

THE
BY-LAWS
OF THE
PURDUE STUDENT GOVERNMENT

Article I. Name

This Document, called the Bylaws shall be subordinate and additional to the Constitution of the Purdue Student Government.

Article II. General

Section 2.01 Ethics

- (a) Possession or Consumption of Alcohol or illegal substances during Meetings or Events
 - (i) There shall be no possession of, or consumption of, alcoholic beverages or illegal substances by any person in attendance during any meeting of the Cabinet, Student Senate, Court, Board of Directors, any committee of any of these, any other Purdue Student Government Body, or any Purdue Student Government sponsored event.
 - (ii) Any person found in violation of paragraph (i), or under the influence of alcohol of illegal drugs, shall be removed from the meeting or event.
 - (iii) Any member of the Purdue Student Government found in violation of paragraph (i) shall be immediately reported to the Office of the Dean of Students.
 - (iv) A second violation of paragraph (i) shall constitute malfeasance in office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government.
- (b) Voting Rights
 - (i) No Purdue Student Government Officer or Appointee may vote on a request for funds from any student organization (excluding the Purdue Student Government) that they hold an appointed or elected leadership position in.
 - (ii) A violation of paragraph (i) shall constitute malfeasance in office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government.

Section 2.02 Responsibilities of Officers

- (a) Purdue Student Government Officers shall exemplify the highest standards of Purdue University while representing the Purdue Student Body. Failure to adhere to the responsibilities set out in the Bylaws shall constitute a malfeasance of office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government.
- (b) All officers shall be required to attend all of their regularly scheduled meetings and shall also be required to attend any meetings or events that the Chief of Staff deems mandatory.
 - (i) For Senators, missing two or more Purdue Student Government Senate meetings or Purdue Student Government Committee meetings without a proper exemption within a given semester shall constitute a malfeasance of office and be grounds for removal from all offices and positions held in the Purdue Student Government.
 - (ii) For Officers other than Senators, missing two or more meetings in a given semester without a proper exemption, shall constitute a malfeasance of office and be grounds for firing or removal from all offices and positions held in the Purdue Student Government.
 - (iii) Officers other than Senators shall serve three scheduled office hours per week. Exemptions to office hours may be granted by the Chief of Staff.

- (iv) Each Senator, excluding Committee Chairpersons and the President Pro Tempore, shall serve three scheduled office hours per week. Exemptions to office hours may be granted by the President Pro Tempore.
- (v) Executive Officers shall serve five scheduled office hours per week.
- (vi) Officers other than Senators who miss two or more meetings in a given semester, without a proper exemption, shall constitute a malfeasance of office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government.
- (vii) No Senator may be granted an exemption unless the Senator arranges for a proxy.

Section 2.03 Professionalism

- (a) Conduct
 - (i) Any person attending any meeting of the Purdue Student Government shall be required to act within the confines of common decency and sensitivity to other people present.
 - (ii) Persons failing to act with good conduct, as ruled by the Chief of Staff or advisor, shall be removed immediately, before any further business can be conducted.
- (b) Proper Attire
 - (i) All Student Government Officers shall be required to wear proper attire while attending to the business of the Purdue Student Government.
 - (ii) Proper attire shall for Cabinet meetings be the same as for the Senate meeting on days that they coincide. Cabinet attire for all other meetings shall be at the discretion of Cabinet and shall be submitted to the Secretary.
 - (iii) Proper Attire for Senate meetings shall be
 - 1) Business formal for the first and last senate meeting of every semester.
 - 2) Business casual for all other senate meetings
 - (iv) Proper attire for all other Student Government Bodies shall be at the discretion of those bodies and shall be submitted to the Secretary.
 - (v) The Student Government Chief of Staff may call for binding exceptions to this rule as situations dictate.
 - (vi) No person may enter any Purdue Student Government meeting, event or facility with attire that is in any way derogatory, inflammatory, or offensive.
 - (vii) The Student Government advisor shall be the final authority on the suitability of individual attire.
- (c) On the use of Purdue Student Government Logos, Symbols, and Letterhead
 - (i) No logo or symbol of the Purdue Student Government may be altered or incorporated into a larger symbol without the express written permission of the Student Body President.
 - (ii) Use of the Purdue Student Government Seal shall be restricted to those documents that have been ratified by the Senate and approved by the Student Body President.
 - (iii) Any official, non-electronic, correspondence on behalf of Purdue Student Government must be contained within the formal approved letterhead of the Purdue Student Government.

