Section 5. LEGISLATION

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

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

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

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

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

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

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

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

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

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

3.5.4.1 All legislation listed on the Student Senate agenda must be available in print form with copies for all Student Senators at the beginning of the Student Senate meeting during which the legislation is scheduled to be heard. Print copies should indicate standing committee amendments and recommendations.
3.5.4.1.1. If approved and placed on the Student Senate agenda, legislation considered only by the Student Senate Executive Committee shall be provided by the person who presented the legislation to the committee.

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

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

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

3.5.5.2 Committee-Generated Legislation. The following process should be exercised when handling committee-generated legislation [6.2.7.2]:
Legislation shall be submitted to the Student Executive Committee which shall consider whether the legislation is time sensitive.

1. If the legislation is deemed time sensitive by a simple majority of the Student Executive Committee, it shall be placed on the agenda of the next meeting of the Student Senate.
2. If the legislation is not deemed time sensitive, the Student Executive Committee shall assign the legislation to be heard by a second standing committee which cannot be the committee of origin.
   a. All Committee-Generated Legislation involving the allocation of funds shall be assigned to the Finance Committee for consideration, time sensitivity notwithstanding.

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

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

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

3.5.7 APPROVAL. Bills, petitions, and resolutions shall become effective after a passing vote, as defined in Student Senate Rules and Regulations, and upon the signature of the Student Body President, provided that the bills, petitions, and resolutions are signed within ten (10) days. If the bills, petitions, and resolutions are not signed within ten (10) days, they will automatically take effect. All bills, petitions, and resolutions passed by the Student Senate are subject to Presidential veto (Senate CODE, Article V, Section 4).
In the event that legislation is vetoed by the Student Body President, and the Student Senate Chief of Staff receives the written statement of disapproval as provided for in Article V, Section 4 of the University Senate CODE, such statement shall be distributed to the membership of the Student Senate by electronic mail and by posting the statement in the Student Senate office for its review no later than 72 hours after the Student Senate Chief of Staff receives the disapproval.

3.5.8 ROLL CALL VOTES. Immediately before a vote on a motion is to be taken, any senator may move for a roll call vote. If at least one-third (1/3) of the voting members vote in favor of a roll call vote, the Student Senate Executive Secretary shall proceed with a roll call vote.

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

ARTICLE IV. STUDENT SENATE COURT OF APPEALS

Section 1. Jurisdiction and Powers

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

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

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

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

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

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

4.1.3.1 The Court of Appeals will supply a copy of said probation to the Associate Director of SILC and to the Student Senate Executive Committee.

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

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

4.2 MEMBERSHIP AND STRUCTURE

4.2.1 The court will consist of five (5) justices

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

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

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

4.2.1.4 All justices will have an equal vote on the court

4.2.2 MEMBERSHIP CRITERIA

4.2.2.1 Anyone who has spent at least one (1) year as a full-time student and will be a full time student during his or her tenure on the court shall be eligible for membership as a justice.

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

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

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

4.2.2.5 Students applying to be and/or serving as a justice shall not be on academic or disciplinary probation at the University.

4.2.2.6 Standing members of the Court of Appeals are not allowed to serve simultaneously as members of the KU Student Senate Elections Commission.

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

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

4.3.1.1 Impeachable offenses:

A. Breach of Duty of Loyalty to student body,

B. Academic Misconduct,

C. Reduction of Status to Part-time student,

D. Excessive Absences from court meetings,

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

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

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

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

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

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

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

4.4.2 In the event a vacancy occurs during the term a selection committee will be called immediately after a vacancy has occurred and present its nominations to senate for two-thirds (2/3) approval within two (2) weeks of the vacancy.

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

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

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

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

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

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

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

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

4.4.6.5 Attached

4.4.6.6 Attached

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

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

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

4.5.3 The Court shall not convene any hearing without a formally submitted complaint from a student outside the Court of Appeals.

4.5.4 Three (3) justices will constitute a quorum at any hearing or meeting.

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

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

4.6 OPINIONS AND RULINGS

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

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

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

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

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

4.7 ADDITIONAL REQUIREMENTS

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

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

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

ARTICLE V. STUDENT SENATE EXECUTIVE STAFF

Section 1. RESPONSIBILITIES OF THE STUDENT BODY PRESIDENT

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

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

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

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

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

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

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

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

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

5.1.8.2 The Student Body President and the Transportation Board shall have joint oversight of the Transportation Coordinator. The oversight by the Student Body President shall be advisory in nature. Any other type of oversight shall be the reserved power of the Transportation Board unless the Board has deferred such powers to the Student Body President as outlined in the Transportation Manual.

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

5.1.8.4 The Student Body President and the Center for Community Outreach Board of Directors shall have joint oversight of the CCO Executive Director and Managing Director. The oversight by the Student Body President shall be advisory in nature. Any other type of oversight shall be the reserved power of the Center for Community Outreach Board of Directors.

5.1.9 The Student Body President or his/her designee shall serve as an ex officio member on the following boards and committees:

A. Emily Taylor Women’s Resource Center Advisory Board
B. Kansas Board of Regents Students’ Advisory Committee
C. Memorial Corporation Board
D. University Senate (non-voting)
E. Student Executive Committee (voting)
F. Campus Fee Review Subcommittee (non-voting)
G. Legal Services for Students Advisory Board (non-voting)
H. Center for Community Outreach Board of Directors
I. Student Legislative Awareness Board
J. Student Environmental Advisory Board
K. University of Kansas Athletic Corporation Board of Directors
L. Educational Opportunity Fund (Chair)

5.1.10 The Student Body President is responsible for making student appointments to the following boards and committees:
A. Chancellor’s Awards Committee.
B. Parking Board.
C. University Events Committee.
D. Appointment recommendations for the Commission on the Improvement of Undergraduate Education, Committee on Named and Distinguished University Professors and the Long Range Planning Committee.
E. Memorial Corporation Board.
F. KJHK Advisory Board.
G. Student Health Advisory Board [6.3.2.1].
H. Student Senate Transportation Board [6.3.3.1].
I. Legal Services for Students Advisory Board [6.3.4.1].
J. Recreation Advisory Board [6.3.5.1].
K. Center for Community Outreach Advisory Board [6.3.7.1].
L. Student Safety Advisory Board [6.3.8.1].
M. Student Legislative Awareness Board [6.3.9.1].
N. Any other board, committee or task force created by the university administration, University Governance or Student Senate that mandates appointments by the Student Body President.
O. Three (3) to the Residential Housing Board [6.3.13.1].
P. Between three (3) and six (6) to the Educational Opportunity Fund Board [6.3.14.2.E].
Q. Four (4) to the Women’s And Non-Revenue Intercollegiate Sports Advisory Board [6.3.15.2].
R. Seven (7) to the Transit Commission (1 representative from Daisy Hill and Able Hawks, the Student Senate Treasurer, and four additional students.)
S. One (1) Friends of the Lied Center Board of Directors representative.
T. Four (4) to the KU Retail Dining Concepts Advisory Committee.
U. One (1) to the University Daily Kansan Board.
V. One (1) to the Optional Campus Fees Committee

5.1.10.1 The Student Body President shall each March appoint, without the need of the confirmation of the Student Senate, four (4) students to serve on the Board of Directors for the Center for Sexual Health Education, at least one (1) of whom shall be currently or have been a Student Senator.

5.1.10.1.2 Chairs of the following boards shall be appointed for the following academic year no later than the joint session of Student Senate immediately preceding the Student Senate elections.

Academic Services Board
Student Safety Advisory Board
Newspaper Readership Board
Student Health Advisory Board
Student Recreation Advisory Board
Women’s and Non-Revenue Intercollegiate Sports Advisory Board

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

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

5.1.10.1.2.C Appointments of Chairpersons is subject to 6.3.1 of Student Senate Rules and Regulations.
5.1.11 The Student Body President shall, at the end of his or her term, compile a comprehensive year-end report. This report shall include all legislation passed by the Student Senate, a copy of the original committee charges, and a report on how those and all other subsequent charges were acted upon.

Section 2. RESPONSIBILITIES OF THE STUDENT BODY VICE PRESIDENT

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

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

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

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

5.2.5 The Student Body Vice President shall serve on the following boards and committees:

A. Memorial Union Corporation Board
B. Student Executive Committee (ex officio, voting)
C. University Senate Executive Committee (ex officio, non-voting)
D. Legal Services for Students Advisory Board, if designated by the Student Body President (non-voting)
E. Student Environmental Advisory Board, if designated by the Student Body President (non-voting)
F. KU – Coca-Cola University Program Support subcommittee
G. KU – Coca-Cola Partnership Council
H. Student Involvement & Leadership Office & Cubicle Space Committee (ex officio, voting)

5.2.6 The Student Body Vice President is responsible for making student appointments to the following boards and committees:

A. University Judicial Board
B. University Senate Calendar Committee.
C. University Senate International Affairs Committee.
D. University Senate Human Relations Committee.
E. University Senate Libraries Committee.
F. University Senate Academic Computing and Telecommunications Committee.
G. Legal Services for Students Advisory Board [5.3.4.1].
H. Recreation Advisory Board [5.3.5.1].
I. Student Environmental Advisory Board [5.3.12.1].
J. The Revolving Green Loan Fund.

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

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

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

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

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

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

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

Section 3. TERM OF OFFICE AND VACANCIES

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

Section 4. RESPONSIBILITIES OF THE STUDENT SENATE CHIEF OF STAFF

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

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

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

5.4.4 The Student Senate Chief of Staff has the following job responsibilities:
A. Act as a liaison between the Student Senate Executive Staff and the standing or ad hoc committees of the Student Senate and shall be responsible for monitoring these committees;
B. Be responsible for carrying out the Executive Staff accountability system, as proposed by the Student Body President in consultation with the Student Body Vice President and Chief of Staff, to be supervised by the Student Body Vice President.
C. Directly oversee the accomplishment of the job descriptions and goals of the members of the Executive Staff.
D. Oversee the identification of each piece of legislation by number as provided in Article III, Section 5.2.1. The Student Senate Chief of Staff shall be responsible for codification of legislation pertinent to the Student Senate;
E. Chair all meetings of the Student Executive Committee;
F. Work closely with Student Senate Committees by helping them to carry out their charges and any additional projects;
G. Aid senators in writing legislation and direct senators to appropriate offices and people in the University who could help them research their legislation;
H. Monitor the attendance of the Student Senate standing committees and enforce the attendance policy as set forth in Article III, Section 1;
I. Monitor all student members of the various University Boards and Committees, ensure that all positions are filled with active participants, and remove representatives from their positions if they are not fulfilling their attendance responsibilities outlined in Article III, Section 1.4;
J. Monitor and report to the Student Senate about the attendance of representatives to University Senate. Non-attendance by the representatives is to be recorded in the minutes of the Student Senate;
K. Oversee the Staff Secretary in updating and revising all sections of the Student Senate Rules and Regulations (to be done as legislation is passed and becomes law) and maintenance of copies of other University Governance documents and regulations. This shall include working with the Staff Secretary to provide for online updates to the Student Senate Rules and Regulations with two (2) weeks of the passing of all alterations to said Rules and Regulations.
1. The Student Senate staff secretary shall have the ability to update the Student Senate Rules and Regulations with non-substantive editorial changes to keep the document up-to-date with the current terminology used by the University of Kansas, proper spelling, and appropriate formatting. All substantive or editorial changes shall be recorded and presented in the consent agenda at the next regularly scheduled Student Senate meeting.
B. Nominate six students to the Elections Commission no later than the second to last Student Senate meeting of the fall semester by the procedures outlined in Article VII, Section 4.
C. Oversee and coordinate a replacement committee to fill Student Senate vacancies in accordance with Article III, Section 2.

Section 5. RESPONSIBILITIES OF THE STUDENT SENATE TREASURER

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

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

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

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

Section 6. RESPONSIBILITIES OF THE ASSISTANT TREASURER

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

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

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

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

5.6.5 The Assistant Treasurer will support the Campus Fee Review Subcommittee.

5.6.6 The Assistant Treasurer shall assume the responsibilities of the Student Senate Treasurer if the office becomes vacant.

Section 7. RESPONSIBILITIES OF THE STUDENT SENATE OUTREACH DIRECTOR

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

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

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

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

5.7.5 The Student Senate Outreach Director shall work with the Student Body Vice President to determine an organizational visit schedule for the school year.
5.7.6 The Student Senate Outreach Director shall be responsible for distributing weekly press releases to local media sources with pertinent Student Senate news, as well as monitoring coverage of senate in local media sources.

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

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

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

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

5.7.11 The Student Senate Outreach Director shall be responsible for managing the Student Advertising Program.

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

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

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

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

Section 8. RESPONSIBILITIES OF THE EXECUTIVE SECRETARY.

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

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

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

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

5.8.5 The Student Senate Executive Secretary shall be responsible for compiling and updating an index of the Student Senate files and notebooks, which are to be available for inspection during regular business hours.
This index of all legislation shall include information from both full Senate and the Committees requesting method of voting (and any irregularities thereof) and results of that vote, and proposed amendments (and their fate), and questions of the chair (and their decision), and any actions of the chair including rationale (including citations of rules and regulations). Additional area shall be provided for the inclusion of commentary by interested parties. Parties shall have two (2) weeks to submit letter commentary to the Student Senate Executive Secretary's mailbox.

5.8.6 The Student Senate Executive Secretary shall be responsible for making records available to the public. Records may be examined in the office and should be made available as soon as possible upon request. In any case, records must be made available for examination within two (2) days upon any request.

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

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

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

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

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

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

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

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

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

5.8.14 The Student Senate Executive Secretary shall be responsible for compiling three (3) scrapbooks documenting the presidential term of office. The scrapbooks shall include any articles from the University Daily Kansan, Lawrence Journal World, and other pertinent sources beginning with the Student Senate campaign and ending when the Student Body President and Vice President leave office. The three (3) scrapbooks shall be distributed as follows: one (1) to the Student Body President, one (1) to the Student Body Vice President, and one (1) to the Student Senate archives. The scrapbooks shall be updated weekly.

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

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

Section 9 RESPONSIBILITIES OF THE STUDENT SENATE GRADUATE AFFAIRS DIRECTOR

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

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

5.9.3 The responsibilities of the Student Senate Graduate Affairs Director shall include the following:
   A. Advocating on behalf of needs and interests of graduate and professional students of the university,
   B. Finding mechanisms for receiving and disseminating information regarding events and opportunities of general interest to graduate and professional students,
   C. Professional development skills and opportunities (e.g., interviewing, net-working, research and publishing, teaching).
   D. Advocating on behalf of the needs of graduate and professional employees of the university, including graduate teachers, researchers, assistants, and others who have dual status as both employees and students.
   E. The Graduate Affairs Director shall report regularly to the Student Executive Committee and the Student Senate on the state of graduate affairs on campus.
   F. The Graduate Affairs Director shall be responsible for formulating an outreach plan to communicate with Graduate Student Organizations and Law groups about Student Senate during the summer break period and present the plan before the Student Senate Executive Committee for approval.
   G. The Graduate Affairs Director shall be responsible for gathering, compiling, and presenting to the Student Executive Committee and Student Senate a report on student concerns and their suggestions to improve student life.
H. The Graduate Affairs Director shall monitor the effectiveness of legal, health, childcare, support and/or financial services relevant to graduate and professional students at The University of Kansas.
I. The Graduate Affairs Director shall work with Student Senate members, committees, and/or boards to help represent graduate and professional students’ needs at the University and state levels.
J. The Graduate Affairs Director shall be in charge of establishing and soliciting members for the Graduate Student Advisory Board.
K. The Graduate Affairs Director shall be responsible for scheduling and holding regular meetings of the Graduate Student Advisory Board.
L. The Graduate Affairs Director shall be responsible for providing up-to-date information for the Graduate Student Advisory Board page on the Student Senate website.
M. The Graduate Affairs Director shall be responsible for fostering a relationship between Student Senate and the Office of Research and Graduate Studies in order to better serve graduate students.
N. The Graduate Affairs Director shall, in coordination with the Office of Research and Graduate Studies, help coordinate the annual Graduate Research Competition.

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

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

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

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

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

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

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

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

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

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

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

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

Section 11. RESPONSIBILITIES OF THE CENTER FOR COMMUNITY OUTREACH MANAGING DIRECTOR
5.11.1 The Center for Community Outreach, Inc. (CCO) Managing Director shall be hired by the Center for Community Outreach Board of Directors.

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

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

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

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

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

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

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

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

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

Section 12 RESPONSIBILITIES OF THE GOVERNMENT RELATIONS DIRECTOR

5.12.1 The Government Relations Director shall be appointed by the Student Body President under terms outlines in 5.3.11.3.I with the consent of two-thirds (2/3) of the Student Senate.

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

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

B. Act as Chair of the Student Legislative Awareness Board (SLAB) and oversee the membership of the Board as outlined in Article V, Section 3.11.1.

