

**The Code of the Permanent Laws of
the Undergraduate Student
Government of the University
The University of North Carolina at
Chapel Hill**

(as amended November 7th, 2023)

Table of Contents

Title I: General Regulations	4
Chapter 1: Undergraduate Student Government	5
Chapter 2: Undergraduate Student Government Appointments	8
Chapter 3: Summer Undergraduate Student Government	20
Chapter 4: Honors	21
Chapter 5: Transparency and Accountability.....	24
Title II: The Undergraduate Legislative Branch	32
Chapter 1: Senators and Staff.....	33
Chapter 2: Finalizing Legislation.....	42
Chapter 3: Undergraduate Senate Records	46
Chapter 4: Senatorial Committees	48
Chapter 5: Ethics Laws	52
Chapter 6: Impeachment	60
Title III: The Undergraduate Executive Branch	62
Chapter 1: Structure and Purpose of the Undergraduate Executive Branch	63
Chapter 2: Undergraduate Executive Branch Officers	69
Chapter 3: Cabinet	74
Title IV: Undergraduate Judicial Branch	77
Chapter 1: Structure and Purpose of the Undergraduate Honor System.....	78
Chapter 2: Legal Counsel.....	81
Title V: The Undergraduate Election Regulations.....	83
Chapter 1: General Provisions	84
Chapter 2: Election Administration	87
Chapter 3: Election Cycle	94
Chapter 4: Student Government Participation	98
Chapter 5: Candidate Campaigns.....	100
Chapter 6: Proposition and Referendum Campaigns	104
Chapter 7: Campaign Financing	107
Chapter 8: Regulations and Prohibited Activities.....	110
Chapter 9: Enforcement Policy	113

Title VI: The Undergraduate Financial Regulations.....	115
Chapter 1: Definitions.....	116
Chapter 2: Basic Financial Provisions	117
Chapter 3: Criteria for Funding.....	120
Chapter 4: Semi-Annual Budget Process.....	129
Chapter 5: Subsequent Appropriations	135
Chapter 6: Reversions and Excess Funds	137
Chapter 7: Student Government Equipment.....	138
Chapter 8: Government Oversight and Enforcement.....	140

Title I: General Regulations

Chapter 1: Undergraduate Student Government

Section 100. Composition

- A. The Undergraduate Student Government shall consist of the Undergraduate Legislative Branch, the Undergraduate Executive Branch, the Undergraduate Judicial Branch, designated Independent Agencies, and appointees to external organizations.

Section 101. Mission Statement

- A. The Undergraduate Student Government is the means by which students can participate in the decision-making process within the University of North Carolina at Chapel Hill. Students are able to voice their opinions with university administration; develop and implement policies that impact student life; and allocate student fee money to campus organizations. Through these activities, the Undergraduate Student Government endeavors to enrich each student's experience at the University of North Carolina at Chapel Hill.

Section 102. Service

- A. No undergraduate student may hold more than one of the following positions simultaneously:
1. The following Undergraduate Executive Branch positions:
 - a. USG President,
 - b. USG Vice President,
 - c. USG Treasurer,
 - d. USG Secretary,
 - e. USG Senior Advisor,
 - f. USG Organizational Treasurer,
 - g. USG Chief of Staff, and
 - h. USG Director of State and External Affairs.
 2. The following Undergraduate Judicial Branch positions:
 - a. Undergraduate Student Attorney General,
 - b. Undergraduate Solicitor General,
 - c. Undergraduate Chief Legal Officer and Undergraduate Deputy Legal Officers,
 - d. Undergraduate Honor Court Chair and Vice-Chairs,
 - e. Undergraduate Honor System Outreach Coordinator, and
 - f. Student Supreme Court Justices who are undergraduate students.
 3. Undergraduate Senators
- B. Undergraduate members of the Board of Elections are prohibited from holding any other position in the Student Government or any External Appointment not assigned to them in the Undergraduate Code.

- C. Any person who holds a position that is not exempt from the Dual-Office Prohibition and accepts another position that is not exempt from the Dual-Office Prohibition shall be deemed resigned from the position that person first held. The Undergraduate Senate Ethics Chair is charged with enforcing the automatic removal of officeholders who occupy two positions on the above list of their original position.
- D. Members who elect to Study Abroad for a full semester shall be deemed resigned from their post upon commencement of the Study Abroad program, except when the Undergraduate Senate is meeting online.

Section 103. General Qualifications for Office

- A. No person shall be a member of the Undergraduate Student Government who is not enrolled as a fee-paying student at the University of North Carolina at Chapel Hill.

Section 104. Oath of Office

- A. Immediately before assuming any position that may be impeachable, the official shall take the following Oath of Office: “I, (full name), do affirm that I will preserve, protect, and defend the general welfare of the Student Body at the University of North Carolina at Chapel Hill and its Constitution and all laws enacted under its authority.”

Section 105. Compensations Prohibited

- A. No member of the Undergraduate Student Government shall be entitled to nor shall they accept a stipend, salary, or any other form of compensation for the purpose of holding a position within the Undergraduate Student Government from any other source other than the Undergraduate Senate.
- B. No person shall be entitled to nor shall they accept two or more sources of stipend, salary, or any other form of compensation originating from Student Fees.

Article II: Equal Opportunity

Section 110: Standards

- A. The Undergraduate Student Government is committed to acting honestly and with integrity, in accordance with applicable laws and with the highest ethical standards, and treating each other and the community with honor. That means the Undergraduate Student Government is an equal opportunity organization committed to providing an environment that’s based on professionalism and respect and is free from discrimination, retaliation, and harassment.

Section 111: Anti-Discrimination

- A. The Undergraduate Student Government shall not tolerate discrimination on the basis of actual or perceived race, color, religion (including religious dress and practices), creed, sex/gender, marital status, age, national origin, ancestry, physical or mental disability, medical condition, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, immigration status, caste, socio-economic status, or on any other category protected by applicable law.
- B. The Undergraduate Student Government also shall not tolerate discrimination based on perceptions that a person is associated with someone else who is in any of the protected categories.

Section 112: Reasonable Accommodations

- A. The Undergraduate Student Government will provide reasonable accommodations to individuals impacted by a disability who are seeking accommodations unless doing so would cause an undue hardship on operations.
- B. The Undergraduate Student Government will also make reasonable accommodations for those individuals who observe religious practices.
- C. The Undergraduate Student Government prohibits discrimination against any person who is limited in English proficiency.
- D. The Undergraduate Student Government will take the necessary steps to provide individuals with Limited English Proficiency persons with meaningful access to such programs and activities.
- E. The Undergraduate Student Government recognizes and respects the right of individuals to speak languages other than English in the performance of their duties.

Chapter 2: Undergraduate Student Government Appointments

Article I. General Appointments

Section 200. General Responsibilities

- A. A nomination is defined as the act in which an individual so empowered proposes to the Undergraduate Senate that a student (the nominee) be appointed (i.e. nominates them) to an office, committee, commission, council, board, or other position.
- B. An appointment is defined as the act of placing a person in office after approval by the Undergraduate Senate.
- C. A nominee is defined as any student who receives a nomination by an authorized official or body as provided by the Student Law.
- D. An appointee is defined as any nominee who has been confirmed by the Undergraduate Senate, and has thereby been placed in office by the appointer.
- E. A discretionary appointee shall be defined as an appointment (which would be considered external) made, by a university administrator on the advice of a Student Government Official, of a student, to an indefinite term on a university body that exists on an ad-hoc basis.
- F. An appointer is defined as the officer with the capacity to make appointments to the position in question.
- G. An external appointment is an appointment made to an office, committee, commission, council, board, or other body which is not an organ of the Student Government.
- H. For all nominees, the appointer shall transmit to the Undergraduate Senate notice of the nomination upon its making.
- I. All nominees and discretionary appointees shall provide their respective appointer with updated contact information (including a telephone number) and information relevant to the appointee's status as a student (including college of enrollment, terms of enrollment, and expected graduation date)."

Section 201. Discretionary Appointees

- A. A discretionary appointee shall regularly update the appointer about the activities of their relevant committee or board.
- B. An appointer shall ensure that an appointee is familiar with their responsibilities.
- C. Discretionary appointees may be appointed or dismissed at the will of the appointer.

Section 202. Confirmation Process

- A. No individual shall be appointed (nor shall formal advice be given that any individual should be appointed) to any non-staff office or position, including positions in any committee, commission, council, or board, without the approval of the Undergraduate Senate following the making of a lawful nomination. This shall not encompass staff positions within the Undergraduate Executive Branch, nor positions appointed or elected

by the Undergraduate Senate or any of its Officers, nor positions within the Undergraduate Judicial Branch which are not appointed by the Undergraduate President, nor discretionary appointees.

- B. The Undergraduate Senate shall have the power to confirm or reject all nominees through a simple majority vote of present and voting members, except where provided otherwise.

Section 203. Designees on University Boards and Committees

- A. A person may serve as a designee for Undergraduate Executive Branch or Undergraduate Senate Officer on a University Board or Committee if such practice is in compliance with the by-laws of said University Board or Committee.
- B. The Undergraduate Senate must confirm designees who will serve on behalf of the Undergraduate Executive Branch or Undergraduate Senate Officers on University Boards and Committees.

Section 204. Interim Appointments

- A. If an Official who has been appointed by the USG President (hereafter referred to as Official) resigns, is removed from Office, or is otherwise unable to perform the functions and duties of their Office, the USG President shall direct an individual to perform the functions and duties of the vacant Office temporarily.
- B. The same provisions shall apply in the case of the resignation, removal from Office, or inability of an individual acting as an Acting Official under this section.
- C. The USG President shall nominate a permanent replacement.
 - 1. Such a nomination must be made within fifteen (15) days of the naming of the Acting Official.
 - 2. Should the vacant Office be an Executive Branch Officer, the competitive application process shall be repeated, and the USG President shall only be permitted to nominate the individual who has been recommended by the Undergraduate Executive Branch Officer Selection Committee.
 - a. All references within I U.S.G.C §210 to the USG President-elect shall, in this case, be construed as referring to the USG President.
 - 3. Should the vacant Office be the Undergraduate Student Attorney General or the Undergraduate Honor Court Chair, the competitive application process shall be repeated, and the USG President shall only be permitted to nominate the individual who has been recommended by the Undergraduate Honor System Leadership Selection Committee.
 - a. All references within I U.S.G.C §220 to the USG President-elect shall, in this case, be construed as referring to the USG President.
 - 4. Should the vacant Office be the Undergraduate Solicitor General or the Undergraduate Chief Legal Officer, the competitive application process shall be repeated, and the USG President shall only be permitted to nominate the individual who has been recommended by the Undergraduate Legal Officer Selection Committee.

5. Should the vacant Office be an Undergraduate Justice of the Student Supreme Court, the USG President shall only be permitted to nominate an individual who has been recommended by the Undergraduate Justice Selection Committee.
 6. Should the vacant Office be an Undergraduate Member of the Board of Elections, the USG President shall only be permitted to nominate an individual who has been recommended by the Undergraduate Board of Elections Member Selection Committee.
 7. Such a nomination must be confirmed by the Undergraduate Senate upon a two-thirds (2/3) vote of present and voting members.
- D. Whenever an Official transmits to the USG President their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by an individual designated by the USG President as the Acting Official.
 - E. The USG President must inform all Acting Officials that their term is interim and that continued service within that position is prohibited without senatorial confirmation.
 - F. The USG President shall notify the Undergraduate Speaker of all interim appointments, including the interim appointee's name, relevant interim appointment position, and the date of the appointment within twenty-four (24) hours of the interim appointment.
 - G. No individual whose appointment has been postponed indefinitely, tabled, failed, or to which an objection to the consideration of the question has been sustained by the Undergraduate Senate or any Committee of the Undergraduate Senate to which the appointment has been referred shall be interim appointed to any organization or committee for which the nomination has been made.
 - H. The USG President shall not be allowed to interim appoint themselves to any organization or committee.

Section 205. Removal of Officials

- A. The USG President shall have the power to dismiss any Official from an Office which they have appointed and the Undergraduate Senate has confirmed.
 1. Such dismissal shall only take effect upon a two-thirds (2/3) vote of present and voting members of the Undergraduate Senate.
 2. Positions within the Undergraduate Judicial Branch and Honor Court shall be exempt from this section.
 3. Until such time that the Undergraduate Senate votes on dismissal, the official that the USG President has moved to dismiss shall be suspended unless the Undergraduate Senate or any Committee of the Undergraduate Senate to which the dismissal has been referred has sustained an objection to the consideration of the question of the dismissal, or has rejected the dismissal or postponed it indefinitely.

Section 206. Accountability

- A. The Undergraduate Senate shall receive regular reporting from the Office of the USG Vice President detailing the work being done by the undergraduate students appointed as

External Appointments at the beginning of the Spring Semester. The reports shall include, at a minimum:

1. A description of the purpose of the body the external appointment serves,
 2. Work that has been done, and
 3. Any decisions and/or policy changes that have been made as a result of the work of the external appointment
- B. This report shall be submitted to the Chair of the Oversight and Advocacy Committee, Undergraduate Speaker Pro Tempore, and Undergraduate Speaker.
1. The USG Vice President shall present the report to the Oversight and Advocacy Committee at the first meeting of the Spring Semester.
 2. The Undergraduate Speaker and Undergraduate Speaker Pro Tempore shall ensure that all Senators receive a copy of the written report.

Article II. Undergraduate Executive Branch Appointments

Section 210. Undergraduate Executive Branch Officers

- A. For the purposes of this section, the following shall be considered Undergraduate Executive Branch Officers:
1. USG Vice President;
 2. USG Treasurer;
 3. USG Secretary;
 4. USG Director of State and External Affairs;
 5. USG Chief of Staff;
 6. USG Senior Advisor(s);
 7. USG Organizational Treasurer.
- B. The Undergraduate Executive Branch Officer Selection Committee shall be composed of the:
1. Undergraduate Senate Speaker;
 2. Undergraduate Senate Rules & Judiciary Chair;
 3. Undergraduate Senate Finance Chair;
 4. Two (2) individuals selected by the President-elect.
- C. The Undergraduate Executive Branch Officer Selection Committee shall be empowered, upon an affirmative vote of the majority of the entire membership, to:
1. Determine all aspects of the application process within the limits defined by Law, including but not limited to the application timeline, method of application, form of application, contents of the application, and so on and so forth.
 2. Recommend individuals to the USG President-elect for appointment as Executive Branch Officers.
- D. The Undergraduate Executive Branch Officer Selection Committee shall have the authority to conduct business electronically, asynchronously, or otherwise; and shall be presided over by the Undergraduate Senate Speaker, who shall set the mode, location, time, and date by which the Committee conducts business and shall have the authority to appoint and dismiss non-voting advisory members of the Committee.

- E. The Undergraduate Executive Branch Officer Selection Committee shall under no circumstances deliberate the qualifications, competence, performance, character, or fitness of any applicant within a public session; retain permanent records of any such deliberation beyond the conclusion of the appointment process; or publicly disclose the substance of such deliberations.
- F. The Undergraduate Executive Branch Officer Selection Committee must use a competitive application process to select nominees.
 - 1. No member of the Undergraduate Executive Branch Officer Selection Committee shall take any part in the consideration of applicants to a position which they themselves have applied for.
 - 2. The period of the application process shall be no less than ten (10) days.
 - 3. The applications for the Undergraduate Executive Branch Officers must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 - 4. The Undergraduate Executive Branch Officer Selection Committee shall recommend a single individual per office.
- G. The USG President-elect shall nominate the Undergraduate Executive Branch officers.
- H. The USG President-elect shall only be permitted to, and must, nominate the individual(s) who have been recommended by the Undergraduate Executive Branch Officer Selection Committee.
- I. If the USG President-Elect chooses not to nominate any of the selected recommended individuals, the USG President-Elect reserves the right to restart the selection process for the office affected, though the Undergraduate Executive Branch Officer Selection Committee may choose to recommend a different applicant to the USG President-Elect rather than re-open applications.
- J. When transmitting the nomination to the Undergraduate Senate, the USG President shall provide the nominee's responses as well.
- K. The terms of all Undergraduate Executive Branch Officers shall be coterminous with the proscribed term of the Undergraduate USG President who nominated them.
- L. If the Undergraduate Senate rejects a nominee, the selection process shall begin again, though the Undergraduate Executive Branch Officer Selection Committee may opt to recommend a different applicant to the USG President-elect rather than re-open applications.

Section 211. Cabinet Nominees

- A. The USG President shall appoint a Cabinet.
- B. The USG President must use a competitive application process to select nominees.
- C. When transmitting the nomination to the Undergraduate Senate, the USG President shall provide all responses to the application as well.
- D. The terms of Cabinet appointees shall be coterminous with the proscribed term of the USG President who nominated them.

Article III. Undergraduate Judicial Branch Appointments

Section 220. Undergraduate Honor Court Leadership

- A. The Undergraduate President-elect shall nominate an Undergraduate Student Attorney General and Honor Court Chair.
 - 1. The Undergraduate President-elect must use a competitive application process to select nominees.
 - a. The period of the application process shall be no less than ten (10) days.
 - b. The applications for the Undergraduate Student Attorney General and Honor Court Chair must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 - c. The applications must be reviewed by a Selection Committee(s) composed of not less than three members.
 - 2. The Undergraduate-President-elect shall only be permitted to nominate an individual which has been recommended by the Selection Committee.
 - 3. If the Undergraduate President-elect does not accept any of a particular pool of nominees, then the President-elect must order the Selection Committee to extend their search, at which point applications will reopen, and the selection process begins again.
- B. Resolutions to confirm Undergraduate Student Attorney General and Undergraduate Honor Court Chair shall be referred to the Rules and Judiciary Committee.
 - 1. The responses to the application must be provided to the Undergraduate Senate.
- C. The terms of the Undergraduate Student Attorney General and Honor Court Chair shall be twelve (12) calendar months or until a successor has been named.
- D. If the Undergraduate Senate rejects a nominee, the Undergraduate President-elect must select another individual which has received the approval of the Selection Committee
 - 1. If no such individual exists, the selection process shall begin again.

Section 221. Undergraduate Honor Court Nominees

- A. For the purposes of this section, the following shall be considered Honor Court Officials:
 - 1. Deputy Student Attorney Generals; and
 - 2. Honor Court Vice-Chairs.
- B. The Undergraduate President shall nominate Honor Court Officials.
- C. The Undergraduate President must use a competitive application process to select nominees.
- D. Resolutions to confirm Honor Court Officials shall be referred to the Rules and Judiciary Committee.
 - 1. The responses to the application must be provided to the Undergraduate Senate.
- E. The terms of Honor Court Officials shall be twelve (12) calendar months or until a successor has been named.

Section 222. Legal Officers

- A. The Undergraduate Legal Officer Selection Committee shall be composed of the:
 - 1. Undergraduate Vice President (non-voting);

2. Undergraduate Senate Rules & Judiciary Chair;
 3. Undergraduate Senate Oversight & Advocacy Chair;
 4. One (1) Undergraduate Senator selected by the Undergraduate Senate Rules & Judiciary Chair;
 5. Undergraduate Solicitor General, or one (1) Undergraduate Deputy Solicitor General selected by the USG President should the office be vacant;
 6. Undergraduate Chief Legal Officer, or one (1) Undergraduate Deputy Legal Officer selected by the USG President should the office be vacant.
- B. The Undergraduate Legal Officer Selection Committee shall be empowered, upon an affirmative vote of the majority of the entire membership, to:
1. Determine all aspects of the application process within the limits defined by Law, including but not limited to the application timeline, method of application, form of application, contents of the application, and so on and so forth.
 2. Recommend individuals to the USG President for appointment as Undergraduate Solicitor General or Undergraduate Chief Legal Officer.
- C. The Undergraduate Legal Officer Selection Committee shall have the authority to conduct business electronically, asynchronously, or otherwise; and shall be presided over by the Undergraduate Senate Rules & Judiciary Chair, who shall set the mode, location, time, and date by which the Committee conducts business and shall have the authority to appoint and dismiss non-voting advisory members of the Committee.
- D. The Undergraduate Legal Officer Selection Committee shall under no circumstances deliberate the qualifications, competence, performance, character, or fitness of any applicant within a public session; retain permanent records of any such deliberation beyond the conclusion of the appointment process; or publicly disclose the substance of such deliberations.
- E. The Undergraduate Legal Officer Selection Committee must use a competitive process to select nominees.
1. No member of the Undergraduate Legal Officer Selection Committee shall take any part in the consideration of applicants to a position which they themselves have applied for.
 2. The period of the application process shall be no less than ten (10) days.
 3. The applications for the Undergraduate Solicitor General and Undergraduate Chief Legal Officer must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 4. The Undergraduate Legal Officer Selection Committee shall recommend a single individual per office.
- F. The USG President shall nominate an Undergraduate Solicitor General and Undergraduate Chief Legal Officer.
- G. The USG President shall only be permitted to, and must, nominate the individual(s) who have been recommended by the Undergraduate Legal Officer Selection Committee.

- H. When transmitting the nomination to the Undergraduate Senate, the USG President shall provide the nominee's responses as well.
- I. The terms of Undergraduate Solicitor General and Undergraduate Chief Legal Officer shall be until they graduate.
- J. It shall require a vote of two-thirds (2/3) of present and voting members at a regular meeting for the Undergraduate Senate to confirm the Undergraduate Solicitor General.
- K. If the Undergraduate Senate rejects a nominee, the selection process shall begin again, though the Undergraduate Legal Officer Selection Committee may opt to recommend a different applicant to the USG President rather than re-open applications.

Section 223. Student Supreme Court

- A. The Undergraduate Justice Selection Committee shall be composed of the:
 - 1. Undergraduate Vice President (non-voting);
 - 2. Undergraduate Senate Rules & Judiciary Chair;
 - 3. Undergraduate Senate Ethics Chair;
 - 4. Two (2) Undergraduate Senators selected by the Undergraduate Senate Rules & Judiciary Chair;
 - 5. Chief Justice of the Student Supreme Court, or one (1) Undergraduate Justice of the Student Supreme Court selected by the Undergraduate Senate Rules & Judiciary Chair should the Chief Justice not be an undergraduate or should the Office of Chief Justice be vacant;
- B. The Undergraduate Justice Selection Committee shall be empowered, upon an affirmative vote of the majority of the entire membership, to:
 - 1. Determine all aspects of the application process within the limits defined by Law, including but not limited to the application timeline, method of application, form of application, contents of the application, and so on and so forth.
 - 2. Recommend individuals to the USG President for appointment as an Undergraduate Justice of the Student Supreme Court.
- C. The Undergraduate Justice Selection Committee shall have the authority to conduct business electronically, asynchronously, or otherwise; and shall be presided over by the Undergraduate Senate Rules & Judiciary Chair, who shall set the mode, location, time, and date by which the Committee conducts business and shall have the authority to appoint and dismiss non-voting advisory members of the Committee.
- D. The Undergraduate Justice Selection Committee shall under no circumstances deliberate the qualifications, competence, performance, character, or fitness of any applicant within a public session; retain permanent records of any such deliberation beyond the conclusion of the appointment process; or publicly disclose the substance of such deliberations.
- E. The Undergraduate Justice Selection Committee must use a competitive application process to select nominees.
 - 1. No member of the Undergraduate Justice Selection Committee shall take any part in the consideration of applicants to a position which they themselves have applied for.

2. The period of the application process shall be no less than ten (10) days.
 3. The applications for the open seat(s) must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 4. The Undergraduate Legal Officer Selection Committee shall recommend a number of individuals equal to the number of vacant seats.
- F. The USG President shall nominate members of the Student Supreme Court upon a confirmed vacancy.
- G. The USG President shall only be permitted to, and must, nominate the individual(s) who have been recommended by the Undergraduate Legal Officer Selection Committee.
- H. When transmitting the nomination to the Undergraduate Senate, the USG President shall provide the nominee's responses as well.
- I. Upon confirmation, the terms of the individuals appointed to the Student Supreme Court shall last until they graduate.
- J. It shall require a vote of two-thirds (2/3) of present and voting members at a regular meeting for the Undergraduate Senate to confirm Undergraduate Justices of the Student Supreme Court.
- K. If the Undergraduate Senate or Joint Governance Council rejects a nominee, the selection process shall begin again, though the Undergraduate Legal Officer Selection Committee may opt to recommend a different applicant to the USG President rather than re-open applications.

Article IV. Undergraduate Board of Elections Appointments

Section 230. Board of Elections

- A. The Undergraduate Board of Elections Member Selection Committee shall be composed of the:
1. Undergraduate Vice President (non-voting);
 2. Undergraduate Senate Rules & Judiciary Chair;
 3. Undergraduate Senate Ethics Chair;
 4. One (1) Undergraduate Senator selected by the Undergraduate Senate Rules & Judiciary Chair;
 5. Chairman of the Board of Elections, or the most senior Undergraduate member of the Board of Elections, should the office of chairman be vacant, or one (1) Undergraduate Member of the Board of Elections selected by the USG President should the Chairman not be an undergraduate or should the Office of Chairman be vacant and there be no such senior Undergraduate Member.
- B. The Undergraduate Board of Elections Member Selection Committee shall be empowered, upon an affirmative vote of the majority of the entire membership, to:
1. Determine all aspects of the application process within the limits defined by Law, including but not limited to the application timeline, method of application, form of application, contents of the application, and so on and so forth.

2. Recommend individuals to the USG President for appointment as an Undergraduate Member of the Board of Elections.
- C. The Undergraduate Board of Elections Member Selection Committee shall have the authority to conduct business electronically, asynchronously, or otherwise; and shall be presided over by the Undergraduate Senate Rules & Judiciary Chair, who shall set the mode, location, time, and date by which the Committee conducts business and shall have the authority to appoint and dismiss non-voting advisory members of the Committee.
 - D. The Undergraduate Board of Elections Member Selection Committee shall under no circumstances deliberate the qualifications, competence, performance, character, or fitness of any applicant within a public session; retain permanent records of any such deliberation beyond the conclusion of the appointment process; or publicly disclose the substance of such deliberations.
 - E. The Undergraduate Board of Elections Member Selection Committee must use a competitive application process to select nominees.
 1. No member of the Undergraduate Board of Elections Member Selection Committee shall take any part in the consideration of applicants to a position which they themselves have applied for.
 2. The period of the application process shall be no less than ten (10) days.
 3. The applications for the open seat(s) must be publicized by the Undergraduate Senate and Undergraduate Secretary.
 4. The Undergraduate Board of Elections Member Selection Committee shall recommend a number of individuals equal to the number of vacant seats.
 5. The USG President shall nominate members of the Board of Elections upon a confirmed vacancy.
 - F. The USG President shall only be permitted to, and must, nominate the individual(s) who have been recommended by the Undergraduate Board of Elections Member Selection Committee.
 - G. When transmitting the nomination to the Undergraduate Senate, the USG President shall provide the nominee's responses as well.
 - H. Upon confirmation, the terms of the individuals appointed to the Board of Elections shall last until they graduate.
 - I. It shall require a vote of two-thirds (2/3) of present and voting members at a regular meeting for the Undergraduate Senate to confirm Undergraduate Members of the Board of Elections.
 - J. If the Undergraduate Senate or Joint Governance Council rejects a nominee, the selection process shall begin again, though the Undergraduate Board of Elections Member Selection Committee may opt to recommend a different applicant to the USG President rather than re-open applications.

Article V. Executive, Legislative, and Discretionary Appointments

Section 240. Executive Appointments

- A. The nominees (as defined in this chapter) to offices listed shall explicitly be subject to senatorial confirmation, provided that the quantity shall be purely informative:
1. Two (2) Co-Chairs of Student Undergraduate Teaching and Staff Awards;
 2. Four (4) Members of the Committee of Student Conduct (COSC);
 3. One (1) Association of Student Governments Delegate;
 4. Nine (9) Members of the Student Advisory Committee to the Chancellor;
 5. Six (6) Members of the Dean of Arts and Sciences Advisory Committee;
 - a. The USG Vice President chairs this committee
 6. Eight (8) Members of the Student Academic Advisory Board;
 7. Two (2) Members and one (1) deputy to the Faculty Council;
 8. Eight (8) Members of the University Teaching Awards Board;
 9. Two (2) Members of the Priority Registration Advisory Committee;
 10. One (1) Member of the Educational Policy Committee;
 11. One (1) Member of the University Calendar Committee;
 12. One (1) Member of the Academic Calendar Committee;
 13. Two (2) Members of the Ackland Museum of Art Academic Advisory Committee;
 14. Two (2) Members of the General Education Oversight Committee;
 15. Two (2) Members of the Course Committee for the College of Arts and Sciences;
 16. One (1) Member of the University Policy Committee;
 17. One (1) Member of the Summer Reading Book Selection Committee.
 18. Three (3) Members of the Student Fee Audit Committee (SFAC);
 19. One (1) Member of the Carolina Computing Initiative Software Load Committee and Hardware Selection Committee (ITC);
 20. One (1) Member of the Scholarships, Awards, and Student Aid Committee;
 21. One (1) Downtown Chapel Hill Partnership representative.
 22. Two (2) Members of the Student Legal Services (SLS) Board of Directors;
 23. Four (4) Members of the WXYC Board of Directors;
 24. Six (6) Members of the Student Safety and Security Committee;
 25. Two (2) Co-Chairs of the Renewable Energy Special Projects Committee (RESPC);
 26. Three (3) Members of the Renewable Energy Special Projects Committee (RESPC);
 27. Two (2) Members of the STV Board of Directors;
 28. Four (4) Members of the Student Library Advisory Board (SLAB);
 29. Three (3) Members of the Carolina Union Board of Directors;
 30. Four (4) Members of the Student Technology Advisory Board (STAB);
 31. Two (2) Members of the Buildings and Grounds Committee;
 32. Two (2) Members of the Student Dining Services Board of Directors;
 33. One (1) Member of the Student Affairs Council;
 34. Two (2) Members of the MLK Jr. Celebration Planning Committee;

35. Two (2) Members of the Provost's Committee on LGBTQ Life;
36. One (1) Member of the Administrative Board of the Library;
37. Three (3) Members of the Advisory Committee for UNC Student Stores;
38. Two (1) Members of the Campus Health Services Advisory Board;
39. Two (2) Members of the Campus Recreation Advisory Council;
40. One (1) Member of the Chancellor's Advisory Committee on Transportation 5-Year Plan (ACT);
41. Two (2) Member of the Disability Advisory Committee;
42. One (1) Member of the Pedestrian and Bicycle Safety Committee.

