

# PURDUE STUDENT GOVERNMENT

## BYLAWS

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Author: Zach Stewart  
(2019-2020 Senator for the College of Liberal Arts)

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## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Article I. General Provisions</b>	<b>5</b>
Section I. Use of Purdue Student Government Logos, Symbols, Letterhead	5
Section II. Conflicts of Interest	5
Part A. Prohibited Activities	5
Part B. Disclosure	5
Section III. Property	5
Part A. Parliamentary Authority	6
Part B. Office Facilities	6
Part C. Consumables	6
Part D. Equipment	6
Section IV. Usage of Property	7
<b>Article II. Legislative Branch</b>	<b>7</b>
Section I. Student Senate Committees	7
Part A. Structure and Leadership	7
Part B. Standing Committees	8
Part C. Ad-Hoc Committees	8
Part D. Records of Committees	8
Section II. Administrative Positions	9
Part A. President Pro Tempore	9
Part B. Chairs of Committees	9
Part C. The Parliamentarian	9
Section III. Voting	9
Section IV. Requirements of Members	10
Part A. Senators	10
Part B. Proxies	10
Part C. Senate Associate Members	10
Section V. Records of the Student Senate	11
Part A. Minutes	11
Part B. Legislation	11
Section VI. Joint Resolutions with Purdue Graduate Student Government	11
<b>Article III. Executive Branch</b>	<b>12</b>
Section I. Cabinet	12

Part A. Records of the Cabinet	12
Part B. Cabinet Spending	12
Part C. Composition	12
Section II. Board of Directors	13
Part A. Executive Directors	13
Part B. Directors	16
Part C. Financial Directors	17
Part D. Staff Writers	17
Part E. Delegates	17
<b>Article IV. Judicial Branch</b>	<b>18</b>
Section I. The Student Supreme Court	18
Part A. The Standing Rules of the Student Supreme Court	18
Part B. Executive Officers	18
Part C. Authority	18
Part D. Constitutional Review	19
Part E. Restrictions	19
Part F. Student Rights	19
Part G. Statutes of Limitation	20
Part H. Restrictions to Membership	20
Part I. Clerks of the Court	20
<b>Article V. Compensation</b>	<b>21</b>
Section I. Process for Determining Compensation	21
<b>Article VI. Finances</b>	<b>21</b>
Section I. Fiscal Year	21
Section II. Payments	21
Section III. Deposits	21
Section IV. Budget	22
Section V. Summer Spending	22
<b>Article VIII. Transition</b>	<b>22</b>
Section I. Student Senate Transition	22
Section II. Cabinet Transition	23
<b>Article IX. Amendments</b>	<b>23</b>
<b>Article X. Social Media Presence</b>	<b>23</b>
Section I. General	23

Section II. Content	23
Section III. Approved Administrators	24
Section IV. Restrictions	24

## **Article I. General Provisions**

### **Section I. Use of Purdue Student Government Logos, Symbols, Letterhead**

1. 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.
2. Use of the Purdue Student Government Seal shall be restricted to those documents that have been ratified by the Student Senate and approved by the Student Body President.
3. 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 II. Conflicts of Interest**

A conflict of interest is defined as a situation where an officer's personal interests interfere, conflict, or adversely affect the interest of Purdue Student Government.

#### **Part A. Prohibited Activities**

1. 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 Supreme Court 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.
2. No Purdue Student Government Officer or Appointee may vote on a request for funds from any student organization that they hold an appointed or elected leadership position in. A violation of this shall constitute malfeasance of office and be grounds for removal from all offices and positions held in the Purdue Student Government.

#### **Part B. Disclosure**

In any transaction where 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 Court. The Court must approve or ratify the transactions by the affirmative votes of a majority of disinterested officers, even when the amount of disinterested officers equals less than quorum.

### **Section III. Property**

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.

### **Part A. Parliamentary Authority**

A current copy of Robert's Rules of Parliamentary Procedure shall be available and maintained in the Purdue Student Government Office.

### **Part B. Office Facilities**

1. The location of the Purdue Student Government Office shall be assigned by the university. The Purdue Student Government Office shall have a policy of open access during the regular business hours of whichever building houses the office.
2. 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.

### **Part C. Consumables**

Any property of Purdue Student Government whose value is diminished through its normal use shall be deemed consumable.

### **Part D. Equipment**

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.

