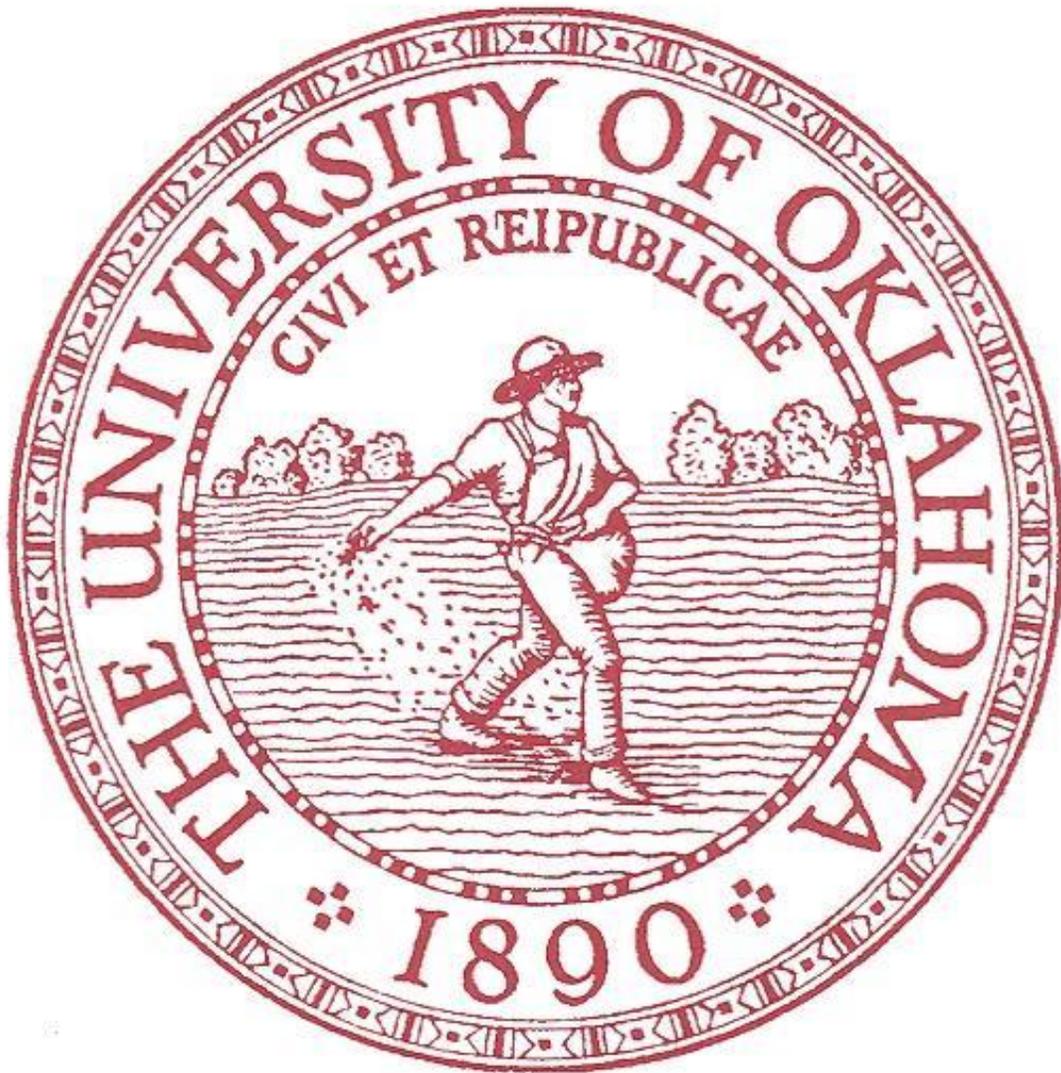


**University of Oklahoma Student  
Government Association**

**CODE ANNOTATED**



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**PREFACE**  
**THE CODE OF THE LAWS OF THE**  
**UNIVERSITY OF OKLAHOMA STUDENT GOVERNMENT**  
**ASSOCIATION**

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It is deemed necessary that the general and permanent laws of the University of Oklahoma Student Government Association (“SGA”) be codified and arranged in appropriate Titles, Chapters, and Sections. It is further deemed necessary that the whole should be rendered plain, concise, and intelligible. Because of these necessities, the SGACA was created in Summer, 2003.

The University of Oklahoma Student Government Association Code Annotated (“SGACA”) is the official restatement in convenient form of the general and permanent laws of the SGA in force on August 1, 2006. This Code should be cited as “The Student Government Association Code Annotated” or “SGACA.”

The Code includes all laws of the SGA from 1981 to present. Any Act of Legislation (or similar Act applicable to the whole of SGA) passed prior to 1981 is hereby repealed. The SGACA will be updated as new Acts of Legislation are passed in accordance with the SGA Constitution. The SGA General Counsel shall be responsible for updating the SGACA as these Acts are enacted.

In the unusual event of a dispute between the various forms of SGA law, the SGA Constitution is still the supreme law of the SGA. The Constitution is followed by the SGACA and Acts of Legislation, which are followed by General Counsel and Superior Court opinions.

The “General Provisions” Title is applicable to all other Titles in the SGACA. Any “General Provisions” Chapters within a Title are applicable to all other chapters within that Title.

No new law is enacted. No law is repealed. The SGACA is adopted as the law. It is presumed to be a valid and enforceable restatement of the law. The presumption is rebuttable by production of prior un-repealed Acts of Legislation at variance with the SGA.

# Title I – General Provisions

## Chapter 1 – Definitions

### 1. Name

The name of the organization shall be the Student Government Association. The Student Government Association may be referred to as “SGA.” “SGA” is the student body; student government is a student organization which is subject to SGA.”<sup>1</sup>

### 2. Membership

Every regularly enrolled student at the University of Oklahoma, Norman Campus, shall be a member of SGA.<sup>2</sup>

#### a. Eligibility to Participate in Government

Students classified as undergraduates may participate in all levels of government, except Graduate Student Senate. Students classified as graduate students may participate in all levels of government, except Undergraduate Student Congress. Students classified as law students may participate in all levels of government, except Undergraduate Student Congress.<sup>3</sup>

#### b. Qualification

The SGA may establish reasonable academic qualifications for candidates for elective or appointive offices of the SGA.<sup>4</sup>

### 3. Absence of Rules of Procedure

In the absence of specific rules of procedure, those which have stood the test of time are the appropriate ones to guide in deciding the proper way to handle a particular situation. In the absence of established rules of procedure, the foremost authority, Robert’s Rules of Order Newly Revised, offers appropriate guidance.<sup>5</sup>

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<sup>1</sup> SGA Const. Art. I; Regarding Matters Raised by the Superior Court, SC-1996-002.

<sup>2</sup> SGA Const. Art. II.

<sup>3</sup> SGA Const. Art. II; SGA Const. Art. III, §§ 2-3.

<sup>4</sup> SGA Const. Art. III, § 10.

<sup>5</sup> General Counsel Opinion, OP-1982-201.

# Title I – General Provisions

## Chapter 2 – Separation of Powers

### 4. The Legislature

All legislative powers of the SGA shall be vested in a Legislative Branch, which shall consist of an Undergraduate Student Congress and a Graduate Student Senate. The Undergraduate Student Congress may be referred to as “Congress”, and the Graduate Student Senate may be referred to as “Senate.”<sup>6</sup>

### 5. The Executive

The executive power of the SGA shall be vested in the Student President. There shall also be a Student Vice President.<sup>7</sup>

### 6. The Judiciary

The judicial power of the SGA shall be vested in one Student Court and such inferior courts as the Legislative Branch may from time to time establish.<sup>8</sup>

### 7. Concurrent Service in High Offices

No person serving in a high office may simultaneously serve in another high office.<sup>9</sup>

#### a. High Offices of the Legislative Branch

The high legislative offices of the SGA shall be as follows: Chair of Undergraduate Student Congress; Vice Chair of Undergraduate Student Congress; Secretary of Undergraduate Student Congress; Ways and Means Committee Chair of Undergraduate Student Congress; Chair of Graduate Student Senate; Vice Chair of Graduate Student Senate; and Secretary of Graduate Student Senate.<sup>10</sup>

#### b. High Offices of the Executive Branch

The high executive offices of the SGA shall be as follows: SGA President; SGA Vice President; the SGA President's chief of staff; and Departmental Directors.<sup>11</sup>

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<sup>6</sup> SGA Const. Art. III, § 1.

<sup>7</sup> SGA Const. Art. IV, § 1.

<sup>8</sup> SGA Const. Art. V, § 1.

<sup>9</sup> High Office Clarification Act of 2017, CBN 980131, SBN GS17-24. Revised on: October 26, 2017.

<sup>10</sup> Most recent edit 10/22/14: High Office Clarification Act of 2014, CBN 920306, SBN GF14-04; Act Enumerating the High Legislative, Executive, and Judicial Offices of the UOSA, CBN 620306, SBN GF99-24, §§ 3-5; General Counsel Opinion, OP-2003-002.

<sup>11</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30; High Office Clarification Act of 2014, CBN 920306, SBN GF14-04; Act Enumerating the High Legislative, Executive, and Judicial Offices of the UOSA, CBN 620306, SBN GF99-24, §§ 3-5; General Counsel Opinion, OP-2003-002; An Act Amending the UOSACA to Establish the UOSA Election Chair and Election Board as High Offices, CBN 740217, SBN GF05-34, § 3; The High Offices Augmentation Act, CBN 880303, SBN GS12-31, § 2.

**c. High Offices of the Judicial Branch**

The high judicial offices of the SGA shall be as follows: Members of the Student Superior Court; Members of the Student Parking Appeals Board; SGA General Counsel; SGA Associate General Counsels; Election Commissioner; and Election Commission.<sup>12</sup>

**d. High Office of the Programming Branch**

The high legislative offices of the programming branch shall be as follows: CAC Chair.<sup>13</sup>

**8. Role of Oklahoma Student Government Association**

SGA is a member of the Oklahoma Student Government Association and thereby shall abide by its decisions in regards to appointments of their representatives from the University of Oklahoma.<sup>14</sup>

**9. Announcement of High Offices**

All appointments to High Offices shall be made through an open and competitive application process. The application process for all appointed High Offices made by the executive branch, legislative branch, or judicial branch of the Student Government Association must be advertised through at least four of the following prior to the application due date:

- a. with at least one announcement of all vacancies by the Undergraduate Student Congress Chair, Graduate Student Senate Chair, Campus Activities Council Chair, and the SGA President during their general meetings;
- b. widespread publication of all vacancies through sufficiently chalking in well-trafficked areas of campus;
- c. placement of posters throughout campus;
- d. at least one (1) student-wide email;
- e. in the student newspaper for at least two (2) consecutive days;
- f. an announcement placed on the home page of the SGA website;
- g. creating of an event within an SGA social media site at least seven (7) days prior to the application due date;

The President shall open applications to any judicial vacancy within one (1) week of notice of said vacancy from the SGA Court Clerk, and such nominations shall comply with all applicable laws.<sup>15</sup>

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<sup>12</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30; Act Enumerating the High Legislative, Executive, and Judicial Offices of the UOSA, CBN 620306, SBN GF99-24, §§ 3-5; An Act Amending the UOSACA to Create A Parking Appeals Board In Place of the Student Traffic Court, CBN 740211, SBN GF05-12, § 5; General Counsel Opinion, OP-2003-002.

<sup>13</sup> High Offices Clarification Act of 2014, CBN 920306, SBN GF14-04, § 7.

<sup>14</sup> General Counsel Opinion, OP-2000-001.

<sup>15</sup> The Easy Appointment Act, CBN 720335, SBN GF04-13; Smart Spending Act of 2012, CBN 880308, SBN GS12-34, § 4; Smarter Spending Act of 2012, CBN 890301, SBN GF12-32, § 3.

# Title I – General Provisions

## Chapter 3 – SGA Constitution

### 10. Validity

If any section, subsection, sentence, clause, phrase, or portion of the Constitution of the Student Government Association is, for any reason, held invalid or unconstitutional by a court or body of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect validity of the remaining portions of the SGA Constitution.<sup>16</sup>

### 11. Amendment Procedures

#### a. Amendment Proposed by Legislature

The SGA Constitution may be amended by a majority vote of those students voting on the proposed amendment, provided that the amendment shall have been presented to them by a two-thirds (2/3) majority vote of each House of the Legislative Branch at least three weeks prior to the election at which the amendment is to be voted upon. A single Act of Legislation shall be used by the Legislature in a manner consistent with Article X, Section 1 of the SGA Constitution to (1) propose an amendment to the SGA Constitution, and (2) establish a referendum presenting said amendment. Such an Act of Legislation must pass with a two-thirds (2/3) vote of each house. Such an Act of Legislation may be used to place said referendum on the ballot of a general election, to establish a special election, or to add said referendum to the ballot of an established special election, as shall be specified in said Act of Legislation. Each amendment shall be proposed by its own Act of Legislation. If the SGA President vetoes such an Act of Legislation, it shall be considered passed over any such veto.<sup>17</sup>

#### b. Amendment Proposed by Constitutional Convention

The SGA Constitution may be amended by a convention called for that purpose, provided that the call for such a convention receives the two-thirds (2/3) majority approval of each House of the Legislative Branch voting at the regularly scheduled meeting at least three weeks prior to a vote of the SGA on the same question, and provided that in that election, the call for a convention receives a majority of votes cast in the affirmative.<sup>18</sup>

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<sup>16</sup> SGA Const. Art. XII, § 3.

<sup>17</sup> SGA Const. Art. X, § 1; Act Enabling the Legislature to Propose a Constitutional Amendment and Call for a Corresponding Referendum Using a Single Act, CBN 700311, SBN GF03-07, § 3.

<sup>18</sup> SGA Const. Art. X, § 2.

**c. Amendment Proposed by Initiative**

The SGA Constitution may be amended by a majority vote of those students voting on the proposed amendment, provided that the amendment has been proposed to the voters by a petition bearing the signatures of SGA members equivalent to fifteen percent (15%) of the total number voting in the last election for Student President.<sup>19</sup>

**d. Definitions**

- i. **Initiative Petition** – A petition that seeks to place legislation (*i.e.*, a bill or resolution) on the ballot for the student body to vote upon. An initiative petition may also place SGA constitutional amendments on the ballot for the student body to ratify or reject.<sup>20</sup>
- ii. **Recall Petition** – A petition that seeks to place an elected SGA official on the ballot for retention before their term of office has expired.<sup>21</sup>
- iii. **Proposition** – A constitutional amendment, legislation, or recall language the Petitioner seeks to place on the ballot for the student body to vote upon.<sup>22</sup>
- iv. **Summary of the Proposition** – The substance, essence, or action, in summary, of the effect of the Proposition. The Summary of the Proposition accurately reflects the Proposition, much as an abstract reflects its larger article. The Summary of the Proposition shall serve as the ballot question, and;
  - a) shall not exceed two hundred (200) words;
  - b) shall explain in common language, which can be easily found in dictionaries of general usage, the effect of the Proposition;
  - c) shall not contain any words which have a special meaning for a particular profession or trade not commonly known to the OU student body;
  - d) shall not reflect partiality in its composition or contain any argument for or against the measure;
  - e) shall contain language which clearly states that a “yes” vote is a vote in favor of the Proposition and a “no” vote is a vote against the Proposition; and
  - f) shall not contain language whereby a “yes” vote is, in fact, against the Proposition and a “no” vote is, in fact, a vote in favor of the Proposition.<sup>23</sup>
- v. **Petitioner** – An enrolled student at the University of Oklahoma Norman Campus who uses the initiative petition or recall petition process as provided for in Article VII of the SGA Constitution.<sup>24</sup>

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<sup>19</sup> SGA Const. Art. X, § 3.

<sup>20</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>21</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>22</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>23</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

- vi. **Petition Packet** – A packet distributed by the SGA General Counsel to the Petitioner for collecting student signatures via the initiative petition or recall petition process, consisting of the Proposition and five (5) signature sheets.<sup>25</sup>
- vii. **Signature Sheet** – A sheet for collecting student signatures in support of placing a Proposition on the ballot for the student body to vote upon.
  - 1. The Summary of the Proposition shall be printed on the top margin of each Signature Sheet in no smaller than 12-point Times New Roman font.<sup>26</sup>
  - 2. Every signature sheet must have twenty-five (25) separate signature lines to collect a signatory’s full name, their signature, and their complete OU identification number.<sup>27</sup>
- viii. **Petition Circulation Period** – A period of time beginning on the date that the SGA General Counsel issues the first Petition Packet to the Petitioner and ending ninety (90) days, when class is in session, later.<sup>28</sup>
- ix. **Petition Certification** – A determination of the SGA General Counsel that a sufficient number of signatures required for initiative petitions or recall petitions as provided for in Article VII of the SGA Constitution have been submitted by the Petitioner.<sup>29</sup>

**e. Filing Procedures for Petitions**

- i. If any Petitioner wishes to collect signatures via the Initiative Petition or Recall Petition process, then they shall submit the following to the SGA General Counsel, hereinafter referred to as General Counsel, prior to collecting signatures:
  - a) The Petitioner shall submit a true and exact copy of the Proposition and Summary of the Proposition to the General Counsel when filing a petition.<sup>30</sup>
  - b) The General Counsel shall have five (5) business days to review the proposed Summary of the Proposition and determine whether it complies with this Title.
    - 1. The General Counsel shall have the authority to modify or rewrite completely the Summary of the Proposition to ensure that it complies with this Title.

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<sup>24</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>25</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>26</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>27</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>28</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>29</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>30</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

2. The General Counsel shall not have authority to modify, in any way, the Proposition itself.
  3. The Petitioner may withdraw their petition at any time.<sup>31</sup>
- c) Upon review, the General Counsel shall post the final Summary of the Proposition as well as a true and exact copy of the Proposition in a conspicuous place inside the SGA Offices and shall transmit a copy of the same to the SGA President, Chair of the Undergraduate Student Congress, Chair of the Graduate Student Senate, and editor of the primary campus newspaper.<sup>32</sup>
  - d) Upon posting of the aforementioned Summary of the Proposition and the Proposition, any member of SGA who is dissatisfied with the wording of the Summary of the Proposition statement may, within seven (7) business days, appeal to the Superior Court. After such an appeal is filed, the Court shall uphold the sufficiency of the proposed Summary of the Proposition statement, make corrections to the Summary of the Proposition statement or draft a new Summary of the Proposition statement. Should there be no appeal within the seven (7) business days allotted for such an appeal or once the Court has ruled, there shall be no further challenge to the petition on the basis of the Summary of the Proposition statement.<sup>33</sup>
  - e) After the posting requirements mentioned in c) and d) above are met, the General Counsel shall format, print and distinctly mark each Petition Packet to be distributed to the Petitioner. These Petition Packets, though printed at SGA expense, shall not contain the statement "Printing Funded by the SGA" at the bottom.<sup>34</sup>
  - f) The Petitioner shall be allowed to request a reasonable amount of Petition Packet from the General Counsel's office, and the SGA General Counsel shall issue to the Petitioner a reasonable amount of Petition Packets.<sup>35</sup>

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<sup>31</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>32</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>33</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>34</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>35</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

**f. Circulation of Petition by Other than Qualified Elector Unlawful**

Only students currently enrolled at the University of Oklahoma Norman Campus shall be allowed to propose and/or circulate petitions. Any petition not in compliance with this section shall be disqualified by the General Counsel.<sup>36</sup>

**g. Certification of Collection of Signatures**

Every Petition Packet shall be verified on the back thereof, in substantially the following form, by the student or students who circulated said signature sheet of said Petition Packet, by their affidavit thereon and as a part thereof:

“I, \_\_\_\_\_, hereby attest: That I am a currently enrolled student at the University of Oklahoma Norman Campus and that the signatories of this signature sheet have signed their name thereto in my presence; I believe that each as stated their name, and their OU identification number correctly, and that each signer is a legal voter of SGA.”

The above statement shall be followed with the student or students' names who circulated said signature sheet of said Petition Packet.<sup>37</sup>

**h. Time Limit for Circulation of Petitions**

- i. If the Petitioner does not submit all of their signed Petition Packets to the General Counsel within the Petition Circulation Period, then the signatures the Petitioner has collected shall be null and void.<sup>38</sup>
- ii. The Petitioner, at any time before the final submission of signatures, may withdraw their petition upon written notification to the General Counsel.<sup>39</sup>
- iii. A Petitioner may terminate the circulation period any time during Petition Circulation Period by notifying the General Counsel in writing that:
  - a) All Petition Packets have already been filed with the General Counsel;
  - b) No more Petition Packets are in circulation; and
  - c) The Petitioner will not request from the General Counsel additional Petition Packets nor will they circulate any more Petition Packets.<sup>40</sup>

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<sup>36</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>37</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>38</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>39</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>40</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

- iv. If the General Counsel receives such notification from the Petitioner, then the General Counsel shall begin the counting process.<sup>41</sup>

**i. Physical Count of Number of Signatures on Petitions – Notification of Violations**

- i. Upon conclusion of the Petition Circulation Period, the General Counsel shall make or cause to be made a physical count of the number of signatures on the Petition Packets submitted by the Petitioner. The General Counsel shall ensure that the count is conducted within a reasonable amount of time. In making such count, the General Counsel shall not include in their physical count:
  - a) All signatures on any signature sheet of any Petition Packet not issued by the General Counsel. If non-General Counsel issued Petition Packets are submitted to the General Counsel to count towards the requisite amount of signatories specified in the SGA Constitution regarding Initiative Petition or Recall Petitions, then the General Counsel shall reject said Petition Packets.<sup>42</sup>
  - b) All signatures on any signature sheet of any Petition Packet which is not verified by the student or students who circulated the signature sheet of the Petition Packet as provided in Chapter 3, Section 11 (g) of this Title;<sup>43</sup>
  - c) All signatures of non-students;<sup>44</sup>
  - d) All signatures on a signature sheet that is not attached to a copy of the Proposition;<sup>45</sup>
  - e) All multiple signatures on any printed signature line;<sup>46</sup>
  - f) All signatures not on a printed signature line. Not more than twenty-five (25) signatures on one Signature Sheet on lines provided for the signatures shall be counted. Any signature sheet not in compliance with this Title shall be disqualified by the General Counsel.<sup>47</sup>

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<sup>41</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>42</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>43</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>44</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>45</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>46</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>47</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

- g) Those signatures by a student who signs with any name or OU identification number other than their own or signs more than once;<sup>48</sup>
  - h) All signatures on any signature sheet submitted after the Petition Circulation Deadline.<sup>49</sup>
- ii. The General Counsel shall notify the SGA President, Chair of the Undergraduate Student Congress, and Chair of the Graduate Student Senate of any and all violations of this Title of which they has knowledge.<sup>50</sup>
- iii. If the General Counsel certifies an Initiative petition or Recall Petition, then the General Counsel shall post the Proposition in a conspicuous place in the SGA Offices and notify the Legislative Branch. All campaigning regarding referendums, initiatives, recalls, or constitutional amendments shall be subject to the guidelines set forth elsewhere in the SGA Code Annotated. If the General Counsel rejects a submitted Initiative Petition or Recall Petition as invalid, then the General Counsel shall submit a written report or make a personal appearance at the next regularly scheduled meetings of the Undergraduate Student Congress and Graduate Student Senate explaining grounds for the rejection. The decision of the General Counsel may be appealed to the SGA Superior Court.<sup>51</sup>

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<sup>48</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>49</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>50</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

<sup>51</sup> True Democracy Act 2010, CBN 830312, SBN GS10-13, § 2.

# Title I – General Provisions

## Chapter 4 – Student Bill of Rights

### 12. General Provisions

Students of the University of Oklahoma are guaranteed certain rights by the Constitution of the United States, the Constitution of the State of Oklahoma, and the SGA Constitution.<sup>52</sup>

### 13. Student Rights

- a. The right to be secure in possessions and free from unreasonable search and seizures
- b. Right of privacy
- c. The right to academic freedom
- d. The right to bring suit within the regular judiciary structure for any violation of a right guaranteed by the Constitution
- e. The right of judicial due process, including speedy trial, confrontation of witnesses by parties accused, representation of counsel, presumption of innocence, freedom to choose the tribunal which shall hear the case, right to appeal and protection against cruel and/or unusual punishment.
- f. The right not to be twice put in jeopardy for the same offense
- g. The right to petition the appropriate governing bodies or officials of the University for redress of grievances
- h. The right not to be denied any right, privilege, position, or status by reason of discrimination on the basis of race, age, color, handicap, religion or creed, status as a veteran, gender, sexual orientation, national origin, or political belief
- i. The right to form, join, and participate in any group or organization for any purpose which benefits the student body at the University.
- j. The right to establish and/or disseminate publications free from any censorship
- k. The right to invite and hear any person of their choice on any subject of their choice, subject to University regulations
- l. The right of assembly to demonstrate, inform, or protest so long as the normal workings of the University are not disrupted
- m. The right to use campus facilities, subject to the regulations governing the facility<sup>53</sup>

### 14. Limits on Application

The Student Bill of Rights shall apply only to action by the Student Government against the students and there shall be included in the University Constitution an overall Bill of Rights for the University Community.<sup>54</sup>

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<sup>52</sup> SGA Const. Art. XI.

<sup>53</sup> SGA Const. Art. XI, § 1-13.

<sup>54</sup> SGA Const. Art. XIII, § 1(3).

### **15. Senate's Graduate Assistants' Bill of Rights**

The Senate's Graduate Assistants' Bill of Rights attempts to establish rights in addition to those provided by the SGA Bill of Rights and University policy, and the Senate's Graduate Assistants' Bill of Rights is preempted by the SGA Bill of Rights and University policy. The Senate's Graduate Assistants' Bill of Rights is both ineffective as against the University and as establishing additional rights for graduate assistants. Moreover, any attempt at enforcing these rights against the student body and, presumably, the University would be in violation of the SGA Constitution and University policy, respectively. The Senate's Graduate Assistants' Bill of Rights does not become violative of the SGA Constitution until an attempt at enforcing it is made.<sup>55</sup>

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<sup>55</sup> General Counsel Opinion, OP-1993-002(a), Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

# Title I – General Provisions

## Chapter 5 – Open Meeting Act

### 16. Binding Authority

The Oklahoma Open Meetings Act applies to SGA and its governmental entities.<sup>56</sup>

### 17. Entities Included

The meetings of the student government associations, organizations, and committees are subject to the mandates and requirements of the Oklahoma Open Meetings Act.<sup>57</sup>

### 18. Congressional Votes of No Confidence

Under the Open Meeting Act, Congress shall only enter into a form of Executive Session during the deliberation stage of a no-confidence vote. The voting stage shall be open for the officer to attend.<sup>58</sup>

### 19. Intent

It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizen's understanding of the governmental processes and governmental problems.<sup>59</sup>

### 20. Notice

Public bodies must give notice of all meetings.<sup>60</sup>

#### a. Agenda

All public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place, and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly-scheduled meeting any new business. Such public notice shall be posted in prominent view at the principal office of the public body or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting. Information

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<sup>56</sup> General Counsel Opinion, OP-1986-001.

<sup>57</sup> General Counsel Opinion, OP-1994-008 (referring specifically to Undergraduate Student Congress Committee, Student Activity Committee, Student Health Insurance Committee, Speakers Bureau, Omnibus Organizations, Student Organizations, and Graduate Student Senate).

<sup>58</sup> General Counsel Opinion, OP-2001-002.

<sup>59</sup> General Counsel Opinion, OP-1986-001.

<sup>60</sup> General Counsel Opinion, OP-1986-001.

included on the agenda shall be worded so that any reasonable person can comprehend its contents.<sup>61</sup>

**b. Special Meetings**

Notice for special meetings shall be given forty-eight (48) hours in advance. An agenda for the special meeting must be posted twenty-four (24) hours in advance in prominent view at the principal office of the public body or at the location of said meeting if no office exists. Only matters appearing on the posted agenda may be considered at said special meeting.<sup>62</sup>

**21. Record of Votes**

All votes taken by SGA shall be done in such a manner that anyone attending the public meeting at the time the vote is taken can tell how each member voted.

The minutes of the meeting shall be recorded in such a manner that anyone later inspecting the minutes could tell how each member voted on substantive votes.<sup>63</sup>

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<sup>61</sup> General Counsel Opinion, OP-1986-001.

<sup>62</sup> General Counsel Opinion, OP-1986-001.

<sup>63</sup> General Counsel Opinion, OP-1986-001.

# Title I – General Provisions

## Chapter 6 – Inauguration

### 22. Date

The SGA President and Vice-President shall be inaugurated one week after validation of the presidential election.<sup>64</sup>

### 23. Ceremony<sup>65</sup>

The outgoing Executive Branch shall organize the Inauguration of the new SGA President and Vice-President.<sup>66</sup>

### 24. Oath of President and Vice President

The Chief Justice of the SGA Superior Court will administer the oath of office to the incoming SGA President and Vice-President. If the Chief Justice is unavailable to administer the oath, the Chief Justice<sup>67</sup> shall select another person to do so. The oath shall read as follows: “I do solemnly swear (or affirm) that I will faithfully execute the office of Student Government Association President/Vice-President, and will to the best of my ability, preserve, protect, and uphold the Constitution of the Student Government Association.” After the oath has been administered the President will give an inaugural address.<sup>68</sup>

### 25. New Executive Officers

At the election of the Undergraduate Student Congress Chair and Graduate Student Service Chair, the outgoing Chair shall administer the oath for the newly Election Commissioner.<sup>69</sup> The SGA President shall administer the Oath of Office to the newly elected Campus Activities Council Chair at the State of the SGA Address.<sup>70</sup> The oath for these officers shall read as follows: “I do solemnly swear (or affirm) that I will faithfully execute the office for which I have been elected, and will uphold the rules and represent the members of the organization to which I belong to the best of my ability.”<sup>71</sup>

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<sup>64</sup> SGA Const. Art. IV, § 1: An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 3.