Chapter 3: Summer Undergraduate Student Government

Article I. Undergraduate Executive Branch

Section 300. Certain Officials to Maintain Responsibilities

- A. The Undergraduate Executive Branch Officers, Undergraduate Student Attorney General, and Chair of the Undergraduate Honor Court shall be required to maintain the duties of their office and shall be liable to the Instrument of Student Judicial Governance between the Spring and Fall semesters but shall not be required to enroll in classes during the Summer term.

Article II. Legislative Branch

Section 310. Summer Undergraduate Senate

- A. Undergraduate Senate shall operate during Summer Sessions according to such rules as they may enact.

Chapter 4: Honors

Article I. Honors Awarded by The Undergraduate Student Government

Section 400. Undergraduate Medal of Merit

- A. The Undergraduate Senate shall have the authority to award to any student, faculty member, staff member, alumnus, or close associate of the University of North Carolina at Chapel Hill the Undergraduate Medal of Merit (Medal of Merit) in recognition of outstanding achievement in and contribution to the community of this university.
- B. The Medal of Merit shall be the highest honor awarded and recognized by the Undergraduate Student Government.
- C. The Undergraduate Senate shall award this honor by resolution.
 - 1. A resolution to award the Undergraduate Medal of Merit shall require the support of two-thirds ($\frac{2}{3}$) of the members voting and present of the Undergraduate Senate.
 - 2. The Undergraduate Senate may award no more than three (3) such honors in a given term of the Senate.
- D. When the Medal of Merit has been awarded, the recipient shall be invited by the Undergraduate Speaker of the Undergraduate Senate to accept the Medal of Merit during a regular meeting of the Undergraduate Senate.
- E. Each year, the Undergraduate Senate shall request Student Government Funds to fund the purchase of up to three (3) physical medals to present to recipients.

Section 401. USG Presidential Medal of Excellence

- A. The USG President shall have the authority to award to any student, faculty member, staff member, alumnus, or close associate of the University of North Carolina at Chapel Hill the USG Presidential Medal of Excellence (Medal of Excellence) in recognition of significant achievement in scholarship, athletics, or public service.
- B. The Medal of Excellence shall be the second-highest honor awarded and recognized by the Undergraduate Student Government.
- C. The USG President shall award this honor by executive order.
- D. When the Medal of Excellence has been awarded, the recipient shall be invited by the Undergraduate USG President and the Undergraduate Speaker of the Undergraduate Senate to accept the Medal of Excellence during a regular meeting of the Undergraduate Senate.
- E. Each year, the Undergraduate Student Government Executive Branch shall request Student Government Funds to fund the purchase of physical medals to present to recipients, though the number of medals awarded may exceed the number of physical medals which are to be funded.

Section 402. James L. Cates Jr. Memorial Award

- A. The Undergraduate Senate shall have the authority to award to any student, faculty member, staff member, alumnus, or close associate of the University of North Carolina at

Chapel Hill the James L. Cates Jr. Memorial Award (Cates Award) in recognition of outstanding contribution to the advancement of social justice on our campus.

- B. This award shall be named for James L. Cates Jr., a young African American man who was tragically murdered in the heart of our campus in an instance of horrific racial violence.
- C. The Undergraduate Senate shall award this honor by resolution.
 - 1. A resolution to award the Cates Award shall require the support of two-thirds ($\frac{2}{3}$) of the members voting and present of the Undergraduate Senate.
- D. When the Cates Award has been awarded, the recipient shall be invited by the Undergraduate Speaker of the Undergraduate Senate to accept the Cates Award during a regular meeting of the Undergraduate Senate.
- E. Each year, the Undergraduate Senate shall request Student Government Funds to fund the purchase of a physical marker of this memorial award.

Section 403. Eli “Sonny” Evans Award for Student Self-Governance

- A. The Eli “Sonny” Evans Awards for Student Self-Governance (Sonny Evans Award) shall be awarded to any graduating member of the undergraduate senior class of the University of North Carolina at Chapel Hill in recognition of outstanding achievement and contribution as a member of the Undergraduate Student Government or other system.
- B. This award shall be named for Eli “Sonny” Evans, the first Jewish President of the student body and later an accomplished historian of Jewish history.
- C. This honor shall be awarded by a majority vote of the Sonny Evans Award Committee.
- D. The Sonny Evans Award Committee shall be comprised of the following individuals:
 - 1. The USG Vice President (Chair) or their designee;
 - 2. The Undergraduate Speaker Pro Tempore or their designee;
 - 3. The USG Treasurer or their designee;
 - 4. The Undergraduate Senate Finance Committee Chair or their designee;
 - 5. The USG Chief of Staff or their designee;
 - 6. The Undergraduate Senate Ethics Committee Chair or their designee;
 - 7. The senior undergraduate justice of the Student Supreme Court or their designee;
 - 8. The senior undergraduate member of the Board of Elections or their designee.
- E. Should any member of the Sonny Evans Award Committee be eligible for the award, they shall be required to appoint a designee to serve on the committee in their place.
- F. The Sonny Evans Award Committee shall be required to accept nominations from the public for the award but may nominate an individual for the award internally.
- G. The Sonny Evans Award Committee shall convene to first consider the matter of awarding members of the current senior class no later than one week following the first day of class of the Spring term and shall announce winners of the award no later than three weeks prior to the transition of power date.
- H. When the Sonny Evans Award has been awarded, the recipient shall be invited by the Undergraduate Speaker of the Undergraduate Senate to accept the Award during the final regular meeting of the Undergraduate Senate of the current term.

- I. Each year, the Undergraduate Senate shall request Student Government Funds to fund the purchase of a physical marker of this award.

Article II. Eve Marie Carson Memorial Junior-Year Merit Scholarship

Section 410. Eve Marie Carson Memorial Junior-Year Merit Scholarship

- A. The Selection Committee to appoint the Executive Director of the Eve Carson Scholarship shall consist of:
 1. USG President;
 2. Incumbent Executive Director;
 3. An additional Senior member of the Executive Committee;
 4. A non-student member of the Selection Committee.
- B. By the due date of the Scholarship application, the Selection Committee of the Executive Director shall appoint one (1) Junior to serve as the Executive Director of the Eve Carson Scholarship.
- C. During the Fall Semester, the Executive Director shall appoint three (3) Seniors to serve on the Selection Committee.
- D. The Executive Director shall:
 1. Manage the Executive Committee of the Eve Carson Scholarship;
 2. Appoint students to the Eve Carson Scholarship Recipient Selection Committee;
 3. Issue an annual report and revised operating plan to the Associate Director of Development, Associate Director of Scholarships and Student Aid, the Vice Chancellor of Student Affairs, and the Incoming and Outgoing Undergraduate USG Presidents.
- E. The Eve Carson Scholarship Recipient Selection Committee shall consist of:
 1. Executive Director of the Eve Carson Scholarship;
 2. USG President;
 3. Three (3) additional Seniors;
 4. A biennial term appointee of the Vice-Chancellor of Student Affairs Office;
 5. A biennial term Faculty/Staff member appointed by the Undergraduate Executive Branch of Undergraduate Student Government;
 6. A biennial term appointee of the Office of Scholarships and Student Aid;
 7. A biennial term UNC alumnus.
- F. The Eve Carson Scholarship Recipient Selection Committee shall award the Eve Carson Scholarship to one (1) or more recipients annually.

Chapter 5: Transparency and Accountability

Article I. Foundations

Section 500: Definitions and General Provisions

A. For the purposes of this Chapter:

1. "Meeting" means the convening of a quorum of a public body to deliberate or act on a matter over which the public body has supervision, control, jurisdiction, or advisory power. It shall also mean the convening of a quorum of a public body by the public body or by another public official to receive information regarding a matter over which the public body has supervision, control, jurisdiction, or advisory power.
 2. "Public body" means the Undergraduate Student Government and any political subdivision thereof, where such body possesses policy-making, advisory, or administrative functions, including any committee or subcommittee of any of these bodies enumerated in this paragraph.
 - a. This definition shall extend to any board, commission, or committee to which the Undergraduate Student Government makes appointments.
 - b. "Public body" does not include a meeting solely among the professional staff of a public body
 3. "Quorum" means a simple majority of the total membership of a public body.
 4. "Records" includes all recorded information, regardless of form or characteristics, made or received by a public body in connection with the transaction of public business and preserved or appropriate for preservation by that body or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Undergraduate Student Government or because of the informational value of data in them excepting records protected by:
 - a. V.5.II U.S.G.C §512,
 - b. University Policy, or
 - c. The law.
 5. "Records management" means the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance, and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Undergraduate Student Government and effective and economical management of agency operations.
 6. "Archivist" means the USG Secretary.
- B. The Undergraduate Senate Ethics Committee shall be exempt from the requirements of V.5.III U.S.G.C

- C. The following shall be exempt from the requirements of this Chapter:
1. A caucus by members of the Undergraduate Senate; however, no member of the Undergraduate Senate shall participate in a caucus that is called for the purpose of evading or subverting this Chapter.
 2. Chance meetings or social gatherings of members of a public body at which there is no vote or other action taken, including formal or informal polling of the members.

Section 501: State Law

- A. Each public body shall comply to the best of its ability with North Carolina State Public Records Laws currently found in Chapter 132 of the North Carolina General Statutes.
- B. Each public body shall comply to the best of its ability with North Carolina State Public Meetings Laws currently found in Chapter 143 of the North Carolina General Statutes.
- C. Where the Student Law conflicts with State Law, State Law shall take precedence.

Section 502: Website

- A. Each public body shall maintain a public website and/or HeelLife website, which shall host an up-to-date list of officers, the minutes of meetings, and all relevant governing documents, including but not limited to resolutions, legislations, and operating documents.

Article II. Records Request

Section 510: General Information

- A. Public bodies shall make available to the public the information as follows:
 1. descriptions of its central and subsidiary organization and the established places at which, the members from whom, and the methods whereby the public may obtain information, make submittals or requests, or obtain decisions;
 2. statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;
 3. rules of procedure, descriptions of forms available or the places at which forms may be obtained, and instructions as to the scope and contents of all papers, reports, or examinations; and
 4. each amendment, revision, or repeal of the foregoing.

Section 511: Materials Available to the Public

- A. Public bodies shall make available for public inspection and copying:
 1. those statements of policy and interpretations which have been adopted;
 2. administrative staff manuals and instructions to staff that affect a member of the public;
 3. copies of all records, regardless of form or format, which have been released to any person which, because of the nature of their subject matter, the public body determines have become or are likely to become the subject of subsequent requests for substantially the same records;
 4. All legislation considered by the Undergraduate Senate;

5. Documents that have been requested three (3) or more times; and
6. Any and all records which are not otherwise confidential.

Section 512: Privacy Protections

- A. To the extent required to prevent a clearly unwarranted invasion of personal privacy, public bodies may delete identifying details when it makes available or publishes an opinion, statement of policy, interpretation, staff manual, instruction, or copies of records.
- B. However, in each case, the justification for the deletion shall be explained fully in writing, and the extent of such deletion shall be indicated on the portion of the record which is made available or published unless including that indication would harm an interest protected by the exemption.

Section 513: Production of Materials

- A. Except with respect to the records made available, public bodies, upon any request for records which reasonably describes such records, shall make the records promptly available to any person.
 1. In making any record available to a person, the public body shall provide the record in any form or format requested by the person if the record is readily reproducible by the public body in that form or format.
 2. The public body shall make reasonable efforts to maintain its records in forms or formats that are reproducible for the purposes of this section.
 3. In responding to a request for records, the public body shall make reasonable efforts to search for the records in electronic form or format.
- B. The public body, upon any request for records, shall:
 1. Determine within ten (10) days after the receipt of any such request whether to comply with such request and shall immediately notify the person making such a request of such determination and the reasons thereof.
- C. In the case of an adverse determination, a person shall have the right to appeal to the head of the relevant public body.
 1. The head of the public body shall make a determination with respect to any appeal within five (5) days after the receipt of such appeal. If, on appeal, the denial of the request for records is in whole or in part upheld, the relevant public body shall notify the person making such request of that determination.
 - a. The five (5) day period shall commence on the date on which the request is first received by the appropriate public body.
- D. The public body may make one request to the requester for information and toll the ten (10) day period while it is awaiting such information that it has reasonably requested from the requester.
- E. The public body shall:
 1. Withhold information under this Article only if:
 - a. The public body reasonably foresees that disclosure would harm one of the following interests:

- i. Violate I.5.II U.S.G.C §512,
 - ii. Violate University policy, or
 - iii. Violate the law.
 2. Consider whether partial disclosure of the information is possible whenever the public body determines that full disclosure of a requested record is not possible; and
 - a. Take reasonable steps necessary to segregate and release nonexempt information.

Section 514: Judicial Review.

- A. On complaint, the Student Supreme Court has jurisdiction to enjoin the public body from withholding agency records and to order the production of any records improperly withheld from the complainant.

Article III: Public Meetings

Section 520: Construction

- A. It is essential to the maintenance of a democratic society that public business be performed in an open and public manner and that the citizens are advised of and aware of the performance of public officials and the deliberations and decisions that go into the making of public policy. Toward this end, the provisions of this Article shall be construed liberally.

Section 521: Open Meetings

- A. Every meeting of any public body shall be open to the public.
- B. Each public body shall be prohibited from utilizing secret balloting or any other means to circumvent the intent of this Article.
- C. All votes made by members of a public body shall be via voice and shall be recorded in the minutes, journal, or other official, written proceedings of the body, which shall be a public document.
- D. Each public body conducting a meeting shall allow a public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken.

Section 522: Notice of Meetings

- A. All public bodies shall give written public notice of their regular meetings, if established by law, resolution, or ordinance, at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.
- B. All public bodies shall give written public notice of any regular, special, or rescheduled meeting no later than forty-eight (48) hours before the meeting.
- C. Such notice shall include the agenda, date, time, and place of the meeting. The agenda shall not be changed less than forty-eight (48) hours prior to the scheduled time of the meeting.
- D. Each item on the agenda shall be listed separately and described with reasonable specificity. Before the public body may take any action on an item, the presiding officer or his designee shall read aloud the description of the item.

- E. Upon unanimous approval of the members present at a meeting of a public body, the public body may take up a matter not on the agenda. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting. Prior to any vote on the motion to take up a matter not on the agenda by the public body, there shall be an opportunity for public comment on any such motion. The public body shall not use its authority to take up a matter not on the agenda as a subterfuge to defeat the purposes of this Article.
- F. Written public notice given by all public bodies shall include, but need not be limited to:
 - 1. Posting a copy of the notice at the principal office of the public body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.
 - 2. If the public body has a website, additionally by providing notice via the Internet on the website of the public body for no less than forty-eight (48) hours immediately preceding the meeting.

Section 523: Minutes

- A. All public bodies shall keep written minutes of all of their open meetings. The minutes of all public bodies shall include but need not be limited to:
 - 1. The date, time, and place of the meeting;
 - 2. The members of the public body recorded as either present or absent;
 - 3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken; and
 - 4. Any other information that the public body requests be included or reflected in the minutes.
- B. The minutes shall be public records and shall be available within a reasonable time after the meeting.
 - 1. If the public body has a website, the public body shall post on its website a copy of the minutes and shall maintain the copy of those minutes on the website for at least three (3) months after the posting.

Section 524: Broadcasting

- A. All of the proceedings in a public meeting may be video or tape-recorded, filmed, or broadcast live.
- B. A public body shall establish standards for the use of lighting, recording, or broadcasting equipment to ensure proper decorum in a public meeting.

Section 525: Enforcement

- A. The Chair of the Rules and Judiciary Committee shall enforce the provisions of this Article. They may institute enforcement proceedings on their own initiative and shall institute such proceedings upon a complaint filed with them by any person unless written reasons are given as to why the suit should not be filed.

Section 526: Judicial Review

- A. Any action taken in violation of this Article shall be voidable by a court of competent jurisdiction. A suit to void any action must be commenced within sixty (60) days of the action.
- B. In any enforcement proceeding, the court has jurisdiction and authority to issue all necessary orders to require compliance with, or prevent noncompliance with, or declare the rights of parties under the provisions of this Article. Any noncompliance with the orders of the court may be punished as contempt of court.
- C. In any enforcement proceeding, the plaintiff may seek, and the court may grant any or all of the following forms of relief:
 - 1. Injunctive relief.
 - 2. Declaratory judgment.
 - 3. Judgment rendering the action void.

Article IV. Student Government Archives

Section 530: General Records Management

- A. The Archivist shall provide guidance and assistance to public bodies with respect to ensuring:
 - 1. Economical and effective records management;
 - 2. Adequate and proper documentation of the policies and transactions of the Undergraduate Student Government; and
 - 3. Proper records disposition.
- B. In carrying out the responsibilities under subsection (a), the Archivist shall have the responsibility:
 - 1. To promulgate standards, procedures, and guidelines with respect to records management and the conduct of records management studies;
 - 2. To conduct inspections or surveys of the records and the records management programs and practices within and between public bodies; and
 - 3. To report to the Oversight and Advocacy Committee in January of each year on the actions taken to comply with the requirements of this Article.

Section 531: Records Management by Public Bodies

- A. The head of each public body shall make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the public body.
- B. The head of each public body shall establish and maintain an active, continuing program for the economical and efficient management of the records of the public body. The program, among other things, shall provide for:
 - 1. effective controls over the creation and over the, maintenance, and use of records in the conduct of current business;
 - 2. procedures for identifying records of general interest or use to the public that are appropriate for public disclosure and for posting such records in a publicly accessible electronic format; and

3. cooperation with the Archivist in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation and facilitate the segregation and disposal of records of temporary value.

Section 532: Permanent Archiving

- A. Two (2) weeks prior to the transfer of power date, the Archivist shall oversee the transfer of documents and other materials to the Wilson Archives for permanent storage.
- B. The Archivist shall coordinate this transfer with the Officers of each Branch of the Undergraduate Student Government and ensure that all public bodies are aware of the transfer and able to submit records for archiving.

Section 533: The Undergraduate Student Government Annual Report

- A. The Undergraduate Student Government Annual Report shall consist of the following:
 1. The Undergraduate Executive Branch Annual Report;
 2. The Undergraduate Legislative Branch Annual Report;
 3. The Undergraduate Judicial Branch Annual Report;
 4. Information on how to attend meetings of public bodies; and
 5. Information on how to request access to records.
- B. The Undergraduate Executive Branch Annual Report shall contain the following:
 1. Letter to the Undergraduate Student Body from the USG President;
 2. Discussion of the work conducted by the Undergraduate Executive Branch;
 3. Discussion of the work conducted by External Appointments;
 4. Discussion of the work conducted by Undergraduate Appointments to Independent Agencies of the Student Government;
 5. Copies of the Undergraduate Executive Branch budget and financial statements; and
 6. Any other information which the Branch deems relevant.
- C. The Undergraduate Legislative Branch Annual Report shall contain the following:
 1. Letter to the Undergraduate Student Body from the Undergraduate Speaker;
 2. Discussion of the work conducted by the Undergraduate Legislative Branch;
 3. A copy of the most up-to-date version of the Code of the Permanent Laws of the Undergraduate Student Government of the University of North Carolina at Chapel Hill;
 4. Copies of the budget and financial statements; and
 5. Any other information which the Branch deems relevant.
- D. The Undergraduate Judicial Branch Annual Report shall contain the following:
 1. Letter to the Undergraduate Student Body from the Undergraduate Attorney General;
 2. Letter to the Undergraduate Student Body from the Undergraduate Honor Court Chair;
 3. Discussion of the work conducted by the Undergraduate Judicial Branch, which shall include the following:

- a. The Honor System Report,
 - i. Which shall be compiled by the Undergraduate Student Attorney General in cooperation with the Undergraduate Honor Court Chair;
 - b. The Report of the Office of Legal Counsel; and
 - c. The Report of the Office of the Undergraduate Solicitor General.
4. Copies of relevant financial statements; and
 5. Any other information which the Branch deems relevant.

Section 535: Completion of the Undergraduate Student Government Annual Report

- A. The Archivist shall be responsible for compiling the Undergraduate Student Government Annual Report.
- B. The following individuals will be responsible for compiling the Branch Annual Reports:
 1. The Undergraduate Executive Branch Annual Report shall be compiled by the USG Secretary
 2. The Undergraduate Legislative Branch Annual Report shall be compiled by the Undergraduate Speaker Pro Tempore
 3. The Undergraduate Judicial Branch Annual Report shall be compiled by the Undergraduate Chief Legal Officer.
 4. The Undergraduate Student Government Annual Report shall be completed no later than two (2) weeks prior to the transfer of power date.
 5. In January, the Oversight and Advocacy Committee Chair shall request from each Branch a written update on the work being done to complete the Branch Annual Report.
- C. There will be four (4) bound copies of the Undergraduate Student Government Annual Report to be given to:
 1. The Chancellor;
 2. The Incoming Student Body or USG President;
 3. The Board of Trustees Chair, and;
 4. The University Archives.

Title II: The Undergraduate Legislative Branch

Chapter 1: Senators and Staff

Article I. Senators and Staff

Section 100. Senators and Staff

- A. Senators shall:
 - 1. Have no active sanctions from the UNC Honor Court for violations of the Honor Code;
 - 2. Have no active sanctions from the UNC Student Supreme Court for violations of the Student Code;
 - 3. Be elected in full compliance with the General Election Laws;
 - 4. Be recorded in the Undergraduate Senate book after their credentials have been verified; and,
 - 5. Be voting members of the Senate.
- B. Members of the Undergraduate Senate Staff shall:
 - 1. Have no active sanctions from the UNC Honor Court for violations of the Honor Code; and,
 - 2. Have no active sanctions from the UNC Student Supreme Court for violations of the Student Code.
- C. No individual shall serve as both an Undergraduate Senator and a member of the Undergraduate Senate Staff, though this shall not prohibit Senators from temporarily discharging specific duties of a member of the Undergraduate Senate Staff

Section 101. Allocation of Seats

- A. The Undergraduate Senate shall comprise, as nearly as possible, one-third ($\frac{1}{3}$) of one percent (1%) of the total number of undergraduate students.
- B. Each district shall be entitled to at least one representative in the Senate.
- C. The Undergraduate Senate may call a special election to fill vacant seats with the consent of the USG President.

Section 102. Districts

- A. The following shall be the districts of the Undergraduate Senate:
 - 1. District 1. This district shall be called the School of Life and Health Sciences District and shall represent all undergraduate students whose majors fall under the category of Biological and Health Sciences.
 - 2. District 2. This district shall be called the School of the Humanities District and shall represent all undergraduate students whose majors fall under the category of Humanities.
 - 3. District 3. This district shall be called the School of Social Sciences District and shall represent all undergraduate students whose majors fall under the category of Social Sciences.
 - 4. District 4. This district shall be called the Kenan-Flagler Business School District and shall represent all undergraduate students whose majors fall under the category of Business.

5. District 5. This district shall be called the Hussman School of Journalism and Media and shall represent all undergraduate students whose majors fall under the category of Media and Journalism.
6. District 6. This district shall be called the School of Mathematics, Computing, and Engineering District and shall represent all undergraduate students whose majors fall under the category of Mathematics, Computing, and Engineering.
7. District 7. This district shall be called the School of the Physical Sciences District and shall represent all students whose majors fall under the category of Physical Sciences.
8. District 8. This district shall be called the Schools of Arts and Education District and shall represent all students whose majors fall under the categories of Arts and Education.
9. District 9. This district shall be called the Undecided & Interdisciplinary Studies Majors District and shall represent all students who have not decided on a major, who have constructed their own major pathway per departmental rules, or who are non-degree-seeking undergraduate students.

Section 103. Major Designation and Simultaneous Qualification of Districts

- A. Relevant majors that constitute particular districts shall be classified according to the Undergraduate Bulletin. Candidates may run for any district for which they are qualified but may not run in multiple districts simultaneously.
- B. Senators shall represent the district in which they were elected for the entirety of their term in office.

Section 104. Redistricting

- A. The Rules and Judiciary Chair shall ensure that each fall semester, an updated list is provided to the Board of Elections showing the number of students enrolled in each major program. The Board of Elections shall then apply the Huntington Hill Method to determine the number of Undergraduate Senate seats per district, utilizing the following equation, wherein d is the district number, p_d is the population of the district d , and S_d is the number of seats allocated to district d , such that

$$S_d = \begin{cases} \lceil \frac{p_d}{300} \rceil & \text{if } \frac{p_d}{300} > \sqrt{\lfloor \frac{p_d}{300} \rfloor (\lfloor \frac{p_d}{300} \rfloor + 1)} \\ \lfloor \frac{p_d}{300} \rfloor & \text{if } \frac{p_d}{300} \leq \sqrt{\lfloor \frac{p_d}{300} \rfloor (\lfloor \frac{p_d}{300} \rfloor + 1)} \end{cases}$$

- B. The Rules and Judiciary Chair shall conduct an annual review of the districts and apportionment of seats in the fall semester.
- C. The Rules and Judiciary Chair shall present any changes to the size or composition of the districts to the Undergraduate Senate in the form of a bill.
- D. Upon passage by the Senate, the updated districts shall be sent to the Board of Elections, which shall then apply the Huntington Hill Method to determine the number of Undergraduate Senate seats per district.

- E. The Undergraduate Senate shall maintain on its website an up-to-date document detailing the size and composition of each district.

Section 105. Arbitration

- A. The Undergraduate Senate shall be the arbiter of the elections, returns, and qualification of its own members, subject to any appeals made to the Student Supreme Court.
- B. The Undergraduate Senate may vote to exclude a Senator-elect if the Senator-elect does not meet the qualifications to be a Senator as defined in the Student Law.
 - 1. Such vote must occur before the seating of the Senator-elect
 - 2. Should the Undergraduate Senate seek to exclude a Senator-elect, it shall adopt a simple resolution instructing the Officers of the Undergraduate Senate to not administer the Oath of Office and declaring the seat of the excluded Senator-elect vacant.
 - 3. Such a simple resolution must be approved by a two-thirds ($\frac{2}{3}$) vote.

Article II. Officers

Section 110. Elected Positions

- A. The elected officers of the Undergraduate Senate shall include:
 - 1. The Speaker of the Undergraduate Senate;
 - 2. The Speaker Pro Tempore of the Undergraduate Senate; and
 - 3. Committee Chairperson(s).
- B. The elected position(s) of the Undergraduate Senate shall include:
 - 1. An elected member of the Joint Governance Council
 - 2. Two elected members of the Commission on Campus Equality and Student Equity

Section 111. Laws Governing Elected Positions

- A. All elected officers and positions must be voting members of the Undergraduate Senate.
- B. No member of the Undergraduate Senate shall hold more than one Elected Position.
- C. No two voting members of the Undergraduate Senate shall hold any single elected office.