## **Section IV. Usage of Property**

1. Consumables and equipment of Purdue Student Government shall be used only by the officers of Purdue Student Government for the furtherance of Purdue Student Government efforts.
2. Use of Purdue Student Government property shall be limited to the officers of Purdue Student Government.
3. No Purdue Student Government property may be used in any manner that violates the laws or regulations of the United States of America, the State of Indiana, or Purdue University.
4. Use of any Purdue Student Government property 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. In addition, all property shall not be used for:
  - a. Any use for which that piece of equipment is not designed;
  - b. Any use that may cause damage to the equipment;
  - c. Any use that may cause harm to an individual;
  - d. Any use that requires the equipment leaving the property of Purdue University;
  - e. 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.

## **Article II. Legislative Branch**

### **Section I. Student Senate Committees**

#### **Part A. Structure and Leadership**

1. Attendance to all Student Senate Committee meetings shall be open to any member of the Purdue Student Government, with the business of each Student Senate Committee conducted only by the officers serving as a voting member of said committee.
2. Each committee shall elect a Chair with a majority vote of its active membership during the first meeting of said committees members. Each Chair shall, in addition to the requirements set by the Constitution of the Purdue Student Government, be required to:
  - a. Convene and preside over meetings of the committee;
  - b. Set an agenda for each meeting of the committee, and submit said agenda to the Student Body Secretary for permanent retention;
  - c. Take attendance and official minutes during committee meetings, or assign another member to do so, and submit said documentation to the Student Body Secretary for permanent retention;
  - d. Report the actions of the committee to the Student Body Vice President and President Pro- Tempore on a regular basis.
3. Quorum must be met in order for a Student Senate Committee to conduct business. Quorum shall be defined as a one-half attendance of the active membership of said committee.

## **Part B. Standing Committees**

1. The Committee on University and Academic Affairs shall address academic concerns affecting the Purdue Student Body and work with existing University faculty and staff to address student driven issues, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.
2. The Committee on Internal Affairs shall address internal concerns of the Purdue Student Government and investigate Purdue Student Government officers subject to removal from office, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro Tempore.
3. The Committee on Campus and Student Resource Affairs shall address everyday issues throughout campus affecting the Purdue Student Body, promote health and safety initiatives and other positive resources on campus, and evaluate University-wide resource concerns and research related-problem solutions as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.
4. The Committee on Financial Affairs shall work with the Student Body Treasurer, and their Financial Directors, in order to create a budget based on input by the Cabinet and Student Senate, and present it to the Student Senate for approval in a timely manner. The Financial Affairs Committee Chair is a SFAB Board Member and must be present for SFAB meetings. The Committee shall also be responsible for developing while the Student Senate is out of session, as well as any concerns assigned to the Committee by the Student Body Vice President or President Pro-Tempore.

## **Part C. Ad-Hoc Committees**

1. Ad-Hoc Committees shall be restricted to issues designated upon their creation, or as amended by the convener, and shall report to the Student Senate on a regular basis, or as directed upon their creation.
2. Unless terminated by the convener, or extended by the incoming Student Senate, Student Body Vice President, or Senate President Pro Tempore, all Ad-Hoc Committees shall convene no longer May 1st of the following year. Ad-Hoc Committees can be dissolved at the discretion of the Student Senate, in accordance to the Constitution of the Purdue Student Government.
3. The convener of an Ad-Hoc Committee shall designate the members and duties of said Ad-Hoc Committee or establish a procedure for determining the members and duties of said Ad-Hoc Committee at the time the Committee is created. Such appointments, duties, and procedures may be amended at the discretion of the convener.

## **Part D. Records of Committees**

All Student Senate Standing and Ad-Hoc Committees shall be required to record Committee minutes, to then be reported to the President Pro-Tempore and given to Student Body Secretary for permanent retention. Such minutes shall include:



1. A written report of all major subjects discussed at the meeting;
2. A written report on the attendance of the meeting;
3. The opinion of the Committee on assigned legislation, divided into those that are in favor, opposed, and abstain on the matter.

## **Section II. Administrative Positions**

Leadership of the Student Senate shall consist of the Student Body Vice President, President Pro-Tempore, and the Standing Committee Chairs.

### **Part A. President Pro Tempore**

In the absence of the Student Body Vice President, the President Pro-Tempore shall perform the duties of the Presiding Officer.

### **Part B. Chairs of Committees**

1. At the first committee meeting of a given session, or in the event of a vacancy, a Committee Chair shall be elected by a confirmation vote of the active committee membership, as outlined in the Constitution of the Purdue Student Government.
2. The Chairs of the Senate Standing Committees shall schedule and preside over their respective Committee meetings, and act on the findings of said committee.