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

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

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

F. Make legislative research readily available to any student or student organization and offer advice on legislative advocacy to any student or student organization.
G. Plan the Kansas Board of Regents Higher Education Day in conjunction with the Student Advisory Committee; Plan the Big XII on the Hill in Washington, D.C.
H. Serve as an ex-officio, nonvoting member, of the Student Executive Committee.
I. Be responsible for other tasks as may be assigned by the Student Body President, the Student Executive Committee, or the Student Senate.

Section 13 RESPONSIBILITIES OF THE STUDENT SENATE DEVELOPMENT DIRECTOR

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

5.13.2 The Development Director shall have the following job responsibilities:
A. Work to develop and maintain a Student Senate alumni databank to update our former alums on the progress being made in Student Senate on a biannual basis.
B. Plan at least one major alumni event each academic year for the purposes of networking and fundraising.
C. Work with the Student Body President on external platform issue execution.
D. Plan and execute a High School Leadership Conference at least once each academic year.
E. Work to expand the role of Student Senate throughout the University by developing programs to this end.
F. Will be in charge of any work with other Big XII student governments and conferences or events planning therein.
G. Act as a liaison to the Alumni Association.
H. Be responsible for other tasks as may be assigned by the Student Body President, the Student Executive Committee, or the Student Senate.
I. Chair The Student Survey Board.

Section 14 RESPONSIBILITIES OF THE TRANSPORTATION COORDINATOR

5.14.1 The Transportation Commission shall appoint the Transportation Coordinator.

5.14.2 The Transportation Coordinator serves as an ex officio member on the following boards and committees:
A. Student Safety Advisory Board

5.14.3 The Responsibilities of the Transportation Coordinator shall include the following:
A. Shall act in accordance with Transportation Commission directives, Student Senate policies, and Student Senate Rules and Regulations.
B. Shall facilitate the day-to-day operations of the transportation system.
C. Shall report to the Transportation Commission on issues, including, but not limited to, budget, ridership, routes, bus pass sales, bus pass replacement procedures, and long-term planning.
D. Shall facilitate open and direct communications between the bus company and the Transit Commission.
E. Shall negotiate all contracts entered into by the Transportation Commission, including presenting to the Transportation Commission a finalized bus service contract no later than March 1 and presenting to the full Student Senate the Transportation Commission’s contract for the bus service no later than April 1.
F. Shall report to Student Senate and the Student Body President on a regular basis.
G. Shall be responsible for such other tasks as may be assigned by the Student Body President or Student Body Vice President, by the Student Senate Chief of Staff, or by the direction of Student Senate.

5.14.4 The Transportation Coordinator can be removed from office by a majority vote of the Transportation Commission given that such action is recorded in a public notice to the Student Senate and members of the Transportation Commission one (1) week in advance of final action on a motion to remove the Transportation Coordinator from office.
The Requirements of the Transportation Coordinator for SafeRide and SafeBus.
A. Ensure that any vehicle that has a maximum capacity of 10 or more passengers has both an active camera and recording device on board.

Section 15. REMUNERATION

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

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

5.15.3 Newly elected and appointed members of the Student Senate Executive Staff shall declare immediately upon taking office to the Student Senate Treasurer whether they shall or shall not be present and performing their job requirements during the summer months. If s/he shall not be present during those months, the Student Senate Treasurer shall begin remuneration upon the return of the staff member to their job responsibilities.

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

Section 16. DISCIPLINE AND REMOVAL PROCEDURES

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

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

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

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

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

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

5.16.1.3.2 Violation of Article II, Sections 3, 4, and 5 and Article 3 shall not constitute ‘major consequence.’
An appeal of such decisions by the Student Senate Executive Committee shall be automatically placed on the agenda of the next regularly scheduled Student Senate meeting.

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

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

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

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

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

A bill of impeachment must be signed by one-fourth (1/4) of the voting members of the Student Senate and must be received by the Student Body Vice President, who shall make proper and prompt written notification to both the accused and to the entire Student Senate within two (2) school days.

In the event that the Student Body Vice President is a principle of the case, the Student Senate Chief of Staff shall fulfill the duties of the Student Body Vice President. If both the Student Body Vice President and the Student Senate Chief of Staff are principles, the Senior Senator shall fulfill the duties of the Student Body Vice President.

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

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

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

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

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

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

Section 1. STUDENT EXECUTIVE COMMITTEE

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

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

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

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

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

6.1.4 FUNCTION. The Student Executive Committee shall ensure that all functions of the Student Senate are carried out expeditiously and in conformity with the provisions of the Senate CODE, the Student Senate Office Policy Manual, and Student Senate Rules and Regulations and shall bring before the Student Senate all matters that should be the concern of the entire Student Senate.
6.1.4.1 Student Senate meetings. The Student Executive Committee shall schedule meetings of the Student Senate and shall establish and rigorously review the agenda for such meetings as provided in Article III, Section 3 of Student Senate Rules and Regulations.

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

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

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

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

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

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

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

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

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

6.1.5.1.1 If a Standing Committee Chair and Vice Chair are unable to attend these meetings, the chair shall designate a voting representative from their respective Committee (who attended four (4) meetings of the respective Committee during the semester prior to break period meetings of the Student Executive Committee) to attend the Student Executive Committee meetings. This designee shall be elected at the final committee meeting of the semester.

6.1.5.1.2 If a member of the Senate Executive Committee is unable to attend a meeting he/she shall designate a student member of the University Senate to represent him/her at that meeting. The Senate Executive Committee member who will be absent shall appoint the same designee from the University Senate for each absence during a given break period.
6.1.5.2 All regular Student Executive Committee meetings during any break, especially summer, shall be announced either through the previous Student Senate Record or by specific mailing to those who indicate desire for notification, or both.

6.1.5.3 The Student Executive Committee shall draft charges for all standing committees and boards during the summer break period.

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

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

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

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

6.1.6.1 The Student Executive Committee may not amend legislation while acting as a standing committee due to conflicts of interest of it possibly acting as a compromise committee as detailed in 5.1.4.6. Any requests for amendments may be made to Student Senate.

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

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

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

6.1.8.2 Judicial Hearing by the Court of Appeals. The court will examine the facts, determine whether the correct action according to these rules and regulations was taken by the standing committee and render one of the following decisions based solely upon whether or not the rules and regulations were correctly applied according to the facts as presented:
A. To affirm the decision of the standing committee; or
B. To overturn the decision of the standing committee and remand the measure back to committee; or
C. To overturn the decision of the standing committee and send the measure directly to the Student Senate.

Section 2. STANDING COMMITTEES OF STUDENT SENATE

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

6.2.1.1 Membership in Standing Committees:
A. Any student at the University of Kansas is eligible to be a voting member of a standing committee;
B. Any student wishing to become a member of a committee after the first committee meeting of each semester shall have only speaking privileges at the first meeting s/he attends. Voting privileges shall not be extended until the second meeting s/he attends.
C. All senators are required to be a member of a standing committee with the exception of the Graduate, Law, and Non-Traditional senators, and the University Senate members.
D. Executive Staff members will have voting privileges in Standing Committees as determined by 6.2.1.1(b).

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

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

6.2.2.1 The responsibilities of all standing committees shall specifically include:
A. Election of a chair, vice chair, and secretary at the last committee meeting of the spring semester. This meeting shall be held the week prior to the Joint Student Senate meeting. No legislation shall be considered at this meeting.
   1. Election participants shall have been members of the committees in which they vote for at least four (4) meetings immediately prior to the elections.
   2. Executive Staff members shall not be elected to standing committee chair.
      a. Out-going Student Senate executive officers will be allowed to run in end-of-the-year elections for committee officer positions.
      b. If at any time a committee chair becomes a member of the Student Senate Executive staff, the chair will be vacated and an election will be held at the next scheduled meeting of the affected committee.
   23. Subcommittee chairs shall be elected at the first meeting of the fall semester.
B. Prompt consideration of all legislation referred to it by the Student Body Vice President in accordance with Article III, Section 4.3 and Article VI, Section 2.7.
C. Receive and act upon its charges from the Student Body President in accordance with Article V, Section 1.4.
D. If the Chair or Vice Chair cannot sit one of the committees assigned to them under 6.2.8 INDIVIDUAL RESPONSIBILITIES OF STANDING COMMITTEES, then the Student Body President shall select a temporary proxy to serve in their place. The standing committee will then hold at their next scheduled meeting to select a member of their committee to fill the role permanently.

6.2.2.2 Associate Senators.
A. One (1) elected representative from each of the Student Senate Standing Committees shall serve as the committee’s Associate Senator with full voting privileges in the Student
Senate, in order to represent freshman, transfer, readmitted, new graduate or professional student concerns. These Associate Senators will attend and vote in Student Senate meetings and report to their committees.

B. Associate Senators shall be elected at the second committee meeting of the fall semester. Any vacancy during the year should be filled by election at the next committee meeting.

C. Executive Staff members shall not hold the Associate Senator office of any standing committee.

6.2.3 RESPONSIBILITIES OF THE SECRETARY. The Secretary of each standing committee shall make a copy of the minutes, attendance and actions and changes made regarding legislation from the committee meetings available to the Student Senate Executive Secretary no later than 5:00 the Friday following the meeting date.

6.2.4 GENERAL RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS. The chair of each standing committee shall be responsible for the following:

A. Establishing subcommittees made up of members of the committee, in addition to those already outlined, based on recommendations by the Student Body President, the Student Executive Committee, legislation from Student Senate, or the standing committee’s own determination.

B. Developing, with consideration to the committee’s wishes, of the internal structure of the committee. This should be done as soon as possible after formation, and notice of the structure should be given to the Student Senate Chief of Staff.

C. Communicating the committee’s actions to the Student Senate. The chair of each standing committee shall strive to maintain open communication with all committees, officers of the Student Senate, and the Administrative Offices of the University of Kansas.

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

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

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

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

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

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

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

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

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

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

A. The committee chair, or the designated representative from the committee as described in Article VI, Section 1.5.1.1, misses four (4) meetings of the Student Executive Committee during the year. The Student Executive Committee shall recommend to Student Senate that removal is appropriate as described in subsection C of this section.
B. A standing committee, by a margin of two-thirds (2/3), votes to remove its officer. This vote shall be held only upon request from one-third (1/3) of the standing committee membership.

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

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

6.2.6.2 The removal of a standing committee officer may be appealed to the Court of Appeals on procedural grounds only.

6.2.6.3 If the chair of a standing committee is vacated during the course of the term or during a break period, and the Vice Chair is not available, the Student Senate Chief of Staff may appoint a representative to represent the committee at Student Executive Committee meetings from the appropriate standing committee until a new election can be held in accordance with Article VI, Section 2.2.1.

6.2.6.4 If a standing committee officer position is vacated, the committee shall hold a new election to fill that position in accordance with the rules governing regular annual elections. Should the chair resign, the vice-chair shall not automatically fill the position, nor shall the secretary fill either a vacant chair or vice-chair’s position, nor shall any member of the committee fill a vacant officer’s position without first being elected by the committee in a new election.

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

6.2.7 LEGISLATIVE RESPONSIBILITIES.

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

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

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

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

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

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

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

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

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

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

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

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

E. If the legislation passes, the committee needs to follow the procedure outlined in Article III, Section 4.5.2.

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

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

6.2.8.1 FINANCE COMMITTEE. The Finance Committee shall review all legislation authorizing expenditures from the Student Senate Activity Fund and perform such other duties as prescribed in Article VII.

6.2.8.1.1 Responsibilities of the Finance Committee Chair. The Finance Committee Chair shall be responsible for the following:
A. Reporting and submitting in writing any Finance Committee approved funding guidelines, or changes and amendments to the funding guidelines, at the subsequent meeting of the Student Senate.

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

6.2.8.1.3 Subcommittees of the Finance Committee shall include:
A. Campus Fee Review Subcommittee.
   1. Membership. The Campus Fee Review Subcommittee shall consist of four (4) members of the Finance Committee, one (1) of which must be the Finance Chair, one (1) of which must be a graduate student; two (2) members of the Multicultural Affairs Committee; two (2) members of the Student Rights Committee, two (2) members of the University Affairs Committee, the Graduate Affairs Director, the Student Senate Treasurer, the Student Senate Assistant Treasurer and the Student Body President. The Student Senate Treasurer and the Student Body President shall serve as ex officio, non-voting members. The Finance Committee Chair or his/her designee shall serve as chair of the Fee Review Subcommittee.
   2. Function. The Campus Fee Review Subcommittee shall review and perform a needs assessment on all student fees in two phases. In the first phase, the subcommittee shall review each fee defined as an annual fluctuation fees defined in Article VI, Section 2.8.1.3.A.3.
3. In the second phase the subcommittee shall review each campus fee every three (3) years. Annual Fluctuation fees shall be reviewed every year by the Fee Review Subcommittee. All other fees shall be reviewed in even numbered fiscal years by the Fee Review Subcommittee. Fees that are not Annual Fluctuation fees shall also be reviewed in odd numbered fiscal years if either the Fee Review Subcommittee or the fee’s trustee requests a review.

4. The Student Senate recognizes the following fees as annual fluctuation fees:
   - Student Health Fee
   - Student Health, Facilities, Maintenance, Repair and Equipment Fee
   - Student Recreation and Fitness Center Fee
   - Legal Services for Students Fee
   - Student Union Building Fee
   - Campus Transportation Fee
   - Campus Environmental Improvement Fee
   - SafeRide Fee
   - Office of Multicultural Affairs Services, Operations and Programs Fee

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

6. Recommendations. The subcommittee may recommend the increase or decrease of a fee if there is substantial evidence that inflationary pressures will hinder the purpose of the fee. The fee shall not be recommended to be raised to increase services. The fee shall not be changed by more than the appropriate index’s change unless it can be demonstrated that the change in budget costs cannot be appropriately measured by a price index. The subcommittee shall have the power to recommend a multi-year fee schedule. The final recommendation must be approved by a two-thirds (2/3) vote of the subcommittee.

7. The grounds for recommended reduction or repeal of the fee shall be:
   a. Non-compliance with Article VIII,
   b. Funds not being used for the sole purpose of supporting student services,
   c. Expenditure of funds that the subcommittee deems as an inefficient means of supporting student services,
   d. The financial cost of the service to students is greater than the mean benefit of the service accrued by students, and
   e. Change in the situation that reduces the need of Student Senate funds.

7. Recommendation Schedule: The subcommittee shall meet the following deadlines for phase 1:
   a. The first meeting shall occur no later than September 15th.
   b. Collect pertinent financial information and schedule the hearing date no later than October-November 15th.
c. The subcommittee shall give recommended changes to annual fluctuation fees as a collective recommendation no later than the fourth regularly scheduled Finance Committee meeting of the Fall Semester.
b. Complete hearings and submit a bill, for consideration by the Finance Committee, prior to March 15th
d. In times of an uncertain economy, the chair of the Fee Review Subcommittee may, with the approval of the Student Body President and Senior Budget & Personnel Administrator in the Office of the Vice Provost for Student Success or their designee, extend the dates for 6.2.8.1.3.A.7.b to March 15th and 6.2.8.1.3.A.7.c and 6.2.8.1.3.A.9 to Spring Semester.

8. Submission by the Finance Committee. The Finance Committee, upon a two-thirds (2/3) vote of the members present and voting, shall immediately upon the conclusion of Fee Review Phase 1 Hearings, based on the recommendations from the subcommittee, submit a single bill with the fee changes to the Student Senate.

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

10. Forecasting. During the **phase one** hearings, the subcommittee shall determine anticipated increases for the next four years based on the financial knowledge obtained from the fee trustees and the financial information gathered regarding expected price increases. The subcommittee shall review the forecasts from the previous year's hearing, make changes where necessary, and predict the fee for the fourth year. The forecasts shall be used only as a guide during the hearings. The forecasts shall be submitted with the Annual Fluctuation Fee Bill and upon passage shall be published in Student Senate Rules and Regulations.

11. **Phase 2 Fee Review Schedule.** The Campus Fee Review Subcommittee shall review each campus fee every three (3) years. The Subcommittee shall give its recommendations to the Finance Committee and Student Senate in accordance with Article VI, Section 2.8.1.3.A.6. Fees shall be reviewed in the following rotation. This schedule shall not restrict the Fee Review Subcommittee from initiating a review of any fee at its discretion, as circumstances require.

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**Year A (Review Spring 2012)**

- Child Care Facility Construction Fee
- Women’s and Non-Revenue Sports Fee
- Student Health Fee
- Newspaper Readership Program Fee
- Office Of Multicultural Affairs Fee
- Year B—(Review Spring 2013)

Student Union Fee
Campus Transportation Fee
Student Recreation Fee
Campus Environmental Improvement Fee
Campus Safety Fee
SafeRide Fee

Year C—(Review Spring 2011-2014)

Educational Opportunity Fee
KJHK Fee
Student Senate Activity Fee
Legal Services for Students Fee
Student Union Activities Fee

12. Preparation. At its first meeting, the subcommittee shall assign a minimum of two (2) members of the subcommittee to each fee that is to be reviewed. Those two members’ responsibilities shall include contacting the fee’s trustee, inviting them to the subcommittee hearings, and compiling pertinent information to the fee review process from the trustee of each fee. This information shall be limited to a full financial report for each of the three (3) previous fiscal years as well as an anticipated budget for the following three (3) fiscal years. This information shall be presented to the subcommittee in order for the subcommittee to identify problems with the funding, prepare questions, prepare research, and plan the hearings.