Section 112. Powers of the Undergraduate Speaker

- A. The Undergraduate Speaker of the Undergraduate Senate shall:
 - 1. Call to order the Undergraduate Senate meetings and serve as the presiding officer of the Senate;
 - 2. Call special meetings of the Undergraduate Senate;
 - 3. Serve as a non-voting ex officio member of all Senatorial committees;
 - 4. Serve as a voting member of the Joint Governance Council;
 - 5. Serve as a voting member of the Carolina Union Board of Directors;
 - 6. Serve as a voting member of the Student Fee Audit Committee;
 - 7. Sign all acts and resolutions of the Undergraduate Senate and ensure their transmission to the USG President within three (3) days of passage;
 - 8. Sign resolutions of the Undergraduate Senate and ensure their promulgation to the appropriate parties;

9. Appoint all members of the Legislative Staff with expediency, except Legislative Assistants, subject to confirmation by a two-thirds vote of the Senate,
 - a. The Undergraduate Speaker may also appoint five (5) Legislative Assistants, which shall not be subject to Senatorial confirmation;
10. Prepare the Undergraduate Senate's annual budget request in conjunction with the Finance Committee Chair;
11. Serve as the Undergraduate Senate's chief administrator and spokesperson;
12. Ensure that all duties of the Undergraduate Senate and its officers are properly executed;
13. Administer the oath of office to Undergraduate Senators who are sworn in after the initial inauguration ceremony;
14. Produce an updated table showing the final action on all bills and resolutions introduced within the session;
15. Provide regulations for the operation of the representatives of the news media on the floor of the Senate;
16. Make operational decisions, subject to the approval of the Full Senate;
17. Determine the order of the Legislative Agenda;
18. Ensure the Undergraduate Senate is in compliance with public meetings and open records laws;
19. Appoint Special Committee(s), as deemed necessary;
20. Make rulings on disputed Undergraduate Senate procedures and parliamentary issues; and
21. Serve as the Organizational Treasurer of the Undergraduate Senate unless they shall designate another Officer of the Undergraduate Senate or an appropriate staffer to fulfill such a function

Section 113. Powers of the Undergraduate Speaker Pro Tempore

- A. The Undergraduate Speaker Pro Tempore shall:
 1. Perform such duties as the Undergraduate Speaker may assign;
 2. Call to order the Undergraduate Senate meetings and preside over the Undergraduate Senate in the absence or incapacity of the Undergraduate Speaker;
 3. Administer the oath of office to Undergraduate Senators who are sworn in after the initial inauguration ceremony in the absence or incapacity of the Undergraduate Speaker;
 4. Orient all new members of the Undergraduate Senate and maintain communication with the university community, including but not limited to the orientation of the First-Year class and the entire Student Body to the Undergraduate Senate;
 5. Serve as a non-voting ex officio member of all Senatorial committees;
 6. Serve as a voting member of the Joint Governance Council;
 7. Serve as a non-voting member of the Student Fee Audit Committee;

8. Coordinate any actions regarding the prompt delivery of written reports from appointees;
9. Execute other such responsibilities as may be lawfully assigned to them;
10. Coordinate with the Undergraduate Senate Staff to organize the Undergraduate Senate Public Forum;
11. The Undergraduate Speaker Pro Tempore may also appoint three (3) Legislative Assistants, which shall not be subject to Senatorial confirmation.
12. Assign area and equipment on the floor of the Undergraduate Senate for the use of the representatives of news media; and,

Section 114. Powers of Committee Chairs

- A. All standing committee chairpersons shall:
 1. Call and preside over committee meetings;
 2. Report to the Undergraduate Senate the general activities and proceedings of the committee, including the title and nature of bills introduced and not yet reported;
 3. Have the power to appoint two (2) Legislative Assistants;
 4. Ensure that the minutes and roll are taken for committee meetings; and,
 5. Execute such other responsibilities as may be lawfully assigned them.

Section 115. Powers of The Joint Governance Council Member at Large

- A. The Joint Governance Council Member at large shall:
 1. Report to the Undergraduate Senate the general activities and proceedings of the Joint Governance Council; and
 2. Vote on legislation in accordance with the will of the Senate.

Article III. The Legislative Staff

Section 120. Composition

- A. The Legislative Staff shall consist of:
 1. The Parliamentarian;
 2. The Clerk(s);
 3. The Webmaster;
 4. The Public Relations Manager;
 5. The Diversity and Inclusion Coordinator;
 6. The Legislative Auditor;
 7. The Sergeant-at-Arms;
 8. The At-Large Legislative Assistants;
 9. The Legislative Assistants; and,
 10. Any deputies appointed by Legislative Staff.

Section 121. Duties

- A. Parliamentarian: The Parliamentarian shall:
 1. Advise the Undergraduate Senate chambers on matters of procedure and rules as they are listed in the Undergraduate Code and Standing Rules;

2. Stand in an advisory role to the Undergraduate Speaker(s) on matters relating to the Undergraduate Code and Standing Rules outside of the Undergraduate Senate chambers;
 3. Assist the Presiding Officer with producing a suitable regulation in the event that existing regulations do not provide for a given situation;
 4. Duties assigned by the Undergraduate Speaker; and,
 5. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.
- B. Clerk: The Clerk(s) shall:
1. Take minutes at Full Undergraduate Senate meetings;
 2. Edit legislation before and during Full Undergraduate Senate meetings, i.e., amendments and renumbering of legislation as indicated in the Agenda;
 3. Transmit legislation after Full Undergraduate Senate to the Undergraduate Speaker;
 4. Editing of minutes before transmission;
 5. Transmission of minutes to the Undergraduate Speaker;
 6. Ensure that the Code of the Permanent Laws of the Undergraduate Student Government of the University of North Carolina at Chapel Hill and the Standing Rules of the Undergraduate Senate are free of typos and that all formatting and numbering are correct;
 - a. Have the authority to edit these documents to these effects, taking care to avoid altering the meaning of any statute, resolution, etc.; and,
 7. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.
- C. Webmaster: The Webmaster shall:
1. Be responsible for the maintenance of the Undergraduate Senate website;
 2. Be responsible for the maintenance of the Undergraduate Senate mailing list; and,
 3. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.
- D. The Public Relations Manager: The Public Relations Manager shall:
1. Assist Senators in the development and implementation of public communications strategies, activities, and promotional materials (print and online); managing social media accounts and providing administrative, research, and content development for special projects;
 2. Drafting of press releases with a summary of key events and discussions during Full Undergraduate Senate meetings;
 3. Transmission of press releases to journalistic and media groups mailing list within seventy-two (72) hours after Full Undergraduate Senate meetings; and,
 4. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.
- E. The Diversity and Inclusion Coordinator: The Diversity and Inclusion Coordinator shall:

1. Assist in the organization, and planning, of minority outreach activities for the Undergraduate Senate,
 - a. These activities may include town halls, question and answer forums, and any other type of events deemed proper by and for the Senate;
2. Serve on the Undergraduate Commission for Campus Equality and Student Equity;
3. Be responsible for the advertisement of any planned activities,
 - a. Events may be deemed joint with other branches of Student Government, and the Diversity & Inclusion Coordinator will serve as the Senate's representation in the organizational process;
4. In the event that the Undergraduate Senate participates in activities with other student organizations, the Diversity & Inclusion Coordinator shall handle necessary preparations on behalf of the Senate. The Coordinator may formally request the assistance of the Undergraduate Speaker Pro Tempore and any of the committee chairs in the planning of events; and,
5. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.

F. Legislative Auditor: The Legislative Auditor shall:

1. Have authority to compile financial statements and to examine, audit, or review the books and accounts of the Undergraduate Student Government, all Officers, members, staff, and external appointments of the Undergraduate Student Government, and all other public or quasi-public agencies or bodies, hereinafter collectively referred to as the "auditee,"
 - a. For the sole purpose of this Subsection, a quasi-public agency or body is defined as:
 - i. Any organization that receives or expends any funds appropriated by the Undergraduate Senate;
2. Assist the Finance Committee as requested by the Finance Chair or as directed by the Undergraduate Speaker;
3. Not later than the last day of each regular session of the legislature, prepare and submit to the USG President and to the Undergraduate Senate their report on the financial statements of the Undergraduate Student Government, together with such comments on internal control structure and compliance with laws and regulations that are appropriate;
4. In the performance of their duties as herein stated, the Legislative Auditor, or any member of their staff designated by them, shall have the power to inspect and to make copies of any books, records, instruments, documents, files, films, tapes, and other forms of recordation, including but not limited to computer and recording devices, of the auditee. They may call upon the auditee and any of its officials and staff for assistance and advice, and such assistance shall be given

through the assignment of personnel or in such other manner as necessity requires;

5. Complete duties assigned by the Undergraduate Speaker; and,
6. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.

G. Sergeant-at-Arms: The Sergeant-at-Arms shall:

1. Reserve and enforce seating rules within the chambers;
2. Greet all members, visitors, and nominees who enter the Undergraduate Senate chambers;
3. Handing out informational flyers to all guests/nominees and explaining the Senate's expectations of order when in the Undergraduate Senate chambers;
4. Shut all entrances to the Undergraduate Senate chambers once the session begins;
5. Retrieve all guests and nominees who have been called by the presiding officer to the floor if not present within the Undergraduate Senate chambers;
6. Enforce the Presiding Officer's orders/decisions within the chambers;
7. Preserve order within the chambers, i.e., containing laughter and side conversations to a minimum;
8. In the event that the Undergraduate Senate does not possess quorum, first call, then message all unexcused Senators; and,
9. Appoint deputies to assist in their duties as needed, with the consent of the Undergraduate Speaker.

H. At-Large Legislative Assistants: The At-Large Legislative Assistant(s) shall:

1. Assist Senators with legislative tasks; and,
2. Assist Senators with constituent services.

I. Legislative Assistants: The Legislative Assistant(s) shall:

1. Assist their respective committee or office with legislative tasks;
2. Assist Senators with constituent services related to their committee or office; and,
3. Perform duties as requested by their respective committee chair, officer, or Principal Legislative Assistant.
4. Officers entitled to Legislative Assistants may appoint a Principal Legislative Assistant, to whom all other Legislative Assistants assigned to the officer will report.

Section 123. Removal

A. Any member of the legislative staff shall be removed without using the impeachment process:

1. By a two-thirds (2/3) vote of the Undergraduate Senate; or,
2. At the discretion of the Senator to which they report.

Section 124. Appeal

A. Any staffer, dismissed at the discretion of the Undergraduate Speaker, may appeal the Undergraduate Speaker's decision by having one-third (1/3) of voting members of the Undergraduate Senate or (10) voting members of the Senate, whichever is less, introduce

and/or co-sponsor a Resolution to overturn the Undergraduate Speaker's decision and reinstate the appointed officer.

B. If the Resolution is passed by a two-thirds (2/3) vote in the affirmative of the full Undergraduate Senate to overturn the Undergraduate Speaker's decision, then the appointed officer shall be reinstated to their position.

C. Legislative assistants are not eligible for dismissal appeals.

Section 125. Acting Staff

A. The Undergraduate Speaker shall have the power to assign the duties and responsibilities of any vacant staff position to an Officer of the Undergraduate Senate until such time as the staff position is filled.

Chapter 2: Finalizing Legislation

Article I. The Role of the Undergraduate Student Government USG President, Student Body USG President, and Joint Governance Council

Section 200. Conveyance to the USG President & Student Body President

- A. Following the passage of legislation in the Undergraduate Senate:
1. Within three (3) days of passage, three (3) copies, either physical or digital, of all acts and resolutions passed by the Full Undergraduate Senate shall be signed by the Undergraduate Speaker. One (1) copy shall be delivered to the USG President. One (1) copy shall be delivered to the Student Body President.
 2. The remaining signed copy shall be filed by the Undergraduate Speaker, who shall place a copy of it in the labeled files of the Student Government offices. The Undergraduate Speaker and their respective Legislative Assistants shall be responsible for the maintenance of this file.

Section 201. Conveyance to the Joint Governance Council

- A. After legislation is determined to be joint in the Undergraduate Senate:
1. One (1) copy of all acts and resolutions passed by the Full Senate, affecting both Graduate and Undergraduate Students, shall be delivered to the Joint Governance Council by the Undergraduate Speaker of the Undergraduate Senate at the succeeding meeting of the Joint Governance Council.

Section 202. Transmission of Vetoes Bills

- A. The USG President shall return a signed copy of the Bill to the Undergraduate Speaker of the Undergraduate Senate within five (5) calendar days of receiving it unless they shall have vetoed the Bill or declined to sign it. They shall keep the other copy signed by both parties, and it shall be included among the permanent records of the Office of the USG President.

Section 203. Signed Acts Immediately Become Law

- A. Acts of the Undergraduate Senate signed by the Undergraduate Speaker and/or the USG President immediately become law unless otherwise specified. Bills not returned within five (5) calendar days of passage shall become law, without the USG President's signature, at 11:59 pm, with a notation by the Undergraduate Speaker stating that the USG President declined to sign the act.

Section 204. Vetoes Legislation by the USG President

- A. In order to veto an act, the USG President shall, within five (5) calendar days, return the act to the Speaker of the Undergraduate Senate.
1. This period of time shall run concurrent to the period granted to return signed legislation
 2. The Undergraduate Speaker shall place on the agenda of the next full Undergraduate Senate meeting a special order for Consideration of the USG President's veto.

3. At the conclusion of the debate, the Undergraduate Senate shall vote on whether to uphold the underlying bill.
 4. If a two-thirds (2/3) majority of the Undergraduate Senate votes to uphold the bill, the act shall become law with annotation by the Undergraduate Speaker stating that the USG President's veto was overridden.
- B. In the event of a veto, the USG President may elect to provide the Undergraduate Senate a message explaining their reasoning for the veto.
- C. In the event that a USG Presidential veto is overridden, the signature page of promulgated legislation shall include the following items:
1. A statement "Done by the [insert Undergraduate Senate number] Undergraduate Senate on the (1) day of (2) in (3)" in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out to be followed by the Undergraduate Speaker's signature;
 2. A statement "And made vetoed on the (1) day of (2) in (3)" in which (1), (2), and (3) are as above;
 3. A statement "And veto overridden by the [insert Undergraduate Senate number] Undergraduate Senate on the day of (2) in (3)" in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out to be followed by the Undergraduate Speaker's signature.

Section 205. Rejected Legislation by the Joint Governance Council

- A. Following the rejection of joint legislation by the Joint Governance Council:
1. The Undergraduate Speaker of the Undergraduate Senate shall return legislation to the succeeding Full Undergraduate Senate meeting, and it shall be placed on the Special Orders Calendar for reconsideration.

Section 206. Signature Page

- A. The signature page of promulgated legislation shall include the following items:
1. A statement "Done by the [insert Undergraduate Senate number] Undergraduate Senate on the (1) day of (2) in (3)"—in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out—to be followed by the Undergraduate Speaker's signature; and
 2. A statement "And made law on the (1) day of (2) in (3)"—in which (1), (2), and (3) are as above—to be followed by the USG President's signature, should they decide to affix it.

Section 207. Law without Signature

- A. In the event that the USG President declines to sign and return an act by the required deadline, the signature page of promulgated legislation shall include the following items:
1. A statement "Done by the [insert Undergraduate Senate number] Undergraduate Senate on the (1) day of (2) in (3)"—in which (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out—to be followed by the Undergraduate Speaker's signature;

2. A statement “And made law without signature after ten days on the (1) day of (2) in (3)”– in which (1), (2), and (3) are as above.

Section 208. Transmission of Legislation

- A. All legislation introduced (passed, failed, signed, unsigned, vetoed, overridden, or postponed indefinitely) in the Undergraduate Senate and the standing and select, permanent select, select, and special committees shall be transmitted to the University Archives.
- B. All promulgation to the USG President and the University Archives shall include legislative history, signature page, veto message, and any other notations of the Undergraduate Speaker, USG President, or the USG Secretary of the Undergraduate Student Government as to the fate of the legislation. All promulgation to other parties shall omit these items and shall include only the text of the law or resolution unless these other items are specifically requested.
- C. All passed resolutions of the Undergraduate Senate shall be transmitted to the mandates and the USG President in addition to the parties above.
- D. All laws of the Undergraduate Student Body shall be transmitted to the Office of the USG President, the Student Supreme Court, the Office of the Undergraduate Student Attorney General, the USG Treasurer, and the USG Secretary.
- E. All amendments to the General Elections Law and all matters concerning elections shall be transmitted to the Board of Elections.
- F. All laws and resolutions passed by the Undergraduate Senate relating to officers of the Undergraduate Student Government or Undergraduate Student Government-recognized organizations shall be transmitted to the officer or organization impacted.
- G. All laws and resolutions passed by the Undergraduate Senate shall be transmitted to the chair of the standing or select, permanent select, select, and special committee from which they are reported.
- H. Copies of resolutions passed by the Undergraduate Senate and signed by the Undergraduate Speaker and copies of all laws shall be transmitted to all appropriate or interested parties within five (5) days of passage.

Article II. Electronic Mailing List

Section 210. The Undergraduate Senate Electronic Mailing List

- A. Electronic Mailing List Management
 1. The Webmaster shall manage the Undergraduate Senate Electronic Mailing List (referred to hereafter as “Listserv”).
 2. The Undergraduate Speaker of the Undergraduate Senate maintains the right to monitor all processes of Listserv management.
- B. Parameters
 1. The Webmaster shall distribute all appropriate messages posted to the Listserv.
 2. No endorsements of elected officials of any kind representing on- or off-campus constituencies shall be considered appropriate.

3. No messages advocating for or against legislation beyond the authority of the Undergraduate Senate shall be considered appropriate.
- C. The originator of a message that is withheld from the Listserv by the Webmaster may appeal that decision to the Undergraduate Speaker. The Undergraduate Speaker has final discretion regarding appeals.

Article III. Presumed Constitutional

Section 220. Presumed Constitutional; Severable

- A. The provisions of any act shall be considered severable and presumed Constitutional.
- B. Any decision by the Student Supreme Court regarding the Constitutionality of any chapter, article, section, or subsection shall apply only to that chapter, article, section, or subsection.

Article IV. Standing Rules of the Undergraduate Senate

Section 230. Standing Rules

- A. The Undergraduate Senate shall itself determine the Rules of its Proceedings, which shall continue from one Senate to the next unless specified otherwise, and which shall have the authority to govern all protocols and procedures relating to the initial convocation of a new session

Chapter 3: Undergraduate Senate Records

Article I. Undergraduate Senate Records

Section 300. Current Session

- A. Each Undergraduate Senate shall maintain a complete set of records, including:
1. The agendas and minutes of each meeting of the Senate;
 2. The agendas, minutes, and/or reports of all standing or select, permanent select, select, and special committees of the Undergraduate Senate to the extent that they exist;
 3. The complete financial records of the Senate;
 4. All items obtained by the Undergraduate Senate concerning Senatorial ethics;
 5. Records of the annual budget process;
 6. The most recent roster of the Senate;
 7. The most recently published copy of the Undergraduate Code;
 8. The complete set of documents on each measure introduced or studied in the Senate;
 9. Any other documents of importance.

Section 301. Previous Sessions

- A. The complete legislative records of the three immediately prior sessions of the Undergraduate Senate and the records of the current session shall be maintained in the office of the Undergraduate Senate at all times. At the close of the session, the records of the oldest session on file in the office shall be transferred to the University Archives by the Undergraduate Speaker.

Article II. The Undergraduate Code of the Permanent Laws of the Undergraduate Student Government of the University

Section 310. Maintenance of the Student Government Code

- A. Each year an Undergraduate Code of the Permanent Laws of the Undergraduate Student Government of the University of North Carolina at Chapel Hill shall be produced. No less than monthly, a revision of the Undergraduate Code shall be produced incorporating all laws passed since the previous edition of the Undergraduate Code unless no revisions are necessary.
1. These annual editions shall be promulgated electronically to those parties entitled by law to receive them and shall be made publicly available.
 2. The Undergraduate Speaker shall be charged with annually producing The Undergraduate Code.
 3. The Undergraduate Code shall be organized by Title, Chapter, Article, Section, and subsection(s).
 4. Within the Undergraduate Code, no section number shall be duplicated within the same title.

5. Particular provisions within the Undergraduate Code shall be made by Title and Section. The form for citing Title III Chapter 1 Article III Section 113 in the 2022 Undergraduate Code of the Permanent Laws of the Undergraduate Student Government of the University would be III U.S.G.C §113 (2022).
6. Each section within The Undergraduate Code shall be given a title which shall appear in the index and the text of The Undergraduate Code itself. Section titles shall not be considered part of the text of The Undergraduate Code for the purposes of judicial interpretation. The title of each section shall be included in the enacting legislation.

Section 311. Laws Remain in Effect

- A. All laws shall be assumed to be in effect until they are repealed either explicitly or indirectly by other laws and resolutions of the Undergraduate Senate unless they are of such nature as to be of obviously instantaneous effect or they provide explicitly for their own expiration.
- B. Resolutions shall have no life beyond the end of the Session during which they were passed.

Section 312. Accordance with the Constitution

- A. Laws and resolutions shall be in accordance with the Student Government Constitution and shall be enacted in accordance with the procedures of this title and such other procedures as the Undergraduate Senate shall enact.

Chapter 4: Senatorial Committees

Article I. General Rules and Procedures

Section 401. Chair; Vice-chair

- A. Each Senatorial committee shall be chaired by one member of the Senate. Each committee shall elect from within its own voting membership one vice-chair to assist the Chair in the operation of the committee.

Section 402. Powers of Committees, General

- A. The standing and select, permanent select, select, and special committees shall:
 - 1. Conduct hearings, prepare reports, and initiate such legislation as they deem necessary on matters which fall within their respective areas of competence;
 - 2. Subpoena students to testify by majority vote or at the discretion of the Chair when witnesses as are necessary;
 - 3. Consider all bills referred to the committee at the meeting following their referral;
 - 4. Report such bills as are appropriate, with or without amendments, with a written report, either favorably, unfavorably, or without prejudice; and
 - 5. Receive and consider reports on behalf of the Senate.

Section 403. Subpoena Power

- A. The Senate, each standing committee, including any subcommittee of any such committee, and, permanent select, select, and special committees are authorized to hold such hearings, to sit and act at such times and places during the sessions, recesses, and adjourned periods of the Senate, to require by a subpoena or otherwise the attendance of such witnesses and the production of such correspondence, books, papers, and documents, to take such testimony.
- B. Each such committee may make investigations into any matter within its jurisdiction and may report such hearings as may be had by it.
- C. All officers, committees, or individuals appointed by the Undergraduate Senate or the USG President, or organizations receiving funding from any power of the Undergraduate Senate from student fees are required to give to any committee of the Undergraduate Senate, upon request, all relevant information, and all relevant data within their possession, pertaining to student government property, fiscal data, the information needed for the advocacy of constituents, or the overall function of Student Government.
- D. This provision shall not apply to sealed records of the Honor System or any other records protected by state or federal law.
- E. The Undergraduate Senate may hold those in willful disobedience of its orders in contempt.
 - 1. The Undergraduate Senate shall be empowered to begin impeachment proceedings on whichever charges it shall deem necessary or refer the matter to the Honor System for prosecution.

Section 404. Fee Review

- A. The Oversight and Advocacy Committee may recommend to the Undergraduate Senate the adjustment of any said fee. All adjustments are subject to the approval of the Board of Trustees and/or Board of Governors.
1. All adjustments recommended by the Undergraduate Senate shall be sent to the Student Fee Audit Committee (SFAC).
 2. Upon approval by SFAC, all adjustments shall continue to the Student Fee Advisory Subcommittee (SFAS).
 3. Upon approval by SFAS, all adjustments shall continue to the Tuition and Fee Advisory Taskforce (TFAT).
 4. All adjustments must be passed via a Student Body referendum.
 5. Should SFAS and/or TFAT make any changes to the recommended adjustments, the Undergraduate Senate shall need to approve said adjustments before being considered for referenda.
 6. If SFAS and/or TFAT accept the proposed changes from the Undergraduate Senate without making additional changes, said adjustment shall immediately proceed to a referendum vote without requiring an additional vote in the Undergraduate Senate.
 7. The USG Treasurer shall be notified by the Oversight and Advocacy Committee Chair before each fee is reviewed.
 8. Each fee may be reviewed no more than once per session of the Undergraduate Senate except by a majority vote of the Oversight and Advocacy Committee.
 9. The review of Student Fees shall not take precedence over any of the above duties of the Oversight and Advocacy Committee.

Article II. Powers of Committees

Section 410. Finance Committee

- A. The Finance Committee shall:
1. Consider all legislation pertaining to the generation and allocation of funds;
 2. Consider all legislation pertaining to the establishment of budgets;
 3. Consider all legislation that amends the contents of the Undergraduate Financial Regulations in the Student Law or Constitution;
 4. Consider all bills appropriating Undergraduate Student Government funds from the Student Activities Fee;
 5. Maintain an inventory of all items purchased and owned by the Undergraduate Student Government, which shall be the responsibility of the Finance Committee Vice-Chair; and,
 7. In the case of suspected wrongdoing or error, conduct audits of the expenses of the Undergraduate Student Government and any organization which receives funding from the Undergraduate Senate.
 8. Consider relevant appointments, nominations, and recommendations as described in the Student Law

Section 411. Rules and Judiciary Committee

- A. The Rules and Judiciary (R & J) Committee shall:
1. Consider all legislation pertaining to the content of The Student Law;
 2. Consider relevant appointments, nominations, and recommendations as described in the Student Law;
 3. Confirm all legislation pertaining to the content of the Constitution;
 4. Consider all legislation pertaining to the content of The Undergraduate Senate Standing Rules; and
 5. Consider all legislation pertaining to the Instrument of Student Judicial Governance.
 6. The chair or their designee:
 - a. Shall defend the Undergraduate Senate should any complaint be filed against them; and,
 - b. Open complaints on behalf of the Undergraduate Senate upon a majority vote of the chamber during a full Undergraduate Senate meeting.

Section 412. Oversight and Advocacy Committee

- A. The Oversight and Advocacy (O & A) Committee shall:
1. Receive and address any grievances, injustices, complaints, and ideas of the Student Body;
 2. Maintain a petition webpage in which students may submit any and all suggestions for the Oversight and Advocacy Committee to address;
 3. Have the authority to review Undergraduate Student Government stipends;
 4. Have the authority to review Undergraduate Student Fees as needed,
 5. Ensure that all Initiatives, Reviews, and Recalls which are legally conducted under the terms of the Constitution and are carried out as necessary; and
 6. Consider relevant appointments, nominations, and recommendations as described in the Student Law

Section 413. Ethics Committee

- A. The Ethics Committee shall be a permanent select committee consisting of the Ethics Committee Chair alongside a number of Senators selected through sortition.
- B. No member of the Ethics Committee shall be an officer or Standing Committee Chair, with the exception of the Ethics Chair, who shall serve only as the Ethics Chair.
- C. The Ethics Committee shall:
1. Investigate any alleged violation of the Ethics Laws;
 2. Investigate any alleged violation of the Undergraduate Code or the Standing Rules by a Senator or officer in the Undergraduate Senate;
 3. Investigate any alleged unprofessional or improper conduct by a Senator;
 4. Create and maintain a Code of Ethical Conduct that all Senators are to be bound by;
 5. Investigate and report to the Undergraduate Senate any matter brought to its attention by a member of the Student Body or Senator concerning improper action of a Senator or officer of the Undergraduate Senate; and,

6. Make available the attendance records of the Undergraduate Senate for public use on the Undergraduate Senate website.

Section 414. Select or Special Committees

A. The Undergraduate Senate shall have the power to create select or special committees.

The following special rules apply to select or special committees:

1. Select or special committees shall be created by resolution upon a majority vote of members present.
 - a. Such resolution must outline:
 - i. The members of the select or special committee;
 - ii. The Chair(s) of the select or special committee; and
 - iii. The purpose of the select or special committee.
2. Membership in any standing or special committee does not preclude membership in a select or special committee.
3. The select or special committees shall have the power to subpoena students to testify by majority vote when such witnesses are necessary for the committee to accomplish its business.
4. The select or special committees shall write or consider legislation within their sphere of authority, reporting it to the Undergraduate Senate under the provisions of these rules.

Section 415. Committee of the Whole

A. The Undergraduate Senate shall be permitted to enter the Committee of the Whole for the consideration of any business it deems appropriate.

Chapter 5: Ethics Laws

Article I. Requirements of Senators of the Undergraduate Senate

Section 500. Senator Orientation

- A. Between the Spring Election and the Spring Inauguration, all elected Senators are required to attend the scheduled Orientation.
 1. Senators who do not attend Orientation must meet with a member of the outgoing Leadership or meet with the Undergraduate Senate Advisor within two (2) weeks of the Spring Inauguration.
 2. Missing Orientation or failing to meet with a member of the outgoing Leadership or the Undergraduate Senate Advisor shall constitute an unexcused absence.
- B. Orientation will be formatted around the “Senator Orientation” Powerpoint Presentation. The Undergraduate Senate leadership can choose to include any topics or activities not discussed in the Powerpoint.
- C. Orientation will be led by the Undergraduate Speaker, Undergraduate Speaker Pro Tempore, and at least one other Chair.

Section 501. Organization Membership.

- A. Within five (5) days of their inauguration, Senators shall submit to the Ethics Committee Chair:
 1. A list of all recognized campus organizations in which they are active or have been active in the past academic year; and
 2. A list of all offices held in such organizations.
- B. These lists shall:
 1. Be updated to reflect any recognized campus organization in which the Senator becomes active during the term in office;
 2. Be open to public inspection upon request by any UNC fee-paying student;
 3. Be posted on the Senate’s website;
 4. It is each Senator’s duty to notify the Ethics Chair if any changes in organizational membership occur; and,
 5. This information may be requested at any time by the Ethics Chair or Ethics Committee for the purpose of investigations and maintenance of Senatorial records.