### **Part C. The Parliamentarian**

1. The Parliamentarian shall be considered a non-voting member of the Student Senate, who shall ensure all Student Senate meetings are conducted according to Parliamentary procedure and advise the Student Body Vice President and Student Senators in Parliamentary matters.
2. The Parliamentarian shall be appointed by the President Pro-Tempore, in a timely manner, and confirmed by a majority vote of the Student Senate.
3. The Parliamentarian shall be required to attend all meetings of the Student Senate, unless otherwise excused by the President Pro-Tempore.

## **Section III. Voting**

1. Standard voting entitles each Senator to one vote on each piece of legislation deliberated amongst the Student Senate, with the Student Body Vice President, as President of the Senate, having the opportunity to cast one vote whenever their vote will affect the result. Members of the Student Senate must be present in order to cast to vote.
2. Every Senator, and designated proxy in attendance, shall cast one vote on each piece of legislation deliberated on the floor. Conflicts of interest shall yield votes of abstention. Final vote counts must include all Senators and/or proxies in attendance, as determined by the Student Body Secretary.

## **Section IV. Requirements of Members**

### **Part A. Senators**

1. Every Senator shall be present at every meeting of the Committee(s) to which they have been assigned, unless the Chair excuses said Senator.
2. Every Senator shall be present at every Student Senate meeting unless, after making a reasonable attempt to be replaced by a proxy, the Senator is excused by the President Pro-Tempore.
3. Missing two or more Student Senate meetings without sending a suitable proxy, or missing two committee meetings without proper exemption, within a given semester shall constitute a malfeasance of office and be grounds for removal from all offices and positions held within the Purdue Student Government.
4. Each Senator shall be required to address the whole of their constituency by e-mail or letter at least once per semester, as outlined in the Constitution of the Purdue Student Government. Failure to comply shall be considered grounds for removal from office.
5. Senators are required to hold weekly office hours, set by the President Pro-Tempore.

### **Part B. Proxies**

1. A member of the Student Senate shall, in the event of their absence, send a proxy to attend a meeting of the Student Senate in their place.
2. Proxies shall have the full speaking and voting privileges granted to whom they are standing in place.
3. The Senator must send a Proxy Report to the President Pro-Tempore prior to the roll call of the meeting for which the proxy is requested.
4. The proxy shall be of the Senator's constituency and shall not be an officer of the Purdue Student Government unless they are a Senate Associate Member.

### **Part C. Senate Associate Members**

1. Senate Associate Members may be delegated work by their Senator.
2. Senate Associate Members may proxy for their senator up to four (4) times per year.

## **Section V. Records of the Student Senate**

### **Part A. Minutes**

1. The Student Body Secretary shall take and prepare the official minutes of the Student Senate, as outlined in the Constitution of the Purdue Student Government, and shall distribute them in a timely fashion to all officers of the Purdue Student Government.
2. Minutes shall include a complete record of how each individual Senator voted on all acts deliberated by the Student Senate.
3. All minutes and voting records of the Student Senate shall be made public via the Purdue Student Government website. If the website is inactive, student government shall make the minutes public online in some other fashion.

### **Part B. Legislation**

All formal, signed legislation of the Purdue Student Government shall be archived and kept in a place easily accessible to students.

## **Section VI. Joint Resolutions with Purdue Graduate Student Government**

1. Any resolution may be referred to Purdue Graduate Student Government for action as a joint resolution.
2. Upon passage by the Student Senate, all referred legislation shall be delivered to Purdue Graduate Student Government by the Student Body Vice President or President Pro-Tempore.
3. Should disagreement occur between Purdue Student Government and Purdue Graduate Student Government on referred legislation, the Student Body President, or appointed designees, and appropriate Purdue Graduate Student Government representatives shall meet to reconcile differences.
4. The Student Body President, or appointed designees, and appropriate Purdue Graduate Student Government representatives shall propose reconciled language for final action in Purdue Student Government and Purdue Graduate Student Government. The reconciled legislation is not amenable upon consideration.
5. Upon approval by both PSG and PGSG, the legislation shall be formatted into the joint resolution template by the originating sponsor and submitted to the respective presidents for signature and action.
6. This same procedure will be followed for legislation referred to PSG by PGSG. The Student Senate will be informed of all referred legislation.