13. Hearings. The subcommittee shall review the trustee’s budget of fee use with primary consideration given to the grounds stated in Article VI, Section 2.8.1.3.A.7.

14. Recommendations. The subcommittee shall recommend whether the fee should be continued. The subcommittee shall have the power to recommend increasing or decreasing that fee. The subcommittee shall have the power to recommend a multi-year fee schedule. The recommendation must be approved by a two-thirds (2/3) vote of the subcommittee.

15. The grounds for recommended reduction or repeal of the fee shall be:

a. Non-compliance with Article VIII,
b. Funds not being used for the sole purpose of supporting student services,
c. Expenditure of funds that the subcommittee deems as an inefficient means of supporting student services,
d. The financial cost of the service to students is greater than the mean benefit of the service accrued by students, and
e. Change in the situation that reduces the need of Student Senate funds.

16. The subcommittee shall recommend a multi-year fee reduction schedule in cases when the fee recipient will meet one or more of the grounds listed in Article VI, Section 2.8.1.3.A.7 one or more years in the future.
17. Recommendation Schedule. The subcommittee shall meet the following deadlines for phase 2:
   a. First meeting no later than October 15.
   b. Collect pertinent financial information and schedule at least one hearing per fee no later than December 1.
   c. The first hearing per fee, as referenced above, shall occur no later than February 1.
   d. The subcommittee shall give recommendations to the Finance Committee no later than the fourth regularly scheduled Finance Committee meeting of the Spring semester.

18. The Campus Fee Review Subcommittee shall automatically review an authorized student fee, including those fees that are part of per-credit hour tuition, whose funding mechanism is wholly or in part dependent upon matching dollars from the State of Kansas or The University of Kansas, if those matching funds are not allocated by the Kansas Legislature or the University of Kansas administration. The Campus Fee Review Subcommittee must report their finding to the full Student Senate.

B. Student Advertising Subcommittee.

1. Membership. The Student Advertising Subcommittee shall consist of the Outreach Director (Chair), the Finance Committee Chair, three (3) additional members of the Finance Committee, the Graduate Affairs Director of the Student Senate Executive Staff, one (1) member of the Multicultural Affairs Committee, one (1) member of the Student Rights Committee, one (1) member of the University Affairs Committee, the Student Senate Treasurer (ex-officio, non-voting), the Student Senate Chief of Staff (ex-officio, non-voting), and members of the University Daily Kansan staff (ex-officio, non-voting).

2. Function. The Student Advertising Subcommittee shall carry out all duties necessary to administer the Student Advertising Program. The program shall include the following:
   a. Membership of organizations. All student organizations and groups funded through the line-item or unallocated accounts are automatically included in the program and those meeting the funding requirements outlined in Article VIII are eligible to apply to the Advertising Subcommittee for inclusion in the program. No such group shall be exempt from this program or be allocated funds in violation of §8.2.5.6.25.
      1. Whether the group is open to all students.
      2. If the group is not open to all students, then the group can not advertise for an event that is used for recruitment to the group.
   b. Any student organization registered in the Student Involvement and Leadership Center hosting an event that is open to all students shall also be eligible to seek inclusion in the program for the purpose of advertising said event. Should they meet all the funding guidelines outlined in Article VIII except §8.2.5.4.1 and §8.2.5.4.3. Examples of such organizations may include but not be limited to registered student groups who require auditions, applications or selective admission for admittance into the organization (such as sports clubs, Greek organizations, and performing arts organizations, Scholarship Halls, and Residence Halls).
   c. Cost. The Advertising Program will be funded annually through the Line Item Allocation Process. The allocated funds shall be administered by Student Senate. The amount requested will be
based upon an annual contract agreed to by the Student Advertising Subcommittee and the University Daily Kansan (UDK), subject to approval of the Student Senate Treasurer. The request shall also include an allocation to supplement the Outreach Director’s salary.

d. **Priority Guidelines.** Refer to 8.2.5.7 and Appendix I, the Finance Committee Funding Guidelines. In addition, the following factors will be considered:
   1. Timeliness of submission of the advertising request to the Outreach Director.
   2. Advertising History: Student organizations’ past advertising through Student Senate.
   3. Special Events. Special Events shall take priority over regular organizational meetings.

e. **Layout Design.** The layout design will be a cooperative effort between the Student Advertising Subcommittee and the UDK staff, to be coordinated by the Outreach Director. Student organization advertising placement within the layout shall be approved by the Student Advertising Subcommittee in accordance with UDK deadlines. The advertisements shall be purchased in varying size and frequency by the Student Advertising Subcommittee without violating the contractual agreement between Student Senate and the UDK.

f. **Advertisement Design.** Once a student organization has been approved for space in the ad, the student organization will be responsible for contacting the UDK with a proposed ad design in accordance with UDK deadlines. The UDK will create the student ads and place them within the layout as directed by the Advertising Subcommittee. Student organizations may create their own ads for use in this program as long as they adhere to UDK formatting needs and turn them in by the appropriate deadlines.

g. **Meetings.** At the request of the Outreach Director, this subcommittee shall meet on a weekly basis.

h. **Assessment.** A report shall be submitted by the Student Advertising Subcommittee to the Finance Committee and Student Senate. This report shall detail the progress of the program and the administrative actions of the Outreach Director and the Student Advertising Subcommittee in relation to this program. It will also contain any recommended changes to the program. A second report shall be issued by the Student Advertising Subcommittee at the last regularly scheduled Finance Committee and Student Senate meetings before the Line-Item Allocation applications are due. Following the submission of this report, Student Senate may discontinue the program by a two-thirds (2/3) vote. In addition, any changes suggested by the Student Advertising Subcommittee may be approved by a two-thirds vote of the Finance Committee and Student Senate at this time.

i. **May not be used for partisan activities including but not limited to Student Senate Coalitions, activities directly relating to Student Senate coalitions and partisan campaign activity.**

6.2.8.1.4 The Finance Committee shall elect, from among its members, student representatives to the following boards and committees:

A. Legal Services for Students Advisory Board (1),
B. Student Safety Advisory Board (2),
C. Campus Fee Review (3, one must be the Chair of Finance),
D. Newspaper Readership Program Advisory Board (1),
E. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1).
F. Multicultural Education Fund Board (1)
G. Student Environmental Advisory Board (2, one of which must be the Vice-Chair of Finance Committee)

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

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

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

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

A. Campus Fee Review (2),
B. The Chair will serve on the Multicultural Resource Center Board.
C. Student Advertising Subcommittee (1).
D. Women’s And Non-Revenue Intercollegiate Sports Advisory Board (1).
E. Multicultural Education Fund Board (1)
F. Student Safety Advisory Board (1)
G. Student Environmental Advisory Board (1)

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

6.2.8.2.2 In actions where the Multicultural Affairs Committee investigates possible violations within the Student Senate of the University Affirmative Action guidelines, the committee shall not act as a court or tribunal, but shall make recommendations to the Student Senate to correct possible violations.

6.2.8.2.3 The Multicultural Affairs Committee Chair shall sit on the University Senate’s Committee of International Students to ensure that all international students have an opportunity for cultural expression.

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

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

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

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

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

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

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

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

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

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

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

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

6.2.8.4.1.2 The University Affairs Committee Vice Chair shall serve as chair of the KU Retail Dining Concepts Advisory Committee.

Section 3. BOARDS OF STUDENT SENATE

6.3.1 THE BOARDS OF GENERAL. The following are common rules among all Student Senate boards unless provided for uniquely in this section.
A. Membership. All student members of the Student Senate boards are appointed by the Student Body President, and subject to the approval of the Student Senate by a two-thirds (2/3) vote of the members present and voting, unless otherwise provided for in this section. These appointments are to be filled by the Student Body President no later than the first Student Senate meeting of the fall where regular legislation is presented. These appointments are one year in duration unless otherwise stated. It is also recommended that some of the student appointees be Student Senate members so that effective communication and recognition is reinforced and strengthened.
B. The Chair. The chairs of the Student Senate boards shall be appointed by the Student Body President and subject to the approval of two thirds (2/3) of the Student Senate members present and voting, except if specified otherwise in these Rules and Regulations.
C. The Secretary. The secretaries of the Student Senate boards shall be selected from the members of the board by their respective chairs and will be responsible for keeping an accurate account of the minutes of their board meetings. They will also be responsible for making these minutes available in the Student Senate office no later than two weeks after the meeting.
D. Monthly Reports. The Chairs of the Boards of the Student Senate or their designee will be responsible for submitting a report at least once each month to the Student Senate Chief of Staff.
E. Year End Report. The chairs of the boards must submit to the Student Senate: a) the approved minutes of each meeting, b) recommendations for action as they are approved by the committee, and c) a mid-year and final report. The final report should make clear what was done (or not done) about each of the board charges to the Senate and make recommendations to the Senate for action. The report should also provide the names of the committee members and include suggestions for charges to, and chair of, the following year’s board.

6.3.2 STUDENT HEALTH ADVISORY BOARD

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

6.3.2.2 Membership. The Student Health Advisory Board shall consist of the following members:
A. The Student Health Advisory Board Chair, who shall be appointed by the Student Body President-elect at Joint Senate.
B. Fifteen (15) student members appointed by the Student Body President at Joint Senate, and five (5) freshmen appointed in the fall. Of those, at least three (3) must be graduate students, one (1) must be an international student, two (2) must be minority students, and one (1) must be a non-traditional student. It is recommended that a diverse group of students make up the Student Health Advisory Board so that Student Health Services will know the needs and concerns of all segments of the student population. It is further recommended that for at least two (2) seats that some preference is given to those who have served on the board before or have relevant institutional memory.

C. The Student Senate Treasurer (ex officio, voting).

D. The Chair of the Student Senate Finance Committee or his/her designee (ex officio, non-voting).

E. The Director of Student Health Services (ex officio, non-voting).

F. The Administrative Officer of Student Health Services (ex officio, non-voting).

G. A member of International Student Services, appointed by the Vice Provost of Student Affairs (ex officio, non-voting).

H. A member of the Office of Multicultural Affairs, appointed by the Vice Provost of Student Affairs (ex officio, non-voting).

I. A member of Services for Students with Disabilities appointed by the Vice Provost of Student Affairs (ex officio, non-voting).

6.3.2.2.1 No less than two weeks prior to Joint Senate, the outgoing board shall conduct a recruitment and interview process in order to make recommendations to the Student Body President-Elect for the student members of the board.

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

A. The review and creation of the annual budget for Student Health Services and submission of the fee request to the Student Senate.

B. Monitor students’ health insurance plans and provide input into program design.

C. All areas of operation within the hospital that involve public policy, public administration, or public relations.

6.3.2.4 Responsibilities of the Student Health Advisory Board.

A. Meetings of the Student Health Advisory Board may be called by either the Student Health Services Director or the Student Health Advisory Board Chair.

B. The year-end report from the Student Health Advisory Board shall include a summary of the past year’s accomplishments and new programming demands on the Student Health Fee. An analysis of new programs’ impact on the Student Health Fee should be included as part of a five-year projection on the demands on the fee. This should be done to allow Student Senate the opportunity to review projected increases in the Fee in relation to additional programming.

C. The responsibilities of the Student Health Advisory Board shall not extend to any area that is properly a technical or medical decision, or that deals with the methods, personnel, or nature of medical care.

6.3.3 TRANSIT BOARD

6.3.3.1 Membership. The Transit Board shall consist of the following members:

A. Seven (7) student members appointed by the Student Body President. These members shall serve two-year overlapping terms. There must be at least one (1) appointed member on the Board at all times that is a resident of Templin, Lewis, Hashinger, Ellsworth, or McCollum residence halls. Members for the next year shall be appointed at the last Senate meeting of the spring semester.

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

C. The Student Senate Treasurer (ex officio, voting).

D. One (1) elected representative from the Finance Committee (non-voting).

E. The Chair of the Off-Campus Living Resource Center Board (ex officio, non-voting)
6.3.3.1 Ex officio, non-voting members may augment the Transit Commission’s membership, at the discretion of the Transportation Board’s Chair.

6.3.3.2 Functions of the Transit Board. Concern for all areas and aspects of transportation on the campus and in the community is the board’s chief responsibility, and more specific duties shall include the following:
A. Continue operation and management of the “KU on Wheels” student-oriented bus system,
B. Monitor developments on the campus that have real or potential effects on the quality and quantity of transportation available (i.e., new parking lots, building construction),
C. Work to recognize and meet the transportation needs of the student body as fairly and economically as possible (with emphasis on the needs of pedestrians, bicyclists, and disabled),
D. Work with university and city officials and agencies on all modes of transportation changes, improvements, and recommendations,
E. Forward to the full Student Senate the transportation budget no later than April 1.

6.3.3.3 Responsibilities of the Student Senate Transportation Board.
A. Responsibilities of the Transportation Board Chair.
   1. Working with the Transportation Coordinator in negotiating all contracts entered into by the Transportation Board (Article IV, Section 12.3 E).
   2. Soliciting applications from the student body for the position of Transportation Coordinator each spring (Article V, Section 3.3.3 B).
B. Transportation Coordinator Application and Selection.
   1. Each spring, the Transportation Board Chair shall solicit applications from among members of the student body for the position of Transportation Coordinator. The Transportation Board shall review all applications and select from among the applicants a new Transportation Coordinator.
   2. Each spring, the Transportation Board shall review the job description of the Transportation Coordinator and make it available to all applicants. The position will be open to any student enrolled in six (6) credit hours or more on an equal opportunity basis.
   3. The Transportation Coordinator shall be compensated in accordance with the budget approved by the Transportation Board and Student Senate each spring. The Transportation Coordinator shall be compensated from the transportation revenues.
C. Office Hours.
   1. Members of the Transportation Board will be required to serve two (2) office hours in the Transportation Office per week. Student Senators serving on the Board will be exempt from serving their Senate office hour. Graduate Students, Non-Traditional Students, Law Students, University Senate Members, University Senate Executive Committee Members, and Student Senate Executive Staff will be exempt from serving Transportation Board office hours.

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

6.3.4 LEGAL SERVICES FOR STUDENTS ADVISORY BOARD.

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

6.3.4.1.1 All voting members shall serve one-year terms. The length of term for all ex officio, non-voting members shall be left to the discretion of the Board.

6.3.4 Functions of the Legal Services for Students Advisory Board.
A. The Board shall oversee the operation and implementation of the prepaid Legal Services for Students program in all policy matters.
B. If hiring a new staff position, one (1) student member of the Advisory Board, preferably the chair, shall sit on the selection committee.
C. The Board shall, upon conference with the Student Body President and the advice of the Director of Legal Services for Students, prepare the budget for the office.
D. The Board shall work with the Student Senate and the Douglas County Bar Association to assure the most cost-efficient prepaid legal service to the student body.
E. The Board shall ensure that LSS have on its staff at least one (1) attorney to specialize in litigation on behalf of students when such cases arise. This position exists as a result of the 2005 fee increase from $7.00 to $8.50.

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

6.3.5 RECREATION ADVISORY BOARD.

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

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

6.3.5.2 Functions of the Recreation Advisory Board:
A. The Recreation Advisory Board will be responsible for administrative, budgetary, and appellate procedures for Recreation Services and all Sports Clubs. These responsibilities shall be limited to recreation programs and facility use for students, faculty, staff, and their immediate families,
B. The Recreation Advisory Board shall ensure that all funding for sports clubs, recreational facilities, or recreational services follows all funding regulations enacted in Article VIII, Section 2,
C. The Recreation Advisory Board shall re-evaluate financial need/inflationary increases in the programming budget every three (3) years at which time they may appeal to Student Senate for an increase in the restricted fee.

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

6.3.7 CENTER FOR COMMUNITY OUTREACH ADVISORY BOARD.

6.3.7.1 Membership. The Center for Community Outreach (CCO) Advisory Board shall consist of the following members:
A. Four (4) members of the student body, at least two (2) of whom have previous experience in community service, appointed by the Student Body President to terms of two (2) years. The terms will be staggered so that the Student Body President will appoint two (2) students by September of each year,
B. Two (2) other members who have previously served on the CCO Executive Board appointed by the Student Body President If past members are unavailable, two (2) members from the student body,
C. One (1) Student Senator elected by the Student Senate at the first regular meeting of the fall semester,
D. The Student Body President (ex officio, voting),
E. One (1) representative from the Division of Student Affairs (ex officio, non-voting),
F. The Coordinator of the Roger Hill Volunteer Center (ex officio, non-voting),
G. One (1) representative from a Douglas County social service agency (ex officio, non-voting),
H. The CCO Co-Directors (ex officio, non-voting),
I. Two (2) faculty/staff advisors (ex officio, non-voting).