Section 502. Reporting to Constituency.

- A. Each Senator shall submit to the Ethics Committee Chair a plan for informing their constituency of the activities of the Undergraduate Senate. This plan shall be submitted to the Ethics Committee Chair within five (5) days of their inauguration.
- B. Each Senator shall submit to the Ethics Committee Chair at least one means of communication (phone number, email address, etc.) for publication on the Undergraduate Senate website. This means of communication shall be submitted to the Ethics Committee Chair within five (5) days of their inauguration.

Section 503. Proof of District.

- A. Undergraduate Senators elected in a General Election shall provide the Ethics Chair with proof that they are constituents of the district they represent within five (5) days of their inauguration.
- B. Sufficient proof shall consist of a University document or screenshot from the ConnectCarolina website stating the Senator's current degree program enrollment.
- C. Failure to establish proof of district in the specified timeframe shall constitute grounds for investigation by the Ethics Committee.
- D. If an individual is found to have utilized methods such as declaring a new primary major, switching majors, or misrepresenting a particular constituency for the purposes of acquiring a seat by the Ethics Committee, they shall be immediately expelled from the Undergraduate Senate as they shall not definitionally be a Senator.

Section 504. Change of Status

- A. Undergraduate Senators shall notify the Undergraduate Speaker and the Ethics Chair of any change of major(s) or enrollment that affects their status as a Senator within five (5) days of the date such a change occurs. Failure to provide the Undergraduate Speaker and the Ethics Chair with such notification within one (1) week of such change shall result in a referral to the Ethics Committee.
- B. If the change of status occurs after the General Spring Election for that particular session of the Senate, then the Senator shall be eligible to serve in their district after such notification, and the following stipulations are completed:
 - 1. The Senator shall provide a written statement describing their intentions to change majors to the Ethics Committee for review.
 - 2. If the written statement does not sufficiently clarify the Senator's reasoning for the status change, it will be in order for the Ethics Committee to conduct a formal investigation.

Section 505. Attendance Requirements.

- A. The attendance of the membership of the Undergraduate Senate shall be tracked through the use of a point system, according to which the listed attendance events correlate with the following values:
 - 1. Excused absence- One (1) point for each absence after the first five (5) excused absences
 - 2. Unexcused absence- Two (2) points
 - 3. This system shall include all full Undergraduate Senate meetings, Undergraduate Senate Committee meetings, both special and standing, and any other meeting or event that requires the attendance of Senators as provided by the Student Law.
- B. Unexcused absences shall be defined as an absence that does not meet the requirement in this Section. The Ethics Chair may excuse absences due to extenuating circumstances upon written notice at least twenty-four (24) hours before the meeting. In addition, after receiving written notice, the Ethics chair shall excuse the Senator for absences in a written document, tardiness, and exits related to:
 - 1. Family emergencies;

2. Illness (mental or physical);
 3. Unexpected meetings, class schedule conflicts, or class schedule changes;
 4. Unexpected changes to a mandatory work schedule;
 5. Religious obligations and observances;
 6. Legal proceedings; and/or
 7. Force majeure.
- C. The committee chairs and Undergraduate Speaker of the Undergraduate Senate will submit to the Ethics Chair attendance records upon request.

Section 506. Absenteeism.

A. Actions Pertaining to Absenteeism

1. Upon accumulating eight (8) or more points, the Ethics Chair will email a warning to the Senator and report the warning during the report of the Ethics Chair at the Full Senate.
2. Should the Senator accrue one further attendance point following the warning, their voting privileges will be suspended until they submit a written plan to the Ethics Chair explaining how they plan to attend the remainder of the session's meetings.
3. Once the Ethics Chair approves the plan, the Senator's voting privileges will be restored upon a two-thirds (2/3) vote of the Full Senate.
4. Subsequent violations of the attendance laws will be deemed a failure to comply with the Student Laws and considered grounds for action by the Ethics Committee.

Section 507. Leave of Absence

- A. The Ethics Chair may grant a leave of absence of up to one (1) semester worth of days to any Senator. Should the Ethics Chair determine that the leave of absence is not justifiable, they must consult with the Ethics Committee. A leave of one (1) semester worth of days or less, not approved by the Ethics Chair, or a leave of absence of greater than one (1) semester worth of days must be approved by a majority of the Ethics committee.
- B. Undergraduate Senators must request a leave of absence in writing to the Ethics chair at least twenty-four (24) hours prior to the intended start date of the leave of absence.
- C. Grounds for approving a leave of absence shall include but are not limited to:
1. Family emergencies;
 2. Illness (including mental or physical);
 3. Recovery from a medical procedure;
 4. Participation in an academic program with a duration of less than two (2) weeks;
 5. Religious obligations and observances; and/or
 6. Legal proceedings.

Section 508. Punctuality Requirements.

- A. Two unexcused late arrivals or early exits shall be equal to one unexcused absence, thus resulting in two (2) points. Late arrival is arrival at least thirty (30) minutes after the

scheduled start time of the meeting. An early exit is a departure before the adjournment of the meeting.

- B. If a Senator arrives late or departs a meeting early, they shall be responsible for notifying the Ethics Chair so that the attendance record shall be kept accurate.
- C. The Ethics Chair shall make a note and relay this information to the Clerk of the Senate. If there is no Clerk, it shall be relayed to the Undergraduate Speaker.

Article II. Prohibited Actions

Section 510. Compensation Prohibited.

- A. No Senator shall be a paid staff member of any organization funded by the Undergraduate Senate.
- B. No member of the Undergraduate Senate shall be entitled to nor shall they accept a stipend, salary, or any other form of compensation for the purpose of serving in the Undergraduate Senate from any other student organization.

Section 511. Prohibition.

- A. A Senator must abstain from voting when the business at hand exclusively affects any university-sponsored organization or registered student organization of which they are currently a member when the matter at hand:
 - 1. Is an appropriations request;
 - 2. Is a motion to adjust the amount requested up or down;
 - 3. The previous question has been moved on such an appropriation;
 - 4. Is a bill;
 - 5. It is a resolution.
- B. Membership in the Undergraduate Senate, CAA, CUAB, RHA, or student organizations that represent the interests of a status protected under the University policy on prohibited discrimination does not require one to abstain from voting; however, in such a circumstance, officers of CAA, CUAB, and RHA must abstain.

Section 512: Code of Ethics

- A. The Ethics Committee shall create and maintain a Code of Ethical Conduct that all Senators are to be bound by.
- B. The Code of Ethical Conduct shall be adopted upon a two-thirds ($\frac{2}{3}$) vote of the Undergraduate Senate.
- C. Any amendments to the Code of Ethical Conduct shall be adopted upon a two-thirds ($\frac{2}{3}$) vote of the Undergraduate Senate.
- D. Behavior that falls outside of the realm of acceptable conduct shall constitute malfeasance, misfeasance, or nonfeasance, such as the case demands.
- E. Violations of the Code of Ethical Conduct shall result in an investigation of the Senator by the Ethics Committee.
- F. The Code of Ethical Conduct shall be posted on the website of the Undergraduate Senate.

Section 513. Failure to Comply.

- A. Failure to comply with student laws and Senator rules and procedures by law or resolution shall constitute malfeasance, misfeasance, and/or nonfeasance as appropriate.

Article III Training

Section 520. Treasurer's Test Requirement

- A. Within two (2) weeks of taking the oath of office, Senators shall complete and pass the Treasurer's Test.
 - 1. If the Treasurer's Test is not available to be taken on the day of taking the oath of office, the two (2) weeks window to complete said test shall be shifted to the day when the Treasurer's Test is made available.
 - 2. Pass shall be defined as receiving an 80% or greater.
- B. If Senators fail to pass the Treasurer's Test, they will lose their voting rights on finance bills.
 - 1. Senators may regain their voting rights on finance bills if they pass the Treasurer's Test with a 90% or greater
 - 2. If the Senator is on the Finance Committee, they shall be ineligible to serve on the Committee for the remainder of their term in Office, unless this ineligibility be removed by a two-thirds (2/3) vote of the Undergraduate Senate.
- C. The Ethics Chair shall be responsible for enforcing this Section.

Section 521. Student Code Test Requirement

- A. Within two (2) weeks of receiving the oath of office, Senators shall be required to complete and pass the Student Code Test.
 - 1. If the Student Code Test is not available to be taken on the day of receiving the oath of office, the two (2) weeks window to complete said test shall be shifted to the day when the Treasurer's Test is made available.
 - 2. A score of greater than 80% shall be considered as passing for Senators not serving on the Rules and Judiciary Committee.
 - 3. A score of greater than 90% shall be considered as passing for Senators serving on the Rules and Judiciary Committee.
- B. If Senators fail to pass the Student Code Test, they will lose their voting rights on legislation that amends the Student Law.
 - 1. Senators may regain their voting rights on legislation that amends the Student Law if they pass the Student Code Test with a 90%.
 - 2. If the Senator is on the Rules and Judiciary Committee, they shall be ineligible to serve on the Committee for the remainder of their term in Office, unless this ineligibility be removed by a two-thirds (2/3) vote of the Undergraduate Senate.
- C. The creation, and administration, of the Student Code Test, shall be a collaboration between the chair of the Rules and Judiciary Committee and the chair of the Ethics Committee.
- D. The Ethics Chair shall be responsible for enforcing this Section.

Article II. Actions of the Ethics Committee

Section 530. Grounds for Action.

- A. Chronic absenteeism, malfeasance, misfeasance, and/or nonfeasance of any kind by a Senator shall constitute grounds for action.

1. Chronic absenteeism shall be defined as continued absences following an ethics action due to absenteeism.
2. Malfeasance shall be defined as wrongdoing or misconduct.
3. Misfeasance shall be defined as performing a lawful action in an unethical, illegal, or improper manner. This shall include deliberately misusing one's office for personal gain.
4. Nonfeasance shall be defined as a failure to act or fulfill one's duty.

Section 531. Form of an Ethics Complaint.

- A. Ethics Complaints shall contain the following information:
 1. A specific allegation of wrongdoing;
 2. Supporting evidence, if any;
 3. The name of the individual bringing the complaint; and
 4. The name of the accused.

Section 532. Submission of an Ethics Complaint.

- A. Ethics complaints must be submitted to the Ethics Chair in either written or electronic form.
- B. The Ethics Chair shall ensure members of the public are able to submit Ethics complaints through the Undergraduate Senate website.

Section 533. Arbitration.

- A. Upon receiving an ethics complaint, the Ethics Chair shall first attempt to resolve the matter informally with the subject of the complaint.
- B. The Ethics Chair is not required to informally discuss ethics complaints and may choose to immediately begin an Ethics Investigation.
- C. If a Senator is the subject of three (3) ethics complaints alleging the same allegation submitted by three different individuals, the matter must be referred to the Ethics Committee for investigation.

Section 534. Procedure for Ethics Investigation.

- A. For the purpose of investigation, both the complainant and the accused individual should be present. On a case-by-case basis determined by the Ethics Committee, the complainant or accused individual can be absent but must present a statement to be read to the committee outlining facts and chronological order of violations in question.
- B. The order of the Ethics Committee Investigative Meeting shall be as follows:
 1. Call to Order
 2. Roll Call
 3. Reading of the Formal Complaint
 4. Statement of the Complainant
 5. Statement of the Accused
 6. Presentation of Evidence and Witness of the Complainant
 7. Presentation of Evidence and Witness of the Accused
 8. Cross-examination of the Evidence and Witnesses of the Accused
 9. Cross-examination of the Evidence and Witnesses of the Complainant

10. Final Statement of the Complainant
 11. Final Statement of the Accused
 12. Recess for deliberation of the Ethics Committee
 13. Call to Order
 14. The motion of Dismissal or specific Final Action of the Complaint is to be reported to the Full Senate
 15. Adjournment
- C. The Complainant and the Accused individual have the right to counsel at any time after the notice of being called to the Ethics Committee Investigative Meeting is received.
 - D. The Ethics Committee Investigative Meeting will take place no earlier than seventy-two (72) hours after a complaint is received to allow for proper scheduling and notice to all parties.
 - E. The Ethics Chair will serve as presiding officer and is allowed a vote after a motion of Dismissal or Final Action. A motion of dismissal is final and will not be re-addressed unless new supporting documentation is found relevant by the Ethics Chair.
 - F. A Clerk will be present to document the meeting, which will be made available as a public record on the Undergraduate Senate website.
 1. If there is no Clerk, then the Ethics Committee shall select one of its members to document the meeting.

Section 532. Final Actions of the Ethics Committee.

- A. The Ethics Committee may recommend the following actions:
 1. Suspension of voting privileges,
 2. Suspension of Voting and Debating Privileges,
 3. Suspension of Duty,
 4. Removal of an Officer,
 5. Expulsion for Absenteeism,
 6. Expulsion.
- B. Suspension of voting privileges of any Senator for a definite period of time shall require a majority vote of the Ethics Committee and a majority vote of the Senate.
- C. Suspension of voting and debate privileges of any Senator, during both meetings of the Undergraduate Senate and its committees, for a definite period of time shall require a majority vote of the Ethics Committee and a majority vote of the Senate.
- D. Suspension of all official duties, including voting and debate privileges and the permission to attend meetings of the Undergraduate Senate and its committees in an official capacity for a definite period of time, shall require a majority vote of the Ethics Committee and a three-fifths ($\frac{3}{5}$) vote of the Senate.
 1. Persons who have been suspended shall not represent the Undergraduate Senate in any official capacity throughout the period of their suspension.
 - a. Upon entering a period of suspension, suspended persons shall be tasked with the completion of actions designed to rectify the cause of suspension.

Actions shall be stipulated by the Ethics Committee and shall require a two-thirds vote of the Undergraduate Senate for approval.

- b. Should an officer of the Undergraduate Senate be suspended, the Vice-Chair or Pro Tempore of the officer's respective committee shall hold the officer's position for the duration of their suspension.
 - c. Should the Joint Governance Council Member at Large be suspended, the Undergraduate Speaker shall appoint a replacement Member at Large to serve for the duration of the suspension.
- E. Removal of an Officer shall require a majority vote of the Ethics Committee and a two-thirds ($\frac{2}{3}$) vote of the Senate.
- F. Expulsion for absenteeism, limited to the failure to fully attend the required number of the Undergraduate Senate or committee meetings, shall require a majority vote of the Ethics Committee and a majority vote of the Senate.
- G. Expulsion for any cause other than absenteeism shall require a two-thirds ($\frac{2}{3}$) vote of the Ethics Committee and a two-thirds ($\frac{2}{3}$) vote of the Senate.
- H. The Ethics Committee should it decide that some punitive action is warranted, shall recommend a single course of action in its report to the Full Senate. After the report is read, the Ethics Chair will make a debatable motion in the form of a resolution listing the report and recommending such Final Action.
- I. If the Undergraduate Speaker is subject to the ethics action, they shall relinquish the chair to the Undergraduate Speaker Pro Tempore during the period of debate. If the Ethics Committee Chair is the subject of the complaint, it should be filed with the senior-most member of the Ethics Committee, who shall direct an investigation after informing the Undergraduate Speaker of the charges made against the Chair.
- J. Final Actions will take effect immediately upon passage by the Full Senate.

Chapter 6: Impeachment

Article I. Impeachment

Section 600. Any Elected or Appointed Official

- A. The Undergraduate Senate shall have the power to impeach and remove from office Student Government Officials: any individual elected by the Undergraduate Student Body, any individual whose appointment the Undergraduate Senate approved, the Student Body President, any individual holding an office or position established or authorized to be established under the Undergraduate Code, and any individual holding an office or position whom the Undergraduate Senate is empowered to impeach pursuant to the Constitution or Joint Code.
- B. Charges may be entered against any Student Government Official for misfeasance, malfeasance, nonfeasance, conduct unbecoming, bribery, or other high crimes or misdemeanors.
- C. The Undergraduate Senate shall impeach a Student Government Official by the adoption of a resolution upon a simple majority vote.
 1. No official shall exercise their official duties after they shall have been impeached and notified thereof until he or she shall have been acquitted.
 2. The subject of a Resolution need not be present at a meeting to consider the Resolution of Impeachment.
- D. The Undergraduate Senate shall convict an impeached Student Government Official upon a two-thirds ($\frac{2}{3}$) vote.
 1. The punishment upon conviction shall not extend further than removal from office and disqualification from holding future office in the Undergraduate Student Government.
- E. This section shall not be construed to prohibit other means by which an official may be removed from office, as provided by the Student law.

Section 601. Question of Guilt

- A. Upon the close of the argument by the Prosecution and the close of motions thereafter, the question shall be whether the Student Government Official under impeachment is guilty of having failed to perform the duties of their Office, which shall be debatable but not subject to any subsidiary motion. No Member of the Court shall speak more than twice, nor more than ten (10) minutes at any one time.

Section 602. Reasonable Doubt

- A. No member of the Court for the Trial of Impeachments shall sustain the Impeachment unless the evidence submitted, examined, and considered shall that it is more likely than not that the Student Government Official under Impeachment did fail to perform the duties of their Office.

Section 603. Voting

- A. The form of the question whether the Impeachment be sustained and the Student Government Official Under Impeachment shall be convicted to each Member of the

Court: "Senator; How say you of the Defendant, Guilty or Not Guilty;" to which each member of the Court shall respond either "Guilty" or "Not Guilty."

Section 604. Removal

- A. Upon conviction of any Student Government Official Under Impeachment, the individual shall immediately be removed from Office.

Section 605. Disqualification

- A. If the Court of Impeachment shall vote to convict, the Undergraduate Senate shall then immediately consider whether to bar such individual from holding any Student Government office and for how long such prohibition shall remain in place.

Section 606. Familiar Disqualification

- A. No person or the spouse or brother or sister of a person designated the Student Government Official to be impeached shall take part in consideration of such Bill.

Section 607. Disqualification for Conflict of Interest

- A. No person, or the spouse or brother or sister of a person, who shall, upon conviction or removal of a Student Government Official under impeachment, succeed to such office pursuant to the Constitution of the Student Body or any law enacted hereunder.

Section 608. No Denial of Constitutional Rights

- A. Except as provided by the Constitution of the Student Body, no Student Government Official under impeachment may be denied any rights granted and guaranteed by the Constitution of the Student Body, the State of North Carolina, or the United States of America.

Section 609. Impeachment of the Student Body President

- A. Following the conviction of a Student Body President by the Court of Impeachment, the Undergraduate Speaker shall transmit to the Joint Governance Council:
 1. A copy of the Resolution of Impeachment;
 2. Minutes of the trial; and
 3. Any other materials the Joint Governance Council shall request.

Title III: The Undergraduate Executive Branch

Chapter 1: Structure and Purpose of the Undergraduate Executive Branch

Article I. Executive Board

Section 100: Purpose and Powers

- A. The Executive Board, in addition to the powers vested in the Executive Board by the Student Law, shall have the following powers:
 1. To adopt Resolutions;
 2. To provide oversight over the Cabinet;
 3. To provide oversight over all Departments and subdivisions of the Undergraduate Executive Branch;
 4. To oversee succession planning for Officers;
 5. To provide oversight of the financial stability of the Undergraduate Executive Branch;
 6. To assist in ensuring the inclusiveness and diversity of the Undergraduate Executive Branch; and
 7. To monitor through evaluations the effectiveness of the governance practices under which the Undergraduate Executive Branch operates and make changes as needed.
- B. In addition to the responsibilities outlined in the Student Law, the Executive Board shall have the following responsibilities:
 1. To exercise a duty of care over the Undergraduate Executive Branch by ensuring prudent use of all assets, including facility, people, and goodwill;
 2. To ensure that the Undergraduate Executive Branch's activities and transactions are, first and foremost, advancing its mission;
 3. To recognize and disclose conflicts of interest;
 4. To make decisions that are in the best interest of the Undergraduate Executive Branch, not in the best interest of an individual board member (or any other individual or entity); and
 5. To ensure that the Undergraduate Executive Branch obeys applicable laws and regulations follows its own policies and that the Undergraduate Executive Branch adheres to its stated purpose and mission statement.

Section 101: Membership

- A. The Executive Board shall be composed of the following:
 1. USG President,
 2. USG Vice President,
 3. USG Chief Staff,

4. USG Treasurer,
 5. USG Secretary,
 6. USG Director of State and External Affairs, and
 7. USG Organizational Treasurer.
- B. The Chair shall be the USG President and, when present, shall preside at meetings of the Executive Board.
- C. The USG Vice President shall be the Vice-Chair. In the absence of the Chair, the Vice-Chair shall discharge the duties and responsibilities of the Chair.
- D. The USG Secretary shall act as a Secretary and take the minutes of all meetings. The Secretary shall see that all notices of meetings of the Executive Board are duly given and that agendas and other relevant documents are distributed.

Section 102: Rules and Procedures

- A. The USG President shall promulgate such rules and procedures as are necessary for the conduct of meetings of the Executive Board.

Section 103: Suspension of the USG President

- A. Whenever all members of the Executive Board, excluding the USG President, transmit to the Undergraduate Speaker of the Undergraduate Senate their written declaration that the USG President is unable to discharge the powers and duties of their office, the USG Vice President shall immediately assume the powers and duties of the office as Acting USG President.
- B. Thereafter, when the USG President transmits to the Undergraduate Speaker of the Undergraduate Senate their written declaration that no inability exists, they shall resume the powers and duties of their office unless all members of the Executive Board, excluding the USG President, transmit within three (3) days to the Undergraduate Speaker of the Undergraduate Senate their written declaration that the USG President is unable to discharge the powers and duties of their office.
- C. Thereupon the Undergraduate Senate shall decide the issue, assembling within forty-eight (48) hours for that purpose. If the Undergraduate Senate determines by a two-thirds ($\frac{2}{3}$) vote that the USG President is unable to discharge the powers and duties of their office, the USG Vice President shall discharge the same as USG President; otherwise, the USG President shall resume the powers and duties of their office.

Article II. Cabinet

Section 110: Duties and Responsibilities

- A. The Cabinet, in addition to the powers vested in the Cabinet by the Student Law, shall have the following duties and responsibilities:
1. To advise the USG President;
 2. To coordinate the activities of the Cabinet Departments;
 3. To coordinate the execution of the policy priorities of the Undergraduate Executive Branch;

4. To ensure that the Undergraduate Executive Branch is effectively communicating to the undergraduate student body; and
5. Represent the needs of the undergraduate student body to the University Administration.

Section 111: Membership

- A. The Cabinet shall be composed of the following:
 1. USG President,
 2. USG Vice President,
 3. USG Chief Staff,
 4. USG Secretary,
 5. USG Director of State and External Affairs,
 6. USG Senior Advisors of the Undergraduate Executive Branch,
 7. USG Organizational Treasurer, and
 8. All positions designated as Cabinet.

Section 112: Rules and Procedures

- A. The USG President shall promulgate such rules and procedures as are necessary for the conduct of Cabinet meetings.
- B. The USG Chief of Staff shall assist the USG President in organizing meetings of the Cabinet.
- C. The USG Secretary shall act as a Secretary and take the minutes of all meetings. The Secretary shall see that all notices of meetings of the Cabinet are duly given and that agendas and other relevant documents are distributed.

Article III. Executive Office of the USG President

Section 120: Purpose

- A. The Executive Office of the President shall be formed by the USG President.
- B. The Executive Office of the President shall be responsible for the following:
 1. Advising the USG President as needed;
 2. Completing any assignment assigned by the USG President;
 3. Conducting research upon request of the USG President;
 4. Providing feedback on documents created by the USG President;
 5. Supporting the operations of the Executive Board; and
 6. Assisting the USG President in the completion of their duties.
- C. The Executive Office of the President shall not be assigned duties or complete any work which lay within the established jurisdiction of the Executive Board, Cabinet, or a Cabinet Department.

Section 121: Staff

- A. The USG President may appoint such staff as they shall deem necessary.

B. The USG President may use any method they deem appropriate for the selection of staff.

Section 122. USG Senior Advisor(s) of the Undergraduate Executive Branch

A. The USG Senior Advisor(s) shall:

1. Serve as a resource for the USG President in carrying out their campaign platform;
2. Serve as a resource for cabinet members as they plan, organize, and execute activities;
3. Have the ability to seek their own directives outside the USG President's platform;
4. Fulfill any duties assigned to them by the USG President and
5. Serve as a member of University boards and committees in accordance with the by-laws of these boards.

B. The USG President shall appoint no more than four (4) USG Senior Advisors.

Article IV. Officers' Staff

Section 130: Purpose

A. The following Offices shall be created and overseen solely by the relevant Officer:

1. The Office of the Vice President shall be overseen by the USG Vice President,
2. The Office of the Treasurer shall be overseen by the USG Treasurer,
3. The Office of the Secretary shall be overseen by the USG Secretary,
4. The Office of the Chief of Staff shall be overseen by the USG Chief of Staff, and
5. The Office of the Organizational Treasurer shall be overseen by the USG Organizational Treasurer.

B. These Offices shall be charged with:

1. Assisting the relevant Officer with the performance of their duties,
2. any responsibilities assigned to them by the USG President, or
3. any matters assigned by the Executive Board.
4. These Offices shall not be assigned duties or complete any work which lay within the established jurisdiction of the Executive Board, Cabinet, or a Cabinet Department.

Section 131: Staff

A. The relevant Officer may appoint such staff as they shall deem necessary upon consultation with the USG President.

B. The relevant Officer may use any method they deem appropriate for the selection of staff upon consultation with the USG President.

Article V. General Staff

Section 140: Definitions

A. General Staff shall be defined as any staff appointed to serve in any capacity which is not within the Executive Office of the President or as an Officers' Staff.

Section 141: Selection

- A. General Staff must be selected using a competitive application process.
 - 1. Competitive application process shall be defined as process where:
 - a. Applications are made publicly available;
 - b. Applications are reviewed using objective criteria; and
 - c. All submitted applications are reviewed.
- B. The application for General Staff must be advertised by the USG Secretary.

Section 142: Code of Ethics

- A. The USG President shall issue a Code of Ethical Conduct by Executive Order which shall apply to all members of the Undergraduate Executive Branch within four (4) weeks of the transfer of power date. If no Code of Ethical Conduct is issued within four (4) weeks of the transfer of power date, the previous administration's Code of Ethical Conduct shall be presumed to be in effect for the duration of the current administration.
- B. The USG President shall also, within the same Executive Order, proscribe the enforcement mechanisms for the Code of Ethical Conduct.
- C. The Code of Ethical Conduct shall be posted on the website of the Undergraduate Executive Branch.

Article VI. Order of Succession

Section 150: USG Presidential Succession

- A. If, by reason of resignation, removal from Office, or failure to qualify, there is no USG President, then the Officer of the Undergraduate Student Government who is highest on the following list and who is not under disability to discharge the powers and duties of the Office of USG President shall assume the Office of the Presidency:
 - 1. USG Vice President
 - 2. Undergraduate Senate Speaker
 - 3. Undergraduate Senate Speaker Pro Tempore
 - 4. USG Chief of Staff
 - 5. USG Treasurer
 - 6. USG Secretary
 - 7. USG Director of State and External Affairs

Section 151: Self-Attested Inability

- A. Whenever the USG President transmits to the Undergraduate Speaker of the Undergraduate Senate their written declaration that they are unable to discharge the powers and duties of their Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by the USG Vice President as Acting USG President.

Article VII. Transition

Section 160. Transition Documents

- A. The Transition Plan shall be the primary tool for ensuring continuity of operations of the Undergraduate Executive Branch.
- B. The Transition Plan shall contain, at a minimum, the following information:
 - 1. The Undergraduate Student Government Annual Report;
 - 2. Up-to-date financial records;
 - 3. Updated Officer and Cabinet Department Director handbooks;
 - 4. A review of any issues that the new Executive Board will need to address; and
 - 5. Any other information that the new Executive Board will need to begin their work.

Section 161: Drafting of the Transition Plan

- A. The USG President shall be responsible for drafting the Transition Plan.
- B. All subdivisions of the Undergraduate Executive Branch must be consulted during the drafting of the Transition Plan.

Section 162: Approval of the Transition Plan

- A. The USG President shall present the final draft of the Transition Plan to the Executive Board not less than two (2) weeks before the transfer of power.
- B. Upon receiving the final draft of the Transition Plan, the Executive Board shall vote to adopt it.

Section 163: Officer and Department Guides

- A. Each Officer and Cabinet Department Director shall each maintain a handbook containing all information necessary for the completion of the duties of their respective role.

Chapter 2: Undergraduate Executive Branch Officers

Article I. Duties and Responsibilities

Section 200: General Responsibilities of Undergraduate Executive Branch Officers

- A. The Undergraduate Executive Branch Officers shall:
1. Represent the Undergraduate Executive Branch and themselves to the best of their ability;
 2. Complete all training that is required for their position or assigned to them by the USG President or Executive Board;
 3. Ensure that the Undergraduate Executive Branch is in compliance with the Student Law, local, state, and federal laws; and
 4. Provide regular reports to the Undergraduate Senate.