Section 2.04 Open Meetings

(a) Definitions

- (i) "Purdue Student Government body" means any council, committee, board, department, agency, commission or other body created by the Constitution, Bylaw, resolution, bill, rule, order or other legislation.
- (ii) "Meeting" means the convening of members of a Purdue Student Government body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference that is not intended to avoid this article. A partisan caucus of the Student Senate or other Purdue Student Government body is not a meeting. A discussion or brainstorming of a tentative nature preliminary to focusing on a specific outcome, and which is not intended to evade the law, is not a meeting.
- (iii) "Open session" means a meeting that is held in a place reasonably accessible to all Purdue Student Government members and open to all Purdue Student Government members at all times during the meeting.

(b) Public Notice

- (i) Every meeting of a Purdue Student Government body shall be preceded by public notice at least one school day prior to the commencement of the meeting.
- (ii) Public notice of all meetings of an Purdue Student Government body shall be given by posting outside the Purdue Student Government office, the Purdue Student Government display case in the Stewart Center, and as required by Constitution, Bylaw, resolution, bill, rule, order or other legislation.
- (iii) Every public notice of a meeting of an Purdue Student Government body shall set forth the time, date and place of the meeting, in such form as is reasonably likely to apprise Purdue Student Government members thereof. Every public notice must identify all bills, resolutions, main motions, or other legislation that will receive a vote at the meeting by number, if any, and a brief description of content or effect. Every public notice must further identify other subject matters in such form as is reasonably likely to apprise Purdue Student Government members thereof, including an explanation that complete information on such bills, resolutions, main motions or other legislation is available in the Purdue Student Government office.
- (iv) If an emergency or difficulty not engendered by the failure of a Purdue Student Government officer, appointee or employee to comply with this section requires that a matter be considered without public notice at a meeting of a Purdue Student Government body, then any action taken must be submitted for ratification at the next regular meeting of that body.
- (v) Meeting minutes shall accurately and in detail reflect who was present for any meeting of a Purdue Student Government body. They must also reflect the substance of speeches and debates in Open Forum and by the members of that Purdue Student Government body.

(c) Exemptions

- (i) A meeting of a Purdue Student Government body may be held in closed session for any of the following purposes:
 - 1) Deliberating concerning a case which was the subject of any judicial trial or hearing before that Purdue Student Government body;
 - 2) Considering dismissal, demotion or discipline of any Purdue Student Government employee;
 - 3) Considering employment, promotion, compensation or performance evaluation of any Purdue Student Government employee or applicant for employment;
 - 4) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations;

- 5) Deliberating or negotiating the purchasing of property, the investment of funds, or conducting other business, whenever competitive or bargaining reasons require a closed session; and
 - 6) Conferring with legal counsel of the Purdue Student Government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- (d) Procedures
- (i) Any meeting of a governmental body, upon motion duly made and carried, may be convened under one or more of the exemptions stated in Section Three of this Article. The motion shall be carried by a majority roll call vote. No motion to convene in closed session may be adopted unless the presiding officer of the body announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the presiding officer's announcement of the closed session.
 - (ii) If business cannot begin due to lack of quorum at a Purdue Student Government meeting, the Secretary, or if absent, the presiding officer, will call for an informal vote on a substitute meeting time and then a single No-Quorum Call. A No-Quorum Roll Call will be valid if called at least fifteen minutes after the start of the meeting and within thirty minutes.
- (e) Compliance
- (i) Unless otherwise provided for in these Bylaws or the rules or legislation of the Purdue Student Government, the presiding officer of a Purdue Student Government body shall be responsible for complying with this section and all other provisions regarding open meetings and free access.
- (f) Interpretation
- (i) This section shall be interpreted to guarantee the greatest possible access for Purdue Student Government members to meetings of Purdue Student Government bodies consonant with the privacy of individuals and the reasonable efficiency of the body.
 - (ii) Precedents and rulings under the Indiana Open Meeting laws shall be persuasive in interpreting this section.
 - (iii) *The Student Body Secretary shall be responsible for all open records requests.*

Article III. Physical Facilities

- (a) General
- (i) The Student Body Secretary shall be the final authority and chief officer responsible for governing the use, maintenance, procurement, and disposal of Purdue Student Government facilities and properties.
 - (ii) No Purdue Student Government property may be used in any manner that violates the laws regulations of the United States, the State of Indiana, or Purdue University.
 - (iii) The Student Body Secretary can create further rules and regulations for use of Student Government Office Space through the procedure described herein.
 - 1) *The Secretary must submit any changes in the rules and regulations governing Purdue Student Government property in writing to the Student Body President, Chief of Staff, President Pro tempore, and primary advisor.*
 - 2) *At the next following Student Senate meeting, meeting of the Student Court, and Board of Directors meeting, the Student Body Secretary must advise the officers of the change and take questions on the matter.*
 - 3) *The change must be posted in the Purdue Student Government office for seven school days.*