## **Article III. Executive Branch**

### **Section I. Cabinet**

#### **Part A. Records of the Cabinet**

1. The Student Body Secretary shall take minutes for Cabinet meetings to be distributed to all members of Cabinet.
2. Minutes of the Cabinet shall be considered public record and automatically distributed to all officers of Purdue Student Government.

#### **Part B. Cabinet Spending**

1. Cabinet can spend its discretionary budget however it sees fit up to \$2,500 on one single project. In order to exceed the \$2,500 limit, Cabinet must seek the approval of the Student Senate. Any money released by the Student Body Treasurer for one single project from the cabinet discretionary budget that exceeds \$2,500 will be grounds for removal of office.
2. Cabinet must receive approval from the Student Senate in order to release funds in any amount from the co-sponsorship budget. Each request is considered a single project. The Student Senate has the final decision as to the limit on how many projects can be funded for a single organization. Releasing of money by the Student Body Treasurer on a co-sponsorship project not approved by the Student Senate is malfeasance of office and is grounds for removal from office.

#### **Part C. Composition**

1. Student Body President

The Student Body President shall have the authority to make interim appointments for any executive office requiring Student Senate confirmation, lasting no longer than until the next meeting of the Purdue Student Senate, and lasting no longer than two weeks for any single individual.

2. Student Body Vice President

The Student Body Vice President shall be charged with, or appoint a designee, 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 Purdue University; The Student Body Vice President shall work with the Senators to ensure accurate completion of their responsibilities outlined in the Constitution of the Purdue Student Government

### 3. Student Body Treasurer

The Student Body Treasurer shall be, subject to the Student Senate, the authority on all budgetary matters and expenditures that are not specifically reserved to the jurisdiction of the Student Senate. The Student Body Treasurer shall keep correct and complete books and records of account that are consistent with the Business Office for Student Organizations, all books and records of the Purdue Student Government may be inspected by any member, for any proper purpose, at any reasonable time.

### 4. Student Body Secretary

The Purdue Student Body Secretary 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. As Chief Records Officer, the Student Body Secretary shall be responsible for producing minutes for all PSG meetings, as outlined in the Constitution of the Purdue Student Government, as well as maintaining updated versions of all legislation, including amendments, when applicable. Following each Student Senate meeting, the Student Body Secretary shall be responsible for directing all passed legislation to its stated destination. The Student Body Secretary shall direct all relevant legislation to the Senate Standing Committee on Internal Affairs, which will update any relevant governing documents. To ensure open access to the operations of Purdue Student Government, the Student Body Secretary shall make available all minutes, voting records, and agendas to the Student Body at large. The Student Body Secretary shall be responsible for the maintenance of Student Governments physical assets, and other such duties as the Student Body President may direct. The Student Body Secretary shall be required to produce a spreadsheet detailing who gets editing, suggestion, and viewing privileges on the file-share system to the ED of Technology by the Student Body Secretary and this spreadsheet will be available to all PSG officers.

5. All remaining cabinet members descriptions and responsibilities can be found in Article IV, Section I, Part B of the Constitution of the Purdue Student Government.

## **Section II. Board of Directors**

### **Part A. Executive Directors**

1. Executive Directors are expected to participate in selection process for subordinate Director positions, and shall oversee all Director and positions in which they have been granted authority.
2. In order to complete the responsibilities of the Board of Directors, as outlined by the Constitution of the Purdue Student Government, the following committees have been set and shall be led by their respective Executive Director:

- a. Communications: The Executive Director of Communications shall be responsible for providing communication services to and on behalf of the Board of Directors, Student Senate, and Student Supreme Court at their request. The Executive Director of Communications shall maintain a presence on social media websites to communicate the actions of the Purdue Student Government with the Student Body and create promotional items for the continued recognition of Purdue Student Government, and shall maintain the Purdue Student Government website with recent and relevant material of interest to the Student Body.
- b. Diversity and Inclusion: The Executive Director of Diversity and Inclusion shall be responsible for overseeing of programs that raise awareness about inclusion, shall direct outreach of diverse student populations on behalf of the Purdue Student Government. The Executive Director of Diversity and Inclusion shall be responsible for maintaining a platform of diversity and inclusion in the Cabinet of Purdue Student Government. Their goal is to collaborate with diverse student populations and organizations.
- c. Engagement: The Executive Director of Engagement shall be responsible for engaging the Purdue Student Body in the work of Purdue Student Government. The Executive Director of Engagement can implement programs and tools that facilitate communication of PSG efforts to students and student organizations as well as communication of the questions, ideas, and concerns of students and student organizations to the appropriate branches of Purdue Student Government. The Executive Director of Engagement shall collaborate with the Executive Directors of Communications, Programming, and Strategic Planning and Assessment, among others, in this effort.
- d. Governmental Relations: The Executive Director of Governmental Relations shall supervise the communication between Purdue Student Government and federal, state, and local governments and officials. This Executive Director is also responsible for supervising the voting and voter registration efforts of Purdue Student Government and creating a more politically knowledgeable Student Body. This Executive Director shall also work with the President Pro-Tempore and the Student Senate to aid their efforts to gather and research governmental issues, and to advise on legislation pertaining to the Student Senates support or opposition of governmental action. The Executive Director of Governmental Relations shall lobby for local, state, or federal legislation if and only if the Purdue Student Government Student Senate approves of the effort through the passing of a resolution. The Executive Director of Government Relations shall supervise and be the primary mouthpiece for the communication between Purdue Student Government and federal, state, and local governments and officials.
- e. Programming: The Executive Director of Programming shall be responsible for providing support in event planning and implementation to the Board of Directors, Student Senate, and Student Supreme Court at their request as well as carrying out programming to benefit the effectiveness and morale of Purdue Student Government.

- f. Strategic Planning and Assessment: The Executive Director of Strategic Planning and Assessment shall be responsible for developing initiatives that promote the long-term effectiveness and sustainability of Purdue Student Government. They shall act as the steering committee for the growth of Purdue Student Government towards the Strategic Plan. They shall also research the implementation, feasibility, and statistical analysis of policy proposals and current platform issues. In coordination with the Executive Director of Engagement, shall be responsible for assessing the opinions and concerns of the student body with regard to proposed policies and new ideas. This shall be accomplished through the completion of a survey open to all students each semester which asks about relevant issues on campus, and the results of this survey shall be distributed to all appropriate parties within PSG to take further action on.
- g. Sustainability: The Executive Director of Sustainability shall be responsible for promoting sustainability within the Student Body, the Purdue administration, Purdue Student Government, and all other relevant or interested organizations and parties. They shall act as a central hub of sustainable planning and decision-making within all branches of Purdue Student Government. They shall work with any interested Student Senators in drafting and promoting legislation which improves the sustainability of Purdue's campus and the people therein. They shall collaborate with the Executive Director of Engagement, the Executive Director of Communications, and the Executive Director of Strategic Planning and Assessment to gauge student interest, enhance understanding, and host events which promote sustainability. The Executive Director of Sustainability will work closely with the Office of Campus Master Planning and Sustainability and the Department of Physical Facilities to remain up-to-date on sustainability initiatives happening across campus and how student involvement could benefit not only the Purdue Student Government Strategic Plan, but also the Campus Master Plan. The Executive Director of Sustainability shall also serve as the Committee Chair for the Purdue University Student Green Fund Board, thereby assuming all responsibilities and privileges of that position.
- h. Technology: The Executive Director of Technology shall be responsible for managing, maintaining, and expanding all the digital assets of Purdue Student Government. They shall act as Purdue Student Government Computer and IT department and be tasked with constructing and maintaining any digital or web based infrastructure that is required or would aid the operations of any other branch or unit of Purdue Student Government. They have the following responsibilities:
  - i. Maintain a list of unique passwords from year to year for all web credentials for PSG accounts and ensure that they are passed onto the next administration during transition;
  - ii. Maintain a publicly available digital calendar or set of calendars for all PSG events to be stored on with proper permissions so PSG members can share events they are responsible for scheduling;

- iii. Manage the PSG file-share system by establishing proper permissions for folders to enforce editing and viewing privileges;
- iv. Build, maintain, and expand the PSG website and its functionality from a technical perspective. All authority to post content to the website or any social media profiles will be retained by the ED of Communications and the Press Secretary;
- v. Maintain the recordings of Senate Meetings and make them available to Constituents;
- vi. Ensure that all legislation, in its entirety and all text intact, is made available to constituents in a timely manner and user-friendly format on the PSG website, and ensure that it denotes and distinguishes the following:
  - 1. Legislation passed through committee (listed as “active legislation”) and corresponding Senate floor dates;
  - 2. Dead legislation (to be posted no later than 14 calendar days after being voted against
  - 3. Passed legislation and passage date (to be posted no later than 14 calendar days after passage date
  - 4. Executive action by the Student Body President on legislation passed by PSG Student Senate (to be posted no later than 14 calendar days after Executive signature or veto is required).”;
- vii. Ensure that the following are reported alongside corresponding legislation in subsection 2(h)(vi):
  - 1. Senators’ names and votes;
  - 2. Both the Proxy’s name and votes and the name of the Senator for whom they are in attendance, should any Proxy be in attendance;
  - 3. The Student Senate meeting minutes recorded by the Student Body Secretary, or whoever is taking minutes in lieu of the Secretary.