Section 201: President of the Undergraduate Student Body (USG President)

- A. The USG President shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Represent the undergraduate student body, especially when working with other universities, the faculty, the administration, and campus employees;
 2. Enforce and administer all laws passed by the Undergraduate Senate;
 3. Have the authority to veto bills passed by the Undergraduate Senate, provided that they shall exercise such veto power within five business (5) days after the bill is certified;
 4. To request in writing the opinion of any Officer or Cabinet member on the subjects relating to their position;
 5. Register the Undergraduate Executive Branch as an RSO with the Office of Student Life and Leadership by the established deadline;
 6. Serve as a member of University boards and committees in accordance with the by-laws of these boards; These boards and committees include but are not limited to:
 - a. Frank Porter Graham Union Board of Directors,
 - b. General Alumni Association Board of Directors,
 - c. Athletic Council,
 - d. Student Television Advisory Board,
 - e. the University of North Carolina Association of Student Governments, and
 - f. the Chancellor's Awards Committee;
 7. Serve on the Student Fee Advisory Subcommittee;
 8. Serve as a non-voting ex officio member of all boards recognized by student government;
 9. Present the annual State of the University Address and present addresses before the Undergraduate Senate upon request; and

10. With the collaboration of the Student Body President, present a tuition expense report no more than three weeks after the final recommendations of the Tuition and Fee Advisory Committee are presented to the BOT and the Chancellor.

Section 202: Vice President of the Undergraduate Student Body (USG Vice USG President)

- A. The USG Vice President shall, in addition to the responsibilities, powers, and duties established by the Student Law:
 1. Chair the Student Advisory Committee to the Chancellor;
 2. Chair the Student Academic Advising Board;
 3. Review and oversee the interview process for all Executive Appointments;
 4. Distribute and market the rolling application for External Appointments as needed;
 5. Maintain electronic personal records from all External Appointments in one public archive;
 6. Complete all assignments given by the USG President; and
 7. Serve as a member of University boards and committees in accordance with the by-laws of these boards.

Section 203: Treasurer of the Undergraduate Student Body (USG Treasurer)

- A. The USG Treasurer shall, in addition to the responsibilities, powers, and duties established by the Student Law:
 1. Execute and administer the Treasury Laws;
 2. Advise the Undergraduate Senate;
 3. Serve as a non-voting, ex-officio member of the Finance Committee;
 4. Chair the Student Fee Audit Committee;
 5. Appropriate University committee or committees governing the process for altering the rates of tuition and student fees; and
 6. Serve as a member of University boards and committees in accordance with the by-laws of these boards.
 7. The USG Treasurer shall be considered an independent Officer which does not report to the USG President or Undergraduate Senate but shall be accountable to both.

Section 204. Secretary of the Undergraduate Student Body (USG Secretary)

- A. The USG Secretary, in addition to the responsibilities, powers, and duties established by the Student Law:
 1. Coordinate outreach activities of the Undergraduate Executive Branch;
 2. Ensure that the Undergraduate Executive Branch periodically seeks direct input from the student body about the activities and policies of the Undergraduate Executive Branch;
 3. Oversee the archiving of documents and the completion of the Undergraduate Student Government Annual Report;

4. The USG Secretary shall see that all notices of meetings of the Cabinet and Executive Board are duly given and that agendas and other relevant documents are distributed;
5. Oversee the maintenance and upkeep of the Undergraduate Executive Branch website;
6. Fulfill any duties assigned to them by the USG President; and
7. Serve as a member of University boards and committees in accordance with the by-laws of these boards.

Section 205. Chief of Staff of the Undergraduate Executive Branch (USG Chief of Staff)

- A. The USG Chief of Staff shall, in addition to the responsibilities, powers, and duties established by the Student Law:
 1. Organize recruitment drives for general staff;
 2. Coordinate the affairs of the Cabinet;
 3. Fulfill any duties assigned to them by the USG President;
 4. Serve as a member of University boards and committees in accordance with the by-laws of these boards; and
 5. Serve as a resource for cabinet members as they plan, organize, and execute activities.

Section 206. USG Director of State and External Affairs

- A. The USG Director of State and External Affairs shall:
 1. Represent the Undergraduate Executive Branch and advocate on behalf of the student body to elected local, state, and national politicians;
 2. Advise the Undergraduate Senate;
 3. Serve as a liaison between the Undergraduate Executive Branch and the UNC Board of Governors, the UNC-CH State Relations office, and the UNC General Administration State Relations office;
 4. To draft and propose the position of the Undergraduate Executive Branch on political subjects;
 5. Assist in the drafting of public statements from the Undergraduate Executive Branch;
 6. Fulfill any duties assigned to them by the USG President; and
 7. Serve as a member of University boards and committees in accordance with the by-laws of these boards.

Section 207. Organizational Treasurer of the Undergraduate Executive Branch (USG Organizational Treasurer)

- A. The USG Organizational Treasurer shall:
 1. Serve as a financial resource for cabinet members as they plan, organize, and execute activities.
 2. Raise funds for the Undergraduate Executive Branch from a variety of sources, including but not limited to the Undergraduate Senate and private donations.
 3. Fulfill all mandated duties of an organizational treasurer.

4. Fulfill any duties assigned to them by the USG President.
5. Serve as a member of University boards and committees in accordance with the by-laws of these boards.

Article II. Executive Orders

Section 210: Purpose

- A. Executive Orders are intended for the following purposes:
 1. To establish the policies of the Undergraduate Executive Branch,
 2. To direct the actions of a Department of the Undergraduate Executive Branch,
 3. To direct the actions of an Officer of the Undergraduate Executive Branch,
 4. To establish a subdivision of the Undergraduate Executive Branch which does not already exist under the Student Law, or
 5. For any other purpose as designated by the Student Law.
- B. Any Executive Order that is issued outside the scope of this policy shall be considered null and void.

Section 211: Promulgation

- A. The USG President alone shall have the power to promulgate an Executive Order.
- B. The USG Vice President must undersign such an Order for it to be valid and enforceable.
- C. Executive Orders must include specific provisions detailing the scope of the action to be taken and the duration of such actions.
- D. The Executive Order must include the following provisions:
 1. The duration of the Order,
 2. Which entities the Order will affect,
 3. The specific purpose of the Order, and
 4. The general actions that will be taken to implement the Order.
- E. All Executive Orders shall have uniform formatting and follow a standard naming convention.
 1. Each Executive Order shall be dated, numbered sequentially, and annotated for the administrative year in which the USG President was inaugurated in the following format: EO-XX- YYY, where XX represents the two-digit year in which the USG President was inaugurated, and YYY represents the number of the executive order beginning with the number zero-zero-one (001) for each new administration.
- F. Executive Order shall be organized by:
 1. Section
 2. Paragraph
 3. Clause
 4. Sub-Clause
 5. Item
- G. Executive Orders shall be written without the use of jargon and shall be easy to understand.

Section 212: Duration

- A. Executive orders shall expire upon the swearing-in of the following USG President, the issuing of another executive order that modifies or rescinds a previous order, or the date of expiration determined within an existing order.

Section 213: Restrictions

- A. No Executive Order can compel any member of the Undergraduate Executive Branch to act in a manner that would be considered illegal or unethical as defined by the Student Law or Ethical Code of Conduct.

Chapter 3: Cabinet

Article I. Cabinet Level Roles

Section 300: Notification

- A. The USG President shall notify the Undergraduate Senate of the creation of Cabinet-level roles which are not specified in the Student Law.
- B. The notification shall be made via an Executive Order which shall specify:
 - 1. The specific purpose of the individual Cabinet role;
 - 2. The specific rationale as to why the cabinet role was established; and
 - 3. To whom the role shall report.

Section 301: General Responsibilities of Cabinet Roles

- A. Individuals which hold a Cabinet-level role shall:
 - 1. Attend all Cabinet meetings;
 - 2. Communicate regularly with a representative of the Graduate and Professional Student Government that works in a similar capacity when necessary;
 - 3. Serve on university boards and committees at the USG President's request; and
 - 4. Keep detailed records of their work to facilitate the transition process.

Article II. Cabinet Departments

Section 310: General Provisions

- A. Each Cabinet Department shall be overseen by no more than two Department Directors.
- B. The Communications Department Director shall either be the USG Secretary or report to them.
- C. The State and External Affairs Department Director shall either be the USG Director of State and External Affairs or report to them.
- D. All other Cabinet Department Directors outlined in this Chapter shall report to the Chief of Staff or to such person as the USG President may designate by Executive Order.

Section 311: Academic Affairs and Professional Development Department

- A. The Academic Affairs and Professional Development Department shall:
 - 1. Encourage academic excellence by advocating for effective academic policies and the adoption of modern, evidence-based learning techniques;
 - 2. Foster an environment for the arts on campus that demands room for a diverse group of voices and engages the entire student body;
 - 3. Showcase and celebrate the work and accomplishments of students, researchers, lecturers, and professors; and
 - 4. Collect and disseminate student feedback on their learning experiences.

Section 312: Campus Life and Student Experiences Department

- A. The Campus Life and Student Experiences Department shall:

1. Create an inclusive and welcoming community for incoming first-year students;
2. Create programs to facilitate student experiences; and
3. Work to ease the student transition experience by amending key registration processes and policies that connect incoming students to the broader UNC network.

Section 313: Civic Engagement and Outreach Services Department

A. The Civic Engagement and Outreach Services Department shall:

1. Lead efforts to encourage UNC students to register to vote, and indeed vote, in local, state, and national elections;
2. Encourage students to engage with student organizations, student life, and Student Government;
3. Create collaborative service networks within the Chapel Hill community; and
4. Improve the student body's access to service opportunities.

Section 314: Diversity, Equity, and Inclusion Department

A. The Diversity, Equity, and Inclusion Department shall:

1. Act as a facilitating partner for student organizations that focus on diversity issues;
2. Work to improve the inclusiveness of the university through education, advocacy, and experiential learning; and
3. Work to make the university more accessible and welcoming for every student, regardless of race, gender identity, sexuality, socioeconomic status, faith, nationality, or disability.

Section 315: Student Wellness and Safety Department

A. The Student Wellness and Safety Department shall:

1. Strive to reduce the frequency of sexual and gender-based harassment, sexual violence, interpersonal violence, and stalking on and around campus, and increase rates of formal or informal reporting of these incidents;
2. Strive to improve the Carolina experience for students with mental health issues by reducing stigma through awareness campaigns, improving care through advocacy, and informing students of available support through education; and
3. Work closely with student organizations that focus on safety and wellness.

Section 316: Environmental Affairs Department

A. The Environmental Affairs Department shall:

1. Collaborate with students, faculty, and staff to create a more cohesive environmental presence on campus; and
2. Promote key environmental principles and encourage sustainable lifestyles amongst the student body.

Section 317: State and External Affairs Department

A. The State and External Affairs Department shall:

1. Advocate on behalf of undergraduate students at the local, state, and federal level;
2. Attend meetings of the Chapel Hill Town Council; and
3. Work with community partners to advance the interests of Undergraduate Students.

Section 318: Communications Department

A. The Communications Department shall:

1. Develop the Undergraduate Executive Branch's outreach strategies;
2. Publicize the Undergraduate Executive Branch's events and programs; and
3. Ensure the Undergraduate Executive Branch maintains an active social media presence.

Title IV: Undergraduate Judicial Branch

Chapter 1: Structure and Purpose of the Undergraduate Honor System

Article I. Undergraduate Attorney's General Staff

Section 100. Duties and Responsibilities of the Undergraduate Student Attorney General

- A. The Undergraduate Student Attorney General shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Recruitment, appointment, training, certification, and oversight of members of the Undergraduate Student Attorney General's Staff. The staff of the Undergraduate Student Attorney General shall be responsible for investigating all alleged violations of the Honor Code by undergraduate students, providing defense counsel as requested, and presenting matters to the Honor Court for resolution. In making staff appointments, the Undergraduate Student Attorney General should endeavor to assemble a staff whose diversity reflects that of the student body as a whole. In the event of disagreement between the Attorney General and the Vice Chancellor for Student Affairs concerning training or certification, the issue shall be decided by the Committee on Student Conduct.
 2. Review and investigation of alleged violations of the Code of Student Conduct. The Undergraduate Student Attorney General or the Student Attorney General's designee shall receive complaints of all alleged violations by undergraduate students; investigate such complaints to determine whether there is sufficient evidence to refer the incident to the Honor Court; formulate and bring charges; advise students to be charged concerning their rights, the availability of counsel, and procedures to be employed; bring charges to the Honor Court; and respond to appeals as necessary.
 3. Contribute to cooperative efforts to strengthen the campus Honor System. In cooperation with other members of the Undergraduate Honor System Outreach Coordinator Search Committee, the Undergraduate Student Attorney General shall recommend to the Student Body President one or more qualified candidates to serve as Undergraduate Honor System Outreach Coordinator. The Undergraduate Student Attorney General shall also serve as an appointed or ex officio member of the Committee on Student Conduct, foster cooperation between the Student Attorney General's Office and the Office of the Undergraduate Honor Court, work closely with the Faculty Advisory Panel on the Honor System, and advise the Judicial Programs Officer, Vice Chancellor for Student Affairs, Chancellor, and Chair of the Faculty about matters relating to the Honor System and Honor Code.
- B. All language within this Section shall be subordinate to the Instrument of Student Judicial Governance.

Article II. Undergraduate Honor Court

110. Duties and Responsibilities of the Undergraduate Honor Court Chair and Vice-Chairs

- A. The Undergraduate Honor Court Chair and Vice-Chairs shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Recruit, nominate, train, certify, and oversee members of the Undergraduate Honor Court. Members of the Honor Court may not sit on a hearing panel until they have been found to be knowledgeable concerning the regulations, provisions, procedures, sanctions, and functioning of the Honor System as delineated in this Instrument, and accordingly certified as “qualified” by the Chair of the Undergraduate Honor Court and the Vice Chancellor for Student Affairs. In the event that the Chair and the Vice Chancellor for Student Affairs disagree over procedures for certification, the issue shall be decided by the Committee on Student Conduct.
 2. Administer the Honor Court. The Chair shall assign hearing panels composed of the Chair or a Vice Chair (as presiding officer) and the requisite number of Court members to conduct hearings and to serve on University Hearings Boards. The Chair shall make such assignments by random selection using a separate presiding officer pool (composed of the Chair and Vice Chairs) and a panel member pool (composed of the remaining members of the court). The Chair shall also perform such other duties as may be appropriate consistent with this Instrument.
 3. Contribute to cooperative efforts to strengthen the campus Honor System. In cooperation with other members of the Undergraduate Honor System Outreach Coordinator Search Committee, the Chair of the Undergraduate Honor Court shall recommend to the Student Body President one or more qualified candidates to serve as Undergraduate Honor System Outreach Coordinator. The Chair of the Undergraduate Honor Court shall also serve as an appointed or ex officio member of the Committee on Student Conduct, foster cooperation Undergraduate Honor Court, work closely with the Faculty Advisory Panel on the Honor System, and advise the Judicial Programs Officer, Vice Chancellor for Student Affairs, Chancellor, and Chair of the Faculty about matters relating to the Honor System and Honor Code.
- B. All language within this Section shall be subordinate to the Instrument of Student Judicial Governance.

Article III. Undergraduate Honor System Outreach Coordinator

Section 120: Duties and Responsibilities of the Undergraduate Honor System Outreach Coordinator

- A. The Undergraduate Honor System Outreach Coordinator shall, in addition to the responsibilities, powers, and duties established by the Student Law:

1. Recruit, appoint, train, and oversee Honor System Outreach Members. The Undergraduate Honor System Outreach Coordinator shall make staff appointments of Honor System Outreach members, and shall oversee the recruitment, training, and outreach efforts of Honor System Outreach members. In making staff appointments, the Undergraduate Honor System Outreach Coordinator should endeavor to assemble a staff whose diversity reflects that of the student body as a whole.
 2. Coordinate and Promote Outreach Activities. The Undergraduate Honor System Outreach Coordinator shall coordinate and promote outreach activities by the Office of the Honor System; work with the Faculty Honor System Advisory Committee to improve information and education relating to academic integrity issues; work with the student government and other student organizations to foster information and education regarding student conduct issues; and such other related coordination and outreach activities as may be appropriate after consultation with the Undergraduate Student Attorney General, Office of the Undergraduate Honor Court, the Graduate and Professional Attorney General, the Graduate and Professional Honor Court Chair, the Graduate and Professional Honor System Outreach Officer, the Judicial Programs Officer, the Dean of Students, and the Committee on Student Conduct. The Undergraduate Honor System Outreach Coordinator shall also serve as an appointed or ex officio member of the Committee on Student Conduct.
- B. All language within this Section shall be subordinate to the Instrument of Student Judicial Governance.

Chapter 2: Legal Counsel

Article I. Office of the Undergraduate Solicitor General

Section 200. Duties and Responsibilities of the Undergraduate Solicitor General

- A. The Undergraduate Solicitor General shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Serve as the primary legal counsel for the Undergraduate Student Government and its agencies before the Board of Elections and Judicial System
 - a. In acting as primary legal counsel for the USG, the Undergraduate Solicitor General shall represent the USG pursuant to the “Hierarchy of Representation” found in the Joint Code.
 2. Review all cases decided adversely to the government to determine whether they should be appealed and, if so, what position should be taken;
 3. Recruit, appoint, and train Deputy Undergraduate Solicitor Generals; and
 4. Shall determine whether the Government will participate as an amicus curiae, or intervene, in cases.

Section 201. Duties and Responsibilities of Undergraduate Deputy Solicitor Generals

- A. Undergraduate Deputy Undergraduate Solicitor Generals shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Serve as legal counsel for any case assigned to them by the Undergraduate Solicitor Generals;
 2. File any necessary documents in support of litigation; and
 3. Provide zealous and competent representation to assigned clients.

Section 202. Office of the Undergraduate Solicitor General

- A. The Office of the Undergraduate Solicitor General shall be formed by the Undergraduate Solicitor General.
- B. The Office of the Undergraduate Solicitor General shall:
1. Conduct, or assign and supervise all cases, including appeals, petitions for and in opposition to briefs, and arguments; and
 2. Determine whether and to what extent appeals will be taken by the government or whether the government will file a brief amicus curiae.

Article II. Undergraduate Office of Student Legal Counsel

Section 210. Duties and Responsibilities of the Undergraduate Chief Legal Officer

- A. The Undergraduate Chief Legal Officer shall, in addition to the responsibilities, powers, and duties established by the Student Law:
1. Serve as legal counsel, providing zealous and competent representation to assigned clients;

2. Appoint legal counsel for cases before the BoE and the Student Supreme Court when representation is requested by a party or parties;
3. Manage the administrative tasks of the Office of Legal Counsel (OLC)
4. Recruit, appoint, and train Undergraduate Deputy Legal Officers (DLO)
5. Review and investigate alleged violations brought before the BoE or
6. Student Supreme Court; and
7. Be empowered to remove DLOs as deemed necessary.

Section 211. Duties and Responsibilities of Undergraduate Deputy Legal Officers

- A. Undergraduate Deputy Undergraduate Chief Legal Officers shall, in addition to the responsibilities, powers, and duties established by the Student Law:
 1. Serve as legal counsel for any case assigned to them by the CLO;
 2. File any necessary documents in support of litigation; and
 3. Provide zealous and competent representation to assigned clients.

Section 212. Office of Legal Counsel

- A. The Office of Legal Counsel shall be formed by the Undergraduate Chief Legal Officer.
- B. The Office of Legal Counsel shall:
 1. Conduct, or assign and supervise all cases, including appeals, petitions for and in opposition to briefs, and arguments; and
 2. Maintain systems for undergraduate students to seek advice on how to proceed with legal questions.

Title V: The Undergraduate Election Regulations

Chapter 1: General Provisions

Article I. Foundations

Section 100. Definitions

- A. Ballot Petition is defined as a petition document that a declared candidate, referendum contact, or their respective supporters fills with signatures in order for a candidate or referendum to appear on an election ballot.
- B. Campaign is defined as the actions taken by a candidate, whether certified or not, or campaign worker, in order to assist in their goal of obtaining office. This includes hallstorming, pit-sitting, a-frames, fliers, posters, and any other activity deemed relevant by the Board of Elections or Student Supreme Court.
- C. Forms of Campaigning:
 - 1. Electronic Campaigning is defined as the use of electronic resources for the goal of obtaining office, including, but not limited to, emails, social networks, Internet advertisements, websites, and listservs.
 - 2. Private Campaigning is defined as the pre-declaration preparation of campaign materials and private recruitment by the candidate or campaign workers.
 - 3. Public Campaigning is defined as any in-person campaigning by a candidate or the campaign workers of a candidate's campaign or a referendum campaign for the goal of obtaining office.
- D. Campaign workers are defined as any individuals working in the direction of or coordinating with a candidate.
 - 1. Campaigns shall maintain a list of campaign workers. The Board of Elections may request this list at any time, and it must be submitted to the Board of Elections with the financial statement.
 - 2. Falsifying this list or deliberately obscuring an individual's position as a campaign worker shall be considered perjury and grounds for immediate disqualification by the Board of Elections.
- E. Certified Candidate is defined as a student who has been certified by the Board of Elections to appear on the ballot.
- F. Constituency is defined as the pool of eligible voters for each respective office.
 - 1. The constituency for the USG President is all duly registered undergraduate fee-paying students.
 - 2. The constituency for President and Vice President of the Rising Senior Class is all duly registered fee-paying juniors or continuing seniors.
 - 3. The constituency for Members of the Undergraduate Senate is all duly registered fee-paying residents from the district of respective candidates.
 - 4. The constituency for an Undergraduate Student Government referendum is all duly registered undergraduate fee-paying students.
- G. Declaration of Candidacy is defined as the submission of the official document submitted by a student declaring their intent to run for office. This document must be submitted in

conjunction with the training mechanism that has been unanimously approved by the sitting Board of Elections prior to the start of the election timeline in which it will be used.

1. In conjunction with submitting their declaration of candidacy, each candidate shall also submit:
 - a. Proof of membership within the appropriate constituency; and
 - b. Proof of qualification to hold Office.
 2. The Board of Elections may at any time request additional information to determine if an individual is legally allowed to run for office.
 - a. If the Board of Elections determines that an individual which was already allowed to run for office is not legally allowed to run for office, they shall immediately suspend their campaign.
- H. Declared Candidate is defined as a student who has submitted their Declaration of Candidacy and is pending certification by the Board of Elections.
- I. Elections are defined as votes taken by members of the undergraduate student body of UNC-Chapel Hill to determine the outcome of a race or ballot measure.
1. Re-Elections are elections held in the event that the results of a previous election are voided by the Board of Elections or the Student Supreme Court.
 2. Regular Elections are the elections to fill campus-wide offices, which shall be the Fall and Spring General Elections.
 3. Run-off Elections are elections held when a specific candidate, which requires a majority of the cast certified votes, fails to receive such votes in a regular, special, or re-election.
 4. Special Elections are the elections held to fill vacancies in campus-wide offices and/or to approve ballot measures not held during regular elections.
- J. Hallstorming is the act of visiting campus residence halls operated by the Department of Housing & Residential Education or Granville Towers for the purpose of soliciting signatures or promoting a candidate's campaign.
- K. Ballot Measure is a referendum or proposition submitted to voters for their approval.
- L. Proposition is a form of ballot measure placed on the ballot by vote of the Undergraduate Senate.
- M. Referendum is a form of ballot measure placed on the ballot by a petition of the student body
- N. Referendum Campaign is defined as the actions taken in order to assist in the goal of passing or defeating a referendum. This includes Hallstorming, pit-sitting, a-frames, fliers, posters, and any other activity deemed relevant by the Board of Elections or Student Supreme Court
- O. Referendum Contact is defined as the individual designated to represent a referendum to the Board of Elections. Each referendum must have a referendum contact in order to be placed on the ballot.
- P. Instant Runoff Voting is an electoral system that requires voters to rank their preferences.

Q. Early Voting means casting a ballot prior to election day at a location designated by or system approved by the Board of Elections and depositing the voted ballot in the tabulation system.

Section 101. Legislative Intent

- A. It is the intent of the legislature that the application of this code and the conduct of elections be uniform and consistent to reduce the likelihood of fraud in the conduct of elections, protect the secrecy of the ballot, promote voter access, and ensure that all legally cast ballots are counted.
- B. Regulations in this Title shall be used for elections or ballot measures concerning only members of the undergraduate student body.
- C. A provision of this Title may not be interpreted to prohibit or limit the right of a qualified individual with a disability from requesting a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under federal or state law.
- D. The vote in an election is by an official ballot.

Chapter 2: Election Administration

Article I: Notice of Elections

Section 200. Responsible Party

- A. The following authorities shall give notice of an election not less than thirty (30) days in advance of a general election and twenty (20) days in advance of a special election:
 1. The Board of Elections;
 2. The Undergraduate Senate; and
 3. USG Secretary.

Section 201. Notice Contents

- A. The notice of a general or special election must state:
 1. the nature and date of the election;
 2. the location of each polling place and location to request provisional ballots;
 3. the hours that the polls will be open;
 4. the website of the authority conducting the election; and
 5. any other information required by other law.

Section 202. Failure to Give Notice.

- A. Failure to give notice of a general election does not affect the validity of the election.
- B. This section shall not be construed to prohibit other oversight actions that may be taken by the Undergraduate Senate.

Article II: Ballot Form

Section 210. Ballot Preparation

- A. The following authority shall have the official ballot prepared:
 1. The Board of Elections for any election concerning the undergraduate student body.
- B. The authority responsible for having the official ballot prepared shall have placed on the ballot the name of each candidate:
 1. who has filed with the authority an application for a place on the ballot that complies with the requirements as to form, content, and procedure that the application must satisfy for the candidate's name to be placed on the ballot; or
 2. whose entitlement to placement on the ballot has been lawfully certified to the authority.
- C. To make a necessary correction on the ballot, the authority responsible for having the official ballot prepared must issue new ballots.
- D. The preparation of a proposition to be submitted to the voters at an election shall be the responsibility of the constituency Senate which proposed the proposition. The proposition shall be comprised of simple, unbiased, concise, and easily understood language. The proposition shall appear on the ballot as a question, and if the proposition is an amendment to the student law, the text of the proposed change.
 1. The question shall not exceed two hundred words in length and shall not include words that are struck through, underscored, or in boldface type.

2. The Board of Elections shall be responsible for ensuring that a proposition proposed by a constituency Senate complies with the requirements of this Section.
- E. The preparation of a referendum to be submitted to the voters at an election shall be the responsibility of the referendum campaign which proposed the referendum. The referendum shall be comprised of simple, unbiased, concise, and easily understood language. The referendum shall appear on the ballot as a question, and if the referendum is an amendment to the student law, the text of the proposed change.
1. The question shall not exceed two hundred words in length and shall not include words that are struck through, underscored, or in boldface type.
 2. The Board of Elections shall be responsible for ensuring that a referendum proposed by a petition of the student body complies with the requirements of this Section.

Section 211. Name on the Ballot

- A. A candidate's name shall be printed on the ballot with the given name or initials first, followed by a nickname, if any, followed by the surname, in accordance with this section.
- B. In combination with the surname, a candidate may use one or more of the following:
 1. title of up to one (1) Student Government Office currently held;
 2. a contraction or familiar form of a given name by which the candidate is known; or
 3. an initial of a given name.
- C. A nickname that constitutes a slogan or otherwise indicates a political, economic, social, or religious view or affiliation may not be used.
- D. A candidate's name may not appear more than once on the ballot except as a candidate for:
 1. two (2) or more offices that are permitted by law to be held by the same person; or
 2. the Offices of Student Body President or USG President and another office.

Section 212. Form of Ballot

- A. A designation of the nature of the election and the date of the election shall be printed at the top of the ballot.
- B. "OFFICIAL BALLOT" shall be printed in large letters on the ballot immediately below the designation and date of the election.
- C. The names of candidates on the ballot shall be randomized.
- D. Adequate space shall be provided on the ballot for write-in votes.
- E. Ballot shall contain sufficient instructions for how to vote such instructions shall include:
 1. Immediately below "OFFICIAL BALLOT," the following instruction shall be printed: "Vote for the candidate of your choice in each race by placing an 'X' or filling in the shape beside the candidate's name."
 2. If more than one candidate is to be elected in any race on the ballot, "Vote for none, one, two, ... or ____" (in the numerical sequence appropriate for the number

of candidates to be elected) shall be printed immediately before the text required in the previous item.

- F. Except as otherwise provided by law, the authority ordering the election shall prescribe the wording of a ballot measure that is to appear on the ballot.
- G. A ballot measure shall be printed on the ballot in the form of a single statement and may appear on the ballot only once.
- H. For any election the order in which items shall appear shall be:
 - 1. Ballot measures
 - 2. Elections for Office representing the entire Undergraduate Student Body;
 - 3. Elections for Office representing parts of the Undergraduate Student Body.