6.3.7.1.1 The CCO Advisory Board Chair will be one of the student members. The term of the chair will be one year.

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

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

6.3.7.2 Functions of the Center for Community Outreach Advisory Board. The Center for Community Outreach Advisory Board shall:
A. Oversee the actions of the CCO Executive Board as well as the activities and programs of CCO, including the addition, deletion, or suspension of any CCO Programs,
B. Ensure that the mission and purpose of the Center for Community Outreach are being consistently and earnestly maintained.
C. Oversee financial, legal, and ethical compliance within the CCO. The Board shall seek experienced guidance on such issues, where appropriate.
D. Ensure that all programs, staff, and volunteers are held accountable.
E. Support and enhance the standing of CCO on campus, in the community, and elsewhere.
F. Assist CCO staff in long-term planning and goal-setting for the organization.

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

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

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

6.3.8 STUDENT SAFETY ADVISORY BOARD.

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

6.3.8.1.1 Ex-officio, non-voting members may augment the Student Safety Advisory Board at the discretion of the Student Body President.

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

6.3.8.3 Responsibilities of the Student Safety Advisory Board.

6.3.8.3.1 Oversee the Campus Safety Fee
A. Authority: The Student Safety Advisory Board shall have the authority to distribute funds generated by the Campus Safety Fee and make recommendations for physical plant improvements to the Provost.
B. Guidelines for distribution:
1. Funds are to be used primarily for physical plant improvements, which are based on safety concerns. These projects may include, but are not limited to: campus lighting (excluding parking lots), blue emergency phones, dual usage phones, and security cameras. Excess funds may be used for other programs, lectures, workshops, or services designed to promote a safe environment on campus.
2. The Board shall seek matching funds from the University Administration for all physical plant improvement projects.
3. Funds will not be used for any operating costs associated with any capital improvements by the Board.
4. Funds generated by the Campus Safety Fee and Reserves shall not be allocated to groups listed in Appendix F.2.

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

6.3.9 STUDENT LEGISLATIVE AWARENESS BOARD.

6.3.9.1 Membership. The Student Legislative Awareness Board (SLAB) shall consist of the following members:
A. The Government Relations Director will serve as SLAB Chair;
B. Eight (8) student members selected by the SLAB Government Relations Director, SLAB and the Student Body President and approved by the Student Senate for one-year terms. These eight (8) members shall positions as decided by the chair and vice-chair before the members are selected.
C. The Student Body President (ex officio, voting);
D. One (1) Graduate or Law Senator elected by the Student Senate at the first meeting of the fall semester;
E. The Editor of the University Daily Kansan or his/her designee (ex officio, non-voting);
F. The President of the Student Alumni Association or his/her designee (ex officio, non-voting);
G. The Programming Director of KJHK or his/her designee (ex officio, non-voting);
H. The SLAB faculty/staff advisor(s) (ex officio, non-voting);
I. The Chancellor of the University or his/her designee (ex officio, non-voting);
J. The Board’s membership may be augmented by ex officio, non-voting members at the discretion of the Government Relations Director or Student Body President.

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

6.3.9.3 Responsibilities of the Student Legislative Awareness Board.
A. Organize educational events including, but not limited to, candidate issue and policy forums, the goal of which should be to promote active citizenship by informing students about important legislative and community issues, as well as committee and board openings within city and university governance. Accordingly, educating students and promoting student participation in local politics and statewide legislative efforts shall be a top priority.
B. Organize voter registration and participation efforts.
C. Lobby appropriate federal, state, and local governmental bodies as directed by the Student Body President or Student Senate as well as engage in regular discussions and activities with our community partners, including, but not limited to, the City Commission, Chamber of Commerce, Haskell Indian Nations University, community organizations and locally owned businesses. SLAB shall not engage in the lobbying of any body without the approval of the Student Body President or the Student Senate.
D. Organize one meeting per semester of all contributors/members to solicit input, comments, questions and help.
E. Publish a newsletter once a semester, concerning issues of membership opportunities, Board events, and Board policy. This newsletter shall be mailed directly to contributors, the media, and governmental officials.
F. Publish a voter’s guide containing information about issues and candidates not less than two (2) weeks prior to a general election, to be mailed directly to contributors and the local media.
G. Create and maintain a policy manual describing in detail the specific obligations of the Board and its members.
H. Budget Matters. The budget matters of the Board shall fall into two (2) distinct categories:
1. Optional student fees, donations, and other fundraising monies may be used for all aspects of the Board within the budget constraints of the Board, but shall primarily be used for off-campus activities. The Government Relations Director and the Treasurer of the Board shall provide a summary of expenditures of optional fee funds to the Student Senate at the final meeting of the fall and spring semesters.
   a. The Student Body President, Fundraising Coordinator, and the Government Relations Director shall actively seek private funds to augment the Board’s optional fee funds and to compensate the Government Relations Director for lobbying federal and state legislative bodies.

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

I. Selection of Government Relations Director. The position shall be advertised, applications accepted, and the Student Body President-elect shall interview the applicants after Student Senate elections when s/he makes Executive appointments.
   1. The Board will give the Student Body President-elect and Joint Senate two (2) written recommendations for the position of Government Relations Director.
   2. The Student Body President-elect may accept the recommendation, or make his/her appointments from the remaining applicants. These appointments are subject to the approval of the Student Senate.

6.3.10 STUDENT ENVIRONMENTAL ADVISORY BOARD

6.3.10.1 Membership. The Student Environmental Advisory Board shall consist of the following members:
A. Three (3, one with the recommendation of Environs) student members appointed by the Student Body President to one-year terms.
B. Two (2) representatives from the Finance Committee. One of which shall be the Vice-Chair of the Finance Committee.
C. One (1) representative from the University Affairs Committee
D. One (1) representative from the Student Rights Committee
E. One (1) representative from the Multicultural Affairs Committee
F. The Environmental Service Manager (ex-officio, non-voting)
H. One Representative from the Center for Sustainability (ex-officio, non-voting)
I. The Vice-Chair of the Finance Committee shall be the Student Environmental Advisory Board Chair. The board will select a Vice-Chair from the voting members. The Chair will only vote to break a tie.
J. One representative from Design and Construction Management (ex-officio, non-voting)
K. One representative from Facilities Operations (ex-officio, non-voting)

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

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

6.3.11 ACADEMIC SERVICES BOARD

6.3.11.1 Purpose: The Academic Services Board will oversee any Student Senate programs related to academic services, including, but not limited to: a tutor referral program, textbook exchange programs, and other initiatives as directed by the Student Senate or the Student Body President.

6.3.11.2 Membership: the Academic Services Board shall consist of the following members.
A. One (1) member elected from each of the following standing committees in the fall: Student Rights, and University Affairs.
B. The Chair of the board, appointed by the Student Body President at joint Senate, with approval of two-thirds (2/3) of the new Student Senate;
C. Two (2) students, at least one of which will live off campus, appointed by the Student Body President with approval of two-thirds (2/3) of the Student Senate.
D. The Graduate Affairs Director on the Student Senate Executive Staff.

6.3.11.3 Responsibilities.
A. The board shall oversee the operation of the tutor referral program.
B. The board shall oversee the operation of the book exchange program.
C. The board shall develop and oversee an online instructor evaluation system.
D. The board shall work with faculty and academic departments to use department written notes instead of textbooks in class.

6.3.12 NEWSPAPER READERSHIP PROGRAM ADVISORY BOARD.

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

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

6.3.13.1 Membership. The Residential Housing Board shall consist of the following members:
A. The On-Campus Senator who will serve as the Board Chair;
B. The appointed Senators from ASHC, AURH, and SNA and JTTA;
C. The University Affairs Representative to the Student Housing Advisory Board;
D. Three (3) students appointed by the Student Body President with two-thirds (2/3) consent of Student Senate.

6.3.13.2 Purpose. The Residential Housing Board shall serve to provide communication between various residence organizations on campus and facilitate planning of inter-organization activities.

6.3.13.3 Responsibility. The Residential Housing Board shall meet at least monthly to coordinate needs of each organization and collaborate on legislation, projects, and topics of relevance to Student Housing Advisory Board (SHAB).

6.3.14 EDUCATIONAL OPPORTUNITY FUND BOARD

6.3.14.1 Purpose. The Educational Opportunity Fund (EOF) Board shall allocate the Educational Opportunity Fee in one-year block allocations.

6.3.14.2 Membership. The EOF Board shall consist of the following members:
A. The Student Body President (Chair);
B. One (1) representative from the Dean of Students Office;
C. One (1) representative from the Office of Student Financial Aid;
D. The Finance Committee Vice-Chair;
E. The Student Senate Treasurer (ex-officio, non-voting)
F. Between three (3) and six (6) students appointed pursuant to Article VI, Section 3.1.A. Appointments should represent diverse backgrounds and life experiences.

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

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

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

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

6.3.15 WOMEN’S AND NON-REVENUE INTERCOLLEGIATE SPORTS ADVISORY BOARD

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

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

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

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

6.3.17 THE STUDENT SURVEY BOARD

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

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

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

A. Survey a sample of the student body at least once a semester about the Senate, its initiatives, and its use of student fees, including but not limited to Watkins Health Center, Legal Services for Students, and KU Transit.
B. Report to full Senate at least once a semester the results of the survey of the student body and recommend changes.
C. Report to full Senate at least once a semester polling results regarding Student Senate funded services including but not limited to Watkins Health Center, Legal Services for Students, and Transit.
D. Implement and organize student focus groups.
E. Gather data responsibly and encourage the greatest response rates and participation as possible.
F. All research shall be conducted in compliance with Kansas Department of Health and Environment (KDHE) Institutional Review Board (IRB).

Section 4. REPRESENTATIVES TO THE UNIVERSITY SENATE

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

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

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

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

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

Section 5. ANNOUNCEMENT REQUIREMENT
All meetings of the Student Senate committees and boards must be publicly announced at least 72 hours in advance. This shall consist of a posting in the Senate Office and a posting to the Senate webpage.

ARTICLE VII. ELECTIONS

Section 1. POLICIES

Effective student government is dependent upon fair elections, free from improper influences, preceded by campaigns, characterized by maturity and restraint, and designed to acquaint the voters with the legitimate issues present for their decisions. Experience has shown that non-partisan supervision of elections is necessary to prevent political excesses from surrounding the electoral process. In accordance with these considerations, Article VII is enacted in order to ensure the most favorable possible atmosphere for the exercise of the students’ franchise.

Section 2 DEFINITIONS

7.2.1 “Elections Commissioner” shall refer to the paid counselor for the Elections Commission.

7.2.2 “Commission Member” shall refer to the voting members of the Elections Commission.

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

7.2.4 “Student Senate Elections Coalition” shall refer to any group of students who temporarily unite to campaign for Student Senate positions as defined in Article II of Student Senate Rules and Regulations and are registered as a student organization with the Student Involvement and Leadership Center.

7.2.5 “Active table campaigning” shall refer to the process of promotion and distribution of campaign paraphernalia from people stationed at tables on campus that are approved by the University Events Committee and from individuals away from these tables. This applies to activity in front of and/or inside of Wescoe Hall and the Kansas Union.

7.2.6 “Passive table campaigning” shall refer to the process of promotion and distribution of campaign paraphernalia only from people stationed at tables on campus that are approved by the University Events Committee. “Passive table campaigning” shall not include individual promotion and distribution of campaign materials away from these tables. This applies to activity in front of and/or inside of Wescoe Hall and the Kansas Union.

7.2.7 “On-line” shall refer to access to the voting system by any IP address.

7.2.8 “First year Undergraduate Student” shall be defined as a student that has never attended any post-secondary educational institution beyond receiving university credit while attending high school or while attending summer school in the summer following high school graduation.

Section 3. CAMPAIGN REGULATIONS

7.3.1 The Elections Commission as stated in Article VII, Section 5 shall investigate all violations of these campaign regulations.

7.3.2 Campaign Limitations. Student Senate Elections Coalitions and all students campaigning for Student Senate positions will limit their active table campaigning to the Monday and Tuesday prior to the two (2) elections days and the Wednesday and Thursday of elections. Passive table campaigning shall be limited to four (4) academic weeks prior to and the week of the spring general election. Chalking and distribution of materials, as defined by the Election Code, shall be limited to five (5) academic weeks prior to the Sunday of the spring general election.

7.3.3 Coalitions shall be required to register with the Elections Commission no later than the Friday before chalking and distribution of materials, as defined by the Election Code is allowed. Registration shall
include the presidential candidate, the vice-presidential candidate, and the name of the coalition, as they will appear in the spring general election. Coalitions may include a campaign manager or point of contact in their registration forms.

7.3.4 Any fines levied on any coalition/candidate by the Elections Commission prior to the Sunday of the spring general election shall be paid in full no later than forty-eight (48) hours prior to the start of the spring general election. Any fines levied on any coalition/candidate by the Elections Commission during the Monday and Tuesday of the week of the spring general election shall be paid in full prior to the certification of the election results. All fines are subject to appeal.

7.3.5 ETHICAL RESPONSIBILITY. Student Senate Elections Coalitions and all students campaigning for Student Senate positions are expected to abide by all rules and regulations enacted by the Elections Commission.

7.3.6 MISCELLANEOUS. All other campaigning (registered student organization visitations, posters, banners, etc.) shall only be limited by regulations enacted by the Elections Commission.

Section 4. ELECTIONS COMMISSION

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

7.4.1.1 Composition.

7.4.1.1.1 Student membership shall be as follows: a total of six (6) students; including at least one (1) undergraduate student, one (1) graduate student, and one (1) law student. The Elections Commissioner shall serve as a non-voting, ex officio member of the Commission. Commission members shall be regularly enrolled students.

7.4.1.1.2 Faculty membership shall include one faculty member from the law school. A faculty member from the political science department may serve in this position in the event a faculty member from the law school cannot be found to serve on the elections commission. The Faculty member will be required to be present at the commission’s public comment meeting as well as any meetings at which discussion of or voting on revision to the elections code take place. No changes can be made to the elections code without the faculty member being present at the vote. The Faculty member will be a non-voting member of the elections commission.

7.4.1.1.3 Officers and employees of Student Senate shall not be eligible for membership on the Elections Commission, nor be eligible to serve as the Elections Commissioner.

7.4.1.1.3.1 Candidates from the previous Spring Student Senate General Elections shall not be eligible for membership on the Elections Commission, nor be eligible to serve as the Elections Commissioner.

7.4.1.1.3.2 In the case that Student Senate affirms by a three-fourths (3/4) majority vote any person who does not meet the qualifications of the previously stated section (7.4.1.1.3), and it’s subsection, that person shall be eligible for membership in the Elections Commission, and shall be eligible to serve as the Elections Commissioner.

7.4.1.4 A student member shall serve as chair of the Elections Commission and shall be nominated by the Student Senate Chief of Staff, following the process outlined in Article V, Section 4.4.

7.4.1.5 A student member shall serve as the outreach chair of the Elections Commission and shall be nominated by the Student Senate Chief of Staff, following the process outlined in Article VII, Section 4.2.
7.4.2 SELECTION. The Student Senate Chief of Staff shall nominate student members of the Commission to the first eight (8) weeks of the fall semester. From those members, the Student Senate Chief of Staff shall designate the Commission Chair and the Outreach Chair. A simple majority of the Student Executive Committee and a two-thirds (2/3) vote of the members present and voting of the Student Senate assembled must approve nominations and designations.

7.4.2.1 Applications received for membership on the Elections Commission shall be made available for review in the Student Senate Office.

7.4.2.1.1 The Student Senate Chief of Staff shall provide the powers and responsibilities for the Elections Commission Chair and the Elections Commission Outreach Chair on the application as respectively outlined in Article VII, Section 6.1 and 6.2.

7.4.2.1.2 The Student Senate Chief of Staff shall provide each applicant with the opportunity to indicate his or her preference to serve as the Commission Chair and/or the Outreach Chair.

7.4.3 The faculty member of the elections commission will be recruited and selected by the student membership within two weeks of the confirmation of the student membership.