- (iv) Any rule or regulation created by the Student Body Secretary may be appealed, by any officer, to the Student Senate, who can overturn the rule with a majority ruling.
- (b) Office
- (i) The Purdue Student Government shall have and continuously maintain an office located in Room G-6 of the Stewart Center of the Purdue University West Lafayette Campus.
 - (ii) The Purdue Student Government Office shall be open access to the public and any member from 10:00am to 4:00pm on any regular academic school day, as determined by the Purdue University Registrar, provided that at least one officer or employee of Purdue Student Government is available.
 - (iii) "Open access" shall be defined as the use unto such degree as members can meet with, enlist support from, or otherwise conduct business with an officer of Purdue Student Government.
 - (iv) Officers shall have access to the main office during any regular operating hours of the Stewart Newsstand.
 - (v) Executive Officers shall have access to the office at any time.
 - (vi) A current copy of Robert's Rules of Parliamentary Procedure shall be available and maintained in the Purdue Student Government Office.
 - (vii) The Purdue Student Government can, from time to time, maintain other offices, storage facilities, or other plant properties, which shall also fall under the jurisdiction of the Student Body Secretary.
- (c) Equipment
- (i) Any property of Purdue Student Government that is not consumable in nature shall be deemed equipment. Equipment that by nature uses consumables other than electricity shall fall under the policy of consumables.
 - (ii) Use of Purdue Student Government equipment shall be limited to the officers of Purdue Student Government.
 - (iii) Officers may use equipment for any use they deem necessary except.
 - 1) *Any use for which that piece of equipment is not designed*
 - 2) *Any use that may cause damage to the equipment*
 - 3) *Any use that may cause harm to an individual*
 - 4) *Any use that requires the equipment leaves the property of Purdue University*
 - 5) *Any use that will in any way reduce, beyond normal wear and tear, the ability for Purdue Student Government to use that piece of equipment in the future*
 - (iv) The Student Body Secretary may rule to create exceptions to equipment policies.
- (d) Consumables
- (i) Any property of Purdue Student Government whose value is diminished through its normal use shall be deemed consumable.
 - (ii) Consumables of Purdue Student Government shall be used only by the officers of Purdue Student Government for the furtherance of Purdue Student Government efforts.

- (iii) Use of any consumable by an officer for any activity not relating to Student Government shall constitute a malfeasance in office and be grounds for firing, or removal from all offices and positions held in the Purdue Student Government.

Article IV. Cabinet

Section 4.01 Meetings of the Cabinet

- (a) Procedures of the Cabinet
 - (i) The Student Body President shall chair the cabinet
 - (ii) All procedures for cabinet shall be at the discretion of the Student Body President
 - (iii) Cabinet cannot spend more than \$1,000 on one single project without the approval of Senate; the Senate has the final decision of what constitutes a single project. Releasing of money by the Student Body Treasurer in excess of \$1,000 on a project not approved by Senate is malfeasance of office and is grounds for firing, or removal from office.
 - (iv) Student Body President, Student Body Vice President, Chief of Staff, Student Body Treasurer, President Pro Tempore, Executive Director of Programming, Executive Director of External Affairs, Executive Director of Government Relations, Student Body Secretary, Chief Justice, Chairperson of the Committee on Academic Affairs, Chairperson of the Committee on Student Affairs, Chairperson of the Committee on Internal and Financial Affairs, Chairperson of the Committee on Financial Affairs, shall be permanent members of the Cabinet.
- (b) Records of the Cabinet
 - (i) The Student Body Secretary shall take minutes for cabinet to be distributed to all members of cabinet.
 - (ii) Minutes of the cabinet shall be considered public record and automatically distributed to all Officers of Purdue Student Government.-

Section 4.02 Duties of the Executive Officers

- (a) The Student Body President: Shall be the Chief Executive Officer, head and official spokesperson and representative of the Purdue Student Government and have, among others, the following minimum duties, powers and authority as described herein:
 - a. Powers of internal appointment including;
 - i. Chief of Staff
 - ii. Executive Director of Programming
 - iii. Executive Director of Government Relations
 - iv. Executive Director of External Affairs
 - v. Student Body Secretary
 - vi. Student Body Treasurer
 - vii. Chief Justice
 - b. Powers of removal of appointed positions, excepting Justices;
 - c. Convening meetings of the Student Senate;
 - d. Veto power of any legislation passed by the Student Senate;
 - e. Serving as the Undergraduate Student Senator on the University Senate, unless the Student Body President is a Graduate Student, in which case the highest-ranking undergraduate member of the Cabinet shall assume the duties of the Undergraduate Student Senator;
 - f. Representing the Student Body to the Purdue University Board of Trustees, and reporting to the Purdue Student Government the actions currently being considered by the Trustees; and
 - g. Power of Ad-Hoc Committee formation.