If names and votes are not adequately being reported, any Senator or Proxy may request a roll-call vote, as is already their prerogative in any legislative session, over any piece of legislation to ensure votes are counted.”; and
- viii. Build any other digital or web based resources that could aid PSG in fulfilling its responsibilities

**Part B. Directors**

- 1. Directors shall be appointed to the Board of Directors by the Student Body President as outlined in the Constitution of the Purdue Student Government.
- 2. Directors shall work with the Chief of Staff, and within a committee, to help aid their respective Executive Director in completing their responsibilities outlined herein.
- 3. Directors shall be required to attend all regularly scheduled Board of Directors meetings, as well as any meetings or events deemed mandatory by the Chief of Staff.



### **Part C. Financial Directors**

1. Financial Directors shall be appointed to the Board of Directors by the Student Body President as outlined in the Constitution of the Purdue Student Government.
2. Financial Directors shall work with the Student Body Treasurer to help aid in completing the responsibilities of the office of the Student Body Treasurer, as outlined in the Constitution of the Purdue Student Government.
3. Financial Directors shall be required to attend all regularly scheduled Board of Directors meetings, as well as any meetings or events deemed mandatory by the Student Body Treasurer.

### **Part D. Staff Writers**

1. Staff Writers shall be appointed by the Student Body President to serve under the Student Body Press Secretary.
2. Staff Writers may aide the Press Secretary in creation of content for both internal and external release.
3. Staff Writers carry out any other delegated duties at the discretion of the Student Body Press Secretary.

### **Part E. Delegates**

1. Delegates will be representatives from student organizations, and students who represent Purdue divisions or centers.
2. The Student Diversity and Inclusion Committee will admit student delegates from organizations, divisions, and centers with which they share common goals and ideals.
3. Executive Directors are responsible for advertising the Delegate positions to relevant groups to ensure adequate representation.
4. The Delegate positions will be standing, uncapped, and fluid; they may be filled by a different representative each week, or unfilled for any period of time.
5. The goal of these positions is to allow for clear communication and collaboration between PSG and the existing groups on campus and to streamline the project and program creation process.
6. Delegates will be invited to attend and to contribute to committee meetings and general Board of Directors gatherings.
7. This organizational structure may be implemented by other committees (e.g. Sustainability).

## **Article IV. Judicial Branch**

### **Section I. The Student Supreme Court**

#### **Part A. The Standing Rules of the Student Supreme Court**

Rules, practices and procedures of the Student Supreme Court shall be outlined in a separate document called the Standing Rules of the Purdue Student Supreme Court. Rulings and Records of the Student Supreme Court shall be subject to these Standing Rules.

#### **Part B. Executive Officers**

1. The Chief Justice shall, pursuant to the Standing Rules of the Purdue Student Supreme Court, be responsible for the administration of the Purdue Student Supreme Court, be the chief spokesperson for the Purdue Student Supreme Court, and shall manage all staffers within the Branch Judiciary.
2. The Vice Chief Justice shall preside at Student Supreme Court hearings and meetings in the absence, incapacity, or sanction of the Chief Justice. The Vice Chief Justice shall be considered the second highest ranked member of the Student Supreme Court.
3. The Administrative Justice shall perform all internal administrative tasks as well as keeping a record of Student Supreme Court activities.
4. The Promotions Justice shall be responsible for all public relations and publicity efforts of the Purdue Student Supreme Court.
5. The Justice of the Clerks shall train and recruit clerks which shall include supervising their activities.
6. The Marshal of the Court shall assure that all meetings and hearings are run smoothly and in accordance with the PSSC Standing Rules and Robert's Rules of Order. The Marshal shall also ensure that the Student Supreme Court meeting room is in proper order, that proper decorum is maintained at all meetings and that order is upheld.