<sup>65</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>66</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>67</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>68</sup> An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 7.

<sup>69</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>70</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>71</sup> An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 8.

## **26. Transitional Term of the President and Vice President**

The newly elected President and Vice President shall officially assume the role and all benefits attributed to the power of the office one week after the validation of the election by the Superior Court.<sup>72</sup>

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<sup>72</sup> *The Presidential Transition Act of 2015, CBN 940106, SBN GF15-18.*

## Title I – General Provisions

### Chapter 7 – SGACA

#### **27. Purpose**

The SGACA includes all laws of the SGA from 1981 to present. These laws include the SGA Constitution, Acts of Legislation (or similar Act applicable to the whole of SGA and passed in accordance with the Constitution), General Counsel opinions, and Superior Court opinions. Any law enacted prior to 1981 is hereby repealed.<sup>73</sup>

#### **28. Validity**

The SGACA is prima facie the law.<sup>74</sup>

#### **29. Amendment Procedure**

The SGACA shall be updated as new Acts of Legislation are passed in accordance with the SGA Constitution. The SGA General Counsel shall be responsible for updating the SGACA as these Acts are enacted.<sup>75</sup>

#### **30. Repealing Sections Not Enumerated in Legislation**

If a bill designates language in one part of the SGACA be removed and that the source of said language be repealed and/or reversed, all instances of such language shall be removed from the SGACA.<sup>76</sup>

#### **31. General Counsel's Responsibilities**

The SGA General Counsel shall, at all times keep an updated hard copy of the SGACA in the General Counsel's office. The General Counsel shall also make sure all electric versions of the SGACA (e.g., K-drive, Internet links, PDF files, etc.) are updated. Normally, the General Counsel shall make all necessary changes to the SGACA within two weeks of receiving the legislation from the Staff Assistant. Every August, the General Counsel shall be responsible for the publication of the SGACA and ensuring that copies are available to those persons who are in a position to reference the SGACA regularly.<sup>77</sup>

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<sup>73</sup> An Act Adopting the University of Oklahoma Student Association Code Annotated ("UOSACA"), CBN 700306, SBN GF03-01, § 3.

<sup>74</sup> An Act Adopting the University of Oklahoma Student Association Code Annotated ("UOSACA"), CBN 700306, SBN GF03-01, § 4.

<sup>75</sup> An Act Adopting the University of Oklahoma Student Association Code Annotated ("UOSACA"), CBN 700306, SBN GF03-01, § 5.

<sup>76</sup> General Counsel Opinion, OP-2003-006.

<sup>77</sup> An Act Adopting the University of Oklahoma Student Association Code Annotated ("UOSACA"), CBN 700306, SBN GF03-01, § 6; An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03, § 9.

### **32. Compiling and Forwarding SGA Bills**

In order to ensure compliance with the SGA Constitution and ensure the SGACA is updated, there shall be a uniform procedure for compiling and forwarding all bills passed by the SGA Legislative Branch.<sup>78</sup>

#### **a. Duties of Each House**

After each legislative meeting of Congress and Senate, the Chair, Vice-Chair or Secretary of each House shall give to the SGA Staff Assistant three signed copies of any acts or resolutions considered, including vote counts. The bills should normally be given to the Staff Assistant within three (3) regular class days. Nothing in this Chapter prevents Congress or Senate from establishing further, internal guidelines for ensuring bills are signed and presented to the SGA Staff Assistant.<sup>79</sup>

#### **b. Duties of the Staff Assistant**

At all times, the Staff Assistant shall keep one original in their possession. If the bill is an Act of Legislation, Concurring Resolution, or Joint Resolution, the Staff Assistant should ensure each Chair of the legislative bodies confirms the Act's or Resolution's information with their signature. Once Acts of Legislation, Concurring Resolutions, or Joint Resolutions have been passed and signed by both Houses of the Legislature, the Staff Assistant shall forward one of the signed originals to the SGA President for their consideration. If the SGA President signs the bill, the SGA Staff Assistant shall forward the signed bill containing the President's signature to the University President. If ten (10) days pass with no action by the SGA President, the SGA Staff Assistant shall forward another of the signed originals indicating the SGA President's inaction to the University President. If the University President's signs the bill, the SGA Staff Assistant shall replace the signed copy with any other originals in their possession. If ten (10) days pass with no action by the University President, the Staff Assistant shall so indicate on their remaining original, and shall forward a Xerox copy of the bill to the SGA General Counsel and Board of Regents. Since SGA legislation does not require the approval of the Board of Regents, enacted bills may be sent to them on a monthly basis. Once the line of action of a bill is finished, the Staff Assistant should compile these Bills to be bound at the end of the session. The bound Bills should include Acts of Legislation, Concurring Resolutions, Joint Resolutions, and internal acts or resolutions of each House of the Legislative Branch.<sup>80</sup>

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<sup>78</sup> *An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03, § 2.*

<sup>79</sup> *An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03,*

*§ 3.*

<sup>80</sup> *An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03, §§ 4-8.*

**c. Role of SGA President**

Once a passed Act of Legislation, Concurring Resolution, or Joint Resolution has been presented to the SGA President, they have ten (10) days, Sunday excepted, to either sign or veto the legislation. If the SGA President vetoes the legislation, a copy of the bill with the veto should be returned to both chairs of the Houses of the Legislative Branch for reconsideration.<sup>81</sup>

**d. Role of University President**

Once the University President receives an Act of Legislation, Concurring Resolution, or Joint Resolution, they have ten (10) days, Sundays excepted, to either sign or veto the legislation. If the University President vetoes the legislation, a copy of the bill with the veto notice should be returned to the SGA President and the chairs of the Houses of the Legislative Branch.<sup>82</sup>

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<sup>81</sup> SGA Const. Art. III, § 7(8); An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03, § 6.

<sup>82</sup> SGA Const. Art. III, § 7(9); An Act Adopting the Procedure for Compiling and Forwarding UOSA Bills, CBN 700307, SBN GF03-03, § 6.

## Title II – The Legislature

### Chapter 1 – General Provisions<sup>83</sup>

#### 1. Power

All legislative powers of the SGA shall be vested in a Legislative Branch which shall consist of an Undergraduate Student Congress and a Graduate Student Senate. The Undergraduate Student Congress may be referred to as “Congress”, and the Graduate Student Senate may be referred to as “Senate.”<sup>84</sup>

#### 2. Duties

The Legislative Branch shall make campus-wide student rules and regulations. The Legislative Branch shall appropriate revenues of the SGA.<sup>85</sup> Both Houses of the Legislative Branch will, by a majority vote in each, confirm or deny nominations as the SGA<sup>86</sup> President shall make. The Legislative Branch shall create such organs as it deems necessary to the implementation of the SGA<sup>87</sup> President’s powers and duties.

#### 3. Nature of Acts

Acts of Procedure or Legislation shall retain their inherent nature as procedure or legislation and may only be amended by a subsequent act of the same nature. An Act cannot be considered and passed in one House as an Act of Procedure and then be considered and passed by the second House as an Act of Legislation.

#### 4. Acts of Procedure

Acts of Procedure are those actions passed by either Congress or Senate which pertain solely to the passing House and neither requires the consent nor may be reviewed by the other House. Acts of Procedure are not sent to the SGA President for approval, nor may they be vetoed by the SGA President. In order for an act of procedure to go into effect, it must be signed by the Chair of the pertaining House.<sup>88</sup>

#### 5. Acts of Legislation

Acts of Legislation are those actions passed by either House which affect both Houses or the SGA as a whole. Any Act of Legislation (except for bills allocating

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<sup>83</sup> *Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06*

<sup>84</sup> *SGA Const. Art. III, § 1.*

<sup>85</sup> *Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06*

<sup>86</sup> *Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06*

<sup>87</sup> *Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06*

<sup>88</sup> *SGA Const. Art. III, § 7(1); General Counsel Opinion, OP-1996-003(b); Regarding Matters Raised by the Superior Court, SC-1996-002. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06, Revised February 11, 2019*

revenue) must be seen in its originating House before it may be sent to the other House for review.<sup>89</sup> Any Act of Legislation passed in one House shall be sent to the other House for consideration and approval by majority vote. If the reviewing House amends an Act of Legislation, then it must be sent back to the originating House for further consideration and approval.<sup>90</sup> If the reviewing House fails to pass the Act, then the Act of Legislation shall be referred to a Joint Committee of both Houses.

**a. Joint Committee**

Joint committees shall be composed of the Chairs of each House, the Chairs and Vice Chairs of the Committee with jurisdiction over the Act of Legislation, and the Vice Chair or representative of the House in which it originated. The Chair of the House in which the Act was first moved shall preside over the Joint Committee and vote only in case of a tie. The resulting Act approved by the Joint Committee shall be referred to each House for consideration. If the Act passes each House by majority vote, then it must be presented to the SGA<sup>91</sup> President in accordance with Title II, Chapter 1, Sec. 5.3. If the Act reported out of the Joint Committee is not upheld by each House, the Act fails.<sup>92</sup>

**b. SGA Presidential Approval/Veto**

Acts of Legislation passed by Each House must be sent to the SGA President for approval and may be vetoed by the SGA President. If the SGA President vetoes an Act of Legislation, then it will be returned to both Houses for reconsideration and will be enacted if two-thirds (2/3) of the present and voting membership of each House votes to pass it. If any Act of Legislation is neither signed nor vetoed by the SGA President within ten (10) days (Sundays excepted) of being presented to them, the same Act shall be enacted in like manner as if they had signed it.<sup>93</sup>

**c. Differing Versions**

If a different version of an Act of Legislation is signed by the Chair and/or President than was passed, technically the bill has not been signed. This would make the bill invalid.<sup>94</sup>

**d. University Presidential Approval/Veto**

Having been enacted by the SGA, all Acts of Legislation shall be presented to the University President for approval and may be vetoed. Upon approval by the University President, the Act shall be presented to the Board of Regents of the University of Oklahoma. If the University

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<sup>89</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>90</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>91</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>92</sup> SGA Const. Art. III, § 7(3).

<sup>93</sup> SGA Const. Art. III, § 7(8). Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06, Revised February 11, 2019

<sup>94</sup> General Counsel Opinion, OP-1996-003(b).

President vetoes the Act, they shall return it, with their objections, to the Legislative Branch for reconsideration. If after such reconsideration two-thirds (2/3) of the present and voting membership of each House votes to pass it, the Act shall be presented to the Board of Regents. If an Act is neither signed nor vetoed by the University President within ten (10) days (Sundays excepted) after being presented to them, then it shall be forwarded to the Board of Regents as if the University President had signed it.<sup>95</sup>

## **6. Advising and Consenting Bills<sup>96</sup>**

### **a. Status as Legislation**

Advising and consenting bills are Acts of Legislation. The advice and consent process follows the same procedure as any other legislation and the bills are binding.<sup>97</sup>

### **b. Amendment of**

Advising and consenting bills cannot be amended in the same manner as other types of legislation. When advising and consenting, the legislative branch may only advise the author as to the changes to be made (i.e., fail the bill with recommendations as to necessary changes) or provide consent for the legislation; the legislative branch cannot make its own amendments to advising and consenting legislation for to do so would exceed its advice and consent powers. The author may withdraw or modify an advice and consent bill up until that bill is considered in any of the legislative branch' committees. However, once an advice and consent bill has been presented, the author must seek permission from the House in which the bill was first presented to withdraw or amend it.<sup>98</sup>

### **c. Presence at Legislative Meetings**

The subject(s) of the advise and consent legislation pertaining to Superior Court, General Counsel, Election Commissioner and Election Commission, and Parking Appeals Board must be present at the Undergraduate Student Congress and Graduate Student Senate meetings in which the legislation is being considered.<sup>99</sup>

## **7. Joint Resolutions**

Joint Resolutions are those resolutions passed by each House and written by a joint committee and represent the position of the SGA as a whole. A Joint Resolution shall be written by a joint committee of members of each House upon request by a majority vote of the officers of each House. The members of the joint committee shall be the Chairs of each House and the Chairs of the

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<sup>95</sup> SGA Const. Art. III, § 7(9).

<sup>96</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>97</sup> General Counsel Opinion, OP-2003-008. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>98</sup> General Counsel Opinion, OP-2003-008. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>99</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

committees of each House with jurisdiction over the issue. The joint committees shall elect a presiding officer. The Joint Resolution authored by the joint committee shall be presented to each House for consideration. Any Joint Resolution not approved by each House shall fail.<sup>100</sup>

**a. SGA Presidential Veto**

Joint Resolutions passed by each House must be sent to the SGA President for approval and may be vetoed by the SGA President. If the SGA President vetoes a Joint Resolution, then it will be returned to both Houses for reconsideration and will be enacted if two-thirds (2/3) of the present and voting membership of each House votes to pass it. If any Joint Resolution is neither signed nor vetoed by the SGA President within ten (10) days (Sundays excepted) of being presented to them, the same shall be enacted in like manner as if they had signed it.<sup>101</sup>

**8. Concurring Resolutions<sup>102</sup>**

Concurring Resolutions are those resolutions passed by each House but not written by a joint committee. Concurring Resolutions represent the position of the SGA as a whole and shall have the force of law. Any Concurring Resolution not approved by each House shall fail. A Concurring Resolution shall be introduced in either House according to that House's own rule of procedure. Upon approval by one House, such a Concurring Resolution shall be presented to the other House for consideration according to that House's own rules of procedure. If the reviewing House fails to pass the Concurring Resolution, then the Concurring Resolution shall be referred to a Joint Committee of both Houses following the same procedure as Joint Committees on Acts of Legislation.<sup>103</sup>

**a. SGA Presidential Approval/Veto**

Concurring Resolutions passed by each House must be sent to the SGA President for approval and may be vetoed by the SGA President. If the SGA President vetoes a Concurring Resolution, then it will be returned to both Houses for reconsideration and will be enacted if two-thirds (2/3) of the present and voting membership of each House votes to pass it. If any Concurring Resolution is neither signed nor vetoed by the SGA President within ten (10) days (Sundays excepted) of being presented to them, the same shall be enacted in like manner as if they had signed it.<sup>104</sup>

**9. Impeachment**

The Legislative Branch shall have the right of impeachment and removal within the Executive, Judicial, and Programming<sup>105</sup> branches. The right to impeach

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<sup>100</sup> SGA Const. Art. III, § 7(6).

<sup>101</sup> SGA Const. Art. III, § 7(8). Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>102</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>103</sup> SGA Const. Art. III, § 7(7). Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>104</sup> SGA Const. Art. III, § 7(8).

<sup>105</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

should be reserved for those positions which are either popularly elected by the student body, or have the ability to act independent of any other office. No person charged with impeachment shall be convicted without the concurrence of two-thirds (2/3) of the Senate.<sup>106</sup>

**a. Congress's Power**

Congress shall have the sole power to bring impeachment charges against the members of the Executive, Judicial, and Programming<sup>107</sup> branches.<sup>108</sup>

**b. Senate's Power**

The Senate shall have the sole power to try all impeachments. When the SGA President is tried, the Chief Justice of the SGA Superior Court shall preside over the Senate.<sup>109</sup>

**c. Persons Not Subject to Impeachment**

Members of the Presidential staff exist only to help the President in their duties and are not impeachable.<sup>110</sup>

**i. Programming Branch General Council<sup>111</sup>**

Members of the Programming branch's general council exist solely to help the Campus Activities Chair in their duties and are not impeachable.<sup>112</sup>

**10. Referendum<sup>113</sup>**

Any bill being considered for passage by the Legislative Branch may, by a majority vote of the Legislative Branch, be referred to the members of the SGA for their approval. In such case, the Legislative Branch shall provide for the publication of such bill and its general dissemination among the members of the SGA at least one week prior to the upcoming general election. For such bill to be enacted, it must receive a majority of the votes cast unless more stringent requirements are set by the Legislative Branch and fifteen percent (15%) of the total number of eligible voters shall have participated in such election. Balloting on such bill shall take place at such time and in such manner as provided by Congress, and the result of such an election shall be binding upon the Legislative Branch.<sup>114</sup>

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<sup>106</sup> SGA Const. Art. III, § 9(1)-(2); General Counsel Opinion, OP-1995-007; University of Oklahoma Student Association v. Simpson, SC-2000-002.

<sup>107</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>108</sup> SGA Const. Art. III, § 9(2).

<sup>109</sup> SGA Const. Art. III, § 9(2).

<sup>110</sup> General Counsel Opinion, OP-1995-007.

<sup>111</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>112</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>113</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>114</sup> SGA Const. Art. VII, § 4. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

**i. Referendum Proposal**

A referendum proposal must specifically state the purpose of sending legislation or Constitutional Amendment to the SGA members for a referendum vote.<sup>115</sup>

**ii. Ballot Explanation**

The SGA General Counsel may write an explanation to appear on a referendum ballot.<sup>116</sup>

**11. Legislative Sessions**

**a. Definition**

A Legislative Session is the predetermined schedule of meetings beginning with an opening of new session by the Chair and ending with an adjournment *sine die*. Any other adjournments close the meeting but not the session.<sup>117</sup>

**b. Effect of Change**

A change in the legislative session has no effect on the legislative process. Once a reviewing party has agreed to a bill, that party's responsibility to the bill is complete. A bill passed by one House is in order in the reviewing House if the originating House has changed sessions.<sup>118</sup>

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<sup>115</sup> In the Matter of Request of the UOSA Budgetary Committee, SC-1997-001. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>116</sup> General Counsel Opinion, OP-1993-010. Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>117</sup> General Counsel Opinion, OP-2003-007.

<sup>118</sup> General Counsel Opinion, OP-2003-007.

## Title II – The Legislature

### Chapter 2 – Undergraduate Student Congress

#### 12. Name

The name of the undergraduate House of the Legislative Branch shall be “Undergraduate Student Congress.” The Undergraduate Student Congress may be referred to as “Congress.”<sup>119</sup>

#### 13. Membership

Representatives of Congress shall be elected on the basis of their academic district. Congress shall consist of forty-eight (48) representatives.<sup>120</sup>

##### a. Classification

Students will be classified by their most recent declared major except in the case that said student is in the University College as determined by official University records. Representatives of Congress must be classified as undergraduate students, or, when applicable, special students.<sup>121</sup>

##### b. Qualification

Congress shall be the judge of the qualifications of its representatives. The SGA may establish reasonable academic qualifications for candidates for elective or appointive officers of the SGA.<sup>122</sup>

#### 14. Election

Representatives shall be elected for a one year term, with elections to be held at least once a year as determined by an act of Congress.<sup>123</sup>

#### 15. Representative Terms<sup>124</sup>

All representative seats must be up for election at least once a year. At least twenty-four (24) of the forty-eight (48) congressional seats must be up at each election. The twenty-four (24) seats up at each election shall consist of an equal division of seats across the respective academic districts. Each district with multiple representative seats shall have alternating terms for each representative within the respective district that shall end with the Fall or Spring election.<sup>125</sup>

#### 16. Academic Districts

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<sup>119</sup> SGA Const. Art. III, §§ 1-2(1).

<sup>120</sup> SGA Const. Art. III, §§ 2(1), 5.

<sup>121</sup> SGA Const. Art. III, § 2(1).

<sup>122</sup> SGA Const. Art. III, §§ 8-10.

<sup>123</sup> SGA Const. Art. III, § 2(2).

<sup>124</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>125</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

Congress shall be divided into sixteen (16) districts. These districts will be apportioned on the basis of academic interest<sup>126</sup> and are further defined in the Undergraduate Student Congress By-Laws.<sup>127</sup>

**a. Changing Districts**

Representatives may not retain original seats upon transferring districts nor upon losing a subsequent election in a new district prior to the expiration of the original term. Congress seats are automatically vacated upon transferring districts and a member who runs in a second district cannot retain the original seat upon losing the subsequent election.<sup>128</sup>

**17. Quorum**

A majority of the representatives of Congress shall constitute a quorum to do business.<sup>129</sup>

**18. Attendance**

Congress may be authorized to compel the attendance of absent representatives in such manner and under such penalties as Congress may provide.<sup>130</sup>

**19. Vacancies**

Vacancies in elected districts shall occur when a member changes districts, resigns, or is expelled. Congressional vacancies shall be filled in accordance with the procedures established in the Congress By-Laws, Title 7 of this Code, and in acts concerning election procedures.<sup>131</sup>

**a. Opening of Seats**

The opening of seats to SGA Undergraduate Student Congress ends at the beginning of the filing period.<sup>132</sup>

**b. Appointments**

Congress cannot make appointments to fill vacancies from students outside of the district where the vacancy lies. If a district does not have an interest in occupying its own seat, that should not allow for someone from an outside academic district to be given the vacant seat.<sup>133</sup>

**20. Officers**

Congress shall elect its officers.<sup>134</sup>

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<sup>126</sup> SGA Const. Art. III, § 2(2).

<sup>127</sup> Re-Districting Act of 2017-Part 2, CBN 970115, GS17-25. Revised on: May 11, 2017

<sup>128</sup> General Counsel Opinion, OP-1996-010.

<sup>129</sup> SGA Const. Art. III, § 8.

<sup>130</sup> SGA Const. Art. III, § 8.

<sup>131</sup> SGA Const. Art. III, §§ 2(1), 3.

<sup>132</sup> General Counsel Opinion, OP-2001-001.

<sup>133</sup> General Counsel Opinion, OP-1995-006; General Counsel Opinion, OP-1999-002.

<sup>134</sup> SGA Const. Art. III, § 4.

**a. Election of Officers**

Congress has the right to determine the eligibility of a member to be a candidate for its internal elections as well as the procedure for the election. Congress should determine the proper procedure to follow so long as that procedure does not violate the SGA Constitution.<sup>135</sup>

**21. Proportional Representation**

Congress shall consist of forty-eight (48) representatives. Each district's proportion of representation will be decided every two (2) years before the first general election of the year. This apportionment will be calculated by using the most recently available enrollment figures and must be calculated by an Act of Congress in a timely fashion. The total number of undergraduates will be divided by forty-eight (48) seats to determine the proportion of students represented by each congressional seat. Then each district's seats are to be allocated in the most equally proportioned manner based on enrollment.<sup>136</sup>

**22. Congressional Resolutions**

Congressional Resolutions are those resolutions passed by the Congress which pertain solely to that House and neither require the consent nor may be reviewed by the Senate. Congressional Resolutions are not sent to the SGA President for approval, nor may they be vetoed by the SGA President. Congressional Resolutions do not represent the position of the SGA as a whole but only that of the Congress and its constituents.<sup>137</sup>

**23. Internal Proceedings**

Congress may determine the rules of its proceedings in all matters not covered in the SGA Constitution or SGA Code Annotated<sup>138</sup>, including impeachment of its representatives.<sup>139</sup>

**a. By-Laws**

Congressional By-Laws remain authoritative only over management of intra-congressional affairs where the legislative branch is given power to act. The mandates of the SGA Constitution and the SGA Code Annotated will always preempt the requirements found in the legislative by-laws.<sup>140</sup>

**24. Referendum Ballot**

Balloting on any referendum shall take place at such time and in such manner as provided by Congress.<sup>141</sup>

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<sup>135</sup> General Counsel Opinion, OP-2003-001.

<sup>136</sup> SGA Const. Art. III, § 5.

<sup>137</sup> SGA Const. Art. III, § 7(4).

<sup>138</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>139</sup> SGA Const. Art. III, § 9(3).

<sup>140</sup> General Counsel Opinion, OP-1994-009.

<sup>141</sup> SGA Const. Art. VII, § 4.

## Title II – The Legislature

### Chapter 3 – Graduate Student Senate<sup>142</sup>

#### 25. Name

The name of the graduate House of the Legislative Branch shall be “Graduate Student Senate.” The Graduate Student Senate may be referred to as “Senate.”<sup>143</sup>

#### 26. Membership

Members of Senate shall represent their respective graduate department.<sup>144</sup>

##### a. Classification

Members of Senate must be classified as graduate students or law students.<sup>145</sup>

##### b. Qualification

Senate shall be the judge of the qualifications of its members. The SGA may establish reasonable academic qualifications for candidates for elective or appointive offices of the SGA.<sup>146</sup>

#### 27. Election

Members of Senate shall be elected by the graduate students of their respective departments. Elections for the Senate shall be held in mid-spring.<sup>147</sup>

#### 28. Representation

Each department of the Graduate College shall be represented by no more than two senators. The College of Law shall be represented by no more than two senators.<sup>148</sup>

#### 29. Quorum

A majority of the members of Senate shall constitute a quorum to do business.<sup>149</sup>

#### 30. Attendance

Senate may be authorized to compel the attendance of absent members in such manner and under such penalties as Senate may provide.<sup>150</sup>

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<sup>142</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>143</sup> SGA Const. Art. III, §§ 1, 3(2).

<sup>144</sup> SGA Const. Art. III, § 3(1).

<sup>145</sup> SGA Const. Art. III, § 3(2).

<sup>146</sup> SGA Const. Art. III, §§ 8, 10.

<sup>147</sup> SGA Const. Art. III, § 3(2).

<sup>148</sup> SGA Const. Art. III, § 3(2).

<sup>149</sup> SGA Const. Art. III, § 8.

<sup>150</sup> SGA Const. Art. III, § 8.

### **31. Voting**

The Oklahoma Open Meeting Act does require an open and recorded vote of each individual voting member of the Graduate Student Senate present when voting on any and all issues.<sup>151</sup>

#### **a. Voting by Proxy**

An absent Senator may assign his vote to a proxy. That proxy must be in attendance when the voting occurs and cannot assign the vote to another member of the Senate. When called upon to vote, the proxy must make it clear that their vote is being cast on behalf of the absent member.<sup>152</sup>

#### **i. Proxy Voters**

A Senator who assigns their vote to proxy will be excused from the meeting. The person who is casting the proxy vote must be a graduate student in the same department as the absent Senator. The proxy shall not be another graduate student senator.

For roll call vote, the person casting a proxy vote shall do so by announcing their name, the name of the department, and the name of the Senator for whom the person is casting the proxy. The proxy must be in attendance at the meeting of the Graduate Student Senate to cast a proxy vote. The proxy shall sign in with their name and then the name of the Senator for which they are casting the proxy vote.<sup>153</sup>

### **32. Vacancies**

Senate vacancies shall be filled in accordance with Senate By-Laws.<sup>154</sup>

### **33. Officers**

Senate shall elect its own officers.<sup>155</sup>

#### **a. Election of Officers**

Senate has the right to determine the eligibility of a member to be a candidate for its internal elections as well as the procedure for the election. Senate should determine the proper procedure to follow so long as that procedure does not violate the SGA Constitution.<sup>156</sup>

### **34. Senate Resolutions**

Senate Resolutions are those resolutions passed by the Senate which pertain solely to that House and neither require the consent nor may be reviewed by the

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<sup>151</sup> General Counsel Opinion, OP-1994-008.

<sup>152</sup> General Counsel Opinion, OP-1990-001.

<sup>153</sup> An Act Defining the Method of Casting a Proxy Vote, CBN XXXXXX, SBN 20xxx, §§ 1-4.

<sup>154</sup> SGA Const. Art. III, § 3(3).

<sup>155</sup> SGA Const. Art. III, § 3(4).

<sup>156</sup> General Counsel Opinion, OP-2003-001.

Congress. Senate Resolutions are not sent to the SGA President for approval, nor may they be vetoed by the SGA President. Senate Resolutions do not represent the position of the SGA as a whole but only that of the Senate and its constituents.<sup>157</sup>

### **35. Internal Proceedings**

Senate may determine the rules of its proceedings in all matters not covered in the SGACA or SGA Constitution, including impeachment of its members.<sup>158</sup>

#### **a. By-Laws**

The mandates of the SGA Constitution will always preempt the requirements found in the legislative by-laws.<sup>159</sup>

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<sup>157</sup> SGA Const. Art. III, § 7(5).

<sup>158</sup> SGA Const. Art. III, § 9(3).

<sup>159</sup> General Counsel Opinion, OP-1994-009.

## Title II – The Legislature

### Chapter 4 – Student Bar Association<sup>160</sup>

#### **36. Name**

The representative body of the College of Law shall be the “Student Bar Association.”<sup>161</sup>

#### **37. Role**

The Student Bar Association shall be the representative Body of the College of Law to the SGA. The Student Bar Association is not a House of the Legislative Branch.<sup>162</sup>

#### **38. Governance**

The Student Bar Association shall be governed by the Student Bar Association Constitution.<sup>163</sup>

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<sup>160</sup> Title II Rewrite Act of 2018, CBN 990104, SBN GS18-06

<sup>161</sup> SGA Const. Art. III, § 4.

<sup>162</sup> SGA Const. Art. III, § 4.

<sup>163</sup> SGA Const. Art. III, § 4.

## Title III – The Executive

### Chapter 1 – General Provisions

#### 1. Power

The executive power of the SGA shall be vested in the SGA President.<sup>164</sup>

#### 2. Members

The SGA President, SGA Vice President, and any SGA officer that is elected in a SGA sponsored election and/or receives a SGA stipend and is not otherwise designated as a member of the Legislative or Judicial Branch, shall be considered a member of the Executive Branch.<sup>165</sup>

#### 3. Succession of Offices

In case of the removal or impeachment of the SGA President from office, resignation from office, or their inability to discharge the powers and duties of the office, those powers and duties shall devolve to the Vice President.<sup>166</sup>

##### a. Vacancy in Office of Vice President

In the case of the removal or impeachment of the SGA Vice President from office, resignation from office, or their inability to discharge the powers and duties of the office, the office shall be filled by SGA Presidential appointment with the advice and consent of the Legislative Branch.