- (b) Student Body Vice President: The Student Body Vice-President shall:
 - i. Preside during the convening of the Student Senate
 - ii. Together with the President Pro Tempore, assign Student Senators, Executive Officers, and Officers of Purdue Student Government to University Senate Committees with the approval from the University Senate
 - iii. Together with the President Pro Tempore, nominate a willing Purdue Student Government member to a committee that petitions Purdue Student Government for aid or student representatives
 - iv. Together with the President Pro Tempore, be charged with the administrative business of the Senate
 - v. Serve as the Chairperson for the Campus Safety Task Force
 - vi. Occupy a seat on the Recreational Sports Center Advisory Committee at the invitation of said Committee
 - vii. Be charged every other year or as circumstances dictate, with the convening of a committee that will make a selection of finalists for the Student Trustee position on the Board of Trustees for the University.

- (c) Chief of Staff: The Chief of Staff shall be the Chief Administrative Officer of the Purdue Student Government, subject to direction of the Student Body President, shall be responsible for the day-to-day administration of the Purdue Student Government, and oversees the appointment process of the Board of Directors.

- (d) Student Body Treasurer: The Student Body Treasurer shall keep the accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations. The Student Body Treasurer shall be the Chief Financial Officer of the Purdue Student Government and shall be responsible for finances and expenditures of all actions and activities of the Purdue Student Government. The Student Body Treasurer shall be, subject to the Student Senate, the final authority on all budgetary matters and expenditures that are not specifically reserved to the jurisdiction of the Student Senate.

- (e) President Pro Tempore: The Student Senate shall elect the President Pro-Tempore from the regular membership of the Student Senate. The President Pro-Tempore shall be the spokesperson for the Student Senate, and shall communicate the concerns of the Student Senate to the Purdue Student Government. The President Pro-Tempore shall assist the Student Body Vice-President in assigning Student Senators to University Senate Committees. The President Pro-Tempore shall also assist the Student Body Vice-President in the Administration of the Student Senate and shall set the Agenda for the Senate meetings. The President Pro Tempore shall be elected by the Senators at the first Senate meeting following the all-campus election. This election shall consist of nominations from the floor (which shall require a second), speeches on the part of all nominees, and a vote by the Senators.

- (f) Executive Director of Programming: The Executive Director of Programming, subject to the direction of the Student Body President, shall be responsible for all programming endeavors of the Purdue Student Government and participate in the appointment of the Board of Directors.

- (g) Executive Director of External Affairs: The Executive Director of External Affairs, subject to the direction of the Student Body President shall facilitate communication and cooperation between the Purdue Student Government and all other organizations and students at Purdue University and other universities; external, non-governmental entities such as businesses, and participate in the appointment of the Board of Directors.

- (h) Executive Director of Government Relations: Subject to the direction of the Student Body President and consent of the Student Senate, shall supervise and be the primary mouthpiece for the communication between Purdue Student Government and federal, state, and local governments and officials. He or she is also responsible for supervising the voting and voter registration efforts of Purdue Student Government and creating a more politically knowledgeable student body. He or she will also participate in the appointment of Officers in the Office of Government Relations.

- (h) Student Body Secretary: The Student Body Secretary shall be the Chief Records and Operations Officer of the Purdue Student Government, be responsible for the maintenance of Student Governments physical assets, and such other duties as the Student Body President may direct, and participate in the appointment of the Board of Directors.

- (j) Chief Justice: The Chief Justice shall be responsible for the administration of the Court, shall be a spokesperson for the Court, and appoints all members of the judicial with the consent of the Senate.

- (k) Chairperson of the Committee on Academic Affairs: Attend all Cabinet meetings, represent the Committee on Academic Affairs to the Cabinet, and preside over Committee meetings, and act on the findings of the committee.

The Chairperson of the Academic Affairs Committee shall be elected at the first meeting of the Committee members, in the same manner as the President Pro Tempore.