7.4.4 The Student Senate Elections Commission is subject to the Kansas Open Meetings Act.

Section 5. POWERS AND RESPONSIBILITIES OF THE ELECTIONS COMMISSION

7.5.1 THE ELECTIONS COMMISSION SHALL:
A. Ensure that fair and honest student elections are held;
B. Establish and enforce all rules and regulations relating to Spring Student Senate elections and election campaigns. Enforcement may include, but is not limited to, fines and/or loss of elected seats. Rules shall be published by the third Monday of classes each spring semester. They shall be made available in the Student Senate Office and the Office of Student Affairs;
C. Hear and rule on all challenges to election rules and regulations;
   1. Public Comment Meeting.
      a. Any regularly enrolled student may file proposed revisions,
      b. Proposed revisions must be filed, in writing, two (2) school days prior to the meeting,
      c. The Commission shall hold a meeting exclusively dealing with revisions to the rules prior to the first day of the fall semester final examinations,
      d. The Commission shall not consider any rule changes until this meeting;
   2. Code Complaint Hearing.
      a. Any regularly enrolled student may file complaints,
      b. Complaints must be filed, in writing, by the Friday following the publishing of the rules,
      c. The Commission shall hold a complaint hearing no sooner than one (1) week, but no later than two (2) weeks, after the publishing of the rules;
   3. After hearings are concluded, no changes shall be made in election rules by the Elections Commission or Student Senate until after the current election is validated.
D. Investigate, hear, and rule on all allegations of violations of election rules and regulations;
E. Have the authority and responsibility to nominate an Elections Commissioner by the first day of November. The nominee shall be made available to the Student Senate for confirmation at the next regularly scheduled meeting of the Student Senate after said nomination by the Elections Commission. The Commission shall compensate the Commissioner after Senate confirmation.
F. Actively promote the election with the goal of continuously increasing voter turnout.
G. Work in conjunction with the Information and Telecommunication Technology Center and the Office of Student Affairs to administer and facilitate the online election system.
H. Work with the Information and Telecommunication Technology Center and the Office of Student Affairs to guarantee a secure and open election for all students.
I. Work with the Information and Telecommunication Technology Center and the Office of Student Affairs to prevent any partisan or administrative tampering and to ensure that the on-line election system is free from partisan influence.

7.5.2 Other groups may petition the Elections Commission to have concurrent elections, but the group must follow guidelines set forth by the Commission. The Commission shall in no way be obligated by these rules to cooperate with concurrent elections.

Section 6. THE ELECTIONS COMMISSION CHAIR AND OUTREACH CHAIR

7.6.1 THE ELECTIONS COMMISSION CHAIR SHALL:
A. Preside over Commission meetings, and shall vote only to make or break a tie,
B. Serve as spokesperson for the Elections Commission,
C. Represent the Elections Commission in other organizations,
D. In conjunction with the Elections Commissioner, propose annual changes to the rules,
E. In conjunction with the Elections Commission and Commissioner, submit a report describing and evaluating the conduct of the election to the Student Executive Committee, while providing future recommendations, and
F. In conjunction with the Elections Commission, certify to the Student Executive Committee that the results are valid and free from any material distortion.

7.6.2 The Elections Commission Outreach Chair shall be charged with creating a plan to increase voter turnout by utilizing all available means to promote and advertise the election in a non-partisan nature. Towards this purpose, the Outreach Chair will have the advertising budget of the Elections Commission at his or her disposal.

Section 7. THE ELECTIONS COMMISSIONER

7.7.1 The Elections Commissioner shall administer all policies set forth by the Commission.

7.7.2 The Commissioner shall hold a workshop for potential candidates at least two (2) weeks prior to the Presidential and Vice Presidential filing deadline and a workshop the week immediately following the Senatorial-filing deadline.
A. Information provided shall include, but not be limited to, dates for filing, elections rules, penalties for breach of rules, and detailed information on the filling out of all forms.

7.7.3 The Commissioner shall interpret the policies and election rules as set forth by, and subject to the review of, the Commission.

7.7.4 The Commissioner shall serve as an advisory voice on the Commission, and represent the Student Senate in investigations of election misconduct.

7.7.5 The Commissioner shall prepare and submit an annual budget request, sufficient to insure fair and equitable elections, and present it to the Student Senate as required by Student Senate Rules and Regulations, with the approval of the Elections Commission.

7.7.6 The Commissioner shall be a regularly enrolled student.

7.7.7 It shall be the responsibility of the Elections Commissioner to make all reasonable efforts to notify the student body when the Elections Commission plans a regularly scheduled meeting or hearing. This shall include, but is not limited to, notifying Student Senate through its email listserver and, and through the Commission’s website. Additional notice for the meetings or hearings outlined in 7.5.1.C must be published in the University Daily Kansan and provided through the Student Senate email listserver, the Commission’s website, and by requesting announcement on the orgs-L listserver. All required notice must be provided no later than seventy-two (72) hours prior to the meeting in question.

7.7.8 The Commissioner should include the most recent versions of the Department of Student Housing’s policy on solicitation, the Provost’s policy on bulletin boards and chalking, the student organization guidelines of
the Student Involvement and Leadership Center, the Elections Commission Hearing Board Procedures as appendices to the rules, and any other pertinent portion of a policy referenced in the Elections Code. These policies should also be referenced appropriately throughout the rules.

Section 8. LIMITATIONS OF ELECTIONS COMMISSION AUTHORITY

7.8.1 DATES OF ELECTION. The spring Student Senate elections shall be held on the Wednesday and Thursday following the second Tuesday in April. Should the dates of the election fall on a day in which University Senate Rules and Regulations 2.1.4 deems as ‘excused for mandated religious observances’ the Elections Commission has the authority to change the date to within one week codified above. This decision of the date must be made when the Elections Commission approves the elections code for the Spring election.

7.8.1.1 Definition. A General Election shall be held on Wednesday and Thursday following the second Tuesday in April for the purpose of electing officers of the Student Senate. Should the dates of the election fall on a day in which University Senate Rules and Regulations 2.1.4 deems as ‘excused for mandated religious observances’ the Elections Commission has the authority to change the date to within one week codified above. This decision of the date must be made when the Elections Commission approves the elections code for the Spring election.

7.8.2 REPRESENTATION. Membership of the Student Senate shall be determined by Article II.

7.8.3 POLLING SITES. Both fall and spring elections shall be held on-line. For both the fall and spring elections, the on-line election system will be accessible on Wednesday from 6 a.m. to 10 p.m. and on Thursday from 6 a.m. to 4 p.m. In addition to online elections, physical polling sites shall be located in the environs of Wescoe Hall and Ekdahl Dining Commons of Daisy Hill and 8:00 am to 4:00 pm on Thursday. Mrs. E’s shall be 8:00 am to 7:30 pm on Wednesday and 8:00 am to 4:00 pm on Thursday. Physical polling locations shall be maintained and monitored by members of the Elections Commission and shall be equipped with internet ready computers and at least two (2) elections commission members or their designates to assist voters with technical or procedural problems.

7.8.4 IDENTIFICATION. Each candidate has the right to have the name of his or her properly registered coalition next to his or her name on the ballot.

7.8.5 SPENDING LIMITS. Student Senate elections shall not be confined by the enforcement of spending limits. The University of Kansas does have the ability to impose spending limits, yet only in well-articulated and well-justified circumstances. The Elections Commission of the University of Kansas’s may not impose mandatory spending limits on Student Senate campaigns.

7.8.6 Announcements for all Student Senate elections including but not limited to senators, president and vice president, and referenda shall be made on KJHK 90.7 FM. The Elections Commission of the University of Kansas may not impose a location for announcements unless agreed to by all participating coalitions.

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

7.8.8 Final confirmation of the Elections Commissioner shall be subject to a majority vote of the members present and voting of the Student Senate. If Student Senate exercises its veto power, they will nominate a different Elections Commissioner for confirmation by Student Senate. The Elections Commission and the Student Senate are jointly responsible for the selection of an Elections Commissioner by the end of November. The Elections Commission shall not publicly release the identity of its possible alternate selections.

7.8.9 The Elections Commission shall not maintain authority over the creation of the on-line election system. If changes to the election system are needed, legislation, as defined by Student Senate Rules and Regulations, Article 3, Section 4, must pass by 2/3 vote in committees and the Senate or by campus wide referendum through simple majority vote. The Student Senate Chief of Staff shall work with Academic Computing Services to develop and maintain the on-line election system. A member of the Student Senate may file a
grievance with the University Judicial Board if they believe that the system has an administrative and/or partisan influence.

Section 9. REVIEW

7.9.1 Review of decisions of the Elections Commission shall be made only on the basis of procedural questions or sanctions that do not fit the offense.

7.9.1.1 The University Judicial Board shall hear all appeals of Elections Commission decisions, including the appropriateness of fines and sanctions. The only limitation on the review of decisions of the Elections Commission is that the University Judicial Board may not review findings of fact. The University Judicial Board shall retain the right to deny frivolous appeals.

Section 10. RECALL PROCEDURE

7.10.1 Any regularly enrolled student may file a complaint with the Student Senate Chief of Staff against any member(s) of the Elections Commission and/or the Commissioner and faculty members of the Elections Commission.

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

7.10.3 The Student Senate Chief of Staff shall call a special session of the Student Executive Committee within five (5) school days of a complaint being filed. At least two (2) days before the preliminary hearing, written notice of the charges and time, date, and place of the hearing shall be received by the accused and the accuser.

7.10.4 The Student Executive Committee shall convene and hear preliminary testimony pertaining to the complaint at hand. The accused shall be given an opportunity to confront his/her accusers after a statement of charges is read.

7.10.5 The Student Executive Committee shall determine, by a majority vote, whether the preliminary hearing justifies articles of impeachment against the Elections Commission member(s) and/or the Commissioner so charged.

A. The accused shall remain on the Elections Commission unless convicted by the Senate of the Articles of Impeachment.

B. In extraordinary cases, including an impending election, the Student Executive Committee may, by a two-thirds (2/3) vote of the members present and voting, suspend a member of the Elections Commission or its Commissioner, pending a hearing.

C. No Elections Commission member or Commissioner shall be replaced without a full hearing by the Student Senate.

7.10.6 Within ten (10) school days, a special meeting of the Student Senate shall be called to sit in judicial session. Notice of this session, including Articles of Impeachment, date, time, and place of the session shall be provided in writing to all parties involved in a timely fashion. No other business shall be in order at this special session. The accuser shall be permitted to state his/her case and to present witnesses on his/her behalf. The same privilege shall be extended to the accused. The accused shall not be forced to testify against his/herself.

7.10.7 The Student Body Vice President shall preside over the special session, shall be responsible for maintaining order, and shall hold arguments to strictly germane subjects.

7.10.8 The Student Senate may convict the accused of the presented Articles of Impeachment by a two-thirds (2/3) roll call vote. Notice of the decision of the Senate as well as minutes of the meeting and a report from the presiding officer shall be provided in writing to all parties involved within five (5) school days of the rendering of the decision.
7.10.9 An Elections Commission member or the Commissioner who is convicted of any of the Articles of Impeachment shall immediately vacate his/her position. The vacated position shall be filled expeditiously.

7.10.10 APPEALS TO THE UNIVERSITY JUDICIAL BOARD.
A. Appeal shall be made to the University Judicial Board on procedural questions only.
B. The Elections Commission member or the Commissioner in question shall be suspended, pending resolution of the case by the Judicial Board.

Section 11 FRESHMAN ELECTIONS

7.11.1 Freshman Elections for five (5) senate seats shall be held on the Tuesday and Wednesday of the third full week of classes.

7.11.2 FRESHMAN ELECTIONS SHALL:
A. Elect five (5) first-year Student Senators for which only first year undergraduate students can vote.
B. Follow all applicable rules of the previous spring elections as specified in the Elections Code. Applicable rules shall be designated and published by the Student Executive Committee in conjunction with previous school year’s elections commission by the beginning of the fall semester.
C. Be simple in nature.
   1. Candidates shall not publish campaign expenses
   2. Coalitions shall not be recognized

7.11.3 DUTIES. Student Senate Executive Committee members shall not be involved in active campaigning for or against any Freshman Candidates unless they recue themselves from all elections decisions. The chair of the Student Executive Committee shall act as the Elections Commissioner for the fall elections. The Student Executive Committee shall:
A. Ensure that fair and honest student elections are held;
B. Establish and enforce all rules and regulations relating to Student Senate elections and election campaigns. Enforcement may include, but is not limited to, fines and/or loss of elected seats.
C. Investigate, hear, and rule on all allegations of violations of election rules and regulations;
D. Actively promote the election with the goal of continuously increasing voter turnout.
E. Other groups may petition the Student Executive Committee to have concurrent elections, but the group must follow guidelines set forth by the Committee. The Committee shall in no way be obligated by these rules to cooperate with concurrent elections.
F. The remaining members of the previous year’s Elections Commission are invited to sit on the Committee as ex-officio, non-voting members.

7.11.4 TIMELINE AND RESPONSIBILITIES.
A. Student Executive Chair shall have advertisements, Rules Sheet, and Applications ready for the first day of classes.
B. Student Executive Chair shall run the advertisements in the University Daily Kansan during the first two weeks of school.
C. Student Senate Staff Secretary shall distribute applications, rules sheets, and signature sheets until Friday of the first full week of classes.
D. Student Executive Chair shall set up electronic election ballots.
E. Student Executive Committee shall review and confirm applications before elections occur.
F. Student Executive Chair shall administer the elections.
G. Student Executive Committee shall confirm results and certify the elections.
H. Student Executive Committee shall review complaints and administer fines/punishments which are due by 5:00pm on the Monday after the elections.

7.11.5 APPEALS. Appeals of the Student Executive Committee may be made to Student Senate upon request of any regularly enrolled student for issues of procedural questions, violations of Student Senate Rules and Regulations, violations of the Elections Code, or Sanctions that do not fit the offense. Complaints of members of the Student Executive Committee may also be brought to the Student senate for the following: malfeasance of duty, nonfeasance of duty, failure to maintain status under which the member was
appointed, acceptance of bribes, and/or inordinate exertion of power outside the elections mandates. These shall follow the procedures of section 10.

ARTICLE VIII. BUDGET CODE

Section 1. ESTABLISHMENT AND DEFINITIONS

8.1.1 AUTHORITY: By the authority vested in the Student Senate by Article III, Section 5 of the University Senate Code, we hereby proclaim that all enactment of the Student Senate which has the effect of allocating funds from student fees under the control of the Student Senate shall hereafter be referred to collectively as the Budget of the University of Kansas Student Senate and shall be governed by the procedures and/or process within the following rules and regulations.

8.1.2 PURPOSE: In order to compile all the various legislative acts concerning student campus fees into one complete document, and to centralize control and administration, and to make information concerning these fees readily accessible, and to ensure budgetary planning for the future, we hereby establish this Budget Code.

8.1.3 EFFECTIVE DATE: This Budget Code shall be interpreted in its entirety after the date of its final approval by the Student Senate and enactment by signature of the Student Body President. The Budget Code was modified on 04/04/2012.

8.1.4 PRE-EMPTOR OF OTHER RULES AND REGULATIONS: Nothing in this Budget Code shall be interpreted as repealing any other act of the Student Senate; however, this Budget Code shall pre-empt any act with which it is in direct conflict.

8.1.5 REPEAL OF BUDGET CODE: Repeal of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.6 AMENDMENT OF BUDGET CODE: Amendment of any section of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.7 SUSPENSION OF BUDGET CODE: Suspension of any section of Article VIII of these Student Senate Rules and Regulations requires a two-thirds (2/3) vote of the members present and voting.

8.1.8 DEFINITIONS: As used in this Budget Code or in the Budget of the University of Kansas Student Senate, the following terms shall have the designated meanings.

8.1.8.1 Instructional Day: any day Monday through Friday during which classes are held in regular session at the University.

8.1.8.2 Multicultural Purpose: an intent to explore or increase understanding of issues related to race, ethnicity, geographical origin, gender, sexual orientation, physical ability, religion, economic class and age

8.1.8.3 Non-profit organization: an organization with registered IRS 501(c) (3) status

8.1.8.4 Service Fee: A fee charged by a non-university affiliated corporation, organization, or group or any individual for any rental or service provided.

8.1.8.5 Student Senate Logo: the official logo of the Student Senate as approved by the Student Executive Committee.

8.1.8.6 Travel Expense: that cost that is incurred from or in any way related to travel including conference registration fees

Section 2 Student Fees

8.2.1 Contents: This Budget Code approves and authorizes the following listed student campus fees:
| A. Student Senate Activity Fee | $16.25 | $17.00 |
| B. Student Union Fee | $54.80 |
| Building Fee | $41.00 |
| Renovation Fee | $13.80 |
| C. Student Health Fee | $133.60 | $125.30 |
| Operations | $111.70 | $105.30 |
| Counseling & Psychological Services | $18.40 | $16.50 |
| Facilities, Maintenance, Equipment | $3.50 |
| D. Child Care Facility Construction Fee | $4.00 |
| E. Women’s & Non-Revenue Intercollegiate Sports Fee | $25.00 |
| Operations | $25.00 |
| F. Student Recreation Fee | $78.50 | $75.50 |
| Operations | $44.00 | $42.00 |
| Bond | $29.50 |
| Sports Clubs | $4.00 | $4.00 |
| Facilities & Maintenance | $1.00 |
| G. KJHK Fee | $25.00 |
| H. Campus Safety Fee | $0.00 |
| I. Educational Opportunity Fee | $5.75 |
| J. Campus Transportation Fee | $89.80 | $87.30 |
| Bus Purchases | $22.40 | $28.00 |
| Operations | $51.10 | $47.20 |
| SafeRide/SafeBus | $16.30 | $12.10 |
| K. Campus Environmental Improvement | $4.35 | $4.40 |
| Recycling Fee | $3.60 |
| Renewable Energy & Sustainability | $0.75 | $0.50 |
| L. Legal Services | $12.00 | $10.90 |
| M. Newspaper Readership Fee | $4.45 |
| University Daily Kansan | $1.70 |
| USA Today | $2.75 |
| N. Office of Multicultural Affairs | $6.35 |
| MRC Construction Fee | $3.50 |
| OMA Operations | $1.45 |
| Multicultural Education Fund | $1.15 |
| Long-term Maintenance Fund | $0.25 |
| O. Student Union Activities Fee | $6.00 |
| P. Supportive Services Fee | $0.65 |

8.2.2 STUDENT SENATE ACTIVITY FEE

8.2.2.1 Purpose. In an effort to provide a more diverse and enriching experience to our students on campus: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Senate Activity Fee.