#### 4. Inauguration

##### a. Oath of President and Vice President

The Chief Justice of the SGA Superior Court will administer the oath of office (referenced in Title I, Chapter 6, section 24) to the incoming SGA President and Vice-President. If the Chief Justice is unavailable to administer the oath, the Chief Justice<sup>167</sup> shall select another person to do so. After the oath has been administered the President will give an inaugural address.<sup>168</sup>

#### 5. Structure of Executive Branch

##### a. President

The President is the chief officer of the Executive Branch.

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<sup>164</sup> SGA Const. Art. IV, § 1.

<sup>165</sup> SGA Const. Art. IV, §§ 1, 7-8; General Counsel Opinion, OP-2003-002.

<sup>166</sup> SGA Const. Art. IV, § 2(1).

<sup>167</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>168</sup> An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 7; Title III Update Act, CBN 880329, SBN GF12-25, § 3.

**b. Vice President**

The Vice President may perform any Presidential duty with the express consent of the President. The Vice President shall be the student advisor for the Crimson Leadership Association.

**c. Departments**

**i. Purpose**

The Executive Branch shall be comprised of Departments, each headed by a Director. Departments shall be responsible for broad functions and issue areas.

**ii. Appointment**

The President shall appoint Directors with the advice and consent of the Legislative Branch.

**iii. High Office**

Directors and equivalently high or higher officers of the Executive Branch shall be considered High Officers for Separation of Powers purposes.

**d. Further Delegation**

Any properly appointed or established member or unit of the Executive Branch may perform any Presidential duty with the express consent of the President, provided said duty is consistent with said member's or unit's underlying purpose.<sup>169</sup>

**e. Rulemaking**

**i. Presidential**

The President may make rules enforceable within the Executive Branch.

**ii. Departmental**

A Director may make rules enforceable within that Director's Department.

**iii. Publication**

The Chief of Staff shall publish, maintain a record of, and make available for public viewing any such rules.<sup>170</sup>

**f. Funding**

**i. Departments**

Departments may submit budgetary requests for their Offices to Directors.

**ii. President**

Incorporating said requests but based upon their own discretion, the President shall make a budget for the Executive Branch for submission to the Legislature.

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<sup>169</sup> The Executive Branch Act of 2004, CBN 720301, SBN GS04-45, § 3, SFC Advisor Act, CBN 880314, SBN GF12-07, § 3.

<sup>170</sup> The Executive Branch Act of 2004, CBN 720301, SBN GS04-45, § 7.

**iii. Spending**

Directors and Coordinators shall take disbursement forms to the President who may sign them.<sup>171</sup>

**g. Removal**

**i. Directors and Cabinet Members**

The President may remove any Department Director or cabinet member at will.

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<sup>171</sup> *The Executive Branch Act of 2004, CBN 720301, SBN GS04-45, § 9.*

## Title III – The Executive

### Chapter 2 – The President

#### 6. Power

The executive power of the SGA shall be vested in the SGA President.<sup>172</sup>

##### a. Power to Make Appointments

The SGA President shall have the power, with the advice and consent of the Legislative Branch, to nominate and appoint all officers of the SGA not otherwise provided for. The SGA President shall have the power to establish Executive Staff Positions, to assist them in fulfilling their presidential duties, with the consent of the Legislative Branch. The SGA President shall have the sole power to appoint personnel to fill these positions.<sup>173</sup>

##### i. Appointment of the General Counsel

General counsel shall be appointed by the SGA President, with the advice and consent of the SGA Legislative Branch. General counsel shall be recommended to the SGA President by a committee composed of: the outgoing general counsel; a representative named by each house of the SGA Legislative Branch; and a representative named by the Vice President for Student Affairs. If the SGA President chose some other candidate, such candidate would not be recommended by the selection committee, as required. An Interim General Counsel, whose appointment has been initiated, may remain in office until confirmed or rejected.<sup>174</sup>

##### b. Interim Vacancies

The SGA President shall have the power to fill all vacancies that may happen during the recess of the Legislative Branch. The interim appointment shall expire at the end of the Legislative Branch recess. An Interim General Counsel, whose appointment has been initiated, may remain in office until confirmed or rejected.<sup>175</sup>

#### 7. Duties

The SGA President shall take care that all acts of the Legislative Branch are faithfully executed. The SGA President shall represent the SGA on all official occasions and coordinate all student activities and services. They may address

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<sup>172</sup> SGA Const. Art. IV, § 1.

<sup>173</sup> SGA Const. Art. IV, § 4(1)-(2).

<sup>174</sup> In Re UOSA General Counsel's Office, SC-2003-001; General Counsel Opinion, OP-2003-003.

<sup>175</sup> SGA Const. Art. IV, § 4(3); In Re UOSA General Counsel's Office, SC-2003-001; General Counsel Opinion, OP-1994-009.

the Legislative Branch, recommend to their consideration such measures as they shall judge necessary and expedient; they may convene the Legislative Branch in extraordinary, joint session.<sup>176</sup>

**a. State of the SGA Address**

The State of the SGA Address shall be organized by the Executive Branch and be held after the Spring Election but before Pre-finals week of the Spring Semester<sup>177</sup> to deliver an address concerning the current state of Association. The address shall include, but is not limited to, an outline of the current administration's accomplishments up to that point.<sup>178</sup> The chairs shall speak on the accomplishments of their branch and the upcoming goals of their respective branches.<sup>179</sup> An official copy of the State of the SGA will be delivered to the Chairs of the Graduate Student Senate and Undergraduate Student Congress within three business days of the address.<sup>180</sup> At this meeting the SGA President shall administer the Oath of Office to the CAC Chair.<sup>181</sup>

**b. Delegation of Duties**

The President may delegate any duties, including representational functions, to the Executive Staff that they deem necessary.<sup>182</sup>

**c. Addressing the Legislature**

The SGA President shall address the Legislature and/or the Houses of the Legislature. Said addresses shall include, but not be limited to, a report on the official activity, policy, and agenda of the SGA President. At the time of such addresses, the SGA President shall answer questions relating to the SGA and/or the Executive Branch from members of the Legislature and any members of the SGA present. Such addresses may be further regulated by an Act of Legislation and shall be according to the procedures of the relevant House, but in no case shall there be fewer than three in each of the fall and spring semesters. This duty shall not be delegated.<sup>183</sup>

**d. Monitoring Use of Allocated Office Space**

The SGA President shall be responsible for the enactment of the provisions of Title I0, Chapter 3 and Title I4, Chapter 3 (regarding the monitoring of allocated office space) and may appoint whatever agents

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<sup>176</sup> SGA Const. Art. IV, §§ 4(4), 5, Presidential Legislative Responsibility Act, CBN 880319, SBN GF12-10, § 3.

<sup>177</sup> Making the State of the SGA More Public Act, CBN 950116, SBN GS16-19. Revised on April 13, 2016.

<sup>178</sup> An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 6; The State of the UOSA Act of 2011, CBN 860310, SBN GF11-21, § 4.

<sup>179</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>180</sup> Making the State of the SGA More Public Act, CBN 950116, SBN GS16-19. Revised on April 13, 2016.

<sup>181</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>182</sup> General Counsel Opinion, OP-1997-002.

<sup>183</sup> SGA Const. Art. IV, § 4(5).

they deem necessary for this purpose with the advice and consent of the legislative branch.<sup>184</sup>

**e. Budget Submission**

The SGA President shall be responsible for submitting budget requests to the SGA Budgetary Committee during the primary budget process on behalf of the Executive Branch, including all boards, committees, and commissions found in Title X of the Code annotated. The President shall also be responsible for submitting the SGA Operations budget request during the primary budget process.

**f. Chair Weekly SGA Leadership Meeting**

The SGA President shall serve as the Chair of weekly SGA Leadership Meetings. SGA Leadership Meetings shall include the SGA President, the CAC Chair, the Chair of the Undergraduate Student Congress, the Chair of the Graduate Student Senate, the SGA Advisor, the University Vice President for Student Affairs, the University Assistant Vice President for Student Affairs, the Associate Vice President for Student Affairs, and the Senior Associate Director of Student Life.

**8. General Meetings**

Upon petition by ten percent (10%) of the SGA, the Student President shall call and preside over a general meeting of the SGA.<sup>185</sup>

**9. Presidential Veto**

Acts of Legislation, Concurring Resolutions, and Joint Resolutions passed by Each House must be sent to the Student President for approval and may be vetoed by the SGA President. If the SGA President vetoes any Acts of Legislation, Concurring Resolution, or Joint Resolution, then it will be returned to both Houses for reconsideration and will be enacted if two-thirds (2/3) of the present and voting membership of each House votes to pass it. If any Act of Legislation, Concurring Resolution or Joint Resolution is neither signed nor vetoed by the SGA President within ten (10) days (Sundays excepted) of being presented to them, the same shall be enacted in like manner as if they had signed it.<sup>186</sup>

**a. Differing Versions**

If a different version of an Act of Legislation is signed by the Chair and/or President than was passed, technically the bill has not been signed. This would make the bill invalid.<sup>187</sup>

**10. Term**

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<sup>184</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 3.

<sup>185</sup> SGA Const. Art. VII, § 1.

<sup>186</sup> SGA Const. Art. III, § 7(8).

<sup>187</sup> General Counsel Opinion, OP-1996-003(b).

The term of the President shall begin one week after the validation of election.<sup>188189</sup>

## **11. Salary**

The SGA President shall receive for their services a salary. Said salary shall neither be increased nor decreased during the period for which they shall have been elected. They shall also not receive, within that period, any other stipend from the University of Oklahoma, except for loans or other financial aids. The SGA Constitution forbids the President from receiving University stipends from any University position other than the stipends received from their respective office.<sup>190</sup>

### **a. Exceptions**

The SGA Constitution does not forbid the President from receiving University stipends from any University position other than the stipends received from their respective office where the individual circumstances demonstrate that it would be inequitable or in the case of financial aid, etc.<sup>191</sup>

- b.** The SGA President must submit to the SGA General Counsel notification of other employment by the University in order to determine if a conflict of interest exists.

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<sup>188</sup> SGA Const. Art. IV, § 1.

<sup>189</sup> The Presidential Transition Act of 2015, CBN 940106, SBN GF15-18.

<sup>190</sup> SGA Const. Art. IV, § 3; General Counsel Opinion, OP-1993-005.

<sup>191</sup> General Counsel Opinion, OP-1993-005.

## Title III – The Executive

### Chapter 3 – The Vice President

#### 12. Power

The executive power of the SGA shall be vested in the SGA President. There shall also be a SGA Vice President.<sup>192</sup>

#### 13. Term

The term of the Vice President shall begin one week after the validation of election.<sup>193194</sup>

#### 14. Salary

The SGA Vice President shall receive for their services a salary. Said salary shall neither be increased nor decreased during the period for which they shall have been elected. They shall also not receive, within that period, any other stipend from the University of Oklahoma, except for loans or other financial aids. The SGA Constitution forbids the Vice President from receiving University stipends from any University position other than the stipends received from their respective office.<sup>195</sup>

##### a. Exceptions

The SGA Constitution does not forbid the Vice President from receiving University stipends from any University position other than the stipends received from their respective office where the individual circumstances demonstrate that it would be inequitable or in the case of financial aid, etc.<sup>196</sup>

- b. The SGA Vice President must submit to the SGA General Counsel notification of other employment by the University in order to determine if a conflict of interest exists.

#### 15. Duties

The SGA Vice President shall be responsible for advising the Crimson Leadership Association Co-Chairs as well as any other duties delegated to them by the SGA President. The SGA Vice President may create Vice Presidential Task Forces with permission of the SGA President, as outlined in Chapter 4 of this Title.

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<sup>192</sup> SGA Const. Art. IV, § 1.

<sup>193</sup> SGA Const. Art. IV, § 1.

<sup>194</sup> The Presidential Transition Act of 2015, CBN 940106, SBN GF15-18.

<sup>195</sup> SGA Const. Art. IV, § 3; General Counsel Opinion, OP-1993-005.

<sup>196</sup> General Counsel Opinion, OP-1993-005.

## Title III – The Executive

### Chapter 4 – The Executive Office of the President

#### 16. Departmental Purpose

The Executive Office of the President is a Department of the Executive Branch. The Executive Office of the President (EOP) shall support the President and Vice President.<sup>197</sup>

#### 17. Director

The Director of the EOP shall be known as the Chief of Staff. The Chief of Staff is the third-highest-ranking member of the Executive Branch. The Chief of Staff shall work with the General Counsel to ensure the compliance of the Executive Branch with the SGACA.<sup>198</sup>

#### 18. EOP Staff

The EOP staff shall consist of the President, the Chief of Staff, a Legislative Assistant, an Executive Assistant, and any other directors, officers, and coordinators deemed necessary by the President. The Legislative Assistant and Executive Assistant shall have the rank of Coordinator. The Legislative Assistant will be responsible for drafting and analyzing legislation from the Executive Branch. They will also be responsible for being familiar with the SGA Code Annotated. The Executive Assistant shall be responsible for helping coordinate duties of the President. The duties of the EOP staff should reflect the needs of the President and the administration, including but not limited to: special projects, constituent relations, media/press relations, legislative affairs.<sup>199</sup>

#### 19. Administrative Policy For Task Forces

##### a. Authorization

The President may establish Presidential Task Forces. The Vice President may, with the consent of the President, establish Vice Presidential Task Forces.<sup>200</sup>

##### b. Purpose

Each Task Force shall investigate a specific issue on campus or in student life and shall, at the conclusion of said investigation and at any additional

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<sup>197</sup> The Executive Office of the President Act of 2004, CBN 720305, SBN GS04-50, § 3.

<sup>198</sup> The Executive Office of the President Act of 2004, CBN 720305, SBN GS04-50, § 4.

<sup>199</sup> The Executive Office of the President Act of 2004, CBN 720305, SBN GS04-50, § 5; The Executive Office of the President Act of 2011, CBN 860311, SBN GF11-20, § 3; The Executive Office of the President (EOP) Organization Act, CBN 880301, SBN GS12-29, § 2.

<sup>200</sup> UOSA Administrative Policy, AP-04-05, § A.

point, submit to the Legislature proposals for Legislation or Resolutions, or a written report with findings, conclusions, and recommendations.<sup>201</sup>

**c. Officers**

The establishing Executive officer shall be the Chair of each Task Force.<sup>202</sup>

**d. Membership**

Each Task Force shall be composed of members of the SGA appointed at the sole discretion of the Chair.<sup>203</sup>

**e. Open Meetings Act**

Each task force shall post agendas and take minutes, in accordance with the Oklahoma Open Meetings Act. Upon dissolution of the Task Force, all written records shall be maintained by the Executive Branch.

**f. Dissolution**

Each Task Force shall be dissolved upon the submission of its final Concurring Resolution to the Legislature. Each Task Force shall be dissolved upon the conclusion of the term of the establishing Executive officer, unless explicitly continued by the incoming President.<sup>204</sup>

**g. Organization**

For organizational purposes, Task Forces shall be considered independent divisions of the Executive Office of the President.<sup>205</sup>

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<sup>201</sup> UOSA Administrative Policy, AP-04-05, § B.

<sup>202</sup> UOSA Administrative Policy, AP-04-05, § C.

<sup>203</sup> UOSA Administrative Policy, AP-04-05, § D.

<sup>204</sup> UOSA Administrative Policy, AP-04-05, § E.

<sup>205</sup> UOSA Administrative Policy, AP-04-05, § F.

## **Title III – The Executive**

### **Chapter 5 – The Cabinet**

#### **20. Membership**

The Cabinet shall be comprised of the President, Vice President and all Department Directors and members.

#### **21. Purpose**

The Cabinet shall assist the President in making and executing Executive policy.

#### **22. Presiding Officer**

The President is the presiding officer of the Cabinet. The Department Director is the presiding officer of each Department.

#### **23. Meetings**

The Cabinet and all individual Departments shall meet regularly and shall post agendas and minutes in accordance with the Oklahoma Open Meetings Act. The time and frequency of said meetings shall be determined by the President or the Department Director.

#### **24. Departments**

The several Departments that shall compose the Cabinet are as follows.

##### **a. The Department of the Interior**

##### **i. Department Purpose**

The Department of the Interior shall advocate for the position of the SGA as it pertains to internal university affairs. SGA policy shall be defined by a Joint or Concurring Resolution passed by the Legislative Branch, or by the SGA President in the absence of such a resolution. The Department shall address on-campus issues including, but not limited to, student parking, student health and wellness, and on-campus sustainability issues.

##### **ii. Department Director**

The Department Director shall be appointed by the President with the advice and consent of the Legislature. The Director shall be responsible for ensuring that the purpose of the Department of the Interior is carried out.

##### **b. The Department of Inclusivity**

##### **i. Department Purpose**

The Department of Inclusivity shall provide assistance, services, and advocacy within the SGA executive branch for underrepresented students on campus. The Department shall address issues that affect international students, students with disabilities, as well as marginalized genders and sexualities and

issues that uniquely impact multiculturalism. This list is not intended to be restrictive or exhaustive since the immediate needs of students fluctuates. More duties may be delegated to the Department at the discretion of the President.

**ii. Department Director**

The Department Director shall be appointed by the President with the advice and consent of the Legislature. The Director shall be responsible for ensuring that the purpose of the Department of Inclusivity is carried out.

**iii. International Student Liaison(s)**

The International Student Liaison shall be interviewed in collaboration with the International Advisory Committee and appointed by the SGA President and Department of Inclusivity Director. The International Student Liaison(s) shall be responsible to voice concerns of International students in the executive cabinet, and take necessary initiatives towards international student welfare.

**c. The Department of Communications**

**i. Department Purpose**

The Department of Communications shall promote the programs and positions of the SGA.

**ii. Department Director**

The Department Director shall be appointed by the President with the advice and consent of the Legislature. The Director shall be responsible for overseeing and coordinating the efforts of the Executive Branch pertaining to media relations, social media, graphic design, photography, and other outreach initiatives.

**d. The Department of the Exterior**

**i. Department Purpose**

The Department of the Exterior shall advocate for the position of the SGA as it pertains to city, state, or federal affairs, as defined by a Joint or Concurring Resolution passed by the Legislature, or by the SGA President in the absence of such a resolution.

**ii. Department Director**

The Department Director shall be appointed by the SGA President with the advice and consent of the Legislature. The Director shall be responsible for ensuring that the purpose of the Department of

the Exterior is carried out and for overseeing the higher education advocacy efforts of the SGA.

## **Title III – The Executive**

### **Chapter 6 – Crimson Leadership Association<sup>206</sup>**

#### **25. Purpose**

The SGA Crimson Leadership Association shall prepare its members for future involvement within the various branches of the SGA. The Crimson Leadership Association will also promote the programs and positions of, raise awareness and understanding of, and advocate for first year student involvement within the SGA as a whole.

#### **26. Members**

##### **a. Eligibility**

Full time, first year students in good academic standing with the University shall be eligible to submit applications for membership. Applications chosen for membership must remain in good academic standing throughout their membership.

##### **b. Responsibilities**

- i. Crimson Leadership Association Members shall attend one (1) office hour each full month of the semester of any of the following SGA positions: SGA President, SGA Vice President, Chief of Staff, Undergraduate Student Congress Chair, Undergraduate Student Congress Vice Chair, Undergraduate Student Congress Secretary, Undergraduate Student Congress Committee Chairs, CAC Chair. Members shall not visit the same officer's office hours twice consecutively.
- ii. Crimson Leadership Association members shall attend one (1) full meeting, as reasonable as outlined by the Crimson Leadership Association co-chairs, of any of the SGA branches each month. Members must visit a representative of the Legislative, Executive, and Programming Branches by the end of their first semester.
- iii. During the last meeting of every month, each Crimson Leadership Association member shall give a report to the entire council on the office hours and meetings they attended in that same month.
- iv. Failure to fulfill any individual responsibility outlined above will result in an unexcused absence.

#### **27. Officers**

There shall be two Co-Chairs of the council charged with overseeing the delegation and reporting to the SGA Vice President.

##### **a. Eligibility**

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<sup>206</sup> Added Chapter 12 on 4/15/15: Freshman Council Act of 2015 CBN 930123, SBN GS15-26.

Crimson Leadership Association members from the previous year, who have remained in good academic standing with the university, are eligible for nomination to a Co-Chair position.

**b. Selection**

The Co-Chair position shall be appointed by a board comprised of the SGA President, SGA Vice President, and previous year's Co-Chairs, with advice and consent of the Legislative Branch.

**c. Term Length and Limit**

The Co-Chair is appointed for one academic year beginning with their legislative confirmation. Officers may serve no more than one academic year. Officers appointed to fill a vacancy shall serve to the end of the academic year in which they were confirmed by the Legislative Branch.

**d. Responsibilities**

- i. Co-Chairs shall review all applications and hold interviews in the fall semester to select Crimson Leadership Association membership for the upcoming school year. Member acceptance and application process is at the Co-Chair's discretion.
- ii. Co-Chairs shall hold a minimum of two (2) office hours a week between the hours of 8 a.m. and 5 p.m., Monday through Friday, in the SGA office. The office hours schedule shall be publicly posted.
- iii. Co-Chairs shall determine the mechanism for ensuring members fulfill their responsibilities outlined in Section 27, subsection b.
- iv. Co-Chairs will work closely with SGA Vice President as well as all branches of SGA, as necessary, to ensure the purpose of the Crimson Leadership Association is carried out.
- v. Co-Chairs will share all responsibilities and must report to each other.

**e. Vacancies**

In the event of a vacancy, the responsibilities of the vacated seat shall fall upon the remaining officer, with the support of the SGA Vice President, until a suitable replacement has been appointed and confirmed by the legislature. In the event of both positions being vacated the SGA Vice President will serve as sole Chair of Crimson Leadership Association until suitable replacement has been appointed and confirmed by the legislature.

**f. Officer Removal**

The SGA Vice President shall have the authority to remove Co-Chairs with the advice and consent of the Legislative Branch.

**28. Internal Proceedings**

The SGA Crimson Leadership Association shall establish rules of procedure for the internal operations for the organization. These rules shall be published and available to students upon request. Any proposed and adopted rule changes must be sent to the SGA Vice President and appropriately distributed.

## **29. Meetings<sup>207</sup>**

### **a. Meeting Times**

Co-Chairs shall establish meeting times for the full academic year by the third academic week of the fall semester.

### **b. Attendance**

Each member is allowed three (3) unexcused absences per semester, after which they will need to meet with the Co-Chairs to discuss whether or not they will continue on as an Crimson Leadership Association member. A request for an excused absence must be submitted to the Co-Chairs in writing 24 hours before a meeting in order to be considered. What qualifies as an “excused” absence is at the discretion of the Co-Chairs.

## **30. Funding**

The SGA Crimson Leadership Association shall be provided financial support through the Executive Branch.

## **31. Report**

At least one of the Co-Chairs shall present a report of the Crimson Leadership Association’s progress and goals to a minimum of one meeting of the Undergraduate Student Congress per month. If Co-Chairs do not fulfill this requirement for two consecutive months, they shall meet with the SGA Vice President to discuss an action plan for the future.

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<sup>207</sup> SFC Guidelines Update Act of 2016, CBN 960104, GS16-10. Revised on: September 29, 2016.

## Title IV – The Judiciary

### Chapter 1 – General Provisions

#### 1. Power

The judicial power of the SGA shall be vested in one (1) Student Court and such inferior courts as the Legislative Branch may from time to time establish.<sup>208</sup>

#### 2. Judges

The judges of all courts shall be regularly enrolled students and must have completed two (2) semesters as a full time student at the University of Oklahoma at the time of this appointment and confirmation.<sup>209</sup>

#### 3. Judicial Code of Conduct

All members of the judicial branch of the University of Oklahoma shall adhere to the following code in dealing with matters that affect the student body or members thereof.<sup>210</sup>

##### a. Confidentiality

Confidentiality shall be observed during all pending cases. Justices may not speak, write, e-mail or in any other way discuss the nature or condition of a pending decision with non-justices.<sup>211</sup>

##### b. Ex parte communications

Justices shall not discuss a pending action with the accused, defense, or prosecution counsels outside of the court if all concerned parties are not present. Arrangements may be made for outside meetings if all involved parties are represented.<sup>212</sup>

##### c. Recusal

Justices shall recuse themselves from any case where a conflict of interest exists for said justice. A quorum shall be maintained or a substitute justice must be appointed in their place to attain quorum.<sup>213</sup>

##### d. Endorsement

Justices shall make no endorsement for a University of Oklahoma legislative or executive candidate. Sitting Justices shall not run for an elected or appointed legislative or executive office or position.

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<sup>208</sup> SGA Const. Art. V, §§ 1, 5; The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>209</sup> SGA Const. Art. V, § 1.

<sup>210</sup> Judicial Code of Conduct, CBN 700xxx, SBN GF03-43, § 3.

<sup>211</sup> Judicial Code of Conduct, CBN 700xxx, SBN GF03-43, § 3.

<sup>212</sup> Judicial Code of Conduct, CBN 700xxx, SBN GF03-43, § 3.

<sup>213</sup> Judicial Code of Conduct, CBN 700xxx, SBN GF03-43, § 3.

**e. Violation**

Justices found to be in violation of the above articles shall be brought before the legislature on impeachment charges. The appointing office shall appoint a new justice in accordance with SGACA and SGA Constitution to replace the offending justice.<sup>214</sup>

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<sup>214</sup> Judicial Code of Conduct, CBN 700xxx, SBN GF03-43, § 4.

## Title IV – The Judiciary

### Chapter 2 – The Student Superior Court

#### 4. Jurisdiction

The judicial power of the Student Superior Court shall extend to all cases arising under this Constitution, under the acts of the Legislative Branch, and under University policy when such issues involve the SGA. The SGA Superior Court is charged with the specific duty of maintaining the integrity of the SGA Constitution. The SGA Superior Court is charged with the function of being the final appellate review of any action arising under the SGA Constitution and acts of the Legislative Branch.<sup>215</sup>

#### 5. Duties

##### a. Selection of Chief Justice

The justices of the Student Superior Court shall elect a chairperson as Chief Justice from among their ranks.<sup>216</sup>

##### b. Meetings

The Superior Court shall meet no less frequently than once per month during the fall and spring semesters. In the event there are no items to be considered, the Court shall discuss, in order to promote general competency in, the SGA Code Annotated.<sup>217</sup>

##### c. Hearings

When a Constitutional issue arises that warrants clarification, the Court is charged with the duty to bring the issue for hearing.<sup>218</sup>

##### d. Rules of Procedure

The SGA Superior Court shall establish and publish rules of procedure for hearings that will be in line with the SGA Constitution and University policy.<sup>219</sup>

##### e. Review of General Counsel Opinions

Judicial appeal and subsequent review shall be an avenue for relief from unsatisfactory General Counsel opinions.<sup>220</sup>

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<sup>215</sup> SGA Const. Art. V, §§ 2, 5; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>216</sup> SGA Const. Art. V, § 4; The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>217</sup> An Act of Legislation Establishing Regular Meetings of the UOSA Superior Court, CBN 730305, SBN GS05-17, § 3.

<sup>218</sup> University of Oklahoma Student Association v. Simpson, SC-2000-002.

<sup>219</sup> An Act Establishing the Size and Procedures of the UOSA Superior Court, CBN 650304, SBN GS01-01, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>220</sup> Regarding Matters Raised by the Superior Court, SC-1996-002.

**f. Inauguration**

The Chief Justice of the SGA Superior Court will administer the oath of office to the incoming SGA President and Vice-President. If the Chief Justice is unavailable to administer the oath, the Chief Justice<sup>221</sup> shall select another person to do so. The oath shall read as follows: “I do solemnly swear (or affirm) that I will faithfully execute the office of Student Government Association President/Vice-President, and will to the best of my ability, preserve, protect, and uphold the Constitution of the Student Government Association.” After the oath has been administered the President will give an inaugural address.<sup>222</sup>

**g. Presidential Impeachment**

When the Student President is tried, the Chief Justice of the SGA Superior Court shall preside over the Senate.<sup>223</sup>

**6. Sanctions**

The Superior Court shall have the power to impose the sanctions of admonition, warning, censure, disciplinary probation, restitution, fines, and educational alternatives, as those sanctions are defined in the Student Rights and Responsibilities Code. The Superior Court shall have the power to recommend the sanctions of suspension or expulsion. These sanctions may be imposed on students or student organizations that are found to have violated SGA law and/or regulations.<sup>224</sup>

**7. Membership**

The judges of the Student Superior Court shall be regularly enrolled students and must have completed two (2) semesters as a full time student at the University of Oklahoma at the time of this appointment and confirmation.<sup>225</sup>

**a. Nomination**

- i. Nominations are to be called for by the outgoing Superior Justices, or any other SGA officer, four (4) weeks prior to the expiration of their term in office.
- ii. Nominations must be open for at least one (1) week, and shall comply with all applicable law.<sup>226</sup>

**b. Appointment Process**

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<sup>221</sup> State of the SGA and Inauguration Update Act, CBN 930118, GS15-34. Revised on: April 20, 2015.

<sup>222</sup> An Act Establishing the Procedure for the Inauguration of the UOSA President, CBN 650xxx, SBN GS01-25, § 7.

<sup>223</sup> SGA Const. Art. III, § 9(2).

<sup>224</sup> General Counsel Opinion, OP-2003-004; Code Annotated Update Act, CBN 880313, SBN GF12-06, §

3.  
<sup>225</sup> SGA Const. Art. V, § 1.

<sup>226</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31; Amended Appointment of Superior Justices Act of 2006, CBN 770305, SBN GF06-24, § 4.