Section 213. Availability of Ballots

- A. It shall be the affirmative responsibility of the Board of Elections to ensure that all undergraduate students are able to vote in an election by providing easy access to the ballot.
- B. The Board of Elections shall ensure that paper ballots or digital ballots are made available during elections.
- C. Provisional Ballots shall be provided for all elections during early voting and on election day at the office of the Board of Elections, the Office of the Student Government, or polling places in case voters experience errors or technical difficulties during the voting process.
 - 1. Provisional ballots must include spaces for entry of all required voter information (name, PID #, class, and district), the voter's signature with the Honor Pledge, and the voter's choices for each office that they wish to vote in the election.
 - 2. All provisional ballots shall be certified if the student has provided correct and complete information.

Section 214. Availability of Ballot Petitions and Other Documents

- A. All documents submitted by campaigns or candidates, including but not limited to candidate registration forms and ballot petitions, shall be made publicly available for inspection.
- B. The Board of Elections shall publish the final results of the election as expeditiously as possible and, when publishing results, shall include the following information:
 - 1. Total number of votes cast;
 - 2. The total amount of votes each candidate received, which shall include all ranked votes;
 - 3. The turnout rate; and
 - 4. Any other information the Board of Elections deems necessary to release.

Article III: Polling Locations

Section 220. Number of Polling Places

- A. The Board of Elections shall operate at least one physical polling location for the duration of early voting and election day.

Section 221. Location of Polling Places

- A. Each polling place shall be located inside a building.
- B. The building selected for a polling place shall be a public building.
- C. A polling place may not be located at the residence of a person who is:
 - 1. a candidate for an elected office.
- D. Each polling place shall be accessible to and usable by persons with physical disabilities

Article IV: Tabulation

Section 230. Tabulation for Single-Seat Elections

- A. In the case of a single-seat election, the number of votes received by a candidate in either the initial tabulation or in an additional round of tabulation shall be equal to the number of ballots on which that candidate is the highest-ranked continuing candidate.
- B. In the case of a single-seat election, a candidate shall be elected to the office if:
 - 1. in the initial tabulation of ballots, the candidate receives a number of votes greater than fifty (50) percent of the number of ballots cast in the election; or
 - 2. if the election official carries out an additional round of tabulation under subsection (3), the candidate receives the greatest number of votes of the two (2) remaining continuing candidates (as described in such subsection).
- C. If, under the initial tabulation of ballots, no candidate is elected to office (or, in the case of a primary election, no candidate advances to the general election for such office) under the criteria described in subsection (2), the election official shall carry out additional rounds of tabulation in accordance with subsection (4) until only two continuing candidates remain.
- D. In each additional round of tabulation carried out under this subsection:
 - 1. the candidate receiving the fewest number of votes among all candidates shall be treated as a defeated candidate;
 - 2. for each ballot cast for a defeated candidate, the election official shall determine the highest-ranked candidate on the ballot who is a continuing candidate; and
 - 3. the vote cast on the ballot shall be transferred to and added to the total number of votes received by the highest-ranked continuing candidate determined under item (b).

Selection 231: Tabulation for Multiple Seat Elections

- A. In the case of a multi-seat election, the votes shall be counted in a series of rounds of tabulation until the number of winning candidates equals the required number of winning candidates with respect to the election, as described in subclause two (2).
- B. The multi-seat election threshold with respect to an election shall be equal to the total number of valid votes cast in the election divided by the sum of the number of seats plus one (1).
 - 1. Represented as $t = \frac{v_t}{s+1}$ where t is threshold, v_t is the number of valid votes cast in the election, and s is the number of seats.
- C. In the case of a multi-seat election, a candidate shall be considered a winning candidate and shall be elected to one of the offices if:

1. in any round, the candidate has a vote total that exceeds the multi-seat election threshold, as determined under this section; or
 2. the candidate is a continuing candidate, and the number of remaining continuing candidates plus the number of candidates already designated as winning candidates is equal to or less than the required number of winning candidates with respect to the election.
- D. In the case of a multi-seat election, the votes shall be counted in a series of rounds, beginning with the initial round, under which each candidate has a number of votes equal to the number of votes cast in the election in which the candidate was the highest-ranked candidate, and proceeding as follows:
1. If, following any round of counting, the number of winning and continuing candidates combined is greater than the required number of winning candidates with respect to the election, and at least one candidate has a vote total that exceeds the multi-seat election threshold, as determined under this section, then the following round shall be a surplus tabulation round as described in subsection.
 2. If, following any round of counting, the number of winning and continuing candidates combined is greater than the required number of winning candidates with respect to the election, and no candidate has a vote total that exceeds the multi-seat election threshold, as determined under this section, then the following round shall be a candidate elimination round as described in subclause six (6).
 3. If, following any round of counting, the number of winning and continuing candidates combined is equal to or less than the required number of winning candidates with respect to the election, then the remaining continuing candidates shall be designated as winning candidates, and the tabulation is complete.
- E. In this section, a ‘surplus tabulation round’ is a tabulation round under which each candidate with a vote total greater than the multi-seat election threshold is designated as a winning candidate, and the surplus votes for such candidate are transferred to other candidates, as described in subsection eight (8).
- F. In this section, a ‘candidate elimination round’ is a tabulation round under which the candidate with the fewest votes is designated as defeated, and votes for that candidate are transferred to other candidates, as described in subsection nine (9).
- G. In a surplus tabulation round, each candidate with a vote total that exceeds the multi-seat election threshold shall be designated as a winning candidate, and the election official shall transfer the surplus votes for each such candidate to other candidates as follows:
1. The official shall determine the surplus fraction for each candidate designated as a winning candidate at the beginning of the round by taking the difference between the candidate’s vote total at the beginning of the round and the multi-seat election threshold and dividing that difference by the candidate’s vote total at the beginning of the round.

- a. Represented as $f_s = \frac{|c_{vb}-t|}{c_{vb}}$ where f_s represents surplus fraction, c_{vb} represents candidates vote total at the beginning, and t represents the multi-seat election threshold
 2. The official shall reweight each vote counting for each candidate designated as a winning candidate at the beginning of the round by multiplying the vote's current weight (equal to one if the vote has not been reweighted in any prior surplus tabulation round) by the surplus fraction determined with respect to the candidate under item (a), rounding down to four decimal places.
 - a. Represented as $w_r = w_c * f_c$ or in its expanded form $w_r = w_c * \frac{|c_{vb}-t|}{c_{vb}}$ where w_r is the reweight, w_c is the current weight, where f_s represents surplus fraction, c_{vb} represents candidates vote total at the beginning, and t represents the multi-seat election threshold
 3. The official shall transfer each vote counting for each candidate designated as a winning candidate at the beginning of the round to the highest-ranked continuing candidate on the ballot on which the vote was cast, counting the vote as a fraction of a vote equal to its new weight as determined under item (b).
 4. For all subsequent surplus tabulation rounds, the official shall set the vote total of each candidate designated as a winning candidate at the beginning of the round to be equal to the multi-seat election threshold.
- H. In a candidate elimination round, the candidate with the fewest votes shall be designated as defeated, and the election official shall transfer the votes for such candidate to other candidates as follows:
1. The official shall transfer each vote counting for the candidate designated as defeated at the beginning of the round to the highest-ranked continuing candidate on the ballot on which the vote was cast, except that if the vote was counted as a fraction of a vote due to being reweighted in a prior surplus transfer round, it shall continue to count as the same fraction of a vote in the subsequent candidate elimination round.
 2. For all subsequent candidate elimination rounds, the official shall set the vote total of each candidate designated as defeated at the beginning of the round to zero votes.

Article V: Nonpartisan Voter Guide

Section 340. General Provisions

- A. The Board of Elections shall, by rule shall, prescribe the size, format, and method of distribution of the nonpartisan voter guide, subject to the limits described in this chapter.
- B. The Board of Elections, by rule, shall adopt an electronic filing system to allow statements or arguments to be filed electronically.

Section 341. Statements and Information to be Included

- A. The Board of Elections shall prepare and have printed in the nonpartisan voter guide the general election and any special election d a statement containing:

1. Requirements for a student to qualify as a voter;
 2. A statement on the cover of the nonpartisan voter guide that the guide may be used to assist voters in voting; and
 3. Instructions including the right of a voter to request a provisional ballot and the right of a voter to seek assistance in marking the ballot.
- B. The Board of Elections shall have printed in the nonpartisan voter guide for a general election or any special election a copy of the title and text of each ballot measure to be submitted to the student body at the election for which the pamphlet was prepared. Each ballot measure shall be printed in the pamphlet with:
1. The number and title of the ballot measure;
 2. The explanatory statement prepared for the measure; and
 3. Arguments relating to the measure and filed with the Board of Elections.
- C. The Board of Elections shall include a disclaimer in boldface type the following form: “Information provided in statements or arguments submitted by a candidate, an assembly of voters or a person supporting or opposing a measure have not been verified for accuracy by the Board of Elections.”

Section 342. Statements and Arguments Submitted by Candidates, Campaigns, and Parties

- A. Statements and arguments submitted for inclusion in a nonpartisan voter guide by a candidate, or assembly of voters, or a person supporting or opposing a measure shall consist only of words or numbers.
- B. The Board of Elections shall reject any statement, argument, translation, or other matter offered for filing and publishing in a voters’ pamphlet that:
1. Contains any obscene, profane, or defamatory language, or
 2. Incites or advocates hatred, abuse, or violence toward any person or group.
- C. Not sooner than the fourteen (14th) day and not later than seventh (7th) the day before the primary election, a candidate or agent on behalf of the candidate for nomination or election at the election to the office may file with the Board of Election a statement of the reasons the candidate should be nominated or elected.
1. The candidate’s statement shall begin with a summary of the following:
 - a. Occupation, educational and occupational background, and prior governmental experience
- D. Not sooner than the fourteen (14th) day and not later than the seventh (7th) day before a general election or a special election at which a ballot measure is to be voted upon, any person may file with the Board of Elections an argument supporting or opposing the measure.
- E. At the bottom of each allotted space of the nonpartisan voter guide containing a statement filed by a candidate, or assembly of voters, the Board of Elections shall include a statement identifying the person who furnished the statement.

Chapter 3: Election Cycle

Article I. Election Cycles

Section 300. Spring General Election

- A. The Spring General Election shall be held on the second Tuesday of February from 12:00 a.m. until 11:59 p.m. to elect the following offices, other offices which have confirmed vacancies, and vote on ballot measures.
 1. The Student Body President;
 2. President and Vice President of the Rising Senior Class (elected concurrently); and,
 3. Members of the Undergraduate Senate.
- B. The following shall be the timeline of the Spring General Election:
 1. The Board of Elections shall make available to the Student Body an approved election training mechanism twenty-one (21) days before the Spring General Election. Completion of this training mechanism shall be mandatory for all students who declare candidacy.
 - a. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be demonstrated by the Board of Elections to include any information that could be deemed relevant to running
 2. Ballot Petitions must be submitted to the Board of Elections no later than 11:59 p.m. fourteen (14) days before the Spring General Election.
 3. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This shall occur thirteen (13) calendar days before the Spring General Election.
 4. Declared Candidates and Campaigns that have petitions out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This shall occur twelve (12) calendar days before the Spring General Election.
 5. The Board of Elections shall release a final list of Certified Candidates ten (10) days before the Spring General Election.
 6. If needed, a Run-Off Election shall occur seven (7) calendar days after the Spring General Election.
 7. The election timeline may be adjusted by the Board of Elections based on University holidays and weekends.
- C. All elections for office on the ballot shall be decided by Instant Runoff Voting.
- D. The USG President shall be elected on the Tuesday following the Student Body President Election if an undergraduate student is not elected to serve as the Student Body President.
 1. Any undergraduate student which had previously been certified as a candidate for the Office of Student Body President shall not be required to submit a new ballot petition in order to run for the Office of USG President.

Section 301. Fall General Election

- A. The Fall General Election shall be held eight (8) calendar days before the Homecoming Football Game from 12:00 a.m. until 11:59 p.m. to elect the members of the Homecoming Court, Undergraduate Senate, other offices which have confirmed vacancies and vote on ballot measures.
- B. The following shall be the timeline of the Fall General Election:
 1. The Board of Elections shall make available to the Student Body an approved election training mechanism twenty-one (21) calendar days before the Fall General Election. Completion of this training mechanism shall be mandatory for all students who declare candidacy.
 - a. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be demonstrated by the Board of Elections to include any information that could be deemed relevant to running for any Student Government office.
 2. Ballot Petitions must be submitted to the Board of Elections no later than 11:59 p.m., fourteen (14) calendar days before the Fall General Election.
 3. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This occurs thirteen (13) days before the Fall General Election.
 4. Declared Candidates and Campaigns that have petitions out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This occurs twelve (12) calendar days before the Fall General Election.
 5. The Board of Elections shall release a final list of Certified Candidates ten (10) calendar days before the Fall General Election.
 6. If needed, a Run-Off Election shall occur seven (7) days after the Fall General Election.
 7. The election timeline may be adjusted by the Board of Elections based on University holidays and weekends.
- C. All elections for office on the ballot shall be decided by Instant Runoff Voting.

Section 302. Special Elections

- A. Special Elections shall be held to fill confirmed vacancies in the Undergraduate Student Government or vote on referenda.
- B. Special Elections shall be held during the Fall and Spring semesters on a day when classes are in session.
- C. Vacancies shall be considered confirmed if:
 1. The Chair of the Ethics Committee of the Undergraduate Senate shall report vacant Undergraduate Senate seats to the Chair of the Board of Elections within two (2) days of the vacancy. In the case of an election that occurs after the Spring General Election but before a new Undergraduate Senate is seated, the Board of

Elections shall consider all seats which went unfilled in the prior General Election to be vacant.

2. The USG President reports to the Chair of the Board of Elections vacancies in an Office elected by the Undergraduate Student Body except vacancies in the Undergraduate Senate within seven (7) days of the vacancy. In the case of an election which occurs after the Spring General Election but before a new Senate is seated, the Board of Elections shall consider all seats which went unfilled in the prior General Election to be vacant.
- D. For the approval of the referenda, the Board of Elections shall be responsible for seeing that all referenda are held on the date as provisioned by Law.
- E. Special Elections for Undergraduate Student Body Recalls, as outlined in the Constitution, or other student-body-wide officials, shall be held no fewer than six (6) and no more than fifteen (15) calendar days after the petition for such review has been certified by the Board of Elections.
- F. Special Elections for Undergraduate Student Body-initiated referendum, as outlined in the Constitution, shall be held no fewer than six (6) and no more than fifteen (15) days after the petition has been certified by the Board of Elections.
- G. The following shall be the timeline of Special Election(s):
1. The Board of Elections shall make available to the Student Body an approved election training mechanism twenty (21) calendar days before the Special Election. Completion of this training mechanism shall be mandatory for all students who declare candidacy.
 - a. Said Training Mechanism must be inclusive of every regulation and precedent that will govern each election. A clear effort must be demonstrated by the Board of Elections to include any information that could be deemed relevant to running for any Student Government office.
 2. Ballot Petitions must be submitted to the Board of Elections no later than 11:59 p.m., fourteen (14) calendar days before the Special Election.
 3. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This shall occur thirteen (13) calendar days before the Special Election.
 4. Declared Candidates and Campaigns which have petitions ruled out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This shall occur twelve (12) calendar days before the Special Elections.
 5. The Board of Elections shall release a final list of Certified Candidates ten (10) days before the Special Elections.
 6. If needed, a Run-Off Election shall occur seven (7) calendar days after the Special Election.
 7. The election timeline may be adjusted by the Board of Elections based on University holidays and weekends.

H. All elections for office on the ballot shall be decided by Instant Runoff Voting.

Section 303. Additional Requirements

A. All write-in candidates must receive a minimum of fifteen (15) unique votes in order to be certified as elected by the Board of Elections.

Section 304. Early Voting

A. Early voting shall begin three (3) days before an election and end one (1) before the election for a total of two (2) days.

Chapter 4: Student Government Participation

Article I. Participation

Section 400. Undergraduate Student Government Participation in Elections

A. Use of Student Government Resources

1. For the duration of the campaign for any elected position, no campaign materials may be displayed or stored in the offices of Student Government, including but not limited to the offices of the Executive, Legislative, and Judicial branches.
2. Beyond the exceptions provided under these regulations, no student government resources shall be used for campaigning.

B. Undergraduate Student Government Involvement in Campaigns

1. The following Student Government members shall not participate in a campaign for any elected position, make a public endorsement for any candidate, nor shall they make any statement for or against a ballot measure campaign or candidate:
 - a. Undergraduate Attorney General;
 - b. Chairs of the Undergraduate Honor Courts;
 - c. Undergraduate Members of the Student Supreme Court;
 - d. The Undergraduate Solicitors General;
 - e. Undergraduate Members of the Board of Elections; and,
 - f. Undergraduate Members of the Student Legal Counsel (except in the case of legal hearings, pre-trials, trials, and legal papers).
2. When participating in student body elections or endorsing a particular candidate, it must be made clear that the official is speaking only on behalf of themselves and not for Student Government or any subsidiary thereof.

Section 401. Exceptions

A. Student Government listservs may be used, in a non-partisan manner, to notify constituents that elections are occurring.

1. Ballot measure shall be described in accordance with the phrasing submitted to the Board of Elections.
2. If a candidate's name is mentioned, all certified candidates running for that same office must also be mentioned, and the candidates shall be ordered alphabetically by last name.
3. No statement supporting a candidate and/or campaign shall be included in such an email.
4. The non-partisan nature of the voter's guide shall be affirmed in writing by the Board of Elections prior to its distribution by members of the Student Government.

B. In conjunction with the Board of Elections, the USG Senate shall be empowered to host a non-partisan forum for candidates.

1. The Senate shall be empowered to formulate the rules for participation in their respective forums in consultation with the Board of Elections.
 2. Candidates and campaigns participating in a forum shall be bound by the Forum Rules, and persistent violation of those rules may result in the dismissal of the offending party from the Forum.
 3. If the Senate schedules necessitate that a forum occur prior to the deadline for candidate certification, candidates shall not be penalized for participating in the forum.
- C. The Board of Elections shall post signs and other notices in high-traffic areas of campus for the purposes of encouraging individuals to vote.

Chapter 5: Candidate Campaigns

Article I. Guidelines

Section 500. Candidate and Campaign Responsibilities

- A. Candidates, campaigns, and their campaign staff are expected to reasonably know and obey the laws contained in this Title. Violations of campaign laws are to be filed as election complaints to the BOE.
- B. Candidates retain the right to all actions not explicitly prohibited or reasonably prohibited by this Title.

Section 501. Qualifications for Office.

- A. A candidate for office must meet the following requirements or else be determined ineligible to hold and/or run for office:
 1. The candidate must be a duly registered fee-paying students in good standing at the University of North Carolina at Chapel Hill.
 2. The candidate shall not be on probation for violation of the Honor Code or Campus Code of Conduct, nor shall they be on probation after conviction by a Student Court for an offense against the Student Body, nor may the candidate have filed for graduation.
 3. They shall be a constituent of the office for which they are candidates on the first day of the fall semester after the spring general election is held or at the time of running in a special election.
 4. Incumbents facing recall shall have the right to be a candidate in the recall election.
 5. It shall be the duty of the Board of Elections, with the support of the Division of Student Affairs, to determine the standing of all candidates qualified for election by petition or write-in.

Section 502. Technology

- A. Web pages. The following rules shall apply to candidate websites:
 1. URL(s) of the candidate's web page(s) must be specified in the financial statement submitted by the campaign.
 2. No campaign-related material may be publicly posted on the web until after a candidate has declared their Intent to Run to the Board of Elections.
 3. No university-owned computers may be set to default a candidate's webpage, social network group, or other campaign-related documents.
- B. Email
 1. Unsolicited e-mailing shall be permissible for campaigning unless otherwise prohibited by the Board of Elections after declaring the Intent to Run for Office with the Board of Election. The message must include the e-mail address of the sender or other electronic reply address and may not be given a "high" or "URGENT" priority designation.
 2. E-mail lists and social media websites are reserved for the use of

3. Student Government officials or any party acting on behalf of Student Government may not be used to advance the candidacy of any individual or support the passage or to encourage the passage or rejection of a referendum.
- C. Social Media and Messaging
1. Social media, group messaging, and direct messaging shall be allowed for private campaigning among existing campaigns only in the case of preparing campaign material or privately recruiting campaign workers.
 2. Mass use of Social Media
 - a. Mass use of social media shall include, but not be limited to, posts, messages, groups, Facebook pages, Group Me, and other forms of public or open communication.
 - b. Mass use of social media shall not be allowed during the period of private campaigning.
 - c. Mass use of social media shall be allowed during the period of public campaigning.

Section 503. Pre-Declaration

- A. Potential candidates and campaigns shall be subject to the laws governing elections and all restrictions herein.
- B. No campaign or candidate shall publicly campaign before declaring the Intent to Run for Office with the Board of Elections.
- C. Candidates may privately campaign before declaring the Intent to Run for Office with the Board of Elections. Additionally, campaign workers may privately help prepare campaign materials before declaring the Intent to Run for Office with the Board of Elections.

Section 504. Campaigning for Declared Candidates

- A. Upon declaring the Intent to Run for Office, candidates and candidate supporters may publicly and electronically campaign for the purpose of obtaining candidacy.
- B. Any student who is eligible and intends to become a candidate for any office and desires to have their name appear on the ballot and receive student financing of their campaign may do so, provided that the candidate completes the training mechanism and submits the required ballot petition.
- C. The number of constituents' signatures required to file a valid petition shall be as follows:
 1. At least one thousand (1000) unique signatures for the USG President of the Undergraduate Student Government.
 2. At least two hundred and fifty (250) unique signatures for the USG President and USG Vice USG President of the Rising Senior Class.
 3. At least twenty-five (25) unique signatures for Senators of the Undergraduate Senate.
- D. A student may sign multiple petitions for each office, but no student shall sign a single petition more than once. Non-constituent signatures shall be considered void.

- E. Each signature on the petition must be accompanied by the name and PID of the person signing the petition. On petitions for candidates of, the Undergraduate Senators, declared majors must also be included. These items must be filled out by the person signing the petition.
- F. Candidates and their campaign workers may gather signatures online to fulfill the signature requirement. However, all online signatures must be ONYEN verified to be counted valid.
- G. With the assistance of the Department of Housing & Residential Education, the Board of Elections shall develop an annual policy for hallstorming. Declared candidates or campaigns for the offices of the Residence Hall Association President and USG President may participate in hallstorming to collect petition signatures, provided that the candidate or campaign follow all policies set by the Department of Housing & Residential Education.
- H. Sitting Undergraduate Senators, having declared their candidacy for the office of Undergraduate Senator and not being subject to a suspension of voting privileges for absenteeism as defined by III U.S.G.C. § 506 nor a Final Action of the Ethics Committee as defined by III U.S.G.C. § 532, shall not be required to submit Ballot Petitions and shall automatically be certified by the Board of Elections in the initial list of Certified Candidates.
 - 1. The Ethics Chair shall notify the Board of Elections as to which sitting Undergraduate Senators do not fall under this provision.

Section 505. Campaigning for Certified Candidate Campaigns

- A. A Certified Candidate's Campaign may publicly, as defined in this Title, once it has been certified by the Board of Elections.
- B. All candidates shall be responsible for the actions of their campaign workers whether or not the candidate has knowledge of such actions. If a violation(s) occurs without the knowledge of the candidate, the candidate must take the following actions upon discovery or notification of such violation(s):
 - 1. The candidate must try to nullify or correct the action causing the violation if possible;
 - 2. The candidate must suspend the worker from campaign work; and,
 - 3. The candidate must report the violation to the Chair of the Board of Elections within twenty-four (24) hours of the candidate's notification of the violation.

Section 506. Post-Election

- A. All candidates running for office or a member of their campaign staff, including write-in candidates, shall submit financial statements in a format to be specified by the Chair of the Board of Elections no later than 11:59 pm three (3) days after the election. A financial statement must be submitted even if there are no campaign expenditures.
 - 1. If a candidate loses their election and does not wish to be reimbursed for their campaign expenditures, the losing candidate need not submit a financial statement.

- B. The Board of Elections may request any candidate to produce additional financial evidence clarifying or justifying their statements.
- C. All election certifications shall be contingent on the submission of verified financial statements by the winning candidate.

Chapter 6: Proposition and Referendum Campaigns

Article I. Guidelines for Proposition Campaigns

Section 600. Regulations for Proposition Campaigns

- A. Campaigning for Propositions shall not be governed by the regulations for Referendum Campaigns.
- B. It shall not be required for formal campaigns to be registered with the Board of Elections.

Article II. Guidelines for Referendum Campaigns

Section 610. Regulations for Placing a Referendum on the Ballot

- A. Referenda campaigns wishing to have a referendum placed on the ballot must:
 1. Have the referendum placed on the ballot by the Joint Governance Council in accordance with the Student Law, or
 2. Collect a ballot petition with signatures from no less than 10% of the Undergraduate or full student body in accordance with the Student Law.
- B. The ballot petition process shall be governed by the following rules:
 1. Prior to collecting signatures for a ballot petition, referendum campaigns must declare their intent to place a referendum on the ballot to the Board of Elections, register a Referendum Campaign Contact, and provide the BOE with a Signature-Campaign Timeline.
 2. Signature-Campaign Timelines
 - a. Referenda campaigns may collect signatures for a referendum ballot petition at any time during the academic year, as a referendum may appear on any ballot, including special elections.
 - b. Referenda campaigns shall register with the Board of Elections a signature-campaign timeline which shall define the period in which the campaign shall be actively collecting signatures.
 - c. A signature-campaign timeline shall not exceed thirty (30) calendar days.
 3. The signatures for a referendum ballot petition may be collected:
 - a. Electronically by Onyen-verified electronic signatures, or
 - b. In hard copy, accompanied by a name and PID.
 4. Campaigning for a Referendum Ballot Petition
 - a. Campaigning for a Referendum Ballot Petition may only begin once the intent to collect signatures, a Referendum Campaign Contact and a Signature-Campaign Timeline are registered with the Board of Elections.
 - b. Campaigning for a Referendum Ballot Petition may not occur outside of the registered Signature-Campaign Period unless special dispensation is granted to the campaign by the Board of Elections under the rules herein.

- c. All forms of communication permissible during the regular campaign shall be permissible during the Signature-Campaign Period,
- d. The subject line of email messages shall contain “Add [Referendum Name] to the Ballot.”
- e. If a referendum campaign fails to collect sufficient signatures to appear on the ballot during its Signature-Collection Period, the Board of Elections shall render a decision on the basis of the number of signatures collected.
- f. If the campaign is within ten (10) percent of the requisite number to appear on the ballot, they may grant a short extension for the collection of signatures; or
- g. If the campaign is not within ten (10) percent of the requisite number, they shall end the signature period and impose a moratorium on the referendum for a time period not less than thirty (30) days and not more than ninety (90) days. At the end of the moratorium period, the referendum campaign must begin the campaign process again.

Section 611. Regulations for Referenda on the Ballot

A. The Referendum Contact

1. All parties campaigning for or against a referendum campaign must register a referendum contact with the Board of Elections.
 - a. Each party must name a registered UNC-Chapel Hill student as the referendum contact in order to campaign for or against the referendum.
 - b. Should there be multiple parties who wish to campaign for or against a referendum and are unwilling to work together, the Board of Elections shall determine which party shall be the official referendum contact for that position.
 - c. Each party shall have its own separate contact.
2. The referendum contact shall be held legally responsible in the case of any lawsuits arising from campaign violations.
3. If a violation(s) occurs without the knowledge of the contact, the contact must take the following actions upon discovery or notification of such violation(s):
 - a. The contact must try to nullify or correct the action causing the violation (if possible);
 - b. The contact must remove the worker from campaign work; and
 - c. The contact must report the violation to the Chair of the Board of Elections within twenty-four (24) hours of the contact’s notification of the violation.
4. The referendum contact for each party shall be responsible for filing a financial statement after the election.
5. A referendum campaign may privately and publicly campaign, as defined in the Student Law, once being placed on the ballot by the Board of Election

- B. Referendum workers campaigning for or against a referendum must do so strictly on a volunteer (unpaid) basis.
- C. Websites
 - 1. URL(s) of a referendum web page(s) must be specified in the financial statement submitted by the referendum contact.
 - 2. No campaign material may be posted online until a referendum contact has been registered with the Board of Elections.
 - 3. No university-owned computers may be set to default a referendum's web page, social network group, or other campaign-related documents.
- D. E-mail
 - 1. Unsolicited e-mailing shall be permissible for campaigning unless otherwise prohibited by the Board of Elections once a referendum contact is registered with the Board of Elections and a referendum contact has been declared.
 - a. The message must include the e-mail address of the sender or other electronic reply address.
 - b. The message may not be given a "high" or "URGENT" priority designation.
 - c. E-mail lists and social media/networking websites reserved for the use of Student Government officials or any party acting on behalf of Student Government may not be used to support the passage or failure of a referendum.