- (l) Chairperson of the Committee on Student Affairs: Attend all Cabinet meetings, represent the Committee on Student Affairs to the Cabinet, and preside over Committee meetings, and act on the findings of the committee. The Chairperson of the Student Affairs Committee shall be elected at the first meeting of the Committee members, in the same manner as the President Pro Tempore.
- (m) Chairperson of the Committee on Internal and Financial Affairs: Attend all Cabinet meetings, represent the Committee on Internal Affairs to the Cabinet, preside over Committee meetings, and act on the findings of the committee. In the event that the President Pro Tempore is to be impeached, the Chairperson shall assume the power of President Pro Tempore only for the procedure of Petition to the Senate; the President Pro Tempore shall retain all powers invested therein unless the Senate rules otherwise. The Chairperson of the Internal Affairs Committee shall be elected at the first meeting of the Committee members, in the same manner as the President Pro Tempore.
- (n) Chairperson of the Committee on Government Affairs: Attend all Cabinet meetings, represent the Committee on Government Affairs to the Cabinet, and preside over Committee meetings, and act on the findings of the committee. The Chairperson will work with the Executive Director of Government Relations on government issues that affect the student body. The Chairperson of the Government Affairs Committee shall be elected at the first meeting of the Committee members.

Section 4.03 Understanding of Cabinet

- (a) The Cabinet shall be the central authority of Purdue Student Government. Its role shall be to guide all aspects of the organization.

Article V. Student Senate

Section 5.01 Meetings of the Senate

- (a) Procedures of the Senate
 - (i) Quorum

Quorum for Senate meetings shall be considered two thirds of all filled Senate seats, and shall be considered the number of available votes.
 - (ii) Voting
 - 1) *Basis for Determining Voting Results*
 - a) Plurality Voting

In plurality voting, the candidate or proposition with the highest number of votes wins.
 - b) Majority Voting

A majority vote requires half the available of votes plus one, excluding abstentions.
 - c) Two thirds Voting

A two-thirds vote requires at least two thirds of the available votes, excluding abstentions.
 - d) Three fourths Voting

A three-fourths vote requires at least three fourths of the available votes, excluding abstentions.
 - e) Abstentions

Abstentions shall not count against the total number of votes when determining results.
 - 2) *Standard Voting*

Standard voting entitles each Senator to one vote, with the Vice president casting one vote in the case of a tie.

- (iii) Parliamentary Procedure
 - 1) Roberts Rules of Parliamentary Procedure shall be the basis for all procedures used in the Student Senate.
 - 2) The Senate may enact standing rules act on precedence that supercede Robert’s Rules.
 - 3) Robert’s Rules of Parliamentary Procedure shall be available to all Student Government Officers in the Student Government Office.

- (b) Timeliness of Records
 - (i) All acts of the Senate must be submitted to the Student Body Secretary and President Pro Tempore at least four school days before their agenda date unless they are submitted for emergency action.
 - (ii) An act may be submitted until twenty-four hours before the beginning of the senate meeting at which the act will be heard if it is submitted for emergency action under the procedures described herein.
 - 1) The sponsoring senator must submit the act with a written statement of why it should be considered for emergency action to all Executive officers and the advisors.
 - 2) The Student Body Vice-President and President Pro Tempore must agree that the act qualifies for emergency action.
 - 3) The act will be placed on the agenda explicitly stating that it is under emergency action.
 - (iii) “Emergency action” shall be defined, as the necessity to act that was both unforeseeable at the regular submission deadline and needs immediate resolution.

- (c) Acts of The Senate
 - (i) Bills

Any act of the Senate that specifically changes Purdue Student Government operations such that they carry a weight of force shall be deemed a Bill of the Purdue Student Government.
 - (ii) Resolutions

Any act of the Senate that specifically commits Purdue Student Government to a clear and bounded reasonable action shall be deemed a Resolution of the Purdue Student Government.
 - (iii) Recommendations

Any act of the Senate that makes specific recommendations to Purdue University, The cities of West Lafayette or Lafayette or any outside body shall be considered a Recommendation of the Purdue Student Government.

- (d) Records of the Senate
 - (i) Agenda

The Agenda of the Student Senate shall be prepared by the Pro Tempore at least two days prior to the agenda date and shall be submitted to all officers of the Purdue Student Government and all Presidents of Student Councils.
 - (ii) Minutes

The Legislative Secretary shall take and prepare the minutes of the Student Senate, and shall distribute them in a timely fashion to all officers of the Purdue Student Government.
 - (iii) Legislation

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

- (a) Leadership of the Senate shall be the President Pro Tempore and the Standing Committee Chairpersons who are promoted from within the Senate.
- (b) Rights and Duties of Senators
 - (i) Attendance by Senators of any meeting of the full Senate is mandatory. Senators may be exempted from attending a meeting of the full Senate by the President Pro Tempore and must send a proxy from their constituency in their stead.
 - (ii) Attendance by Senators at their respective Committee meetings is mandatory. Senators may be exempted from attending a Committee meeting by the Chairperson of the Committee.
 - (iii) Each Senator shall be assigned to a University Senate Committee and shall be responsible for attending such committee meetings.
 - (iv) At least one Senator is responsible for attending every meeting of his/her respective student council as well as meeting with his/her Dean at least once per term.
 - (v) Each Senator shall act within the best interest of Purdue University Student Body.