- i. All applications that comply with the requested formatting and content requirements must be considered.
- ii. Those applicants selected for an interview are to be given a minimum of two (2) days' notice of their interview time and venue. Notice may be given orally or in writing.
- iii. Interviews shall be conducted by a panel comprising the SGA President, the Chair of Graduate Student Senate, the Chair of Undergraduate Student Congress, the SGA General Counsel, or their respective designees, and the Chief Justice of the SGA Superior Court.
- iv. Superior Court Justices will be appointed by a majority vote of the panelists, excluding the Chief Justice. The Chief Justice will only vote in the event of a tie.
- v. Vacancies on the Superior Court shall not exist for longer than thirty (30) days from the occurrence of the vacancy.
- vi. The constitutionality of a justice's appointment should be based solely on whether they met the membership requirements at the time of their appointment.<sup>227</sup>

**c. Number of Justices**

The Legislative Branch shall establish the number of justices sitting on the Student Superior Court. The membership of the Student Superior Court may not be reduced in such a manner as to force the involuntary retirement of justices. The membership may be increased but such additions shall not become effective within the same presidential term as when the increase has been initiated. The size of the SGA Superior Court shall be set at seven (7) justices.<sup>228</sup>

**8. Terms**

Members of the Student Superior Court shall serve until they resign or cease to be regularly enrolled students at the University of Oklahoma or are impeached and convicted for cause.<sup>229</sup>

**9. Quorum**

A set number of justices on the Student Superior Court must be present in order to conduct business, render an opinion, hear evidence, pass judgment, or conduct any other sort of judicial proceeding. Where the size of the Court is set at seven (7) justices, five (5) justices shall constitute a quorum.<sup>230</sup>

**10. Sanctions**

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<sup>227</sup> General Counsel Opinion, OP-1998-005; Amended Appointment of Superior Justices Act of 2006, CBN 770305, SBN GF06-24, § 5; The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>228</sup> SGA Const. Art. V, § 5; An Act Establishing the Size and Procedures of the UOSA Superior Court, CBN 650304, SBN GS01-01, § 3.

<sup>229</sup> SGA Const. Art. V, § 1.

<sup>230</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31; An Act of Legislation Specifying Quorum Requirements for Meetings of the UOSA Superior Court, CBN 770306, SBN GF06-25, § 4.

The Superior Court shall have the power to impose the sanctions of admonition, warning, censure, disciplinary probation, restitution, fines, and educational alternatives, as those sanctions are defined in the Student Rights and Responsibilities Code. The Superior Court shall have the power to recommend the sanctions of suspension or expulsion. These sanctions may be imposed on students or student organizations who are found to have violated SGA law and/or regulations.

## **11. Membership**

The judges of the Student Superior Court shall be regularly enrolled students and must have completed two (2) full semesters as a full time student at the University of Oklahoma at the time of this appointment and confirmation.

### **a. Nomination**

- i. Nominations are to be called for the outgoing Superior Justice, or any other SGA officer, four (4) weeks prior to the expiration of their term in office.
- ii. Nominations must be open for at least one (1) week, and shall comply with all applicable law.

### **b. Appointment Process**

- i. All applications that comply with the requested formatting and content requirements must be considered.
- ii. Those applicants selected for an interview are to be given a minimum of two (2) days' notice of their interview time and venue. Notice may be given orally or in writing.
- iii. Interviews shall be conducted by a panel comprising the SGA President, the Chair of Graduate Student Senate, the Chair of Undergraduate Student Congress, the SGA General Counsel, or their respective designees, and the Chief Justice of the SGA Superior Court.
- iv. Superior Court Justices will be appointed by a majority vote of the panelists, excluding the Chief Justice. The Chief Justice will only vote in the event of a tie.
- v. Vacancies on the Superior Court shall not exist for longer than thirty (30) days from the occurrence of the vacancy.
- vi. The constitutionality of a justice's appointment should be based solely on whether they met the membership requirements at the time of their appointment.

### **c. Number of Justices**

The Legislative Branch shall establish the number of justices sitting on the Student Superior Court. The membership of the Student Superior Court may not be reduced in such a manner as to force the involuntary retirement of justices. The membership maybe increased at such additions shall not become effective within the same presidential term as when the

increase has been initiated. The size of the SGA Superior Court shall be set at seven (7) justices.

## Title IV – The Judiciary

### Chapter 3 – Inferior Courts

#### 12. Power

The judicial power of the SGA shall be vested in one (1) Student Court and such inferior courts as the Legislative Branch may from time to time establish.<sup>231</sup>

#### 13. Membership

The judges of the inferior courts shall be regularly enrolled students and must have completed two (2) semesters as a full time student at the University of Oklahoma at the time of this appointment and confirmation.<sup>232</sup>

#### 14. Term

Members of the inferior courts shall serve for one (1)-year terms.<sup>233</sup>

#### 15. Quorum

The inferior courts may not render an opinion, hear evidence, nor pass judgment in the absence of a quorum, which will be a majority of all members eligible.<sup>234</sup>

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<sup>231</sup> SGA Const. Art. V, §§ 1, 5; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>232</sup> SGA Const. Art. V, § 1.

<sup>233</sup> SGA Const. Art. V, § 1; The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>234</sup> SGA Const. Art. V, § 3.

## Title IV – The Judiciary

### Chapter 4 – The Student Parking Appeals Board<sup>235</sup>

#### 16. Membership

The Student Parking Appeals Board shall consist of two (2) teams, each consisting of a chairperson and two (2) judges.<sup>236</sup>

#### 17. Selection

The Judges of the Student Parking Appeals Board shall be appointed by the SGA President and approved by both houses of the legislature. Judges shall serve until they resign, cease to be regularly enrolled students at the University of Oklahoma, are impeached and convicted for cause<sup>237</sup>, or are eligible for termination as per guidelines established under Section Seventeen (17) of this Chapter.<sup>238</sup>

#### 18. Rules of Procedure

The SGA Student Parking Appeals Board shall establish and publish internal rules and procedures that will be in line with the SGA Constitution, SGA Code Annotated, and University policy, and the University of Oklahoma Transit division's mission statement and policies for parking regulations. The SGA Student Parking Appeals Board shall ensure that the SGA Student Superior Court has the most up to date version of their rules.<sup>239</sup>

#### 19. Salary

The Student Parking Appeals Court Judges are appointed at the minimum wage but not funded by SGA; the positions are reimbursed through the Parking and Transit Office.<sup>240</sup>

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<sup>235</sup> *An Act Clarifying the Student Parking Appeals Court Self-Governance, CBN 970105, SBN GS17-11. Revised on: March 29, 2017.*

<sup>236</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31; An Act Amending the UOSACA to Create A Parking Appeals Board In Place of the Student Traffic Court, CBN 740211, SBN GF05-12, § 17; Parking Appeals Court Act of 2010, CBN 840312, SBN GF 10-41, § 4.*

<sup>237</sup> *An Act Amending the UOSACA to Create A Parking Appeals Board In Place of the Student Traffic Court, CBN 740211, SBN GF05-12, § 19; Parking Appeals Court Act of 2010, CBN 840312, SBN GF 10-41, § 4; The Spring 2012 Parking Appeals Board Terms Act, CBN 880309, SBN GS12-28, § 2.*

<sup>238</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31; An Act Clarifying the Student Parking Appeals Court Self-Governance, CBN 970105, SBN GS17-11. Revised on: March 29, 2017.*

<sup>239</sup> *Parking Appeals Court Act of 2010, CBN 840312, SBN GF 10-41, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3; The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>240</sup> *An Act Amending the UOSACA to Create A Parking Appeals Board In Place of the Student Traffic Court, CBN 740211, SBN GF05-12, § 21; Parking Appeals Court Act of 2010, CBN 840312, SBN GF 10-41, § 4.*

## Title IV – The Judiciary

### Chapter 5 – The General Counsel<sup>241</sup>

#### 20. Role

The SGA General Counsel is the chief legal counsel of the Student Government Association, and is responsible for enforcing the provisions of the SGA Constitution, and enactments of the Legislative Branch. The General Counsel shall represent the interest of the SGA in any matter pending in any forum of the University in which the interests of the Student Government Association are concerned.<sup>242</sup>

#### 21. Power

The General Counsel has the powers and duties of both legal counsel for SGA and Attorney General for SGA.<sup>243</sup>

#### 22. Duties

The functions and duties of the General Counsel shall be those outlined in the University of Oklahoma Student Code, Title 12 and the SGACA. The Student Code shall control the nomination, function, and essential character of the office. The Office of General Counsel is “otherwise provided for” by Title 12 of the Student Code, and thus does not fall under the regulations of Article 4, Sec. 4 of the SGA Constitution. The Open Appointments Act does not apply to the office of the General Counsel.<sup>244</sup>

##### a. Allegiance

The General Counsel’s allegiance is to SGA, not any one entity (e.g., Congress). There is no conflict of interest when General Counsel is on one side of a SGA judicial action and either, for example, Undergraduate Student Congress or another organization is on the other.<sup>245</sup>

##### b. Opinions

The General Counsel may issue binding advisory opinions regarding all SGA internal matters. These opinions extend to the internal affairs of all SGA Student Organizations and are binding on SGA internal branches, including student organizations. These opinions shall be binding at all levels until overturned on appeal. This authority does not extend to the issuance of opinions which are binding on the judicial branch as the Superior Court is the final appeal route for these opinions.<sup>246</sup>

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<sup>241</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>242</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>243</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>244</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>245</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

<sup>246</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

**i. Writing Opinions**

General Counsel should use reasonable means to investigate and thoroughly research all matters before writing its opinion. General Counsel should endeavor to hear both sides of the issue before publishing an opinion that would be binding on the internal affairs of a student organization.<sup>247</sup>

**ii. Review of Opinions**

Judicial appeal and subsequent review shall be an avenue for relief from unsatisfactory General Counsel opinions.<sup>248</sup>

**c. Review of Other Employment**

No employee in a SGA Stipend position shall be employed by the University of Oklahoma in a position that could be considered a conflict of interest. Neither shall they accept any special favors or privileges from any University employee or student or outside source which might in any way compromise their position and responsibilities while in office. This does not intend to include traditional and recognized academic and athletic compensation in the form of scholarships, fellowships, grants of other similar aid, or employment, which clearly does not represent a conflict of interest. Notification of other employment must be submitted to the office of the SGA General Counsel prior to elections for the purpose of determining a conflict of interest.<sup>249</sup>

**d. Update SGACA**

The SGA General Counsel shall, at all times keep an updated hard copy of the SGACA in the General Counsel's office. The General Counsel shall also make sure all electric versions of the SGACA (e.g., K-drive, Internet links, PDF files, etc.) are updated. Normally, the General Counsel shall make all necessary changes to the SGACA within two weeks of receiving the legislation from the Staff Assistant. Every August, the General Counsel shall be responsible for the publication of the SGACA and ensuring that copies are available to those persons who are in a position to reference the SGACA regularly. The General Counsel shall fulfill this duty in accordance with Title I, Chapter 7 of the SGACA.<sup>250</sup>

**e. Enforcement of the SGACA**

**i. Form**

The Office of the General Counsel shall create a standard form for recommending actions to officers of each branch of the SGA towards compliance with the SGACA. This form shall include:

- A citation and explanation of the relevant portion of the SGACA;

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<sup>247</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>248</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>249</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>250</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

- A description of the actions or situation which the General Counsel finds to be not in compliance with the SGACA, and why the General Counsel so finds;
- A recommendation for how to come into compliance with the SGACA.<sup>251</sup>

**ii. First Notice**

Upon having knowledge of an action or situation which the General Counsel finds to be not in compliance with the SGACA, the General Counsel shall complete a form as per §3 and send said form to the relevant officer of the SGA.<sup>252</sup>

**iii. Second Notice**

If said officer has not, in the determination of the General Counsel, demonstrated sufficient action towards compliance with the SGACA within one (1) week after first notice, said officer shall receive a second notice consisting of both (a) a copy of the first notice, and (b) any additional information that the General Counsel wishes to include describing why actions taken since first notice are insufficient. A copy of the second notice shall be sent to the Chair of the Congressional Administration Standing Committee of the Undergraduate Student Congress and of the Internal Affairs Committee of the Graduate Student Senate.<sup>253</sup>

**iv. Third Notice**

If said officer has not, in the determination of the General Counsel, demonstrated sufficient action towards compliance with the SGACA within one (1) week after second notice, said officer shall receive a third notice consisting of both (a) a copy of the second notice, and (b) any additional information that the General Counsel wishes to include describing why actions taken since first notice are insufficient. A copy of the third notice shall be conspicuously posted in the office of the SGA.<sup>254</sup>

**v. Records**

The General Counsel shall keep a copy of all forms for a period of no less than one (1) year.<sup>255</sup>

**f. Student Organization Constitutions**

The General Counsel shall be available to help student organizations draft or amend their constitutions upon request.<sup>256</sup>

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<sup>251</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>252</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>253</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>254</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>255</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

**g. Correcting Scrivener’s Errors in the Constitution**

Scrivener’s errors in the SGA Constitution may be amended without referendum. The General Counsel shall correct such errors prior to the Constitution’s annual publication. A scrivener’s error is defined as “An error resulting from a minor mistake or inadvertence, esp. in writing or copying something on the record, and not from judicial reasoning or determination. Among the boundless examples of scrivener’s errors are omitting an appendix from a document; typing an incorrect number or incorrectly transcribing a word.”<sup>257</sup>

**23. Professional Responsibility**

The General Counsel shall be bound by the Oklahoma Rules of Professional Responsibility, including the Rules of Professional Conduct unless the Rules directly conflict with the SGA Constitution or University Policy. Violations of the Oklahoma Rules of Professional Responsibility, including the Rules of Professional Conduct may be grounds impeachment.<sup>258</sup>

**24. Qualification**

General Counsel shall be at least a second year law student, with preference given by the selection committee in its deliberations to past legal counsel experience.<sup>259</sup>

**25. Here to Help**

The General Counsel shall write a uniform letter to be sent to all students charged with a University violation or academic misconduct by the office of the Campus Judicial Coordinator. This letter shall explain that the General Counsel knows nothing of the individual student charged and the services offered by the office of the General Counsel, briefly explain options any such student has, and encourage said student to seek the services of the office of the General Counsel. The General Counsel shall ensure that at all times the Campus Judicial Coordinator has a sufficient number of copies of said letter, each signed, sealed each in an envelope without a return address, and each bearing sufficient postage. The SGA Budgetary Committee shall allocate to the General Counsel sufficient additional funds to carry out the duties established in this Act.<sup>260</sup>

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<sup>256</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>257</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>258</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>259</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

<sup>260</sup> The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.

## **Title IV – The Judiciary**

### **Chapter 6 – The SGA Elections Commission<sup>261</sup>**

#### **1. Power**

The Election Commission shall be responsible for overseeing and enforcing all provisions of Title VI of the Code Annotated and ensuring fair elections.

#### **2. Composition**

The Election Commission shall consist of the Election Commissioner, the Election Staff, and an ex-officio officer of the Congressional Administration Committee. No member of the Election Commission shall commit election fraud; evidence of fraud shall be presented to the General Council, as provided for in Title VI. Any member of the Election Staff may be removed by recommendation from the SGA President or Election Commissioner with the advice and consent of the Legislative Branch. No member of the Election Commission shall be a candidate in any election for which they are appointed to work. The Election Commissioner and Staff shall be SGA members and serve from the beginning of the fall semester to the end of the spring semester of a given academic year.

##### **a. Election Commissioner**

The Election Commissioner shall be appointed by the SGA President with the advice and consent of the Legislative Branch. The appointee must be submitted to the Legislative Branch for advice and consent after the Spring election.

##### **i. Responsibilities**

1. Consistent with Title VI, the Election Commissioner may make such rules and procedures and take such action as they deem Conoco Student Leadership Center, 900 Asp Avenue, OMU 181, Norman, Oklahoma 73019 PHONE: (405) 325-5471 FAX: (405) 325-6529 necessary to affect the provisions and intent of the Code Annotated and to ensure a fair election. Such rules and procedures shall be considered binding unless overturned on appeal.
2. The Election Commissioner shall hold an Interest Meeting for all prospective candidates or members of SGA five (5) academic weeks before any election.
3. The Election Commissioner and SGA Staff Assistant shall ensure that the academic districts and eligibility requirements of all candidates are verified at least forty-eight (48) hours prior to the publication of the Information on Candidates Booklet.

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<sup>261</sup> *The Title IV Streamlining Act of 2017, CBN 98011, SBN GF17-31.*

4. The Election Commissioner shall publicly post confirmed disclosed spending information for all SGA Presidential candidates and all CAC Chair candidates four (4) days prior to the election.

5. The Election Commissioner shall make all correspondence, applications, records, reports, and forms regarding all elections available for public inspection in the SGA office except when state and/or federal law does not allow.

6. The Election Commissioner shall hold office hours to assist candidates prior to and during the election process. From the filing period to the validation of the election of the semester, the Election Commissioner shall hold a minimum of eight (8) office hours a week in the SGA office. The office hours schedule shall be publicly posted by the Election Commissioner.

7. The Election Commissioner may have additional responsibilities as provided for in Title VI.

**ii. Report**

At the conclusion of each election, the Election Commissioner shall make a report to the Superior Court for their consideration in validating an election. This report must be submitted to the Superior Court within forty-eight (48) hours following the closing of the polls. The Election Commissioner shall also file a report of the results of the election to be kept in the SGA executive offices. This report shall also be submitted to the SGA President, the Undergraduate Student Congress, the Graduate Student Senate, and General Counsel and shall include:

1. The total number of votes cast for each candidate or ticket at each poll,
2. The total number of consenting and dissenting votes in any referendum,
3. Any written rulings issued by the Election Commissioner,
4. The minutes of the Election Commission,
5. Information about any election irregularities or problems, and
6. Other appropriate information.

**iii. Vacancy**

If the position of Election Commissioner is not filled in accordance with the legislative advising and consenting process, the General Council shall fulfill all duties of the Election Commissioner until one is officially appointed.

**iv. Appointing the Election Commission Staff**

The Election Commissioner shall appoint the Election Commission Staff with the advice and consent of the Legislative Branch.

**b. Election Commission**

The Election Commission shall consist of three (3) or five (5) SGA members. The Election Commissioner shall be the chairperson of the Election Commission and vote only in case of a tie. A member of the Congressional Administration shall serve as a non-voting ex-officio officer of the committee. The membership of the Election Commission shall be posted in a public place. The Election Commission shall be responsible for conducting the election and enforcing the election rules as established by this Title.

**i. Campaign Spending**

The Election Commission shall assess spending values of donated materials following investigation of the validity of the value assigned by the candidate. The Election Commission may dispute any assigned spending value and assess new values that they find to be more accurate. Determination and confirmation of the accuracy of spending disclosure is the responsibility of the Election Commission, subject to appeal to the Superior Court.

**ii. Quorum**

A majority of the Election Commission voting members shall constitute a Quorum to conduct business.

## Title V – The Programming Branch

### Chapter 1 – The Campus Activities Council

#### 1. The Campus Activities Council

The programming branch of the SGA will consist of the Campus Activities Council.<sup>262</sup>

#### 2. Duties

The Campus Activities Council will be responsible for programming campus-wide activities for the SGA. The Campus Activities Council shall also be subject to duly passed legislative acts of the SGA.<sup>263</sup>

#### 3. Chair

The Campus Activities Council shall be headed by an elected Chair.<sup>264</sup>

##### a. Election of Chair

The Campus Activities Council Chair shall be popularly elected by majority vote of the ballots cast in an election for that purpose. The Election of the Chair is subject to Title 7 and the Election Procedures Act.<sup>265</sup>

##### b. Term of Chair

The term of office for the Campus Activities Council Chair shall begin in the spring semester one week after the validation of election.<sup>266</sup>

##### c. Impeachment of Chair

The Legislative Branch has the power and authority to impeach and remove from office the chair of the Campus Activities Council. No person charged with impeachment shall be convicted without the concurrence of two-thirds (2/3) of the Senate.<sup>267</sup>

#### 4. Internal Proceedings

The Campus Activities Council shall establish rules of procedure for the internal operations of the organization. These rules shall be published and available to students upon request.<sup>268</sup>

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<sup>262</sup> SGA Const. Art. VI, § 1.

<sup>263</sup> SGA Const. Art. VI, §§ 1, 2.

<sup>264</sup> SGA Const. Art. VI, § 2.

<sup>265</sup> SGA Const. Art. VI, § 2; An Act Amending The Election Procedures Act, CBN 700304, SBN GS03-32, § 3.

<sup>266</sup> SGA Const. Art. VI, § 2; SGA Const. Art. IV, § 1.

<sup>267</sup> SGA Const. Art. III, § 9(1)-(2); SGA Const. Art. VI, § 2.

<sup>268</sup> SGA Const. Art. VI, § 3.

## Title VI – Elections

### Chapter 1 – General Provisions

#### 1. Definitions

- a. **Campaign Spending** – The value of any products, services, or expenses incurred by the campaign. “Value” should not include any discounts, which are not available to the general public, but should include the value of any services or products donated. This shall not include the value of any non-professional services performed by students.
- b. **Campaign Time Frame** – The time between the publishing of the Information on Candidates Booklet and the validation of the election.
- c. **Campaigning** – Working in an organized and active way to promote a candidate as a representative of or at the directive of that candidate.
- d. **Designated Agent** – A person chosen and registered by a candidate with the ability to represent the candidate in any official capacity.
- e. **Election Fraud** – Any act or omission completed or attempted with the intent to deprive a candidate or voter of their rights.
- f. **Publicly Posted** – Conspicuously posted in the SGA Office & on the SGA website under the Election’s tab.
- g. **SGA Presidential Race** – The SGA Presidential race includes candidates for SGA President and SGA Vice President running together as one (1) ticket.
- h. **Signatures** – Signatures required for Presidential and CAC Chair petitions may be collected physically or online. Physical signatures must include the following information: OU ID number, name, and signature. Digital signatures must be authenticated through an online platform that can be integrated with OU’s single sign-on (SSO). The process for digital signatures must be jointly approved by the Election Commissioner and the Office of Student Affairs.
- i. **Unsolicited** – Any unrequested electronic message sent through an OU-maintained service (eg. OU email, Canvas, etc), for the purpose of explicitly requesting a vote or support.

#### 2. Applicability of Election Rules

The policies, regulations, and stipulations in this Title shall be applicable only to candidates for positions that are named in sections four (4) and five (5) hereinafter. All other campus organizations and bodies wishing to conduct an election may individually establish procedures for that election.

#### 3. Purpose of Election Rules

The provisions governing elections are intended to provide for the fairness, equitability, and efficiency of all SGA elections with respect to both candidates and voters. In the absence of established guidelines, rulings concerning elections should be made with this principle in mind.

#### 4. Spring General Election

The following shall be elected in the Spring General Election:

- a. the Campus Activities Council (CAC) Chair,
- b. Undergraduate Student Congress Representative Seats, and
- c. the Student Bar Association (SBA) President.

#### **5. Fall General Election**

The following shall be elected in the Fall General Election:

- a. The SGA President and Vice-President;
- b. Undergraduate Student Congress Representative Seats.

#### **6. Vacancies**

The SGA President shall be notified in writing of any vacancy that occurs in the positions listed in sections 4 and 5, above. If the SGA President resigns, they shall notify the Chairs of both Houses of the Legislative Branch. The number of seats available for election shall not change after the filing period begins.

##### **a. Election to Fill Vacancy**

Should a Congressional Seat become vacant after filing has opened, so long as a vacancy in that district was already made public and was included on the filing form during filing for candidates to apply, that new vacant seat may be filled at the time of election using the point tabulation system. If the district was never included initially on the filing form, then that seat shall not be filled during the active general election.

##### **b. Appointment to Fill Vacancy**

For each position listed in sections 4 and 5 above, other than SGA President, Vice President, and CAC Chair, the organization of which the appointment is needed to be made, that organization shall determine their own appointment qualifications. Those listed in the aforementioned sentence, shall be up for election in the next possible general election. 7. Uncontested Elections. All positions for which one has filed for election, they must be placed on the ballot in the respective district, even if the position is uncontested. In an uncontested election the candidate must receive at least fifty percent (50%) of the lowest winning vote count of the most recent election in the district in which the candidate is uncontested in.

#### **7. Uncontested Elections**

All positions for which one has filed for election, they must be placed on the ballot in the respective district, even if the position is uncontested. In an uncontested election the candidate must receive at least fifty percent (50%) of the lowest winning vote count of the most recent election in the district in which the candidate is uncontested in.

## **Title VI – Elections**

### **Chapter 2 – Election Rules**

#### **8. Electorate**

The electorate of the SGA Presidential and the CAC Chair races shall consist of all members of the SGA. Subject to any applicable provisions of the SGA Constitution, the Legislative Branch shall establish the electorate for all other races in General and/or Special Elections. In the absence of any guidance from the Legislative Branch, the Election Commission may adopt any rules established by the affected organization to determine the electorate for a specific race.

#### **9. Election Dates**

The sections below shall be the dates of the general elections, unless the Legislative Branch changes the date by an Act of the Legislative Branch at least three (3) weeks before the week of the date proposed by the legislation. The Election Commissioner shall have the power to waive this three (3) week requirement if they deem that exceptional circumstances warrant a waiver. Any special election, referendum, or initiatives shall be passed by an Act of the Legislative Branch at least three (3) weeks before the week of the date proposed by the legislation. This requirement cannot be waived.

##### **a. Fall General Election.**

The Fall General Election shall be held the Tuesday and Wednesday of the eleventh (11th) academic week of the fall semester.

##### **b. Spring General Election.**

The Spring General Election shall be held the Tuesday and Wednesday of the second (2nd) academic week following spring break. Conoco Student Leadership Center, 900 Asp Avenue, OMU 181, Norman, Oklahoma 73019 PHONE: (405) 325-5471 FAX: (405) 325-6529

#### **10. Deadline Requirements**

Any deadline within this Title, exception those noted, may be implicitly suspended by the Election Commissioner with the advice and consent of the Election Commission.

#### **11. Election Funding.**

The SGA Budgetary Committee shall allocate sufficient funds in each Administrative Appropriations Act to conduct two General Elections, two (2) run-off elections and at least one (1) special election, including the compensation of all eligible Election Commission members for each election and sufficient publicity for filing and voting.

#### **12. Polling.**

If an SGA member cannot vote through the online voting software implemented by the Elections Commission, they shall request a ballot from the Election Commission in person in the SGA Office or over the OU maintained email service. Doing so, the SGA member shall provide their OU ID as sufficient identification. The ballot may be requested any time after the publishing of the Information on Candidates booklet and shall be sent when the online polls open. The alternative ballot must be accepted during the online polling days and normal business hours of the Student Life office. The Election Commission shall ensure that any person that used an alternative ballot cannot and did not vote more than once (1) in any election.

### **13. Voter's Rights**

The following rights should not be infringed.

a. The right of the student vote by secret ballot shall not be infringed. The right of the student to arrive at a voting decision free from undue influence shall not be infringed.

b. No person(s), group(s), or organization(s), regardless of their affiliation, shall require any student(s) to vote, or shall require any student(s) to vote either for or against any proposal, candidate, or candidates in any SGA sanctioned election.

c. Any SGA member has the right to request, in writing, a ruling of the Election Commissioner at any time during the campaign period. The Election Commissioner shall make a written ruling on any such petition within twenty-four (24) hours of its submission.

### **14. Procedure for Run-off**

The Presidential, SBA, and CAC race shall be popularly elected by a simple majority vote (fifty percent (50%) plus one (1) votes) of the ballots cast for that purpose. In any of the aforementioned races, should no candidate receive a simple majority vote (fifty percent (50%) plus one (1) votes), the top two candidates shall be placed on the ballot for a runoff election to occur on the Tuesday immediately following the original election date. The top vote-recipient of the runoff election shall be declared the winner.\

## **Title VI – Elections**

### **Chapter 3 – Candidates**

#### **15. Filing**

Filing for general and special elections shall occur online on the Monday, Tuesday, Wednesday, and Thursday of fourth (4th) academic week before the week of the election, unless the Legislative Branch changes the dates or times by an Act of Legislation. In any case, the filing period shall run at least four (4) academic days. No prospective candidate may file for more than one (1) elected position. Filing forms for SGA elective positions shall include the following acknowledgement statement & each candidate shall sign the statement before submitting their form: “I do hereby affirm that I am required to abide by the SGA Constitution, SGA Code Annotated, and the SGA Campaign Activity Policy. I understand that I can be disqualified from the election if I disregard the election guidelines and rules. Furthermore, University, Local, State, and Federal rules and laws take precedent; and I may be subject to all of the aforementioned jurisdictions.”

#### **16. Candidate Requirements**

No person may be listed on a ballot as a candidate for office unless they fulfill the requirements for candidacy listed in this section. Candidates for any SGA elected office must be in good academic standing with their respective college or department. Candidates shall complete an academic requirement form. The Election Commissioner and the SGA Staff Assistant shall verify the prospective candidate’s academic eligibility before being placed on the ballot. Each candidate or their designated agent shall attend a mandatory candidates meeting.

##### **a. Candidates in SGA Presidential & CAC Races.**

Candidates in the SGA Presidential or CAC Chair election shall present to the Election Commission a petition with the signatures of 20% of the total number of votes in the last corresponding election or five hundred (500) signatures, whichever is less, by the time of the filing deadline. If the Election Commission determines that a petition does not have enough signatures as a result of a mistake in counting, candidates shall be allotted twenty-four (24) additional hours to collect the necessary remaining signatures to remain on the ballot. The Election Commission shall not make any adverse ruling on any petition.