Section 612. Post-Election Regulations

- A. Financial Reporting
 - 1. All referendum contacts shall submit a financial statement on their campaign expenditures.
 - a. The contract shall be required to turn over any financial documents requested by the Board of Elections.
 - b. A financial statement must be submitted even if there are no campaign expenditures.
- B. Timeline for Post-Election Financial Reporting
 - 1. Campaign financial statements shall be submitted no later than 11:59 pm, three (3) days after the regular, special, or run-off elections.

Chapter 7: Campaign Financing

Article I. Campaign Financing Guidelines

Section 700. Campaign Finance Definitions

- A. Campaign materials and services are defined as materials or services produced, authorized, or initiated by a candidate, campaign, or campaign workers with the intent to campaign.
 1. Materials shall be considered those items that are part of a final product used for the purpose of campaigning (ex: materials would be the wood, nails, and paint that comprise an a-frame, not the paintbrush, hammer, and other items used to make the a-frame). Objects used in the making of campaign materials that are reusable (hammer, paintbrush) are not considered part of the final product.
 - a. Materials that are purchased or donated already assembled (ex: professionally printed sign) shall be assessed at the fair-market value of the final product.
 - b. Items or services given to potential voters during a campaign, excluding food and beverages, shall be included in the definition of campaign materials and services.
 - c. Items used to collect physical signatures for a ballot petition (e.g., paper, clipboards, pens).
 - d. Any services or resources used to design, create, or operate materials, such as a website or social media page, shall be included in the definition of campaign materials and resources.
 2. Excluded from the definition of campaign materials and services shall be materials and services used internally by a candidate, campaign, or candidate supporters.
 - a. Not excluded shall be any stipend or other remunerations (either financial or gift-in-kind) to members of a campaign team.
 - b. Labor, personally donated, is not applicable to the definition of campaign materials or services.
- B. E-mail, social media, texting, and telephone calls shall be assessed at the cost of zero. Paid advertising online, paid mailing lists, and other similar services shall be assessed at their actual cost.
- C. A campaign expenditure in a given election cycle shall be defined as any transaction of money, receipt of gifts-in-kind, or other economic exchange for any campaign materials or services distributed or used at any point following the last day of voting of the previous election valued at fair-market value.
- D. Materials or services that were purchased before the last day of voting in the previous regular election shall be treated as gifts-in-kind from the owner.
- E. Materials or services that are borrowed shall be treated as a gift-in-kind.

- F. If campaign materials or services are given gratuitously or excessively below normal cost, the campaign shall submit to the Board of Elections a receipt for the goods or services provided. The said assessment shall be subject to revision by the Board of Elections, and deliberate erroneous assessments may be subject to penalty.
- G. The Board of Elections shall have the power to determine the fair-market value of a campaign material or service if such information is not readily available to the general public.

Section 701. Campaign Spending Limits

- A. The following are the maximum amounts that may be spent by the candidates, their campaign workers, or other people on behalf of the candidates for the following Student Government offices, including gratuities or services. A candidate will face discipline from the Board of Elections for exceeding the maximum spending limit.
 - 1. Undergraduate Student Government USG President - \$1000.00
 - 2. USG President and USG Vice USG President of the Rising Senior Class - \$400.00
 - 3. Undergraduate Senators - \$200.00
- B. If a candidate is involved in a runoff election, the following spending limits shall apply to the run-off stage of the election:
 - 1. Undergraduate Student Government USG President - \$500.00
 - 2. USG President and USG Vice USG President of the Rising Senior Class - \$200.00
 - 3. Undergraduate Senators - \$100.00
- C. The spending restrictions listed in this section shall also apply to all write-in candidates.
- D. Referenda campaigns shall not spend in excess of \$400.00.

Section 702. Campaign Expenditures

- A. A candidate shall not be penalized in the instance that said candidate is endorsed and that endorsement is publicized by recognized student organizations.
- B. Any materials or funds expended for or on behalf of a candidate shall not be considered a campaign expense if used without the knowledge of the candidate or their campaign.
- C. If the candidate obtains knowledge of a gratuity, service, or material that did not have their prior consent, the gratuity, service, or material must be returned or officially declined within twenty-four (24) hours of their discovery of the expenditure, or it will be deemed a campaign expenditure.
- D. Any student who expends material, funds, or gratuitous services for or on behalf of a candidate without gaining the candidate's prior consent shall be immediately served a cease and desist warning from the Board of Elections. Failure to cease and desist shall constitute a violation of the Student Law and grounds for punitive action, including but not limited to notification of the Undergraduate Student Attorney General.

Section 703. Undergraduate Student Government Financing of Election Expenditures

- A. The following shall be required of a candidate in order to receive Undergraduate Student Government financing for their campaign:

1. The candidate shall have completed the required training mechanism;
 2. The candidate shall have properly submitted a declaration of candidacy;
 3. The candidate shall submit a financial statement to the Board of Elections as outlined in the Student Law;
 4. The candidate shall be an undergraduate student; and
 5. The candidate shall have appropriately submitted to the Board of Elections, within twenty-four (24) of the submission of the financial statement, an additional form requesting reimbursement for line items listed on their financial statement.
 - a. For the purposes of this section, “Eligible Campaign Expense” shall be defined as the total cost of all line items for which a candidate requests reimbursement in this form less expenditures prohibited by Student Law.
- B. For the purposes of reimbursing campaign expenditures, the Board of Elections may request funds from the Undergraduate Senate for the purpose of reimbursing or otherwise defraying the expense of electioneering for eligible candidates who are undergraduate students.
- C. The Undergraduate Senate shall consider this request in a manner consistent with the funding criteria of the Treasury Laws.
- D. The Board of Elections shall oversee the reimbursement of eligible candidates at the lesser of the following:
1. The candidate’s Eligible Campaign Expense; or
 2. A rate equal to the quotient of the sum of all Eligible Campaign Expenses of all candidates divided by the total amount of USG funds appropriated to the Board of Elections for the purposes described in this section.

Chapter 8: Regulations and Prohibited Activities

Article I. Regulations and Prohibited Activities

Section 800. Disqualifying Actions

- A. Pending conviction through due process, the following acts shall be considered acts worthy of immediate disqualification by the Board of Elections.
1. Intentionally or knowingly interfering with the polling, voting, or voter count mechanism.
 2. Engaging in any of the following activities in relation to a campaign:
 - a. Physical Abuse includes but is not limited to Assault, Battery, Sexual Assault, Threats of Violence, Stalking, Hazing, Terrorizing Conduct, or other conduct that seriously threatens the health or safety of any person.
 - b. Sexual, Racial, or Other Forms of Harassment. Harassment is defined as verbal, electronic, or other conduct based on an individual's protected status that interferes with an individual's participation in a University program or activity, thereby creating a hostile environment.
 - c. Illegal possession, use, or manufacture of destructive devices or weapons.
 - d. Larceny, Burglary, Fraud, Theft, Embezzlement, Extortion, Blackmail, Arson, or Destruction of Property.
 - e. Failure to complete the online training mechanism.
 - f. Perjury, destroying evidence, tampering with evidence or witnesses, or intentionally or knowingly providing false information, evidence, or testimony to the Board of Elections in a way that substantially affects the outcome or integrity of the electoral or judicial processes.
 - g. Exceeding the campaign finance spending limit by twenty (20) percent or more.
 - h. Failing to submit a financial statement within the specified amount of time.
 - i. Intentionally or knowingly misrepresenting or failing to report expenditures to the extent that substantially affects the outcome or integrity of the election.
 - j. Intentionally or knowingly submitting multiple ballots, modifying another student's ballot, or submitting a ballot for another person. xi. Bribing any group of voters. This section shall not be interpreted to preclude giving voters campaign-branded items or non-monetary items or items of negligible value, such as buttons or small promotional items worth less than five dollars (\$5) per voter.

- k. Bribing, conspiring with, claiming the endorsement of, or otherwise corruptly influencing a Board of Elections member or any other person involved with the operation of the election.
- l. Intimidating, threatening, or retaliating against voters, parties to a Board of Elections or Student Supreme Court case, witnesses subpoenaed for a Student Supreme Court case, candidates, campaign workers, potential candidates, or other persons related to the elections.

Section 801. Prohibited Campaign Activities

- A. Defacement of Campaign Materials: No person shall deface, destroy, alter, or otherwise change any candidate's campaign materials before the election. No material of any candidate, unless in legally restricted areas, may be removed without the permission of the candidate. Materials in legally restricted areas may only be removed by members of and persons authorized by the Board of Elections. All campaign materials shall be considered the personal property of the campaign.
- B. Misrepresentation of an Election Issue: No person shall deliberately misrepresent any issue to be voted on by the Student Body in an election conducted under the auspices of the Student Law. Falsely defaming another campaign, including intentionally presenting falsities regarding the platform of another campaign, shall constitute misrepresentation of an election issue. Any misrepresentation resulting from intended satire shall not constitute such a violation.
- C. Restricted Public Campaigning Areas: The following shall not be used on behalf of any candidate or referendum for the purpose of public campaigning or campaign recruitment at any time. This restriction does not prohibit the use of these locations for the purpose of private campaign meetings within existing campaign teams or the preparation of campaign materials.
 - 1. The interior of all academic classrooms and lecture halls not during classes;
 - 2. The interior of all campus libraries;
 - 3. The interior of all dining halls;
 - a. Candidates shall be allowed to verbally campaign and obtain signatures in areas within the dining halls that have no One Card and/or monetary requirement.
 - 4. The interior or exterior of all University or Chapel Hill Transit-operated vehicles and;
 - 5. The private property of any individual who has not given prior consent.
 - 6. No candidate or referenda campaign can campaign by changing the wallpapers and/or homepages of University-owned computers.
 - 7. No campaign materials shall be placed on University property in such a way as to damage that property.
 - 8. No campaign materials may be placed on trees, shrubs, or other plants on the University campus.

9. No candidate for any office other than the office of Student Body USG President or Residence Hall Association USG President shall participate in hallstorming, as defined.

Section 802. Post-Election Removal of Materials

- A. All campaign materials must be removed from University property within ninety-six (96) hours after the close of the polls.

Section 803. Enforcement

- A. These regulations shall be subject to enforcement and violations subject to punitive action by the Board of Elections and Student Supreme Court and by the Honor Court pursuant to the Instrument of Student Judicial Governance.

Section 804. Codification of Regulations and Precedents

- A. Undergraduate elections may only be operated based upon regulations that have been codified by the Undergraduate Student Senate. Under no circumstances may undergraduate elections be governed solely by precedent.

Chapter 9: Enforcement Policy

Article I. General Procedures

Section 900. The Point System

- A. The BOE shall issue points to campaigns and referendum campaigns in the final opinions of BOE hearings. The BOE shall reserve the ability to determine the severity of election violations to determine the final number of points issued to a candidate within the specified limits, as stated below.
- B. If a candidate collects fifteen (15) points, they are automatically disqualified.
- C. If a referenda campaign in the pro-position collects fifteen (15) points, the referendum shall be removed from the ballot. The referenda may still be introduced again after initiating and completing the entire referenda process over again.
- D. The following election violations categories shall be used:
 1. Defacing campaign materials or school property: This category shall include, but shall not be limited to, destroying campaign materials, placing campaign materials in unauthorized locations, ruining UNC property, and destroying wildlife.
 2. Misrepresentation of an Election Issue: This category shall include, but not be limited to, deliberate or intentional presentation of falsities regarding the platform of another campaign. Any misrepresentation resulting from intended satire or unintentional misrepresentation shall not constitute such a violation.
 3. False Start: This category shall include, but shall not be limited to, beginning campaigning or collecting signatures before the official starting time.
 4. Location: This category shall include, but not be limited to, campaigning in locations where you cannot campaign legally.
 5. Technology: This category shall include, but not be limited to, campaigning online in illegal ways.
 6. Falsification: This category shall include, but shall not be limited to, falsifying financial records, giving false information, and/or lying during hearings. The violation of falsification shall not be levied without clear evidence of intent to falsify.
 7. Financial Problems: This category shall include but not be limited to spending more money than legally permitted.
 8. Harmful or Malicious Behavior: This category shall include but not be limited to intentionally ruining an opponent's campaign irreversibly or maliciously.
- E. The following points shall be assigned to election violations per category per offense. At the discretion of the majority opinion of the BOE, multiple violations of the same offense may be compiled into a single election violation.
 1. Defacing campaign materials or school property. 2 (\pm 1) points
 2. Misrepresentation of an election issue. 2 (\pm 1) points
 3. False Start. 6 (\pm 3) points.
 4. Location. 4 (\pm 2) points

5. Technology. 2 (\pm 1) points
 6. Falsification. 6 (\pm 4) points
 7. Financial Problems. 4 (\pm 2) points
 8. Harmful or Malicious Behavior. 8 (\pm 4) points
- F. Should the candidate commit a violation or a supporter commits a violation that the candidate should be reasonably aware of, after such time as the BOE can meet to issue an opinion, in the timeframe immediately surrounding the election, the complaint shall be heard by the Student Supreme Court. The Student Supreme Court will then decide if the violation had the potential to alter the outcome of the election. If so decided, the Student Supreme Court holds the right to disqualify the election of said official.
- G. A candidate or referenda campaign which receives a point or points, as issued within the final opinion of a BOE hearing, shall also have their maximum spending limit decreased. Each point shall correspond to a three percent (3%) decrease from the original maximum spending limit for a candidate or campaign. This penalty shall not exceed the amount that a candidate has already spent.

Section 901. Appeals

- A. If the plaintiff or the defendant disagrees with the final opinion formed after the BOE hearing, they may appeal the decision of the BOE to the Student Supreme Court.
- B. Such an appeal must be issued within forty-eight (48) hours of the release of the final opinion of the BOE. If such an appeal is not issued within such time constraints, then the decision of the BOE stands as binding and valid for the remainder of the election cycle.

Title VI: The Undergraduate Financial Regulations

Chapter 1: Definitions

Article I. Definitions

Section 100. Definitions

A. The following definitions shall apply:

1. Student Organization shall be defined as a group that has met the requirements of a Registered Student Organization (RSO) or University Sponsored Organization (USO) at the University of North Carolina at Chapel Hill for the current academic year.
2. Sub-organization shall be defined as a subordinate group that is connected to a Student Organization either financially (e.g., sharing funds, paid labor, office space) or officially (e.g., connected by Constitution, charter, by-laws).
3. Undergraduate Student Government (USG) Funds shall be defined as Student Activity Fees (SAF) allocated by direct or constitutionally mandated appropriations.
4. General Reserve shall be defined as the CUSO estimate of Student Activity Fees for a fiscal year minus constitutionally mandated appropriations.
5. The Appropriations Reserve shall be defined as the amount of funds that may be appropriated by the Undergraduate Senate (US) in a given semester. Prior to the First Semi-Annual Budget Hearings, the amount of the Appropriations Reserve shall be determined by the Undergraduate Student Government Treasurer (USGT). The size of the Appropriations Reserve set by the USGT may be changed with a bill passed by two-thirds ($\frac{2}{3}$) of the US. The sum of the two Appropriations Reserves in a fiscal year must be no greater than ninety percent (90%) of the General Reserve.
6. The Subsequent Appropriations Budget shall be defined as the amount of funds remaining in the Appropriations Reserve in a given semester following the passage of the Semi-Annual Undergraduate Student Government Budget.
7. “In Writing” shall be defined as any document submission in this Title being referred to as “in writing,” the sufficiency of said document submission via email to the appropriate email address locatable on any of the Student Government websites.
8. Controllable Equipment shall be defined as any equipment or collection of items purchased with more than one hundred dollars (\$100) of SG funds.
9. “Web issue” shall be defined as content appearing on the web space of Student Organizations producing SG-sponsored publications.

Section 101. Prohibition on Suspension

A. No part of this title may be suspended at any time.

Chapter 2: Basic Financial Provisions

Article I. Provisions of Undergraduate Student Government Funding

Section 200. Overview

- A. The Student Activity Fees should be used primarily for the funding of programs, services, and events of benefit to the Student Body at Large.
- B. The following Treasury Laws and all other relevant statute or common law shall regulate all financial activities of every organization (and any of their sub-organizations) that receive Undergraduate Student Government Funds.

Section 201. Fiscal Year

- A. The fiscal year of SG and of all organizations which receive USG Funds shall run from July 1 until June 30 of the following year.

Section 202. Disbursement of SG Funds

- A. There shall be three (3) types of direct disbursement of SG Funds.
 1. The Semi-Annual Undergraduate Student Government Budgets shall be the primary allocations of funds from the Appropriations Reserve. The FCC shall provide for the collection of funding requests, to be completed prior to the first day of classes and shall then refer a budget bill to the full Senate no later than eight (8) weeks following the first day of classes. The US shall then hear and vote on the budget bill during their next regularly-scheduled meeting.
 2. Subsequent Appropriations shall be defined as the allocation of funds from the Subsequent Appropriations Budget during the fall and spring semesters. Fall Subsequent Appropriations shall begin immediately following the passage of the Fall Semi-Annual Undergraduate Student Government Budget shall end at the opening of the next Spring Budget Hearings. Spring Subsequent Appropriations shall begin immediately following the passage of the Spring Semi-Annual Undergraduate Student Government Budget and shall end at the opening of the next Fall Budget Hearings.
 3. Disbursement cycles could be adjusted by the Finance Committee Chair (FCC) in case of an emergency.

Section 203. Ownership

- A. All materials, supplies, equipment, or otherwise non-negotiable goods acquired with USG Funds shall be considered the exclusive property of USG unless otherwise specified by the US.

Section 204. Registered Student Organization (RSO)

- A. Only groups that are a Registered Student Organization (RSO) with the Division of Student Affairs or branches of USG shall be allowed to spend USG appropriations.

Section 205. Viewpoint Neutrality

- A. Funding decisions may not have any relationship to the particular view of the group or activity. Requests for funding must be made in a manner that is neutral to the views of the organization. Funding may not be contingent on a particular level of support or popularity

of an organization, although the amount allocated to an organization may take into account student involvement in the organization and the expected benefits to other students. Criteria used to evaluate funding proposals must be consistently applied. A guide containing funding criteria will be updated by the FC each fiscal year.

- B. The provisions of this section shall be supreme over all other provisions of the Undergraduate Treasury Laws.
- C. This section shall not be amended except following a vote of two-thirds ($\frac{2}{3}$) of the Undergraduate Senate.

Section 206. Documentation Requirements

- A. Before hearing a funding request, the FCC shall confirm the Student Organization's Organizational Treasurer (OTr), RSO status, the accuracy of the Undergraduate Student Government equipment inventory, and confirm that organizations do not carry a deficit in their CUSO accounts. If an organization has not satisfied all requirements, the FCC shall deny the request to appear before the FC and place the Student Organization at the end of the funding queue after those requirements have been met.

Article II. Duties and Responsibilities of Financial Officers

Section 210. General Duties of the Finance Committee Chair

- A. The FCC shall organize and implement the Budgetary and Subsequent Appropriations Process in accordance with the Student Law.
- B. The FCC shall be responsible for educating student groups about SG funding.
- C. The FCC shall regularly attend SFAC meetings

Section 211. Supreme Authority of USGT to Make Expenditures

- A. The USGT shall have the supreme authority to expend USG Funds of all organizations receiving them only in accordance with the Constitution, Treasury Laws, and acts of the Senate. No transfer of funds shall be made from the student government fee fund balance to a student organization without the prior approval of the Undergraduate Senate in the current or previous fiscal years.
- B. The USGT may set deadlines for the submission of documents necessary to expend funds and may execute extensions or exceptions to any such deadline as is necessary and proper.

Section 212. Certification of Organizational Treasurers

- A. Organizations receiving USG Funds are required to nominate students to act as Treasurers (hereafter referred to as Organizational Treasurer (OTr)) of their respective organizations, with authority to expend USG and Generated funds. The USGT shall have the ultimate authority to allow or disallow OTr's the privilege of expending USG Funds pursuant to the OTr's knowledge of the Treasury Laws and successful completion of an OTr test.
- B. An OTr's term for a particular organization will start immediately after they are certified by completing and passing the Treasurer's Test made available by the USGT or upon their designation as such by their organization, whichever be later. Their term shall end

upon the publication of a new version of the Treasurer's Test or upon the removal of their designation by their organization, whichever be sooner.

- C. OTrs must pass the Treasurer's Test before meeting with the FC in regards to a funding request.
- D. Each OTr must pass the Treasurer's Test each fiscal year before requesting USG funds, regardless of the previous status of certification.
- E. Each OTr must register the appropriate contact information with CUSO for each organization that they are an OTr for.

Chapter 3: Criteria for Funding

Article I. Funding Priorities

Section 300. Priorities for Funding

- A. The following criteria shall be used in the evaluations by the FC and US for proposals to fund student organizations from Student Activity Fees.
- B. Representation: the US should consider the number of students affected and the number of students involved in a project. The US should try to anticipate this representation by examining past involvement, enthusiasm for the program, and the amount of involvement anticipated by the organization.
- C. Vitality: the US should consider how vital a program is to the organization. Criteria to be considered should be the priority of the program in relation to other programs sponsored by the organization, whether or not it is, in part, a fundraising program, and how it would affect the morale of the organization.
- D. Specialization: the US should consider how unique a program is to the Undergraduate Student Body. It should consider the cultural/educational value of the program, whether or not it overlaps another program on campus, the amount of recognition it brings to the University, and the identification it has with the organization.

Section 301. Funding Categories

- A. Equipment and supplies essential to programs, services, or events may be funded. Miscellaneous categories in line with those of CUSO (such as supplies, telephone, secretarial, printing, and publicity) essential to the continuation of the organization shall be considered for funding on the basis of how the organization's programs as a whole benefit the Undergraduate Student Body. Funding for an organization as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.
- B. Funds may be appropriated for programs originating beyond the University at local, state, and national levels that directly affect students at the University of North Carolina at Chapel Hill.
- C. Undergraduate Senates shall not appropriate funds in a manner inconsistent with the Student Law. Appropriations inconsistent with the Student Law may be rendered void pursuant to Sections 811 and 813 of this title.

Section 302. Funding for Political Activities

- A. The USG shall promote the free exchange of ideas and diversity of opinion necessary for a complete education.
- B. Electioneering:
 1. Electioneering shall be defined as a campaign activity such as the holding of a rally, the printing of a poster, flyer, brochure, or other advertisements, or sponsorship of a fundraiser designed to further or hinder the candidacy of an individual or individuals for elected office.

2. The US shall appropriate no Student Activity Fees to fund programs, services, or events, the purpose of which is the furtherance or hindrance of the candidacy of an individual or individuals for federal, state, local, faculty-elected, or employee-elected office through electioneering.

C. Lobbying:

1. Lobbying shall be defined as an effort to persuade any government official (including those officials within national, state, or local administrations) to take a certain position on any issue through direct communication with that entity or official. Efforts to persuade officials within the University of North Carolina System’s administration shall not be considered lobbying.
2. The US shall appropriate no Student Activity Fees to fund programs, services, or events that have the purpose of which is the furtherance or hindrance furthering or hindering the candidacy of an individual or individuals for federal, state, local, faculty-elected, or employee-elected office through electioneering.
3. Nothing in the Undergraduate Code shall prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a student organization receiving Student Activity Fees or by a member of such a student organization, so long as the expenses of such efforts are funded by Generated Funds and not Student Activity Fees.

Section 303. Funding for Publications

- A. A Publication shall be defined as any student organization that receives more than \$100 in Undergraduate Student Government funds in a fiscal year for the purpose of printing any kind of periodical, such as a magazine, newspaper, or journal.
- B. A Print Issue shall be defined as a printed collection of content created by a Publication.
- C. A Web Issue shall be defined as a collection of material that is freely and readily accessible by UNC students online.
- D. The Number of Print Issues (NPI) shall be defined as the number of unique Print Issues printed by the Publication in a fiscal year.
- E. The Number of Web Issues (NWI) shall be defined as the number of unique Web Issues with original content produced by the Publication in a fiscal year.
- F. A Publication's Funding Multiplier shall be defined within the following table by finding the row corresponding to NWI and the column corresponding to NPI:

Funding Multiplier Calculation Table

	Print = 1	2	3	4	5 or more
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Web = 0	0.15	0.40	0.65	0.90	(NPI/2)-1
1	0.65	0.90	1.40	1.90	NPI/2
2 or more	0.90	1.40	2.15	2.90	(NPI/2)+1

G. A Publication's Funding Limit shall be defined as the Publication's Funding Multiplier multiplied by the average cost for the publication to print a single Print Issue.

H. No Publication shall be allocated a printing amount in excess of its Funding Limit without a two-thirds vote of present and voting members of the Undergraduate Senate.

Section 304. Publications Electioneering

A. Recognized Student Organizations may advance or hinder the candidacy of an individual in a publication with Split Expenditure. The pages within an issue of a publication paid for or distributed by a recognized student organization that contains any language considered by the USGT as electioneering and all copies of those pages shall not be paid for by USG Funds. This interpretation may be appealed pursuant to the Student Law. If the said publication contains pages without said language, those pages may be paid for by USG Funds

B. Penalty: In the instance that a recognized student organization publishes language deemed to be electioneering and uses USG Funds to pay for any of said language, the USGT shall freeze said organization's funds pursuant to the Student Law.

Section 305: Food Insecurity Programming Allocation

A. At the start of each fiscal year, a lump sum of \$20,000 will be set aside for activities that address food insecurity on campus for programming purposes.

1. The US and FC shall conduct a single funding cycle for the appropriation of these funds in each fiscal year.
2. Requests shall be funded proportionally to the number of distinct meals freely, openly, and publicly provided using the funds from the request, and may fund such programming at a rate of up to twenty (20) dollars per meal in a fiscal year.
3. The USGT shall issue further regulations relevant to the administration of this process as is necessary and proper with ensuring the greatest impact of these towards the limitation of food insecurity.

Article II. Salaries, Stipends, and Wages

Section 310. Salaries

- A. Payments. Any student receiving payment for services must be pre-approved by the Student Life and Leadership Office (SLL) before services are rendered.
- B. Salaries. The US has the authority to fund salaries only for non-leadership positions whose responsibilities are exclusively clerical or administrative in nature. USG positions included would be 2/3 of the annual cost for the Office Assistants (OAs) and the full annual cost of the Controller. Lists of all salaried employees shall be submitted by the OTrs to the USGT and the FCC each fiscal year no later than
- C. October 15. C. Wages. Employees paid hourly shall receive at least the prevailing minimum wage in the state of North Carolina. Raises may be granted for merit or duration of employment by the employer, with FC approval. No raises are ever required.

Section 311. Stipends

- A. The US shall have the authority to issue stipends to officers of the undergraduate executive, legislative, or judicial branches, or any position which is subject to Undergraduate Senate confirmation. The US shall only issue stipends to officers who, in their official capacities principally are responsible for performing a function of the University.
- B. No later than one (1) week following the first day of class of each Spring semester, the Oversight and Advocacy Committee Chair shall make available to relevant undergraduate officers of the student government a form to enter requests for stipends for the following student government term.
- C. No later than three (3) weeks following the first day of class of the Spring semester, the Oversight and Advocacy Committee shall convene to hear requests for stipends, taking testimony from any relevant officer on the importance of paying a stipend to that respective office.
- D. Following these hearings, the Oversight and Advocacy Committee Chair shall propose a Stipends Bill, which shall contain a schedule of all stipends which shall be paid to officers of the student government in the following fiscal year, which shall be referred to the FC for further scrutiny.
- E. A vote of two-thirds ($\frac{2}{3}$) of the present members of the US shall be necessary for the adoption of the stipends bill.
- F. Stipends Total:
 - a. The Budget Resolution of the Spring term shall include, in addition to the Resolution Rate, a Stipends Funding Rate which shall be a proportion.
 - b. The Stipends Funding Rate added to the Resolution Rate shall not exceed one (1).
 - c. The Stipends Funding Rate multiplied by the amount of the Appropriations Reserve shall be the Stipends Total.
 - d. The Stipends Bill may not appropriate funds to Stipends in excess of the Stipends Total.
- G. All stipend funds shall be considered appropriated to the Undergraduate Senate but shall be expended via the appropriate University human resources process in collaboration with the appropriate administrative partners of the student government.

- H. Should no Stipends Bill have been successfully adopted by the date four weeks prior to the first Tuesday of April, a continuing resolution shall be considered by the US prior to the first Tuesday of April which shall extend the stipends rates of the current fiscal year into the next fiscal year.
- I. Following the first Tuesday of April, no Stipends Bill shall be adopted for the following fiscal year.
- J. The Stipends Bill shall always be adopted for the following fiscal year and stipend funds shall only have effect for the following fiscal year and shall only revert at the end of the following fiscal year.
- K. The appropriation of funds to stipends shall be consistent with the sole funding criterion of Vitality to University Functions. Vitality to University Functions is the extent to which the performance of that officer's duty is necessary for completion of a delegated authority of the Undergraduate Student Government or other necessary official University function.
- L. The provision of stipends shall not be related to the number of hours of work completed by an officer.
- M. No undergraduate officer of the student government shall receive a salary, wage, or stipend for their position except a stipend appropriated from student activity fee funds by the US.
- N. Stipend funds shall not be subject to reversion at the end of the upcoming fiscal year.