Section 5.03 Standing Committees

- (a) Authority of Standing Committees is derived from the Purdue Student Government Constitution.
- (b) The Committee on Academic Affairs shall address academic concerns of the Purdue Student Body and concerns assigned to the Committee by the President Pro Tempore.
- (c) The Committee on Student Affairs shall address student concerns of the Purdue Student Body and concerns assigned to the Committee by the President Pro Tempore.
- (d) The Committee on Internal and Financial Affairs shall address internal and financial concerns of the Purdue Student Government and concerns assigned to the Committee by the President Pro Tempore and shall be responsible for overseeing the Student Body Treasurer.
- (e) The Committee on Government Affairs shall address governmental concerns that affect the Purdue Student Body not being addressed by the Office of Government Relations, and concerns assigned to the Committee by the President Pro Tempore.

Section 5.04 Ad Hoc Committees

- (a) Ad Hoc Committees can be formed at the discretion of the Student Body President, President Pro Tempore, or the Student Senate.
- (b) The Ad Hoc Committee can be dissolved by the Student Senate at their discretion.

Article VI. Student Court

Section 6.01 Meetings of the Student Court

- (a) Rules, practices and procedures of the Student Court shall be outlined in a separate document called the Standing Rules of the Purdue Student Government Court. This document shall be subordinate to the Constitution of the Purdue Student Government and the Bylaws of the Purdue Student Government.
- (b) Rulings of the Court shall be subject to the Standing Rules of the Student Court.
- (c) Records of the Court shall be subject to the Standing Rules of the Student Court.

Section 6.02 Executive Officers of the Court

- (a) Chief Justice: The Chief Justice shall be ultimately responsible for the administration and operation of the entire Purdue Student Court and shall be the spokesperson for the Student Court.
- (b) Vice-Chief Justice: The Vice Chief Justice shall preside over Traffic Court and shall preside at Court hearings and meetings in the absence, disability, or sanction of the Chief Justice.
- (c) Administrative Justice: The Administrative Justice performs internal administrative tasks as well as keeping a record of Student Court activities.
- (d) Promotions Justice: The Promotions Justice shall be responsible for public relations and publicity efforts of the Court and shall Justice of Records shall be subject to the Standing Rules of the Student Court.
- (e) Investigative Justice: The Investigative Justice shall train and recruit investigators which shall include supervising their activities

Article VII. Board of Directors

Section 7.01 Meetings of the Board of Directors

- (a) Procedures of the Board of Directors shall be subject to the current standing rules of the Board of Directors.
- (b) Records of the Board of Directors shall be kept by the Student Body Secretary and public documents.

Section 7.02 Leadership of the Board of Directors

- (a) Executive Director of Programming
- (b) Executive Director of External Affairs
- (c) Student Body Secretary

Section 7.03 Programming Directorships

- (a) Boiler Pride Co-Directors: The Boiler Pride Director shall be responsible for planning and executing all Purdue Student Government sponsored events that promote Purdue spirit and pride, including but not limited to pep rallies and homecoming celebrations. They shall also be responsible for creating, ordering, and distributing spirit handouts at key athletic events. The Directors shall work on the “Ross-Ade Blackout” project as well as design and implement float building and participation.
- (b) Community Service: The Director of Community Service is responsible for including, but not limited to uniting Purdue Student Government with other organizations in philanthropic and community service events and creating a community service project sponsored by Purdue Student Government. In more detail, this includes creating a service project once a month, creating a successful Relay for Life team, and working on the Veteran’s History Project. They hold a seat on the Boiler Blast Community Service project planning committee.
- (c) Health and Safety Director: The Health and Safety Director is responsible for working with the Vice President on Health and Safety issues on campus, while hosting informational sessions on student health. Their projects include working on “mini-projects” to build up to Health and Safety Day, while also working with the External Affairs team to make it a much bigger event. The Director of this position is also responsible for bringing back and enhancing safety programs such as 4-HELP and 4-SAFE.
- (d) Speakers Co-Directors: The Speakers *Co*-Director shall be responsible for making all arrangement for acquiring and presenting major speakers at Purdue University. This entails creating a consistent speaker series of interest to the student body (both big and small; utilizing on-campus resources such as professors), hosting forums on student issues as they come up through the year, and working with other groups to hone in on student interests. Working on concert planning and perhaps smaller projects earlier in the year (such as a battle of the bands type project) should also be of

concern. They are also responsible for the creation of a “Student Appreciation” Day-an all day event for students, including a cookout, entertainment, as well as corporate opportunities/booths. The set-up should be as follows: one should be carrying out the plan as the other is working on the new one.