#### **17. Mandatory Candidates Meeting**

Each candidate or their designated agent shall attend a mandatory candidates’ meeting. At least two (2) mandatory candidates’ meetings shall be held within the Monday to Thursday immediately following the end of the filing period.

a. All rules shall be explained, the campaign material registration form distributed, the deadline for the campaign spending disclosure shall be

announced, and the Superior Court's rules for submitting an appeal concerning electoral matters. The Congress Chair shall provide a list of the responsibilities of an SGA Undergraduate Student Congress Representative to be distributed by the Election Commissioner during the initial candidate meeting.

b. Candidates who do not attend the mandatory meeting shall still remain on the ballot and may be subject to an infraction in Chapter Five (5) of this Title.

### **18. Candidate Withdrawal**

Any candidate may withdraw their name from the ballot any time prior to 5:00 p.m. the Friday before the election by submitting written notification to the Election Commissioner. The Election Commissioner shall verify said notification.

### **19. Designated Agents**

Candidates running in the SGA Presidential and CAC Chair race must specify a designated agent. Candidates not running in those races may specify a designated agent on the filing form. Designated Agents shall have the ability to represent the candidate in any official capacity. No Designated Agent may be a candidate for any race during the same election, nor may they be an elected or appointed member of the Legislative, Executive, or Judicial Branch of SGA.

### **20. Infractions**

All candidates shall be subject to any points as allocated by the Elections Commission, outlined in Chapter 5 of this title.

## **Title VI – Elections**

### **Chapter 4 – Campaigns**

#### **21. Campaign Material Registration**

The Office of Student Affairs shall be notified of all SGA campaigning before any campaigning takes place via the Election Commissioner's prescribed method. Failure to complete the campaign material registration form that is provided by the Elections Commissioner will disallow candidates from all but oral campaigning and the Information on Candidates Booklet. On or off campus, candidates may only use types of campaign materials listed on their campaign material registration form. Candidates who wish to have SGA print their campaign materials must submit a request for printing as part of their Campaign Material Registration.

#### **22. Campaign Time Frame**

Prior to the official campaign period, prospective candidates may begin recruiting campaign staff and/or establishing but not publicizing a campaign internet site. The Election Commissioner is responsible for ensuring that campaign material registration is open for candidates within two (2) business days of the end of the filing period. Candidates may register for materials prior to the official campaign period. If candidates have not received notification of denial of their campaign materials registration from by the Election Commissioner within one (1) business day, then candidates may proceed with campaigning described on the submitted form. Only after the publishing of the Information on Candidates Booklet, may candidates begin campaigning.

#### **23. Campaign Finance**

- a. There shall be an upper limit placed on all campaign spending. The spending limit shall be established at five hundred dollars (\$500) for each SGA Presidential, CAC Chair, and SBA Presidential ticket, and fifty dollars (\$50) for each Student Congress Representative candidate. A candidate may not expense in excess of the spending limit, and a candidate must not accept donations in excess of the spending limit value. For only the weeks which a run-off election is held, candidates may spend an additional twenty percent (20%) of the previously allotted figure. i. Campaign contributions are limited to one hundred dollars (\$100) per entity including organizations and individuals excluding self-funding from the candidate.
- b. All campaign spending, and donations must be accounted for. The Elections Commissioner shall provide standardized forms for this purpose.
- c. By 5:00 p.m. on the Monday of the week preceding an election and the day after an election (including all runoff elections), all candidates must file financial reports that include:

- i. an Expenses Report which must list and briefly describe the expenses and receipts incurred by or on behalf of the reporting candidate up to the reporting date;
  - ii. a Donations Report which must describe all donations that a candidate has received including, but not limited to, cash, cash-equivalents, and non-cash tangible items; and
  - iii. a statement attesting to the validity of the reported information, signed by the candidate or their Designated Agent.
- d. The Election Commission shall review each set of financial reports to verify that the information provided is complete and accurate. The Election Commission shall also determine whether any spending limits have been violated. In making this determination, the Election Commission shall have full authority to resolve any questions concerning the retail value of goods and services not evidenced by receipts or other verified documentation. All expenses and donations must be listed at fair market value.
- e. Budgets from two (2) or more candidates may not be combined in any way. Any campaign material promoting more than one (1) candidate must be expensed at actual cost or fair market value, depending on the appropriate circumstance, by each candidate named.
- f. Candidates must list the entire cost of each individual expense that results in campaign material that in any way suggests support for their candidacy. There shall be no prorating of costs to account for unused campaign items which were purchased.
- g. All expenses incurred by a campaign, including those offset by monetary and/or in-kind donations to the campaign, count as campaign expenses and must be reported in the campaign expense reports. Donations to a campaign do not alter the upper limit for campaign spending; moreover, campaigns must not accept donations in excess of the dollar value of the campaign spending limit. All unspent cash donations and any unused tangible, material donations must be returned to the donor no later than 5:00 p.m. on the Friday following validation of the election.

#### **24. Campaign Material Printing**

- a. Candidates have the option to request printed materials from SGA. SGA must facilitate the purchases of printed materials for campaigns through OU Printing Services and incur the associated costs.
- b. The costs of these printed materials should be counted towards the requesting candidate's spending limit and must be reported on that candidate's Expense Report

- c. The Election Commission shall develop and present a budget for campaign material printing and give this to the SGA Budgetary Chair in a timely manner before the beginning of the Primary Funding Process.
- d. The Election Commission shall work with OU Printing Services to compile a list of materials and the costs of those materials that candidates may purchase for the campaign.
- e. Publicly funded campaign materials must say, "Printing funded by SGA - not an official SGA endorsement."

## **25. General Campaign Rules**

Candidates must ensure that every individual campaigning on behalf of the candidate or volunteering for the candidate is aware of campaign rules and guidelines. All campaign rules apply to all campaigning activity, regardless of whether the activity takes place during the designated campaign time frame or prior to that period. Candidates shall be liable for the campaign infractions of their campaigners and volunteers even if the candidate did not specifically direct the offending action. Candidates may be assessed points if their campaigners or volunteers are found to be guilty of breaking campaign regulations. Some of these rules are university policies. The following infractions shall be assigned with the proceedings in Chapter 5 of this title.

### **a. Class A Infractions**

The following infractions shall be considered "Class A Infractions," which the Election Commission shall assign a candidate no less than two (2) and no more than three (3) points for each.

- i. Campaigns shall not remove, alter, cover, obscure, chalk within, or otherwise tamper with another candidate's campaign materials nor shall they damage any University property. They shall be responsible for any damage caused by that said candidates' campaign materials.
- ii. Employees of the University shall not campaign for candidates while on duty as an employee, however, they may campaign while off duty.
- iii. On the day of voting, if an individual affiliated with a campaign approaches a student while voting, the individual may not encourage the student to vote in a particular way.
- iv. Candidates or their Designated Agent's failure to attend the candidates meeting.

### **b. Class B Infractions.**

The following infractions shall be considered “Class B Infractions,” which the Election Commission shall assign a candidate between 1 and 2 points for each.

- i. Candidates shall not campaign outside of the designated campaign time frame through ways not already provided for in this Title.
- ii. Candidates shall not campaign or post candidate information or advertising on any website hosted or operated by OU IT other than the official candidates’ statements (this is excluding the Information on Candidates booklet).
- iii. Candidates shall not unduly disrupt the normal activities of the University, including but not limited to classes, lectures, or events sponsored by the University or any Registered Student Organization; furthermore, they cannot interfere or impede the regular operations of any sidewalk, bike lane, roadway, parking lot, or parking garage.
- iv. Candidates shall not post campaign materials in or on a CART vehicle.
- v. Candidates shall not use or distribute campaign stickers.
- vi. Incorrect/incomplete reports, as determined by the Election Commission, must not be accepted.
- vii. Any infraction of the rules of the “Campus Housing” section hereafter.
- viii. Candidates may not post any campaigning material inside an academic classroom nor shall they disrupt the any instructional times without prior permission from the instructor.
- ix. No campaign materials may be posted in or on the Oklahoma Memorial Union or any University library.
- x. Each candidate shall be responsible for the removal of their campaign material from public areas and buildings by 4:30 P.M. on the day following the validation of the election.

**c. Class C Infractions.**

The following infractions shall be considered “Class C Infractions,” which the Election Commission shall assign a candidate between .5 and 1.5 points for each.

- i. All campaign material shall be accredited to the sponsoring candidate. Said material shall include the following phrase: “Approved by [said sponsoring candidate].” No other phrase is acceptable.
- ii. Candidates shall not send any unsolicited electronic messages via platforms funded and maintained by the University (ie. OU email, Canvas, etc). This does not include messages sent over non-maintained platforms (third-party group chats, social medias, etc.).

- iii. Only dry chalking is allowed on sidewalks. Paint, tape, and wet chalk are prohibited on sidewalks, as is chalking on any vertical surface (buildings, steps, sides of ramps, etc.) or under overhangs.
  - 1. Non-President & CAC Chair candidates may chalk in any location that has not been reserved for a President or CAC Chair campaign.
  - 2. Non-President & CAC Chair candidates may only use only yellow and/or white dry chalking, while President & CAC Chair candidates may use any colors.
- iv. Candidates shall not use the letterhead, logo, or any symbol that the University of Oklahoma or any affiliate (i.e. OU Athletics) that has a trademark, license or other legal control of. No Candidate may display the logo of the Student Government Association, any branch of the Student Government Association, or program of the Programming Branch. Only the registered leadership of RSOs may file a grieves for their logo or likeness if the candidate has not gained the permission of the RSO to use their logo or likeness.
- v. The Election Commissioner and Election Commission members have the right to solicit the names of all members of a campaign from the affiliated candidate.

d. Candidates shall abide by all University policy which supersedes any Election Commission mandate.

## **26. Additional Campaign Rules for Specific Areas**

Unless explicitly stated otherwise within this Title, all campaigning or campaign material in private or public areas must have the expressed written consent of the property owner or authorized agent.

### **a. Campus Housing**

Subject to the General Campaign Rules and other exceptions herein, all campaigning or campaign material in or on Campus Housing requires the expressed consent of the local Center Coordinator, whose decisions shall be uniform for all candidates.

- i. Campaign materials may be posted inside a resident's window with the expressed consent of that resident.
- ii. Distribution of printed literature, under doors, and door-to-door campaigning is only permitted from 12:00 noon to 9:00 P.M.
- iii. Candidates may campaign in lounges during visitation hours unless prohibited or otherwise regulated Housing & Food rules.

### **b. Outdoor Campus Areas**

Only candidates running for SGA President or CAC Chair are allowed to place stake signs (maximum dimensions of each sign are 16" by 18") on campus. Said signs may be displayed at the edges of ground cover beds, shrub beds, and/or turf areas (not in flower beds). Installation must be accomplished without damaging or disturbing landscaping. Before staked signs may be installed, the Election Commission shall mark staked signs with a differentiating mark, stamp, or tag. All staked signs not containing this mark, stamp, or tag are prohibited.

**27. Rule Violation Complaints Filed in Good Faith**

Should the Election Commission believe that a complaint was filed without an objective belief that the alleged misconduct violated a rule under this Title, the Commission may vote to make the complaint an Unofficial Election Notification.

## Title VI – Elections

### Chapter 5 – Oversight and Enforcement

#### 28. Campaign Rules Infractions

All complaints regarding violations of SGA campaign rules shall be submitted in writing to the Election Commission within five (5) days of the incident which generated the complaint or within twenty-four (24) hours of the close of the polls – whichever is sooner. The Election Commissioner shall notify all affected parties of any grievance and allow the accused twenty-four (24) hours to submit a written response or request an oral hearing. The Election Commission shall make a ruling within one (1) business day after the accused has either made a written statement, after the oral hearing, or if they failed to submit either within the twenty-four (24) hour period. The Election Commissioner may not impose any points without the aforementioned hearing process.

- a. The Election Commission, upon making a decision, shall compose a short-written opinion detailing the facts upon which its decision rests, what punishments will be imposed, and what reasoning was used to determine said punishment. Dissenting members of the Commission shall issue their own, separate opinion. All opinions must be made publicly available within twenty-four (24) hours of the decision of the Commission.
- b. The Election Commission shall assign each campaign infraction upheld against a candidate a certain number of points. The range of each is specified within this Title. In considering the amount of points to assign for any given campaign infraction, the Election Board shall consider:
  - i. the severity of the rule violation,
  - ii. whether the candidate has prior violations of that particular rule,
  - iii. whether the candidate knowingly or negligently violated the campaign rule, and iv. the effect which the campaign rule violation may have had on the campaign, on other candidates, and to the campus as a whole.
- c. The Election Commission may not assign points at any level other than whole numbers or half-integers.
- d. In addition, assigning a certain number of points to a campaign for rule infractions, the Election Commission shall determine a punishment appropriate to impose on the candidate. The Election Commission must impose a sanction upon finding that a campaign had indeed violated a campaign rule. The Election Commission may impose only one (1) punishment per individual campaign infraction. The punishments the Election Commission may impose are as follows:

- i. Once a campaign has been assigned at least three (3) points, the Election Commission may temporarily or permanently prohibit a candidate from chalking within their designate chalking zone.
  - ii. Once a campaign has been assigned at least five (5) points, the Election Commission may temporarily or permanently prohibit a candidate from posting staked signs on campus, or impose one of the punishments described above.
- e. The Election Commissioner's rulings shall be considering binding on elections until overturned by the Superior Court and these rulings shall not be subject to being overruled by an Opinion of the General Counsel. The Election Commissioner shall not make any unilateral rulings regarding alleged campaign infractions, as this power is reserved for the Election Commission. A request for a ruling from the Election Commissioner does not toll any applicable statute of limitations listed elsewhere in this title, nor does it create a new charge or cause of action for an incident for which the statute of limitations has already run.

### **29. Disqualification**

The Election Commission shall vote on disqualification and removal of any candidate or ballot initiative when the candidate or proposing entity:

- a. requests removal from the ballot in accordance with the provisions of this title;
- b. fails to turn in a properly completed filing application on time;
- c. fails to meet the eligibility requirements;
- d. campaign expenditures exceed ten percent (10%) of spending cap for the specified race;
- e. is assigned five (5) or more points by the Election Commission for violation of campaign rules, and every time thereafter a candidate receives a point over seven (7); or
- f. contemptuously fails to adhere to a sanction imposed on them by the Election Commission, pursuant to this chapter.

### **30. Disqualification Votes**

All disqualifications shall be voted on by the Election Commission and said rulings shall be publicly posted. The Election Commissioner shall notify all affected candidates or proposing entity by OU email. All disqualifications are subject to appeal to the Superior Court. If an appeal is submitted within five (5) days of the Election Commission's ruling and at least twenty-four (24) hours before the election, candidates shall remain on the ballot until the Superior Court hears the appeal.

- a. Under no circumstances may margin of victory or the number of votes received by a particular candidate be used by the Election Commission in their consideration of whether or not to disqualify a candidate.

### **31. Unofficial Notification Process**

The Election Commissioner shall make an electronic form available for the duration of any election that any member of the SGA may use to submit election irregularities or other matters they would like the Election Commissions to be made aware of. The form shall allow respondents to remain anonymous if they so choose. Candidates shall be encouraged to use this in lieu of a rule violation complaint for complaints that lack sufficient evidence, and all form submissions shall be made public at the conclusion of the Election via the Election Report. Should an unofficial notification be filed that the Election Commissioner believes would more properly be considered an election complaint, it shall be dealt with as such. Following the validation of the election, the Congressional Administration Committee of the Undergraduate Student Congress shall hold a hearing to review all unofficial election notifications submitted during the election to determine if action should be taken to remedy any irregularities or other complaints detailed therein.

### **32. Unofficial Election Results**

The Election Commission shall meet within twenty-four (24) hours of the close of the polls to certify the election results. The unofficial election results shall be publicly posted, and the Election Commissioner shall distribute said results to all candidates by OU email.

### **33. Election Report**

The Election Commissioner shall also prepare an Election Report which shall be submitted to the SGA President, the Superior Court, the Undergraduate Student Congress, the Graduate Student Senate, the General Counsel, the OU Daily, and to all candidates in the election. The Unofficial Election Report shall include:

- a. the total number of votes cast for each candidate, ticket, or ballot item;
- b. rulings of infractions; and
- c. information about any election problems or irregularities.
- d. At their discretion, the Election Commissioner may also include any other appropriate information pertaining to the Election.
- e. The Election Commissioner must redact the personal information of the person that submitted any campaign infractions on the online portal. The report may only include their name.

#### **34. Appeals**

All appeals of the rulings of the Election Commission must be submitted in writing to the Chief Justice of the Superior Court within five (5) business days of the incident or ruling which generated the appeal or within three (3) business days of the close of the polls – whichever is sooner. The Superior Court shall provide copies of all appeals relating to the election to the General Counsel, the Election Commissioner, and all other affected parties. The General Counsel, the Election Commissioner, and all affected parties shall have at least forty-eight (48) hours to file a written response. The Superior Court may also schedule oral arguments at its discretion – provided that it affords the General Counsel, the Election Commissioner, and all affected parties the opportunity to address it. If any of these parties chooses not to complete the aforementioned process, then Superior Court proceedings shall not be delayed. The Election Commission shall not be able to hear appeals of its own decisions. The deadlines in this section are amendable at the request of any party with approval of the Superior Court.

#### **35. Election Fraud**

All complaints regarding election fraud shall be submitted in writing to the Office of the General Counsel within three (3) business days of the close of the polls. The General Counsel shall review all complaints and determine whether there is sufficient cause to warrant formal charges. If the General Counsel decides to press formal charges, they shall notify the affected election official, collect all available evidence and testimony, and prosecute the offender in front of the Superior Court. The General Counsel shall make all decisions regarding whether they wish to press formal charges within five (5) business days of the incident which generated the charges or within three (3) business days of the close of the polls.

#### **36. Superior Court Rulings**

All rulings shall be publicly posted, and the Superior Court shall distribute the ruling to all candidates by e-mail.

#### **37. Election Validation**

The Superior Court shall meet on the fourth (4th) business day after the submission of the Election Report to consider the validation of the election. If there is any case pending before the Superior Court relating to the election, the timeline shall be suspended until the Court rules on the pending matter. Upon issuance of a ruling the aforementioned timeline shall resume. During validation proceedings there shall be a presumption of administrative regularity unless clear and convincing evidence is presented to the contrary.

- a. The Superior Court shall not be permitted to raise any issues pertaining to the election sua sponte. It shall only invalidate the election in accordance with the standards set forth in this title based upon issues expressly and specifically raised in an official complaint or appeal considered and ruled upon prior to validation proceedings.

- b. If the Superior Court fails to rule whether the election is valid or not valid within seven (7) business days of the close of the polls, the election shall be considered valid – subject only to the basis of claims arising explicitly from provisions of the SGA Constitution. In the event that questions may arise from any election which the Superior Court may need to decide before validating the results of the election, or in the case of a runoff election, the Superior Court may validate the results of all completed races independently of those races which it decides are not ready for validation.
- c. Upon the validation of the election, the Election Commissioner must send the election results to all Norman Campus students via an OU Mass Mail (OUMM) within forty-eight (48) hours of the validation. They may only send which candidate won which position.

### **38. Standing**

With the exception of issues raised by the General Counsel and the Election Commissioner, the Superior Court shall not hear any matter relating to an election unless the petitioner first shows:

- a. a distinct and palpable injury to themselves;
- b. that the injury is caused by the challenged activity; and
- c. that the injury is apt to be redressed by a remedy that Superior Court is able to grant.

### **39. Rules of Law**

In rendering decisions relating to elections, the Superior Court shall cite the specific constitutional, statutory provisions, or the previous precedents that it is applying. All opinions of the Superior Court shall contain

- a. a succinct statement of the conclusion or holding;
- b. a statement of the applicable rule of law;
- c. an explanation of the rule of law;
- d. an application of the rule to the facts of the dispute; and
- e. a brief restatement of the conclusion or holding.

### **40. Grounds for Invalidation**

The Superior Court shall not enjoin or invalidate an election unless there is clear and convincing evidence that the true will of the voting public is not reflected. To set aside an election, there must be gross fraud which leaves the intent of the voters in doubt or irregularities in the conduct of the election of such nature as to affect the result. The wrongs against the freedom of election must have prevailed, not slightly or in individual cases, but generally and to the extent to render the result doubtful.

### **41. Penalties**

The Superior Court shall have no authority to disqualify any candidate except when confirming a decision of the Election Commission. Weighing the gravity and intent of each incident, the Superior Court may confirm, overturn, or reduce any points imposed by the Election Commission. The Superior Court shall have no power to impose any other points except those based upon issues raised in an official complaint or appeal. It shall report such findings to Student Affairs for possible disciplinary action. It shall also report such findings to the Congressional Administration Committee of the Undergraduate Student Congress so that that body may initiate censure and impeachment proceedings as appropriate.

#### **42. Congressional Administration Committee Oversight**

Upon the validation of the election by the Superior Court, the Election Commissioner must schedule an oversight meeting with the Congressional Administration Committee. They shall present to the committee the Election Report, unofficial notifications, and other documents requested by the Congressional Administration Committee Chair.

#### **43. Violations of Federal, State, and Local Law**

Violations of Federal, State, and Local Law. Although all candidates and election officials are expected to comply with all applicable federal, state, and local laws, nothing in this title shall be misconstrued so as to create a charge or a cause of action under which a candidate may be punished, fined, or disqualified by any SGA official, board, commission, or court. Remedy for such actions must be pursued through the appropriate federal, state, or local authorities.

#### **44. Violations of the University Rules and Policies**

Violations of the University Rules and Policies. Although all candidates and election officials are expected to comply with all of the university's rules and policies, nothing in this title, unless explicitly stated, shall be misconstrued so as to create a charge or a cause of action under which a candidate may be punished, fined, or disqualified by any SGA official, board, commission, or court. Remedy for such actions must be pursued through the appropriate university authorities.

## Title VII – Petition, Referendum, and Recall

### Chapter 1 – In General

#### 1. Procedures

Initiative, referendum, recall, constitutional amendments, or any other petitions shall be submitted to the SGA General Counsel for certification. Petition signatories shall be SGA members, with their printed names, their signature, and the last four digits of their OU I.D. number. Questions or propositions shall be printed on every petition page and worded consistently on every petition page. Following the General Counsel's certification of a valid petition, the General Counsel shall post the petition and notify the Legislative Branch, which shall call an election as soon as practicable. All campaigning regarding referendums, initiatives, constitutional amendments, or any other petition shall be subject to the guidelines set forth in Title 7 and the Election Procedures Act. If the General Counsel rejects a submitted petition as invalid, the General Counsel shall submit a written report or make a personal appearance at the next regularly scheduled meetings of the Undergraduate Student Congress and Graduate Student Senate explaining grounds for the rejection. *The decision of the General Counsel may be appealed to the SGA Superior Court.*<sup>269</sup>

#### 2. Petition

##### a. Legislation

Any member of the SGA may initiate legislation provided that the proposed legislation bears the valid signatures of members of the SGA equal to fifteen percent (15%) of the number of students voting in the last general election. Such legislation shall be brought before the Legislative Branch for a vote. If rejected by the Legislative Branch, it shall as soon as practicable be put before a vote of the SGA and a majority shall be required for its passage.<sup>270</sup>

##### b. Presidential General Meeting

Upon petition by ten percent (10%) of the SGA, the Student President shall call and preside over a general meeting of the SGA.<sup>271</sup>

#### 3. Referendum

Any bill being considered for passage by the Legislative Branch may, by a majority vote of the Legislative Branch, be referred to the members of the SGA for their approval. In such case, the Legislative Branch shall provide for the publication of such bill and its general dissemination among the members of the SGA at least one week prior to such election. For such bill to be enacted, it must

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<sup>269</sup> *The Election Procedures Act, CBN 680602, SBN GF02-10, § 17; An Act Amending The Election Procedures Act, CBN 700304, SBN GS03-32, § 3.*

<sup>270</sup> *SGA Const. Art. VII, § 2.*

<sup>271</sup> *SGA Const. Art. VII, § 1.*

receive a majority of the votes cast unless more stringent requirements are set by the Legislative Branch and fifteen percent (15%) of the total number of eligible voters shall have participated in such election. Balloting on such bill shall take place at such time and in such manner as provided by Congress, and the result of such an election shall be binding upon the Legislative Branch.<sup>272</sup>

**a. Content of Referendum Proposal**

A referendum proposal must specifically state the purpose of sending the legislation or Constitutional Amendment to the SGA members for a referendum vote.<sup>273</sup>

**b. Ballot Explanation**

The SGA General Counsel may write an explanation to appear on a referendum ballot.<sup>274</sup>

**4. Constitutional Amendment**

The SGA Constitution may be amended by a majority vote of those students voting on the proposed amendment provided that the amendment shall have been presented to them by two-thirds (2/3) majority vote of each House of the Legislative Branch at least three weeks prior to the election at which the amendment is to be voted upon. A single Act of Legislation shall be used by the Legislature in a manner consistent with Article X, Sec. 1 of the SGA Constitution to (1) propose an amendment to the SGA Constitution and (2) establish a referendum presenting said amendment. Such an Act of Legislation must pass with a two-thirds (2/3) vote of each house. Such an Act of Legislation may be used to place said referendum on the ballot of a general election, to establish a special election, or to add said referendum to the ballot of an established special election, as shall be specified in said Act of Legislation. Each amendment shall be proposed by its own Act of Legislation. If the SGA President vetoes such an Act of Legislation, it shall be considered passed over any such veto.<sup>275</sup>

**5. Recall of Elected Officials**

The members of the SGA may recall any elected SGA official if the petition providing for recall election shall be signed by the number of members of the SGA equal to twenty-five (25%) of the total voters in district in the last general election. The question to be placed on the ballot shall be "Shall (name) be retained as (name of office)?"<sup>276</sup>

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<sup>272</sup> SGA Const. Art. VII, § 4.

<sup>273</sup> In the Matter of Request of the UOSA Budgetary Committee, SC-1997-001.

<sup>274</sup> General Counsel Opinion, OP-1993-000.

<sup>275</sup> SGA Const. Art. X, § 1; Act Enabling the Legislature to Propose a Constitutional Amendment and Call for a Corresponding Referendum Using a Single Act, CBN 700311, SBN GF03-07, § 3.

<sup>276</sup> SGA Const. Art. VII, § 3.

## Title VIII – Student Organizations<sup>277</sup>

### Chapter 1 – General Provisions

#### 1. Inactive Status

Organizations failing to renew their registration with the Center for Student Life are considered inactive.<sup>278</sup>

#### 2. Organization Constitution

The SGA General Counsel, in consultation with the Office of Student Life, shall establish a schedule for the review of the constitutions of all Registered Student Organizations. The schedule shall be such that an individual Registered Student Organization's constitution will be reviewed generally every third year, and approximately one third of all Registered Student Organization's constitutions shall be reviewed in the fall of any particular year. Registered Student Organizations shall be notified of the date of their next required constitutional review in the spring of each year.<sup>279</sup>

As provided in Title III, Chapter 4 of the SGACA, the SGA General Counsel shall review each organization's constitution for compliance with the Student Activities Policy and other University and SGA policies.<sup>280</sup>

As provided in Title III, Chapter 4 of the SGACA, organizations whose constitutions do not achieve compliance status or organizations that fail to submit a constitution as required by the schedule established by the General Counsel shall not be considered registered student organizations.<sup>281</sup>

As provided in Title III, Chapter 4 of the SGACA, registered student organizations may be entitled to funds appropriated by the SGA. Upon a showing by the SGA General Counsel that an organization is not a registered student organization because the organization has not submitted a constitution as required by the schedule established by the General Counsel or the organization's constitution is not in compliance, the SGA Budgetary Committee may take the violation into consideration during the budgetary allocation process.<sup>282</sup>

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<sup>277</sup> Title X Update Act of 2017, CBN 980123, SBN GF17-34; Revised February 11, 2019

<sup>278</sup> General Counsel Opinion, OP-2002-003.

<sup>279</sup> An Act to Place Timing of Constitutional Reviews within the Discretion of the General Counsel, CBN 750223, SBN GS06-11, § 6.

<sup>280</sup> RSO Constitution Submittal Act, CBN 700317, SBN GF03-04, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>281</sup> RSO Constitution Submittal Act, CBN 700317, SBN GF03-04, § 5; An Act to Place Timing of Constitutional Reviews within the Discretion of the General Counsel, CBN 750223, SBN GS06-11, § 6; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>282</sup> RSO Constitution Submittal Act, CBN 700317, SBN GF03-04, § 6; An Act to Place Timing of Constitutional Reviews within the Discretion of the General Counsel, CBN 750223, SBN GS06-11, § 6; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

### 3. Benefits

Student Organizations may print from the Student Organization Resource Office and other computers to centralized copy machines by charging their SGA accounts.

#### a. Code

The SGA Staff Assistant shall assign to each eligible student organization a distinct copy code. Said organization may use this code to print to SGA centralized copy machines.<sup>283</sup>

#### b. Eligibility

Registered Student Organizations with SGA funding and whose President and Advisor have signed and submitted to the SGA Staff Assistant a uniform card agreeing to the provisions of this Act shall be eligible for services under this Act.<sup>284</sup>

#### c. Debit

The Staff Assistant shall debit each participating RSO's account each month. Copy charges in excess of RSO funds shall be charged to the President's bursar account. In the event of any such excess charges, the Staff Assistant shall disable that RSO's copy code and report the excess to the Director of Student Organizations.<sup>285</sup>

#### d. Charge

The Staff Assistant shall determine a uniform charge per copy. All officers involved shall endeavor to minimize costs.<sup>286</sup>

#### e. Disclosure

The Staff Assistant and Department of Student Organizations shall be authorized to disclose the copy code of each RSO only to the President of said RSO.<sup>287</sup>

### 4. Storage

Only Registered Student Organizations (RSO) may store materials in student organization space in the basement of the Union.<sup>288</sup>

#### a. Responsibility

All RSOs using storage space shall make and fulfill an appointment with the Conoco Student Leadership Center Office to inventory stored items at the end of the spring semester.<sup>289</sup>

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<sup>283</sup> The Cheap Printing for Clubs Act, CBN 720334, SBN GF04-11, § 3.