8.2.2.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Senate Activity Fee that is applicable as follows:

8.2.2.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a sixteen dollar and twenty-five cent ($16.25) Student Senate Activity Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Student Senate Activity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.2.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay an eight dollar and twenty-five cent ($8.20) Student Senate Activity Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Senate Activity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.
8.2.2.3 Trustee. In order to fulfill the purpose of the Student Senate Activity Fee: We, the University of Kansas Student Senate, hereby appoint the Student Senate as trustee of the Student Senate Activity Fee.

8.2.3 STUDENT UNION FEE

8.2.3.1 Purpose. In an effort to continue the operation of the University of Kansas Memorial Corporation in their service to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Union Fee.

8.2.3.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Union Fee. The Fee shall be applied as follows:

8.2.3.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a forty-one dollar ($41.00) Student Union Building Fee and a thirteen dollar and eighty cent ($13.80). Every student enrolled in six (6) or fewer credit hours per semester shall pay a Student Union Building Fee and Student Union Renovation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.3.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a twenty dollar and fifty cent ($20.50) Student Union Building Fee and a six dollar and ninety cent ($6.90) Student Union Renovation Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Union Building Fee and Student Union Renovation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.3.3 Trustee. In order to fulfill the purpose of the Student Union Fee: we, the University of Kansas Student Senate, hereby appoint the University of Kansas Memorial Corporation Board as trustee of the Student Union Fee.

8.2.3.4 Stipulations:

8.2.3.4.1 No funds from the Student Union Renovation Fee shall be allocated to renovate or expand space for the use of University Administration. For the purpose of this fee, Administration Office Space refers to University Administration offices not directly connected with the operation and programming of the Union or Student Organizations’ office space.

8.2.3.4.2 Plans for additional facilities or renovations funded by the Student Union Renovation Fee shall be brought before the Student Senate for review and comments before the re-designation of the fee occurs.

8.2.3.4.3 Students shall make up more than 50% of voting members of any committees and boards pertaining to the operation and governance of the Kansas and Burge Unions, including, but not limited to Memorial Corporation Board and its committees.

8.2.3.4.4 The thirteen dollar and eighty cent ($13.80) Student Union Renovation Fee shall sunset after FY2020.

8.2.4 STUDENT HEALTH FEE

8.2.4.1 Purpose. Whereas continuation of services provided by a Student Health Center is necessary for the health, safety, and welfare of the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the office of the Comptroller to collect and administer a Student Health Fee.

8.2.4.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Health Fee that is applicable as follows:

8.2.4.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a one hundred eleven dollar and seventy cent ($111.70) Operations Fee, a three dollar and fifty cent ($3.50) Facilities, Maintenance, and Equipment Fee, and an eighteen dollar and forty cent ($18.40) Counseling and Psychological Services Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay an Operations Fee and a Facility, Maintenance,
Equipment Fee, Counseling and Psychological Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.4.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a fifty-five dollar and eighty-five cent ($55.85) Operations Fee, one dollar and seventy-five cent ($1.75) Facilties, Maintenance, and Equipment Fee, and a nine dollar and twenty-five cent ($9.25) Counseling and Psychological Services Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay an Operations Fee and a Facilities, Maintenance, and Equipment Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.4.3 Trustee. In order to fulfill the purpose of the Student Health Fee: We, the University of Kansas Student Senate, appoint the Student Health Advisory Board as trustee of the Student Health Fee.

8.2.4.4 Stipulations:

8.2.4.4.1 Counseling and Psychological Services shall ensure the provision of afterhours mental health services via a 24-hour phone line.

8.2.4.4.2 The Student Health Advisory Board shall ensure the provision of free and confidential HIV testing.

8.2.5 CHILD CARE FACILITY CONSTRUCTION FEE.

8.2.5.1 Purpose. In order to provide an affordable child care option for University of Kansas Students: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Child Care Facility Construction Fee.

8.2.5.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Child Care Facility Construction Fee. The fee shall be applied as follows:

8.2.5.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a four dollar ($4.00) Child Care Facility Construction Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Child Care Facility Construction Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.5.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a two dollar ($2.00) Child Care Facility Construction Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Child Care Facility Construction Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.5.3 Trustee. In order to fulfill the purpose of the Child Care Facility Construction Fee: We, the University of Kansas Student Senate, hereby appoint the Student Senate, in consultation with the University Director of Administration, as trustee of the Child Care Facility Construction Fee.

8.2.5.4 Stipulations. The Child Care Facility Construction Fee shall cease to exist at the end of FY2014 or immediately if any one of the following stipulations is not met by the Hilltop Board of Directors and the University of Kansas:

8.2.5.4.1 The enrollment of University of Kansas students’ children must not decrease to less than 143 Full-Time Equivalency (FTE) so long as there are students’ children on the Hilltop waiting list.

8.2.5.4.2 The University of Kansas pays equal to the difference of the bond coverage.

8.2.5.4.3 The University of Kansas shall continue to actively seek private donations for this project in order to reduce or eliminate the need of this student fee.

8.2.5.4.4 The University of Kansas shall not fund any proposed remodeling projects slated for the Wesley Building with money from the Child Care Facility Construction Fee.

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8.2.6 WOMEN’S AND NON-REVENUE INTERCOLLEGIATE SPORTS FEE.

8.2.6.1 Purpose. Whereas continuation of funding for a balanced, well-rounded inter-collegiate program for both male and female students is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Women’s and Non-Revenue Intercollegiate Sports Fee.

8.2.6.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Women’s and Non-Revenue Intercollegiate Sports Fee that is applicable as follows:

8.2.6.2.1 FALL AND SPRING SEMESTER FEE. Before the Fall of 2011, every student enrolled in more than six (6) credit hours per semester shall pay a twenty-five dollar ($25.00) Women’s and Non-Revenue intercollegiate Sports Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Women’s and non-Revenue Intercollegiate Sports Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.6.2.2 SUMMER SEMESTER FEE. Every student enrolled five (5) or more semester credit hours shall pay a ten dollar ($10.00) Women’s and non-Revenue Intercollegiate Sports Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Women’s and Non-Revenue Intercollegiate Sports Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.6.3 Trustee. In order to fulfill the purpose of the Women’s and Non-Revenue Intercollegiate Sports Fee: We, the University of Kansas Student Senate, hereby appoint the Women’s And Non-Revenue Intercollegiate Sports Advisory Board as trustees of the Women’s and Non-Revenue Intercollegiate Sports Fee.

8.2.7 STUDENT RECREATION FEE

8.2.7.1 Purpose. Whereas continuation of funding for improvement and development of recreational facilities and grounds, for sports clubs, and for recreational opportunity among members of the Student Body is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Recreation Fee.

8.2.7.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Recreation Fee that is applicable as follows:

8.2.7.2.1 FALL AND SPRING SEMESTER FEE. Every student enrolled in more than six (6) credit hours per semester shall pay a seventy eight dollar and fifty cent ($78.50) Student Recreation Fee. Every student enrolled six (6) or fewer credit hours per semester shall pay a Student Recreation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.7.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay a thirty nine dollar and forty cent ($39.40) Student Recreation Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Recreation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.7.3 Trustee. In order to fulfill the purpose of the Student Recreation Fee: We, the University of Kansas Student Senate, hereby appoint the Recreation Advisory Board as trustee of the Student Recreation Fee.

8.2.8 KJHK FEE

8.2.8.1 Purpose. Whereas continuation of funding for KJHK, limited of influence from student government, is important to the Student Body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Media KJHK Fee.

8.2.8.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a KJHK Fee that is applicable as follows:
8.2.8.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a two dollar and fifty cent ($2.50) KJHK Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a KJHK Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.8.2.2 SUMMER SEMESTER FEE. Every student enrolled in five (5) or more semester credit hours shall pay a one dollar and twenty-five cent KJHK Fee. ($1.25) Every student enrolled in fewer than five (5) semester credit hours shall pay a KJHK Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.8.3 Trustee. In order to fulfill the purpose of the KJHK Fee: We, the University of Kansas Student Senate, hereby appoint the KJHK Advisory Board as trustee of the KJHK Fee.

8.2.9 CAMPUS SAFETY FEE

8.2.9.1 Purpose: Whereas a safe university environment is a priority to the student body of the University of Kansas: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Campus Safety Fee.

8.2.9.2 Provisions: Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Campus Safety Fee as directed.

8.2.9.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay zero ($0) Campus Safety Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Campus Safety Fee for each hour in which they are enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.9.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a zero ($0) Campus Safety Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Campus Safety Fee for each hour in which he or she is are enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.9.3 Trustee: In order to fulfill the purpose of the Campus Safety Fee: We, the University of Kansas Student Senate, hereby appoint the Campus Safety Advisory Board as trustee of the Campus Safety Fee.

8.2.9.4 Stipulation: Funds generated by the Campus Safety Fee shall not be allocated to groups listed in Appendix F.2.

8.2.10 EDUCATIONAL OPPORTUNITY FEE

8.2.10.1 Purpose. Whereas student contribution in funding educational opportunities at the University is desirable: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer an Education Opportunity Fee.

8.2.10.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay an Education Opportunity Fee that is applicable as follows:

8.2.10.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a five dollar and seventy-five cent ($5.75) Educational Opportunity Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay an Educational Opportunity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.10.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a two dollar and eighty-five cent ($2.85) Education Opportunity Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay an Educational Opportunity Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.10.3 Trustee. In order to fulfill the purpose of the Educational Opportunity Fee: We, the University of Kansas Student Senate, hereby appoint the Educational Opportunity Fund Committee as trustee of the Educational Opportunity Fee.
8.2.11 CAMPUS TRANSPORTATION FEE

8.2.11.1 Purpose. Whereas continuation of funding for campus transportation is important to the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Campus Transportation Fee.

8.2.11.2 Provisions. Every student enrolled in any semester or summer session at the Lawrence Campus of the University of Kansas shall pay a Campus Transportation Fee that is applicable as follows:

8.2.11.2.1 FALL AND SPRING SEMESTER: Every student enrolled in more than six (6) credit hours per semester shall pay a fifty one dollar and ten cent ($51.10) forty seven dollar and twenty cent ($47.20) Operations Fee, twenty two dollar and forty cent ($22.40) twenty eight dollar (28.00) Bus Procurement Fee, and a sixteen dollar and thirty cent (16.30) twelve dollar and ten cent ($12.10) SafeRide/SafeBus Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Campus Transportation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.11.2.2 SUMMER SEMESTER: Every student enrolled in more than five (5) semester hours shall pay a twenty five dollar and fifty five cent ($25.55) twenty three dollar and sixty cent ($23.60) Operations Fee, an eleven dollar and twenty cent ($11.20) fourteen dollar ($14.00) Bus Procurement Fee, and an eight dollar and fifteen cent ($8.15) six dollar and five cent ($6.05) SafeRide/SafeBus Fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Campus Transportation Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.11.3 Trustee. In order to fulfill the purpose of the Campus Transportation Fee: We, the University of Kansas Student Senate, hereby appoint the Transit Commission as trustee of the Campus Transportation Fee.

8.2.12 CAMPUS ENVIRONMENTAL IMPROVEMENT FEE

8.2.12.1 Purpose. Whereas the implementation of environmentally sound practices and improvements on campus are important to the Student Body: We, the University of Kansas Student Senate hereby approve and authorize the Office of the Comptroller to collect and administer a Campus Environmental Improvement Fee.

8.2.12.2 Provisions. Every student enrolled in any semester at the Lawrence campus of the University of Kansas shall pay a Campus Environmental Improvement Fee that is applicable as follows:

8.2.12.2.1 FALL AND SPRING SEMESTER: Every student enrolled in more than six (6) credit hours per semester shall pay a three dollar and sixty cent ($3.60) twenty three dollar and sixty cent ($23.60) Recycling Fee and a seventy five cent ($0.75) fifty cent ($0.50) Renewable Energy and Sustainability Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Campus Environmental Improvement Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.12.2.2 SUMMER SEMESTER: Every student enrolled in more than five (5) semester hours shall pay a one dollar and eighty cent ($1.80) Recycling Fee and a thirty eight cent ($0.38) twenty five cent ($0.25) Renewable Energy and Sustainability Fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Campus Environmental Improvement Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.12.3 Trustee. In order to fulfill the purpose of the Campus Environmental Improvement Fee: We, the University of Kansas Student Senate, hereby appoint the Student Environmental Advisory Board as trustee of the Campus Environmental Improvement Fee.

8.2.12.4 Stipulations: The Campus Environmental Improvement fee shall cease to exist if at any point the University of Kansas ceases to fund the Center for Sustainability at least the same amount as generated by the Campus Environmental Improvement Fee.

8.2.12.5 Stipulations: The Renewable Energy and Sustainability Fee shall be bound by the following restrictions:
8.2.12.5.1 Funds shall be used for capital improvements that reduce campus dependency on non-renewable energy sources.

8.2.12.5.2 The Student Environmental Advisory Board shall seek matching funds from the University Administration for all capital improvement projects.

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

8.2.13 LEGAL SERVICES FOR STUDENTS FEE.

8.2.13.1 Purpose. In order to provide affordable legal services to students: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Legal Services Fee.

8.2.13.2 Provision. Every student enrolled in any semester or summer session at the Lawrence Campus of the University of Kansas shall pay a Legal Services Fee for Students Fee that is applicable as follows.

8.2.13.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a twelve dollar ($12.00) Legal Services Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Legal Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.13.2.2 SUMMER SEMESTER FEE: Every student enrolled in more than five (5) semester hours shall pay a six dollar ($6.00) Legal Services Fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Legal Services Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.13.3 Trustee. In order to fulfill the purpose of the Legal Services for Students Fee: We, the University of Kansas Student Senate, hereby appoint the Student Legal Services Advisory Board as trustee of the Legal Services Fee.

8.2.14 NEWSPAPER READERSHIP FEE

8.2.14.1 Purpose. Whereas access to campus, local, regional, and national newspapers is important to the enhancement of students’ academic experiences and civic responsibility: We, the University of Kansas Student Senate hereby approve and authorize the Office of the Comptroller to collect and administer a Newspaper Readership Fee.

8.2.14.2 Provision. Every student enrolled in any semester at the Lawrence Campus of the University of Kansas shall pay a Newspaper Readership Fee that is applicable as follows.

8.2.14.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a four dollar and forty-five cent ($4.45) Newspaper Readership Fee. Every student enrolled in six (6) or fewer credit hours per semester shall pay a Newspaper Readership Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.14.2.2 SUMMER SEMESTER FEE: Every student enrolled in more than five (5) semester hours shall pay two dollars and twenty-three cents ($2.23) Newspaper Readership fee. Every student enrolled in five (5) or fewer credit hours per semester shall pay a Newspaper Readership Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.14.3 Trustee. In order to fulfill the purpose of the Newspaper Readership Fee: We, the University of Kansas Student Senate hereby appoint the University of Kansas Student Senate as trustee of the Newspaper Readership Fee.

8.2.15 MULTICULTURAL RESOURCE CENTER FEE

8.2.15.1 Purpose. Whereas student contributions are necessary and desirable in funding the construction, maintenance, operations and services of a new multicultural resource center, which will help to foster and
enhance diversity and multicultural awareness on campus and is of great benefit to the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Multicultural Resource Center Fee.

8.2.15.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Multicultural Resource Center Fee. The fee shall be applied as follows:

8.2.15.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay a six dollar and thirty-five cent ($6.35) Multicultural Resource Center Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Multicultural Resource Center Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.15.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a three dollar and twenty-five cents ($3.25) Multicultural Resource Center Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Multicultural Resource Center Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.15.3 Trustee. In order to fulfill the purpose of the Multicultural Resource Center Construction Fee: We, the University of Kansas Student Senate, hereby appoint the director of Multicultural Affairs, in consultation with the University of Kansas Student Senate Multicultural Affairs Committee and the Chief Business and Financial Officer as trustees of the Multicultural Resource Center Construction Fee.

8.2.15.4 Stipulations:

8.2.15.4.1 The three dollar and fifty cent ($3.50) “Construction Fee” portion of the Multicultural Resource Center Fee shall cease to exist at the end of Fiscal year 2014.

8.2.15.4.2 The funding of the new Multicultural Resource Center from students shall not exceed more than half of the construction costs. If additional revenue is identified by the University or raised from private donations, the Multicultural Resource Center Construction Fee shall end sooner according to the amount raised past half the construction costs.