Section 7.04 External Affairs Directorships

- (a) **Campus Relations:** The Campus Relations Director shall be responsible for issues and programming relating to the West Lafayette Campus. This includes but is not limited to collaborating with various campus organizations to better the campus environment.
- (b) **Corporate Relations:** The Corporate Relations Director shall be responsible for linking Purdue Student Government to outside industry to help create a student-corporate partnership.
- (c) **Marketing Director:** The Marketing Director shall be responsible for advertising as well as public relations for the Senate and Purdue Student Government as a whole and shall work closely with the President, Vice President, and President Pro Tempore regarding media relations.
- (d) **Alumni Relations Co-Directors:** The Alumni Relations Co-Directors shall be responsible for creating a group focus on tradition awareness at the university and work with other groups (Reamers) on a traditions awareness campaign, while enhancing PAA programming, and assisting PAA and PSUB in making homecoming more of an event. They are also responsible for bringing in Alumni speakers and opportunities that Alumni offer.

Section 7.05 Administrative Directorships

- (a) **Information Technology:** The Director of Information Technology is responsible for maintaining and updating the website as needed, getting word out to the student body on events via the web site, and collaborates with other groups on the technological-related aspects of university life.
- (b) **Legislative Secretary/Historian:** The legislative secretary and historian is responsible for recording minutes at all Student Senate and Board of Directors meetings. The responsibility also includes making sure that the minutes are distributed to all within Student Government and made available to those outside of the organization. The secretary is also in charge of making sure all Student Government events are well documented and then recorded for posterity in a year-in-review scrapbook or record book. Smaller memorabilia should be created for those within the organization to distribute at the end of the year.
- (c) **Parliamentarian/Elections Secretary:** Attendance of the parliamentarian secretary is required at all Student Senate sessions to assure all meetings are run smoothly and in accordance with Robert’s Rules of Order. The responsibility also includes maintaining relationships with all Student Councils, making sure that senators are attending meetings, keeping Councils abreast of all information when senators fall short, and to keep contacts going so a relationship is established by the end of the year. The elections secretary is also in charge of the election proceedings for the Purdue Student Government. This includes: ensuring there are contested races, working to uncover underrepresented senate seats, making sure voting goes smoothly, hosting call-outs and info sessions for those interested, and getting the word out to voters, i.e. through the Exponent.
- (d) **HAIL Committee:** The HAIL committee shall, at the conclusion of their term, collectively submit to the new Senate, an information document stating their recommendation for the new HAIL director. This recommendation is to receive first consideration by the Student Body President upon hiring a new HAIL director. The HAIL Committee shall, at the conclusion of their term, collectively submit to the new Senate, an information document stating their recommended choice for the new HAIL director. This recommendation is to receive first consideration by the Student Body President upon hiring a new HAIL Director.

Article XIII. Office of Government Relations

Section 8.01 Meetings of the Office of Government Relations

- (a) Procedures of the Office of Government Relations shall be subject to the current standing rules of the Office of Government Relations.
- (b) Records of the Office of Government Relations shall be kept by the Student Body Secretary and be made public documents.

Section 8.02 Leadership of the Office of Government Relations

- (a) Executive Director of Government Relations

Section 8.03 Directorships of the Office of Government Relations

- (a) **Voter Registration and Education:** The Directors for Voter Registration and Education shall be responsible for planning and organization of all Purdue Student Government sponsored voter registration drives and voting efforts. The Director is also responsible for facilitating a more politically knowledgeable student body by working through Purdue Student Government and with other student organizations on campus.
- (b) **State and Federal Relations:** The Directors for State and Federal Relations shall be responsible for communication between Purdue Student Government and State and Federal Government bodies and officials, and briefing the Executive Director of Government Relations and other Purdue Student Government officials on pertinent state and federal issues. The Director is also responsible for planning and organizing any official Purdue Student Government visits to the state or federal capitols.
- (c) **Local Relations:** The Directors for State and Federal Relations shall be responsible for communication between Purdue Student Government and Local Government bodies and officials, including but not limited to West Lafayette, Lafayette, and Tippecanoe County governments and officials. The Director is also responsible for attending all West Lafayette City Council meetings and briefing the Executive Director of Government Relations and other Purdue Student Government officials on pertinent local issues.