<sup>284</sup> The Cheap Printing for Clubs Act, CBN 720334, SBN GF04-11, § 4.

<sup>285</sup> The Cheap Printing for Clubs Act, CBN 720334, SBN GF04-11, § 5.

<sup>286</sup> The Cheap Printing for Clubs Act, CBN 720334, SBN GF04-11, § 6.

<sup>287</sup> The Cheap Printing for Clubs Act, CBN 720334, SBN GF04-11, § 7.

<sup>288</sup> The Responsible Storage Act, CBN xxxxxx, SBN GF04-20, § 3.

<sup>289</sup> The Responsible Storage Act, CBN xxxxxx, SBN GF04-20, § 4.

**b. Violation**

Failure to keep a made appointment shall be punishable by a fine of the RSO's account of \$10. Failure to complete inventory shall be punishable by a fine of \$50, ineligibility to use said space for one year, and/or ineligibility for SGA allocations for one year.<sup>290</sup>

**c. Publicity**

The Conoco Student Leadership Center Office shall publicize this Responsibility each spring, minimally by an email to the chief officer on submitted record for each relevant RSO.<sup>291</sup>

**5. Mail**

No junk mail may be placed in student organization boxes without the prior explicit consent of the Director of Student Organizations. Violation of the provisions of this Act shall be punishable by fines, not to exceed \$25. Disputes arising under this Act shall be resolved exclusively by the Superior Court. Definition: Documents (1) not sent to a particular organization and (2) either (a) advertising a commercial product or service from an entity that is not part of the University or (b) otherwise unrelated to the general operation of student organizations.<sup>292</sup>

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<sup>290</sup> The Responsible Storage Act, CBN xxxxxx, SBN GF04-20, § 5.

<sup>291</sup> The Responsible Storage Act, CBN xxxxxx, SBN GF04-20, § 6.

<sup>292</sup> The No Junk Mail Act, CBN xxxxxx, SBN GF04-56, §§ 3-5.

## Title VIII – Student Organizations Chapter 2 – Finances

### 6. Budget Allocations

Student Organizations shall be subject to Budgetary Requirements of the Budgetary Procedures Act and Title 12.<sup>293294</sup>

### 7. Reimbursement / Direct Payment

Each requested reimbursement/direct payment shall be due thirty (30) days after the issuance of an invoice or by the end of the current semester, whichever occurs first with the following exception: If extenuating circumstances arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the Budgetary Committee. The letter and circumstances shall be viewed by the Budgetary Committee, or in the absence of the Committee, by the Chair. All requests must be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of regular classes in the semester when the cost was incurred. The end of the fiscal year shall be the last day of regular classes in the spring semester of each year.<sup>295296</sup>

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<sup>293</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6.

<sup>294</sup> The Economic Review Act of 2015 Part 2, CBN 940113, SBN GF15-29,

<sup>295</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.

<sup>296</sup> The Economic Review Act of 2015 Part 2, CBN 940113, SBN GF15-29,



## **Title IX – SGA Boards, Committees, and Commissions**

### **Chapter 1 – Publications Board**

#### **1. Publications Board**

There shall be a Publications Board responsible for the recognition of student publications. It shall also be responsible for appropriating funds to those publications. The structure of the Publications Board shall be determined by Congress.<sup>297</sup>

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<sup>297</sup> SGA Const. Art. VIII; SGA Const. Art. XIII, § 1(1).

## Title IX – SGA Boards, Committees, and Commissions

### Chapter 2 – Academic Advisement Task Force

#### 2. Name

An Academic Advisement Task Force shall be created.<sup>298</sup>

#### 3. SGA Academic Advisement Task Force Membership

The task force shall be composed of representatives of each academic college. The deans of each academic college are to appoint at least two (2) students from their respective academic college to represent their college on the task force. Two (2) representatives shall be selected by the Academics Department of the SGA Executive Branch with approval by the SGA President. Two (2) representatives shall be selected by the Academic Affairs Committee of the SGA Undergraduate Student Congress with advice and consent of Congress.<sup>299</sup>

#### 4. Chair

The Task Force shall be headed by a chair who shall be elected by a majority of task force members in attendance.<sup>300</sup>

#### 5. Meeting

The Task Force shall meet at least one time each month.<sup>301</sup>

#### 6. Responsibilities

The Task Force shall be responsible for hearing and providing solutions to problems and suggestions for improvements in academic advisements system on the Norman Campus. The task force shall use Academic Advisement questionnaires and surveys to gather information. This task force shall devise a policy statement concerning probable solutions to advisement problems.<sup>302</sup>

#### 7. Advisors

The office of the Associate Provost for Academic Advising shall serve as the advisor to the SGA Academic Advisement Task Force.<sup>303</sup>

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<sup>298</sup> An Act Establishing an Academic Advisement Task Force, CBN 350101, § 1.

<sup>299</sup> An Act Establishing an Academic Advisement Task Force, CBN 350101, § 3; Academic Taskforce Reform Act of 2010, CBN 840102, SBN GF10-51, § 3.

<sup>300</sup> An Act Establishing an Academic Advisement Task Force, CBN 350101, § 4.

<sup>301</sup> An Act Establishing an Academic Advisement Task Force, CBN 350101, § 5.

<sup>302</sup> An Act Establishing an Academic Advisement Task Force, CBN 350101, §§ 6-8.

<sup>303</sup> Academic Taskforce Reform Act of 2010, CBN 840102, SBN GF10-51, § 3.

## Title IX – SGA Boards, Committees, and Commissions

### Chapter 3 – Student Advisory Committee for the Athletic Department

#### 8. Name

A Student Advisory Committee for the Athletic Department shall be established.<sup>304</sup>

#### 9. Membership

The committee shall be composed of the following: one (1) Commuter Student, one (1) Housing Student, one (1) Greek Student, one (1) CAC Spirit Council Representative, and one (1) Student at-large.<sup>305</sup>

##### a. Selection

The CAC Spirit Council representative shall be selected by the CAC Spirit Council. The four other students shall be selected by the SGA President with advice and consent of the Undergraduate Student Congress.<sup>306</sup>

#### 10. Chair

The Committee shall be chaired by a representative from the Athletic Department.<sup>307</sup>

#### 11. Responsibility

The Committee shall be charged with the responsibility of assisting the Athletic Department in matters relevant to the student population.<sup>308</sup>

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<sup>304</sup> *An Act Establishing a Student Advisory Committee for the Athletic Department, CBN 481403, § 1.*

<sup>305</sup> *An Act Establishing a Student Advisory Committee for the Athletic Department, CBN 481403, § 2.*

<sup>306</sup> *An Act Establishing a Student Advisory Committee for the Athletic Department, CBN 481403, § 3.*

<sup>307</sup> *An Act Establishing a Student Advisory Committee for the Athletic Department, CBN 481403, § 4.*

<sup>308</sup> *An Act Establishing a Student Advisory Committee for the Athletic Department, CBN 481403, § 5.*

## **Title IX – SGA Boards, Committees, and Commissions**

### **Chapter 4 – Goddard Health Center Administrative Review Board**

#### **12. Name**

The Goddard Health Center Administrative Board shall be established.<sup>309</sup>

#### **13. Purpose**

The purpose of the Goddard Health Center Administrative Board shall be to improve the services rendered by Goddard Health Center.<sup>310</sup>

#### **14. Membership**

The Board shall consist of seven (7) voting member, comprised of four (4) students, one (1) faculty member, one (1) Goddard Health Center staff member, one (1) representative of the Office of Student Affairs. The board shall further consist of three (3) ex-officio, non-voting members; the Vice-Provost for Student Affairs, the SGA President, and the Chair of Undergraduate Student Congress. The Director of Goddard Health Center shall be the Non-voting Chairman of the Board.<sup>311</sup>

#### **15. Student Members**

The student members of the Board shall be appointed by the SGA President, and with the advice and consent of Congress.<sup>312</sup>

#### **16. Internal Rules / Quorum**

The Board shall establish its own rules of procedure and administration, a majority of its voting members constituting a quorum.<sup>313</sup>

#### **17. Terms**

The terms of the student members shall be as follows: 3 one-year terms and 1 two-year term. At the beginning of Fall 1980 semester, when the one-year terms expire, there shall be 2 one-year terms and 1 two-year term. Henceforth every fall the 2 one-year terms will expire and, alternately one of the two year terms will expire.<sup>314</sup>

#### **18. Responsibilities**

The responsibilities of the Board shall be to review and establish administrative policy for Goddard Health Center, except in matters directly related to medical practice and individual personnel matters such as hiring and firing decisions and salary increases. Actions of the Board, with the exception of those falling under

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<sup>309</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 3.*

<sup>310</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 2.*

<sup>311</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 4.*

<sup>312</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 7.*

<sup>313</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 6.*

<sup>314</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 8.*

Sec. 4 of this Chapter, are subject to the approval of the University President. The Board may also hear any grievance brought by any member of the University Community relative to the administration of Goddard Health Center.<sup>315</sup>

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<sup>315</sup> *An Act Creating the Goddard Health Center Administrative Review Board, CBN 221406, § 5.*

## **Title IX – SGA Boards, Committees, and Commissions**

### **Chapter 5 – Student Graduation and Retention Task Force**

#### **19. Name**

A Student Graduation and Retention Task Force shall be created.<sup>316</sup>

#### **20. Purpose**

The purpose of the Student Graduation and Retention Task Force is to be informed of, examine, and advise the Graduation Office concerning issues that impact both graduation and retention rates in coordination with the President's Graduation and Retention Task Force at large. This task force shall facilitate communication on these issues with the Graduation Office and relevant administrators. Also, this task force shall examine areas including, but not limited to: financial aid; advising; availability and awareness of academic resources; and other issues that may affect graduation and retention rates.<sup>317</sup>

#### **21. Chair**

The task force shall be chaired by a member elected from its membership.<sup>318</sup>

#### **22. Student Graduation and Retention Task Force Membership**

The task force shall be composed of representatives of each academic college. The deans of each academic college are to appoint at least two (2) students from their respective academic college to represent their college on the task force. Two (2) representatives shall be selected by the SGA President. Two (2) representatives shall be selected from the Academic Affairs Committee of the SGA Undergraduate Student Congress from the current or previous session.<sup>319</sup>

#### **23. Advisors**

The Director and Associate Director of the Graduation Office shall serve as non-voting advisors to the Student Graduation and Retention Task Force.<sup>320</sup>

#### **24. Responsibilities**

The task force shall be required to submit at least one report per academic year to the SGA President, the Chair of Undergraduate Student Congress, the Chair of Graduate Student Senate, the Graduation Office, and appropriate administration officials.<sup>321</sup>

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<sup>316</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3.

<sup>317</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3.

<sup>318</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3.

<sup>319</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3; Academic Taskforce Reform Act of 2010, CBN 840102, SBN GF10-51, § 4; Title XI Update Act, CBN 880330, SBN GF12-26, § 3; Student Graduation and Retention Task Force Update Act of 2014, CBN 920303, SBN GF14-09.

<sup>320</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3.

<sup>321</sup> Graduation and Retention Initiative Act of 2010, CBN 830307, SBN GS10-24, § 3.

## **Title IX – SGA Boards, Committees, and Commissions**

### **Chapter 6 – Campus Climate Board of Advisors<sup>322</sup>**

#### **25. Name**

This board shall be called the Campus Climate Board of Advisors

#### **26. Purpose**

The Purpose of the Campus Climate Board of Advisors is to:

- a. To ensure critical, transparent, and productive conversations are held between the student body and the Student Government Association's three branches (the Undergraduate Student Congress, the Campus Activities Council, the Graduate Student Senate, and the Executive Cabinet) regarding various pieces of legislation, events, initiatives or any other aspect.
- b. Bring together different student organizations across campus to collaborate with the following SGA leadership: Chair of the Undergraduate Student Congress, Chair of the Campus Activities Council, Chair of the Graduate Student Senate, and the SGA President.

#### **27. Coordinator**

- a. The Coordinator of the Campus Climate Board of Advisors will be appointed by the leaders of the three SGA branches: the Student Body President, Chair of the Undergraduate Student Congress, Chair of the Campus Activities Council, and Chair of the Graduate Student Senate.
- b. Responsibilities: The Coordinator shall run and organize the boards meetings, compile the agenda for each meeting and distribute it to the board members, track membership attendance, and issue one campus climate survey per year.
- c. Requirements: The Coordinator must be a full time student at the University of Oklahoma and must be enrolled for the full academic year following their appointment.

#### **28. Membership**

- a. The advisory board shall be comprised of one internally designated representative from the following organizations:

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<sup>322</sup> Added Chapter 6 on 3/21/17: An Act Establishing the Campus Climate Board of Advisors, CBN 970101, SBN GS17-03.

1. American Indian Student Association
2. Asian American Student Association
3. Association of Transfer Students
4. Black Student Association
5. CAC Community Experience Coordinator
6. Chair of the Campus Activity Council
7. Chair of the Undergraduate Student Congress
8. Chair of the Graduate Student Senate
9. Disability Inclusion and Awareness
10. Hispanic American Student Association
11. Housing Center Student Association
12. Independent Greek Council
13. Interfraternity Council
14. International Advisory Committee (allotted two seats on the committee)
15. SGA Congress Human Diversity Committee Chair
16. SGA Senate Human Diversity Committee Chair
17. Member from the SGA Department of Inclusivity
18. Multicultural Greek Council
19. Muslim Student Association
20. National PanHellenic Greek Council
21. OU Hillel
22. Panhellenic

23. Queer Student Association

24. Student Athlete Advisory Committee

25. Student Veteran Association

- b. The membership of the Campus Climate Board of Advisors can be amended or changed as deemed necessary by the SGA President, Undergraduate Student Congress Chair, Campus Activities Council Chair, and the Graduate Student Chair.
- c. Members of the board cannot serve in dual capacity on the board and serve within a high office, with the exception of the heads of SGA branches, as defined by Title I of the Code Annotated, for the Student Government Association.

### **29. Terms**

Members will be appointed in the Fall semester and serve a full academic year.

### **30. Attendance Policy**

- a. Each organization must have a representative present at all meetings. If unforeseen circumstances arise the board members shall send a proxy member from their organization.
- b. If a representative from the organization fails to meet the attendance requirement, it is the duty of the coordinator to inform the organization.
- c. In the event a representative fails to meet the attendance requirement, disciplinary action determined by the board at the first official meeting shall be enforced and upheld by the board as a whole.

### **31. Meeting**

- a. The Campus Climate Board of Advisors will meet at least once a month throughout the academic calendar.
- b. The board may be called to meet in addition to their monthly meeting if deemed necessary by at least ten (10) members of the board.
- c. Meetings are open to all students at the University of Oklahoma.

### **32. Responsibilities**

- a. Bring specific issues pertaining to each student group to the attention of the three SGA branches.

- b. Advise the three SGA branches on legislation, programming events, and all other initiatives pertaining to diversity and inclusion on campus in order to allow for the voices of different students across campus to be represented in SGA branches.
- c. Release monthly press releases regarding the current campus climate.
- d. Suggest measures to promote inclusion and community on campus.

## Title IX – SGA Boards, Committees, and Commissions

### Chapter 7 – SGA It’s On Us Taskforce<sup>323</sup>

#### 33. Name

The Committee shall be called the SGA It’s On Us Taskforce.

#### 34. Purpose

The purpose of the SGA It’s On Us Taskforce is to:

- a. Bring together students across campus to work on raising awareness and shifting the way students think about sexual assault through promotional items and awareness events.
- b. Serve as the student voice against sexual assault on campus and act as a direct avenue for students to work to raise awareness to end sexual assault
- c. To organize, plan, and execute various events on campus throughout the national It’s On Us Awareness week.
- d. To work with the Gender and Equality Center and the Title IX Office on their current initiatives to help connect more students to resources regarding sexual assault.

#### 35. Chair

- a. The Chair of the SGA It’s On Us Taskforce shall be appointed by the Student Government Association President through an application process with the advice and consent of the Legislative Branch. The Chair shall serve for a one-year term concurrent with the President’s term.<sup>324</sup>
- b. Responsibilities
  1. The Chair shall run and organize the task force meetings, coordinate communication between task force members, oversee the planning of all awareness events, and regularly update the Student Government Association President on the progress of the taskforce.<sup>325</sup>
  2. The Chair shall be responsible for coordinating with the Gender and Equality Office and the Title IX office on programming events and providing promotional materials to the student body.
  3. The Chair shall hold the right to appoint members of the taskforce to executive positions in order to assist with the responsibilities of the Chair.
  4. The Chair shall enforce the attendance requirements established in Section 39, and may be authorized to compel the attendance of absent members in such manner and under such penalties as provided by the Code.

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<sup>323</sup> An Act Establishing the SGA It’s On Us Task Force, CBN 970102, SBN GS17-17. Revised on: August 30, 2017; Modified April 16, 2019 – SGA It’s On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

<sup>324</sup> SGA It’s On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

<sup>325</sup> SGA It’s On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

5. The Chair shall hold the right to remove taskforce members with the approval of the President of the Student Government Association for violation of the attendance requirements listed in Section 39 or any other extenuating circumstances.
  6. The Chair shall develop and present a budget for the Taskforce and give this to the President in a timely manner before the beginning of the Primary Funding Process.
- c. The Student Government Association President shall have the authority to remove the Chair with the advice and consent of the Legislative Branch.<sup>326</sup>

### **36. Membership**

- a. The membership of the SGA It's On Us Taskforce shall be open to any and all students on campus. All members will be required to file an application with the Chair who will then review and approve all application so long as the applicant is a full-time student they shall be eligible to serve on the taskforce.

### **37. Meeting**

- a. The Chair shall set the meeting times for the taskforce depending on the members' availability.
- b. The taskforce should hold bi-weekly meetings in order to organize, plan, and execute their initiatives and events.

### **38. Responsibilities**

- a. Organize the campus events and promotion for the national It's On Us Sexual Assault Awareness week.
- b. Organize an informational campaign in the weeks prior to the annual Red River Rivalry football game; and, if applicable, coordinate with the equivalent officer within the University of Texas at Austin's Student Government.<sup>327</sup>
- c. Hold a general meeting at least once a semester<sup>328</sup> open to all students, staff, and faculty on campus for the purpose of raising awareness, encouraging activism, and informing all attendees on the issue of sexual assault on campus and all the local resources at their disposal. The taskforce may also hold general meetings to address any additional issues or information they feel is necessary to the success of the campaign.
- d. Coordinate with the OU Gender and Equality Center and the Title IX Office to create promotional materials with accurate information of all the resources available on campus.
- e. Maintain an active social media presence throughout the year.<sup>329</sup>

### **39. Attendance**

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<sup>326</sup> SGA It's On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

<sup>327</sup> SGA It's On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

<sup>328</sup> SGA It's On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

<sup>329</sup> SGA It's On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

- a. Taskforce members are required to attend 2/3 of the scheduled meetings every semester.
- b. Taskforce members are required to attend at least two (2) SGA IT's On Us Taskforce events each semester.
- c. Absence from meetings and events may be excused at the discretion of the Chair or executive team members.<sup>330</sup>

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<sup>330</sup> SGA It's On Us Taskforce Reform Act 2019, CBN 101-26, SBN GS1919

## **Title IX – SGA Boards, Committees, and Commissions**

### **Chapter 8 – Student Environmental Coalition<sup>331</sup>**

#### **40. Delegation Purpose**

The SGA Student Environmental Coalition, “SEC,” will ensure that various environmental groups communicate well to accomplish goals in the most effective way possible and serve as environmental advisors to the campus at large.

#### **41. Membership Requirements and Responsibilities**

All students currently enrolled at the University of Oklahoma shall be eligible to serve as a representative for any campus environmental initiative, RSO, or non-student organization. Faculty and staff are also eligible to serve on the coalition in order to speak for university-based initiatives. Students must remain in good standing with the University.

#### **42. Officers**

The officers of the organization shall be Chair, Vice-Chair, and Secretary.

##### **a. Eligibility**

Members of SEC in good academic standing will be eligible to run for office; the chair of SEC must have adequate time to devote towards stewarding the council.

##### **b. Selection**

SEC Officers will be elected by a majority vote of current SEC members. Current SEC members shall be defined as members who have attended at least sixty percent of the meetings of the previous semester.

##### **c. Term Length and Limit**

All SEC Officers will be elected for one academic year. With exception of the Chair, officers may serve more than one academic year, but they shall be reelected by the coalition each year.

##### **d. Responsibilities**

The Officers will work closely with the SGA and, most importantly, the various Registered Student Organizations related to Environmental Sustainability to ensure the mission of SEC is actualized.

##### **e. Vacancies**

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<sup>331</sup> *An Act Establishing the Student Environmental Coalition, CBN 980128, SBN GS17-26. Revised on: November 17, 2017.*

If a vacancy arises, an interim officer will be chosen by the current members of the SEC by majority vote or consensus. The coalition will decide how officer responsibilities will be transferred for the remainder of the academic year.

**f. Officer Removal**

The SEC shall have the authority to remove an officer with a simple majority with the advice and consent of the legislature.

**43. Internal Proceedings**

The Student Environmental Coalition shall establish rules of procedure for the internal operations for the organization. These rules shall be published and available to students upon request. Any proposed and adopted rule changes must be sent to the SGA President, Graduate Student Senate Chair, Chair of the Undergraduate Student Congress, and Campus Activities Council Chair.

**44. Meetings**

**a. Meeting Times:**

The chair of the SEC shall establish meeting times for the full academic semester by the third academic week of each semester. The meetings shall be open to the public and minutes will be recorded by the secretary for future records.

**b. Attendance:**

The SEC shall function as a resource to members. Responsibility to attend shall be strongly advocated for by the officers. SEC members must attend at least sixty percent of the meetings in order to vote in officer elections.

**45. Power and Authority**

The SEC shall be empowered to create any such committees, boards, commissions, or other such entities that it deems are necessary to further its purpose.

**46. Funding**

The SGA Student Environmental Coalition shall be provided financial support through the Executive Branch.

## Title X – Finance

### Chapter 1 – General Provisions

#### 1. Fiscal Year

The beginning of the fiscal year shall be July 1<sup>st</sup>.<sup>332</sup> The end of the fiscal year shall be the last day of regular classes in the spring semester.<sup>333</sup>

#### 2. Reimbursement/ Direct Payment

Each requested reimbursement/direct payment shall be due thirty (30) days after the issuance of an invoice/receipt or by the end of the current semester, whichever occurs first with the following exception: If extenuating circumstances arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the SGA Budgetary Committee. The letter and circumstances shall be viewed by the SGA Budgetary Committee, or in the absence of the Committee, by the Chair. All requests must be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of regular classes in the semester when the cost was incurred. The end of the fiscal year shall be the last day of regular classes in the spring semester of each year.<sup>334</sup>

#### 3. “Funded by SGA”

Failure to place on any publication or permanent fixture funded by SGA, the words “Funded by SGA,” shall be deemed a misuse of funds in accordance with this chapter and punished as follows: After each offense the student organization must schedule a meeting with the Chair of the SGA Budgetary Committee and the SGA Accountant who will review the eligibility of the student organization for the following allocation process whether Fall or Spring. The format for placing such words upon any permanent fixture shall be within the discretion of the SGA Budgetary Committee.<sup>335</sup>

##### a. Publication

“Publication” shall be defined as any typed, photocopied, printed, or otherwise duplicated matter of more than twenty-five (25) copies which is used for the following purposes: (1) To state the purpose or to promote the participation in any group or organization which receives funding from

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<sup>332</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>333</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6; An Act Amending Section 6 of the Budgetary Procedures Act of 1997, CBN 690307, SBN GS03-02, § 4.

<sup>334</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6; An Act Amending Section 6 of the Budgetary Procedures Act of 1997, CBN 690307, SBN GS03-02, § 4; An Act Further Amending Section 6 of the Budgetary Procedures Act of 1997, CBN 690317, SBN GS03-15, § 4; UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 2, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.

<sup>335</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 10, 10(A).

SGA; (2) To promote the participation in any program or activity for which the student group or organization receives funding from the SGA.<sup>336</sup>

**b. Use of “Funded by SGA”**

(1) Placing “Funded by SGA” shall be necessary if any aspect of an event is funded by SGA funds. (2) Placing “Printing Funded by SGA” shall be necessary if solely promotional materials are funded via SGA funds as described above. (3) Placing “Printing and Funding by SGA” shall be necessary where any aspect of an event or promotional materials utilize SGA funds.<sup>337</sup>

**4. Release of SGA Liability**

**a. Opinions Expressed**

All communications using, either explicitly or implicitly, the name of the University of Oklahoma or any of its divisions shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the institution or the student body.<sup>338</sup>

**b. American Disabilities Act**

In accordance with the Americans with Disabilities Act, printed materials that announce an event or program must include information to offer accommodations. An appropriate phrase is: Accommodations on the basis of disability are available by contacting (name, address, phone number) by (date)<sup>339</sup>

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<sup>336</sup> *The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 10(B).*

<sup>337</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28.*

<sup>338</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28.*

<sup>339</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28.*

## Title X – Finance

### Chapter 2 – Financial Responsibilities

#### 5. Purposes

The purposes of this Chapter are to: fix responsibility for the expenditure of SGA funds; define Financial Responsibility, Misuse of Funds, Non-Allowable Items, Allowable Items, and Line Items; designate the signature required for release of funds from University accounts of student organizations; designate the reversion process of funds; provide penalties for violations of financial responsibility; and codify all pre-existing SGA legislation pertaining to the above.<sup>340341</sup>

#### 6. Definitions

##### a. SGA Accounts

SGA accounts shall be defined as Student Activity funds allocated by the SGA Budgetary Committee.<sup>342</sup>

##### b. Financial Responsibility

Financial Responsibility shall be defined as prohibiting any expenditure that would place an account in a deficit position; any expenditure designated to be prohibited by the SGA, the University of Oklahoma, or the State of Oklahoma; or any expenditure from an account in which money has been allocated for a specific purpose or use, that fails to apply to that purpose or use.<sup>343</sup> Any individual designated by this act as financially responsible for the accounts indicated below shall be held personally responsible for any misuse, occurring in any SGA funded account.<sup>344345</sup>

##### c. Misuse of Funds

Misuse of Funds shall be defined as any action which is not considered financially responsible as provided for above, as well as violations of financial responsibility.<sup>346347</sup>

##### d. Non-Allowable Items

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<sup>340</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 2; UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 3.

<sup>341</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>342</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>343</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>344</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(A).

<sup>345</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>346</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(B); UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 3.

<sup>347</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

The following expenditures may not be made with SGA funds, and shall be considered Misuse of Funds (**Note:** this list is not intended to be restrictive):

- i. Scholarships
- ii. The purchase of tickets for any event organized by a University department, RSO or administration organization.<sup>348</sup>
- iii. Any donations to charitable causes or activities.<sup>349</sup>
- iv. Endorsement of political candidates or causes (i.e. campus, local, state, national, or worldwide).
- v. Telephone expenditures for rental, installation, or long distance service, except with prior approval of the SGA Budgetary Committee.
- vi. Gifts, cards, prizes, gift certificates<sup>350</sup>
- vii. Personal items which will belong to an individual and are not necessary or pertinent to the functionality, promotion, or professionalism of an organization, such as, but not limited to: mugs, lamps, personalized office supplies, appliances, giveaways, plaques, trophies, monetary awards, membership pins, etc.<sup>351</sup>
- viii. Personal clothing of any nature with the exception of clothing that will be considered capital investment.<sup>352</sup>
- ix. Alcoholic beverages or medications.
- x. Knives, guns, firearms, ammunition, and weapons of any kind.<sup>353</sup>
- xi. All University of Oklahoma sanctioned parking permits.
- xii. Reimbursement for postage charges which were not processed through O.U. Central Mail Service.
- xiii. Any expenditure, by any student organization, of SGA funds for purpose or uses prohibited by the Regents Policy Statement of December 1992.
- xiv. Requests for Salaries and Stipends not in accordance with Title XII, Chapter 5 of this Code and the most current Salaries and Stipends Act.<sup>354355</sup>
- xv. The following decorations:<sup>356</sup>
  - Balloons
  - Loose Glitter

#### **e. Allowable Items**

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<sup>348</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>349</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>350</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>351</sup> Allowable Items Act, CBN 990512, SBN GS18-21

<sup>352</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>353</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>354</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(B); UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 3; Parking Fund Act of 2013, CBN 900315, SBN GF13-17, § 3.