#### **Part C. Authority**

In considering the legal basis for any claim, the Judiciary shall recognize and uphold the following laws:

1. The laws of the United States, and the State of Indiana.
2. The Constitution, Bylaws, and all other duly enacted legislation of the Purdue Student Government.
3. Previous precedent of the Purdue Student Supreme Court.

#### **Part D. Constitutional Review**

1. Upon a constitutional challenge to a duly enacted statute of Purdue Student Government, the Chief Justice shall notify the Student Body President within seventy-two hours of the complaints filing.
  - a. Upon the Court's review of the constitutionality of any statute, the Chief Justice shall be responsible for presenting a copy of all published opinions to the Purdue Student Senate for review.
2. The Purdue Student Supreme Court shall not issue advisory opinions on the Constitutionality of statutes prior to formal review.

#### **Part E. Restrictions**

1. No Justice shall submit evidence or testify as a witness.
2. Justices shall recuse themselves from an action if they feel they cannot hear the action fairly and impartially. No Justice shall hear an action in which they are a party or witness, or that raises significant conflict of interest.

#### **Part F. Student Rights**

1. Individual Rights
  - a. No party shall be required to testify against himself or herself under threat of penalty.
  - b. Both parties shall have the right to a speedy and orderly hearing before an impartial panel, a prompt disposition of the action, may present evidence and question witnesses, hear all evidence presented, be given the opportunity to cross-examine witnesses called by the opposing party, a judgment based solely on the evidence and arguments presented in a hearing, and a written explanation of the decision.
  - c. The Defendant shall have the right not to be penalized except for violation of a rule that has been fully and clearly formulated, published, and generally made known to all concerned, to be presumed innocent until proven guilty, to be free from penalty until the Student Supreme Court has issued its decision, not to suffer from a cruel or unusual penalty, not to be twice tried for the same offense, and to be provided with an exact statement of the charges against him/her, the source of the charges, the maximum penalty assessable, the time and place of the hearing, in sufficient fullness and reasonable time to allow him/her to prepare a competent defense.
2. Parties may provide their own legal counsel, non-professional or professional, to represent them in Court. The Purdue Student Supreme Court shall not be responsible for providing counsel. Counsel to a party cannot be required to testify regarding his or her conversations with that party.

3. Any non-party who wishes to raise questions or present evidence concerning the action may submit a written Amicus Curiae brief. Both parties shall be informed of the contents of the brief.

#### **Part G. Statutes of Limitation**

1. No request for relief shall be filed more than sixty days after the date on which the alleged violation occurred between the months of August and April.
2. No request for relief shall be filed more than one hundred and twenty days after the date on which the alleged violation occurred between the months of May and July.
3. The Student Supreme Court may hear an action in any month of the calendar year. The Judiciary may, at its discretion, hear an action during the spring or summer term where necessary to prevent substantial injustice.

#### **Part H. Restrictions to Membership**

1. No Purdue Student Supreme Court member shall hold any other office within Purdue Student Government and shall not be an employee or staff member of a non-university media outlet.
2. No Justice, while in office, shall hold a second office within Purdue Student Government.

#### **Part I. Clerks of the Court**

1. All subordinate members of the Purdue Student Supreme Court shall be considered Clerks of the Court.
2. The Purdue Student Supreme Court shall have the authority to recruit and train Clerks of the Court, who shall be responsible for the tasks assigned to them by the Justices. Clerks may serve at the pleasure of the Student Supreme Court at large, or an individual Justice may recruit their own Clerks.
3. Any Clerk may be relieved of their duty at the discretion of the Chief Justice.

## **Article V. Compensation**

### **Section I. Process for Determining Compensation**

1. In order to receive a stipend, eligible PSG officers must fulfill all responsibilities set forth for them in the PSG governing documents, including the Constitution of the Purdue Student Government and the Bylaws of the Purdue Student Government.
2. The compensation stipend for the positions of Student Body President and Student Body Vice President shall not exceed \$1,500 per person.
3. The compensation stipend for the positions of Student Body Treasurer, Chief of Staff, and President Pro Tempore shall not exceed \$1,000 per person.
4. All stipends will be divided equally per semester and all positions will be compensated based on a two-thirds approval vote by the Student Senate.
  - a. If the position up for approval earns two-thirds of the vote, they will earn their stipend for that semester.
  - b. If the position in question does not earn two-thirds of the vote, they will not receive their stipend for that semester.
  - c. If a failed attempt to earn a stipend has occurred, the person in question may appeal to the Student Supreme Court for a hearing on the outcome.
5. The Student Body Secretary shall be the one who tallies the votes and reports the outcome.