8.2.15.4.3 As defined by the Office of Multicultural Affairs, “multiculturalism defines one’s culture as including and combining race, ethnicity, geographical origin, gender, sexual orientation, physical ability, religion, economic class and age.” The Multicultural Education Fund shall be allocated by the Multicultural Education Fund Board to student groups primarily for the purposes of funding programs that embody the exploration of sex, race, color, national origin, ancestry, sexual orientation, or disability and following the guidelines set by Appendix N of Student Senate Rules and Regulations.

8.2.15.4.4 The University of Kansas Multicultural Affairs Committee will biannually review the allocations of the Multicultural Education Fund and shall annually review the use of the entire fee.

8.2.15.4.5 No more than sixty percent (60%) of the Multicultural Education Fund may be used for the funding of travel.

8.2.16 STUDENT UNION ACTIVITIES FEE

8.2.16.1 Purpose. Whereas continuation of funding for student programming is important for the social, intellectual, and cultural growth of the student body: We, the University of Kansas Student Senate, hereby approve and authorize the Office of the Comptroller to collect and administer a Student Union Activities Fee.

8.2.16.2 Provision. Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Student Union Activities Fee that is applicable as follows:

8.2.16.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in more than six (6) credit hours per semester shall pay a six dollar ($6.00) Student Union Activities Fee. Every student enrolled in six
(6) or fewer credit hours a semester shall pay a Student Union Activities Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.16.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a three dollar ($3.00) Student Union Activities Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Student Union Activities Fee for each hour in which they are enrolled, the amount as published in the Official Comprehensive Fee Schedule.

8.2.16.3 Trustee. In order to fulfill the purpose of the Student Union Activity Fee: We, the University of Kansas Student Senate, hereby appoint the University of Kansas Memorial Corporation Board as trustee of the Student Union Activities Fee.

8.2.16.4 Stipulations:

8.2.16.4.1 Students shall make up more than 50% of voting members of any committees and boards pertaining to operations of Student Union Activities.

8.2.17 SUPPORTIVE SERVICES FEE

8.2.17.1 Purpose: In order to ensure the provision of necessary health and safety support services not provided by University entities, We, the University of Kansas Student Senate, hereby approve and authorize the office of the Comptroller to collect and administer a Supportive Services Fee.

8.2.17.2 Provisions: Every student enrolled in any semester or summer session at the Lawrence campus of the University of Kansas shall pay a Supportive Services Fee as directed.

8.2.17.2.1 FALL AND SPRING SEMESTER FEE: Every student enrolled in six (6) or more credit hours per semester shall pay a sixty five cent ($0.65) Supportive Services Fee. Every student enrolled in less than six (6) credit hours per semester shall pay a Supportive Services Fee for each hour in which they are enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.17.2.2 SUMMER SEMESTER FEE: Every student enrolled in five (5) or more semester credit hours shall pay a thirty three cent ($0.33) Supportive Services Fee. Every student enrolled in fewer than five (5) semester credit hours shall pay a Supportive Services Fee for each hour in which he or she is enrolled, the amount as published in the official Comprehensive Fee Schedule.

8.2.17.3 Trustee: In order to fulfill the purpose of the Supportive Services Fee: We, the University of Kansas Student Senate, hereby appoint the Student Safety Advisory Board as trustee of the Supportive Services Fee.

8.2.17.4 Stipulation: Funds generated by the Support Services Fee shall only be allocated to groups listed in Appendix F.2.

Section 3 REGULATIONS FOR ALL FEES

8.3.1 Purpose and Responsibility. Funds allocated by the Student Senate shall be used for the purpose of supporting student activities and services. The Student Senate shall be responsible for upholding the following regulations in the assessment of fees and/or the allocation of funds and/or the apportionment of funds for all corporations, organizations, or groups.

8.3.2 Mandatory Rule and Regulation Compliance. Any corporation, organization, or group for which funds from student fees are allocated and/or apportioned must comply with all rules and regulations in this Budget Code.

8.3.3 Investigation of Violations and Enforcement of Rules and Regulations. If any corporation, organization, or group fails to comply with the rules and regulations of this Budget Code, the corporation, organization, or group shall be subject to sanctions through the Court of Appeals [4.3].

8.3.4 Non Affiliation. The assessment of fees, allocation of funds, or the apportionment of funds for any corporation, organization, group, or activity does not in any way imply that the Student Senate agrees with
the ideas or actions of the particular corporation, organization, group, or activity, unless otherwise specified by the Student Senate.

8.3.5 Open Books and Records Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group unless all books and records of any such corporation, organization, or group are open for inspection by the Student Senate Treasurer and/or his or her designee at any time during normal business hours. Additionally upon request by the Student Senate Treasurer, within 60 days after the close of each fiscal year each corporation, organization, or group for which funds from student fees have been allocated or apportioned must submit an annual report detailing all of the past year’s income and expenditures.

8.3.6 Open Meetings Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group which does not abide by the open meeting policy of the State of Kansas, Kansas Statute Act 75-4317-4320. Any program or activity funded with student fees shall be announced and open to the general public.

8.3.7 Authorization by the Treasurer. Authorization by the Treasurer shall not be required for disbursement of fees assessed through the power of Section 8.2 of this Budget Code. This provision shall not be construed to restrict the Treasurer from requiring proper and sufficient financial reports from any corporation, organization, or group.

8.3.8 Required Student Membership on Financially Governing Bodies. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group in which students do not constitute an equal or greater percentage of the voting seats on the financially governing body of that corporation, organization or group than the percentage of the allocation or apportioned amount by Student Senate to the corporation’s, organization’s, or group’s total budget.

8.3.9 Funds shall not be used for partisan activities. Funds shall not be used for any activities that:

8.3.9.1 Directly affect the electoral goals of a particular person or group relative to another; or

8.3.9.2 are in any way related to Student Senate Elections; or

8.3.9.3 are in any way related to any Student Senate Referendum or Student Initiative

8.3.10 Funds Cannot Be Used for Commercial Promotions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of advertising or promoting any brand name product or any profit-seeking group.

8.3.11 Funds will not be allocated to corporations, organizations, or groups that violate the university’s non-discrimination policies.

Section 4 ACTIVITY FEE PROCESS

8.4.1 Revenue Available for Apportionment. The revenue available for apportionment shall be determined on the basis of the number of full time students using a formula developed by the Student Senate Treasurer and the Office of the Vice Provost for Student Success.

8.4.2 Legislation requesting allocation of funds must receive final approval from the Student Senate before any authorization is given by the Student Senate Treasurer to the group, organization, or corporation to spend the funds.

8.4.3 Block Allocation Process

8.4.3.1 Two-Year Basis. Block allocations shall be made on a two-year basis to groups granted Block Allocation Status as listed in Appendix F.1.
8.4.3.2 Block Allocations shall be exempt from Student Senate Rules and Regulations article eight, section five (8.5) Activity Fee Regulations

8.4.3.3 Authorization by the Treasurer. Authorization by the Treasurer shall not be required for disbursement of block allocations. This provision shall not be construed to restrict the Treasurer from requiring proper and sufficient financial reports from any corporation, organization, or group.

8.4.3.4 Block Allocation Status Hearings.

8.4.3.4.1 The Finance Committee must conduct Block Allocation hearings to add or remove a group from Block Allocation Status as denoted in Appendix F.1.

8.4.3.4.2 Minimum Criteria. The minimum criteria for Block Allocation Status are:

8.4.3.4.2.1 The corporation, organization, or group seeking an allocation must provide a broad tangible benefit to the University Community; and

8.4.3.4.2.2 The corporation, organization, or group seeking an allocation must demonstrate continuing viability as a functioning corporation, organization, or group; and

8.4.3.4.2.3 The corporation, organization, or group seeking an allocation must have a paid staff member trained and approved by the Division of Student Success in the university accounting system; and

8.4.3.4.2.4 The corporation, organization, or group seeking an allocation must have been established and continuously funded by the Student Senate for at least three (3) years prior to application for Block Allocation Status or have yearly audits for the past three fiscal years; and

8.4.3.4.2.5 The corporation, organization, or group seeking an allocation must demonstrate a need for block allocation funding on a two-year basis.

8.4.3.4.2.6 Upon completion of the Block Allocation Status Hearings and two-thirds (2/3) approval of the Finance Committee, a bill shall be submitted to Full Senate in order to amend Appendix F.1 to reflect the recommended changes.

8.4.3.5 Block Allocation Hearings.

8.4.3.5.1 Occurrence. Hearings shall be held and completed by the Finance Committee prior to March 1st of each odd numbered fiscal year.

8.4.3.5.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group with Block Allocation Status as listed in Appendix F.1 and consider each request.

8.4.3.5.3 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.3.5.4 Submission by the Finance Committee. The Finance Committee upon a two-thirds (2/3) vote of the members present and voting shall immediately upon the conclusion of Block Allocation Hearings submit a Block Allocation Bill to the Student Senate authorizing the allocations that were approved during Block Allocation Hearings or as amended by the Finance Committee.

8.4.3.5.5 Approval by Student Senate. The Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall either approve the Block Allocation Bill without amendment or shall send the Block Allocation Bill, with recommendations, back to the Finance Committee for amendment and resubmission to the Student Senate. Final approval must occur prior to April 1st of each odd numbered fiscal year.
8.4.3.5.6 At the last scheduled Student Senate meeting prior to April 1st, should the Block Allocation Bill not have been approved by the Student Senate, Student Senate shall have the authority to amend the Block Allocation Bill upon a two-thirds (2/3) vote of the members present and voting.

8.4.4 Line Item Allocations

8.4.4.1 One-Year Basis. Line Item Allocations shall be made on a one-year basis to groups with line item status.

8.4.4.2 Accounts Administered by the Student Senate Treasurer. The Student Senate Treasurer shall administer all funds allocated by Line Item. All vouchers must contain the signature of the Student Senate Treasurer, which stipulates that all items presented for payment on that voucher are bona fide requests which have been allocated to an account. Voucher forms submitted to the Treasurer’s office after June 1st or a date specified by the Student Senate Treasurer will not be processed in order to allow time for compliance with fiscal year end accounting procedures.

8.4.4.3 Line Item Status Minimum criteria. The minimum criteria for Line Item Allocation Status shall include the following:

8.4.4.3.1 The corporation, organization, group must have received funding from the Student Senate in the previous fiscal year.

8.4.4.3.2 All corporations, organizations, and groups must be registered student organizations with the Student Involvement and Leadership Center

8.4.4.4 Line Item Allocation Hearings.

8.4.4.4.1 Occurrence. Hearings shall be held and completed by the Finance Committee prior to March 15th of each fiscal year.

8.4.4.4.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group that has Line Item Allocation Status and consider each request.

8.4.4.4.3 Amendments to Requests. The Finance committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.4.4.4 Submission by the Finance Committee. The Finance Committee, upon a two-thirds (2/3) vote of the members present and voting, shall immediately upon the conclusion of Line Item Allocation Hearings submit a Line Item Allocation Bill to the Student Senate authorizing line item allocations that were approved during Line Item Allocation Hearings or as amended by the Finance Committee.

8.4.4.5 Approval by Student Senate. The Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall either approve the Line Item Bill without amendment or shall send the Line Item Bill with recommendations back to the Finance Committee for amendment and resubmission to the Student Senate. Final approval must occur before April 1st of each fiscal year.

8.4.4.6 At the last scheduled meeting prior to April 1st, should the Line-Item Allocation Bill not have been approved by the Student Senate, Student Senate shall have the authority to amend the Line-Item Allocation Bill upon a two-thirds (2/3) majority vote of those present and voting.

8.4.5 Unallocated Allocations

8.4.5.1 One-Year Basis. Allocations from the Unallocated Account shall be made on a one-year basis.

8.4.5.2 Minimum Status: The corporation, organization, or group seeking funding must be a registered student organization with Student Involvement and Leadership Center.
8.4.5.3 Allocation Requests. All corporations, organizations, and groups which request an allocation from the Student Senate Unallocated Account shall submit an Allocation request on or before the legislative deadline for the meeting at which the request will be considered.

8.4.5.4 No bill from a previously approved purchase order will be paid and no request will be made for a check for any service fee or honoraria until ten (10) instructional days after final passage of the legislation.

8.4.5.5 Accounts Administered by the Student Senate Treasurer. The Student Senate Treasurer shall administer all funds allocated from the Unallocated Account. In order to be valid, all vouchers must contain the signature of the Student Senate Treasurer which stipulates that all items presented for payment on that voucher are bona fide requests which have been allocated to an account. Voucher forms submitted to the Student Senate Treasurer’s office after June 1st or a date specified by the Student Senate Treasurer will not be processed in order to allow time for compliance with fiscal year end accounting procedures.

8.4.5.6 Allocation Requests. All corporations, organizations, and groups which request an allocation from the Student Senate Unallocated Account shall submit an Allocation request on or before the legislative deadline for the meeting at which the request will be considered.

8.4.5.7 Occurrence. A request for allocation from Student Senate Unallocated Account may be heard at any regularly scheduled meeting of the Finance Committee.

8.4.5.8 Purpose. The Finance Committee shall hear the request of each corporation, organization or group and consider each request.

8.4.5.9 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all members present and voting.

8.4.5.10 Referral to Student Senate. The Finance Committee, upon a majority vote of the members present and voting, shall send bills allocating less than $1,000.00 to Student Senate for final approval. Bills allocating $1,000.00 or more shall require two-thirds (2/3) vote of the Finance Committee members present and voting.

8.4.5.11 Approval by Student Senate. Student Senate, upon a majority vote of the members present and voting, shall grant final approval to a bill allocating less than $1,000.00. Bills allocating $1,000.00 or more shall require a two-thirds (2/3) vote of the Student Senate members present and voting.

8.4.6 Reserve Allocations

8.4.6.1 50% of funds remaining at the end of the fiscal year, including excess revenue above the estimated revenue from fiscal year 2002 onward, from all allocations made by the Student Senate and in the Unallocated Account will be transferred to the Reserve Account and 50% will be transferred to the Unallocated Account for the following fiscal year.

8.4.6.2 The balance of the Reserve Account shall not fall below $150,000.00 unless funds are needed to maintain vital functions of the Student Senate, including, but not limited to, KU on Wheels.

8.4.6.3 The Student Senate Treasurer shall administer all funds allocated from the Reserve Account.

8.4.6.4 Allocations from the Reserve Account will be made following the same process as allocations from the Unallocated Account. All requests for allocations from the Reserve Account must receive a two-thirds (2/3) favorable vote in the Student Senate for passage.

8.4.6.5 Reserve Allocation Hearings.

8.4.6.5.1 Occurrence. A request for allocation from the Student Senate Reserve Account may be heard at any regularly scheduled meeting of the Finance Committee.
8.4.6.5.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group, which is a registered student organization with the Division of Student Success's Student Involvement and Leadership Center office, and consider such request within the context of the apportionment to the Student Senate Reserve Account.

8.4.6.5.3 Amendments to Requests. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.6.5.4 Referral to Student Senate. The Finance Committee, upon a two-thirds (2/3) majority vote of those present and voting, shall send the bill to Student Senate for final approval.

8.4.6.5.5 Approval by Student Senate. Student Senate, upon a two-thirds (2/3) majority vote of those present and voting, shall grant final approval to an allocation request.

8.4.6.6 The following criteria will be used to allocate Reserve Account funds:

8.4.6.6.1 Allocations will not be made in amounts less than $1,000.00,

8.4.6.6.2 Allocations will not be made for normal operations or special events of student organizations, including augmentation of the Unallocated Account if and when it becomes depleted.

8.4.6.6.3 Allocations will be used for projects that benefit a substantial number of students or that leave a lasting mark on the university community.

8.4.7 Amendment to the Budget

8.4.7.1 Occurrence. A request for a substantive change to an allocation or apportionment previously approved by Student Senate shall be heard in bill form at a regularly scheduled meeting of the Finance Committee.

8.4.7.2 Purpose. The Finance Committee shall hear the request of each corporation, organization, or group and consider such request within the context of the Budget of the University of Kansas Student Senate.

8.4.7.3 Amendments to a Request for Substantive Change. The Finance Committee may amend any portion of a corporation’s, organizations, or group’s request by a simple majority vote of all those present and voting.

8.4.7.4 Referral to Student Senate. The Finance Committee, upon two-thirds (2/3) vote of the members present and voting, shall send the request for amendment to Student Senate for final approval.

8.4.7.5 Approval by Student Senate. Student Senate, upon a two-thirds (2/3) vote of the members present and voting, shall grant final approval to a request for a substantive change to an allocation previously approved by Student Senate.

8.4.8 Line Item Change

8.4.8.1 Required applications. Applications for all line Item changes more than $200.00 in amount must be made by each corporation, organization, or group requesting such a change, and shall include the following:

8.4.8.1.1 The name of the organization or group seeking the transfer; and

8.4.8.1.2 The specific nature of the transfer requested and the existing line Item(s); and

8.4.8.1.3 A written statement from the corporation, organization, or group explaining the reasons for the necessity of the transfer; and

8.4.8.1.4 Any other information which the Student Senate Treasurer deems necessary.

8.4.8.2 Requests for line item changes less than or equal to $200.00 may be reviewed and decided upon by the Student Senate Treasurer.