<sup>355</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>356</sup> Act Establishing Environmentally Sustainable Funding, CBN 101-24, SB GS19-15

The following expenditures may be made with SGA funds (**Note:** this list is not intended to be restrictive):

- i. Office Supplies. The university awards contracts to vendors, which in turn, offers discounts to the university. Catalogs are available in the SGA office.
- ii. Printing. University policies require departments/organizations to utilize the services of university copy centers. Organizations needing the services of off-campus vendors must first secure written permission from the Office of Printing Services.
- iii. Permanent fixtures and publications. All fixtures and publications (25 copies or more) must state “printing funded by SGA” when used to state the organizational purpose or to promote the participation in any program or activity for which the student organization receives funding from SGA.<sup>357</sup>
- iv. Advertising in Student Media publications. Ads must pertain directly to the organization and state “funded/sponsored by SGA”.
- v. Postage. State law forbids the reimbursement for postage stamps. All mail must be delivered to the SGA Office. A university address must be in the upper left corner: the organizations name, 900 Asp Avenue OMU 181, Box XXX (see list available in SGA office), Norman, OK 73019.<sup>358</sup>
- vi. Rental of facilities and equipment.
- vii. Entry fees for intramurals and tournaments for registered student organizations sports clubs.
- viii. Organizational dues. However, individual dues are not permissible.
- ix. Registration fees for conferences and workshops for OU students and their advisor. The conference/workshop must pertain directly to the registered student organization.
- x. Lodging for conferences, workshops and tournaments for OU students and their advisor.<sup>359</sup> The conference/workshop or tournament must pertain directly to the registered student organization or sports club.
- xi. Transportation. The purpose of the trip must pertain directly to the registered student organization.
- xii. Services provided by DJ’s, performers, entertainers, etc. A signed contract must be obtained before the event.
- xiii. Security for events.
- xiv. Food for organizational banquets, dinners, meetings, programs, etc.<sup>360</sup> Meal reimbursements for only select individuals are not allowable except for travel purposes.
- xv. Rental of clothing or regalia for multicultural or international events, performance events, or athletic groups.<sup>361</sup>

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<sup>357</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,*

<sup>358</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,*

<sup>359</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,*

<sup>360</sup> *The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,*

- xvi. Clothing for all student groups on the basis of capital investment.<sup>362</sup>
- xvii. All decorations not listed in section d of this bill<sup>363</sup>
- xviii. Refreshments for organizational meetings and programs.
- xix. Marketing items, subject to approval by the Ways and Means Committee or Budgetary Committee – the purpose of which items shall be to promote the organization and shall only be used to promote the events and activities of the specific organization to which these funds are allocated.<sup>364</sup>
- xx. Banners promoting an organization or university event. Each RSO will be limited to two banners per year.<sup>365</sup>
- xxi. Subscription renewals.
- xxii. OU solicitation permits.<sup>366</sup>
- xxiii. Guest speaker fees.<sup>367</sup>

**f. Line Item**

Line Item shall be defined as any purpose for use designated by the Budgetary Committee of the SGA for the funds indicated, including but not limited to: Office Expenses, Capital Investments, and Programs, Events, and Activities.<sup>368</sup>

**i. Capital Investments<sup>369</sup>**

Items purchased by an organization as Capital Investment are intended for long-term use by the organization, including, but not limited to, electronic devices and furniture. They are the property of the University of Oklahoma. Therefore, they must be accounted for by submitting a verification of inventory to SGA. Organizations must submit an inventory of all university property in their possession to SGA every year. Loss or damage of an item on loan to an organization shall result in a fine equal to the purchased price of the item.

If and when items purchased as a Capital Investment become obsolete or are no longer needed by the organization, they must be returned to the SGA offices for submission to University surplus. An organization may only purchase a particular item as a Capital Investment once every three fiscal years.

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<sup>361</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>362</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>363</sup> Act Establishing Environmentally Sustainable Funding, CBN 101-24, SB GS19-15

<sup>364</sup> Allowable Items Act, CBN 990512, SBN GS18-21

<sup>365</sup> Act Establishing Environmentally Sustainable Funding, CBN 101-24, SB GS19-15

<sup>366</sup> UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 3.

<sup>367</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>368</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(C); 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4; Financial Responsibility Act of 2011, CBN 860313, SBN GF11-13, § 3.

<sup>369</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

**ii. Office Expenses<sup>370</sup>**

Items whose primary purpose is offices related, including, but not limited to, printing expenses, writing material, binders, and chalk. A catalogue for the University's contracted office supplies vendor is available in the SGA office. However, office supplies need not be purchased from the contracted vendor if available elsewhere at a lower price.

**iii. Programs/Events/Activities (P / E/ A'S)<sup>371</sup>**

The programs, events, and activities planned by an organization must be listed separately on the funding application, with specific items listed for each P /E/ A.

**7. Release of Funds**

The signed approvals of the individuals listed are required for the release of funds from the accounts indicated:

Account Name	Authorization to Sign
SGA Undergraduate Student Congress	Chair, Student Congress; Vice-Chair, Student Congress
Housing Center Student Association	President, Housing Center Student Association
SGA Appropriations	Act of Legislation
SGA Executive Branch	SGA President; SGA Vice-President
SGA Executive Branch Contingency Fund	SGA President and SGA Vice-President
SGA General Operations	SGA President
SGA Special Projects Bureau Line Item	SGA President and Chair, Student Congress and Chair, Graduate Student Senate and Chair, Congress Ways & Means and Chair, Senate Ways & Means
Student Bar Association	President, Student Bar Association
Campus Activities Council	Chair, Campus Activities Council
SGA Advertising & Publications	SGA President Chair, Student Congress
SGA Greek Affairs	Chair, Graduate Student Senate President, Panhellenic or President, Interfraternity Council or President, Multicultural Greek Council or President, National Panhellenic
SGA Budgetary Committee <sup>372</sup>	Chair, SGA Budgetary Committee
SGA Graduate Student Senate Grants	Chair, Graduate Student Senate

<sup>370</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>371</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>372</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

SGA Graduate Student Senate Grants Contingency	Chair, Graduate Student Senate
SGA Graduate Student Senate Contingency Fund	Chair, Graduate Student Senate and Chair, Senate Ways & Means
SGA Graduate Student Senate	Chair, Graduate Student Senate; Vice- Chair, Graduate Student Senate
SGA Undergraduate Student Congress Contingency Fund	Chair, Student Congress and
Student Initiatives Fund <sup>373374</sup>	Chair, Congress Ways & Means
SGA Elections	Act of Legislation <sup>375</sup>
SGA Salaries & Stipends	Chair, SGA Elections
SGA Judicial Affairs	Act of Legislation SGA General Counsel Chief Justice, SGA Superior Court

All other groups, agencies, or organizations shall have, as the person(s) designated financially responsible, those listed on the signature card with the SGA Accounting office. These include, but are not limited to, the President, Vice-President, Secretary, or Treasurer.<sup>376</sup>

**a. Signatures Required**

Upon accepting any appointed, designated, or elected position allowing for the release of funds as noted in Sec. 3, above, the person so appointed, designated, or elected shall sign the following: “I have read the SGA Account Information and understand the policies, restrictions on expenditures, and the fine system. I understand that I will be held personally responsible for any deficit or misuse of funds. I understand that I am responsible for compliance with all relevant SGA law. I understand that I take full responsibility for all university property on loan to my organization, including but not limited to, all items purchased as capital investments, and that the loss or damage of any of these items due to the misuse or improper care shall result in my organization being charged for their replacement. I also understand that all purchase order invoices/receipts must be itemized and are due within five (5) working days. I understand all reimbursement/direct payment receipts must be the original, itemized receipt and that they shall be due thirty (30) days<sup>377</sup> after the issuance of the invoice/receipt, excluding internal University transfers<sup>378</sup>, or by the end of the current semester, whichever comes first

<sup>373</sup> Congressional Initiatives Fund Codification Act, CBN 930125, SNB GS15-28. Revised on: April 20, 2015.

<sup>374</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>375</sup> Congressional Initiatives Fund Codification Act, CBN 930125, SNB GS15-28. Revised on: April 20, 2015.

<sup>376</sup> Signatory Update Act of 2014, CBN 920317, SBN GF14-26; The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, §§ 4-5; UOSA Reimbursement Process Act of 2011, CBN 850308, SBN GS11-16, § 3, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30; Contingency Fund Act of 2013, CBN 900314, SBN GF13-16, § 3.

<sup>377</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>378</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

with the following exception: If extenuating circumstance arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the SGA Budgetary Committee. The letter and circumstances shall be viewed by the SGA Budgetary Committee, or in the absence of the Committee, by the Chair. All requests must be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of the regular classes in the semester when the cost was incurred. The end of the fiscal year shall be the last day of regular classes in the spring semester of each year.”

All persons who have been appointed, designated, or elected under who, as noted in Sec. 3 above, can sign for their release of funds must sign the financial card and submit a signed advisor’s card before any appropriated funds will be released. Any aforementioned member of the SGA who fails to sign the financial card shall not serve in any position, appointed or elected, listed in Sec. 3, above.<sup>379</sup>

## **8. Sponsorship and Auditing**

Nothing in this Chapter shall be interpreted as changing the official sponsorship of any of the accounts listed, or the duties of such sponsors, or of Internal Auditing; as provided by the University of Oklahoma and the Regents of the University of Oklahoma.<sup>380</sup>

## **9. Reversion of Funds**

At the end of each fiscal year, all unspent SGA funds in every SGA account appropriated for that year shall revert to the SGA Appropriations Account, and any remaining appropriations shall be cancelled. Unspent money appropriated to SGA Accounts named SGA Executive Branch Contingency Fund, SGA General Operations, SGA Subsidiary, SGA Budget Process, Student Initiatives Fund,<sup>381</sup> SGA Graduate Student Senate Contingency Fund, SGA Undergraduate Student Congress Contingency Fund, SGA Election, SGA Advertising, SGA Special Projects, and SGA Graduate Student Senate Grants Contingency Fund shall not revert to the SGA Appropriations Account, but shall remain in each respective account. All remaining funds in the following SGA Accounts shall be transferred to the appropriate contingency accounts: SGA Undergraduate Student Congress shall be transferred to SGA Undergraduate Student Congress Contingency Fund; SGA Executive Branch shall be transferred to SGA Executive Branch Contingency Fund; SGA Graduate Student Senate shall be transferred to SGA Graduate Student Senate Contingency Fund; SGA Graduate Student Senate Grants shall be transferred to SGA Graduate Student Senate Grants Contingency. The SGA Undergraduate Student Congress Contingency Fund, SGA Executive Branch Contingency Fund, and SGA Graduate Student Senate

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<sup>379</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, §§ 6-7; Financial Responsibility Act of 2011, CBN 860313, SBN GF11-13, § 4, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.

<sup>380</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 8.

<sup>381</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28.

Contingency Fund each shall never have a balance exceeding (\$8,000) eight thousand dollars. Any funds in excess of this amount shall revert to the SGA Appropriations account. Any remaining funds in SGA Account named Campus Activities Council shall revert to the SGA Appropriations Account unless it is requested by the CAC Chair and approved by the Chair of the SGA Budgetary Committee that the balance of said account not be reverted but instead remain in SGA Account named Campus Activities Council.<sup>382</sup>

#### **10. Violations of Financial Responsibility**

Any student<sup>383</sup> who knowingly violates or aids and abets in the violation of any provision of this act shall make restitution for any loss incurred by the SGA as a result of the individual's action in a manner prescribed by the Chair of the SGA Budgetary Committee, Chair of Undergraduate Student Congress, and the Chair of Graduate Student Senate, and by prosecution in the SGA Superior Court, or before the appropriate administrative judicial official; and become liable for the imposition of sanctions set forth in the Student Rights and Responsibilities Code, with possible punishment to include: Monetary fine up to \$100.00; Expulsion from the University. In addition, violators of this act may be liable for punishment by State Law, when applicable.<sup>384</sup>

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<sup>382</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 9; 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30; Contingency Fund Act of 2013, CBN 900314, SBN GF13-16, § 3.

<sup>383</sup> The Economic Review Act of 2015 Part 1, CBN 940112, SBN GF15-28,

<sup>384</sup> The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 11; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

## Title X – Finance

### Chapter 3 – Office Responsibilities

#### 11. Purposes

The purposes of Office Responsibility are as follows: to fix responsibility for student space used as SGA space; to fix responsibility for properties owned by a SGA office; to insure the protection of properties of a SGA office; to define student space SGA space, properties, and official SGA positions; and to provide penalties for violations of this office responsibility.<sup>385</sup>

#### 12. Definitions

**a. Student Space**

Student space shall be defined as an area designated by the University of Oklahoma for the sole purpose of student use.<sup>386</sup>

**b. SGA Space**

SGA space shall be defined as any area rented by the SGA or rented space which is used by any branch of the SGA government.<sup>387</sup>

**c. Properties**

Properties shall be defined as all possessions, fixed and non-fixed, with a value of over \$10 which have been purchased by an account of that office or by the University of Oklahoma. This shall also include all rented property within the possession of that office and all SGA space allotted to that office.<sup>388</sup>

**d. Official SGA Positions**

Official SGA positions for Office of Responsibility are as follows: Chair of Undergraduate Student Congress, Chair of Graduate Student Senate, SGA President, Chair of Campus Activities Council, and SGA General Counsel.<sup>389</sup>

#### 13. Inventory

All Official positions of the SGA, both elected and appointed, shall be responsible for taking an inventory of all properties owned by that office and submitting that inventory to the account sponsor of that office. The inventory must state item by item, the properties of that office and the condition of the SGA space. The inventory must be completed and submitted to the sponsor of that position no later than four (4) weeks after entering a position and no later than two (2) weeks

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<sup>385</sup> The Office Responsibilities Act, CBN 291402, § 2.

<sup>386</sup> The Office Responsibilities Act, CBN 291402, § 3(A).

<sup>387</sup> The Office Responsibilities Act, CBN 291402, § 3(B).

<sup>388</sup> The Office Responsibilities Act, CBN 291402, § 3(C).

<sup>389</sup> The Office Responsibilities Act, CBN 291402, § 3(D).

before the termination of that term of office. An inventory shall also be submitted to the account sponsor five (5) days prior to the resignation of that position, unless just cause can be shown as to the reason for non-compliance with this Sec. The inventory shall be signed and dated by the individual holding that position. An affidavit must be signed in ink by the SGA official, two (2) other students, and the account sponsor or their delegate. All students will be held responsible for the contents of the inventory.<sup>390</sup>

**a. Records of Inventory**

The account sponsor of that office shall maintain a file of all inventories for use as a check and balance system. A public record of these office inventories and ledgers shall be kept on file. These records shall be available at any time during business hours.<sup>391</sup>

**14. Checking Out Property**

All SGA official positions, where applicable, must keep a ledger of property which is checked in/checked out in a method which is approved by the account sponsor or their delegate. A ledger must state the type of property, name of user, condition of property when checked in, condition of property when checked out, date and time of when it was checked out. The name of the individual checking the property must also be stated.<sup>392</sup>

**a. Property Release**

All persons checking out equipment must read and sign the following statement: "It is expressly agreed that the use of any University of Oklahoma (hereinafter referred as to "OU") equipment by the undersigned (hereinafter referred to as the "User") on behalf of their respective Registered Student Organization (hereinafter referred to as the "RSO") will adhere to the limitations set forth in this agreement. User acknowledges that by signing this form, that their organization is bound by this contract to comply with all rules and procedures. User acknowledges that they are the sanctioned President of the Organization. Additionally, User expressly agrees that the equipment will be used solely during the authorized club activities. User further expressly agrees to return the OU equipment by the Due Date & Time as stated below. The RSO assumes all liability and responsibility for the use and condition of the equipment. User expressly agrees to accept the equipment "as is" with all faults and defects. User further expressly agrees not to damage, mutilate, destroy or misplace the authorized equipment. The RSO responsible will be held responsible if OU equipment is not returned according to the return policy and/or by the specified due date as written below. User on behalf of their RSO acknowledges that their RSO can and will be reprimanded for late returns, damages, lost or stolen equipment as outlined on the reverse side of this

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<sup>390</sup> The Office Responsibilities Act, CBN 291402, § 4.

<sup>391</sup> The Office Responsibilities Act, CBN 291402, §§ 5-6.

<sup>392</sup> The Office Responsibilities Act, CBN 291402, § 7.

form: This includes charging the RSO's SGA account directly for all fines, repair, and replacement costs. User acknowledges that the Department of Student Affairs shall prosecute under the Student Rights and Responsibilities Code for violations of the agreement on behalf of SGA. User expressly agrees that any dispute concerning, relation, or referring to this contract shall be resolved exclusively by an Ad Hoc Committee comprised of the Student Activity Fee Reserve Committee. I have read carefully and fully understand the contents and legal ramification of this Agreement. In understand that this is a legally binding and enforceable contract and sign it at my own free will. I understand that by signing below, I acknowledge and understand the Agreement and agree to its terms."<sup>393</sup>

### **15. Expenditures**

All official positions of the SGA shall be required to keep a ledger stating why, how, when, and what each expenditure for each account which they are financially responsible. All receipts of these expenditures shall be kept on file with the account sponsor. These receipts must be kept on file for a period of no less than three (3) years.<sup>394</sup>

### **16. Office Property**

All properties of that office shall be marked with the account number(s) assigned to that office. All property of that office shall be stored within the SGA space of that office and shall not be for the private use of any individual. The account sponsor, or their designate, with reasonable cause, may inspect the property of the official SGA position they sponsor.<sup>395</sup>

### **17. Responsibility**

All SGA official positions shall sign the following upon accepting that position: "I (name of person), do hereby accept responsibility for all properties and SGA space held by this office (name of office). I understand that I will be held personally responsible for all properties of the afore-named office and shall submit the proper inventories to the account sponsor of this office."<sup>396</sup>

### **18. Violations of Office Responsibility**

Any SGA official or member of the SGA who fails to sign the statement in Sec. 7 in the time provided and/or aids and abets in the violation of any provision of this Title or the Office Responsibilities Act shall have accounts frozen and/or shall make restitution for any loss incurred. Violators of this Title may be liable for punishment upon violation of the Student Rights and Responsibilities Code and/or State Law.<sup>397</sup>

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<sup>393</sup> 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>394</sup> The Office Responsibilities Act, CBN 291402, § 8.

<sup>395</sup> The Office Responsibilities Act, CBN 291402, § 10-11.

<sup>396</sup> The Office Responsibilities Act, CBN 291402, § 12.

<sup>397</sup> The Office Responsibilities Act, CBN 291402, § 13; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

## 19. Use of Space

### a. Monitoring

The usage of allocated office space shall be monitored. A report shall be presented to the SGA President the second Tuesday of each month of the academic year evaluating the usage of allocated space by student organizations.

#### i. Evaluative Criteria

Unless otherwise defined by the legislative branch, the SGA President shall set evaluative criteria and define what constitutes unsatisfactory use. Any such criteria and definitions shall be published. Unsatisfactory use shall include but be limited to storage only, personal or academic uses, and any use in violation of University policy or higher law. Student organizations shall consent in writing to monitoring prior to occupation of allocated space.<sup>398</sup>

### b. Notification

Any student organization reported to be making unsatisfactory use of its allocated office space shall be notified within five business days. Such a student organization shall be in bad standing of the SGA Budgetary process and shall continue in bad standing until said student organization is no longer reported to be making unsatisfactory use of its allocated office space. Any student organization reported to be making unsatisfactory use of its allocated office space in two consecutive reports shall receive a second notification.<sup>399</sup>

### c. Voluntary Vacation

At any point prior to a third consecutive report of unsatisfactory use, a student organization may voluntarily vacate its allocated office space. Upon notification of the SGA President of a decision to voluntarily vacate, said student organization shall no longer be in bad standing due to unsatisfactory use of office space.<sup>400</sup>

### d. Eviction

A third consecutive report or a fifth report within one semester of unsatisfactory use shall cause the office space allocated to the student organization to be vacated by the order of the SGA President. Said organization shall not be eligible for the allocation by SGA of office space for the remainder of the academic year, but said executive eviction shall

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<sup>398</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>399</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, §§ 5-6.

<sup>400</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 7.

be considered by the SGA Budgetary Committee in any subsequent secondary or emergency allocations occurring in said academic year.<sup>401</sup>

**e. Filing Vacancies**

Vacant offices shall be filled according to an order established at the time of allocation. Any such office spaces so filled shall again become vacant at the time when the allocation to the previously occupying student organization would have otherwise expired.<sup>402</sup>

**f. Appeal**

All executive decisions are subject to appeal to the SGA Superior Court.<sup>403</sup>

**g. Enforcement**

The SGA President shall be responsible for the enactment of provisions of Sec. 7 and may appoint whatever agents they deem necessary for this purpose with the advice and consent of the legislative branch.<sup>404</sup>

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<sup>401</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 8.

<sup>402</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 9.

<sup>403</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 10.

<sup>404</sup> Realizing the Potential Act, CBN 700907, SBN GF03-16, § 3.

## Title X – Finance

### Chapter 4 – Budgetary Procedures

#### 20. Primary Budget Process

The Primary Budget Process shall be held in the spring semester of every year.<sup>405</sup>

##### a. Eligibility

Each organization must meet all of these requirements

- i. Registration: Only those registered student organizations that are located on the Norman campus will be funded. Any student organization that is affiliated with the University of Oklahoma but not located on the Norman campus will not receive funding through this campus. Each organization shall be registered with the Office of Student Life one consecutive calendar year prior to the Primary Budget deadline, and must re-register within four weeks of registration opening in the fall semester in accordance with the Student Activities Policy.<sup>406</sup>
- ii. Budget Deadline: Each organization must submit their budget application by the Friday<sup>407</sup> of the sixth week of classes in the Spring semester. The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the budget applications are due.
- iii. Budget Deadline Enforcement: Any organization who submits a budget after this time shall be considered ineligible for funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.<sup>408</sup>
- iv. Budgetary Form Submission Requirement: Organizations are required to fill out the supplementary Budgetary Form on Engage whenever they submit a budget for funding. Upon review of an organizations budget and budgetary form, if the SGA Budgetary Committee has any further questions or concerns they may email the organization for clarification. The creation of the SGA Budgetary Form shall be left up to the discretion of the SGA Budgetary Committee.<sup>409</sup>
- v. Standing: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any

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<sup>405</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 1.

<sup>406</sup> An Act Amending the Funding Eligibility Registration Deadline, CBN 960108, SBN GF16-04. Revised on: September 21, 2016.

<sup>407</sup> Primary Funding Application Due Date Change Act, CBN 990507, SBN GS18-11.

<sup>408</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30.

<sup>409</sup> An Act Revising the Budgetary Process, CBN 960110, GS16-12. Revised on: September 29, 2016.

student organization that is not in good standing shall not receive funding.<sup>410</sup>

**b. Timeline**

- i. Registration: Registered Student Organizations must re-register within four weeks of registration opening in the fall semester in accordance with the Student Activities Policy.<sup>411</sup>
- ii. Budget Deadline: The Budget Deadline shall be no later than the sixth week of class in the spring semester, but after the re-registration deadline to determine which organizations are eligible. The Budget Deadline shall be set by the Chair of the SGA Budgetary Committee.
- iii. Budgetary Form Submission Requirement: Organizations are required to fill out the supplementary Budgetary Form on Engage whenever they submit a budget for funding. Upon review of an organizations budget and budgetary form, if the SGA Budgetary Committee has any further questions or concerns they may email the organization for clarification. The creation of the SGA Budgetary Form shall be left up to the discretion of the SGA Budgetary Committee.<sup>412</sup>
- iv. Posting: The Primary Budget shall be posted for at least seven (7) days prior to being moved in either Undergraduate Student Congress or Graduate Senate in the offices as well as on the website.<sup>413</sup>
- v. Passage: The Primary Budget shall be moved in the Undergraduate Student Congress no later than the twelfth week of the spring semester and shall be moved in the Graduate Student Senate no later than the thirteenth week of the spring semester.<sup>414</sup>
- vi. Fiscal Year: Each fiscal Year to claim reimbursements/direct payments shall be from July 1 to the last day of regular classes in the spring semester of year immediately following the Primary Budget Process. The fiscal year can be changed in emergency by a simple majority of the Undergraduate Student Congress and the Graduate Student Senate with an act of legislation.<sup>415</sup>
- vii. A Budget for Administrative Organizations shall be compiled separate from all other organizations.<sup>416</sup>

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<sup>410</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,

<sup>411</sup> An Act Amending the Funding Eligibility Registration Deadline, CBN 960108, SBN GF16-04. Revised on: September 21, 2016.

<sup>412</sup> An Act Revising the Budgetary Process, CBN 960110, GS16-12. Revised on: September 29, 2016.

<sup>413</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,,

<sup>414</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,,

<sup>415</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,,

<sup>416</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,

## 21. Auxiliary Budget Process<sup>417</sup>

The Auxiliary Budget Process shall be held during the entirety of the fiscal year.

### a. Availability

SGA shall not be required to distribute funds outside of the Primary Budget Process, due to the fact that Auxiliary Funding comes from reversions. A simple majority of the Undergraduate Student Congress and the Graduate Student Senate shall be required to deny an entire Auxiliary Funding process through an act of legislation.

### b. Funding Requirements

Each organization must meet all of these requirements

- i. Registration: Only those registered student organizations that are located on the Norman campus will be funded. Any student organization that is affiliated with the University of Oklahoma but not located on the Norman campus will not receive funding through this campus. Each organization must have registered with the Office of Student Life one week prior to submitting their Auxiliary Funding application.
- ii. Eligibility: Every student organization is eligible for Auxiliary Funding so long as they are registered with the Office of Student Life and demonstrate a need for funds.
- iii. Budgetary Form Submission Requirement: Organizations are required to fill out the supplementary Budgetary Form on Engage whenever they submit a budget for funding. Upon review of an organizations budget and budgetary form, if the SGA Budgetary Committee has any further questions or concerns they may email the organization for the clarification. The creation of the SGA Budgetary Form shall be left up to the discretion of the SGA Budgetary Committee.<sup>418</sup>
- iv. Standing: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any student organization that is not in good standing shall not receive funding.

### c. Timeline

The SGA Budgetary Committee shall review all pending request for Auxiliary Funding allocations at its earliest convenience during its regularly scheduled meetings.

### d. Fiscal Year

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<sup>417</sup> Act Establishing Auxiliary Funding, CBN 960506, SBN GF16-03. Revised on: September 21, 2016.

<sup>418</sup> An Act Revising the Budgetary Process, CBN 960110, GS16-12. Revised on: September 29, 2016.

For any Auxiliary Funding allocations, the beginning of the fiscal year shall be July 1<sup>st</sup>, and the end of the fiscal year shall be the last day of regular classes in the spring semester of each year.

**e. Additional Submissions**

Any organization that submits an Auxiliary Funding application more than three times within an academic semester shall be ineligible for additional funding for the remainder of the academic semester at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.

**f. Committee**

i. Allocation Amount

The SGA Budgetary Committee will evaluate Auxiliary Funding requests from student organizations then make recommendations to Undergraduate Student Congress and Graduate Student Senate with regards to Emergency Allocations Fund to meet those emergency requests in accordance with the University of Oklahoma Board of Regents' policy, University of Oklahoma policy, and the most current Budget Procedures Act.

**22. Administrative Districts of the SGA**

**a. Categories**

Organizations must fit into one of these three categories to be considered an Administrative Division of SGA:

Government: Organizations that collectively serve as student government for the entire student body without significant duplication.

Residential: Organizations that collectively represent every student through their residences without significant duplication. Funding is provided for Housing Center Student Association, Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, and Multicultural Greek Council. No additional funding will be distributed to separate entities (houses/floors/chapters) of these organizations.

Campus Activities: Organization that represents and serves every student through campus wide activities aimed at improving student life on campus without significant duplication. An organization that falls under the Campus Activities category may not represent a particular section of the student body; rather it must represent the entire student body. All programming sponsored by that organization must be funded as a whole. The Chair (President) of the organization shall have discretion in allocating these funds.<sup>419</sup>

**b. Regulations**

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<sup>419</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 4(A); An Act Relating to Finance, CBN 790708, SBN GS08-27, § 1; Stidham-Ward Financial Responsibility and Efficiency Reform Act of 2009, CBN 820710, SBN GF09-24, § 2; An Act Relating to Finance, CBN 840305, SBN GS10-44, § 2.

Administrative organizations are subject to these SGA Regulations:

- i. Administrative organizations must hold a sanctioned election for their chief officer, during the election time frame established in Title VII, Chapter 1, Section 4, with the exception of Campus Activities Council Chair, who shall be elected in a campus wide election by the entire student body.
- ii. Administrative organizations must be entirely comprised of student members.<sup>420</sup>

### 23. Funding Criteria

In evaluating budgets, the SGA Budgetary Committee shall use the following criteria in determining the amount of money each organization is allocated. Each criterion must be used. Organizations shall be evaluated upon the following criteria:

- Degree to which the Programs, Events, and Activities (P/E/As) of the organization provide a unique service to the university's student community.
- Scope which an organization has (including its P/E/As and other non-funded activities). This should take into consideration, but not limited by, the number of students affected, the effect on the community outside of campus, and the size of the organizations.<sup>421</sup>
- The percent of funds used in prior year(s) relative to the amount allocated.
- Quality of budget. This should include clarity, accurateness, compliance with SGA and University policies and regulations, and the reasonability of the budget. Unreasonable request for large sums of money shall count against organizations.
- Degree to which funding the organization's P/E/As request will accomplish the stated goals of the organization.

While all of these criteria shall be taken into consideration by the committee, the relative weights of the criteria within a category shall be at the committee's discretion, provided that the relative weights are consistent within each category.<sup>422</sup>

### 24. Review Process<sup>423</sup>

- a. **Timeline:** Within 5 business days of receiving notice of allocation any organization may submit a formal review request to the Chair of the Budgetary Committee for a reconsideration of allocation. If the Chair denies the request, the organization may submit an appeal directly to the Student Body President.
- b. **Requirements/ineligibility**

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<sup>420</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 4(B); An Act Relating to Finance, CBN 790708, SBN GS08-27, § 1; An Act Relating to Finance, CBN 840305, SBN GS10-44, § 2.

<sup>421</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,

<sup>422</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 5.

<sup>423</sup> Act Establishing Auxiliary Funding, CBN 960506, SBN GF16-03. Revised on: September 21, 2016.

In order for an allocation to be considered for review, an organization must present a reasonable argument as to why the Committee was biased in its allocation.