Article VIII. Fiscal Matters

Section 9.01 Fiscal Year

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

Section 9.02 Contracts.

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

Section 9.03 Checks, Drafts, Etc.

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

Section 9.04 Deposits.

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

Section 9.05 Budget.

The Student Body Treasurer, with direction from the Student Body President, shall prepare or have prepared the annual capital and operations budget for the Purdue Student Government. The budget shall be made binding by the process herein.

- (i) The Student Body Treasurer shall present a finalized budget and a budget report from the previous session to the Student Senate at least one day prior to the first meeting of the senate for the fall semester.
- (ii) The Student Senate shall, at their first regularly scheduled meeting of the fall semester, take a first ballot on the proposed budget.
- (iii) Upon passage of a first ballot, the Student Senate shall take a second ballot on the Budget at their next regularly scheduled meeting.
- (iv) Upon passage of a second ballot, the budget shall become immediately effective and binding.
- (v) If the budget process fails to gain a majority vote at any senate meeting, the Student Body treasurer shall be authorized to resubmit a budget at the next regularly scheduled meeting.
Resubmitted budgets shall require only one ballot to become effective.

Section 9.06 Maintenance and Records

The Purdue Student Government shall keep correct and complete books and records of account that are consistent with the Business Office for Student Organizations and shall also keep minutes of the proceedings of its Senators, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time.

Article X. Conflicts of Interest

Section 10.01 Definition

A conflict of interest is defined as a situation where an officer's personal interest interferes, conflicts, or adversely affects the interest of the Purdue Student Government.

Section 10.02 Prohibited Activities.

No officer shall use Purdue Student Government property or equipment or divulge proprietary information (such as mailing lists, business information, or computer data) in activities conflicting with Purdue Student Government interests. The Purdue Student Government cabinet has sole discretion in determining if a conflict of interest exists according to the above criteria. It retains at will authority to resolve any such conflicts.

Section 10.03 Disclosure.

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

Section 10.04 Quorum Determination.

The presence of an officer, who is directly or indirectly a party to a transaction with the corporation or a director who is likewise not disinterested, may be counted in determining whether quorum is present at any meeting of the Student Senate or a committee of the senate considering such a transaction.

Section 10.05 Voting.

When the Senate or a committee of the Senate takes action on a transaction, any Senator who is directly or indirectly a party to the transaction with the organization or any Senator who is otherwise not disinterested may not be counted in determining whether or not the action was passed by the necessary majority.

Article XI. External Appointments

Section 11.01 University Senate Committees

Section 11.02 Other University Committees

Section 11.03 Miscellaneous Appointments

- (a) As the Purdue Student Government may, from time to time, be asked by an external, Non-Purdue University body for the recommendation of a Student representative, the Student Body President shall have the power to make such miscellaneous appointments.
- (b) The Student Body President may recall, reappoint, or release such representatives at any time.
- (c) The Student Body President must abide by the following guidelines in such recommendations.
 - (i) Only members of the Purdue Student Body may be appointment by Purdue Student Government to represent the Student Body.
 - (ii) No member of the Student Body that is not in good standing with Purdue University shall be recommended.

Article XII. Conferences

Section 12.01 Determination of Conferences

The Student Body President, as Executive Officer, shall determine any conferences that Purdue Student Government will participate in.

Section 12.02 Delegations

- (a) For each conference, Purdue Student government shall select a delegation to represent itself.
- (b) The composition and size of any delegation shall be at the discretion of the Executive Director of External Affairs, but must include either the Student Body President, Student Body Vice President or President Pro Tempore

Section 12.03 Conduct

Article XIII. Amendments

Section 13.01 Procedure for Amendments

- (a) Introduction

The amendment must be introduced to the Student Senate in the form of a Bill at least one regularly scheduled meeting prior to the ballot.

- (b) Ballot

Each amendment must pass a ballot by a majority vote of the regular membership of the Student Senate

- (c) Student Body President

After passing the ballot, each amendment shall be presented to the Student Body President, who must either sign or veto each amendment. If the Student Body President signs the Amendment, it shall continue in the process. If the Student Body President vetoes the amendment it shall be void.

- (d) Office of the Dean of Students

Once signed by the President, the amendments shall be submitted to the Office of the Dean of Students. All By-Law amendments shall be subject to the approval of the Office of the Dean of Students. Upon approval of the Office of the Dean of Students, the amendments shall become immediately effective.