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8.4.8.2.1 The corporation, organization, or group may appeal the decision of the Student Senate Treasurer to the Student Executive Committee.

8.4.8.2.2 Occurrence. A request for a line item change to an allocation previously approved by Student Senate shall be heard at a regularly scheduled meeting of the Student Executive Committee.

8.4.8.2.3 Purpose. The Student Executive Committee shall hear the request of each corporation, organization, or group and consider such request within the context of the Budget of the University of Kansas Student Senate.

8.4.8.2.4 Approval by the Student Executive Committee. The Student Executive Committee, upon a three-fourths (3/4) vote of the members present and voting, shall grant final approval to a request for a Line Item change to an allocation previously approved by Student Senate.

8.4.9 Expenses from Prior Fiscal Year

8.4.9.1 The Student Senate Treasurer shall hold the power to complete a special budget transfer in order to pay a bill from the prior fiscal year.

8.4.9.2 Requirements for transfer are as follows:

8.4.9.2.1 Must have evidence of approval dated in the prior fiscal year.

8.4.9.2.2 50% of the total transfer shall be from the Student Senate Unallocated Account and 50% of the total shall be from the Student Senate Reserve Account.

8.4.9.2.3 Any total transfer over $1,000 requires a (2/3) vote of the Student Senate Executive Committee members present and voting.

8.4.9.2.4 Student Senate Rules and Regulations 8.4.6.6 does not apply when executing this action.

Section 5 ACTIVITY FEE REGULATIONS

8.5.1 Any corporation, organization or group meeting the minimum requirements of these regulations shall be eligible to receive two hundred dollars ($200.00) in General Funding to be used for general office supplies, duplicating, printing, postage, and non-Kansan advertising. This rule shall not prevent, in special circumstances, the allocation of more than two hundred dollars ($200.00) to corporations, organizations, or groups who have a need for more General Funding.

8.5.2 Instead of General Funding, graduate and professional student organizations, corporations or groups who meet the minimum requirements of these regulations shall be eligible to receive a two hundred dollar ($200.00) Standard Allocation to be used for general office supplies, duplicating, printing, postage, non-Kansan advertising, books and presentation materials. This rule shall not prevent, in special circumstances, the allocation of more than two hundred dollars ($200.00) to corporations, organizations, or groups who have a need for a larger Standard Allocation.

8.5.3 Disbursement of Funds for Special Events.

8.5.3.1 Each request for special event funding must be accompanied by the event’s starting and ending dates.

8.5.3.2 If funds allocated for a special event are not spent by ten (10) days after the event’s ending date, the funds shall revert to the Student Senate Unallocated Account at the discretion of the Student Senate Treasurer.

8.5.3.3 Funds from the Student Senate Activity fee may fund a special event up to one thousand dollars ($1,000.00), beyond this level a group may receive up to fifty percent (50%) of the remaining expenditures for the special event.
8.5.3.4 Required Information. For any allocation the group, organization, or corporation must provide a total budget for the event that includes all anticipated expenses and income. The Finance Chair shall be responsible for contacting the legislation’s author prior to the Finance Committee Meeting to notify them of this requirement.

8.5.4 Contractual Services

8.5.4.1 Service Fees [8.1.8.4]. Any corporation, organization or group that requests funding for a service fee must provide a contractual services form with the name and signature of the person or entity who will provide the service. This contractual services form must also include the dollar amount and date that service will be provided. This form must be turned in to the Finance Chair before the bill is presented to the Committee. The Finance Chair shall be responsible for contacting the legislative author prior to the Finance Committee Meeting to notify them of this requirement.

8.5.4.2 If the group does not have a contractual services form completed at the Finance Committee meeting, they may present written correspondence with the person to provide the service that indicates the date, amount, and an agreement to provide the service subject to those terms. This correspondence must be directly from the person providing the services or that person’s authorized representative. If the normal contractual services form is not complete by the time of the regular Student Senate meeting, however, the service fee request shall be stricken from the legislation.

8.5.4.3 Consideration by the Finance Committee. No funds shall be allocated or apportioned to any corporation, organization, or group for a Service Fee [8.1.8.3] unless either the Finance committee approves the service fee request or Full Senate approves an amendment adding the service fee request to a bill by a two-thirds (2/3) vote.

8.5.5 Any corporation, organization, or group seeking funding, excluding general funding, must provide documentation of other fundraising efforts. Fundraising efforts shall include but not be limited to collection of dues, collection of donations, and/or participation in activities to raise money for the group.

8.5.6 Required to Be Open to All KU Students. No funds shall be allocated to any corporation, organization, or group that is not open de facto to all University of Kansas students.

8.5.6.1 A group may not charge membership fees or dues that preclude any student from participating in the group. No funds shall be allocated to any corporation, organization, or group that precludes membership and/or ability to become an officer on the basis of membership dues and/or fees. This shall not restrict funds from being allocated to any corporation, organization, or group that organizes an event for which a fee is required, as long as no funds from Student Senate are used to promote and/or facilitate said event.

8.5.7 Academic Standards Cannot Be Required. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group which requires individuals to meet academic standards as a prerequisite for participation.

8.5.8 Officers of Organizations Must Be Students. Funds shall only be allocated or apportioned to corporation, organization, or groups in which all officers are KU students.

8.5.9 No Reimbursement Allowed. No funds shall be allocated from student fees for reimbursement to any corporation, organization, or group. Additionally no approvals will be made by Student Senate Treasurer or Assistant Treasurer for the purposes of reimbursement.

8.5.10 Funds Cannot Be Used for Travel. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for travel expenses [8.1.8.5].

8.5.11 No Academic Credit for Participation. No funds shall be allocated or apportioned to any corporation, organization, group or activity whose primary purpose is for members to give or receive academic credit.
8.5.12 Funds Cannot Be Used for Academic Projects. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for academic projects with the intent to publish in an academic journal or present at an academic conference.

8.5.13 Funds cannot be used for specific religious activities or materials. This includes, but is not limited to, religious texts, worship or devotional services, conversion efforts and salaries for religious officials. Funds can be allocated to organizations whose primary function is religious for traditionally secular activities that may have a religious perspective.

8.5.14 Funds Cannot Be Used for Social Functions. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for any activity that does not have a primarily educational or multicultural purpose [8.1.8.2].

8.5.15 Funds Cannot Be Used for Duplication of Services. No funds shall be allocated or apportioned to any corporation, organization, or group for the purpose of recruiting students for post-graduation employment.

8.5.16 Funds Cannot Be Used to Maintain Affiliations. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group.

8.5.17 Funds may be allocated from student fees to a student organization to indirectly raise funds for another non-profit organization [8.1.8.3].

8.5.17.1 No student organization may be allocated more for an indirect fundraising event than ten percent (10%) of the previous three (3) year fundraising average.

8.5.17.2 The fundraising average shall be determined by total yearly donations from the student organization made to the third-party non-profit organization which the event fundraise for.

8.5.17.3 If the event has not occurred in one or more of the last three (3) years, the income from that years in which the event does not occur will be assumed to be zero (0).

8.5.17.4 Allocations for indirect fundraising will comply with Article 8, Sections 4 and 5 of Student Senate Rules and Regulations.

8.5.18 Funds Cannot Be Used to Maintain Affiliations. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group.

8.5.19 This shall not restrict Student Senate from allocating funds toward affiliation dues if deemed vital to the primary purpose of that student group.

8.5.20 Funds Cannot Be Used for Recruiting Individuals to or from the University. No funds from student fees shall be allocated or apportioned for the purpose of recruiting students for post-graduation employment.

8.5.20.1 No funds from student fees shall be allocated or apportioned for the purpose of recruiting individuals to the University. No funds from student fees shall be allocated or apportioned to any costs, organization or group that has the primary purpose of recruiting student for post-graduation employment.

8.5.20.2 No funds from student fees shall be allocated or apportioned to any corporation, organization, or group that has the primary purpose of recruiting individuals to or from the University.

8.5.20.2.1 This shall not prevent funds from being allocated for the purpose of recruiting students to participate in activities that occur while the students are enrolled at the University.

8.5.20.3 Funds Cannot Be Used to Grant Scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization, or group for the purpose of granting scholarships. No funds from student fees shall be allocated or apportioned to any corporation, organization or group that has the primary purpose of granting scholarships.
8.5.20.4 Notice of All Publicity Required. No funds shall be allocated to any corporation, organization, or group for any publication, advertisement, poster, flyer, promotion, etc. unless, upon request, a copy is made available to the Student Senate Treasurer prior to disbursement of funds for publication or broadcast. For non-English publications an English translation may also be requested.

8.5.20.5 Use of Student Senate Logo Required. All advertisements and promotions for any corporation, organization, group, or activity funded in part or in full by student fees must display the Student Senate logo [8.1.8.4], unless display of the logo would be impossible, in which case such advertisements and promotions must credit the words “Funding contributed by the University of Kansas Student Senate.” The terms ‘advertising’ and ‘promotions’ as used in this subsection shall include, but not be limited to: newspaper advertisements, radio advertisements, flyers, posters, etc.

8.5.20.6 Verification of Compliance. No funds from student fees shall be allocated to any corporation, organization, or group which charges admission to any event said corporation, organization, or group is sponsoring unless, upon request by the Student Senate Treasurer, two (2) complimentary admission passes are granted for the event to the Student Senate for the purpose of verifying compliance with these rules and regulations.

8.5.20.7 Telephone and Internet Services: Funds shall not be used for telephone or internet expenses unless the services are provided through the University in a space in the Student Involvement and Leadership Center.

8.5.20.8 Walkable Items: Funds shall not be used to purchases items over the amount of fifty dollars ($50.00) with the potential to be transported to another location for personal use.

8.5.20.9 University Daily Kansan Advertising: Funds shall not be allocated to any corporation, organization, or group for University Daily Kansan (UDK) advertising. Student Senate, for the purpose of the Student Senate Advertising Program, shall be exempt from this rule.

8.5.20.10 Funds Cannot Be Used for Food: No funds from student fees shall be allocated or apportioned to any corporation, organization or group for food, refreshments, beverages, etc.

8.5.20.11 Awards and Give Aways: Funds shall not be used to purchase items with the intent to distribute them that do not have a primarily educational purpose. This shall include awards, prizes, trophies, certificates, presents, etc.

8.5.20.12 Decorations: Funds shall not be used to purchase decorations that do not have a primarily multicultural purpose.[8.1.8.2].

ARTICLE IX. REFERENDUM AND INITIATIVE

Section 1. STUDENT BODY PREROGATIVE

All enactments, bills, petitions, and resolutions may be subject to the vote of the student body.

Section 2. GOVERNANCE

The Elections Commission shall have the responsibility to administer any referendum or initiative.

Section 3. DEFINITIONS

9.3.1 Referendum: the principle or practice of submitting to popular vote a measure passed upon or proposed by a legislative body or by popular initiative.

9.3.2 Initiative: a procedure enabling a specified number of voters, by petition, to propose legislation and secure its submission to the electorate or to a legislative body for approval.
9.3.3 Special election: an election ordered by a two-thirds (2/3) vote of Student Senate so that pressing legislation may be put to a direct vote of the student body not during the regularly scheduled Student Senate elections.

Section 4. PETITION FOR INITIATIVE

9.4.1 An initiative petition must contain the signature and student ID number of each student signing the petition.

9.4.2 No initiative may be sought by petition to deny or revoke Student Senate funding for any officially recognized student organization or group of student organizations through proposed legislation.

9.4.3 The petition must contain the exact wording of the legislation in question, as it is to appear on the ballot.

9.4.3.1 Before collecting signatures, students are encouraged to visit the Student Senate office for assistance in properly drafting the proposed legislation.

9.4.4 The petition must contain the signatures of at least six percent (6%) of the total number of students at the Lawrence campus according to the 20th day headcount of the fall semester in that academic year.

9.4.4.1 The Elections Commission Chair shall announce the exact number of signatures needed within forty-eight (48) hours of requests.

9.4.4.2 The Elections Commission Chair shall determine said number in consultation with the Student Senate Chief of Staff and the University Registrar.

Section 5. PROCEDURES FOR STUDENT INITIATIVE

9.5.1 The petition shall be directly turned in to the Student Senate Executive Secretary who shall immediately transmit a copy of the petition to the Elections Commission.

9.5.2 The Student Senate Executive Secretary shall properly codify the proposed legislation and inform the Student Senate of said action within seven (7) days of receipt of the petition.

9.5.3 The Elections Commission shall determine the validity of the students’ signatures on the petition and inform the Student Senate of said determination within fourteen (14) days of the receipt of the petition.

9.5.4 If the petition is determined to contain the required number of valid signatures, the proposed legislation shall be immediately referred to the appropriate standing committee, in accordance with Article III, Section 4.3.

9.5.5 The standing committees, Student Senate, and the Student Body President may approve the legislation, without amendments, in accordance with Article III, Section 4.7. This action is understood to take the place of a student referendum and is not subject to revision at any time, in any action, during the next six months.

9.5.6 The Student Senate may vote to directly send the proposed legislation to a referendum in either a Student Senate or a special election in accordance with Article IX, Section 6.

9.5.7 If the legislation fails, is not approved during the first or second legislative cycle within which it was introduced, or a Student Senate election is scheduled to be held within six (6) weeks, the legislation shall be automatically placed upon a referendum ballot during said Student Senate election in accordance with Article VIII, Section 7.

9.5.8 If the initiative is introduced within six (6) weeks of a Student Senate election:
   A. The petition shall be directly turned in to the Elections Commissioner who shall immediately transmit a copy of the petition to Student Senate.
   B. The procedures outlined in 9.5.2 and 9.5.3 shall be followed.
C. All procedural questions shall be addressed solely by the Elections Commission and must be considered before the elections can be certified.

D. The filing deadline for initiative petitions to be considered for the current Student Senate election shall be the Wednesday three (3) weeks prior to the first day of the election.

Section 6. PROCEDURES FOR STUDENT SENATE GENERATED REFERENDUM

9.6.1 The Student Senate may, by a two-thirds (2/3) vote, place any piece of legislation, including student-generated initiatives, upon a referendum ballot.

9.6.2 If a Student Senate election is not scheduled within six (6) weeks, the Student Senate may, by a two-thirds (2/3) vote, order the Elections Commission to hold a special election within six (6) weeks to vote on the referendum ballot.

9.6.3 If Student Senate does not order a special election or a Student Senate election is scheduled within six (6) weeks, but prior to the scheduled day of ballot printing, the legislation shall be placed upon a referendum ballot in the Student Senate election in accordance with Article VIII, Section 7.1.

Section 7. PROCEDURES FOR REFERENDUM

9.7.1 The normal procedure followed during a regular student senate election shall be in effect during a referendum.

9.7.2 Ten percent (10%) of the eligible student body must vote in the referendum election for the results to have any effect.

9.7.3 The Elections Commission shall tabulate the results.

9.7.4 If the proposed legislation receives over 50% of the vote, it shall be treated as a regular enactment of the Student Senate, but shall not be subject to the veto of the Student Body President or to revision by the Student Senate at any time, in any action, during the next 12 months.

9.7.5 If the proposed legislation receives less than fifty-percent (50%) of vote it shall be treated as a regular defeated motion.

9.7.6 If the proposed legislation receives less than ten-percent (10%) of the eligible student body votes, it shall be treated as a tabled motion only to be returned to referendum in the next regularly scheduled Student Senate election.
APPENDIX A

A.1 This appendix explains the system of appendices used in Student Senate Rules and Regulations, their purpose, their enforcement, and the process of updating them.

A.2 The appendices of Student Senate Rules and Regulations include:

A. An explanation of the appendices.
B. A listing of the positions that Student Representatives are appointed to on the Boards of Student Senate, and University Committees and Boards.
C. The latest copy of the Student Senate Elections Code.
D. The latest information relating to the Committee Orientation Program.
E. Code of Student Rights and Responsibilities.
F. Block Allocation Status.
G. Exemptions from Student Senate Rules and Regulations.
H. University of Kansas Senate Code Articles III, IX, and XVI.
I. General Funding Guidelines.
J. Gender Identity and Expression Definition.
K. Standing Committee Charges.
M. 2012-2013 Outreach Policy.
N. Multicultural Education Fund Board, and
P. Student Senator Office Hour Responsibilities Plan

A.3 Purpose. The purpose of these appendices as provided for in the Senate CODE is to provide a better understanding to various sections of Student Senate Rules and Regulations.

A.4 Enforcement. These appendices do not have the force of rules. Student Senate Rules and Regulations are the authority concerning such matters. The Appendices include important information and accepted procedures on how to carry out various sections of Student Senate Rules and Regulations. However, the exact procedure may vary as long as it is within the Rules.

A.5 Updating. The Summer Student Executive Committee is responsible for updating the appendices for inclusion in the next copy of Student Senate Rules and Regulations. Amendment of the appendices will be handled as any other Bill amending Student Senate Rules and Regulations or as specified within the different included documents.