- c. **Submission:** The written appeal shall be submitted electronically directly to the Ways and Means Chairman and;
  - i. shall detail key organization information including name, leadership, contact information, and sponsor;
  - ii. shall state the original requested amount;
  - iii. shall state the amount funded by SGA;
  - iv. shall detail thorough reasoning as to why the allocation should be reconsidered.
- d. **Ad Hoc Committee**
  - i. **Membership:** Membership of the Review Board shall consist of the Student Body Vice President, Chair of the Undergraduate Student Congress, Chair of the Graduate Student Senate, Chair of the Campus Activities Council, and will be chaired by the Student Body President. The Ways and Means Chairman shall serve on the committee in an advisory role and will not have voting privileges.

## 25. Availability Deadlines and Other Stipulations

Line item transfers shall not be allowed after the last day of regular classes in the spring semester of every year. Submission of an inaccurate budget or misuse of funds may result in a recommendation to the Office of Student Affairs to require reimbursement of misused funds, to deny funding for a period of up to four (4) fiscal years, and/or expulsion from campus. SGA shall not be required to fund a particular organization, item from an organization's requests, or P/E/A from an organization's requests.<sup>424</sup>

## 26. The SGA Budgetary Committee

### a. Membership

The Undergraduate Student Congress Ways & Means Committee and one (1) member of the Graduate Student Senate Ways & Means Committee shall constitute a standing committee known as the SGA Budgetary Committee and shall be chaired by the Chair of the Undergraduate Student Congress Ways & Means Committee. The SGA Budgetary Committee shall evaluate budget requests from student organizations and make recommendations to the Undergraduate Student Congress and the Graduate Student Senate, allocating Student Activity Fee funds to meet those budget requests in accordance with the University of Oklahoma Board of Regents' policy, University of Oklahoma policy, this Title, and the Budget Procedures Act.<sup>425</sup>

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<sup>424</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6.

<sup>425</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 7(A); Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

**b. Open Meeting Act**

Dates and locations of orientation sessions, interviews, and budget allocations must be public and posted in accordance with the Oklahoma Open Meeting Act.<sup>426</sup> A copy of all agenda and subsequent minutes shall be submitted to the chairs of the Graduate Student Senate and the Undergraduate Student Congress. See also Sec. 9 of this Chapter.<sup>427</sup>

**c. Allocation Categories**

Allocations to organizations shall be divided into three categories: Office Expenses, Capital Investments, and Programs/Events/ Activities (P/E/A's), as defined in Title XII, Chapter 2, of the SGA Code Annotated.<sup>428</sup>

**d. Election Funding**

**i. SGA Election Staff**

The SGA Budgetary Committee shall allocate sufficient funds in each Administrative Appropriations Act to conduct two General Elections, two run-off elections and at least one special election, including the compensation of all eligible election staff members for each election and sufficient publicity for filing and voting.<sup>429</sup>

**e. Records**

**i. Electronic Archives**

At the conclusion of the budgetary process, the SGA Budgetary Committee shall store all application and allocation information in electronic form on a CD or other removable storage medium and provide one copy to the Staff Assistant and one copy to the Student Affairs accountant.<sup>430</sup>

**ii. Annual Report**

At the conclusion of the Primary Budget Process, the Chair of the SGA Budgetary Committee shall produce an annual budget report containing the timeline, allocations, and procedural information used for the most recent Primary Budget Process. This report shall be made public to all students at the University of Oklahoma and copies shall be sent to the Chair of Undergraduate Student Congress, Chair of Graduate Student Senate, Campus Activities Council Chair, President of SGA, and the Student Affairs accountant.<sup>431</sup>

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<sup>426</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,

<sup>427</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 7(B).

<sup>428</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 7(D); Financial Responsibility Act of 2011, CBN 860313, SBN GF11-13, § 5.

<sup>429</sup> An Act Amending The Election Procedures Act, CBN 700304, SBN GS03-32, § 3.

<sup>430</sup> An Act of Legislation Requiring Budgetary Records, CBN xxxxxx, SBN xxxx-xx.

<sup>431</sup> 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4.

## 27. Enforcement

If the stipulations of this Title and the Budgetary Procedures Act are not followed, as determined by a majority of the SGA executive committee, then an Ad Hoc committee shall be created consisting of the Chairs of Undergraduate Student Congress and the Graduate Student Senate, and two (2) members of each House, selected by the respective chairs of each House. This committee shall be chaired by the President of the SGA. This committee shall establish a new timeline and complete the budget process. Undergraduate Student Congress shall have the power to expel from Undergraduate Student Congress the Chair of Ways and Means of Undergraduate Student Congress, the Vice Chair of Ways and Means of Undergraduate Student Congress, and any other Undergraduate Student Congress member of the SGA Budgetary Committee for not abiding by the stipulations of this Title and the Budget Procedures Act. Graduate Student Senate shall have the power to expel from Graduate Student Senate the Chair of Ways and Means of Graduate Student Senate, the Vice Chair of Ways and Means of Graduate Student Senate, and the Graduate Student Senate member of the SGA Budgetary Committee for not abiding by the stipulations of this Title and the Budget Procedures Act.<sup>432</sup>

## 28. Student Activity Fee Reserve Committee

### a. Responsibilities

The student members of the SGA Student Activity Fee Reserve Committee, as outlined in the Regent's Policy shall be responsible for publicizing the actions and decisions made regarding allocation of the student activity fee reserve.<sup>433</sup> The Chairs of SGA Undergraduate Student Congress and Graduate Student Senate shall be responsible for informing their respective bodies about the actions of the Student Activity Fee Reserve Committee in monthly reports or as often deemed necessary.<sup>434</sup>

### b. Reports

The SGA Undergraduate Student Congress and the Graduate Student Senate may request a report from the chairs of their respective bodies if a motion requesting such report as is referenced in Sec. 10.1 is made, seconded, and supported by a majority of members of the body in question.<sup>435</sup>

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<sup>432</sup> *The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 8.*

<sup>433</sup> *The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30,*

<sup>434</sup> *An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, §§ 2-3.*

<sup>435</sup> *An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, § 4.*

**c. Discretion**

Information that could compromise the privacy or viability of a campus group or organization may be shared at the discretion of the members of the student activity fee committee and the student activity fee reserve committee.<sup>436</sup>

**d. Annual Budget**

The Student Activity Fee Reserve Committee shall make the annual SGA budget public and accessible to students of the University of Oklahoma.<sup>437</sup> The SGA Budget determined by the Student Activity Fee Reserve Committee shall be presented to the SGA Undergraduate Student Congress and the Graduate Student Senate by the chairs of each body respectively before it is presented for approval by the University of Oklahoma Board of Regents.<sup>438</sup>

**29. Reimbursement/Direct Payment**

Each requested reimbursement/direct payment, with the exception of internal University transfers,<sup>439</sup> shall be due thirty (30) days after the issuance of an invoice or by the end of the current semester, whichever occurs first with the following exception: If extenuating circumstances arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the SGA Budgetary Committee. The letter and circumstances shall be viewed by the SGA Budgetary Committee, or in the absence of the Committee, by the Chair. All requests shall be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of regular classes in the semester when the cost was incurred. The end of the fiscal year shall be the last day of regular classes in the spring semester of each year.<sup>440</sup>

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<sup>436</sup> An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, §§ 2-3.

<sup>437</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30.

<sup>438</sup> An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, § 6.

<sup>439</sup> The Economic Review Act of 2015 Part 3, CBN 940114, SBN GF15-30.

<sup>440</sup> The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 6, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.

## Title X – Finance

### Chapter 5 – Salaries and Stipends<sup>441</sup>

#### 30. Positions Receiving a Salary/Stipend

Section 1: The following positions shall receive a stipend:

- Campus Activities Council Chair: \$435/month<sup>442</sup>
- Chair of Congress: \$435/month<sup>443</sup>
- Chair of Senate: \$435/month<sup>444</sup>
- Chair of SGA Budgetary Committee: \$350/month<sup>445</sup>
- Secretary of Congress: \$350/month<sup>446</sup>
- Secretary of Senate: \$350/month<sup>447</sup>
- Student Bar Association President: \$350/month<sup>448</sup>
- SGA President: \$520/month<sup>449</sup>
- SGA Vice President: \$435/month<sup>450</sup>
- Vice Chair of Congress: \$350/month<sup>451</sup>
- Vice Chair of Senate: \$350/month<sup>452</sup>

Campus Activities Council Chair, Chair of Congress, Chair of Senate, Secretary of Congress, Secretary of Senate, Student Bar Association President, Vice Chair of Congress, and Vice Chair of Senate shall be compensated monthly with compensation periods beginning August 1<sup>st</sup> and perpetuating monthly until April 30<sup>th</sup>. The SGA President and SGA Vice President shall be compensated monthly with compensation periods beginning December 1<sup>st</sup> and perpetuating monthly until November 30<sup>th</sup>. The Chair of SGA Budgetary Committee shall be compensated monthly with compensation periods beginning the month of their appointment by the SGA Congress and ending April 30<sup>th</sup>.<sup>453</sup> The SGA President shall be eligible to receive compensation at the aforementioned rate during the summer, which shall consist of the months June, July, and August. The SGA President shall only be eligible to receive such compensation while executing their presidential duties in the course of fulfilling their office hours.

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<sup>441</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>442</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>443</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>444</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>445</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>446</sup> Secretary Compensation Act of 2015, CBN 930117, SBN GS15-23; SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17 Revised February 11, 2019

<sup>447</sup> Secretary Compensation Act of 2015, CBN 930117, SBN GS15-23; SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17 Revised February 11, 2019

<sup>448</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>449</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>450</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>451</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>452</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>453</sup> Fixing Salary Terms Act of 2014, CBN 920315, SBN GF14-25.

Section 2: The following positions shall receive a salary:

- Associates of General Counsel: \$11.00 x 25 hours/week x 34 weeks
- General Counsel: \$12.00 x 25 hours/ week x 48 weeks
- Chief of Staff: \$10.00 x 10 hours/week<sup>454</sup>

The Chief of Staff shall be appointed by the SGA President following an open application process.

- Election Commission Staff: \$50x5 persons x 2 general elections; plus, if needed, \$20x5 people for any runoff or special election (up to three of the aforementioned)
- Election Commissioner: \$500/Spring General Election, \$500/Fall General Election; plus, if needed, \$50 for any runoff or special election (up to three of the aforementioned)
- Election Poll Operators: 20 Individuals per election, \$20x20x 2 elections  
Election Commission Members, Chair, and Poll Operators are appointed according to the Elections Procedures Act.

- SGA Staff Assistant II: \$16.40/hour<sup>455</sup> x 2080 Hours

- SGA Budget and Account Representative II: \$17.66/hour<sup>456</sup> x 2080 Hours<sup>457</sup>

The above positions are selected based upon applications received through the HR website, jobs.ou.edu. Selections are made by the SGA President, SGA Vice President, Congress Chair, Senate Chair, and CAC Chair, as well as their staff supervisor in Student Affairs. Increases in pay are given at the discretion of the aforementioned officials. Additionally, if university wide raises are mandated, the above positions shall receive those increases.

- Student Organization Resource Officers: \$10<sup>458</sup> x 10 hours/week per<sup>459</sup> officers
- SGA Graphic Designer/Webmaster: \$10<sup>460</sup> x 10hours/ week x 34 weeks<sup>461</sup>

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<sup>454</sup> SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>455</sup> SGA Staff Pay Increase Act, CBN 980103, SBN GS17-31. Revised on: August 30, 2017.

<sup>456</sup> SGA Staff Pay Increase Act, CBN 980103, SBN GS17-31. Revised on: August 30, 2017.

<sup>457</sup> Salary Adjustment Act of 2014 CBN 920701. SBN GF14-05 Title XII Chapter 5 Section 32

<sup>458</sup> Act Amending the Salaries and Stipends revision, CBN 930120, SBBN GS15-24, SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17, Revised on February 11, 2019.

<sup>459</sup> Act Amending the Salaries and Stipends revision, CBN 930120, SBBN GS15-24. Revised on: April 20, 2015.

<sup>460</sup> Act Amending the Salaries and Stipends revision, CBN 930120, SBBN GS15-24. Revised on: April 20, 2015.

<sup>461</sup> Salary Adjustment Act of 2014 CBN 920701. SBN GF14-05 Title XII Chapter 5 Section 32

The above positions are selected based upon applications received through the HR website, jobs.ou.edu. Selections are made by the SGA President, SGA Vice President, Congress Chair, Senate Chair, and CAC Chair.

- OU Student Legal Services Staff Attorney: \$41,200 per year.

The OU SLS Staff Attorney shall be hired according to the policies outlined in Title XI. The staff attorney shall be eligible for benefits at a value of the current fringe benefits rate per OU HR policy.

Any position not enumerated above shall not receive a salary/stipend.<sup>462</sup>

**a. Student Parking Appeals Board Judges**

The Student Parking Appeals Board Judges are appointed at minimum wage, but not funded by SGA; the positions are reimbursed through the Parking and Transit Office.<sup>463</sup>

**b. SGA Graphic Designer/Webmaster**

The duties of the SGA Graphic Designer/ Webmaster will be to assist the all branches of SGA to create design products, including web graphics, posters, and flyers, and to maintain and update their respective websites as well as any other online content that may be asked of them.<sup>464</sup>

31. Stipends are reflective of the weekly office hour requirement for each position. Stipends are based on performing the appropriate number of weekly office hours, as follows<sup>465</sup>:

- g. All positions receiving \$520 per month are expected twelve office hours.<sup>466</sup>
- h. All positions receiving \$435 per month are expected ten office hours.<sup>467</sup>
- i. All positions receiving \$350 per month are expected eight office hours.<sup>468</sup>

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<sup>462</sup> The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 3-10, 13; An Act Relating to Finance, CBN 790708, SBN GS08-27, § 2; Stidham-Ward Financial Responsibility and Efficiency Reform Act 2009, CBN 820710, SBN GF09-24, § 3; An Act Relating to Finance, CBN 840301, SBN GS10-25, § 1; UOSA Webmaster Act of 2010, CBN 840311, SBN GF10-57, § 2; Salaries and Stipends Act of 2011, CBN 860702, SBN GF11-03, § 3; Salaries and Stipends Timeline Act of 2012, CBN 870301, SBN GS12-27, § 2, Executive Summer Compensation Act, CBN 880318, SBN GF12-09, § 3, Proper Compensation for a Job Well Done Act of 2012, CBN 880321, SBN GF12-17, § 2; Keeping Our Promise Act of 2013, CBN 890309, SBN GS13-18, § 3, Salaries and Stipends Amendment Act of 2013, CBN 900305, SBN GF13-01, § 2.

<sup>463</sup> The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, § 6.

<sup>464</sup> The Graphic Designer Act of 2014, CBN 920305, SBN GF14-03, §32.

<sup>465</sup> Office Hour and Stipend Codification Act, CBN 930124, SBN GS15-27. Revised on April 20, 2015.

<sup>466</sup> Office Hour and Stipend Codification Act, CBN 930124, SBN GS15-27. Revised on April 20, 2015; SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17 Revised on February 11, 2019

<sup>467</sup> Office Hour and Stipend Codification Act, CBN 930124, SBN GS15-27. Revised on April 20, 2015. SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17 Revised February 11, 2019

### **32. Payment of Stipend**

All stipend positions are prorated during the months of January, May, August, and December. Stipends begin the first day of regular classes and end the last day of regular classes for fall, spring, and summer, semesters. Time sheets are required on all hourly positions. Time sheets are not required for monthly stipend positions.<sup>469</sup>

### **33. Suspension of Stipend**

Any allegation regarding the fulfillment or lack of thereof of an officer's duty (provided there is some support for such allegation) is sufficient to bring that officer before the Student Activity Fee Reserve Committee. It is an issue of fact for the Committee to make their determination whether the officer's stipend should be suspended.<sup>470</sup>

### **34. Other Employment**

No employee in a SGA Stipend position shall be employed by the University of Oklahoma in a position that could be considered a conflict of interest. Neither shall they accept any special favors or privileges from any University employee or student or outside source which might in any way compromise their position and responsibilities while in office. This does not intend to include traditional or recognized academic and athletic compensation in the form of scholarships, fellowships, grants, or other similar aid, or employment, which clearly does not represent a conflict of interest. Notification of other employment shall be submitted to the office of the SGA General Counsel prior to elections for purpose of determining a conflict of interest.<sup>471</sup>

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<sup>468</sup> Office Hour and Stipend Codification Act, CBN 930124, SBN GS15-27. Revised on April 20, 2015. SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17 Revised on February 11, 2019

<sup>469</sup> The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 13-15. SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>470</sup> The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 13-15; General Counsel Opinion, OP-2000-004. SGA Stipends and Salaries Increase and Accountability Act of 2018, CBN 990113, SBN GS18-17

<sup>471</sup> The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 3-11(4).

**Title XI – SGA Non-Financial Resources**  
**Chapter 1: Student Organization Resource Office<sup>472</sup>**

**1. Student Organization Resource Office**

**a. Purpose**

SORO shall provide resources and advice to RSOs. The functions of the office shall include: provision of free organizational use of SGA-owned equipment; provision of information and assistance as appropriate concerning additional financial and other resources available to RSOs; and direction of RSOs to the Office of the General Counsel for assistance with RSO Constitutions.<sup>473</sup>

**b. Student Officers**

The Student Organization Resource Officers, whose positions are accounted for through the HR website and Title XII, Chapter 5, Salaries and Stipends, shall be responsible for managing and ensuring the execution of the purpose of the Office.<sup>474</sup>

**c. Equipment**

**PROCUREMENT.** SORO shall seek to procure equipment for use by Student Organizations.

**AVAILABILITY.** Any such equipment shall be made equally, fairly, and consistently available to all RSOs.

**CHECK-OUT POLICY.** The Student Organization Resource Officers shall be responsible for establishing and maintaining check-out and check-in policies with the advice and consent of the President.

**FINES.** The SORO Officers, with the advice and consent of the President, may establish a system of uniform fines to RSOs for failure to comply with the check-in and check-out policies. Any such system of fines shall be made publicly available. RSOs shall be informed of any such system of fines at the time of check-out.

**OFFICE.** The SORO office shall be housed in the Conoco Leadership Center of the Oklahoma Memorial Union.<sup>475</sup>

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<sup>472</sup> Title XI Establishment Act, C 101-30, SB GS19-21

<sup>473</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30.

<sup>474</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30.

<sup>475</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30.

## Title XI: SGA Non-Financial Resources

### Chapter 2: Conoco Student Leadership Center

#### 1. Card Access

The Conoco Student Leadership Center Office SGA Staff Assistant shall collect ID numbers from organizations allocated space during the first two weeks of each semester. The Office shall provide these numbers to the Sooner Card Office, which will use said numbers to allow access to the Center with the ID card reader. This service shall be equally available to all RSOs allocated space. Any RSO submitting numbers that do not correspond to club members, or otherwise<sup>476</sup>abusing this service, shall be subject to fines and ineligibility to apply for office space the following year.

#### 2. Space Allocation

##### a. Applications

Application for space shall be made available and accepted by the SGA Department of Student Organizations, and shall be due during the academic week before Spring Break.<sup>477</sup>

##### b. Eligibility

Only those organizations on the Norman Campus that will have been registered with the Center for Student life for no less than one calendar year at the time of the Fall General Elections shall be eligible to apply for and receive office, cubicle, or storage space.<sup>478</sup>

##### c. Conoco Space Allocation Committee

The Conoco Space Allocation Committee, consisting of the SGA Vice President, Chair of Undergraduate Student Congress, Chair of Graduate Student Senate, and Campus Activities Council Chair shall consider all valid applications received and present recommendations to the SGA President.<sup>479</sup>

##### d. Procedure for Assignment of Space

The SGA President shall submit legislation to the legislative branch prior to the Fall General Elections. The space allocations shall be established through an advice and consent act of the SGA, as specified in the SGA Constitution.<sup>480</sup>

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<sup>476</sup> Title I Update Act of 2017, CBN 980114, SBN GF17-30.

<sup>477</sup> Office Space Application Adjustment Act, CBN 950105, GS16-04

<sup>478</sup> The Conoco Student Leadership Center Space Allocation Procedure Act, CBN 680307, SBN GF02-12,

§ 4.

<sup>479</sup> The Conoco Student Leadership Center Space Allocation Procedure Act, CBN 680307, SBN GF02-12,

§ 6.

<sup>480</sup> The Conoco Student Leadership Center Space Allocation Procedure Act, CBN 680307, SBN GF02-12,

§ 7, 8.

**e. Term of Occupancy**

The term of occupancy in the Conoco Student Leadership Center shall begin one week after the last day of classes in the spring semester, and shall end one week before the last day of classes in the spring semester of the following year.<sup>481</sup>

**f. Failure to Renew Registration**

Organizations failing to renew their registration with the Center for Student Life are considered inactive, and inactive student organizations are not entitled to office space in the Conoco Center. Any inactive student organization occupying office space in the Conoco Center shall promptly vacate so that the space may be reassigned to a registered student organization in accordance with the University policy and SGA Legislation.<sup>482</sup>

**g. Use of Space**

**i. Monitoring**

The usage of allocated office space shall be monitored. A report shall be presented to the SGA President every month<sup>483</sup> of the academic year evaluating the usage of allocated office space by student organizations. Said reports may be amended by and shall be signed and published by the SGA President. Unless otherwise defined by the legislative branch, the SGA President shall set evaluative criteria and define what constitutes unsatisfactory use. Any such criteria and definitions shall be published. Unsatisfactory use shall include but not be limited to storage only, personal or academic uses, and any use in violation of University policy or higher law. Student organizations shall consent in writing to monitoring prior to occupation of allocated space.<sup>484</sup>

**ii. Notification**

Any student organization reported to be making unsatisfactory use of its allocated office space shall be notified within 5 business days.<sup>485</sup> Such a student organization shall be in bad standing for the purposes of the SGA budgetary process and shall continue in bad standing until said student organization is no longer reported to be making unsatisfactory use of its allocated office space. Any student organization reported to be making unsatisfactory use of its allocated office space in two consecutive reports shall receive a second notification.<sup>486</sup>

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<sup>481</sup> The Conoco Student Leadership Center Space Allocation Procedure Act, CBN 680307, SBN GF02-12, § 9; Stidham Efficient Space Allocations Act of 2010, CBN 830305, SBN GS10-10, § 3.

<sup>482</sup> General Counsel Opinion, OP-2002-003; Code Annotated Update Act, CBN 880313, SBN GF12-06, §

3.  
<sup>483</sup> The Economic Review Act of 2015 Part 2, CBN 940113, SBN GF15-29,

<sup>484</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

<sup>485</sup> The Economic Review Act of 2015 Part 2, CBN 940113, SBN GF15-29,

<sup>486</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, §§ 5-6.

### **iii. Vacation**

At any point prior to a third consecutive report of unsatisfactory use, a student organization may voluntarily vacate its allocated office space. Upon notification of the SGA President of a decision to voluntarily vacate said student organization shall no longer be in bad standing due to unsatisfactory use of office space.<sup>487</sup>

### **iv. Eviction**

A third consecutive report or a fifth report within one semester of unsatisfactory use shall cause the office space allocated to an organization to be vacated by the order of the SGA President. Said organization shall not be eligible for the allocation by SGA of office space for the remainder of the academic year, but said executive eviction shall be considered by the SGA Budgetary Committee in any subsequent secondary or emergency allocations occurring in said academic year.<sup>488</sup>

### **v. Filling Vacancies**

Vacant offices shall be filled according to an order established at the time of allocation. Any such office spaces so filled shall again become vacant at the time when the allocation to the previously occupying student organization would have otherwise expired.<sup>489</sup>

### **vi. Appeal**

All executive decisions are subject to appeal to the SGA Superior Court.<sup>490</sup>

### **vii. Enforcement**

The SGA President shall be responsible for the enactment of the provisions of Sec. 7 and may appoint whatever agents they deem necessary for this purpose with the advice and consent of the legislative branch.<sup>491</sup>

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<sup>487</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 7.

<sup>488</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 8.

<sup>489</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 9.

<sup>490</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 10.

<sup>491</sup> The Realizing the Potential Act, CBN 700907, SBN GF03-16, § 3.

## **Title XI: SGA Non-Financial Resources**

### **Chapter 3: Student Legal Services**

#### **1. Student Legal Services Purpose**

The purpose of Student Legal Services (SLS) is to provide students at the University of Oklahoma with legal services and legal educational opportunities necessary to maximize the benefits derived from their rights and responsibilities as a citizen or resident of the United States of America and the State of Oklahoma.

#### **2. Eligibility for Services**

##### **a. Eligibility**

Any currently enrolled student at the University of Oklahoma shall be entitled to receive services from OU SLS. Any student who was enrolled at the University of Oklahoma shall be permitted to seek the services of OU SLS regarding events which occurred during, or stemmed from, their last semester of coursework at OU for sixty (60) days immediately following their graduation.

##### **b. Nondiscrimination Policy**

Access to OU SLS shall be open to all students without regard to race, color, creed, religion, national origin, disability, public assistance status, veteran status, sexual orientation, gender identity or expression, citizenship status, or immigration status.

#### **3. Services Offered**

- a. OU SLS offers "Limited Scope" legal representation to students free of charge. Limited Scope legal representation includes
  - i. Legal advice, education and guidance, consultation, Notary Services. OU SLS may not offer services to students if:
  - ii. The student's legal issue is against another OU student, an OU faculty or staff member, or the University itself.

#### **4. Rights of OU SLS Clients**

##### **a. Attorney-Client Privilege**

- i. Clients of OU's Student Legal Services Program are entitled to the benefits of the attorney-client privilege, and
- ii. The OU SLS staff attorney shall not be considered a mandatory reporter as this would be a violation of clients' attorney-client privilege.

##### **b. Confidentiality**

All clients of OU SLS shall be entitled to confidentiality. The SLS staff attorney shall have no duty to reveal the identities of students that have utilized the

program. The SLS staff attorney shall have the authority to collect, keep, maintain, and protect client files and client data consistently with the position and the laws of the State of Oklahoma. However, nothing in this clause shall limit the staff attorney's ability to release non-identifying client information for program assessment, evaluation, marketing, or other reasonable and legitimate purpose.

## **5. SLS Attorney**

OU Student Legal Services shall employ at least one (1) staff attorney for a minimum of twenty (20) hours per week, and shall hold the title of "Director of OU Student Legal Services"

### **a. Qualifications**

The staff attorney shall be licensed by the Oklahoma Bar Association. The staff attorney shall remain in good standing with the Oklahoma Bar Association for the duration of their employment with OU SLS, including completing annual continuing legal education (CLE) requirements. The staff attorney shall fulfill all other requirements for employment at the University of Oklahoma.

### **b. Professional Responsibility**

The staff attorney shall follow all norms of professional responsibility of the legal profession including, but not limited to, the Rules of Professional Conduct promulgated by the Oklahoma Supreme Court.

### **c. Employment Decisions**

The OU Vice President for Student Affairs shall ultimately be responsible for making any decisions regarding the employment of the OU SLS staff attorney, in accordance with all appropriate university policies.

## **6. Staff Attorney Independence**

No person, group, organization, or entity shall interfere with the independent professional judgment of the staff attorney as mandated by the Rules of Professional Conduct promulgated by the Oklahoma Supreme Court.

## **7. Finances**

- a.** The OU SLS staff attorney shall be paid a salary with benefits, as defined by Title X.
- b.** The OU SLS staff attorney shall be entitled to be reimbursed for costs associated with annual CLE requirements. This cost shall be borne by the SGA Executive Branch.
- c.** All costs associated with the office expenses of the OU SLS program shall be covered by the SGA Operations Account.

- d. All costs associated with marketing shall be borne by the SGA Executive Branch.
- e. Any outside funding dedicated to the program shall be maintained in a separate account by the SGA Budget and Account Representative and may be used by the SGA Executive Branch to cover the expenses of the program.

## **Title XII: Tribal Recognition**

### **Chapter 1: Indigenous Land Acknowledgement**

#### **1. ILA Template**

“Before we begin today, The Student Government Association would like to take a moment to honor and recognize the rich heritage and traditions of the land and its peoples on which we are gathered today.

Long before David Ross Boyd envisioned the University of Oklahoma, the land on which we gather today served as a site of meeting and exchange amongst many Indigenous peoples. Tribes such as the Caddo and Wichita and Affiliated tribes called this land home long before the University of Oklahoma was established. Today, 39 tribal nations dwell within the state of Oklahoma as a result of policies that were designed to assimilate Native people and strip them of their diverse and sacred cultures and traditions.

This land acknowledgment statement is a public expression of gratitude and honor for the people who have been living on and cultivating this land from time immemorial. Today, many Native people represent their families and tribes from across the land as Indigenous students, faculty and staff here at the University of Oklahoma.

The Student Government Association/ Campus Activities Council/ Undergraduate Student Congress/ Graduate Student Senate would like to acknowledge that today...

We are visitors on this land.

We are thankful for the privilege and opportunity to be visitors. We would like to recognize all of our Indigenous people who are present today and honor them for allowing us to gather here with them.”

#### **8. Requirements**

- a.** The Indigenous Land Acknowledgment shall be stated before the start of SGA events. SGA For the purpose of this Act, tabling on the South Oval should not be considered an event. Further exclusions shall be recurring meetings such as Undergraduate Student Congress Meetings, Graduate Student Senate Meetings, Executive Cabinet meetings, and any informal or formal committee or department that occur on a recurring basis.
- b.** Events/ILA Destinations
  - i. State of the SGA
  - ii. OU SGA website
  - iii. CAC Events
    1. Homecoming
    2. Rah Rally
    3. University Sing
    4. Sooner Scandals

- 5. Soonerthon
- 6. State of CAC
- iv. Appropriate settings at the discretion of the directing organization of the event.

**c. Appropriate Statement Formats**

iii. The ILA shall be stated orally, recorded and made into a video, or recorded audio. Wording should mimic this document or be approved by the Office of Student Life for guidance on appropriate wording.