## **Article VI. Finances**

### **Section I. 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 II. Payments**

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:

1. Student Body President
2. Student Body Treasurer
3. Student Government Primary Advisor

### **Section III. Deposits**

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

## **Section IV. Budget**

The Senate Standing Committee on Financial Affairs, with direction from the Student Body President and Cabinet, 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.

1. The Student Body Treasurer shall distribute the 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 Student Senate for the fall semester.
2. The Student Senate shall, at their first regularly scheduled meeting of the fall semester, take a first reading on the proposed budget.
3. Upon passage of a first reading by a majority vote of the present membership of the Student Senate, the Student Senate shall take a second reading on the budget at their next regularly scheduled meeting.
4. Upon passage of a second reading by a majority vote of the active membership of the Student Senate, the budget shall become immediately effective and binding.
5. If the budget process fails to gain a majority vote of the present membership of the Student Senate at any Student Senate meeting, the Student Body Treasurer, with the assistance of the Senate Standing Committee on Financial Affairs, shall be authorized to re-submit a budget at the next regularly scheduled meeting. Re-submitted budgets shall require only one reading to become effective.
6. Any reallocation or adjustment of budget line item funds must be brought before the Student Senate for approval. Such amendments to the budget shall require only one reading to become effective.
7. Any and all line item overspending shall be deducted from the relevant executive discretionary fund unless a reallocation of funds is approved by the Student Senate.

## **Section V. Summer Spending**

Spending shall always follow the budget in the designated fiscal year, even if said budget was not proposed by the current executive administration. Spending after July 1, but before the passage of a budget for the current fiscal year, must be approved by a majority vote of the active membership of the Cabinet and final approval must come from the Purdue Student Government Advisors.

## **Article VIII. Transition**

### **Section I. Student Senate Transition**

The first meeting of the Student Senate following the Student Body Election shall be a joint session between the outgoing and incoming Senators.

1. All Senators shall convene at least one half hour before the meeting in order to informally introduce themselves and explain the particulars of the office.
2. The transition Student Senate meeting shall be considered the last official meeting of the current session. Both outgoing and incoming Senators may partake in debate, however only outgoing senators may cast votes.
3. After all regular business has been conducted, the Senators—elect shall be sworn in and their term shall officially begin.
4. A yearly PSG Senate Orientation Program, which will take place before the Senate meeting that follows the transition meeting, will be organized by the outgoing Senate Pro-Tempore and Committee Chairs to facilitate the effective transition of incoming senators into their new roles and responsibilities.

## **Section II. Cabinet Transition**

Before officially leaving office, all Cabinet members shall be responsible for communicating the particulars of their office to their replacements in order to prepare the newly appointed Cabinet members for their duties and facilitate a smooth transition between administrations.

## **Article IX. Amendments**

These bylaws may be amended by a majority vote of the present membership Student Senate, with final approval coming from the Student Activities and Organization Office. The authority to amend these bylaws rests with the Purdue Student Senate.

## **Article X. Social Media Presence**

### **Section I. General**

1. PSG shall maintain a presence on contemporary social media platforms in order to provide outreach to constituents.
2. PSG officers are free to maintain their own individual social media presence however they see fit provided statements are not said to represent PSG as an organization.

### **Section II. Content**

1. PSG social media shall primarily be used to serve as an outreach tool to the student body.
2. In some circumstances, there may be a need for PSG to comment on matters that are not directly related to the affairs of the Purdue undergraduate student body. In such cases it is permissible to make a post on official PSG social media as per the guidelines set forth in Sections 3 and 4.

### **Section III. Approved Administrators**

1. The only approved administrators of official PSG social media pages shall be the following:
  - a. Executive Director of Communications
    - i. The Executive Director of Communications may also delegate social media access to one or more of his/her directors.
  - b. The Press Secretary
  - c. The Student Body President
  - d. The Chief Justice or the Promotions Justice
2. Any PSG member may issue a request to any approved administrator, but they may not make the post themselves unless they are one of the approved administrators listed above.

### **Section IV. Restrictions**

1. Unless content being posted on PSG social media solely addresses advertising PSG-sponsored or supported events, profiles of Purdue students and faculty, results of PSG conducted research, or PSG legislation (past, present, and future), the poster must state their name, or the name of who they are posting for, in a reasonable manner in the post.
2. Members who do not adhere to the aforementioned restrictions shall be referred to Purdue Student Supreme Court.