Section 312. Parking

- A. Undergraduate Student Government officers that receive stipends from the Undergraduate Senate may appeal to Undergraduate Senate for an additional amount of stipend funding for the purpose of a parking permit, not to exceed one (1) month's stipend for their position during one term of service.
- B. This exempts individuals who already have university-funded sources for parking.

Article III. Funding Categories

Section 320. Printing and Publicity

- A. Requests for USG Funds for printing jobs costing at least one hundred dollars (\$100.00) must be accompanied by signed bids from at least two (2) printers. The lowest bidder shall receive the printing job, except if there are extenuating circumstances. The FC shall decide what circumstances permit exceptions to this rule.
- B. The US shall allocate up to twenty-five dollars (\$25.00) per student organization per event for the purpose of publicizing. Reimbursements shall not exceed actual costs.

Section 321. Travel

- A. The following rules on travel and lodging expenditures apply only to expenditures from USG Funds:
 - 1. Meals: No meals shall be paid for with USG Funds, except where such meals are part of conference registration of compensated USG employees attending a work-related conference.

2. Registration Fees: If a registration fee includes the cost of meals and/or lodging, the fee shall be itemized as accurately as possible so that fees, meals, and lodging can be considered separately. The cost of meals may not be paid for with USG Funds, and lodging expenses shall be funded only within the guideline below.
3. Lodging: Individuals may be reimbursed for lodging expenses that fall within these guidelines if a receipt from the place of lodging is presented to CUSO. The receipt should be verified by the president of the organization involved. Compensated USG employees attending job-related conferences shall be entitled to reimbursement for the cost of the conference lodging at the official University rate.
 - a. Lodging for Speakers: The maximum allowance from USG Funds lodging shall be a maximum of ninety dollars (\$90.00) per night per Speaker on the UNC Campus.
 - b. Lodging for Off-Campus Events: The maximum allowance from USG Funds for lodging shall be a maximum of thirty-five dollars (\$35.00) per night per student attending the event.
4. Rail Travel, Public Transportation, and Privately Owned Buses. Members of organizations who wish to receive advance funding for travel by rail, public transit, or privately owned buses must receive the approval of the USGT and FCC at least one (1) week before the beginning of the conference or event. Criteria for approval shall be the necessity, cost, and distance involved. Organizations should seek out the most inexpensive times and tickets.
5. Air Travel. Members of organizations who wish to travel by air must receive the approval of the USGT and FCC at least four (4) weeks before the beginning of the conference or event. Criteria for approval shall be the necessity, cost, and distance involved. Organizations should seek out the most inexpensive times and tickets for flights and be prepared to travel by car if their request is not approved. The US may not pay for more than sixty (60) percent of actual air travel costs.
6. Privately-owned Cars or Vans: The allowance for travel in a privately-owned car or van is \$0.54/mile for trips up to 100 miles and \$0.33/mile for trips of 100 miles or more. If SG chooses to fund the trip, then for each vehicle funded, it must fund the whole length of the trip at and only at this rate. To be reimbursed for travel expenses, an individual must submit, within thirty (30) days of return, to CUSO the mileage calculations of the trip from an online mapping source; reimbursement shall be made per mile. The individual shall, on their honor, aver that the mileage calculations are true and proper. Carpooling is encouraged for all travel by car, van, or bus so as to reduce the amount of carbon emissions produced from these activities.
 - a. Cars, Vans, or Buses Owned by UNC Motor Pool: The maximum travel allowance will be co-covalent with the rates set by the UNC Motor Pool (BFI-65- 70).

- b. International Travel and Lodging. All funding for international travel and lodging requires the approval of two-thirds (2/3) of present and voting members of the Undergraduate Senate.

Section 323. Capital Expenditures

- A. Capital expenditures shall be defined as expenses over five hundred dollars (\$500.00) in whole or in part from funds that the US Funds for material items with benefits lasting more than one year. All capital expenditures require the approval of two-thirds (2/3) of present and voting members of the US and the approval of the USGT.

Section 324. Speaker Fees

- A. Any expenditure made for a single speaker's honorarium, travel, and/or lodging totaling \$2,000 of SG funds or more shall require the approval of the USGT. After the date of the event, the USGT forfeits the ability to approve or disapprove the Undergraduate Speaker specified for said event.
- B. Speaker's a fee/honorarium and travel/lodging must be disbursed in accordance with the USG funds request the Student Organization submitted to the FC and US. The name/identity of the Undergraduate Speaker(s) must be in accordance with the riders.
- C. The Ehrman Clause: No current UNC-Chapel Hill or UNC Hospital employee, including professors, faculty, and staff, shall receive in excess of \$500.00 from the Student Activities Fee within the period of one fiscal year for any number of events or services. The funding limit applies to all expenses, including but not limited to:
 - 1. Speaking Fees/Honorarium
 - 2. Lodging
 - 3. Travel
 - 4. Equipment
 - 5. Reimbursements for Miscellaneous Expenditures
- D. Student groups that apply for Subsequent or Terminal Appropriations through the FC must identify speakers who are employees of accredited universities or colleges and their affiliation in their finance request.

Section 325. Costume Expenditures

- A. The US shall allocate to a student organization annually up to \$50.00 per fiscal year per performing member of a student organization for the purpose of obtaining costumes and other clothing items for performances or any other related and relevant student organization activities.
- B. Costumes must be in standard sizes and cannot be custom tailored for a student.

Section 326. Event Registration Fees

- A. The US may not fund more than seventy-five (75) dollars per person per day of registration fees for out-of-state events. The US may not fund more than one-hundred fifty (150) dollars in total registration fees per person for each out-of-state event. Events refer to conferences, competitions, workshops, seminars, and similar activities.

Article IV. Prohibited Types of Expenditures

Section 330. Restrictions

- A. No expenditure may be made from any USG Funds category that is any of the following types:
1. Political. Expenditures for electioneering or lobbying
 2. Religion. Expenditures for any religious events that aim to indoctrinate or recruit for a specific religion.
 3. Benefit Received in Later Fiscal Years. Expenditures for a purpose that will solely be realized in the following fiscal year.
 4. Stockpiling. Expenditures for purchases beyond immediate operational needs.
 5. Donations. Donations to any organization except in exchange for an Undergraduate Speaker who, in lieu of an honorarium, has submitted a writing an explicit request for such weaponry.
 6. Food for consumption, with the exception of programming of programming that address food insecurity on campus. These programming requests must be preapproved by the USGT.
 - a. For the purposes of the above exception, “programming that addresses food insecurity on campus” shall be defined as a program which freely and openly provides food of substance to one hundred (100) or more students.
 7. Purchase of firearms and weaponry:
 - a. Refer to the Student Safety and Security Committee
 8. Advertisements. Advertisements in publications, such as newspapers or magazines, or on websites. Candidates in campus elections and campus referenda are exempt.
 9. Retroactive payment for tax-liable services.
 10. Ex-Employees. Payments of salaries to people no longer employed by an organization, except in settlement of salary due at the time of termination of employment.
 11. Individual Gain. Expenditures that result in a tangible gain solely for an individual, not including salaries, stipends, or campaign subsidies.
 12. Alcohol, Tobacco, and Illegal Substances. No exceptions may be granted.
 13. Paper Standards: All uncolored and colored paper printed using student fees must contain at least thirty (30) percent post-consumer recycled paper.
 14. Dues. Dues to national or otherwise superior organizations of which the organization requesting funding is a member, or reimbursements or defrayment of dues paid by members.
 15. Gift cards. Gift cards, certificates, vouchers, cash cards or any token which may be exchanged for some other item of value.

Article V. Recognition of Undergraduate Student Government

Section 340. Recognition of Undergraduate Student Government

- A. Student Organizations that receive funding from USG shall recognize the role USG had in the funding of their event or publication in the following ways:

1. Publications: All publications receiving funding from USG shall place the following statement upon either the cover or title page of each copy of their publication: This publication is funded at least in part by Student Fees which were appropriated and disbursed by the Undergraduate Student Government at UNC-Chapel Hill.
2. Events: At all events which are funded with USG funds, an announcement shall be publicly made to the audience that states, "This event is funded at least in part by Student Fees which were appropriated and disbursed by the Undergraduate Student Government at UNC-Chapel Hill." Additionally, any flyers advertising the event and any programs to be distributed at the event shall bear this message on the front of the program in at least 7-point font. An event shall be exempted from this announcement requirement if there is an official program for the event which states the same in writing.
3. Enforcement: The USGT shall have the authority to freeze the funds of any group that neglects to recognize the role of SG in their funding as required by this Article. The USGT may further require the group to repay all SG funds spent on the event or publication and may keep the group's funds frozen until such time as repayment is made or a plan to repay has been agreed to by the group; the USGT, and the FCC. Groups may appeal the decision of the USGT to freeze their funds and demand repayment to the FC of the US, who may overturn the decision of the USGT by a 2/3 vote that must then be sustained by the Full Undergraduate Senate by a simple majority vote.

Chapter 4: Semi-Annual Budget Process

Article I. Pre-Hearing

Section 400. Scheduling

- A. Prior to the last day of class of the previous semester, the FCC shall create a schedule for the Budget Process of the succeeding semester and shall notify the FC, the USGT, and the Speaker of the US of this schedule.
- B. The schedule created by the FCC shall include:
 1. (an) Orientation Meeting(s), to be held no later than one calendar week before the deadline for the submission of organizational Budget Request forms;
 2. a deadline for the submission of organizational Budget Request form, which shall be no later than twelve (12) hours before the commencement of the FC Semi-Annual Budget Hearings and prior to the first day of classes;
 3. the date and time of all FC hearings, the first of which shall be prior to the first day of classes of the succeeding semester and the last of which shall be no later than eight (8) weeks following the first day of classes.

Section 401. Notification of the Campus Community

- A. The FCC, with the assistance of the Office of Student Life and Leadership, shall make this schedule publicly available to the campus community and shall send it to the president and/or treasurer of each registered student organization. The USG Secretary and the US PR Manager, or the O&A Committee in the vacancy of the office of the PR Manager, shall be further responsible for advertising this schedule.
- B. The FCC shall include in this notification excerpts of the Treasury Laws pertaining to the responsibilities of student organizations in the Semi-Annual Budget Process and the criteria and philosophy used to evaluate Budget Requests.

Section 402. Organizational Budget Orientation Meetings

- A. The FCC shall have the responsibility to schedule at least one Organizational Budget Orientation Meeting but may schedule as many such meetings as they see appropriate, and it shall be the duty of the USGT and Speaker of the US to assist the FCC in conducting these meetings.
- B. Each group wishing to participate in the Semi-Annual Budget Process of a given semester shall be required to send a representative to at least one Organizational Budget Orientation Meeting in that same semester.
 1. It shall be the responsibility of the USGT to keep a list of all organizations which sent representatives to an Organizational Budget Orientation Meeting.
- C. The format of the Organizational Budget Orientation Meeting shall be as follows:
 1. The Semi-Annual Budget Process shall be explained in detail to organizations. This explanation shall include the criteria used in funding, the procedure that groups must follow during the Semi-Annual Budget Process, the kinds of questions to expect while appearing before the FC and US, and the fundamentals of the CUSO reimbursement process.

2. The leaders of the meeting shall demonstrate how to create a Budget Request and/or provide a sample Budget Request.

Section 403. Budget Resolution

- A. At a meeting of the US prior to the first day of classes, the US shall consider, at the proposal of the FCC, a budget resolution which shall govern what share of the Appropriations Reserve shall be appropriated during the Semi-Annual Budget Cycle of the upcoming semester.
- B. The budget resolution shall set a rate rather than a total number of dollars. This rate shall be known as the Resolution Rate.
- C. The Appropriations Reserve multiplied by the Resolution Rate shall be known as the Budget Resolution Total.
- D. The Speaker of the US shall take all necessary actions within their established power to ensure that a Budget Resolution is passed prior to the first day of class; the budget cycle may not begin and may be delayed until the passage of a Budget Resolution.

Section 404. Budget Requests

- A. Organizations who wish to receive funding from USG shall use a Budget Request Form provided by the FCC. Such requests shall be considered as follows:
 1. The organization shall submit the Budget Request Form and an explanation describing the funding request to the FCC, who shall confirm the organization's official recognition and that the organization has a certified treasurer. The organization shall be required to submit all pertinent documentation (i.e. invoices, digital communication, etc., regarding speaker fees, building/venue, production costs, capital expenditures, dues, and fees, professional labor/fees, security) relating to line items in their request form.
 2. Sub-organizations are required to request their funding as a part of the parent Student Organization.
 3. The Semi-Annual Budget Requests of all organizations shall not exceed \$15,000.
 4. Provided with a waiver of the USGT, branches of student government, namely the Undergraduate Executive Branch, the Undergraduate Senate, the Undergraduate Honor System, the Student Supreme Court, and the Board of Elections, may request no more than \$30,000 in a given Semi-Annual Budget Process and no more than \$40,000 in the two Semi-Annual Budget Processes of a given academic year.
 5. The different maximum requests available to student government organizations and to other organizations shall not allow that the funding criteria be applied in any uneven manner among all such organizations.
 6. USG shall always retain plenary authority to repeal appropriations but may not reclaim any funds already disbursed.

Article II. Budget Hearings

Section 410. Organization of Finance Committee Budget Hearings

- A. Scheduling

1. The FCC shall schedule a hearing of the requests of all organizations which submitted a budget request form using a random number generator, except for branches of student government which shall be heard first.
2. All organizations shall be informed of the date, time, and location of their hearing no less than five (5) days before the fact.
3. The Finance Committee may convene as many times as they and the FCC decide in order to hear requests, but all requests must be heard, and a Budget Bill voted on no later than eight (8) weeks following the first days of classes.
4. To determine the amount of funding available for a given hearing, the FCC shall divide the dollar amount of funding requested for that hearing by the total dollar amount of all budget requests. The FCC shall then multiply that quotient by the Budget Resolution Total, and the product shall be the amount of funding available for that meeting.

B. Subcommittee Hearings

1. The FCC shall split into two subcommittees during the Budget Hearings, one of which shall be chaired by the FCC and the other by the FC Vice Chair.
2. Requests shall be split evenly between the two subcommittees during a given meeting of the FC.
3. Each organization shall receive 1 minute to present on their request for every \$5,000 in their request.
4. At the end of the presentation, the subcommittee shall have up to 5 minutes to ask questions regarding their request.
5. At the end of the questioning period, the floor of the subcommittee will be opened to motions to recommend funding in a given amount.
 - a. The recommendations shall be broken down by funding category.
 - b. Each motion to recommend must be supported with a second, or else it shall fail. If there is a second and no objections, the amount shall be recommended for the Budget Bill. If there is a second and objection, the recommendation shall be voted on by the whole subcommittee, a majority of those present and voting being needed to sustain the recommendation.
 - c. Each recommendation must be accompanied by a short report from the Finance Subcommittee on why this item is being funded pursuant to the codified funding criteria.

C. Final Finance Committee Hearing

1. Once all organizations have been heard in subcommittee, the full FC shall convene to review and hear the Budget Bill based on the recommendations from the subcommittees.
2. The FC shall revise the Budget Bill as appropriate under the criteria outlined in the Treasury Laws.
3. The FC shall ensure that the total amount appropriated in the Budget Bill does not exceed the Appropriations Reserve for that semester.

4. At the end of consideration of amendments to the Budget Bill, the Finance Committee shall vote on whether or not to report it to the US.
 - a. The Finance Committee shall only be allowed to report the Budget Bill without prejudice.
 - b. Should the vote to report the Budget Bill fail and the FC adjourn before it may vote again, it shall only require a simple majority of the US to recall the bill from committee and hear it.
 - c. Should the FC have failed to report a Budget Bill eight (8) weeks following the first day of classes and the US does not recall the bill from committee at their next meeting, the Semi-Annual Budget Process for that semester shall immediately end, and all money in the Appropriations Reserve shall be available for appropriation during the Subsequent Appropriations Process.

D. Full Senate Hearing

1. The next meeting of the full US after the Finance Committee reports the Budget Bill shall include a hearing of the Budget Bill.
 2. All organizations which would receive funding from the Budget Bill shall be required to have a representative present at this hearing. If they cannot provide a representative, they shall be required to send a detailed memorandum defending their current request to the Speaker of the US, which shall be made available to all members of the US. No organization shall have their funding affected by their failure to provide a representative at this hearing.
- E. Should the vote to pass the bill fail, the Senate shall consider it once more, as if it was successfully reconsidered.
- F. Should on this second vote the Budget Bill again fail, the Semi-Annual Budget Process for that semester shall immediately end, and all money in the Appropriations Reserve shall be available for appropriation during the Subsequent Appropriations Process.

Section 411. Promulgation of Bill

- A. Upon the passage of the Budget Bill by the Undergraduate Senate, the Speaker of the Undergraduate Senate shall with all due haste sign and promulgate it, and notwithstanding anything else, it thereby shall enter into law and the funds shall be so appropriated.

Article III. Budget Bill

Section 420. Organization of the Budget Bill

- A. After all budget requests have been heard by subcommittees, the FCC shall compile all subcommittee recommendations into a single budget bill.
 1. The amounts in this initial version of the Budget Bill shall be the exact amounts recommended by the subcommittees.
- B. The budget bill shall be considered as “Introduced by the Finance Committee Chair.”
- C. The budget bill shall be split into two chapters:

1. the first chapter shall be “The Budget for the Undergraduate Student Government” and shall contain the funding allocations for student government branches.
 2. the second chapter shall be “The Budget for Student Organizations” and shall contain the funding allocations for all other organizations.
- D. The allocations for each organization shall be a discrete section within each chapter.
- E. Each line item/funding category in which the organization is being allocated funding shall be a discrete subsection.
- F. A total amount of funding being allocated to a given organization shall be included as an additional subsection at the end of each section.
- G. A total amount of funding being allocated to all organizations in that shall be included as a separate section at the end of each chapter

Section 421. The Official Report of the Budget

- A. Attached as an addendum to all versions of the Budget Bill shall be an Official Report of the Budget, which shall contain information and data regarding the appropriations contained within the budget.
- B. Versions of the Report of the Budget shall be compiled and updated by the Legislative Auditor, in cooperation with the FCC, upon the initial introduction of the Budget Bill, following the Final Finance Committee Hearing, and following the Full Senate hearing.
1. Should there be no Legislative Auditor, this duty shall fall to the FC Vice Chair.
- C. In discrete sections, the following information shall be provided:
1. The total amount of funding appropriated in this bill;
 2. The amount of funding which would be left in the Appropriations Reserve should this bill enter into law;
 3. The total amount of funding appropriated in each funding category;
 4. The total amount of funding requested during the Budget Process for that semester;
 5. The total amount of funding requested per funding category during the Budget Process for that semester;
 6. The average and median amounts appropriated to organizations in each chapter;
 7. The number of organizations which requested funding in each chapter.

Section 422. Transmission and Notification of the Bill

- A. Once the bill enters into law, it shall be the responsibility of the Speaker of the US to transmit the full bill and Report of the Budget Bill to the following individuals within 24 hours:
1. The Undergraduate Student Government Treasurer
 2. The Student Controller
 3. The Student Government Advisor
 4. The Director of the Office of Student Life and Leadership
 5. The Director of CUSO
 6. The Director of the Carolina Union

7. The Chair of the Joint Governance Council
- B. Once the bill enters into law, it shall be the responsibility of the FCC to transmit the full bill and Report of the Budget Bill to the treasurers and presidents of all organizations which requested funding during that budget process.
 - C. The Speaker of the US and the USGT shall present the budget bill at the next meeting of the Joint Governance Council following its entrance into law.

Chapter 5: Subsequent Appropriations

Article I. Appropriations Process

Section 500. General Provisions

- A. The US shall have the authority to spend all funds remaining in the Appropriations Reserve following the Semi-Annual Budget Process via Subsequent Appropriations.
- B. Subsequent Appropriations requests by organizations shall not exceed \$1,500.
- C. The US may not approve Subsequent Appropriations requests in excess of the balance of the Appropriations Reserve following the Semi-Annual Budget Process.
- D. Subsequent Appropriations shall be open only to organizations which were not appropriated funding during the Semi-Annual Budget Process.
- E. The maximum request for any organization during Subsequent Appropriations shall vary each semester and shall be equal to the balance of the Appropriations Reserve divided by the number of organizations which requested funding during the Budget Process, except funds appropriated on the basis of any mandate.
- F. The order in which each category of requests will be heard shall be determined using a random number generator.
 1. The first hearing of the subsequent appropriations cycle of a given semester shall begin no later than three weeks following the end of that semester's semi-annual budget process.
- G. The FCC shall set a schedule for all FC hearings of Subsequent Appropriations Requests based on the order established in the above subsection. To determine the amount of funding available for a given meeting, the FCC shall divide the dollar amount of funding requested for that meeting by the total dollar amount of all Subsequent Appropriations requests. The FCC shall then multiply that number by the balance of the Appropriations Reserve, and the product shall be the amount of funding available for that meeting.

Section 501. Requests by Organizations

- A. Organizations which wish to receive funding via Subsequent Appropriations shall use a Subsequent Appropriations Request Form provided by the FCC. Such requests shall be considered as follows:
 1. The organization shall submit the Subsequent Appropriations Request Form and an explanation detailing the funding request to the FCC, who shall confirm the organization's official recognition and that the organization has a certified organizational treasurer.
 2. Each subsequent appropriations request form shall be considered a draft funding bill. These pieces of legislation shall be considered "Introduced by the FCC."
 3. The FC shall first allow a representative of the organization to explain the request for a time period not exceeding two (2) minutes.
 4. The bill shall then become amenable to members of the FC, who shall seek to allocate funding along the official funding criteria.

5. Once all requests scheduled for that meeting have been heard, the FC shall again amend the bills in order to ensure that the total amount of funding appropriated does not exceed the amount of funding available for that meeting.

Section 502. Appearance Before Finance Committee

- A. If an organizational treasurer or an equally knowledgeable officer who has passed the treasurer's test cannot appear at their scheduled hearing, their request shall be considered tabled until the next meeting of the FC. An exception may be made, at the discretion of the FCC, if an officer of the organization in question submits an explanation to the FCC in advance. In this case, the organization must waive its speaking privileges or entrust a member of the FC with the explanation of the request.

Section 503. Consideration by the Senate

- A. The full US shall consider Subsequent Appropriation bills like any other piece of legislation. The same procedure applied to FC will be in effect as a request is presented before the US. Amendments to the organization's budget may only be made to the effect of altering the SG allocation as per this document.

Section 504. Retroactive Appropriations

- A. Retroactive Appropriations may be funded in the same manner as other appropriations. Retroactive Appropriations shall only be funded for events or other expenses that occur during the appropriations cycle in which the request is submitted. A retroactive appropriation request is a request considered by the full Senate after the pertaining programs or services have already been performed, have commenced, or have been realized within the accounts payable of the organization requesting the money.

Chapter 6: Reversions and Excess Funds

Article I. Reversions

Section 600. Reversions of SG Funds

- A. Any organization's USG Funds shall be subject to reversion at 5:00 pm on June 30. Constitutionally funded organizations, with the exception of the Honor Court, shall not be subject to reversions of their USG Funds.
- B. Any remaining funds in the Reversions Balance shall be transferred to the General Reserve.

Article II. Excess Funds

Section 610. Appropriations Surplus

- A. Should there be a balance in the Fall Appropriations Reserve following the Fall Subsequent Appropriations period, any additional funds shall be transferred to the Spring Appropriations Reserve. Should there be a balance in the Spring Appropriations Reserve following the Spring Subsequent Appropriations period, any additional funds shall be transferred to the following fiscal year's General Reserve.

Chapter 7: Student Government

Equipment

Article I. Handling and Distribution of SG Equipment

Section 700. Basic Provisions

- A. Equipment, for the purpose of this article, are capital items according to the Student Law that were purchased with USG Funds.
- B. Each Student Organization shall develop operating procedures for the control of supplies and equipment. These procedures shall be consistent with the policies of Title VI. Organizations must submit their procedures to the USGT and Finance Committee Vice-Chair for approval.
- C. All student organizations shall be responsible for maintaining accurate and updated inventories of all Equipment in its possession.
 1. All clothing items need to be included in the inventory.
 2. For publications, a count of all undistributed magazines currently held by the student organization shall be included in the inventory.
 3. Bulk purchases of items where each individual item has a value less than \$50 but where the entire purchase is equal to or exceeds \$50 shall be included in the inventory.

Section 701. Responsibility for Inventory and Control

- A. The president and organizational treasurer of each student organization shall always be responsible for the inventory and control of Equipment.
- B. The USGT, the US or any of its committees, or any interested party within the student government shall have the right to inspect the inventory and Equipment of any student organization.
- C. The discovery and documentation of any inconsistency between the organization's inventory, the Equipment they can prove to be in their possession, and the records of US, the USGT, and CUSO shall be cause for penalty under Chapter 8 of this title.
- D. The USGT may issue additional regulations for the control of Equipment.

Section 702. Disposing of Equipment

- A. Should an organization wish to discard Equipment, they shall report such to the USGT who shall make appropriate efforts to work with University Surplus so that it may be properly removed.
- B. Should an organization liquidate, ownership of all equipment purchased with USG funds shall lie solely with USG. Organization officers or members may not sell or otherwise dispose of equipment when liquidating the organization's assets.
- C. Equipment may not be sold by the student organization.

Section 703. Lease and Loan of USG Equipment

- A. The lease of USG equipment to any individuals or non-student organizations is prohibited.

B. The loan of USG equipment by one student organization to another student organization is permitted and encouraged.

Chapter 8: Government Oversight and Enforcement

Article I. Authority of Law

Section 800. Laws Supersede All Organizational Rules

- A. These Treasury Laws shall supersede the by-laws, charter, constitution, or statement of purpose of any Student Organization that receives USG Funds.

Article II. Enforcement of the Treasury Laws

Section 810. Freezing of Funds

- A. The USGT shall have the authority to freeze the USG and Generated Funds of any organization that has failed to comply with these Treasury Laws or any other current financial law of the US with written notice being sent to the OTr, the FCC, and CUSO.
- B. The FC shall convene at the earliest possible time thereafter to set a termination date of the freeze and take any other action they deem necessary. The USGT shall not have the authority to re-freeze funds of an organization on the same incidental grounds.
- C. Upon suspected violation of the Treasury Laws, the US shall be further empowered to withdraw approval for part or the whole of an organization's funding via a funding bill stating as much. This bill shall be treated as a normal bill and must enter into law via the normal process. The USGT shall then be obligated to freeze the funding for so long as approval is withdrawn.
 1. The Senate shall not pass this bill without first considering the facts of the case and whether there was indeed a violation of the Treasury Laws.
 2. Accused organizations shall have the right to defend themselves during the consideration of this bill.

Section 811. Appeals

- A. Appeals of any decision made by the USGT or the FCC shall first be taken to the FC. Appeals of the action of the FC may be made to the US.

Section 812. Prosecution

- A. Any person or persons responsible for repeated or serious violation of these Treasury Laws shall be subject to prosecution for an offense against the Student Body in a means consistent with the Instrument of Student Judicial Governance.

Section 813. Judicial Review

- A. Any action taken in violation of this Title shall be voidable by a court of competent jurisdiction.
- B. In any enforcement proceeding, the court has jurisdiction and authority to issue all necessary orders to require compliance with, or to prevent noncompliance with, or to declare the rights of parties under the provisions of this title. Any noncompliance with the orders of the court may be punished as contempt of court.

- C. Any undergraduate student shall have the ability to sue the Undergraduate Student Government in a court of competent jurisdiction for violations of the Treasury Laws.
- D. In any enforcement proceeding, the plaintiff may seek and the court may grant any or all of the following forms of relief:
 - 1. Injunctive relief.
 - 2. Declaratory judgment.
 - 3. Judgment rendering the action void.

Section 814. Penalty of Disability

- A. Should an organization display a pattern of actions which consistently violate the Treasury Laws, the USGT may introduce a resolution in the US to disable an organization from applying for and receiving funds, which shall be reported directly to the floor of the US and which must be heard at the next meeting of the full US.
- B. This resolution must contain evidence of the pattern of violations by the given organization.
- C. The resolution must be approved by a majority vote of the US.
- D. This resolution may disable an organization from receiving funds for a period no greater than three (3) Semi-Annual Budget cycles beginning with the cycle following the current cycle. Should the resolution call for a disability longer than three cycles, it must be approved by a two-thirds ($\frac{2}{3}$) vote of the US.
- E. A resolution disabling an organization from receiving funds may not be repealed prior to its expiration except by a two-thirds ($\frac{2}{3}$) vote of the US.

Section 815. Expectation of Compliance

- A. Ignorance of the Treasury Laws shall not be an excuse for any organization or officer from compliance with their provisions.